Safety Program

KONWINSKI CONSTRUCTION INC/ KONWINSKI CABINETS

1900 Gover Parkway

Mt. Pleasant, MI 48858

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!

_____ _____

Signed Safety Supervisor Date

EMPLOYEE SAFETY ORIENTATION CHECKLIST

Employee Name _____

Job Title _____

	Initials		
	SUPERVISOR	EMPLOYEE	DATE
1. Company Safety Policy Statement			
2. Company Safety Rules			
3. Job Orientation			
4. Accident Reporting			
5. Employee Reporting & Communication System			
6. Silica			
7. Distracted Driving Policy			
8. MSDS			
9. Harassment Policy			

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.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____

Signed _____ Supervisor

Signed _____ Employee

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 procedureswill 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.

_____ _____

Signed Safety Director 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.

_____

Signed Safety Director

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 jobsite.
- 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 jobsites.
- 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 cuttingpoints.
- 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 psi and 70 degrees F will increase in pressure to 2451 psi 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 amperes, 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.

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 3rdparty.

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 1locations.
- 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 reactive 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 85decibels.
- 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, lose 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 run locks 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 mushroomedheads.
- 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 beforeuse.
- 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 toe board. 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 cannot 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 workplace.
- 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

These include:

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

PREVENTATIVE MEASURES

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 day’s 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 steeper Lythan 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 cannot 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.

CONFINED SPACE ENTRY

No employee shall enter confined spaces without authorization. A confined space is defined as the following:

1. A space that is NOT DESIGNED FOR CONTINUOUS employee OCCUPANCY, and

2. Is large enough and so configured that a person can bodily enter into and perform assigned work, and

3. Has LIMITED or RESTRICTED means for ENTRY or EXIT.

Confined spaces that may have a HAZARDOUS ATMOSPHERE require special precautions. Hazardous atmospheres are those that may expose employees to the risk of death, incapacitation, impairment of ability to self-rescue caused by:

- Flammable gas,
- Airborne combustible dust,
- Atmospheric oxygen concentration below 19.5 or above 23.5%,
- A toxic atmosphere or substance,
- Danger of engulfment.

Confined Space Entry Plan has to answer the following questions:

-what's a confined space?

-what conditions make a permit space (specify hazardous atmosphere and acceptable atmosphere)?

-do we have any?

-what makes them a permit space?

-what will be done to make the entry and operations safe?

-what do our employees need to know/do?

-what do contractors need to know/do?

-what will be done if something goes wrong?

-recordkeeping (including permit process) and assessment of entries. That's

about it in a nutshell.

The end product should be one that is easy to implement and enforce as well as flexible enough to change as needed when the space hazards change or new spaces are added.

As with all programs, do not hide the reason for the program, the identification of permit spaces and hazards, in the back. That's like leaving the turkey in the kitchen and just serving up the side dishes.

Sample Confined Space Entry Plan

Purpose

The purpose of this written program is protecting the health and safety of_____employees who enter confined spaces and/or are assigned to serve as attendants or rescue personnel. This program is also intended to ensure compliance with the requirements of OSHA 29 CFR 1910.146 and Department of Commerce Chapter 32.28 & 32.29.

The Plan does not include work locations that do not meet the definition of Permit Required Confined Space or fall under a different standard, such as trenching.

Following provision of all information required by the above standard and Comms this Plan was developed with consultation with affected employees and their authorized representatives.

Definitions:

	Hazardous Atmosphere	**Acceptable Entry Atmosphere without respirators**
Oxygen	Less than 19.5% Greater than 23.5%	19.5-23.5%
Air contaminants, physical effects **Airborne Combustible Dust*** **Explosive contaminants**	Lower Flammability Limit (LFL) Lower Explosive Limit (LEL)	**LESS THAN 10% OF THE LIMIT**
Air contaminants, health effects	IDLH** Greater than exposure limits, Permissible Exposure Limits, Ceiling Limits, Action Limits, Short Term Exposure Limits **In the 1992 1910.1000 adopted by Comm 32.35(1)**	Under exposure limits. Keep in mind, PELs and ALs are based on 8-hour Time Weighted Average (TWA). Ceiling limits are DO NOT EXCEED Short Term are average over 15 min.
Sewer* **	Greater than 10ppm H_2S Greater than 35ppm CO	Less than 10ppm H2S TWA Less than 35ppm CO TWA

*OSHA 1910.146 states greater than flammability or explosive limits are hazardous. Comm 32.29 for public sector employers states no entry when the atmosphere is **equal to** or greater than explosive limits.
**IDLH: Immediately Dangerous to Life and Health, can kill you on entry or soon thereafter.
***Appendix E to 1910.146 Sewer System Entry states "hydrogen sulfide or carbon monoxide at or above 10 ppm or 35 ppm, respectively, measured as an 8-hour time-weighted average."

Confined Space:

- Difficult to enter
- Not designed for continuous occupancy
- Must enter to perform work **(any** part of body.)

Non-Permit Spaces do not have additional hazards and are not covered by OSHA 29 CFR 1910.146 and Department of Commerce Chapter 32.28 & 32.29.

Permit Required Confined Space:

- Meets definition of the standard for confined space.
- Contains an atmospheric hazard
- Is so configured that an entrant may not be able to get out unassisted* or so that entrant could be trapped or asphyxiated.
- Contains a material that can engulf an entrant
- Other recognized safety and health hazards (unguarded electric or moving equipment)

*Slightly more than 1910.146 states.
The following Spaces have been identified and assessed for status in _ _ _ _ _ _ _ _

Assessment Date:

Location	Permit or Non Permit*	Hazard	Employees will enter Y/N

* When there are changes in the use or configuration of a non-permit confined space that might increase the hazards to entrants, the space shall be reevaluated and, if necessary, reclassified as a permit-required confined space.

These locations, with the exception of manholes in traffic areas, have been posted with a sign that reads

DANGER - PERMIT-REQUIRED CONFINED SPACE, DO NOT ENTER.

All employee orientation includes a memo identifying these spaces and that entry will only be made by trained personnel in compliance with OSHA 29 CFR 1910.146 and Department of Commerce Chapter 32.28 & 32.29.

Every Confined Space, especially non permit, shall have a pre-entry hazard assessment to identify all current hazards in the space and from the work to be conducted in the space. The Assessment Table shall be updated as necessary. (A controlled hazard, such as LP gas lines may become an uncontrolled hazard due to equipment failure or pipe leaks.)

Contractors: when employees of another employer (contractor) perform work that involves permit space entry (Job Title) will:

1. Inform the contractor that the workplace contains permit spaces and that permit space entry is allowed only through compliance with a permit space program meeting the requirements of this section:
2. Apprise the contractor of the elements, including hazards identifies and the host employers experience with the space, that make the space in question a permit space;
3. Apprise the contractor of any precautions or procedures that the host employer has implemented for the protection of employees in or near permit spaces where contractor personnel will be working;
4. Coordinate entry operations with the contractor, when both host employer personnel and contractor personnel will be working in or near permit spaces, as required by paragraph (d)(11) of this section; and
5. Debrief the contractor at the conclusion of the entry operations regarding the permit space program followed and regarding any hazards confronted or created in permit spaces during entry operations.

ALL EMPLOYERS WHO HAVE A NON-ENTRY POLICY SHALL INCLUDE A STATEMENT REGARDING THAT POLICY AND CAN CONCLUDE THIS DOCUMENT AT THIS POINT.

ALL EMPLOYERS WHO HAVE EMPLOYEES WHO ENTER PERMIT REQUIRED CONFINED SPACES SHALL CONTINUE.

Appendix A contains specific hazards and the specific safe entry procedures for those hazards for every Permit Required Confined Space Location employee will be required to enter.

General Safety Procedures:
Smoking and open flames: smoking and open flames shall not be allowed within 10 feet of a confined space.

Working in streets: work at confined spaces which are located in streets shall be performed with the following:

(a) A vehicle's beacon and 4-way flashers shall be activated upon approach to an entrance of a confined space.
(b) A vehicle shall be parked to permit traffic to flow in an unobstructed manner and, where possible, to provide protection for the employees.
(c) A vehicle shall be parked so vehicle exhaust cannot accumulate in the confined space. If this is not possible, the vehicle's exhaust pipe shall be extended away from the confined space.

Entrants and attendants are trained in CPR and First Aid.

Training: Job title) shall identify employees assigned tasks required by this Plan and ensure that they are trained in the duties required to be performed as entrant, attendant, and entry supervisor as specified in Appendix B.

A. This training is provided:

- before the employee is assigned duties for this Plan
- whenever there is a change in his duties
- Whenever there is a change in permit space operations that presents a hazard about which an employee has not previously been trained;
- Whenever the employer has reason to believe either that there are deviations from the permit space entry procedures required by paragraph (d)(3) of this section or that there are inadequacies in the employee's knowledge or use of these procedures.

B. The training shall establish employee proficiency in the duties required by this section and shall introduce new or revised procedures, as necessary, for compliance with this section.

C, Job title) shall certify that the training required has been accomplished.
The certification shall contain:

- each employee's name,
- the signatures or initials of the trainers,
- and the dates oft raining.

The certifications are in Appendix C and shall be available for inspection by employees and their authorized representatives.

Air monitoring:

(1) Sampling device.

(a) The sampling device shall be calibrated relative to the oxygen content of the ambient air at the time of sampling. Calibration of the sampling device relative to the oxygen content shall be performed where the 20.9% natural content of oxygen in the air is most likely to occur. Note: Oxygen calibration should not be performed near a confined space opening.
(b) A sampling device which has a zero set shall be zeroed in a clean atmosphere before each sampling. Calibration of a sampling device shall be conducted as often as recommended by the manufacturer, but at least once every six months.
(c) The sampling device or a non-sparking probe attached to the sampling device shall be used to sample the atmosphere of a confined space. When entry to a confined space is by means of a manhole, a probe shall be inserted through the pick hole of the manhole cover, or the manhole cover shall be pried open on the down wind side to allow just enough room for insertion of the probe or device.

(2) Air monitoring. The atmosphere in a confined space within the authorized entrant's immediate area shall be continuously monitored for oxygen, hydrogen sulfide or carbon monoxide, combustible gas and any other hazardous substance which the employer has reason to believe may be present in the confined space.
(3) Sampling shall be conducted in the following order: Oxygen, Combustible gases, then toxic atmosphere.
(4) Provide each authorized entrant or that employee's authorized representative an opportunity to observe the pre-entry and any subsequent testing or monitoring of permit spaces. Observer will initial results on permit.
(5) Reevaluate the permit space in the presence of any authorized entrant or that employee's authorized representative who requests that the employer conduct such reevaluation because the entrant or representative has reason to believe that the evaluation of that space may not have been adequate;
(6) Immediately provide each authorized entrant or that employee's authorized representative with the results of any testing conducted.
(7) Where air monitoring results are outside the acceptable atmosphere levels entry shall not continue without either changing the atmosphere or wearing respiratory protection.
(8) Air monitoring, pre-entry and ongoing, results shall be noted on the Permit every ____ (Select practical time frame, shoot for no fewer than three entries even for short entry.)

Equipment:
The following equipment and training on the equipment shall be provided prior to entry as applicable to the Space and the hazard:

(i) Testing and monitoring equipment needed to comply with paragraph (d)(S) of this section;
(ii) Ventilating equipment needed to obtain acceptable entry conditions;
(iii) Communications equipment necessary for compliance with paragraphs (h)(3) and (i)(S) of this section;
(iv) Personal protective equipment insofar as feasible engineering and work practice controls do not adequately protect employees;
(v) Lighting equipment needed to enable employees to see well enough to work safely and to exit the space quickly in an emergency;
(vi) Barriers and shields as required by paragraph (d)(3)(iv) of this section;
(vii) Equipment, such as ladders, needed for safe ingress and egress by authorized entrants;
(viii) Rescue and emergency equipment needed to comply with paragraph (d)(9) of this section, except to the extent that the equipment is provided by rescue services; and
(ix) Any other equipment necessary for safe entry into and rescue from permit spaces.

Rescue
(Two potential scenarios you do it or you get_ to do it:)

Entry Rescue:
Rescue is performed by_____. Who has and been evaluated found to:

1. be able to respond in a timely manner based on the level of hazard(s) in the Space.
2. have profiency with required rescue-related tasks and equipment.
3. function appropriately while rescuing entrants from this particular space.
4. be available at the times and for the duration of the Entry.
5. be willing to practice rescues in each type of permit required confined space ____ employees enter at least once a year.

Uob title) will inform each rescue team or service of the hazards they may confront when called on to perform rescue at the site; and provide the rescue team or service selected with access to all permit spaces from which rescue may be necessary so that the rescue service can develop appropriate rescue plans and practice rescue operations.

Uob title) will provide access to the confined spaces to_____and document that they practice making permit space rescues at least once every 12 months, by means of simulated rescue operations in which they remove dummies, manikins, or actual persons from the actual permit spaces or from representative permit spaces. Representative permit spaces shall, with respect to opening size, configuration, and accessibility, simulate the types of permit spaces from which rescue is to be performed.

Rescues shall be performed by_____ (you)_

1. The personal protective equipment (PPE) needed to conduct permit space rescues safely is located _____and maintained by Job title)
2. Affected employees are trained by Job title) so that
    - they are proficient in the use of that PPE, at no cost to those employees;
    - they are trained to perform assigned rescue duties.
    - And each has successfully completed the training required to establish proficiency as an authorized entrant;
3. Affected employees practice making permit space rescues at least once every 12 months, by means of simulated rescue operations in which they remove dummies, manikins, or actual persons from the actual permit spaces or from representative permit spaces. Representative permit spaces shall, with respect to opening size, configuration, and accessibility, simulate the types of permit spaces from which rescue is to be performed.

Non entry Rescue:

1. Retrieval systems or methods shall be used whenever an authorized entrant enters a permit space, unless the retrieval equipment would increase the overall risk of entry or would not contribute to the rescue of the entrant. Retrieval systems shall meet the following requirements.
2. Each authorized entrant shall use a chest or full body harness, with a retrieval line attached at the center of the entrant's back near shoulder level, above the entrant's head, or at another point which the employer can establish presents a profile small enough for the successful removal of the entrant. Wristlets may be used in lieu of the chest or full body harness if the employer can demonstrate that the use of a chest or full body harness is infeasible or creates a greater hazard and that the use of wristlets is the safest and most effective alternative.
3. The other end of the retrieval line shall be attached to a mechanical device or fixed point outside the permit space in such a manner that rescue can begin as soon as the rescuer becomes aware that rescue is necessary. A mechanical device shall be available to retrieve personnel from vertical type permit spaces more than 5 feet (1.52 m) deep

Permit System: Before entry is authorized a permit shall be developed itemizing the procedures and practices, including rescue, necessary for safe entry identified in Appendix A for that space.

A. Entry permit. The entry permit that documents compliance with this section and authorizes entry to a permit space shall identify:

(1) The permit space to be entered;

(2) The purpose of the entry;

(3) The date and the authorized duration of the entry permit;
(4) The authorized entrants within the permit space, by name or by such other means (for example, through the use of rosters or tracking systems) as will enable the attendant to determine quickly and accurately, for the duration of the permit, which authorized entrants are inside the permit space;
(5) The personal by name, currently serving as attendants;
(6) The individual, by name, currently serving as entry supervisor, with a space for the signature or initials of the entry supervisor who originally authorized entry;
(7) The hazards of the permit space to be entered, **identified in Appendix A** and the pre-entry assessment of the space;
(8) The measures from Appendix A used to isolate the permit space and to eliminate or control permit space hazards before entry; such as lockout or tagging of equipment and procedures for purging, inserting, ventilating, and flushing permit spaces.
(9) The acceptable entry conditions;
(10) The results and times of initial and periodic tests performed and the names or initials of the testers and initials of entrant observer;
(11) The rescue and emergency:
a. Non entry equipment set up and harness donned and attached.
b. Onsite entry rescue names and verification that they are present and equipped.
c. Offsite rescue communication procedures and verification that they have been notified that entry is proceeding.
d. Verification that the offsite rescue service has one person who is assigned the task to call if they cannot perform the rescue.
(12) The communication procedures used by authorized entrants and attendants to maintain contact during the entry;
(13) Equipment, such as personal protective equipment, testing equipment, communications equipment, alarm systems, and rescue equipment, to be provided for compliance with this section;
(14) Any other information whose inclusion is necessary, given the circumstances of the particular confined space, in order to ensure employee safety; and (15) Any additional permits, such as for hot work, that have been issued to authorize work in the permit space.

B. Permit implementation:
(1) Before entry begins, the entry supervisor identified on the permit shall verify that the permit is correctly and completely filled and sign the entry permit to authorize entry.
(2) The completed permit shall be made available at the time of entry to all authorized entrants or their authorized representatives, by posting it at the entry portal or by any other equally effective means, so that the entrants can confirm that pre-entry preparations have been completed.
(3) The duration of the permit may not exceed the time required to complete the assigned task or job identified on the permit.
(4} The entry supervisor shall terminate entry and cancel the entry permit when:
(i) The entry operations covered by the entry permit have been completed; or
(ii) A condition that is not allowed under the entry permit arises in or near the permit space. (5) The employer shall retain each canceled entry permit for at least 1 year to facilitate the review of the permit-required confined space program required by paragraph (d)(14) of this section. Any problems encountered during an entry operation shall be noted on the pertinent permit so that appropriate revisions to the permit space program can be made.

Appendix A Specific Safe Permit Space Entry Procedures

First, list your spaces and follow the procedures below for each space:

A. Identify the specific hazards for that space:

- Hazardous atmosphere
- Chemicals within the space and from processes and chemicals required by tasks conducted in the space that create hazards other than atmospheric
- Electrical hazards
- Configuration hazards
  - As they relate to entrapment
  - As they relate to rescue non entry retrieval
  - As they relate to entry rescue retrieval
- Engulfment hazards
  - Solid, fine material
  - Liquid
  - From pipes
  - From material in space
- Mechanical hazards
  - Unguarded fan blades, pinch points etc.
  - Sharp surfaces
  - Etc.

Include hazards created by employee activity in or near the space.
"Hot work permit" means the employer's written authorization to perform operations (for example, riveting, welding, cutting, burning, and heating) capable of providing a source of ignition.

B. Identify methods and equipment to control those hazards leaving PPE to a last resort:

Hazard Control:
Ventilation Purging, inserting, flushing, or ventilating the permit space as necessary to eliminate or control atmospheric hazards.

Elimination: If flushing the space with fresh air is sufficient to remove atmospheric hazards and the source of the contamination is either controlled or takes a long time (oxygen deficiency due to decomposition) then once the atmosphere reaches acceptable conditions the space can be temporarily reclassified as non-permit. This includes evaporating volatile chemicals.
Control: If atmospheric conditions are the only hazard and acceptable entry conditions can be obtained by ventilation then the space can be entered using Alternate entry procedures and documentation

Isolation means the process by which a permit space is protected against the release of energy and material into the space by such means as:

- blanking or blinding;
- misaligning or removing sections of lines, pipes, or ducts;
- a double block and bleed system;
- lockout or tagout of all sources of energy;
- blocking or disconnecting all mechanical linkages.

"Double block and bleed" means the closure of a line, duct, or pipe by closing and locking or tagging two in-line valves and by opening and locking or tagging a drain or vent valve in the line between the two closed valves.
"Blanking or blinding" means the absolute closure of a pipe, line, or duct by the fastening of a solid plate (such as a spectacle blind or a skillet blind) that completely covers the bore and that

is capable of withstanding the maximum pressure of the pipe, line, or duct with no leakage beyond the plate.
"Line breaking" means the intentional opening of a pipe, line, or duct that is or has been carrying flammable, corrosive, or toxic material, an inert gas, or any fluid at a volume, pressure, or temperature capable of causing injury.

Chemical hazards other than atmospheric from two sources: in the space or brought into the space.
For hazards within the space that are left over after the isolation process or after the container is emptied as completely as possible find a way to reduce or mitigate the hazard:
Can it be neutralized or otherwise reduce the hazard?

For hazards brought into the space by work processes or equipment, such as cleaning chemicals:

- Ensure any chemical brought in will not react with chemicals in the space or other chemicals brought in to create an additional hazard.
- Ensure that any chemical brought in has an MSDS on site for training, safe work practices and provision to rescue services and medical professionals.
- Is there an alternative chemical with no or lower hazards available?
- Develop work processes that utilize the least amount of the chemical and for the briefest period of use possible.

C. Document the hazard and control methods into a checklist format that can be attached to the generic entry permit.
D. Identify engineering controls, safe work practices and PPE sufficient to reduce or eliminate the hazard.

(Attach the assessments and procedures behind this cover instruction.)

Appendix B

Duties of authorized entrants. The employer shall ensure that all authorized entrants:

(1) Know the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure;
(2) Properly use equipment as required by paragraph (d)(4) of this section;
(3) Communicate with the attendant as necessary to enable the attendant to monitor entrant status and to enable the attendant to alert entrants of the need to evacuate the space as required by paragraph (i)(6) of this section;
(4) Alert the attendant whenever:
    (i) The entrant recognizes any warning sign or symptom of exposure to a dangerous situation, or
    (ii) The entrant detects a prohibited condition; and
(5) Exit from the permit space as quickly as possible whenever:
    (i) An order to evacuate is given by the attendant or the entry supervisor,
    (ii) The entrant recognizes any warning sign or symptom of exposure to a dangerous situation,
    (iii) The entrant detects a prohibited condition, or
    (iv) An evacuation alarm is activated.

Duties of attendants:

(1) Knows the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure;
(2) Is aware of possible behavioral effects of hazard exposure in authorized entrants;
(3) Continuously maintains an accurate count of authorized entrants in the permit space and ensures that the means used to identify authorized entrants under paragraph (f)(4) of this section accurately identifies who is in the permit space;
(4) Remains outside the permit space during entry operations until relieved by another attendant;
(5) Communicates with authorized entrants as necessary to monitor entrant status and to alert entrants of the need to evacuate the space under paragraph (i)(6) of this section;
(6) Monitors activities inside and outside the space to determine if it is safe for entrants to remain in the space and orders the authorized entrants to evacuate the permit space immediately under any of the following conditions;
    (i) If the attendant detects a prohibited condition;
    (ii) If the attendant detects the behavioral effects of hazard exposure in an authorized entrant;
    (iii) If the attendant detects a situation outside the space that could endanger the authorized entrants; or
    (iv) If the attendant cannot effectively and safely perform all the duties required under paragraph (i) of this section;
(7) Summon rescue and other emergency services as soon as the attendant determines that authorized entrants may need assistance to escape from permit space hazards;
(8) Takes the following actions when unauthorized persons approach or enter a permit space while entry is underway:
    (i) Warn the unauthorized persons that they must stay away from the permit space;
    (ii) Advise the unauthorized persons that they must exit immediately if they have entered the permit space; and
    (iii) Inform the authorized entrants and the entry supervisor if unauthorized persons have entered the permit space;
(9) Performs non-entry rescues as specified by the employer's rescue procedure; and
(10) Performs no duties that might interfere with the attendant's primary duty to monitor and protect the authorized entrants.

Duties of entry supervisors.

(1) Knows the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure;
(2) Verifies, by checking that the appropriate entries have been made on the permit, that all tests specified by the permit have been conducted and that all procedures and equipment specified by the permit are in place before endorsing the permit and allowing entry to begin;
(3) Terminates the entry and cancels the permit as required by paragraph (e)(5) of this section;
(4) Verifies that rescue services are available and that the means for summoning them are operable;
(5) Removes unauthorized individuals who enter or who attempt to enter the permit space during entry operations; and
(6) Determines, whenever responsibility for a permit space entry operation is transferred and at intervals dictated by the hazards and operations performed within the space, that entry operations remain consistent with terms of the entry permit and that acceptable entry conditions are maintained.

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.
- Micro shields 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 surfaces	1: 10 bleach solution
Carpeted surfaces	Absorbent 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 formaintaining 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_____.

Respirable Crystalline Silica Program

PURPOSE

This Respirable Crystalline Silica Program was developed to prevent employee exposure to hazardous levels of Respirable Crystalline Silica that could result through construction activities or nearby construction activities occurring on worksites. Respirable Crystalline Silica exposure at hazardous levels can lead to lung cancer, silicosis, chronic obstructive pulmonary disease, and kidney disease. It is intended to meet the requirements of the Respirable Crystalline Silica Construction Standard (29 CFR 1926.1153), established by the Occupational Safety and Health Administration (OSHA/ MIOSHA).

All work involving chipping, cutting, drilling, grinding, or similar activities on materials containing Crystalline Silica can lead to the release of respirable-sized particles of Crystalline Silica (i.e., Respirable Crystalline Silica). Crystalline Silica is a basic component of soil, sand, granite and many other minerals. Quartz is the most common form of Crystalline Silica. Many materials found on constructions sites include Crystalline Silica, including but not limited to cement, concrete, asphalt, pre-formed structures (inlets, pipe, etc.), and others. Consequently, this program has been developed to address and control these potential exposures and prevent our employees from experiencing the effects of occupational illnesses related to Respirable Crystalline Silica exposure.

SCOPE

This Respirable Crystalline Silica Program applies to all employees who have the potential to be exposed to Respirable Crystalline Silica when covered by the OSHA/ MIOSHA Standard. The OSHA/ MIOSHA Respirable Crystalline Silica Construction Standard applies to all occupational exposures to Respirable Crystalline Silica in construction work, except where employee exposure will remain below 25 micrograms of Respirable Crystalline Silica per cubic meter of air (25 $\mu g/m^3$), as an 8-hour time-weighted average (TWA), under any foreseeable conditions.

RESPONSIBILITIES

KONWINSKI CONSTRUCTION/ KONWINSKI CABINETS firmly believes protecting the health and safety of our employees is everyone's responsibility. This responsibility begins with upper management providing the necessary support to properly implement this program. However, all levels of the organization assume some level of responsibility for this program including performance of the following duties:

- Conduct job site assessments for Silica containing materials and perform employee Respirable Crystalline Silica hazard assessments in order to determine if an employee's exposure will be above 25 µg/m^3 as an 8-hour TWA under any foreseeable conditions.

- Select and implement into the project's ECP, the appropriate control measures in accordance with the Construction Tasks identified in OSHA/ MIOSHA's Construction Standard Table 1; and potentially including (but not limited to), a written Exposure Control Plan (ECP), Hazard Communication training, medical surveillance, housekeeping and others.

  NOTE: OSHA/ MIOSHA's Construction Standard Table 1 is a list of 18 common construction tasks along with acceptable exposure control methods and work practices that limit exposure for those tasks.

- Ensure that the materials, tools, equipment, personal protective equipment (PPE), and other resources (such as worker training), required to fully implement and maintain this Respirable Crystalline Silica Program, are in place and readily available if needed.

- Ensure that Project Managers, Site Managers, Competent Persons, and employees are educated in the hazards of Silica exposure and trained to work safely with Silica in accordance with OSHA/ MIOSHA's Respirable Crystalline Silica Construction Standard and OSHA/ MIOSHA's Hazard Communication Standard. Managers and Competent Persons may receive more advanced training than other employees.

- Conduct periodic reviews of the effectiveness of this program and any active project ECP's that extend beyond a year. This includes a review of available dust control technologies to ensure these are selected and used when practical.

- Coordinate work with other employers and contractors to ensure a safe work environment relative to Silica exposure.

- Ensure all applicable elements of this Respirable Crystalline Silica Program are implemented on the project, including the selection of a Competent Person.

- Conduct job site assessments for Silica containing materials and perform employee Respirable Crystalline Silica hazard assessments in order to determine if an ECP, and medical surveillance is necessary.

- Assist in the selection and implementation of the appropriate control measures in accordance with the Construction Tasks identified in OSHA/ MIOSHA's Construction Standard Table 1 and potentially including (but not limited to), a written Exposure

Control Plan (ECP), Hazard Communication training, medical surveillance, housekeeping and others.

- Ensure that work is conducted in a manner that minimizes and adequately controls the risk to workers and others. This includes ensuring that workers use appropriate engineering controls, work practices, and wear the necessary PPE.

- Where there is risk of exposure to Silica dust, verify employees are properly trained on the applicable contents of this program, the project-specific ECP, and the applicable OSHA/ MIOSHA Standards (such as Hazard Communication). Ensure employees are provided appropriate PPE when conducting such work.

Competent Person and/or Site Manager (Superintendent, Foreman, etc.)

- Make frequent and regular inspections of job sites, materials, and equipment to implement the written ECP.

- Identify existing and foreseeable Respirable Crystalline Silica hazards in the workplace and take prompt corrective measures to eliminate or minimize them.

- Notify the Project Manager and/or Safety Department of any deficiencies identified during inspections in order to coordinate and facilitate prompt corrective action.

- Assist the Project Manager and Safety Department in conducting job site assessments for Silica containing materials and perform employee Respirable Crystalline Silica hazard assessments in order to determine if an ECP, and medical surveillance is necessary.

Employees:

- Follow recognized work procedures (such as the Construction Tasks identified in OSHA/ MIOSHA's Construction Standard Table 1), as established in the project's ECP and this program.

- Use the assigned PPE in an effective and safe manner.

- Participate in Respirable Crystalline Silica exposure and the Medical Surveillance Program.

- Report any unsafe conditions or acts to the Site Manager and/or Competent Person.

- Report any exposure incidents or any signs or symptoms of Silica illness.

REQUIREMENTS

Specified Exposure Control Methods

When possible and applicable, KONWINSKI CONSTRUCTION/ KONWINSKI CABINETS will conduct activities with potential Silica exposure to be consistent with OSHA/ MIOSHA's Construction Standard Table 1. Supervisors will ensure each employee under their supervision and engaged in a task identified on OSHA/ MIOSHA's Construction Standard Table 1, have fully and properly implemented the engineering controls, work practices, and respiratory protection specified for the task on Table 1 (unless KONWINSKI CONSTRUCTION/ KONWINSKI CABINETS has assessed and limited the exposure of the employee to Respirable Crystalline Silica in accordance with the Alternative Exposure Control Methods Section of this program).

The task(s) being performed by KONWINSKI CONSTRUCTION/ KONWINSKI CABINETS identified on OSHA/ MIOSHA's Construction Standard Table are:

Table 1: Specified Exposure Control Methods When Working with Materials Containing Crystalline Silica

Construction Task or Equipment Operation		Engineering and Work Practice Control Methods	Required Respiratory Protection	
			≤ 4 hours/shift	>4 hours/shift
1	Stationary masonry saws	• Use saw equipped with integrated water delivery system that continuously feeds water to the blade. • Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	None	None
2a	Handheld power saws (any blade diameter) when used outdoors	• Use saw equipped with integrated water delivery system that continuously feeds water to the blade. • Operate and maintain tool in accordancewith manufacturer's instructions to minimize dust emissions.	None	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask
2b	Handheld power saws (any blade diameter) when used indoors or in an enclosed area	• Use saw equipped with integrated water delivery system that continuously feeds water to the blade. • Operate and maintain tool in accordancewith manufacturer's instructions to minimize dust emissions.	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask
3	Handheld power saws for cutting fiber-cement board (with blade diameter of 8 inches or less) for tasks performed outdoors only	• Use saw equipped with commercially available dust collection system. • Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. • Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency.	None	None
4a	Walk-behind saws when used outdoors	• Use saw equipped with integrated water delivery system that continuously feeds water to the blade. • Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	None	None
4b	Walk-behind saws when used indoors or in an enclosed area	• Use saw equipped with integrated water delivery system that continuously feeds water to the blade. • Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask
5	Drivable saws for tasks performed outdoors only	• Use saw equipped with integrated water delivery system that continuously feeds water to the blade. • Operate and maintain tool in accordancewith manufacturer's instructions to minimize dust emissions.	None	None
6	Rig-mounted core saws or drills	• Use tool equipped with integrated water delivery system that supplies water to cutting surface.	None	None

Construction Task or Equipment Operation		Engineering and Work Practice Control Methods	Required Respiratory Protection	
			≤ 4 hours/shift	>4 hours/shift
		• Operate and maintain tool in accordancewith manufacturer's instructions to minimize dust emissions.		
7	Handheld and stand-mounted drills (including impact and rotary hammer drills)	• Use drill equipped with commercially available shroud or cowling with dust collection system. • Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. • Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism. • Use a HEPA-filtered vacuum when cleaning holes.	None	None
8	Dowel drilling rigs for concrete for tasks performed outdoors only	• Use shroud around drill bit with a dust collection system. • Dust collector must have a filter with 99%or greater efficiency and a filter cleaning mechanism. • Use a HEPA-filtered vacuum when cleaning holes.	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask
9a	Vehicle-mounted drilling rigs for rock and concrete	• Use dust collection system with close capture hood or shroud around drill bit with a low-flow water spray to wet the dust at the discharge point from the dust collector.	None	None
9b	Vehicle-mounted drilling rigs for rock and concrete	• Operate from within an enclosed cab and use water for dust suppression on drill bit.	None	None
10a	Jackhammers and handheld powered chipping tools when used outdoors	• Use tool with water delivery system that supplies a continuous stream or spray of water at the point of impact.	None	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask
10b	Jackhammers and handheld powered chipping tools when used indoors or in an enclosed area	• Use tool with water delivery system that supplies a continuous stream or spray of water at the point of impact.	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask
10c	Jackhammers and handheld powered chipping tools when used outdoors	• Use tool equipped with commercially available shroud and dust collection system. • Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. • Dust collector must provide the air flow recommended by the tool manufacturer, or	None	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask

Construction Task or Equipment Operation		Engineering and Work Practice Control Methods	Required Respiratory Protection	
			≤ 4 hours/shift	>4 hours/shift
		greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism.		
10d	Jackhammers and handheld powered chipping tools when used indoors or in an enclosed area	• Use tool equipped with commercially available shroud and dust collection system. • Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. • Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism.	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask
11	Handheld grinders for mortar removal (i.e., tuckpointing)	• Use grinder equipped with commercially available shroud and dust collection system. • Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. • Dust collector must provide 25 cubic feet per minute (cfm) or greater of airflow per inch of wheel diameter and have a filter with 99% or greater efficiency and a cyclonic pre-separator or filter-cleaning mechanism.	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask	Powered Air-Purifying Respirator (PAPR) with P100 Filters
12a	Handheld grinders for uses other than mortar removal for tasks performed outdoors only	• Use grinder equipped with integrated water delivery system that continuously feeds water to the grinding surface. • Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	None	None
12b	Handheld grinders for uses other than mortar removal when used outdoors	• Use grinder equipped with commercially available shroud and dust collection system. • Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. • Dust collector must provide 25 cubic feet per minute (cfm) or greater of airflow per inch of wheel diameter and have a filter with 99% or greater efficiency and a cyclonic pre-separator or filter-cleaning mechanism.	None	None
12c	Handheld grinders for uses other than mortar removal when used indoors or in an enclosed area	• Use grinder equipped with commercially available shroud and dust collection system. • Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. • Dust collector must provide 25 cubic feet per minute (cfm) or greater of airflow per inch of wheel diameter and have a filter with 99% or greater efficiency and a cyclonic pre-separator or filter-cleaning mechanism.	None	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask

Construction Task or Equipment Operation		Engineering and Work Practice Control Methods	Required Respiratory Protection	
			≤ 4 hours/shift	>4 hours/shift
13a	Walk-behind milling machines and floor grinders	• Use machine equipped with integrated water delivery system that continuously feeds water to the cutting surface. • Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	None	None
13b	Walk-behind milling machines and floor grinders	• Use machine equipped with dust collection system recommended by the manufacturer. • Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. • Dust collector must provide the air flow recommended by the manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism. • When used indoors or in an enclosed area use a HEPA-filtered vacuum to remove loose dust in between passes.	None	None
14	Small drivable milling machines (less than half-lane)	• Use a machine equipped with supplemental water sprays designed to suppress dust. • Water must be combined with a surfactant. • Operate and maintain machine to minimize dust emissions.	None	None
15a	Large drivable milling machines (half-lane and larger) for cuts of any depth on asphalt only	• Use machine equipped with exhaust ventilation on drum enclosure and supplemental water sprays designed to suppress dust. • Operate and maintain machine to minimize dust emissions.	None	None
15b	Large drivable milling machines (half-lane and larger) for cuts of four inches in depth or less on any substrate	• Use machine equipped with exhaust ventilation on drum enclosure and supplemental water sprays designed to suppress dust. • Operate and maintain machine to minimize dust emissions.	None	None
15c	Large drivable milling machines (half-lane and larger) for cuts of four inches in depth or less on any substrate	• Use a machine equipped with supplemental water spray designed to suppress dust. • Water must be combined with a surfactant. • Operate and maintain machine to minimize dust emissions.	None	None
16	Crushing machines	• Use equipment designed to deliver water spray or mist for dust suppression at crusher and other points where dust is generated (e.g., hoppers, conveyers, sieves/sizing or vibrating components, and discharge points). • Operate and maintain machine in accordance with manufacturer's instructions to minimize dust emissions. • Use a ventilated booth that provides fresh, climate-controlled air to the operator, or a remote-control station.	None	None

Construction Task or Equipment Operation		Engineering and Work Practice Control Methods	Required Respiratory Protection	
			≤ 4 hours/shift	>4 hours/shift
17a	Heavy equipment and utility vehicles used to abrade or fracture silica-containing materials (e.g., hoe-ramming, rock ripping) or used during demolition activities involving silica-containing materials	• Operate equipment from within an enclosed cab.	None	None
17b	Heavy equipment and utility vehicles used to abrade or fracture silica-containing materials (e.g., hoe-ramming, rock ripping) or used during demolition activities involving silica-containing materials	• When employees outside of the cab are engaged in the task, apply water and/or dust suppressants as necessary to minimize dust emissions.	None	None
18a	Heavy equipment and utility vehicles for tasks such as grading and excavating but not including demolishing, abrading, or fracturing silica-containing materials	• Apply water and/or dust suppressants as necessary to minimize dust emissions.	None	None
18b	Heavy equipment and utility vehicles for tasks such as grading and excavating but not including demolishing, abrading, or fracturing silica-containing materials	• When the equipment operator is the only employee engaged in the task, operate equipment from within an enclosed cab.	None	None

When implementing the control measures specified in Table 1, KONWINSKI CONSTRUCTION/ KONWINSKI CABINETS shall:

- For tasks performed indoors or in enclosed areas, provide a means of exhaust as needed to minimize the accumulation of visible airborne dust.

- For tasks performed using wet methods, apply water at flow rates sufficient to minimize release of visible dust.

- Where an employee performs more than one task included on OSHA/ MIOSHA's Construction Standard Table 1 during the course of a shift, and the total duration of all tasks combined is more than four hours, the required respiratory protection for each task is the respiratory protection specified for more than four hours per shift. If the total duration of all tasks on Table 1 combined is less than four hours, the required respiratory protection for each task is the respiratory protection specified for less than four hours per shift.

Alternative Exposure Control Methods

Alternative Exposure Control Methods apply for tasks not listed in OSHA/ MIOSHA's Construction Standard Table 1, or where KONWINSKI CONSTRUCTION/ KONWINSKI CABINETS cannot not fully and properly implement the engineering controls, work practices, and respiratory protection described in Table 1.

First, KONWINSKI CONSTRUCTION/ KONWINSKI CABINETS will assess the exposure of each employee who is or may reasonably be expected to be exposed to Respirable Crystalline Silica at or above the Action Level in accordance with either the Performance Option or the Scheduled Monitoring Option.

- **Performance Option** – KONWINSKI CONSTRUCTION/ KONWINSKI CABINETS will assess the 8-hour TWA exposure for each employee on the basis of objective data sufficient to accurately characterize employee exposures to Respirable Crystalline Silica.

In addition to the requirements of this program, KONWINSKI CONSTRUCTION/ KONWINSKI CABINETS will comply with other programs and OSHA/ MIOSHA standards (such as 29 CFR 1926.57 [Ventilation]), when applicable where abrasive blasting is conducted using Crystalline Silica-containing blasting agents, or where abrasive blasting is conducted on substrates that contain Crystalline Silica.

Control Methods

KONWINSKI CONSTRUCTION/ KONWINSKI CABINETS will provide control methods that are either consistent with Table 1 or otherwise minimize worker exposures to Silica. These exposure control methods can include engineering controls, work practices, and respiratory protection.

Respiratory Protection when Table 1 Control Methods Are Not Followed

Where respiratory protection is required by this program, KONWINSKI CONSTRUCTION/ KONWINSKI CABINETS will provide each employee an appropriate respirator that complies with the requirements of the OSHA/ MIOSHA Respiratory Protection Standard (29 CFR 1910.134).

Respiratory protection is required where specified by the OSHA/ MIOSHA Construction Standard Table 1, for tasks not listed in Table 1, or where the company has not fully and properly implemented the engineering controls, work practices, and respiratory protection described in Table 1. Situations requiring respiratory protection include:

- Where exposures exceed the PEL during periods necessary to install or implement feasible engineering and work practice controls.

- Where exposures exceed the PEL during tasks, such as certain maintenance and repair tasks, for which engineering and work practice controls are not feasible.

- During tasks for which an employer has implemented all feasible engineering and work practice controls and such controls are not sufficient to reduce exposures to or below the PEL.

PROGRAM EVALUATION

This program will be reviewed and evaluated on an annual basis by the Safety Department unless changes to operations, the OSHA/ MIOSHA Respirable Crystalline Silica Construction Standard (29 CFR 1926.1153), or another applicable OSHA/ MIOSHA Standard require an immediate re-validation of this program.

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?_____Yes_____No If no, please explain.

_____

_____

Individuals who witnessed the exposure.

_____ _____

_____ _____

Did the exposed employee wash the exposed area as soon as feasible after the exposure?

_____

_____Yes_____No If no, please explain.

_____

_____

Was the employee(s) sent to the clinic to receive their confidential medical evaluation including the post exposure vaccination within 24 hours?

_____Yes_____No If no, please explain.

_____

What clinic did the employee(s) attend? _____

Who was the attending healthcare 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 micro shields 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:

1. 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.

3. 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.

4. 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. Committee 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 ensure safety. Before leaving, the first-line supervisor should inspect the area to insure 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 trashcans.

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 _____
(FIRE, POLICE, AMBULANCE)

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 TALKING IF THE CALLER IS AGREEABLE TO FURTHER CONVERSATION.

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 THEBOMB LOCATION?

D. AFTER CALL IS TAKEN, NOTIFY AT ONCE A MEMBER OF THE EMERGENCYCONTROL COMMITTEE.

Harassment Policy

April 13, 2021

To: All Employees of Konwinski Construction Inc. and Konwinski Cabinets
From: Joe, Ben and Andy

Konwinski Construction, Inc. and Konwinski Cabinets (hereinafter "Company") are proud of its professional and congenial work environment and will take all necessary steps to ensure that the work environment remains pleasant for all who work here. Employees must treat each other with courtesy, consideration, and respect. The Company will not tolerate harassment of any employee by another employee or supervisor for any reason. In addition, harassment for any discriminatory reason, such as race, sex, color, age, religion, national origin, height, weight, or marital status, is prohibited by law and may subject the Company and/or the individual harasser to liability for such unlawful conduct. The Company prohibits not only unlawful harassment, but also other unprofessional and discourteous conduct. Accordingly, derogatory, sexual or other inappropriate remarks, slurs, or jokes will not be tolerated.

Harassment is a form of employment discrimination that violates Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, (ADEA), and the Americans with Disabilities Act of 1990, (ADA).

Harassment is unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. Anti-discrimination laws also prohibit harassment against individuals in retaliation for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under these laws; or opposing employment practices that they reasonably believe discriminate against individuals, in violation of these laws.

Each employee must exercise his or her own good judgment to avoid engaging in conduct that may be perceived by others as harassment. Forms of harassment include, but are not limited to the following:

1. **Verbal:** Repeated innuendoes or epithets, derogatory slurs, off-color jokes, propositions, threats, or suggestive or insulting sounds.

2. **Visual/Non-Verbal:** Derogatory posters, cartoons, drawings, suggestive objects or pictures, graphic commentaries, leering, or obscene gestures.

3. **Physical:** Unwanted physical contact, including touching, interfering with an individual's normal work movement, or an assault.

4. **Other:** Making or threatening reprisals as a result of a negative response to harassment.

The Company encourages all employees to frankly and honestly communicate their discomfort or rejection of conduct they view as unwanted harassment directly to the perceived harasser. However, the Company does not require employees who feel uncomfortable about such confrontation to do so.

Any employee who believes he or she has been subject to harassment, including sexual harassment, by an employee, supervisor, coworker, or customer should immediately contact Joe Fleming, Ben Humphrey or Andy Theisen and submit the form detailing the incident that is provided in the Safety Manual in the Employee Reporting and Communication System found on page 109 and 110. Complaints shall be handled as confidentially as possible. The Company encourages all employees to use this procedure to resolve issues of harassment at work. If the Company determines that an employee has violated the prohibitions against harassment, appropriate disciplinary action will be taken, up to and including discharge. Similarly, employees who deliberately make false accusations of harassment are also subject to appropriate disciplinary action.

Retaliation against an employee who, in good faith, has registered a complaint alleging harassment of any kind, or against any employee who participates in the investigation of a complaint, is strictly prohibited. Any employee, supervisor, or other representative of the Company who, after investigation, has been determined to have retaliated against any employee for using these complaint procedures or for cooperating with an investigation will be, in the discretion of the Company, subject to appropriate discipline, up to and including discharge.

THIS DOCUMENT WILL HEREINAFTER BECOME PART OF THE COMPANY'S SAFETY MANUAL

Employee Acknowledgment:

I have carefully reviewed this policy and understand its contents. I agree to abide by this policy and understand that my conduct will be governed by this policy.

Date:_____ Employee signature: _____

Printed Name:_____

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 traffic 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) monthperiod;
   - 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 enroute and while the vehicles are parked.

DISTRACTED DRIVING POLICY

Konwinski Construction/Konwinski Cabinets has a vital interest in maintaining a safe, healthy and efficient working environment for its employees. This includes a safe and appropriate environment while traveling on company business. Distracted driving is a serious safety risk, not only to the driver, but also to other occupants in the vehicle, other vehicles on the road and pedestrians.

In order to reduce the risks associated with distracted driving, certain conduct is prohibited while driving a company-owned motor vehicle or while driving a personal vehicle while on company business, including:

- Using hand held mobile devices.
- Operating laptops, tablets, portable media devices, and GPS devices
- Reading maps or any type of document, printed or electronic

Drivers must pull over safely to the side of the road or another safe location before checking messages, returning calls, text messaging, emailing, reading maps for directions, or programming/resetting GPS devices.

A violation of this policy will subject the employee to disciplinary action up to and including termination.

I acknowledge that I have received a written copy of the Distracted Driving Policy, that I fully understand the terms of this policy, that I agree to abide by these terms, and that I am willing to accept the consequences of failing to follow the policy.

Employee Signature _____ Date _____

Employee Name (printed) _____

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 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

HAZARD COMMUNICATION PROGRAM

Purpose

Konwinski Construction Inc/Konwinski Kabinets is committed to the prevention of exposures that result in injury and/or illness, and to comply with all applicable federal and state Health and Safety rules [29 CFR 1910.1200(h), MIOSHA Part 42,92, & 430]. To make sure that all affected employees (including subcontracted/temporary) know about information concerning the dangers of all hazardous chemicals used by ***Konwinski Construction Inc/Konwinski Kabinets***, the following written Hazard Communication Program has been established [CFR 1910.1200 (e)]. This written program will be available in the Corporate Headquarters for review by any interested employee.

All work units of ***Konwinski Construction Inc/Konwinski Kabinets*** will participate in the Hazard Communication program.

Container Labeling

The Safety Director is responsible for container labeling procedures, reviewing, and updating the labeling system used at ***Konwinski Construction Inc/Konwinski Kabinets*** of all containers, and reviewing and updating label warnings. They will be relying on the labels on the container from the manufacturer, or secondary containers that have all appropriate identification.
It is the policy of ***Konwinski Construction Inc/Konwinski Kabinets*** that no container will be released for use until the above procedures are followed and that it complies with the Globally Harmonized System (GHS).

SAMPLE LABEL

PRODUCT IDENTIFIER

CODE _____
Product Name _____

SUPPLIER IDENTIFICATION

Company Name_____
Street Address _____
City _____ State _____
Postal Code _____ Country _____
Emergency Phone Number _____

PRECAUTIONARY STATEMENTS

Keep container tightly closed. Store in cool, well ventilated place that is locked.
Keep away from heat/sparks/open flame. No smoking.
Only use non-sparking tools.
Use explosion-proof electrical equipment.
Take precautionary measure against static discharge.
Ground and bond container and receiving equipment.
Do not breathe vapors.
Wear Protective gloves.
Do not eat, drink or smoke when using this product.
Wash hands thoroughly after handling.
Dispoae of in accordance with local, regional, national, international regulations as specified.

In Case of Fire: use dry chemical (BC) or Carbon dioxide (CO_2) fire extinguisher to extinguish.

First Aid
If exposed call Poison Center.
If on skin (on hair): Take off immediately any contaminated clothing. Rinse skin with water.

HAZARD PICTOGRAMS

SIGNAL WORD
Danger

HAZARD STATEMENT

Highly flammable liquid and vapor.
May cause liver and kidney damage.

SUPPLEMENTAL INFORMATION

Directions for use

_____
_____
_____

Fill weight: _____ Lot Number _____
Gross weight: _____ Fill Date: _____
Expiration Date: _____

Pictograms

Konwinski Construction Inc/Konwinski Kabinets will utilize symbols plus other graphic elements, such as a border, background pattern, or color that is intended to convey specific information about the hazards of a chemical.

The **hazard pictograms and their corresponding hazards are shown below.**

HCS Pictograms and Hazards

Health Hazard 	**Flame** 	**Exclamation Mark** 
• Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity	• Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self-Reactive • Organic Peroxides	• Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity (harmful) • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (non-mandatory)
Gas Cylinder 	**Corrosion** 	**Exploding Bomb** 
• Gases under Pressure	• Skin Corrosion/ Burns • Eye Damage • Corrosive to Metals	• Explosives • Self-Reactive • Organic Peroxides
Flame over Circle 	**Environment** (non-mandatory) 	**Skull and Crossbones** 
• Oxidizers	• Aquatic Toxicity	• Acute Toxicity (fatal or toxic)

Safety Data Sheets

The Safety Director is responsible for establishing and monitoring ***Konwinski Construction Inc/Konwinski Kabinets*** the Safety Data Sheets Program (SDS). They will obtain all the necessary SDS and will review incoming SDS for new or significant Health and Safety information. They will assure that any new information is passed on to affected employees. The employees will be provided with the required MIOSHA "Right-To-Know" posters and postings notifying employees of new or revised SDS as soon as practical on the receipt of new or revised SDS.

The procedures to obtain SDS and review incoming SDS for new or significant Health and Safety information are as follows:

Konwinski Construction/Konwinski Kabinets hired the management of the SDS operation out to Velocity EHS.

SDS for all hazardous chemicals in use will be kept on the online portal link through the konwinskiconst.com website. SDS will be available to all employees. If an SDS is not available or a new chemical in use does not have an SDS, immediately contact the Safety Director.

Employee Information and Training

The Safety Director is responsible for the Employee Training Program. They will make sure that before starting work, each new employee of ***Konwinski Construction Inc/Konwinski Kabinets*** will attend a Health and Safety orientation that includes information and training on the following:

- An overview of the requirements contained in the Hazard Communication Standard.
- Hazardous chemicals present at his or her work places.
- Physical and health risks of the hazardous chemical.
- The symptoms of overexposure.
- How to determine the presence or release of hazardous chemicals in his or her work area.
- How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices, and personal protective equipment.
- Steps ***Konwinski Construction Inc/Konwinski Kabinets*** has taken to reduce or prevent exposure to hazardous chemicals.
- Procedures to follow if employees are overexposed to hazardous chemicals.
- How to read labels and review SDS to obtain hazard information.
- Location of the SDS file and digital Hazard Communication Program.
- An overview of the requirements contained in the Hazard Communication Standard.

Before introducing a new chemical hazard into any operation of this employer, each employee in that work site will be given information and training as outlined above for the new chemical.

HAZARDOUS NON-ROUTINE TASKS

On occasion, employees are required to 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.

It is the policy of ***Konwinski Construction Inc/Konwinski Kabinets*** that no employee will begin work in a confined space, or start a non-routine task, without first receiving a safety briefing.

INFORMING CONTRACTORS

It is the responsibility of the Safety Director to inform all other contractors adjacent to our work area of potential exposure to hazards created by ***Konwinski Construction Inc/Konwinski Kabinets*** .

HAZARD COMMUNICATION/WORKERRIGHT-TO-KNOW REGULATIONS MEMBER/EMPLOYEE TRAINING ACKNOWLEDGMENT

This document signifies that you have received training regarding the types of chemicals present in the plant/ job site 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

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.

EMPLOYEE WARNING NOTICE

Employee _____

Supervisor _____ Date _____

Previous Warnings	Oral	Written	Date	by Whom
1st Warning				
2nd Warning				
3rd Warning				

Employer Statement

Date of incident____/___/___Time_____

_____

_____

_____

_____

_____

_____

_____

_____

Employee Statement

I___agree___disagree with Employer's statement. The reasons are: _____

_____

_____

_____

_____

_____

_____

_____ ___/____/___

Employee Date

Action to be taken:

____Warning ____Probation ____Suspension ____Dismissal

Other: _____

Consequences should incident occur again: _____

_____

_____

_____

_____

I have read this warning and understand it.

_____ ___/___/___ _____ ___/___/_

Employee Signature Date 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
❒ 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
❒ Substandard
❒ Unsatisfactory

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

Comments:

❒ Excellent
❒ Superior
❒ Average

❒ 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 cannot 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 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.
b) Roof truss and rafter installation.
c) Leading edge work while setting exterior walls.
d) Roof sheathing installation.
e) Floor sheathing installation.

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.
   (Supervisor/Foreman)
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.

1. _____ will monitor all top plate operations.
   (Supervisor/Foreman)
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 jobsite.

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
(Supervisor/Foreman)
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 the Safety Director, of **KONWINSKI CONSTRUCTION INC/KONWINSKI KABINETS**, dated _____.
    (Today's Date)

_____
(Employee Signature)

OSHA QUICK CARD™

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.

For more complete information:

OSHA Occupational Safety and Health Administration
U.S. Department of Labor
www.osha.gov (800) 321-OSHA

OSHA 3267-09N-05

OSHA QUICK CARD™

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 Occupational Safety and Health Administration
U.S. Department of Labor
www.osha.gov (800) 321-OSHA

OSHA 3267-09N-05

OSHA QUICK CARD™

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 Occupational Safety and Health Administration
U.S. Department of Labor
www.osha.gov (800) 321-OSHA

OSHA 3269-10N-05

OSHA QUICK CARD™

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 equip· ment (i.e., "unjamming") use a lockout system to ensure that the equipment is de-energized.

For more complete information:

OSHA
U.S. Department of labor
www.osha.gov (800) 321.0SHA

OSHA QUICK CARD™

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:

OSHA *E:-£:Hh*

U. S. Department of Labor
www.osha.gov (800) 321.0SHA

OSHA QUICK CARD™

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 C11 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 infonation:

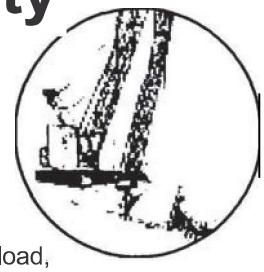
OSHA Occupational
U.S. Department of Labor
www.osha.gov (800) 321-0SHA

OSHA 3260-09N-05

OSHA QUICK CARD™

Protect Yourself

Crane Safety



Fatalities and serious injuries can occur if cranes are not inspected and used properly. Many fatalities 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/bal - ance, and test brake system before delivering load.

Do not move loads over workers.

Be sure to follow signals and manufacturer instructions while operating cranes.

For more complete information:

OSHA **Administration**

US. Department of Labor
(800) 321.0SHA

OSHA QUICK CARD™

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: lead-based paint. sharp or protruding objects and asbestos-containing 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 down ward.

  Structural or load-supporting members on any floor must not be cut or removed until all stories above that no or 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:

OSHA Occupational

U.S. **Department of Labor**
www.osha.gov (800) 321-0SHA

OSHA QUICK CARD™

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 fallen 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. Cati 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.

For more complete information:

OSHA Administration

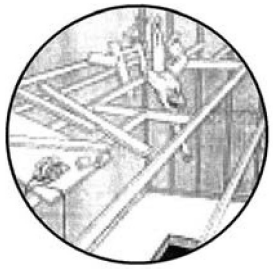
U.S. Department of Labor

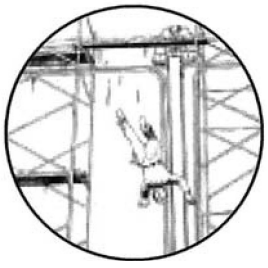
www.osha.gov {800) 321.0SHA

OSHA QUICK CARD™

Fall ProtectionTips

- Identify all potential tripping and fall hazards before work starts.
- Look for fall hazards such as unprotected floor openings/edges, shafts, skylights, stairwells, and roof openings/edges.
- Inspect fall protection equipment for defects before use.
- Select, wear, and use fall protection equipment appropriate for the task.
- Secure and stabilize all ladders before climbing them.
- Never stand on the top rung/step of a ladder.
- Use handrails when you go up or down stairs.
- Practice good housekeeping. Keep cords, welding leads and air hoses out of walkways or adjacent work areas.





for more complete information:

OSHA

U.S. Department of Labor
www.osha.gov (800) 321.0SHA

OSHA QUICK CAROM

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, mix¼ 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 air-dry before re-use.

Severe Surface Decontamination

Use for decontaminating only the most seriously affected surfaces.

Mix 1½ 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 Occupational
U.S. Department of Labor
www.osha.gov (800) 321-0SHA

OSHA QUICK CARD™

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").
- Warning: Bleach can damage firefighters' turnout gear; consult manufacturer.

For more complete information:

OSHA Occupational Safety and Health Administration
U.S. Department of Labor
www.osha.gov (800) 321-OSHA

OSHA 3262-09N-05

OSHA QUICK CARD™

Protect Yourself
Heat Stress

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 Occupational Safety and Health Administration
U.S. Department of Labor
www.osha.gov (800) 321-OSHA

OSHA 3154-07R-06

OSHA QUICK CARD™

Hydrogen Sulfide (H_2S)

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 low-level 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 (PPE), rescue and communication equipment. Atmospheres containing high concentrations (greater than 100 ppm) are considered immediately dangerous to life and health (IDLH) and a self-contained breathing apparatus (SCBA) is required.

For more complete information:

OSHA Occupational Safety and Health Administration
U.S. Department of Labor
www.osha.gov (800) 321-OSHA

OSHA 3300-10N-05

OSHA QUICK CARD™

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 ::.":=- lth Administration

U.S. Department of Labor

www.osha.gov (800) 321.0SHA

OSHA QUICK CARD™

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

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 ¼ to 1½ 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:

OSHA Occupational

U.S. Department of Labor

www osha.gov **(800)** 321-0SHA

Motor Vehicles

Safe Driving Practices for Employees

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/motor vehicle safety/index .html.

For more complete information:

OSHA

US. Department of labor
www osha.gov **(800)** 321-0SHA

OSHA 3314-08N-06

OSHA QUICK CARD™

Protect Yourself

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 appro- privately trained rescue personnel to rescue entrants when needed.

For more complete information:

OSHA Occupational Safety & Health

U.S. Department of Labor

www.osha.gov (800) 321-0SHA

OSHA QUICK CARD™

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

Shock 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 appropriate 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 (3-prong ed).
  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

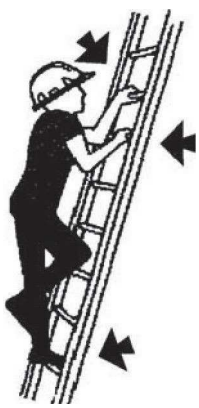
U.S. Department of Labor
www.osha.gov (800) 321.0SHA

OSHA QUICK CARD™

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.

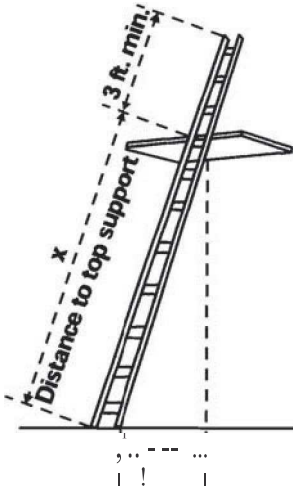


3-Point Contact

- 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.
- 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 sup- port (see diagram). Do not stand on the three top rungs of a straight, single or extension lad- der.



- 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).
- A ladder placed in any location where it can be displaced by other work activities must be secured to prevent displacement or a barricade must be erected to keep traffic away from the ladder.
- 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:

OSHA

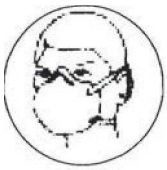
USD.department of labor
www.osha.gov **(800)** 321-0SHA

OSHA QUICK CARD™

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 whid1 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 d1anged periodically.

Full-face respirators are more protective than half-face respirators. They can also be used fo protection against most vapors, acid gases, dust or welding fumes. The face-shield protects face and eyes from irritants and contaminants. Cartridges/filters must matd1 oontaminant(s) and be d1anged periodically.

Loose fitting powered-air-purifying respirators (]

(PAPR) offer breathing comfort from a battery-powered fan whid1 pulls air through fi1-ters and circulates air throughout helmet/hood. They can be worn by most workers who have beards. Cartridges/filters must matd1 contaminant(s) and be managed 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:

OSH Occupational

U.S. Department of labor

www.osha.gov (800) 321-0SHA

OSHA QUICK CARD™

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 Admin

US. Department of labor
www.osha.gov **(800)** 321.0SHA

OSHA QUICK CARD™

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 suds 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 respirates 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:

OSHA ccupational

U.S. **Department of Labor**
www.osha.gov (800) 321-0SHA

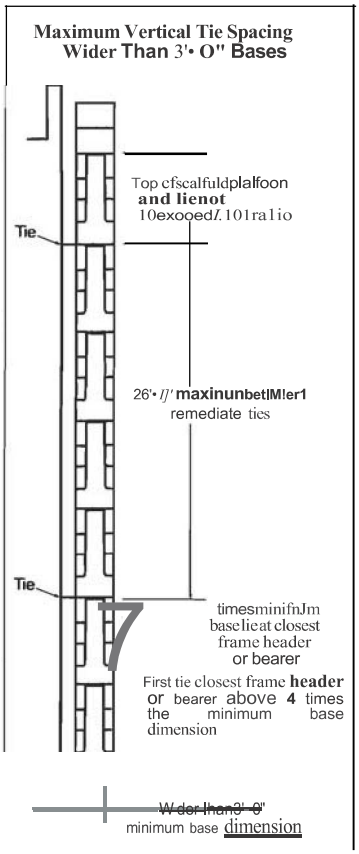
OSHA QUICK CARD™

Check wooden planks for cracks, splits greater than 1/1. inch, end splits that are long, many large loose knots, warps greater than ¼ 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 1/00 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 mid rails 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 Administration

U.S. Department of Labor

OSHA QUICK CARD™

Tree Trimming & Removal

Safety Tips

Assume that Alt Power Lines Are Energized!

- Contact the utility company to discuss de-energizing and grounding or shielding of power lines.
- All tree trimming or removal wor1< 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 climb ing. 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 Occupational :::::::::llf,

U.S. **Department. of labor**

www.osha.gov **(800)** 321.0SHA

OSHA QUICK CARD™

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 whid1 range from mild flu-like conditions (West Nilefever) to severe and sometimes life-threatening diseases requiring hospitalization (West Nile encephalitis or meningitis). If you have symptoms of severe illness, seek immediate medical assistance.

Signs & Symptoms of West Nile Fever (mild illness)

Headad1e, fever, body ad1es.
Swollen lymph nodes, and/or a skin rash on the body.

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

Headad1e, 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 mud1 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:

OSHA Occupational ...lt

U.S. Department of Labor
www. osha .gov (800) 321-0SHA

OSHA QUICK CARD™

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 retro reflective 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

U.S. **Department of labor**
www.osha.gov (800) 321-0SHA

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			
Electric equipment:			
Tools properly grounded			
Cords in good condition			
Plugs & receptacles in good condition			
Tools operating properly			
Ground fault interruption 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			
Ropes and cables checked and in good condition			
Welding cables checked and in good condition			
Welding and burning hoses checked and in good condition			
Gas cylinders secured properly			
Rubbish disposed of properly			
Safety signs posted			
Hoists in good condition and load rated			
Safety equipment (glasses, hats, gloves, shoes, etc.)			
Are there hazards not under your control			
Did you conduct a weekly safety meeting			

	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?	_____	_____
d) Emergency phone numbers posted?	_____	_____
e) 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? _____ _____
c) Harnesses and lanyards inspected and used? _____ _____
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: _____

_____

Telephone: _____

Workers Compensation Claims: _____

_____

Telephone: _____

.

SUPERVISOR'S REPORT OF ACCIDENT OR NEAR MISS

Name of Employee _____ Company Name _____
Occupation_____ Years' Experience_____
Place of Accident _____ Date_____
Time _____ Witnesses _____

Injury Reported_____No Injury_____Near Miss_____

1. Place of accident_____
2. Was an Employee injured? (If so, please attach the injury report) _____
3. How did the accident occur? (Describe fully)_____
   _____
   _____
   _____
   _____
   _____
4. Determine the cause of the accident_____
   _____
   _____
5. What Plan is being followed to make sure this is prevented in the future?
   _____
   _____
   _____
   _____
   _____

Date_____Signature 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 unsafely
5. ___ Unsafe loading, placing, mixing
6. ___ Taking unsafe position
7. ___ Working on moving or dangerous equipment
8. ___ Distraction, teasing, horseplay
9. ___ Failure to use personal protective device

Mark Contributing Cause If Any X

1. ___ Inadequate guarding
2. ___ Unguarded
3. ___ Defective tools or equipment
4. ___ Unsafe design or construction
5. ___ Hazardous conditions
6. ___ Unsafe illumination
7. ___ Unsafe ventilation
8. ___ Unsafe clothing
9. ___ Weather conditions

SUPERVISOR'S REPORT OF INJURY OR ILLNESS

Type of injury:_____Disabling_____Medical_____Illness_____Unclassified
Name of Employee _____ Department_____
Occupation_____ Years' Experience_____
Place of Accident _____ Date_____
Time _____ Witnesses _____
Sent to Doctor_____Given Fist Aid_____Refused _____

---

1. Place of accident or exposure_____
2. What was employee doing when injured?_____
3. How did accident occur? (Describe fully) _____
   _____
   _____
   _____
4. Part of body affected _____
5. Name of object or substance which directly injured employee_____
6. What is being done to prevent similar accidents or injuries _____
   _____
   _____

Date_____Signature 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 unsafely
5. ___ Unsafe loading, placing, mixing
6. ___ Taking unsafe position
7. ___ Working on moving or dangerous equipment
8. ___ Distraction, teasing, horseplay
9. ___ Failure to use personal protective device

Mark Contributing Cause If Any X

1. ___ Inadequate guarding
2. ___ Unguarded
3. ___ Defective tools or equipment
4. ___ Unsafe design or construction
5. ___ Hazardous conditions
6. ___ Unsafe illumination
7. ___ Unsafe ventilation
8. ___ Unsafe clothing
9. ___ Weather conditions

Why was the unsafe act committed? _____
_____
_____
Why did the unsafe condition exist? _____
_____
_____
FOLLOW-UP Acton _____
_____
_____
_____
_____

Date_____Safety Director/Committee 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.

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_____