SAFETY AND HEALTH POLICY STATEMENT

Our company, **KONWINSKI CONSTRUCTION INC/KONWINSKI KABINETS**, considers safety and health to be the most important part of our operation. Through the implementation of safety goals, objectives, work rules and continuous evaluations, we will make every effort to prevent work-related accidents, injuries, and illnesses through the anticipation, recognition, and correction of unsafe working conditions and practices.

We will take all appropriate measures to prevent injuries and accidents through education and to eliminate unsafe conditions through continual workplace evaluation. Our safety program begins at the top level of management and involves all employees throughout the organization. We each will respect and enforce company safety objectives and rules.

All employees, through initial orientation and periodic training, will be familiar and comply with all aspects of the safety program. Everyone's participation and input is essential to the program's success.

The most important part of any job is safety!

President/Owner

Date

POLICY CHANGES DISCLAIMER

KONWINSKI CONSTRUCTION INC/KONWINSKI KABINETS reserves the right to make any changes at any time by adding to, deleting, or changing any existing policy.

The rules set out in this manual are as complete as we can reasonably make them. However, they are not necessarily all inclusive, because circumstances that we have not anticipated may arise. The company may vary from the policies and provisions in this manual if, in its sole discretion, the circumstances require it.

ACKNOWLEDGMENT

I, ______ (name) hereby acknowledge receipt of the **KONWINSKI CONSTRUCTION INC/KONWINSKI KABINETS** Safety Program.

Date ______ Signed _____

(This portion to be retained by employee)

ACKNOWLEDGMENT

I, ______ (name) hereby acknowledge receipt of the **KONWINSKI CONSTRUCTION INC/KONWINSKI KABINETS** Safety Program.

| Date | Signed |
|------|--------|
| | |

(This portion to be retained by employer in employee personnel file)

MANAGEMENT OBJECTIVE STATEMENT

- All safety regulations and procedures will be followed and enforced by all levels of supervision. Infractions of any type will result in disciplinary action.
- Management will designate a safety coordinator who will assist in making sure the working environment is safe.
- Safety education and technical training will be provided to all employees on a regular basis.
- Management will be familiar and comply with accepted safety practices as defined by MIOSHA, as well as by federal, state and local standards.
- Management will implement its Hazard Communication Program in accordance with the state's Right to Know law.
- Management will ensure all personnel involved in hazardous or specialized activities will be appropriately trained and certified.
- Management will prepare, communicate and continually evaluate the company's Safety Rules and Hazard Communication Program.
- Proper personal protective equipment will be made available and demonstrated for use by all personnel when necessary.
- Management will ensure that all vehicles, equipment, and tools are well maintained and fitted with necessary safety devices appropriate for the job.
- Management will anticipate the need for emergency responses.
- Management will promptly investigate all accidents and near misses, determine the cause, take corrective action, where necessary, and prescribe changes to the safety rules to prevent reoccurrence.
- Management will maintain an "open-door" policy to encourage personnel to report unsafe conditions. Positive reinforcement and incentives will be provided whenever possible.

President/Owner

Date

SAFETY DIRECTOR

A safety director is the key person in any program designed to create and maintain interest in safety because this person is responsible for coordinating the program, supplying the ideas and inspiration, while enlisting the wholehearted support of management, supervisors, and employees.

DUTIES OF THE SAFETY DIRECTOR

- Develop written safety policies and procedures;
- Coordinate activities with safety committee;
- Inform management of proposed safety and health recommendations;
- Compile and distribute safety and health information to employees;
- Provides safety training for employees, supervisors, and managers;
- Arrange for training of new employees;
- Conduct routine workplace safety inspections;
- Complete and analyze accident investigation reports;
- Monitor and evaluate the effectiveness of safety and health programs;
- Assure compliance with government regulations; and
- Prepare progress reports on programs for management and safety committee.

SAFETY DIRECTOR ANNOUNCEMENT

I am pleased to announce that Andrew Theisen and Joseph Fleming have been appointed to the position of Safety Directors for **KONWINSKI CONSTRUCTION INC/KONWINSKI KABINETS.**

We are asking the Safety Directors to give you all the assistance possible to help provide a safe environment for all employees and the general public. The Safety Directors have full authority to implement our safety program, so please refer any questions or comments regarding the safety program to one of these two people.

We will expect all employees to abide by the guidelines of the safety program and to cooperate with the Safety Directors in all safety related matters.

President/Owner

SAFETY MEETING FORM

KONWINSKI CONSTRUCTION INC/KONWINSKI KABINETS

TOPICS DISCUSSED

PROBLEMS OR CONCERNS

PERSONS ATTENDING THE MEETING

| | _ | | |
|----------------------------|---|------|--|
| | _ | | |
| PERSON HOLDING THE MEETING | | | |
| | | | |
| LOCATION OF THE MEETING | | | |
| DATE OF THE MEETING | | | |

RESPONSIBILITIES & DUTIES

MANAGEMENT

RESPONSIBILITIES: Safety begins with management commitment and participation. We will set goals, establish accountability and become involved. A poor safety record is a management problem. Establish, implement and maintain the company safety program.

DUTIES: Communicate safety commitment and policy. Attend company safety functions. Review accident reports and safety activity. Make needed appropriations. Set a good example.

SAFETY COORDINATOR

RESPONSIBILITIES: Someone must be responsible for the program. In some cases a safety committee will be used to schedule a block of time to devote to safety activity.

DUTIES:Develop written safety policies and procedures;
Coordinate activities with safety committee;
Inform management of proposed safety and health recommendations;
Compile and distribute safety and health information to employees;
Provide safety training for employees, supervisors, and managers;
Arrange for training of new employees;
Conduct routine workplace safety inspections ;
Complete and analyze accident investigation reports;
Monitor and evaluate the effectiveness of safety and health programs;
Assure compliance with government regulations; and
Prepare progress reports on programs for management and safety committee.

SUPERVISORS

RESPONSIBILITIES: Supervisors have a direct responsibility for a working group. They will help build safety into the work process and be alert for safety and health problems.

DUTIES: Train new employees. Re-train present employees. Make department inspections. Prepare accident reports. Enforce safety rules. Make daily safety contacts. Correct unsafe acts and conditions

EMPLOYEES

- **RESPONSIBILITIES:** Workers must learn the hazards of their jobs and abide by safety rules. The program requires the wholehearted support of those it was designed to protect.
- DUTIES: Abide by safety rules. Report hazardous conditions or concerns. Communicate safety to fellow employees. Make suggestions to help improve safety.

COMPANY SAFETY RULES

- Drugs, alcohol, or employees under the influence are not allowed on the job site.
- There will be no horseplay allowed on the job site.
- All injuries, no matter how minor, must be reported to your supervisor immediately.
- Any unsafe conditions must be immediately reported to your supervisor and corrected.
- All tools must be kept in good condition. Defective tools must be removed from service and discarded or repaired.
- There will be no running allowed on the job site.
- Good housekeeping must always be practiced. All walkways must be open and free of debris at all times.
- Nails must be bent over or pulled from all scrap lumber.
- Icy or slippery surfaces must be cleaned or salted/sanded immediately upon discovery.
- Electrical power cords must not present a tripping hazard.
- Emergency phone numbers and first aid kits will be available on all job sites.
- Appropriate Personal Protective Equipment will be used.
- All Personal Protective Equipment must be kept in good condition.
- Proper footwear will be worn at all times while on the job site.
- Obey all posted safety rules on the job site.
- Never ride any type of moving equipment, such as loaders and material hoists, except where a seat is provided.
- Straight or extension ladders must be extended at least three feet above the working surface.
- Ladders must be equipped with safety feet.
- Secure the base and/or top of straight ladders to prevent movement.
- All ladders with broken or missing rungs will be removed from service.
- Job built ladders will be built in accordance with state and federal regulations.
- Persons who are uncomfortable with heights should not attempt to work high off the ground.
- All scaffolding will be built in accordance to state and federal standards.
- Guardrails will be used on all scaffolds more than 10 feet off the ground.
- All floor openings must have guardrails or be covered with suitable covering to eliminate fall exposures.
- When fall exposures more than six feet cannot be physically guarded, employees must wear safety harnesses when near the exposure, unless an approved fall protection plan is in place. Ladder and scaffold work is not included in this rule.
- All guards will remain in place on saws, pulleys, and other possible pinch or cutting points.
- Never walk or work underneath any type of suspended load.

- Never operate any construction equipment unless you are authorized to do so.
- Gasoline and other flammable materials must be stored and transported in approved safety cans.
- The right tool for the job must be used at all times.
- Never use compressed air to blow dust and dirt from your clothes.
- Store gas cylinders securely in an upright position.
- Do not engage in any activity that would endanger co-workers by distracting them while they work.
- Never move anyone who is injured unless they are in danger of further injury. Keep injured worker as comfortable as possible until help arrives.
- No employee will enter a barricaded area unless specifically authorized to do so.
- No employee will use power tools or equipment without instruction in the safe use of the tools.
- Never perform maintenance or service any equipment while it is running.
- Any tools or equipment that are tagged "Danger-Do Not Use" or 'Remove From Service" will be immediately repaired or replaced.
- Anyone placing any tags on equipment must print their name, foreman's name, and date that tag was placed.
- No one may remove tags at any time unless authorized to do so.
- Any running or powered equipment must be deenergized and locked out prior to removing any covers or possible energized parts.
- All equipment must remain locked out while work is being performed so there is no chance of equipment becoming energized.
- Personnel who place locks and tags or deenergize equipment must be authorized and fully aware of lock-out procedure.
- Whoever places the lock on the equipment must be the person who removes the lock. If more than one person works on the equipment, a lock must be placed on the equipment by each person performing the work.
- All back-up alarms must be functioning on any construction equipment where the operator does not have clear visibility.
- In the event a back-up alarm is not working, a flag person must be in constant visual contact with the equipment operator to direct all backward movement.
- Danger signs indicating "Radius Swing Is Possible" must be placed on cranes. Barricades must be placed around cranes to keep pedestrian traffic out of the radius swing of the crane.
- Any trenches or excavations more than five feet in depth must be properly sloped or shored.
- A ladder will be within twenty-five feet of all employees in any trench or excavation more than four feet in depth.
- All trenches and excavations will be inspected every time it rains before employees

enter.

- All materials and spoils from excavations must be placed at least two feet away from the bank.
- All utilities must be located, marked and exposed by hand digging prior to any digging with construction equipment. This will be done by contacting the appropriate agency.
- Any barricades designed for keeping pedestrians away from a trench or excavation must be at least six feet from the side of the bank.
- Ventilation fans must be used when spraying in paint room, or out in work area of shop.

COMPRESSED AIR

- Check the condition of the hose. Air hoses are designed to withstand pressure, but become weakened at bends, kinks, and connections to shut-off valves and nozzles. Such weak points may swell and burst, throwing pieces of hose in every direction, also causing the hose to thrash about dangerously.
- Keep the air hose off the floor. It is a tripping hazard and is subject to damage by trucks, doors, and dropped tools.
- Always coil the hose, without kinks, and hang it over a broad support when not in use.
- Where you have choice of pressure, use the lowest pressure that will do the job.
- Air pressure against the skin may penetrate deeply to cause internal hemorrhage and intense pain. Air that enters body openings may burst internal organs.
- It is dangerous to use compressed air to remove dust from clothing. Use safer, better ways of cleaning dust from your clothes. Dust blown from anything merely rises and settles again to become a nuisance.
- Air compressors shall be equipped with pressure relief valves and pressure gauge.
- Use low pressure (under 30psi) and the correct nozzle to remove dust or particles from jigs, fixtures or deep holes in parts. Wear cup type goggles and set up shields to protect others in the area.
- For transferring liquids from properly rated pressure vessels, check air pressure, attach hose connection tightly, remain at control valve to shut off in emergency, and make sure bleed-off valve and pressure relief valve work. Never use compressed air to transfer flammable liquids.
- Air filters shall be installed on the compressor intake to ensure only clean, uncontaminated air enters the compressor.
- Safety devices on compressed air systems shall be checked frequently.
- Before any repair work is done on the pressure system of a compressor, the pressure shall be bled off and the system locked-out.
- Signs shall be posted to warn of the automatic starting feature of the compressors.
- The belt drive system shall be totally enclosed to provide protection for the front, back, top and sides.
- When compressed air is used with abrasive blast cleaning equipment, the operating valve shall be of the type that must be held open manually.
- A clip-on chuck and an in-line regulator (preset to 40psi) shall be required when compressed air is used to inflate auto tires.

COMPRESSED GASES

Any material that is under pressure can be dangerous if it is not handled properly. If the material is a compressed gas it may be flammable, explosive, reactive, toxic or a combination of these. Because of the hazards of compressed gases, it is important to know what you are working with, what the hazardous properties are, and how to safely handle the compressed gas cylinder.

The following compressed gases require special treatment:

OXYGEN: Oxygen is not flammable, but increases the tendency of things around it to burn or explode. Keep oxygen cylinders away from combustible or flammable materials and fire hazards, including oil or grease on your hands, clothes and work area. Oxygen should not be used for compressed air.

CHLORINE AND FLUORINE: These gases are highly corrosive and irritating and will attack many materials. When combined with acetylene, and exposed to light, they may explode. In water chlorine will form corrosive hydrochloric acid, attacking iron or steel equipment. A gas mask and other protective equipment should be available.

AMMONIA: Ammonia is a highly corrosive gas that requires quick access to a gas mask and other protective equipment.

ACETYLENE AND HYDROGEN: Both are highly explosive gases requiring extreme caution when handling. Hydrogen escapes easily around threaded fittings. Friction of escaping gas can ignite spontaneously. Hydrogen has no odor to warn of a leak.

- Cylinders should always be chained in upright position to a wall, cylinder truck, cylinder rack or post. This becomes more important when gas is in use, as a regulator is attached to the cylinder valve and the safety cap is not in place.
- Always replace the cylinder cap when the cylinder is not in use or when it is being moved.
- Never place cylinders in hallways or work areas where they could be hit by fork lift trucks or struck by falling objects.
- Never hammer, pry or wedge a stuck or frozen cylinder valve to loosen it, and never use a wrench. If a valve will not open by hand, call the gas distributor.
- Do not rely on the color of the cylinder to identify the gas inside, as suppliers use different color codes. Return any unidentifiable cylinder(s) to the supplier.
- Keep cylinders away from electrical circuits and excessive heat. Cylinders are made of steel and will conduct electricity.
- Keep cylinders away from the sparks and hot slag of molten metal resulting from welding, cutting, machining or foundry operations. Using or storing cylinders at temperatures in excess of 130 degrees F is in violation of DOT regulations. Keep cylinders out of direct sunlight as gases expand when heated. A cylinder at 2200 psig and 70 degrees F will increase in pressure to 2451 psig at 130 degrees F.

- Always "crack" the cylinder valve (open it slightly and close it immediately) before attaching a gas regulator to any cylinder, *except hydrogen or fuel gas cylinders*. Cracking removes any dirt that may be lodged in the valve outlet, and prevents dirt from entering the regulator. Wipe out the outlet connections on hydrogen or fuel gas cylinders with a clean, dry, lint free cloth. Do not stand in front of the valve outlet while cracking it, and do not point the outlet at anyone.
- Always use a cylinder wrench or other tightly fitting wrench to tighten the regulator nut and hose connections.
- Store fuel gas cylinders away from oxygen and compressed gas cylinders. OSHA regulations require stored oxygen cylinders be separated from fuel gas cylinders and combustible materials by at least twenty feet or by a noncombustible barrier at least five feet high having a fire resistive rating of a least one-half hour.
- Keep unauthorized persons away from the cylinder storage areas. Use a lock or fence if necessary.
- "NO SMOKING" signs should be posted around all fuel gas and oxygen storage areas.
- Under certain conditions, otherwise harmless gases can kill. Inert gases such as argon, helium, carbon dioxide and nitrogen can cause asphyxiation. Always use these gases in well ventilated areas.

CONSTRUCTION SITE SAFETY

PERIMETER BARRICADES: Entire construction site should be fenced, or otherwise secured, to prevent unauthorized persons from intentionally or unintentionally entering the work site.

INTERNAL BARRICADES: Barricades will help warn workers of hazardous areas where dangerous conditions might exist.

TOOLS: Tools should be well maintained. They should be properly stored when not in use. The correct tool should always be used for the job.

WALKWAYS: Walkways should be clearly marked and roped off, allowing employees to safely enter and leave the work site.

HOUSEKEEPING: All debris, tools and equipment, should be picked up and either stored or disposed of in the proper location.

EXCAVATIONS: Excavations should get special attention and a detailed company procedure should be followed.

ABOVE GROUND WORK: Ladders and scaffolds should be regularly inspected for damage and weakness. Specific safety rules should be adopted for these devices.

ELECTRICITY: Electrical power sources not necessary for construction should be shut off. Insulate all wiring and post warnings around live wires. Fuses, circuit breakers, and ground fault interrupters should be used to help prevent shock injury. Be aware of the dangers of overhead wires.

FIRES: Fire protection equipment should be made available and employees trained in proper use.

PERSONAL PROTECTION EQUIPMENT: Safety equipment such as shoes, gloves, hard hats, and eye protection should be provided to all employees at the site. All employees should use and maintain these items.

ELECTRICAL

- When electrical equipment or lines are to be serviced, maintained or adjusted, necessary switches should be opened, locked-out and tagged-out whenever possible.
- All portable electrical tools and equipment should be grounded or double insulated type.
- Extension cords should have grounded conductors and insulation in good condition.
- Use of metal ladders is prohibited in areas where the ladder or the person using the ladder could come in contact with energized parts of equipment, fixtures or circuit conductors.
- Exposed wiring and cords with frayed or deteriorated insulation should be repaired or replaced.
- All cord, cable and raceway connections should be intact and secured. All unused openings in electrical enclosures should be closed with appropriate covers, plugs, or plates. Electrical enclosures such as switches, receptacles, or junction boxes should be provided with tight fitting covers or plates.
- Ground fault circuit interrupters should be installed on each temporary 15 or 20 ampere, 120 volt AC circuit at locations where construction, demolition, modifications, alterations or excavations are being performed.
- Electrical installations in hazardous dust or vapor areas should meet the National Electrical Code (NEC) for hazardous locations Class I, Division 1.
- Inspect all electrical equipment before using. Use only equipment in good condition.
- Start and end electrical equipment with switch in "OFF" position. Do not leave the switch in the "ON" position and use the plug to turn the equipment ON and OFF.
- Installation work should be in compliance with the National Electric Code Standards, OSHA, local building codes and ordinances. This work should be performed by a qualified and fully licensed electrician.
- Fixtures, appliances and equipment used should be listed or labeled by Underwriters Laboratories or another nationally accepted testing organization.

SAFETY MANUAL

EYE PROTECTION

In all operations where striking and struck tools are used, or where the cutting action of a tool causes particles to fly, eye protection (American National Standards Institute 287.1 - 1989 *Practice for Occupational and Educational Eye and Face Protection*) is needed by the user of the tool and by others who may be exposed to flying particles.

- Protective equipment, including personal protective equipment for eyes and face, shall be provided, used, and maintained in a sanitary and reliable condition. This protection should be provided whenever it is necessary by reason of hazards of processes or entrainment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact.
- Where employees provide their own protective equipment, the employer shall be responsible to assure its adequacy, including proper maintenance, and sanitation of such equipment.
- Protective eye and face equipment shall be required where there is a reasonable probability of injury that can be prevented by such equipment. In such cases, employers shall make conveniently available a type of protector suitable for the work to be performed, and employees shall use such protectors.
- Persons whose vision requires the use of corrective lenses in spectacles, and who are required by this standard to wear eye protection, shall wear goggles or spectacles of the following types: spectacles whose protective lenses provide optical protection or goggles that can be worn over corrective lenses mounted behind the protective lenses.
- Safety goggles or face shields should be worn with woodworking or cutting tools, such as chisels, brace bits, planes, scrapers, and saws, are used and there is a chance of particles falling or flying into the eyes.
- Eye protection should be worn when working with grinders, buffing wheels and scratch brushes.
- Jobs such as cutting wire and cable, hand drilling, removing nails, chipping concrete, shoveling material or working under objects where particles of materials may fall require eye protection.
- Wear eye protection, keep it clean and fit for use, wear the right protection for the-job.
- Safety glasses are to be worn in the shop at all times

FIRE EXTINGUISHERS

- A fire extinguisher, rated not less than 2A, 10B:C, should be provided for each 3,000 square feet of the protected building area or major fraction thereof. Travel distance from any point of the protected area to the nearest fire extinguisher shall not exceed 75 feet.
- One or more fire extinguishers should be provided for each floor. In multi-story buildings, at least one fire extinguisher should be posted adjacent to the stairway.
- Fire extinguishers should be conspicuously located and readily accessible at all times. They should be periodically inspected and maintained in operating condition.
- Carbon tetrachloride and other toxic vaporizing liquid fire extinguishers are prohibited.
- Each fire extinguisher is considered professional equipment and its effectiveness in protecting property depends on knowing: What it can and cannot do, how to use it, where to install it, how to maintain it, knowledge of classes or types of fires, what class or classes of fire the extinguisher is capable of extinguishing.
- Training should be provided for the use of fire extinguishers.
- All company fire extinguishers to be inspected annually by a 3rd party.

CLASSES OF FIRES

CLASS A - Fires in ordinary combustible materials (wood, paper, cloth).

- **CLASS B** Fires involving flammable liquids, gases and greases.
- **CLASS C** Fires which involve energized electrical equipment.
- **CLASS D** Fires in combustible metals.

FLAMMABLE AND COMBUSTIBLE LIQUIDS

A flammable liquid is defined as any liquid whose flash point, the temperature at which vapors can ignite when there is a spark, flame or static electricity, is below 100 degrees F. At higher concentrations and higher temperatures the vapors of the liquid can ignite or explode without a spark. Most flammable liquids are volatile, evaporating quickly and reaching a concentration in the air that could lead to an explosion. Some highly volatile flammable liquids are gasoline, acetone and alcohol. These flammable liquids must be marked with a red label. To work safely with flammable liquids, the three potential hazards: temperature, concentration of vapor and ignition sources, must be controlled. A combustible liquid is defined as any liquid whose flash point is at or above 100 degrees F.

- Only approved containers and portable tanks shall be used for storage and handling of flammable and combustible liquids.
- No more than 60 gallons of flammable or combustible liquids shall be stored in any one storage cabinet. No more than three storage cabinets may be located in a single storage area.
- Inside storage rooms for flammable and combustible liquids shall be of fire resistive construction, have self closing fire doors at all openings, four inch sills or depressed floors, a ventilation system that provides at least six air changes within the room per hour, and electrical wiring and equipment approved for Class I, Division 1 locations.
- Storage in containers outside buildings shall not exceed 1,100 gallons in any one pile or area. The storage shall be graded to divert possible spills away from building or other exposures, or shall be surrounded by a curb or dike. Storage areas shall be located at least twenty feet from any building and shall be free from weeds, debris and other combustible materials not necessary to the storage.
- **NO SMOKING** signs shall be posted in service and refueling areas.
- All flammable and combustible liquid wastes shall be kept in fire-resistant, covered containers.
- Appropriate fire extinguishers shall be mounted within 50 feet of outside areas containing flammable liquids and within ten feet of any inside storage area for such materials.
- Safety containers shall be used for the dispensing of flammable or combustible liquids.
- All spills of flammable or combustible liquids shall be cleaned up promptly.
- All flammable or combustible liquid storage tanks shall be adequately vented to prevent the development of excessive vacuum or pressure as a result of filling, emptying or atmosphere temperature changes.
- All flammable or combustible liquid storage tanks shall be equipped with emergency venting that will relieve excessive internal pressure caused by fire exposure.
- Flammable liquids shall be stored separately from other chemicals, especially reactives such as oxidizers.
- All containers containing a flammable or combustible liquid shall be labeled correctly and clearly.

GRINDERS

- Adjust the work rest and keep it within 1/8 inch of the wheel. Keep the adjustable tongue on the top side of the grinder adjusted to within 1/4 inch of the wheel.
- Side guards should cover the spindle, nut, flange and 75% of the wheel diameter.
- Bench and pedestal grinders should be permanently mounted.
- Goggles and face shields should always be worn when grinding.
- The maximum RPM rating of each abrasive wheel should be compatible with the RPM rating of the grinder. Before abrasive wheels are mounted they should be visually inspected and ring tested.
- Fixed or permanently mounted grinders should be connected to their electrical supply system with metallic conduit or other permanent wiring method and each should have an individual on and off switch.
- Dust collectors and powered exhausts should be provided on grinders used in operations that produce large amounts of dust.
- Splash guards should be mounted on grinders that use coolant to prevent the coolant from reaching the employees.
- Maintain good housekeeping around grinders.
- Guards may be removed to complete certain tasks, but must be reinstalled when completed.

HEARING SAFETY

- Hearing protection must be worn in areas where sound levels exceed 85 decibels.
- Wear proper ear plugs for low level noise abatement.
- Ear muff hearing protection, along with ear plugs, may be needed in high level noise areas.
- Keep hearing protection clean and fit for use.
- Check ANSI Standard S 3.19 Method for the Measurement of Real-Ear Protectors and Physical Attenuation of Earmuffs to determine the efficiency of a specific device for a given noise exposure.
- Sound absorbing materials can be used to isolate the noise source helping to prevent the spread of noise.
- Altering or enclosing equipment or using quieter work processes can reduce overall noise levels.

LADDERS

A ladder is an appliance usually consisting of two side rails joined at regular intervals by crosspieces called steps, rungs or cleats, on which a person may step in ascending or descending. There are variations called step ladder, single ladder, extension ladder, fixed ladder, job-made ladder, platform ladder, and sectional ladder. Ladders are constructed of wood, metal, aluminum or fiberglass.

PROPER SELECTION

- Select a ladder of proper duty rating to support combined weight of user and materials.
- Ladders are available with duty ratings of 200, 225, 250, and 300 lbs.
- Select a ladder of proper length to safely reach the desired height.

INSPECTION BEFORE EACH USE

- Inspect thoroughly for missing or damaged components. Never use a damaged ladder and never make temporary repairs.
- Inspect thoroughly for loose fasteners. Make sure all working parts are in good working order. Lubricate if necessary.
- Clean ladder of all foreign material (wet paint, mud, snow, grease, oil).
- Destroy ladder if damaged, worn, or exposed to fire or chemicals. Bring the ladder back to the shop, tag for inspection, put a note on your daily report and management will make the decision of destruction.

CONSIDER BEFORE EACH USE

- Metal ladders conduct electricity. Keep away from electrical circuits or wires.
- Consult manufacturer for use in chemical or other corrosive environments.
- Use ladder only as outlined in instructions. Ladders are designed for one person only.
- Do not use in high winds or during a storm.
- Keep shoes clean. Leather shoes should not be used.
- Never leave ladder set-up and unattended.

PROPER SETUP AND USE

- Use help in setting up ladder if possible.
- Do not place on unstable, loose or slippery surfaces. Do not place in front of unlocked doors.
- Ladders are not intended to be used on scaffolds.
- Secure base section before raising ladder to upright position. Do not raise or lower with fly section extended.
- Extend and retract fly section only from the ground when no one is on the ladder.
- Do not overextend. A minimum overlap of section is required as follows: Ladder size up to and including 32 feet - 3 foot overlap
 Over 32 feet up to and including 36 feet - 4 foot overlap
 Over 36 feet up to and including 48 feet - 5 foot overlap
 Sizes over 48 feet - 6 feet overlap -
- Position ladder against upper support surface. Make sure ladder does not lean to the side.
- Ladder must make a 75 degree angle with the ground.
- Erect ladder approximately three feet beyond upper support point.

- Check that top and bottom of ladder are properly supported. Make sure runlocks are engaged before climbing.
- Face ladder when climbing up or down. Maintain a firm grip. Use both hands in climbing.
- Keep body centered between side rails. **Do not over reach.** Get down and move ladder as needed.
- Fly section must have safety shoes if used as a single ladder.

PROPER CARE AND STORAGE

- Hang ladder on racks at intervals of six feet for support.
- Never paint a wooden ladder. Treat with wood preservative.
- Protect wooden ladder from exposure to the elements, but allow good ventilation. Keep away from heat and moisture.

MACHINE GUARDING

- Guards are put on machines for one purpose ... to protect!
- Machines without guards or suitable safety devices in place must not be operated.
- Only authorized personnel should remove or adjust guards or safety devices.
- Be sure the main power switch for the machine is locked and tagged before removing the guard or safety devices.
- Guards isolate hazards from workers. Safety devices also save fingers, limbs and lives. They protect from distractions, impatience and accidents caused by inattention.
- A guard or safety device not secured or functioning improperly can create an additional hazard. Inspect guards or safety devices regularly and keep them in good repair.
- Manufacturer installed guards and safety devices may not be enough. Review the working purpose of your machine. If need be, install additional guards or safety devices at point-of-operations at other hazardous areas.
- Do not bypass guards or safety devices. Trying to speed up production and save time only increases the chance for serious injury. Guards or safety devices are a vital part of any safe environment.
- Some work may require the guard to be removed. In this instance the guard is to be left in close proximity and reinstalled when task is complete.

MATERIAL HANDLING

- Aisles and doorways should provide adequate clearances.
- Aisles and doorways should be designated, permanently marked and kept clear to allow unhindered passage.
- Hand operated and motorized vehicles should be adequate for the load and operation.
- Separate containers of combustible or flammable liquids by dunnage when stacked or while being moved to provide safety.
- All dock plates and loading ramps should be constructed and maintained with sufficient strength to support the required load.
- Maintain hand operated and motorized vehicles in a safe operating condition.
- Pallets should be of the proper size and strength to the imposed load.
- Shelving should be maintained and of proper strength to support the required load.
- Hooks with safety latches should be used when hoisting materials.
- Securing chains, ropes and slings should be adequate to support the required load.
- Keep floors clean, dry and free of oil.
- Practice proper lifting techniques.
- Use hand operated or motorized vehicles to move heavy loads.

OFFICE SAFETY

- Each office should have fire extinguishing equipment available and a training program on how to use extinguishers.
- An evacuation plan should be in place with fire drills and training.
- Inspect the work place using an inspection form.
- Exit signs should be lighted and clearly visible, and emergency lighting should be installed.
- Aisles should be kept clear to allow for easy travel and exit in the event of an emergency.
- Doors to stairwells and to exits should not be blocked. These areas should be clearly marked.
- Store inks, solvents and any other flammable or combustible liquid properly and use in small amounts only.
- Trash and rubbish should be properly stored and discarded daily.
- Machines should be grounded and the use of-extension cords should be avoided.
- Non-carpeted walking surfaces should be swept and mopped frequently to prevent grease and dirt buildup. Carpeted floors should be vacuumed regularly.
- Spills should be cleaned immediately.
- Use signs or barriers to warn of wet floors.
- Loads of 40 pounds or more should not be lifted manually. Proper lifting techniques should be utilized.
- Chairs should never be used in place of a ladder.
- Chairs should be stable and have at least a five point base.
- Adjustable seating should be used for different builds of people and for different tasks.
- Armrests for chairs should be low and short enough to fit the chair under the work surface and allow the user to get close enough to the work surface to use the chair backrest.
- Thin keyboards should be used to minimize wrist deviation or keyboard palm rests should be used.
- A short rest break should be encouraged after each hour of video display work is performed.
- A physician approved first aid kit should be available for emergency use.
- Work areas should be well illuminated, however, glare should be reduced by lowering the lighting.
- Widow glare can be reduced by providing drapes or blinds.
- Items stored on racks and shelves should not be overhanging or protruding so as to cause personal injury .
- Available heating, air conditioning and ventilation systems should be kept in proper working order.
- Do not leave file drawers open and unattended.

PORTABLE HAND TOOLS

- The correct tool should be utilized for the job and used in a correct manner.
- If a job requires excessive force or bending of the wrist creating stress, a powered tool or a differently shaped tool should be used.
- Tools should be kept in good working condition. Damaged, worn or defective tools can cause injuries and should not be used.
- Keep tools in a safe place. Do not leave tools on the floor or above work areas.
- Sharpened tools should not be carried in- pockets or left in tool boxes with cutting edges exposed.
- Appropriate personal protective equipment, such as safety goggles and gloves, should be worn to protect against hazards that may be encountered while using hand tools.
- Keep impact tools, such as chisels and punches, free of mushroomed heads.
- Keep wooden handles free of splinters or cracks, and assure a tight connection between the tool head and the handle.

POWER TOOLS

- Electric power operated tools should either be approved double insulated, be properly grounded, or used with ground fault circuit interrupters.
- Power tools should not be used until proper instruction has been given and authorization given by a supervisor.
- Guards on machinery and equipment should not be removed without authorization.
- The power tool should be off and motion stopped before the tool is set down.
- Disconnect the tool from power source before changing bits or blades, or attempting any repair or adjustment. Never leave a running tool unattended.
- Inspect electrical extension cords and other wiring to be certain they are properly insulated and grounded. Do not use frayed or damaged cords.
- A power tool must never be used with a safety guard removed.
- All fixed power driven woodworking tools should be provided with a disconnect switch that can either be locked or tagged-in the off position.
- Only trained employees will be allowed to operate power actuated tools. All power actuated tools will be tested daily before use and defects discovered before and during use will be corrected. Tools will not be loaded until immediately before use.
- Never operate power actuated tools in, near or around water.

SAFE LIFTING

Most back injuries are the result of improper lifting techniques. The worst lifting situations occur when the body is extended over the load. Keep the back straight to shift the weight of the load being lifted onto powerful leg muscles, thus reducing the lever effect caused when the-body is extended over the load.

- Keep in good physical condition. Difficult lifting tasks should not be attempted if not accustomed to vigorous exercise.
- Think before lifting. Make certain there is adequate space and clear aisleways. Also, plan for a place to set the load down.
- Maintain a good grip on the load by using the palms of the hands.
- Lift with the load close to the body. The closer the load is to the spine, the less force it exerts on the back. This is one of the most important rules in lifting.
- Test the load before handling it. If it appears to be too heavy or bulky, get help or some type of mechanical aid.
- Place the feet close to the load. The feet should be far enough apart for stability, have one foot slightly ahead of the other and pointed in the direction of movement.
- Tighten stomach muscles. Abdominal muscles support the spine when lifting, offsetting the force it exerts on the back.
- Lift with your legs. The stronger leg muscles are better suited for lifting than the weaker back muscles.
- Keep the back straight, head up whether lifting or putting down the load. Avoid twisting, it can cause injury.

THINK BEFORE YOU LIFT

MENTAL LIFTING - Lift the load twice, by first lifting the load mentally.

FIND A BETTER WAY - Mechanical help can be used to avoid heavy loads, twisting motions, repetitive motions, bulky loads, vertical lifting and uneven surfaces. Pushcarts, conveyors, two wheeled carts, hoists, or forklifts are good examples of material handling devices that can be - used.

PUSH, DON'T PULL - Twice as much can be pushed than-pulled, while running less risk of back injury.

WATCH YOUR FOOTING - Wear proper footwear, take small steps, go slowly and clear a proper pathway free from tripping hazards

HAND SAFETY WHEN LIFTING

- Inspect materials for slivers, jagged or sharp edges, burrs, rough or slippery surfaces.
- Grasp the object with a firm grip.
- Keep fingers away from pinch and shear points, especially when setting down materials.

- When handling pipe, lumber or other long objects, keep hands away from the ends to help prevent them from being pinched.
- Wipe off greasy, wet or dirty objects before trying to handle them.
- Keep hands free from oil and grease.

SCAFFOLDING

- Scaffolds, by their very nature, present a danger of falling or being struck by something falling. Because this possibility exists, certain safety precautions must be kept in mind when working on or around scaffolds.
- When erecting a scaffold be sure it is capable of supporting at least four times the maximum load, including the weight of materials, workers and the scaffold itself. The height must not exceed four times the minimum base dimensions as well. Footings should be sound and rigid.
- Check the scaffolding for damage prior to use. Damaged scaffolding should not be used.
- Planking should be at least 2x10's, of scaffold grade, placed together to help keep materials and tools from falling. Choose planks that are straight grained and free of shakes, large or loose knots and other defects. Extend the planks beyond the center line of supports from six to twelve inches, and cleat or otherwise fasten so the planking stays in place.
- Always use a safe means of access when climbing a scaffold, such as a fixed or portable ladder, ramp, runway or stairway. Climbing on cross braces is never acceptable.
- While using a mobile scaffold, be certain to lock the wheels before beginning use. Do not ride or allow anyone to ride on scaffolding while it is being moved, unless the scaffolding is constructed of a specific alloy designed for occupied horizontal travel. All material and equipment should be removed or secured before moving the scaffold. Do not try to move a rolling scaffold without sufficient help. Be aware of holes in floors and overhead obstructions.
- While working on a scaffold, do not allow tools and materials to accumulate in a manner that creates a hazard.
- While working on a scaffold ten feet or more above the ground, it must be equipped with guardrails including a toeboard. Wear a safety belt and life line if a railing is impractical. When working near overhead electrical power lines, a minimum of ten feet of clearance must be maintained. (Clearance will increase depending on voltage.)
- Always wear hard hats and other appropriate personal protective equipment.

SECURITY

- Protect building openings, docks, yards, and alleys with quality lighting.
- Provide interior lighting over valuable merchandise and over the safe.
- Control all security lighting by a timer or photo-electric cell.
- All outside doors should have double cylinder dead bolt locks.
- Utilize the bar extension lock on overhead doors, along with a case hardened padlock.
- Door hinges should not be located on outside of entrance doors, or be secured in such a manner that pins can not be removed.
- Windows should be equipped with locks, bars or wire mesh. Protect window bars and wire mesh from outside tampering.
- Security fencing should be provided for the entire open lot. Try to make it a "man proof" type of fencing. Maintain the fence and check it regularly. Fence gates should have padlocks.
- Develop a written procedure for securing the building and yard at the end of the business day.
- Metal locking cross bars can also be added on outside doors to provide extra security.
- For life safety purposes, provide single cylinder locks, panic bars or alarmed releasing bars on outside doors.

SLIPS AND FALLS

Slips, trips and falls can happen to anyone, anytime, anywhere. No single method can be used to prevent all slips and falls.

The most common causes of slips and falls include: unsafe use of ladders, jumping on or off lift gates, slippery surfaces, inappropriate footwear, poor lighting, obstacles on walkways, inattention and haste.

- Mop floor in area of spills immediately and post a sign stating "WET FLOOR". Never leave spills unattended.
- An oil absorbing material should be used to control small oil spills in the work place.
- During inclement weather keep rugs, mats, and floors dry. Snow and ice should be removed from all sidewalks, drives and access points used by the general public or employees. **Post wet floor signs**.
- Keep all floors, stairs, ladders, walkways, sidewalks -and driveways in good repair.
- Be aware that electrical cords cause many tripping injuries.
- Good housekeeping is a must in accident prevention.
- Stairs, aisles and walkways should be clearly marked and kept free of any material.
- Look at each job and work area to consider the possible hazards.

COMMON HAZARDS

These include:

- Slippery areas
- Blocked walkways and stairs
- Ladders
- Electrical cords
- Poor lighting
- Housekeeping conditions

PREVENTATIVE MEASURES

These include:

- Proper footwear
- Warning signs
- Non-skid surface.
- Correct use of tools and ladders.
- Floor mats.
- Proper lighting

SPRAY PAINTING

- Conduct all spray painting operations according to NFPA Standard No. 33 "Standard for Spray Applications Using Flammable and Combustible Materials."
- Conduct all spray painting operations in a factory built, approved spray painting booth.
- Construct the walls, floors, ceiling and doorways of steel concrete, masonry or other, noncombustible material.
- All electrical wiring and equipment should be approved for Class I, Division 1 hazardous locations.
- No open flame or spark producing equipment should be located within the spray area.
- Heat should be ducted into the booth, with no heat sources inside the booth.
- Keep only one days supply of flammable or combustible liquids stored inside the booth.
- Mechanical ventilation, adequate to remove flammable or combustible vapors, mists, residues, dusts or deposits to a safe location, should be provided and must be in operation while spray painting.
- The mechanical ventilation exhaust motor should be located outside the path of escaping vapors.
- The mechanical ventilation system should also be located within eighteen inches of floor level.
- Replace filters and clean the ventilation system frequently. Remove overspray from the spray area and mechanical ventilation system on a regular basis.
- Maintain good housekeeping practices at all times.
- Personal protective equipment should be worn by all employees engaged in spray painting operations.
- Know and understand the MSDS available to you.
- "NO SMOKING" signs shall be posted in the spray painting area.

TRENCHING AND EXCAVATING

These guidelines are suggested for trenching and excavating. Additional safety guidelines may be required to meet individual specific safety needs.

Utility installations, such as sewer, telephone, fuel, electric, water, or any other underground installations that reasonably may be expected to be encountered during excavation work, shall be determined prior to opening an excavation. This can be accomplished by contacting local or state "one-call" system before digging.

- When the excavation is open, underground installations shall be protected, supported or removed as necessary to safeguard employees
- Each employee in an excavation shall be protected from cave-ins by an adequate protective system:
 - 1. Any excavation more than five (5) feet deep, slope the sides no more steeply than the proper *angle of repose* for soil conditions.
 - 2. Proper shoring.
 - 3. Trench box; as recommended by OSHA. (*angle of repose* The greatest angle above the horizontal at which a material will lie without sliding. This varies for different soil conditions.)
- Keep excavated materials a minimum of two feet from the edge of the trench.
- In trenches more than four feet deep, locate adequate means of exit, such as ladders, or steps, so they can be reached in no more than 25 feet of travel from anywhere in the trench.
- Keep heavy loads of all kinds as far from the trench as possible.
- Do not allow water, rain, ground water, or surface water to accumulate in a trench. Water reduces soil stability.
- Daily inspections of excavations, the adjacent areas and protective systems shall be made by a competent person prior to the start of work and as needed throughout the shift. If evidence of a situation that could result in a possible cave-in, indications of failure of protective systems, hazardous atmospheres or other hazardous conditions are found, exposed employees shall be removed from the hazardous area until the necessary precautions have been taken to ensure their safety.
- Never touch a piece of excavation machinery while it is in operation.
- Always stand in view of the machine operator, and out of the way. Never stand at the edge of the excavation.
- In locations where oxygen deficiency or gaseous conditions are possible, the air in excavations shall be tested.
- Unattended excavations must be lighted and barricaded. Keep non-workers away from the trench, particularly at night.
- When excavating near traffic areas safety vests shall be worn by all employees involved.
- Full bodied safety harness will be utilized for extreme conditions.
- Head protection shall be required of everyone at the job site.

WELDING AND CUTTING

- Wear proper eye safety protection during welding and cutting operations.
- Ventilation should be provided whenever welding, cutting or heating is being performed.
- Arc welding and cutting operations will be shielded by noncombustible or flame-proof shields to protect employees from direct rays.
- A suitable fire extinguisher should be readily available when welding, cutting or heating operations are being conducted.
- Always clear the area below cutting or welding operations so hot slag will not drop on hoses, cables, or employees.
- When electrode holders are left unattended, electrodes should be removed and the holder should be placed or protected so it can not make electrical contact. All arc welding and cutting cables should be completely insulated.
- Always wear required eye protection to guard against slag while chipping, grinding and dressing of welds. Always wear a welding hood to protect eyes from flash bum.
- Fuel gas and oxygen hoses must be easily distinguishable and not interchangeable. Inspect hoses daily and repair or replace if defective.
- Always store cylinders properly on a welding cart or secured to a wall with a chain.
- All tank valves should be closed when equipment is not in use.
- Do not cut or weld around gasoline --or attempt to weld or cut a container that has stored a flammable or combustible liquid.
- Welding or cutting equipment should not be operated unless proper training has been provided.

BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN FOR KONWINSKI CONSTRUCTION INC/KONWINSKI KABINETS SECTION 1

A. PURPOSE

The purpose of the exposure control plans is to limit occupational exposure to blood and other potentially infectious materials. Since any exposure could result in transmission of bloodborne pathogens, which could lead to disease or death. This plan includes exposure determination, methods of compliance, engineering work practice control, personal protective equipment, housekeeping, Hepatitis B Virus (HBV) vaccination post-exposure evaluation and follow-up information training and record keeping that, coupled with employee education, will help reduce on-the-job risks for all employees exposed to blood or other body fluids.

B. EXPOSURE DETERMINATION

OSHA requires employers to perform an exposure determination concerning which employees may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal equipment. The following job classifications, in which some employees have occupational exposure because they have received training in First Aid and/or CPR or are responsible for housekeeping, include:

- Any volunteer employee who is designated as First Aid and/or CPR responder. All names are posted in the main office.
- · _____

The task and procedures are as follows:

- Cardiopulmonary resuscitation
- First Aid for choking victim
- Treatment of injury
- Wound care
- First Aid for strokes or seizures
- Cleaning and decontaminating an area after exposure to blood or other potentially infectious material

SECTION 2 GENERAL PROGRAM MANAGEMENT

A. RESPONSIBLE PERSONS

1. Safety Manager

This person will be responsible for the overall management and support of the Bloodborne Pathogens Exposure Control Plan (BPECP). Activities will include, but not be limited to:

- Overall responsibility for implementing the BPECP.
- Development of additional related policies as needed.
- Revisions and updating of plans as necessary.
- Keeping abreast of legal requirements concerning bloodborne pathogens.

2. Local Coordinator

• Locate and provide training on BPECP as needed on an annual basis.

- Responsible for reporting incident to Safety Manager.
- Will work with the Safety Manager to develop specific exposure control procedures in their separate localities.

3. CPR/First Aid Responders and Housekeeping Staff

- Knowing which tasks they perform are potentially hazardous for bloodborne pathogen exposure.
- Attending the bloodborne pathogen training session.
- Using all work practice controls.

B. AVAILABILITY OF THE EXPOSURE CONTROL PLAN

The BPECP is available to all employees at any time. Employees will be advised of this availability during their training session. Employees will also be informed of the BPECP through the employee handbook.

SECTION 3

A. METHOD OF COMPLIANCE

In the office location, the requirements for compliance will be carried out by the Safety Manager and/or designated coordinator.

Universal precautions will be observed at this facility in order to prevent contact with blood and other potentially infectious material. All blood or other potentially infectious material will be considered infectious, regardless of the perceived status of the source individual.

B. ENGINEERING, WORK PRACTICE CONTROLS AND PPE

Hand washing facilities are readily accessible to employees who incur exposure to blood or other potentially infectious material. Hand washing facilities are located outside of all bathrooms.

Engineering and work practice controls will be utilized-to eliminate or minimize exposure to company employees. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be utilized.

The following engineering controls will be utilized:

- Disposable latex/vinyl gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, non-intact skin, mucous membranes or other potentially infectious material.
- Microshields with one way valves will be required to be used if blood or other infectious materials can reasonably be anticipated.
- The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the employees clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used. Personal protective equipment (PPE) is readily accessible to each employee listed in the job classification. The PPE will be kept in first aid kits located in marked sites around the facility and other designated locations. The housekeeping staff will keep the appropriate PPE in a visible location in their storage rooms.
- The coordinator will be responsible to oversee that after the removal of personal
protective gloves, the employees wash their hands and any other potentially contaminated skin area immediately or as soon as feasible, with soap and water.

- PPE Accessibility All personal protective equipment used at this facility will be provided without cost to employees and the appropriate size is readily accessible at the work site.
- PPE Use The coordinator shall oversee that the employee uses the appropriate PPE. If the supervisor shows that the employee temporarily and briefly declined the use of PPE, when under rare and extraordinary circumstances, it was the employee's professional judgment that in the specific instance its use would have prevented the delivery of health care or posed an increased hazard to the safety of the worker or coworker. When the employee makes this judgment, the circumstances shall be investigated and documented in order to determine whether changes can be instituted to prevent such occurrences in the future.

C. HOUSEKEEPING

The coordinator will follow approved disposal methods for handling regulated waste which has been used in an exposure incident. The coordinator will follow local procedures for disposal.

Regulated waste refers to the following categories of waste which require special handling, at a minimum:

- Liquid or semi-liquid blood or other potentially infectious materials;
- Items contaminated with blood or other potentially infectious materials and which would release substances in a liquid or semi-liquid state if compressed;
- Items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling.
- Any contamination of equipment surfaces shall be cleaned and disinfected using a 1:10 bleach solution.

Hard surfaces1 : 10 bleach solutionCarpeted surfacesAbsorbent bleach material (ie. Zep Chlor-retain)All other non-regulated waste shall be disposed of in a lined waste container.

D. LAUNDRY

Any laundry that is contaminated with blood or other potentially infectious materials will be handled as little as possible. Such laundry will be placed in appropriately marked bags at the location where it was used. Such laundry will not be sorted or rinsed in the area of use. The laundry service will take the appropriate measures to handle these items.

SECTION 4

A. POST EXPOSURE EVALUATION & FOLLOW-UP

All exposure incidents shall be reported, investigated and documented. When an employee incurs an exposure incident, it shall be reported to the coordinator, who will forward the information to the Safety Manager before-the end of the workday.

All employees who experience an exposure will be offered a confidential post-exposure evaluation and follow-up in accordance with OSHA standards at no charge to the employee.

Following a report of an exposure incident, the exposed employee shall immediately receive a confidential medical evaluation and follow-up. Cost of testing and counseling will be borne by the company. The follow up will include at least the following elements:

- 1. Documentation of the route of exposure, and the circumstances under which the exposure incident occurred.
- 2. Identification and documentation of the source individual, unless it can be established that identification is not feasible or prohibited by state or local law.
- 3. The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV and Human Immunodeficiency Virus (HIV) infectivity. If consent is not obtained, the coordinator shall establish that legally required consent cannot be obtained. - When the source individual's consent is not required by law, the source individual's blood, if available, shall be tested and the results documented.
- 4. When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.
- 5. Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

The coordinator evaluating an employee after an exposure incident shall ensure that the health care professional responsible for the employee's Hepatitis B vaccination is provided the following information:

- Written documentation of the route of exposure and circumstances under which the exposure occurred. (see attached Exposure Incident Report)
- Results of the source individual's blood testing, if available.
- All medical records relevant to the appropriate treatment of the employee, including vaccination status.

The coordinator shall obtain and provide the employee with a copy of the evaluating health care professional's written opinion within fifteen (15) days of the completion of the evaluation.

The health care professional's written opinion for HBV vaccination shall be limited to whether HBV vaccination is indicated for an employee, and if the employee has received such vaccination. The health care professional's written opinion for post exposure follow-up shall be limited to the following information:

- A statement that the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.
- A statement that the employee has been informed of the results of the evaluation.
- All other findings and diagnosis shall remain confidential.

B. INFORMATION AND TRAINING

The coordinator shall ensure that training is provided at the time of initial assignment to tasks where occupational exposure may occur, and that it shall be repeated within twelve (12) months of the previous training. Training shall be tailored to the education and language level of the employee, and offered during the normal work shift. The training will be interactive and cover the following:

- 1. A copy of the standard and an explanation of its contents;
- 2. A discussion of the epidemiology and symptoms of bloodborne diseases;
- 3. An explanation of the modes of transmission of bloodborne pathogens;
- 4. An explanation of the KONWINSKI CONSTRUCTION INC/KONWINSKI KABINETS Bloodborne Pathogen Exposure Control Plan and a method for obtaining a copy;
- 5. The recognition of tasks that may involve exposure;
- 6. An explanation of the use and limitations of methods to reduce exposure, for example: engineering controls, work practices, and personal protective equipment;
- 7. Information on the types, use, location, removal, handling & decontamination,
- 8. An explanation of the basis and selection of PPEs;
- 9. Information on the Hepatitis B vaccination, including efficacy, safety, method of administration, benefits, and that it will be offered free of charge;
- 10. Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials;
- 11. An explanation of the procedures to follow if an exposure incident occurs, including the method of reporting and medical follow-up;
- 12. Information on the evaluation and follow-up required after an employee exposure incident.

The person conducting the training shall be knowledgeable in the subject matter:

Employees who have received training on bloodborne pathogens in the twelve months preceding the effective date of this policy shall only receive training in provisions of the policy that were not covered.

Additional training shall be provided to employees when there are any changes of tasks or procedures affecting the employee's occupational exposure.

C. RECORD KEEPING

Training Records - The coordinator is responsible for maintaining training records. These records will be kept in the above named individual's office.

Training records shall be maintained for three years from the date of training. The following information shall be documented:

- 1. The dates of the training sessions;
- 2. An outline describing the material presented;
- 3. The names and qualifications of persons conducting the training;
- 4. The names and job titles of all personnel attending the training sessions.

Availability - All employee records shall be made available to the employee in accordance with 29 CFR 1910.20.

All employee records shall be made available to the Assistant Secretary of Labor for the Occupational Safety and Health Administration and the Director of the National Institute for Occupational Safety and Health upon request.

Medical Records - The Safety Manager/Coordinator is responsible for maintaining medical records as indicated below. These records shall be kept in the Safety Manager/Coordinator's office.

Medical records shall be maintained in accordance with OSHA Standard 29 CFR 1910.20. These records shall be kept confidential, and must be maintained for at least the duration of employment plus thirty (30) years. These records shall include the following:

- 1. The name and social security number of the employee;
- 2. A copy of the employee's HBV vaccination status, including the dates of vaccination or a declaration statement indicating they choose not to be vaccinated;
- 3. A copy of all legally accessible results of examinations, medical testing, and follow-up procedures ;
- 4. A copy of the information provided to the health care professional, including a description of the employee's duties as they relate to the exposure incident, and documentation of the routes of exposure and circumstances of the exposure.

D. EVALUATION AND REVIEW

The Safety Manager and/or designated coordinator is responsible for annually reviewing this program and its effectiveness, and for updating this program as needed.

E. DATES

All provisions required by this standard will be implemented by ______.

EXPOSURE INCIDENT REPORT

| Date |
|---------------------------------------------------------------------------------------------|
| Name of exposed employee(s) |
| Explain in detail how exposure occurred. (What body fluids were involved, which body part |
| was exposed, what was size of exposure, etc.) |
| |
| |
| Explain the source of exposure. |
| |
| Did the exposed employee(s) use PPE?YesNo If no, please explain. |
| |
| Individuals who witnessed the exposure. |
| |
| Did the exposed employee wash the exposed area as soon as feasible after the exposure? |
| YesNo If no, please explain. |
| |
| Was the employee(s) sent to the clinic to receive their confidential medical evaluation in- |
| cluding the post exposure vaccination within 24 hours? |
| YesNo If no, please explain. |
| What clinic did the employee(s) attend? |
| Who was the attending health care provider? |
| Did anyone accompany the employee(s) to the clinic? Yes No |
| Was there any regulated waste that needed to be disposed of? Yes No |
| If yes, please explain how this was accomplished. |
| |
| |
| Signed |
| Date |
| |

MEDICAL RECORDS BLOODBORNE PATHOGEN EXPOSURE

Employee's Name _____

Social Security Number_____

Attached are the following:

- Copy of the employee's HBV vaccination status, including **dates of vaccinations** or a declaration statement indicating they chose not to be vaccinated.
- Copy of information provided to the health care professional including description of employee's duties as they are related to the exposure incident and circumstances of the exposure.

BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN COORDINATORS RESPONSIBILITIES

- 1. Read and understand the Bloodborne Pathogen Exposure Control Plan.
- 2. Inform CPR responders in your business that you are the coordinator and that you must be contacted immediately if an exposure occurs.
- 3. Inform CPR responders that you have a copy of the Exposure Control Plan and they may review it or receive a copy at any time.
- 4. Locate a qualified trainer to conduct your annual Bloodborne Pathogen Review Training and maintain training records in your office for three (3) years from the date of training. Training records will include:
 - Dates of training;
 - Outline describing material presented;
 - Names and qualifications of persons conducting training;
 - Names and job titles of all persons attending the training session.
- 5. You, as the responsible person, will oversee that the Bloodborne Pathogen Exposure Control Plan is implemented and followed as described. This includes the following responsibilities:
 - Distribute microshields and latex gloves to all trained CPR responders. This personal
 protective equipment is to be stored by the responder. Make sure all gloves are the
 proper size.
 - Monitor first aid supplies and resupply as necessary.
 - If an exposure incident occurs, you must follow all post evaluation and follow-up procedures.
 - Ensure that all regulated and non-regulated waste at the exposure scene is handled safely and disposed of properly.

POST EVALUATION AND FOLLOW-UP

If a first responder or housekeeping staff person responds to any situation involving the presence of blood or other potential infectious material (OPIM) the following steps must be taken:

- If responder has exposure (direct contact with skin-, eyes, mucous membrane) to blood or OPIM, wash all affected areas with disinfecting soap immediately, or rinse with running water. When in doubt if an exposure occurred, call the nearest clinic.
- 2. Contact the coordinator as soon as possible, but no later than the end of the exposed person's work shift.
- Offer to send the employee to the nearest health care clinic to have a confidential medical evaluation. Specifically request that all charges be billed directly to KONWINSKI CONSTRUCTION INC/KONWINSKI KABINETS. The employee can decline this service.

Bring a copy of the medical evaluation form with you to the clinic and give it to the attending licensed health care professional and ensure that all information has been covered with the exposed employee.

- Complete the Exposure Incident Report as soon as possible and forward it to the Safety Manager.
- 5. Obtain and provide the employee with a copy of the evaluating health care professional's written opinion for HBV vaccination and whether the employee has received such HBV vaccination within fifteen (15) days of the completion of the evaluation.

The health care professional must also provide a statement indicating that the exposed employee has been told of any medical conditions resulting from the exposure and that the employee has been informed of the results of the evaluation.

CONFIDENTIAL MEDICAL EVALUATION FORM

- 1. Provide written documentation of route of exposure.
- 2. Test source individual for HBV and HIV infectivity if consent is given.
- 3. Test exposed individual for HBV and HIV infectivity if consent is given. Document if consent is not given to test.
- 4. Provide information identifying whether the HEPB vaccination was recommended for the exposed employee and whether or not the employee received the vaccination. Any added findings must be kept confidential.
- 5. Prove a written statement that the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.
- 6. Provide a statement that the employee has been informed of the results of the evaluation,
- 7. Offer the employee counseling with the appropriate health care professional.

EMERGENCY ACTION PLAN

I. PURPOSE

The purpose of this Emergency Action Plan is to protect the employees of KONWINSKI CONSTRUCTION INCKONWINSKI KABINETS from serious injury, property loss, or loss of life in the event of a major disaster. A major disaster constitutes any one (1) of the following: fire, tornado, earthquake, bomb threat, or hazardous chemical spill.

In the event of any disaster listed, this Emergency Action Plan describes the responsibilities and actions to be taken to protect all employees.

II. GENERAL PROCEDURES

In the event of a disaster, the warning may come from any one (1) of the following sources: commercial radio or television, civil defense radio, in-plant automatic sprinkler system, in-plant alarm, messenger, or police.

A. Notification of Early Warning

A person receiving notification of a possible disaster, or an in-plant emergency should immediately notify their immediate supervisor. The type of disaster or emergency situation should then be conveyed to all employees with the use of the plant emergency alarm system.

B. Emergency Control Committee

The following personnel of **KONWINSKI CONSTRUCTION INC/KONWINSKI KABINETS** will constitute the Emergency Control Committee (ECC). In the event of a disaster or immediate emergency, they are to report to a designated Emergency Control Center unless the prevailing situation dictates otherwise. Cormnittee members are:

- 1.
 Manager

 2.
 Personnel Director
- 3. _____ Safety Director

Responsibilities - Emergency Control Committee

- 1. Access nature and extent of all emergencies;
- 2. Assume control of all emergency actions;
- 3. Assign tasks to personnel to carry out specific actions;
- 4. Order evacuation if deemed necessary;
- 5. Take any other action necessary to protect life;
- 6. Annually review plan and revise as necessary;
- 7. Plan training exercises to test evacuation plan; and
- 8. Instruct personnel of their duties under this plan.

In any emergency situation, the ranking member of management present shall have final authority to coordinate procedures, and amend, modify, or supersede any provisions of this plan in order to ensure employee safety.

C. Emergency Control Center

Emergency actions should be coordinated at the Emergency Control Center which will be designated as the manager's office. If this office is not available, report to the most convenient office of the other two (2) committee members.

If the emergency situation warrants the committee members to meet on the plant floor, it will be the plant manager's responsibility to notify, and give the location where members are needed.

D. First Aid Services

All first-line supervisors have been certified by the American Red Cross to provide first aid. They will be available to administer first aid in the plant or, in the event of a complete evacuation, at a safe assembly area outside the plant.

E. Utility Controls

All maintenance personnel will know the location and operation of main controls for shutting off the gas, electricity, and water leading into the building.

F. News Information

Information to any source of news media will only be released at the discretion of the plant manager.

III. EMERGENCY ALARMS

A. Automatic Sprinkler Alarm

In the event of a fire, the Automatic Sprinkler Alarms System will be activated automatically. Upon activation, the flow of water will begin in the area of the fire, and an alarm will sound throughout the building. Upon hearing the alarm employees should, if time permits, shut off the power to the equipment they are operating and proceed to the evacuation sites indicated outside the building and conduct a roll call.

B. Action

When the alarm is activated, at least one (1) member of the ECC should report to the evacuation site outside the plant. The other members should take the necessary action to ensure the safety of the employees and notify proper agencies for any services that are needed.

C. Plant-wide Evacuation Alarm (Continuous High Pitched Alarm)

With the exception of a fire, employees should not evacuate the building unless authorized by the ECC. The signal/alarm for a plant-wide evacuation will be a continuous high pitched alarm. Once at the assembly site, the first-line supervisor should conduct a roll call and report to an ECC member for assistance.

D. The signal/alarm for a segmented area evacuation will be an intermittent high-pitched alarm.

A first-line supervisor will have the authority to activate this alarm and give appropriate instructions to employees to insure safety. Before leaving, the first-line supervisor should inspect the area to ensure all employees are evacuated. Evacuated employees should report to the assembly site posted inside the building. Once at the assembly site, the front-line supervisor should conduct a roll call and report to an ECC member for assistance.

E. Phone Listings

A listing of all emergency telephone numbers is located at plant and office telephones. If the emergency occurs on the day shift, the switchboard operator will be responsible for contacting the appropriate agency. A member of the ECC should then be contacted for assistance.

IV. EVACUATION SITES

A map of all evacuation sites will be displayed in the lunch room and all departments. Each map shows the route and exit to take, depending where employees are located in the plant. It will be the responsibility of the first-line supervisor to inform employees of these evacuation routes.

V. PROCEDURE FOR EMERGENCY SHUTDOWN OF OPERATIONS

An emergency shutdown will only be ordered from the highest ranking member of the ECC. No employee should risk any type of injury to accomplish this task. However, if time permits, the following personnel should perform the following duties:

A. All warehouse personnel and material handling personnel should drive forklift trucks out of aisles and exit ways.

B. Maintenance department should shut off gas lines and electrical supply as instructed by the maintenance manager.

VI. TORNADO

In the event of a tornado or a severe weather warning, the following procedure should be put into effect by the supervisor or ECC:

- 1. Listen for latest advisories on radio.
- 2. Post outlooks for outside observation.
- 3. If necessary, initiate emergency shutdown procedures.
- 4. Move personal into designated safe assembly areas within the building.
- 5. Open any door or window where possible to equalize pressure.
- 6. After tornado passes, restore-calm and check for injuries.

VII. EARTHQUAKE (Intermittent Alarm)

An earthquake will usually occur without any type of warning. All personnel should attempt to get into a doorway passage or under a table or desk. NO ONE SHOULD GO OUTSIDE THE BUILDING. After an earthquake has stopped, the following procedure should be initiated.

- 1. All employees should help restore calm to fellow employees.
- 2. Emergency Control Committee and first-line supervisors should check for injuries and provide first aid as needed.
- 3. The maintenance department should check for fires and shut off all gas, electricity, and water at main controls.
- 4. The building should be inspected for damage by a member of the ECC. If major structural damage has occurred, the ECC should order a complete evacuation.
- 5. The ECC should then notify proper utility companies or other services as needed.

VIII. BOMB THREAT (Continuous High-Pitched Siren)

In the event of a bomb threat, which will normally be received over the telephone, the following procedure should be followed:

1. The person receiving the bomb threat should complete the attached BOMB THREAT CHECKLIST as soon as possible and answer questions once the report has been turned over to the ECC.

- 2. The ECC shall determine the appropriate procedures to be taken among the following:
 - Commence immediate plant wide evacuation to outside evacuation sites.
 - Contact proper law enforcement agencies.
 - Contact the fire department
 - Do not permit re-entry until the building has been searched and declared safe by bomb disposal unit.
- 3. If a bomb threat is received by any-other means than the telephone, the person receiving the threat should report immediately to their first-line supervisor or a member of the ECC.

IX. FIRE PREVENTION AND WORKPLACE HAZARDS

A. It is the responsibility of all employees to prevent any type of fire in the building. Listed below is a list of general items to take into consideration to accomplish this objective:

- Extinguish all cigarettes in their proper place.
- Do not have open flame around any type of chemicals, paints, solvents, or flammables .
- Make sure all hand held torches are extinguished when not in use.
- Do not put any type of hot object, such as cigarette butts, in trash cans.

B. Listing of Some Workplace Hazards

- 1. Flammable substances:
- Paint and paint solvents
- Mineral spirits
- Alcohol
- Propane tanks for forklift trucks
- Oxygen and acetylene tanks
- Hydraulic oil
- Grease
- 2. Welding Operations

All welding operations will be done in a confined area unless otherwise instructed by the maintenance manager. A fire extinguisher will be immediately available in case of an emergency.

X. CONTROL OF WORKPLACE HAZARDS

A. All flammable and combustible materials will be stored in a designated area or flammable storage area.

B. Good housekeeping will be the responsibility of ALL employees.

1. Waste materials are to be discarded in their proper places.

2. Operators are to pick up and sweep any debris on or around their machine on a shift to shift basis.

- 3. All aisles and exits will be kept clear.
- 4. All painted areas to fire extinguishers will be kept clear for access.

5. All employees will know evacuation routes and exits to proceed to when instructed, if an emergency situation develops.

- 6. All employees will be instructed on the company Emergency Action Plan.
- 7. Emergency telephone numbers will be posted at the main receptionist desk,

offices of ECC members, and first-line supervisors.

8. Each first-line supervisor will be responsible for their shift employees to handle, store, and maintain hazardous materials properly.

XI. MAINTENANCE OF FIRE EQUIPMENT AND SYSTEMS

A. Maintenance Manager Responsibilities

1. To have monitoring company run monthly checks of the water sprinkler system.

2. Maintenance department will conduct monthly inspection of fire extinguisher and blanket locations.

3. An outside safety firm will run annual checks on all fire extinguisher equipment.

EMERGENCY LISTING FOR KONWINSKI CONSTRUCTION INC/KONWINSKI KABINETS

| EMERGENCY NUMBER |
|---------------------|
| POLICE DEPARTMENT |
| COUNTY SHERIFF |
| STATE POLICE |
| FBI |
| POISON INFORMATION |
| U.S. MARSHALL |
| CIVIL DEFENSE |
| ELECTRICAL UTILITY |
| GAS UTILITY |
| WATER DEPARTMENT |
| WEATHER INFORMATION |

BOMB THREAT CHECKLIST

| INSTRUCTIONS: | BE CALM AND COURTEOUS. | | |
|---------------|----------------------------------|--|--|
| | LISTEN, DO NOT INTERRUPT CALLER. | | |

| NAME OF OPERATOR: | | | | |
|-----------------------|-----------------|----------------------|------------|-----------|
| TIME: | | DATE: | | |
| CALLERS IDENTITY: | MALE | FEMALE | ADULT | JUVENILE |
| ORIGIN OF CALL: | LOCAL | LONG DISTANCE | | |
| | BOOTH | INTERNAL | | |
| A. KEEP CALLER TALKII | NG IF THE CALLE | R IS AGREEABLE TO FU | RTHER CONV | ERSATION. |
| | Υ Γ . | | | |

- B. ASK QUESTIONS LIKE:
 - WHEN WILL BOMB GO OFF?
 - WHAT IS LOCATION OF BOMB?
 - WHAT KIND OF BOMB?
 - WHAT IS YOUR PRESENT LOCATION?
 - WHAT IS YOUR NAME AND ADDRESS?
 - HOW DO YOU KNOW SO MUCH ABOUT THE BOMB?
- C. DID CALLER APPEAR FAMILIAR WITH PLANT OR BUILDING BY HIS DESCRIPTION OF THE BOMB LOCATION?
- D. AFTER CALL IS TAKEN, NOTIFY AT ONCE A MEMBER OF THE EMERGENCY CONTROL COMMITTEE.

DRIVING POLICY

KONWINSKI CONSTRUCTION INC/KONWINSKI KABINETS has made a commitment of safety, service, and quality to both our employees and customers. **KONWINSKI CONSTRUCTION INC/KONWINSKI KABINETS** mandates that our employees operate all vehicles owned by or used by the company in a safe and economical manner. Policy guidelines are summarized by the following:

- 1. Vehicles are not to be operated unless in a safe operating condition.
- 2. Drivers must be physically and mentally able to drive safely.
- 3. Drivers must conform to all traffic laws with allowances made for adverse weather and traffic conditions.
- 4. Respect the rights of other drivers and pedestrians. Courtesy is contagious.
- 5. Drivers may not use drugs or alcohol while operating a vehicle owned by or used by the company.

ACCIDENTS

All accidents are to be reported to management of **KONWINSKI CONSTRUCTION INC/ KONWINSKI KABINETS** within twenty-four (24) hours after the accident occurs. All accidents will be reviewed and determination made as either preventable or non-preventable. A preventable accident is defined as an accident in which the driver failed to do everything reasonably possible to avoid it.

MVR STANDARDS

Motor Vehicle Records (MVR) will be checked annually on all employees where driving is a part of their job description. The MVR will-be reviewed to ascertain the employee holds a valid license and their driving record is within the parameters set by company management. MVR checks which reveal:

- 1. Three (3) or more traffic violations for drivers age 25 and older, two (2) traffic violations for drivers between ages of 18 and 25, or one (1) traffic violation for drivers 17 and under over a three (3) year period; or
- 2. One of the following types of traffc convictions:
 - driving while intoxicated or while disabled by use of a drug;
 - refusal to take a breath analyzer test;
 - two or more preventable accidents in a twelve (12) month period;
 - fleeing the scene of an accident.
 - homicide or assault arising out of the operation of a motor vehicle, or criminal negligence in the operation of a motor vehicle resulting in death;
 - driving while license is suspended or revoked;
 - reckless or dangerous driving which results in injury to a person;
 - racing;
 - passing a stopped school bus;

will disqualify the employee from driving company operated vehicles, or those vehicles in the care and custody of the company.

"Traffic violation" includes seat belt violation, but does not include such non-moving violations as weight violations or improper or inadequately maintained equipment.

The number of convictions "allowed" will be reduced by one for each at-fault accident of the particular driver.

RADAR DETECTORS

The use of radar detectors is forbidden in all vehicles owned or used by the company. Drivers using radar detectors will have their driving privileges revoked.

PASSENGERS

Hitchhikers and passengers, other than company employees, are not permitted.

SEAT BELTS

Seat belts must be worn whenever the vehicle is in motion.

SECURING CARGO

Cargo will be secured and all doors locked while en route and while the vehicles are parked.

HAZARD COMMUNICATION PROGRAM

GENERAL

The following Hazard Communication Program has been established for **KONWINSKI CONSTRUCTION INC/KONWINSKI KABINETS**. This program will be available for review by all employees.

I. HAZARD DETERMINATION

KONWINSKI CONSTRUCTION INC/KONWINSKI KABINETS will be relying on Material Safety Data Sheets from suppliers to meet determination requirements.

II. LABELING

- A. Andrew Theisen and Joseph Fleming will be responsible for seeing that all containers coming in are properly labeled.
- B. All labels shall be checked for:
 - 1. Identity
 - 2. Hazard
 - 3. Name and address of responsible party
- C. Each employee shall be responsible for seeing that all portable containers used in their work areas are labeled with identity and hazard warning.

III. MATERIAL SAETY DATA SHEETS (MSDS)

- A. Andrew Theisen and Joseph Fleming will be responsible for compiling the master MSDS file. It will be kept in shop office and all foreman trucks.
- B. Copies of MSDS for all hazardous chemicals to which wmployees may be exposed will be kept in a file at main office.
- C. MSDS will be available for review to all employees during each work shift. Copies will be available upon request to Kim Klump.
- D. The employees will be provided with the required MIOSHA Right-To-Konw posters and postings notifying employees of new ro revised MSDS within five (5) days of receipt of new or revised MSDSs.

IV. EMPLOYEE INFORMATION TRAINING

- A. Andrew Theisen and Joseph Fleming shall coordinate and maintain records of training conducted for **KONWINSKI CONSTRUCTION INC/KONWINSKI KABINETS**.
- B. Before starting work, or as soon as possible thereafter, each new employee will attend a safety class. In that class. each employee will be given information on:
 - 1. Chemicals and their hazards in the workplace.
 - 2. How to lessen or prevent exposure to these chemicals.
 - 3. What the company has done to lessen or prevent workers' exposure to these chemicals.
 - 4. Procedures to follow if they are exposed.
 - 5. How to read and interpret labels and MSDSs.
 - 6. Where to locate MSDSs and from whom they may obtain copies.

- C. The employee will be informed that:
 - 1. The employer is prohibited from discharging, or discriminating against an employee who exercises the rights regarding information about hazardous chemicals in the workplace.
 - 2. As an alternative to requesting an MSDS from the employer, the employee may obtain a copy from the Department of Public Health.
- D. Attendance will be taken at training sessions. These records will be kept by Andrew Theisen and Joseph Fleming.
- E. Before any new hazardous chemical is introduced into the workplace, each employee will be given information in the same manner as during the safety class.

V. HAZARDOUS NON-ROUTINE TASKS

A. On occasion, employees are required to do work in hazardous areas (confined spaces). Prior to starting work in such areas, each employee will be given information about the hazards involved in these areas.

This information will include:

- 1. Specific chemicals hazards.
- 2. Protection/safety measures the employee is required to take to lessen risks.
- 3. Measures the company has taken to lessen the hazards, including ventilation, respirators, the presence of another employee, and emergency procedures.
- B. It is the policy of KONWINSKI CONSTRUCTION INC/KONWINSKI KABINETS that no employee will begin work in a confined space, or any non-routine task, without first receiving a safety briefing.

VI. INFORMING CONTRACTORS

- A. It is the responsibility of Andrew Theisen and Joseph Fleming to provide any other contractors with employees exposed to our chemicals with the following information:
 - 1. Hazardous chemicals with which they may come in contact.
 - 2. Measures the employees would take to lessen the risks.
 - 3. Where to get MSDS for all hazardous chemicals.
- B. It is the responsibility of Andrew Theisen and Joseph Fleming to obtain chemical information from contractors when they will expose our employees to hazardous chemicals which they may bring into our workplace.

VII. PIP AND PIPING SYSTEMS

A. Information on the hazardous contents of pope and piping shall be readily available.

VIII. LIST OF HAZARDOUS CHEMICALS

The list of chemicals used by **KONWINSKI CONSTRUCTION INC/KONWINSKI KABINETS** is available in MSDS book.

HAZARD COMMUNICATION/WORKER RIGHT-TO-KNOW REGULATIONS MEMBER/EMPLOYEE TRAINING ACKNOWLEDGMENT

This document signifies that you have received training regarding the types of chemicals present in the plant and that you understand that you have the right to continue to obtain information on these chemicals should you so desire.

I, ______, have received training regarding the chemicals used in the plant, including their properties, use of safety equipment, proper handling techniques, emergency response procedures, and potential health effects.

Hazard Coordinator

Date

RETURN-TO-WORK & LIGHT DUTY JOB POLICY

If you become ill or injured as a result of a job related accident, you will be missed by other employees working in your department. Employees have the responsibility to return to work at the earliest possible time, commensurate with your health and safety.

KONWINSKI CONSTRUCTION INC/KONWINSKI KABINETS will actively seek to return disabled employees covered by workers compensation to productive work as quickly as possible, in cooperation with the employee's physician or health care provider.

If necessary, a temporary job may be provided for you that is within your physical capabilities, consistent with company needs. Even working at a partial capacity will assist your fellow employees in completing the work. Efforts will be made to return you to your previous job, when possible.

Listed below are some examples of light duty jobs which **KONWINSKI CONSTRUCTION INC/ KONWINSKI KABINETS** has available for you to do, depending upon your injury, capabilities, and company need.

Owner/Officer

Signature Title

Date

ACCOUNTABILITY

In order for a Safety Program to be effective, there must be a means developed for holding employees accountable for their unsafe work habits or conditions.

If an accident occurs, and if it has been determined that the accident could have been avoided, the means of holding employees accountable should be made more severe after each consecutive offense.

Examples :

| 1. First Offense- | Verbal warning | | |
|----------------------------------------------------------|-------------------------------------------------------|--|--|
| 2. Second Offense- | Verbal and written warning with a copy of the written | | |
| | warning becoming a part of the employee's file. | | |
| 3. Third Offense- | One day off work with no pay | | |
| 4. Fourth Offense- | Possible employment termination. | | |
| 5. Serious offenses may result in immediate termination. | | | |

The purpose of holding employees accountable is to help employees conform to company policy and work safely. It is not designed to end employment and, therefore, employees should be given the opportunity to start over with a clean slate periodically.

KONWINSKI CONSTRUCTION INC/KONWINSKI KABINETS

EMPLOYEE WARNING NOTICE

| Employee | | | | | |
|--------------------------------|-----------------|---------|------------------------------------------------------------|------------|--|
| Supervisor | | | Date | | |
| Previous Warnings | Oral | Written | Date | By Whom | |
| 1st Warning | | | | | |
| 2nd Warning | | | | | |
| 3rd Warning | | | | | |
| Employer Statement | | 1 | Employee Stater | nent | |
| Date of incident/ Time | | | Iagreedisagree with Employer's statement. The reasons are: | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | mployee | // Date | |
| Action to be taken: Warning | Probati | on | Suspension | Dismissal | |
| Other: | | | | | |
| Consequences should in | cident occur ag | gain: | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| I have read this warning | g and understa | nd it. | | | |

 Employee Signature
 __/__/___

 Supervisor Signature

_/___/ Date

EMPLOYEE PERFORMANCE REVIEW

| Employee: | Date: |
|-----------------------|-------|
| Position: | |
| Evaluator: | |
| Evaluator's Position: | |

Instructions to Evaluator: Each rating category must be accompanied by written comments explaining the rating. Use additional pages if necessary. Objective work related examples should be used whenever possible.

RATINGS DEFINITIONS

| Excellent: | Performance always exceeds requirements and is exceeded by few, if any, others. |
|-----------------|-------------------------------------------------------------------------------------------------------|
| Superior: | Performance exceeds requirements most of the time. Consistently and noticeably above average. |
| Average: | Consistently meets all requirements of job. |
| Substandard: | Performance requires improvement. |
| Unsatisfactory: | Performance below standard in many areas. Immediate improvement needed in order to maintain position. |

KNOWLEDGE OF JOB: Knows job to be performed and most efficient way to perform it. Knows company policies and procedures.

Comments:

Excellent
Superior
Average
Substandard
Unsatisfactory

QUALITY OF WORK: Job is done efficiently, on time, without disruption to people or operations, and without mistakes.

Comments:

Excellent

Superior

Average

Substandard

Unsatisfactory

RELIABILITY: Attendance is good, employee requires minimal supervision and direction.

Comments:

Excellent

D Superior

□ Average

Substandard

Unsatisfactory

RESPONSIBILITY: Self starter, helps others when needed, flexible, shows desire to master job and improve self and job., takes pride in work

Comments:

Excellent

Superior

Average

D Substandard

□ Unsatisfactory

COOPERATION: Works well with peers and supervisors, shows maturity, stability. Comments:

ExcellentSuperiorAverage

Substandard

Unsatisfactory

JUDGMENT: Exercises sound judgment and discretion in focusing on job goals, establishing priorities, and reacting to unexpected situations.

Comments:

- Excellent
- □ Superior
- Average
- Substandard
- Unsatisfactory

OVERALL RATING:

Comments:

🗖 Top 20%

Second 20%

🗖 Middle 20%

Fourth 20%

Bottom 20%

OTHER ITEMS COUNSELED:

| 1 |
|------------------------------|
| 2 |
| 3 |
| STRONGEST ASSETS: |
| 1 |
| 2 |
| 3 |
| AREAS REQUIRING IMPROVEMENT: |
| 1 |
| 2 |
| 3 |
| |

| | Evaluator's Signature | Date | |
|--------------------------------|--------------------------------|------|--|
| A copy of this report has been | read to and discussed with me. | | |
| | Employee's Signature | Date | |
| Employee's Comments: | | | |
| | | | |

EMPLOYEE EDUCATION AND TRAINING

Education and training are the foundations of a Loss Control Program. If the hazards are not known, prevention can not be practiced. New employees must be trained. Continuing education is a fact of today's business world. Safety is no exception.

The primary purpose of safety training is- to help employees learn how to work safely and to reduce injuries. Training is one of the main cornerstones of any Safety Program.

OSHA's seven step voluntary training guidelines are a good place to start when setting up a training program. This allows for an organized approach by following proven techniques.

- Step 1 Determining if training is needed
- Step 2 Identifying training needs
- Step 3 Identifying goals and objectives
- Step 4 Developing learning activities
- Step 5 Conducting program effectiveness
- Step 6 Evaluating program effectiveness
- Step 7 Improving the program

Safety training is recommended:

- 1. For all new employees,
- 2. When new equipment, procedures, or processes have been introduced, and
- 3. When an employee's safety performance needs improvement.

EMPLOYEE SAFETY ORIENTATION CHECKLIST

| Employee Name | | | |
|--------------------|------|------|--|
| 1.1. * *11. | | | |
| Job litle | | | |

| | | Initials | |
|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| | SUPERVISOR | EMPLOYEE | DATE |
| Company Safety Policy Statement | | | |
| Company Safety Rules | | | |
| Job Orientation | | | |
| Accident Reporting | | | |
| Employee Reporting & Communication System | | | |
| | | | |
| | | | |
| | | | |
| | Company Safety Policy Statement Company Safety Rules Job Orientation Accident Reporting Employee Reporting & Communication System | SUPERVISOR Company Safety Policy Statement Company Safety Rules Job Orientation Accident Reporting Employee Reporting & Communication System | Initials SUPERVISOR EMPLOYEE Company Safety Policy Statement |

TOOLS, MACHINERY & EQUIPMENT

Managers are required to conduct "hands on" demonstration on the safe use of tools, machinery and equipment to be used by the employee. Special instruction and emphasis will be placed on safety devices. Identify equipment on which the employee was trained below.

| 1. | | | |
|----|-------|------|--|
| 2 | - | | |
| 2. | - | | |
| 3. | _ | | |
| 4. | | | |
| 5 | - | | |
| 5. | - | | |
| 6. | _ | | |
| 7. | | | |
| 0 | - | | |
| 0. | = | | |

| Signed | Signed |
|------------|----------|
| Supervisor | Employee |

EMPLOYEE FALL PROTECTION PLAN

KONWINSKI CONSTRUCTION INC/KONWINSKI KABINETS

| JOB LOCATION: | | |
|----------------|------|------|
| DATE PREPARED: | | |
| REVISED: | | |
| PREPARED BY : | | |
| APPROVED BY: | | |

COMPANY FALL PROTECTION POLICY

KONWINSKI CONSTRUCTION INC/KONWINSKI KABINETS is dedicated to the protection of its employees from on-the-job injuries. All employees have the responsibility to work in a safe manner and follow company directives.

THIS PLAN'S PURPOSE IS TO:

- **a)** Supplement our existing safety program with a specific employee fall protection procedure required for this job.
- **b)** Ensure each employee is trained regarding this site's fall exposure hazards and made aware of the safety procedures that will be followed while on this job.
- **c)** Enable each employee the ability to recognize fall hazards before work begins.

We have evaluated the operations we are to perform and feel it's infeasible or creates a greater safety hazard to use one of the conventional fall protection systems (i.e., guardrail, safety net, or personal fall arrest system) for the following operations. Therefore, our non-conventional designated alternative fall protection system will be used with the following work applications:

a) Floor joists initial connection.

- d) Roof sheathing installation.
- b) Roof truss and rafter installation.
- e) Floor sheathing installation.
- c) Leading edge work while setting exterior walls.

This plan is designed to enable all employees to recognize the site hazards and establish the procedures that will prevent wall and floor opening falls. Each employee will receive procedural training, which they will follow unless they expose themselves or another employee to a greater hazard. Should this situation occur, the employee will immediately contact the site plan supervisor or foreman for evaluation.

Andrew Theisen and Joseph Fleming shall have responsibility for implementing this fall protection plan and will continually monitor work operations for compliance with company safety policies and procedures. Any noted unsafe conditions or work practices will be immediately corrected and company directives enforced.

It is this company's responsibility to ensure all employees understand and follow our fall protection plan procedures, which include onsite supervisor/foreman instructions. Employees must report immediately to management all hazardous conditions or unsafe work practices.

Andrew Theisen and Joseph Fleming must approve any change to this fall protection plan.

JOB SITE FALL PROTECTION SYSTEMS

Employees engaging in one of the listed operations from the previous page have been task-trained to recognize potential fall hazards. Employee fall exposures during these operations are normally short term. This plan details how Andrew Theisen and Joseph Fleming will minimize these exposure standards.

CONTROL ACCESS ZONES

Before implementing this plan, the company will designate a control access zone (CAZ) to minimize access within a designated high hazard area when a non-conventional fall protection system is used. The company will take the following steps to ensure CAZ is clearly marked or controlled by a competent person.

- 1. _____ will designate and clearly mark the CAZ.
- 2. Persons authorized to enter CAZ will be identified by name or other readily visible method.
- 3. CAZ entry will be restricted to authorized personnel.
- 4. ______ will ensure all CAZ protective measures are taken before work (Supervisor/Foreman) begins.

ROOF TRUSS AND RAFTER INSTALLATION

A. INFEASIBILITY OF CONVENTIONAL FALL PROTECTION METHODS

1. During roof truss and rafter erection and bracing, conventional fall protection may present a greater employee hazard. On this job, safety nets, guardrails, and personal fall arrest systems will not provide adequate fall protection. The nets will cause the walls to collapse and there are no suitable attachment or anchorage points for guardrails or personal fall arrest systems due to instability.

Workers' misuse of ladders during an entire operation will create or result in a greater hazard as follows:

- a) Workers stand with their back or side towards the ladder's front.
- b) Truss or rafter erection/installation requires use of both hands to maneuver the object into place and therefore the worker can't hold onto the ladder.
- c) Ladder's inadvertent movement can't be adequately controlled during object's maneuvering into place.
- d) Worker's fatigue, from extended overhead work involving handling heavy and awkward material.
- 2. Exterior scaffolds can't be used because the work area was recently backfilled and can't safely support the scaffolding's weight. In most cases, the scaffolding erection and dismantling will expose workers to a greater fall hazard than actual truss/rafter installation and erection operation.

B. PROCEDURES INVOLVING WALLS EIGHT (8) FEET OR LESS.

- 1. Workers will erect interior scaffolding along the interior below the truss/rafter location or;
- 2. Use another management-approved site specific method.

C. PROCEDURES REQUIRING TOP PLATE WORK ON WALLS EIGHT FEET HIGH OR HIGHER WHERE SCAFFOLDING AND LADDER USE CREATES A GREATER HAZARD FOR WORKERS **EXPOSED TO FALL HAZARDS.**

______will monitor all top plate operations. 1. _____

- 2. Only the following trained workers will be allowed to do top plate work during truss/rafter erection and installation.
- 3. During truss/rafter erection and installation worker stability will be ensured at all times.
- 4. All trusses/rafters will be braced before any worker will use as a support.
- 5. Workers will remain on the top plate using the previously stabilized truss/rafter as support.
- 6. Workers involved in truss/rafter installation or erection will not have any other duties during operations.
- 7. Workers will leave the secured truss/rafter area only when it's necessary to secure another.
- 8. The first two trusses/rafters will be set from ladders leaning on side walls that can sufficiently support the weight.
- 9. A worker will climb onto the interior top plate via a ladder to secure the peaks of the first two trusses/rafters being set.

D. PROCEDURES FOR SECURING TRUSS/RAFTERS AT THE PEAK AND RIDGE BEAM.

1. Only the following trained workers will be allowed to work at the peak during installation.

2. Once truss/rafter installation and erection begins, workers not involved with the operation will not stand or walk under any area where there is an exposure to falling objects.

- 3. Workers will not have any other duties than bracing and securing the &&ridge beam.
- 4. Workers positioned at the peaks, within the webs or on top of the ridge beam will work from a stable position. This can be accomplished by using a "ridge seat," another stable surface, or by the workers positioning themselves between already stabilized trusses or rafters.
- 5. Workers will not remain on or in the peak/ridge area any longer than is needed to safely complete the operation.

ROOF SHEATHING OPERATIONS

Roof sheathing operations have been deemed infeasible due to truss/rafter structures considered unstable until partial sheathing is completed. Therefore, workers can't be protected using conventional fall protection methods until the roofing system is determined to be safe as an anchoring point. Truss/rafter systems are unstable and can collapse or topple over with a "domino effect" should an employee fall while attached to the system using a personal fall arrest system. Safety nets could cause the same effect and there is no place to effectively attach guardrails. To minimize exposure while installing roof sheathing, employees will use the following procedures:

- 1. ______will determine limits necessary within the sheathing area with (Supervisor/Foreman) clear directions provided to all workers before beginning sheathing.
- 2. The above person can stop roofing activities to allow other employee's passage through the area when the passage doesn't create a greater hazard.
- 3. Once sheathing operations begin, workers not involved with the operation will not stand or walk under any area where they have the potential of being struck by a falling object.
- 4. All sheathing material will be staged to allow quick installation and minimize length of fall exposure.
- 5. Only trained workers will install roof sheathing.
- 6. The bottom row of sheathing will be installed from exterior ladders or from stabilized truss webs, according to supervisor's decision and based on the conditions at the job site.
- 7. After installation of the bottom sheathing row, a slide guard (lucker) with a normal 4" height and capable of stopping an uncontrolled slide, will be attached along the roof edge. The kicker will be installed from within the truss web and reaching over or from an exterior ladder, according to supervisor decision.
- 8. Additional sheathing will be placed by workers standing on previously secured sheathing.
- 9. Additional slide guards (kickers) will be placed no farther than 13' intervals for roof pitches 9-in-12 or less.
- 10. Roof pitches greater than 9-in-12 will have slide guards (kickers) placed at 4' intervals.
- 11. Roof sheathing operations will be suspended during inclement weather unless safe footing can be assured, according to .supervisor's decision.
- 12. Roof sheathing operations will cease when winds exceed 40 m.p.h., unless wind breaks have been erected.

FLOOR JOISTS AND SHEATHING (LEADING EDGE) INSTALLATION

Andrew Theisen and Joseph Fleming have determined leading edge construction for floor joists and sheathing installation as infeasible to use conventional fall protection methods. To minimize the fall exposure risk, the following procedures will be followed:

- 1. Construction materials will be placed for easy access to all workers.
- 2. The first few floor joists or truss system will be rolled into position and secured from either the ground, ladders, or saw scaffolding.
- 3. After the first joists/truss systems are secured, additional ones will be placed and secured from atop the previous system using plywood as a work platform as work progresses, ensuring its stability.
- 4. All workers not assisting in the leading edge construction while leading edge exists will not go within six feet of the leading edge under construction.

EXTERIOR WALL ERECTION

Andrew Theisen and Joseph Fleming have determined the use of conventional fall protection method is infeasible during the erection of exterior walls. The following procedures will be followed to minimize fall exposure risk:

1. Only the following trained employees will be allowed to erect exterior walls.

2. _____will identify a warning line with paint or warning tape 6' (Supervisor/Foreman) from perimeter of the edge that is clearly visible before beginning wall erection operations, to warn workers about approaching an unprotected edge.

- 3. Site supervisor/foreman will ensure all workers are trained regarding the meaning of the warning line.
- 4. All construction material will be conveniently positioned to minimize the fall exposure duration.
- 5. Workers will complete as much of the wall construction as possible within the 6' perimeter to minimize their exposure to an unprotected edge.

ENFORCEMENT

Complying with this company's safety policies and procedures regarding fall protection is a condition of employment. Management and/or designated safety personnel will enforce this company's policies and procedures to ensure safe work practices and site conditions. Enforcement may include employee disciplinary actions in accordance with company policies, up to and including termination for failure to follow program directives.

MISHAP INVESTIGATIONS

All work-related employee injuries will be reported immediately and investigated. Employees will report injuries to supervisors who will investigate per company policies. Investigations help identify the cause of injuries and the corrective actions that can be taken to prevent recurrence. However, should an employee fall or there is some other related serious incident, this plan will be reviewed to determine if additional practices, procedures, or training is needed to prevent recurrence.

PLAN CHANGES

Employees will report all plan changes immediately to ______for approval, before

deviating from this plan's established procedures and policies. Management will evaluate the recommended change to ensure that appropriate fall protection is taken. Management will immediately notify all employees if this plan is changed or updated and provide training, as needed, for all related work practices on the job site. This plan will be maintained at all times by the supervisor/ foreman.

FALL PROTECTION TRAINING OUTLINE

NOTE: The following guidelines may be used as a Fall Protection Training Package (add or delete material as it pertains to your operations) or as an outline to develop your own Training Package. These guidelines are the minimum required per the Fall Protection Standard, MIOSHA Part 45.

Fall Protection Training is an important factor in reducing injuries and workers' compensation claims. Training will be provided to all employees of **KONWINSKI CONSTRUCTION INC/KONWINSKI KABINETS** for this purpose.

The following items will be discussed with employees before beginning work for this company.

- 1. Each employee will be trained to recognize potential fall areas and hazards on each job site to include, but not limited to:
 - a) Leading edge work.
 - b) Controlled Access Zones (CAZ) .
 - c) Working from scaffolding and ladders.
 - d) Working in trusses and on roofs during sheathing operations.
 - e) Shingling operations.
 - f) Floor and wall openings.
 - g) Setting floor joists.
- 2. All employees will be trained in the proper use of Personal Fall Arrest Systems such as:
 - a) Harness, lanyards, and deceleration devices.
 - b) Guard rails and toe boards.
 - c) Safety net systems.
 - d) Safety monitor systems.
 - e) Positioning devices.
- 3. Employees will be trained in the proper use and care of Fall Protection equipment to include:
 - a) Inspection before use.
 - b) Proper maintenance of Fall Protection devices.
 - c) Proper assembly before use.
 - d) Proper disassembly for inspection and testing.
- 4. Training will include each employee's role when using a Safety Monitor System on the job site to include:
 - a) Who is designated as a Safety Monitor.
 - b) Their individual function on each job site.
 - c) How the company will interact with other contractors on the job site.
- 5. Employees will be trained on the limitations of using mechanical equipment during roofing and truss setting operation such as:
 - a) Overreaching on step ladders and extension ladders.
 - b) Overreaching or working on guarded scaffolding.
 - c) Working from lift trucks or forklifts.
- 6. Training will include Overhead Protection when handling and staging materials on rooftops and upper stories:
 - a) Stage material so tripping hazards are eliminated.
 - b) Ensure material is positioned so it won't slide off the roof onto workers below.
 - c) Ensure air hoses and lanyard attachment lines don't create a tripping hazard.
- 7. All employees will be trained to know their role in reducing fall hazards on the job. This will be accomplished by training each employee on their role in the Fall Protection Plan and by knowing the guidelines in the Fall Protection Standard, MIOSHA Part 45.
- 8. The designated trainer for **KONWINSKI CONSTRUCTION INC/KONWINSKI KABINETS** will be Andrew Theisen and Joseph Fleming.
 - a) Each employee will sign the training package after training has been completed.
 - b) Their name, date of training, and signature are required on the training package.
- 9. Employees will be retrained for any of the following reasons:
 - a) Poor job site practices or inadequacies.
 - b) Substandard performance using fall protection methods or systems.
 - c) Failure to properly understand established guidelines.
 - d) New operating procedures or job site changes.
- 10. I certify that I have received fall protection training from Andrew Theisen and Joseph Fleming, of **KONWINSKI CONSTRUCTION INC/KONWINSKI KABINETS**, dated _______.

(Today's Date)

(Employee Signature)

Aerial Lifts Safety Tips

Aerial lifts include boom-supported aerial platforms, such as cherry pickers or bucket trucks. The major causes of fatalities are falls, electrocutions, and collapses or tip overs.

Safe Work Practices

- Ensure that workers who operate aerial lifts are properly trained in the safe use of the equipment.
- Maintain and operate elevating work platforms in accordance with the manufacturer's instructions.
- Never override hydraulic, mechanical, or electrical safety devices.
- Never move the equipment with workers in an elevated platform unless this is permitted by the manufacturer.
- Do not allow workers to position themselves between overhead hazards, such as joists and beams, and the rails of the basket. Movement of the lift could crush the worker(s).
- Maintain a minimum clearance of at least 10 feet, or 3 meters, away from the nearest overhead lines.
- Always treat powerlines, wires and other conductors as energized, even if they are down or appear to be insulated.
- Use a body harness or restraining belt with a lanyard attached to the boom or basket to prevent the worker(s) from being ejected or pulled from the basket.
- Set the brakes, and use wheel chocks when on an incline.
- · Use outriggers, if provided.
- Do not exceed the load limits of the equipment.
 Allow for the combined weight of the worker, tools, and materials.



3267-09N-05

OSHA

Protect Yourself Carbon Monoxide Poisoning

Carbon monoxide (CO) is a colorless, odorless, toxic gas which interferes with the oxygen-carrying capacity of blood. CO is non-irritating and can overcome persons without warning. Many people die from CO poisoning, usually while using gasoline powered tools and generators in buildings or semi-enclosed spaces without adequate ventilation.

Effects of Carbon Monoxide Poisoning

 Severe carbon monoxide poisoning causes neurological damage, illness, coma and death.

Symptoms of CO exposure

- Headaches, dizziness and drowsiness.
- Nausea, vomiting, tightness across the chest.

Some Sources of Exposure

- · Portable generators/generators in buildings.
- · Concrete cutting saws, compressors.
- · Power trowels, floor buffers, space heaters.
- Welding, gasoline powered pumps.

Preventing CO Exposure

- Never use a generator indoors or in enclosed or partially enclosed spaces such as garages, crawl spaces, and basements. Opening windows and doors in an enclosed space may prevent CO buildup.
- Make sure the generator has 3-4 feet of clear space on all sides and above it to ensure adequate ventilation.
- Do not use a generator outdoors if placed near doors, windows or vents which could allow CO to enter and build up in occupied spaces.
- When using space heaters and stoves ensure that they are in good working order to reduce CO buildup, and never use in enclosed spaces or indoors.
- Consider using tools powered by electricity or compressed air, if available.
- If you experience symptoms of CO poisoning get to fresh air right away and seek immediate medical attention.

For more complete information:



OSHA 3267-09N-05

Chain Saw Safety Tips

Operating a chain saw is inherently hazardous. Potential injuries can be minimized by using proper personal protective equipment and safe operating procedures.

Before Starting a Chain Saw

- Check controls, chain tension, and all bolts and handles to ensure that they are functioning properly and that they are adjusted according to the manufacturer's instructions.
- Make sure that the chain is always sharp and the lubrication reservoir is full.
- Start the saw on the ground or on another firm support. Drop starting is never allowed.
- Start the saw at least 10 feet from the fueling area, with the chain's brake engaged.

Fueling a Chain Saw

- Use approved containers for transporting fuel to the saw.
- Dispense fuel at least 10 feet away from any sources of ignition when performing construction activities. No smoking during fueling.
- Use a funnel or a flexible hose when pouring fuel into the saw.
- Never attempt to fuel a running or HOT saw.

Chain Saw Safety

- Clear away dirt, debris, small tree limbs and rocks from the saw's chain path. Look for nails, spikes or other metal in the tree before cutting.
- Shut off the saw or engage its chain brake when carrying the saw on rough or uneven terrain.
- Keep your hands on the saw's handles, and maintain secure footing while operating the saw.
- Proper personal protective equipment must be worn when operating the saw, which includes hand, foot, leg, eye, face, hearing and head protection.
- Do not wear loose-fitting clothing.
- Be careful that the trunk or tree limbs will not bind aginst the saw.
- Watch for branches under tension, they may spring out when cut.
- Gasoline-powered chain saws must be equipped with a protective device that minimizes chain saw kickback.
- Be cautious of saw kick-back. To avoid kick-back, do not saw with the tip. If equipped, keep tip guard in place.

For more complete information:



OSHA 3269-10N-05

Chipper Machine Safety Tips

Chipper machines cut tree limbs into small chips. Hazards arise when workers get too close to, or make contact with, the chipper. Contact with chipper operating components (blades, discs or knives) may result in amputation or death. Workers may also be injured by material thrown from the machine. To minimize these hazards, use appropriate engineering and work practice controls, including worker training.

Hazards

- Workers making contact with or being pulled into the chipper.
- · Hearing loss.
- · Face, eye, head or hand injuries.

Safe Work Practices

- Never reach into a chipper while it is operating.
- · Do not wear loose-fitting clothing around a chipper.
- Always follow the manufacturer's guidelines and safety instructions.
- Use earplugs, safety glasses, hard hats and gloves.
- Workers should be trained on the safe operation of chipper machines. Always supervise new workers using a chipper to ensure that they work safely and never endanger themselves or others.
- Protect yourself from contacting operating chipper components by guarding the infeed and discharge ports, and preventing the opening of the access covers or doors until the drum or disc completely stops.
- Prevent detached trailer chippers from rolling or sliding on slopes by chocking the trailer wheels.
- Maintain a safe distance (i.e., two tree or log lengths) between chipper operations and other work/workers.
- When servicing and/or maintaining chipping equipment (i.e., "unjamming") use a lockout system to
 ensure that the equipment is de-energized.

For more complete information:



3279-09N-05

OSHA

$- \Delta$

Top Four Construction Hazards

The top four causes of construction fatalities are: Falls, Struck-By, Caught-In/Between and Electrocutions.

Prevent Falls

- Wear and use personal fall arrest equipment.
- Install and maintain perimeter protection.
- Cover and secure floor openings and label floor opening covers.
- · Use ladders and scaffolds safely.

Prevent Struck-By

- Never position yourself between moving and fixed objects.
- Wear high-visibility clothes near equipment/vehicles.

Prevent Caught-In/Between

- Never enter an unprotected trench or excavation 5 feet or deeper without an adequate protective system in place; some trenches under 5 feet deep may also need such a system.
- Make sure the trench or excavation is protected either by sloping, shoring, benching or trench shield systems.

Prevent Electrocutions

- · Locate and identify utilities before starting work.
- · Look for overhead power lines when operating any equipment.
- Maintain a safe distance away from power lines; learn the safe distance requirements.
- · Do not operate portable electric tools unless they are grounded or double insulated.
- · Use ground-fault circuit interrupters for protection.
- · Be alert to electrical hazards when working with ladders, scaffolds or other platforms. For more complete information:













3216-6N-06

OSHA



SHA PU

Protect Yourself Construction **Personal Protective Equipment (PPE)**

Eye and Face Protection

- Safety glasses or face shields are worn any time work operations can cause foreign objects to get in the eye. For example, during welding, cutting, grinding, nailing (or when working with concrete and/or harmful chemicals or when exposed to flying particles). Wear when exposed to any electrical hazards, including working on energized electrical systems.
- Eye and face protectors select based on anticipated hazards.

Foot Protection

- Construction workers should wear work shoes or boots with slip-resistant and puncture-resistant soles.
- Safety-toed footwear is worn to prevent crushed toes when working around heavy equipment or falling objects.

Hand Protection

- · Gloves should fit snugly.
- Workers should wear the right gloves for the job (examples: heavy-duty rubber gloves for concrete work; welding gloves for welding; insulated gloves and sleeves when exposed to electrical hazards).

Head Protection

- · Wear hard hats where there is a potential for objects falling from above, bumps to the head from fixed objects, or of accidental head contact with electrical hazards.
- Hard hats routinely inspect them for dents, cracks or deterioration; replace after a heavy blow or electrical shock; maintain in good condition.

Hearing Protection

· Use earplugs/earmuffs in high noise work areas where chainsaws or heavy equipment are used; clean or replace earplugs regularly.

For more complete information:

Occupational

Safety and Health Administration



3260-09N-05 OSHA



can occur when the crane boom, load line or load contacts power lines and shorts electricity to ground. Other incidents happen when workers are struck by the load,

are caught inside the swing radius or fail to assemble/ disassemble the crane properly.

- Cranes are to be operated only by qualified and trained personnel.
- A designated competent person must inspect the crane and all crane controls before use.
- Be sure the crane is on a firm/stable surface and level.
- During assembly/disassembly do not unlock or remove pins unless sections are blocked and secure (stable).
- Fully extend outriggers and barricade accessible areas inside the crane's swing radius.
- Watch for overhead electric power lines and maintain at least a 10-foot safe working clearance from the lines.
- Inspect all rigging prior to use; do not wrap hoist lines around the load.
- Be sure to use the correct load chart for the crane's current configuration and setup, the load weight and lift path.
- Do not exceed the load chart capacity while making lifts.
- Raise load a few inches, hold, verify capacity/balance, and test brake system before delivering load.
- Do not move loads over workers.
- Be sure to follow signals and manufacturer instructions while operating cranes.



OSHA OUICK

Demolition Safety Tips

Demolition work involves many of the same hazards that arise during other construction activities. However, demolition also involves additional hazards due to a variety of other factors. Some of these include: leadbased paint, sharp or protruding objects and asbestoscontaining material.

- Brace or shore up the walls and floors of structures which have been damaged and which employees must enter.
- Inspect personal protective equipment (PPE) before use.
- · Select, wear and use appropriate PPE for the task.
- Inspect all stairs, passageways, and ladders; illuminate all stairways.
- Shut off or cap all electric, gas, water, steam, sewer, and other service lines; notify appropriate utility companies.
- Guard wall openings to a height of 42 inches; cover and secure floor openings with material able to withstand the loads likely to be imposed.
- Floor openings used for material disposal must not be more than 25% of the total floor area.
- Use enclosed chutes with gates on the discharge end to drop demolition material to the ground or into debris containers.
- Demolition of exterior walls and floors must begin at the top of the structure and proceed downward.
- Structural or load-supporting members on any floor must not be cut or removed until all stories above that floor have been removed.
- All roof cornices or other ornamental stonework must be removed prior to pulling walls down.
- Employees must not be permitted to work where structural collapse hazards exist until they are corrected by shoring, bracing, or other effective means.

For more complete information:



3290-10N-05

OSHA

81

Electrical Safety

Electrical hazards can cause burns, shocks and electrocution (death).

Safety Tips

- Assume that all overhead wires are energized at lethal voltages. Never assume that a wire is safe to touch even if it is down or appears to be insulated.
- Never touch a faller overhead power line. Call the electric utility company to report fallen electrical lines.
- Stay at least 10 feet (3 meters) away from overhead wires during cleanup and other activities. If working at heights or handling long objects, survey the area before starting work for the presence of overhead wires.
- If an overhead wire falls across your vehicle while you are driving, stay inside the vehicle and continue to drive away from the line. If the engine stalls, do not leave your vehicle. Warn people not to touch the vehicle or the wire. Call or ask someone to call the local electric utility company and emergency services.
- Never operate electrical equipment while you are standing in water.
- Never repair electrical cords or equipment unless qualified and authorized.
- Have a qualified electrician inspect electrical equipment that has gotten wet before energizing it.
- If working in damp locations, inspect electric cords and equipment to ensure that they are in good condition and free of defects, and use a ground-fault circuit interrupter (GFCI).
- · Always use caution when working near electricity.



OSHA 3298-09N-05



General Decontamination

Floodwaters may be contaminated with sewage and decaying animal and human remains. Disinfection of hands, clothing, tools/equipment, and surfaces in work areas is critical in disease prevention.

Hand Decontamination

- · Wash hands completely with soap and water.
- · Rinse completely; dry with a clean towel or air dry.

Clothing, Tool/Equipment Decontamination

- · It is preferrable to use soap and clean water when available.
- If only contaminated water is available, mix ¹/₄ cup bleach per gallon of water.
- Immerse objects in solution for 10 minutes; if clothing, gently agitate periodically.
- Transfer objects to hand wash solution for 10 minutes; if clothing, gently agitate periodically.
- Allow clothes and tools/equipment to thoroughly airdry before re-use.

Severe Surface Decontamination

Use for decontaminating only the most seriously affected surfaces.

- Mix 1¹/₂ cups bleach per gallon of water.
- Douse surfaces with heavy contamination and allow to sit for 3 minutes.
- Wipe the contamination from the surface with a paper towel and douse the surface again but use the hand wash solution.
- · Wipe off residual contamination with a paper towel.

Important Considerations

- · Use gloves and eye protection.
- Prepare bleach solutions **daily** and allow to stand for at least 30 minutes before use.
- All containers should be labeled "Bleach-disinfected water, DO NOT DRINK." CAUTION: Do not mix bleach with products containing ammonia.
- Do not immerse electrical or battery operated tools/equipment in solutions; clean exterior with a rag soaked with soap and water or disinfectant solution.

For more complete information:



OSHA 3264-09N-05

OSHA CUICK

Hand Hygiene in Hurricane-Affected Areas

Floodwater can be contaminated with microorganisms, sewage, industrial waste, chemicals, and other substances that can cause illness or death.

Wear Protective Gloves

- Wear protective gloves when: working in contaminated floodwaters, handling contaminated objects, or handling human or animal remains.
- Gloves should be heavy, cut-resistant, made of waterproof material (nitrile or similar washable material).

Wash Hands with Soap and Clean (or disinfected) Water

 After cleanup or decontamination work; before preparing or eating food; and after toilet use.

Wound Care

- Wash wounds with soap and clean (or disinfected) water or a hand sanitizer immediately.
- Seek immediate medical attention if wound becomes red, swollen, or oozes pus.

Disinfecting Water for Hand Washing

- Contaminated water can be bleach-disinfected by mixing ¹/₄ teaspoon of household bleach per 1 gallon of water.
- · Let bleach-water mixture stand for 30 minutes.
- Label containers (e.g., "bleach disinfected water DO NOT DRINK").

Disinfecting Water for Tool/Surface Decontamination

- It is preferrable to use soap and clean water when available.
- If only contaminated water is available, prepare solution of ¹/₄ cup household bleach per 1 gallon of water.
- Prepare fresh solutions daily, preferably just before use.
- · Immerse objects in the solution for 10 minutes.
- Label containers (e.g., "bleach disinfected water DO NOT DRINK").
- Warring: Bleach can damage firefighters' turnout gear; consult manufacturer.

For more complete information:



OSHA 3262-09N-05







When the body is unable to cool itself by sweating, several heat-induced illnesses such as heat stress or heat exhaustion and the more severe heat stroke can occur, and can result in death.

Factors Leading to Heat Stress

High temperature and humidity; direct sun or heat; limited air movement; physical exertion; poor physical condition; some medicines; and inadequate tolerance for hot workplaces.

Symptoms of Heat Exhaustion

- · Headaches, dizziness, lightheadedness or fainting.
- · Weakness and moist skin.
- · Mood changes such as irritability or confusion.
- · Upset stomach or vomiting.

Symptoms of Heat Stroke

- · Dry, hot skin with no sweating.
- Mental confusion or losing consciousness.
- Seizures or convulsions.

Preventing Heat Stress

- Know signs/symptoms of heat-related illnesses; monitor yourself and coworkers.
- Block out direct sun or other heat sources.
- Use cooling fans/air-conditioning; rest regularly.
- · Drink lots of water; about 1 cup every 15 minutes.
- Wear lightweight, light colored, loose-fitting clothes.
- · Avoid alcohol, caffeinated drinks, or heavy meals.

What to Do for Heat-Related Illness

Call 911 (or local emergency number) at once.

While waiting for help to arrive:

- · Move the worker to a cool, shaded area.
- · Loosen or remove heavy clothing.
- · Provide cool drinking water.
- Fan and mist the person with water.

For more complete information:



OSHA 3154-07R-06

OSHA CAT

Hydrogen Sulfide (H₂S)

Hydrogen sulfide is a colorless, flammable, extremely hazardous gas with a "rotten egg" smell. It occurs naturally in crude petroleum and natural gas, and can be produced by the breakdown of organic matter and human/ animal wastes (e.g., sewage). It is heavier than air and can collect in low-lying and enclosed, poorly ventilated areas such as basements, manholes, sewer lines and underground telephone/electrical vaults.

Detection by Smell

- · Can be smelled at low levels, but with continuous lowlevel exposure or at higher concentrations you lose your ability to smell the gas even though it is still present.
 - At high concentrations your ability to smell the gas can be lost instantly.
- DO NOT depend on your sense of smell for indicating the continuing presence of this gas or for warning of hazardous concentrations.

Health Effects

Health effects vary with how long, and at what level, you are exposed. Asthmatics may be at greater risk.

- Low concentrations irritation of eyes, nose, throat, or respiratory system; effects can be delayed.
- Moderate concentrations more severe eye and respiratory effects, headache, dizziness, nausea, coughing, vomiting and difficulty breathing.
- High concentrations shock, convulsions, unable to breathe, coma, death; effects can be extremely rapid (within a few breaths).

Before Entering Areas with Possible Hydrogen Sulfide

- · The air needs to be tested for the presence and concentration of hydrogen sulfide by a qualified person using test equipment. This individual also determines if fire/explosion precautions are necessary.
- If gas is present, the space should be ventilated.
- If the gas cannot be removed, use appropriate respiratory protection and any other necessary personal protective equipment (PPÉ), rescue and communication equipment. Atmospheres containing high concentrations (greater than 100 ppm) are considered immediately dangerous to life and health (IDLH) and a selfcontained breathing apparatus (SCBA) is required.

For more complete information:



OSHA 3300-10N-0

Occupational

Safety and Health Administration

Protect Yourself Lead in Construction

Lead is a common hazardous element found at many construction sites. Lead exposure comes from inhaling fumes and dust, and lead can be ingested when hands are contaminated by lead dust. Lead can be taken home on workers' clothes, skin, hair, tools and in vehicles.

Lead exposure may take place in demolition, salvage, removal, encapsulation, renovation and cleanup activities.

Avoid Exposure

- Use proper personal protective equipment (e.g., gloves, clothing and approved respirators).
- Wash hands and face after work and before eating.
- Never enter eating areas wearing protective equipment.
- Never wear clothes and shoes that were worn during lead exposure away from work.
- · Launder clothing daily; use proper cleaning methods.
- Be alert to symptoms of lead exposure (e.g., severe abdominal pain, headaches, loss of motor coordination).

Use Respirators

- · Wear appropriate respirators as directed.
- Conduct a user seal check each time a respirator is donned.
- Be aware of your company's respiratory protection program; understand the limitations and potential hazards of respirators.

Prevent Further Exposure

- · Ensure adequate ventilation.
- When outdoors, stand upwind of any plume.
- Use dust collecting equipment, when possible.
- Use lead-free materials and chemicals.
- Use wet methods to decrease dust.
- Use local exhaust ventilation for enclosed work areas.

For more complete information:



OSHA 3291-10-05

Mold

Molds are microscopic organisms found everywhere in the environment, indoors and outdoors. When present in large quantities, molds have the potential to cause adverse health effects.

Health Effects of Mold Exposure

- Sneezing
- Cough and congestion
- Runny nose
 Eye irritation
- Aggravation of asthma
 Dermatitis (skin rash)
- n Derma

People at Greatest Risk of Health Effects

- Individuals with allergies, asthma, sinusitis, or other lung diseases.
- Individuals with a weakened immune system (e.g., HIV patients).

How to Recognize Mold

- Sight Usually appear as colored woolly mats.
- · Smell Often produce a foul, musty, earthy smell.

Preventing Mold Growth

- Remove excess moisture with a wet-dry vacuum and dry out the building as quickly as possible.
- Use fans to assist in the drying process.
- Clean wet materials and surfaces with detergent and water.
- · Discard all water damaged materials.
- Discard all porous materials that have been wet for more than 48 hours.

General Mold Cleanup Tips

- Identify and correct moisture problem.
- Make sure working area is well ventilated.
- Discard mold damaged materials in plastic bags.
- Clean wet items and surfaces with detergent and water.
- Disinfect cleaned surfaces with 1/4 to 11/2 cup household bleach in 1 gallon of water. CAUTION: Do not mix bleach with other cleaning products that contain ammonia.
- Use respiratory protection. A N-95 respirator is recommended.
- Use hand and eye protection.

For more complete information:





You are your employer's most valuable asset! The way that you drive says everything about you and your company. Make a positive statement by following these work-related safe driving practices.

Stay Safe

- Use a seat belt at all times driver and passenger(s).
- · Be well-rested before driving.
- · Avoid taking medications that make you drowsy.
- Set a realistic goal for the number of miles that you can drive safely each day.
- · If you are impaired by alcohol or any drug, do not drive.

Stay Focused

- Driving requires your full attention. Avoid distractions, such as adjusting the radio or other controls, eating or drinking, and talking on the phone.
- Continually search the roadway to be alert to situations requiring quick action.
- Stop about every two hours for a break. Get out of the vehicle to stretch, take a walk, and get refreshed.

Avoid Aggressive Driving

- · Keep your cool in traffic!
- · Be patient and courteous to other drivers.
- · Do not take other drivers' actions personally.
- Reduce your stress by planning your route ahead of time (bring the maps and directions), allowing plenty of travel time, and avoiding crowded roadways and busy driving times.

For more information on safe driving for work, refer to "Guidelines for Employers to Reduce Motor Vehicle Crashes" at http://www.osha.gov/SLTC/motorvehicle safety/index.html.

For more complete information:



OSHA 3314-08N-06

Protect Yourself Permit-Required Confined Spaces

A confined space has limited openings for entry or exit, is large enough for entering and working, and is not designed for continuous worker occupancy. Confined spaces include underground vaults, tanks, storage bins, manholes, pits, silos, underground utility vaults and pipelines.

Permit-required confined spaces are confined spaces that:

- May contain a hazardous or potentially hazardous atmosphere.
- · May contain a material which can engulf an entrant.
- May contain walls that converge inward or floors that slope downward and taper into a smaller area which could trap or asphyxiate an entrant.
- May contain other serious physical hazards such as unguarded machines or exposed live wires.
- Must be identified by the employer who must inform exposed employees of the existence and location of such spaces and their hazards.

What to Do

- Do not enter permit-required confined spaces without being trained and without having a permit to enter.
- Review, understand and follow employer's procedures before entering permit-required confined spaces and know how and when to exit.
- Before entry, identify any physical hazards.
- Before and during entry, test and monitor for oxygen content, flammability, toxicity or explosive hazards as necessary.
- Use employer's fall protection, rescue, air monitoring, ventilation, lighting and communication equipment according to entry procedures.
- Maintain contact at all times with a trained attendant either visually, via phone, or by two-way radio. This monitoring system enables the attendant and entry supervisor to order you to evacuate and to alert appropriately trained rescue personnel to rescue entrants when needed.

For more complete information:



OSHA 3214-10N-05

Protect Yourself Portable Generator Safety

Portable generators are internal combustion engines used to generate electricity and are commonly used during disaster response. Portable generators can be dangerous if used incorrectly.

Major Causes of Injuries and Fatalities

- Shocks and electrocution from improper use of power or accidentally energizing other electrical systems.
- Carbon monoxide from a generator's exhaust.
- Fires from improperly refueling the generator or inappropriately storing fuel.

Safe Work Practices

- Inspect portable generators for damage or loose fuel lines that may have occurred during transportation and/or handling.
- Keep the generator dry.
- Maintain and operate portable generators in accordance with the manufacturer's use and safety instructions.
- Never attach a generator directly to the electrical system of a structure (home, office or trailer) unless the generator has a properly installed transfer switch because this creates a risk of electrocution for utility workers.
- Always plug electrical appliances directly into the generator using the manufacturer's supplied cords. Use undamaged heavy-duty extension cords that are grounded (3pronged).
- Use ground-fault circuit interrupters (GFCIs) as per the manufacturer's instructions.
- Before refueling, shut down the generator. Never store fuel indoors.

Carbon Monoxide Poisoning

Carbon monoxide (CO) is a colorless, odorless, toxic gas. Many people have died from CO poisoning because their generator was not adequately ventilated.

- Never use a generator indoors.
- Never place a generator outdoors near doors, windows, or vents.
- If you or others show symptoms of CO poisoning—dizziness, headaches, nausea, tiredness—get to fresh air immediately and seek medical attention.

For more complete information:



OSHA 3277-10N-05

Portable Ladder Safety Tips



Falls from portable ladders (step,

straight, combination and extension) are one of the leading causes of occupational fatalities and injuries.

- · Read and follow all labels/markings on the ladder.
- Avoid electrical hazards! Look for overhead power lines before handling a ladder. Avoid using a metal ladder near power lines or exposed energized electrical equipment.
- Always inspect the ladder prior to using it. If the ladder is damaged, it must be removed from service and tagged until repaired or discarded.



- Always maintain a 3-point (two hands and a foot, or two feet and a hand) contact on the ladder when climbing. Keep your body near the middle of the step and always face the ladder while climbing (see diagram).
- Only use ladders and appropriate accessories (ladder levelers, jacks or hooks) for their designed purposes.

3-Point Contact

- Ladders must be free of any slippery material on the rungs, steps or feet.
- Do not use a self-supporting ladder (e.g., step ladder) as a single ladder or in a partially closed position.
- Do not use the top step/rung of a ladder as a step/rung unless it was designed for that purpose.

(continued on reverse)

- Use a ladder only on a stable and level surface, unless it has been secured (top or bottom) to prevent displacement.
- Do not place a ladder on boxes, barrels or other unstable bases to obtain additional height.
- Do not move or shift a ladder while a person or equipment is on the ladder.
- An extension or straight ladder used to access an elevated surface must extend at least 3 feet above the point of support (see diagram). Do not stand on the three top rungs of a straight, single or extension ladder.
- The proper angle for setting up a ladder is to place its base a quarter of the working length of the ladder from the wall or other vertical surface (see diagram).



- Be sure that all locks on an extension ladder are properly engaged.
- Do not exceed the maximum load rating of a ladder. Be aware of the ladder's load rating and of the weight it is supporting, including the weight of any tools or equipment.

For more complete information: OCCUPATIONAL Safety and Health Administration U.S. Department of Labor www.osha.gov (800) 321-OSHA

OSHA 3246-11N-05

Protect Yourself Respirators

Respiratory protection must be worn whenever you are working in a hazardous atmosphere. The appropriate respirator will depend on the contaminant(s) to which you are exposed and the protection factor (PF) required. Required respirators must be NIOSH-approved and medical evaluation and training must be provided before use.

Single-strap dust masks are usually not NIOSH-approved. They must not be used to protect from hazardous atmospheres. However, they may be useful in providing comfort from pollen or other allergens.

Approved filtering facepieces (dust masks) can be used for dust, mists, welding fumes, etc. They do not provide protection from gases or vapors. DO NOT USE FOR ASBESTOS OR LEAD; instead, select from the respirators below.

Half-face respirators can be used for protection against most vapors, acid gases, dust or welding fumes. Cartridges/filters must match contaminant(s) and be changed periodically.

Full-face respirators are more protective than half-face respirators. They can also be used for protection against most vapors, acid gases, dust or welding fumes. The face-shield protects face and eyes from irritants and contaminants. Cartridges/filters must match contaminant(s) and be changed periodically.

Loose-fitting powered-air-purifying respirators (PAPR) offer breathing comfort from a battery-powered fan which pulls air through filters and circulates air throughout helmet/ hood. They can be worn by most workers who have beards. Cartridges/filters must match contaminant(s) and be changed periodically.

A Self-Contained Breathing Apparatus (SCBA) is used for entry and escape from atmospheres that are considered immediately dangerous to life and health (IDLH) or oxygen deficient. They use their own air tank.

For more complete information:



-10N-05

3280-

OSHA

Rodents, Snakes and Insects

Insects, Spiders and Ticks

- To protect yourself from biting and stinging insects, wear long pants, socks, and long-sleeved shirts.
- · Use insect repellents that contain DEET or Picaridin.
- Treat bites and stings with over-the-counter products
 that relieve pain and prevent infection.
- · Avoid fire ants; their bites are painful and cause blisters.
- Severe reactions to fire ant bites (chest pain, nausea, sweating, loss of breath, serious swelling or slurred speech) require immediate medical treatment.

Rodents and Wild or Stray Animals

- Dead and live animals can spread diseases such as Rat Bite Fever and Rabies.
- Avoid contact with wild or stray animals.
- Avoid contact with rats or rat-contaminated buildings. If you can't avoid contact, wear protective gloves and wash your hands regularly.
- · Get rid of dead animals as soon as possible.
- · If bitten/scratched, get medical attention immediately.

Snakes

- Watch where you place your hands and feet when removing debris. If possible, don't place your fingers under debris you are moving. Wear heavy gloves.
- · If you see a snake, step back and allow it to proceed.
- · Wear boots at least 10 inches high.
- Watch for snakes sunning on fallen trees, limbs or other debris.
- A snake's striking distance is about 1/2 the total length of the snake.
- If bitten, note the color and shape of the snake's head to help with treatment.
- Keep bite victims still and calm to slow the spread of venom in case the snake is poisonous. Seek medical attention as soon as possible.
- Do not cut the wound or attempt to suck out the venom. Apply first aid: lay the person down so that the bite is below the level of the heart, and cover the bite with a clean, dry dressing.

For more complete information:



OSHA 3265-09N-05

Protect Yourself Silicosis

Silicosis is caused by exposure to respirable crystalline silica dust. Crystalline silica is a basic component of soil, sand, granite, and most other types of rock, and it is used as an abrasive blasting agent. Silicosis is a progressive, disabling, and often fatal lung disease. Cigarette smoking adds to the lung damage caused by silica.

Effects of Silicosis

- · Lung cancer Silica has been classified as a human lung carcinogen.
- Bronchitis/Chronic Obstructive Pulmonary Disorder.
- Tuberculosis Silicosis makes an individual more susceptible to TB.
- Scleroderma a disease affecting skin, blood vessels, joints and skeletal muscles.
- Possible renal disease.

Symptoms of Silicosis

- Shortness of breath; possible fever.
- Fatigue; loss of appetite.
- Chest pain; dry, nonproductive cough.
- Respiratory failure, which may eventually lead to death.

Sources of Exposure

- Sandblasting for surface preparation.
- Crushing and drilling rock and concrete.
- Masonry and concrete work (e.g., building and road construction and repair).
- Mining/tunneling; demolition work.
- · Cement and asphalt pavement manufacturing.

Preventing Silicosis

- · Use all available engineering controls such as blasting cabinets and local exhaust ventilation. Avoid using compressed air for cleaning surfaces.
- Use water sprays, wet methods for cutting, chipping, drilling, sawing, grinding, etc.
- Substitute non-crystalline silica blasting material.
- Use respirators approved for protection against silica; if sandblasting, use abrasive blasting respirators.
- Do not eat, drink or smoke near crystalline silica dust.
- Wash hands and face before eating, drinking or smoking away from exposure area.

For more complete information:

Occupational Safety and Health Administration



OSHA 3266-09N-05

Supported Scaffold Inspection Tips

Inspect scaffolds and scaffold parts daily, before each work shift, and after any event that may have caused damage.

- Check to see if powerlines near scaffolds are deenergized or that the scaffolds are at least 10 feet away from energized powerlines.
- Make sure that tools and materials are at least 10 feet away from energized powerlines.
- Verify that the scaffold is the correct type for the loads, materials, employees, and weather conditions.
- Check footings to see if they are level, sound, rigid, and capable of supporting the loaded scaffold.



- Check legs, posts, frames, and uprights to see if they are on baseplates and mudsills.
- Check metal components for bends, cracks, holes, rust, welding splatter, pits, broken welds, and non-compatible parts.
- Check for safe access. Do not use the crossbraces as a ladder for access or exit.



DISHA 3318-08-08

- Check wooden planks for cracks, splits greater than ¹/₄ inch, end splits that are long, many large loose knots, warps greater than ¹/₄ inch, boards and ends with gouges, mold, separated laminate(s), and grain sloping greater than 1 in 12 inches from the long edge and are scaffold grade lumber or equivalent.
- If the planks deflect ¹/₆₀ of the span or 2 inches in a 10-foot wooden plank, the plank has been damaged and must not be used.
- Check to see if the planks are close together, with spaces no more than 1 inch around uprights.
- Check to see if 10-foot or shorter planks are 6 to 12 inches over the



center line of the support, and that 10-foot or longer planks are no more than 18 inches over the end.

- Check to see if the platform is 14 inches or more away from the wall or 18 inches or less away if plastering/stucco.
- Check for guardrails and midrails on platforms where work is being done.
- Check for employees under the platform and provide falling object protection or barricade the area. Make sure that hard hats are worn.
- Use braces, tie-ins and guying as described by the scaffold's manufacturer at each end, vertically and horizontally to prevent tipping.



OSHA CUICK

Tree Trimming & Removal Safety Tips

Assume that All Power Lines Are Energized!

- Contact the utility company to discuss de-energizing and grounding or shielding of power lines.
- All tree trimming or removal work within ten feet of a power line must be done by trained and experienced line-clearance tree trimmers. A second tree trimmer is required within normal voice communication range.
- Line-clearance tree trimmers must be aware of and maintain the proper minimum approach distances when working around energized power lines.
- Use extreme caution when moving ladders and equipment around downed trees and power lines.

Stay Alert at All Times!

- · Do not trim trees in dangerous weather conditions.
- Perform a hazard assessment of the work area before starting work.
- Eliminate or minimize exposure to hazards at the tree and in the surrounding area.
- Operators of chain saws and other equipment should be trained and the equipment properly maintained.
- Use personal protective equipment such as gloves, safety glasses, hard hats, hearing protection, etc., recommended in the equipment manufacturer's operating manual.
- Determine the tree's felling direction. Address forward lean, back lean, and/or side lean issues.
- Determine the proper amount of hinge wood to safely guide the tree's fall. Provide a retreat path to a safe location.
- Inspect tree limbs for strength and stability before climbing. Tree trimmers working aloft must use appropriate fall protection.
- · Do not climb with tools in your hands.
- If broken trees are under pressure, determine the direction of the pressure and make small cuts to release it.
- Use extreme care when felling a tree that has not fallen completely to the ground and is lodged against another tree.
- · Never turn your back on a falling tree.
- · Be alert and avoid objects thrown back by a tree as it falls.

For more complete information:



OSHA 3301-10-05

100

SHA PUI

Protect Yourself West Nile Virus

West Nile Virus (WNV) infection is an illness transmitted to humans primarily by mosquitoes. Flooded areas, particularly in warm climates, provide ideal conditions for mosquitoes to breed in stagnant water. Bites from infected mosquitoes may result in illnesses which range from mild flu-like conditions (West Nile fever) to severe and sometimes life-threatening diseases requiring hospitalization (West Nile encephalitis or meningitis). If you have symptons of severe illness, seek immediate medical assistance.

Signs & Symptoms of West Nile Fever (mild illness)

- · Headache, fever, body aches.
- Swollen lymph nodes, and/or a skin rash on the body.

Signs & Symptoms of West Nile Encephalitis or Meningitis (severe illness)

- · Headache, high fever, stiff neck.
- Disorientation (in very severe cases, coma). .
- Tremors, convulsions and muscle weakness (in very severe cases, paralysis).

Preventing Mosquito Exposure

- Reduce or eliminate mosquito breeding grounds (i.e., sources of stagnant or standing water).
- Cover as much skin as possible by wearing long-sleeved shirts, long pants and socks when possible.
- Avoid use of perfumes and colognes when working outdoors.
- Use an insect repellent containing DEET or Picaridin on skin that is not covered by clothing.
- Choose a repellent that provides protection for the amount of time that you will be exposed. The more DEET or Picaridin a repellent contains, the longer time it can protect you.
- Spray insect repellent on the outside of your clothing (mosquitoes can bite through thin clothing).
- Do NOT spray insect repellent on skin that is under clothing.
- · Do NOT spray aerosol or pump products in enclosed areas or directly on your face. Do not allow insect repellent to contact your eyes or mouth. Do not use repellents on cuts, wounds or irritated skin.
- After working, use soap and water to wash skin and clothing that has been treated with insect repellent.
- Be extra vigilant from dusk to dawn when mosquitoes are most active.

For more complete information:



-10N-05

3278-

OSHA

Work Zone Traffic Safety

Workers being struck by vehicles or mobile equipment lead to many fatal work zone injuries. Work zones need traffic controls identified by signs, cones, barrels and barriers.

Drivers, workers on foot, and pedestrians must be able to see and understand the proper routes. Construction project managers determine traffic control plans within construction/demolition worksites.

- Traffic control devices, signals, and message boards instruct drivers to follow paths away from where work is being done.
- Approved traffic control devices, including cones, barrels, barricades, and delineator posts, are also used inside work zones.

Work Zone Protections: Various concrete, water, sand, collapsible barriers, crash cushions, and truck-mounted attenuators can help limit motorist intrusions into construction work zones.

Flagging: Flaggers should wear high visibility clothing with a fluorescent background and made of retroreflective material. This makes workers visible for at least 1,000 feet in any direction. Check the label or packaging to ensure that the garments are performance class 2 or 3. Drivers should be warned with signs that there will be flaggers ahead. Flaggers should use STOP/SLOW paddles, paddles with lights, or flags (only in emergencies.)

Lighting: Flagger stations should be illuminated. Lighting for workers on foot and for equipment operators should be at least 5 foot-candles or greater. Where available lighting is not sufficient, flares or chemical lighting should be used. Glare should be controlled or eliminated.

Training: Flaggers must be trained/certified and use authorized signaling methods.

Driving: Seat belts and rollover protection should be used on equipment and vehicles as the manufacturer recommends.

For more complete information:



OSHA 3299-09N-05

CONSTRUCTION SITE INSPECTION FORM

| JOB SITE | DATE | | |
|---------------------------------------------------------|------|----|---------------------------------------|
| | YES | NO | CORRECTED |
| List of emergency phone numbers posted | | | |
| First aid kit & instructions available | | | |
| Job personnel informed of accident procedure | | | |
| Someone on job trained in first aid | | | |
| OSHA posters posted | | | |
| Copy of company safety program on hand | | | |
| Housekeeping: | | | |
| Aisles and stairs clear of obstacles | | | |
| Aisles and stairs adequately lighted - | | | |
| Work area generally clean | | | |
| Holes, pits, excavations etc. barricaded | | | |
| Proper toilet facility | | | |
| Toilet facilities clean | | | · |
| Adequate and clean drinking facilities | | | |
| Materials stored safely | | | · |
| Any overhead dangers | | | · |
| Fire prevention equipment available | | | |
| Waste containers of adequate size & covered | | | |
| Flectric equipment: | | | |
| Tools properly grounded | | | |
| Cords in good condition | | | · |
| Plugs & recentacles in good condition | | | |
| Tools operating properly | | | |
| Ground fault interruntion devices installed | | | |
| Chemicals stored safely | | | |
| MSDS available | | | |
| Mechanical equipment checked & in good working order | | | · |
| Ladders checked and in good condition | | | · |
| Scaffolding checked in good condition guarded | | | |
| Rones and cables checked and in good condition | | | · |
| Welding cables checked and in good condition | | | · |
| Welding and burning bases checked and in good condition | | | · |
| Gas cylinders secured properly | | | · |
| Publish disposed of property | | | · |
| Safaty signs posted | | | |
| Jaiety signs posted | | | <u></u> |
| Cofety equipment (classes bats clayer shoes etc.) | | | |
| Are there bazards not under your control | | | |
| Are there hazarus not under your control | | | · · · · · · · · · · · · · · · · · · · |
| Did you conduct a weekly safety meeting | | | |

KONWINSKI CONSTRUCTION INC/KONWINSKI KABINETS

| | YES | NO | CORRECTED |
|----------------------------------------------------|-----|----|-----------|
| Additional checks pertinent to your job. | | | |
| | | | · |
| | | | |
| Have sub-contractors been trained on safety rules? | | | |
| INSPECTION COMMENTS: | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Signature

CONSTRUCTION SITE SAFETY CHECKLIST

| Contractor: | | |
|----------------------------------------------------------|----------|------------|
| Job-site Location: | | |
| Person in Charge: | | |
| Person(s) making the inspection: | | |
| Date: Time: | | |
| | | |
| | Adequate | Inadequate |
| 1) PROGRAM ADMINISTRATION: | | |
| a) OSHA and other job-site warning posters posted? | | |
| b) Safety meetings held on regular basis? | | |
| c) Job safety training, including first-aid training? | | |
| a) Company Safety Program available? | | |
| f) MSDS Manual available? | | |
| | | |
| 2) HOUSEKEEPING AND SANITATION: | | |
| a) General neatness of working area? | | |
| b) Regular disposal of waste and trash? | | |
| c) Passageways and walkways clear? | | |
| d) Sanitary facilities adequate and clean? | | |
| 3) FIRE PREVENTION. | | |
| a) Fire instructions to personnel? | | |
| b) Fire extinguishers identified, checked and lighted? | | |
| c) Hydrant clear; access to public thoroughfare open? | | |
| 4) ELECTRICAL INSTALLATIONS: | | |
| a) Adequate wiring; well insulated? | | |
| b) Fire hazards checked? | | |
| c) Electrical dangers posted? | | |
| d) Terminal boxes have required covers; covers are used? | | |
| e) Ground Fault Interruption devices installed? | | |
| 5) HAND TOOLS: | | |
| a) Proper tool being used for each job? | | |
| b) Neat storage; safe carrying? | | |
| c) Inspection and maintenance? | | |
| d) Damaged tools repaired or replaced promptly? | | |
| 6) POWER TOOLS: | | |
| a) Tools and cords in good condition? | | |
| b) Proper grounding? | | |
| c) Proper instruction in use? | | |
| d) All mechanical safeguards in use? | | |

7) FALL PROTECTION:

| a) Ladders inspected for condition? | |
|--------------------------------------------------|------|
| b) Scaffolding condition and guarding inspected? | |
| d) All floor openings properly guarded? | |
| | |
| Notes: | |
| | |
| | |

ACCIDENT INVESTIGATION

Accidents and incidents, in which employees are injured or narrowly escape injury, clearly expose hazards. Accident investigation analysis, to identify accident causes, permits development of measures to help prevent future injuries. An accident reporting form may be used to: 1) record the accident or near miss, 2) determine the accident cause, and 3) help plan for follow-up action in preventing repetitive accidents.

CLAIMS REPORTING

All accidents, especially those involving injuries, should be reported to the safety director, store manager, or other person responsible for reporting to your insurance carrier. Each provider of insurance coverage has differing standards for claim reporting and guidelines should be followed to ascertain promptness in reporting. Forms for each coverage should be included in this manual &d should be labeled for each coverage provided. The claims department of your insurance carrier will provide sample forms for this purpose.

| Property & Casualty Claims Office | 2: |
|-----------------------------------|------------|
| | Telephone: |
| Workers Compensation Claims: | |
| | Telephone: |

.

SUPERVISOR'S REPORT OF INJURY OR ILLNESS

| Type of injury: Disabling Name of Employee Occupation Place of Accident Time | Medical _ Depart Years E Date Witnes | Illness ment xperience sses | Unclassified |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sent to DoctorGiven Fist A | 4Id | Refused | |
| Place of accident or exposure What was employee doing when injured How did accident occur? (Describe fully) | ? | | |
| Part of body affected Name of object or substance which direct What is being done to prevent similar ac | ctly injured e cidents or ir | employee ijuries | |
| DateSignature of Supervisor | • | | |
| CAUSE: Mark Basic Cause X 1. Operating without authority 2. Operating at unsafe speed 3. Making safety devices inoperative 4. Using unsafe equipment or equipment 5. Unsafe loading, placing, mixing 6. Taking unsafe position 7. Working on moving or dangerous e 8. Distraction, teasing, horseplay 9. Failure to use personal protective d Why was the unsafe act committed? | nt unsafely quipment levice | Mark Contributing1.Inadequa2.Unguarde3.Defective4.Unsafe de5.Hazardou6.Unsafe ille7.Unsafe ve8.Unsafe cle9.Weather | <i>Cause If Any X</i> te guarding ed tools or equipment esign or construction s conditions umination entilation othing conditions |
| Why did the unsafe condition exist? | | | |
| FOLLOW-UP ACTION | | | |
| Date Safety Director/Committe | ee Member | | |
EMPLOYEE REPORTING AND COMMUNICATION SYSTEM

It is important for employees to notify management of unsafe acts or conditions and to receive a timely and appropriate response to such communication. Such employee insight provides management a greater perspective of possible unsafe acts or conditions while actively involving employees in safety and health issues.

KONWINSKI CONSTRUCTION INC/KONWINSKI KABINETS

EMPLOYEE REPORTING AND COMMUNICATION SYSTEM

Unsafe Act or Condition

Location of Unsafe Act or Condition

Proposed Solution For Unsafe Act or Condition

Date Submitted ______

| Signature (if desired) |
|----------------------------------------------|
| (Action will be taken whether signed or not) |

Safety Director/Committee Evaluation

Plan Of Action

Date To Be Completed ______
Date of Completion ______
Signature _____