NP MECHANICAL

AN EMPLOYEE OWNED COMPANY

EMPLOYEE SAFETY ORIENTATION BOOKLET

SAFETY

PLUMBING

HVAC

FIRE

MECHANICAL

AN EMPLOYEE OWNED COMPANY

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Code of Safe Work Practices

Plumbing, HVAC, and Fire Division
Section 3

For the protection and safety of all employees, the Company has established the following basic set of rules designed to prevent accidents and injuries. Compliance with these rules and guidelines is mandatory, as well as compliance with any State Regulated Safety Guideline, Safety Data Sheets (SDS), (manufacturer information & instruction), State and County Health Departments, etc. The following rules and guidelines are given to all new employees, and any updates are provided to current employees.

Become aware of the hazards that lead to injury and waste, and think about your own safety as well as that of your fellow employees. "Safety is Everyone's Concern and Responsibility".

All persons shall follow these safe practice rules, render every possible aid to safe operations, and report all unsafe conditions or practices to the foreman or supervisor.

1. Foremen and supervisors shall insist on all employees observing and obeying every rule, regulation, and order as is necessary to the safe conduct of the work and shall take such action as is needed to obtain observance.

2. All employees shall be given frequent accident prevention instructions and training. These are "Tailgate Safety Meetings" to be given at least every 10 working days.

3. Anyone suspected of being under the influence of drugs or intoxicating substances that impair the employee's ability to perform the assigned duties safely shall not be allowed on the job while in that condition and may be requested to obtain a drug or alcohol test.

4. All employees must sign and acknowledge the Company Drug & Alcohol Policy. Therein, the employee will agree to be tested for drugs or alcohol for cause or upon an accident or injury.

5. Report all injuries immediately so arrangements can be made for medical treatment or first aid. Even if you feel you don't need medical treatment, you must report all incidents immediately.

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

7. Work shall be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment. Act and perform as a team!

8. No one shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose the employee or others to injury.

9. If you become ill at work and do not feel you can continue, notify your foreman that you need to go home.

10. Employees shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted and shall report any deficiencies promptly to the foreman or supervisor.

11. Be aware of those around you, what they are doing, and where they are.

12. Lift properly! Lift with your legs, not your back.

    a. Face the load squarely, feet should be planted firmly about 10-12 inches apart.
    b. Assume a squatting position with knees bent and tuck your chin.
    c. Grasp with both hands, keep a straight back, and lift by straightening your legs.
    d. Lift slowly and evenly, avoid jerking, twisting, or turning,

13. If an object is too heavy, ask for help!

14. Keep work areas hazard-free, clean up scraps and trash; do not leave tools, materials, or other objects on the ground which might cause others to trip and fall.

15. Walk carefully while on slippery or angled surfaces, areas with trenches, slopes, and in general, all areas of the job site.

16. Work boots are required and have "tread soles." Inappropriate footwear (slick bottom), or thin, badly worn soles shall not be worn.

17. When handling any hazardous materials, be sure to follow prescribed safety procedures and use the required safety equipment.

18. Employees shall clean thoroughly after handling hazardous substances and follow special instructions from authorized sources, such as packaging instructions. For additional product information, refer to the Safety Data Sheets (SDS) available from your supervisor.

19. When using any secondary containers filled by others, ensure that they are labeled as to contents and hazards before using them.

20. Use only approved containers for storage of materials, substances, or flammable liquids.

21. Use eye, ear, and hand protection when operating the following power tools: drills, saws, jackhammers, etc., unless otherwise specified by the manufacturer.

22. Secure all ladders, both when in use and when loaded onto work trucks. Ladder work shall be so arranged that employees can face the ladder and use both hands while climbing.

23. Gasoline shall not be used for cleaning purposes.

24. Report all unsafe conditions! Either to your foreman or supervisor, or by means of the "Safety Suggestion Form," available from your supervisor or the office. Remember, your safety and that of your co-workers depend on your being careful and reporting all unsafe conditions (even those of other subcontractors or the owners). Employees are to stop work if unsafe conditions exist.

25. Housekeeping (jobsite keeping) is one of the first rules of a good accident prevention program. Keep operations, equipment, tools, supplies, etc. in a neat and orderly arrangement.
26. Keep first aid supplies in a sanitary and useable condition, and readily accessible.

27. A minimum of two (2) employees are required to lift and / or move, but not limited to the following items:

    a. Water heater
    b. Gas/rough fab bundles
    c. Back water vault boxes
    d. Loading/unloading full bundles of copper
    e. Tubs
    f. Mules (pipe machine)
    g. Cast iron kitchen sinks
    h. Hooking up compressors (jackhammers) to a vehicle

28. Anytime a load is too big or awkward, ask a fellow employee or supervisor for help when lifting.

29. Operating machinery with all guards in place. Tampering with safety devices such as skill saw guards or chain saw chain guards is cause for immediate disciplinary action.

30. Hard hats are required during all top out work where exposure to falling objects such as unfinished ceilings, framing, roofing, and scaffolding is present.

31. Extension ladders must extend 3 feet over the leading edge and be secured from movement.

32. Protruding nails immediately pulled from forms and scrap wood.

33. Work areas kept dry and free from electrical and slip hazards.

34. Fire extinguisher equipment is located within the immediate area.

35. Stop work-All employees are empowered to stop work if unsafe conditions or actions are identified.

36. Employees working at grade or at the same surface as exposed protruding reinforcing steel or other similar projections shall be protected against the hazard of impalement by guarding all exposed ends that extend up to 6 feet above grade or other work surfaces, with protective covers, or troughs.

Use of Tools and Equipment

1. Do not operate any power tools, machinery, or equipment unless you have been trained to do so.
2. Do not watch an arc welder.
3. All tools and equipment shall be maintained in good condition.
4. Damaged tools or equipment shall be removed from service and tagged "DEFECTIVE".
5. Pipe wrenches (also known as Stillson wrench) shall not be used as a substitute for other wrenches. Only appropriate tools shall be used for the job.
6. Wrenches shall not be altered by the addition of handle extensions or "cheaters."
7. Files shall be equipped with handles and not used to punch or pry.
8. A screwdriver shall not be used as a chisel.
9. Portable electric tools shall not be lifted or lowered by means of the power cord. Ropes shall be used.
10. Electric cords shall not be exposed to damage from vehicles driving over them.
11. Hand tools are the property of each truck. The person and crew assigned to the truck are responsible for these tools.
12. Keep tools clean. Do not leave tools scattered around where you or others could trip on them or break them.
13. All electric tools must be properly grounded.
14. Guards on all tools must be kept in proper operating conditions at all times.
15. Lock out/Tag out-never operate any power equipment that is locked out/tag out.
16.

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Machinery and Vehicles

1. Only trained and authorized persons shall operate machinery or equipment.
2. Loose or frayed clothing, or long hair, dangling ties, finger rings, etc., shall not be worn around moving machinery or other sources of entanglement.
3. Shut off machinery when being serviced, repaired, or adjusted while in operation, nor shall oiling of moving parts be attempted, except on equipment that is designed or fitted with safeguards to protect the person performing the work.
4. Where appropriate, lock-out tag-out procedures will be used.
5. All equipment operators will wear seat belts and ear protection.
6. Do not attempt to get on or off a moving piece of equipment.
7. Always settle cutting edges of blades, dozers, buckets, booms, etc. to the ground before leaving equipment for any reason.
8. Smoking or using open-flame devices is prohibited around flammable liquids, gases, and any and all equipment that use them.
9. Fire extinguishers should be placed in a conspicuous and accessible location. (Usually behind the seat of each work truck.)
10. Employees shall not work under vehicles supported by jacks or chain hoists, without protective blocking that will prevent injury if jacks or hoists should fail.
11. Air hoses shall not be disconnected at compressors until hose line has been bled.
12. All excavations shall be visually inspected before backfilling, to ensure that it is safe to backfill.
13. Excavating equipment shall not be operated near tops of cuts, banks, and cliffs if employees are working below.
14. Tractors, bulldozers, scrapers, and carryalls shall not operate where there is the possibility of overturning in dangerous areas like edges of deep fills, cut banks, and steep slopes. Keep equipment away from edges of banks or slopes!
15. When loading where there is a probability of sliding or movement, the wheels or treads of loading equipment should be turned in the direction which will facilitate escape and avoid danger.

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Hand & Portable Power Tools

1. All hand-held powered drills, fastener drivers, grinders with wheels greater than 2" diameter, disc sanders, belt sanders, reciprocating saws, sabre saws, and similar power tools are equipped with a momentary off/on control and may have a lock-on control provided that turn off can be accomplished with a single motion of the same finger or fingers that turns it on.

2. All other hand-held power tools, such as circular saws, chain saws, and percussion tools with positive accessory holding means, are equipped with a constant pressure switch that will shut off power when the pressure is released.

3. Electrical cords are not used for hoisting or lowering tools.

4. All worn or damaged tools are promptly repaired or replaced.

5. All electrically powered tools shall be properly grounded.

6. Gasoline-powered tools are used in well-ventilated areas only.

7. Do not wear gloves when operating power tools that have exposed rotary or moving parts. Gloves can easily become caught in spinning shafts, belts, chains, drill bits, or other moving components, pulling hands into the machine and causing severe injury.

8. Never reach into or near moving parts without shutting the machine down.

9. Lock out and disconnect power before adjusting or making repairs.

10. Keep machine guards in place and ensure they are in good condition.

11. Always wear safety glasses or goggles to protect against flying debris.

12. Use earplugs or earmuffs for high-noise tools.

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Ladders

1. ALWAYS follow the manufacturer's recommendations for proper use.
2. Inspect ladders before each use.
3. Wear shoes with slip-resistant soles, clean mud, and other slippery substances off your shoes/ladder rungs before climbing the ladder. Tie, block, or otherwise secure the ladder to prevent it from being displaced.
4. When climbing and descending on ladders always face the ladder and keep 3 alternate contact points (two feet and one hand or two hands and one foot).
5. Ladders are not to be used as platforms or scaffold supports.
6. Only use extension ladders to access and come down from elevated landings and work surfaces. Extend the ladder used for access at least 36 inches above the elevated landing or work surface.
7. DO NOT use damaged or defective ladders or ladders inappropriate for the specific job.
8. NEVER take your extension ladder apart and ALWAYS use your ladder in the way it was intended or seek an appropriate alternative.
9. When moving an extension ladder always retract the "fly" section(s).
10. Portable ladders are equipped with non-skid safety feet and need to be placed on a stable base.
11. Make sure the hinges on stepladders are fully open and locked.
12. Store ladders to protect them from weathering effects.

Forklifts

1. Only company-trained and certified employees can operate a power industrial truck (forklift).
2. Forklifts need to be inspected daily prior to use, or after each shift when used around the clock.
3. Make sure the load is balanced and fully secure to prevent a forklift from tipping over

4. Ensure both forks are as far under the load as possible before lifting
5. Drive with the load as low as safely possible
6. Pay attention to posted speed limits and warning signs
7. Always look in the direction you're traveling; if a load blocks the view ahead, travel in reverse
8. Steer clear of areas where forklifts are prohibited or restricted
9. Keep an eye out for signs, floor marking, and other warnings for pedestrians and forklifts
10. Use the horn at intersections and in areas where pedestrians may be present.

Grading & Excavation

1. All tractors manufactured after October 25, 1976, must be equipped with ROPS and a seatbelt.
2. Guards are in place on all moving parts on tractors, power take-offs, and other equipment.
3. Seat belts are always used when operating tractors.
4. Parking brakes are always set when leaving equipment.
5. Make sure employees do not tamper with guards.
6. No rider(s) with equipment operator unless the rider is being trained or assisting and the rider is in a safe position.
7. The equipment is clear before starting up.
8. Engines and power sources are deactivated before maintenance servicing begins.
9. Equipment is kept at least 20 feet away from power lines.
10. Vehicles are turned off before refueling.
11. No smoking during the refueling process.
12. Avoid fuel vapor inhalation during refueling.

13. Hearing protection is worn while operating equipment.
14. Walls of trenches and excavations are shored, benched, or sloped to avoid cave-ins.
15. Spoils are at least 2 feet away from the edge of any excavation.
16. Excavations have proper clearance from building foundations, retaining walls, and sidewalks.
17. Safety barricades set around excavations.
18. Call utility companies (811) before digging.
19. No person shall ride in power shovels, backhoe buckets, or other equipment not designated for that purpose.
20. Haulage and grading vehicle equipped with functioning back-up alarm

Oxyacetylene Cutting Tools

1. When using oxyacetylene torches, make sure that a multipurpose dry-chemical fire extinguisher is readily available and in working condition. It is recommended that a 10 lb. (4A.40BC) portable extinguisher be on hand.
2. When using a torch indoors, use it only in a well-ventilated place.
3. Wear welding goggles and protective clothing. Keep gloves, hands, and clothing free of oil and grease. Wear gloves to handle hot metal.
4. Avoid breathing toxic fumes like galvanized metal fumes, and some paint fumes.
5. Use welding shield for jobs on jobsites that can be seen from passersby.
6. Do not leave a burning torch unattended.
7. Cut or weld at least 5 feet away from cylinders.
8. Always use regulators; do not use oxygen or acetylene directly from cylinders. Be sure that the regulators used are of the proper design for the cylinder.
9. Use flint lights, **NOT MATCHES**, for lighting the torch.
10. Use hoses designated for oxygen and acetylene only.

11. Do not use oil on regulators, torches, fittings, or any equipment surface that may come in contact with oxygen. Be especially careful not to oil or grease oxygen fittings. These substances will ignite with a violent explosion.

12. Do not use compressed oxygen to clean off clothing, as compressed oxygen is not compressed air. Oxygen speeds up combustion, and if clothes become oxygen-soaked, they will need only a spark to burst into flames.

13. Do not breathe compressed oxygen directly from the cylinder or hose.

14. Use soap and a paintbrush to test connections for leaks.

15. Do not use acetylene at pressures higher than 15 pounds per square inch (psi). Acetylene becomes unstable and highly explosive when pressure is over 15 psi.

16. Do not cut or weld directly on gravel or concrete.

17. Keep heat, flames, and sparks away from combustibles.

18. Do not cut or weld on containers that have been used to store combustible materials unless containers have been properly cleaned and purged. Containers that fall into this category are ones that once contained nitrogen, carbon dioxide, or argon.

Air Conditioning and Refrigeration

The main safety hazards when working with air conditioning and refrigeration are Freon, electrical components, displaced oxygen levels due to large Freon leaks, and heavy components and equipment. Any hazardous condition encountered must be reported to your supervisor.

When transferring large volumes of Freon (larger than 30 lb. container) and/or working in a confined space, oxygen detectors should be used. Respiratory equipment (oxygen bottle and mask) should be readily available when working with, loading, or recovering Freon due to the hazard of phosgene gas, and odorless, green toxin.

The following steps are necessary of a major Freon leak occur:

1. Evacuate the area immediately.

2. Call 911. The Company will contact agencies requiring notification (Local Fire Authority, etc.)

3. Contact Environmental Health Services

4. Radio your supervisor to notify him/her of the situation.

EMPLOYEE ACKNOWLEDGMENT FORM
CODE OF SAFE WORK PRACTICES

I _____ (print), hereby acknowledge that I have received, read, and understand the "Code of Safe Practices" for the Company.

I agree to conform to all Company practices, rules, and regulations relating to safe work performance.

I understand that my failure to follow these safety procedures will result in disciplinary action up to and including discharge.

I further understand that:

1. It is my responsibility to report all unsafe conditions or violations of the Code of Safe Practices to my supervisor or other management personnel in order to minimize the potential of injury to my fellow workers.

2. I am encouraged to inform my immediate supervisor of any hazards at the worksite without fear of reprisal, and should my assistance create any such action or related intimidation, that I am encouraged to contact his/her supervisor or Safety Manager.

_____ _____
(Signature of Employee) (Date)

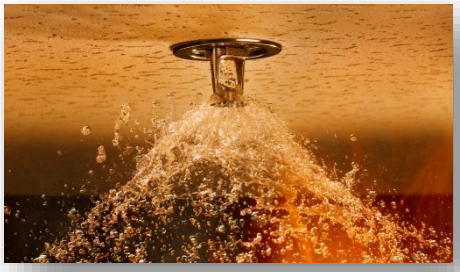
_____ _____
(Signature of Supervisor) (Date)

COPIES TO: PERSONNEL FILE & EMPLOYEE FILE

AN EMPLOYEE OWNED COMPANY

INJURY & ILLNESS PREVENTION PROGRAM (IIPP)

Section 19



9129 Stellar Court, Corona, CA 92883

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INTRODUCTION

NP Mechanical's mission is to provide our customers with innovative solutions for their building plumbing, HVAC, and Fire Protection systems. Our employees offer these creative solutions and, therefore, are our most valuable resource. Safety is an integral part of ensuring our mission is achieved successfully.

Our safety program is built on the safety and health of our employees.

Our Goal: An Injury-Free Workplace

We believe that with proper training and attention, all accidents can be prevented. Our customers, managers, and employees are each responsible and accountable for providing a safe work environment while promoting safety as an integral value.

To achieve our safety goals, we develop site-specific safety plans, train every employee in safe practices, and comply with all state and federal environmental, health, and safety regulations. Employees are oriented, trained, and counseled on how to perform their jobs safely, efficiently, and effectively.

Rich Hallinan
President, Chief Operating Officer

Cecil Hallinan
President, Chief Executive Officer

COVERED LOCATIONS

The Injury and Illness Prevention Program applies to all employees at the following locations:

Primary Location

Rice Services Inc. DBA: NP Mechanical
9129 Stellar Court, Corona, CA 92883
And All Temporary Worksites

Program Review and Revisions

Initially Implemented Date: 2018

ANNUAL REVIEWS			
Year	**Month & Day**	**Notes**	**Conducted By**
2018	August 20	Finished product	Dave B.
2019	January, 02	Final distribution	
2020	March, 27	IIPP Annual Review	Jorge Gomez
2021	February, 05	IIPP Annual Review	Jorge Gomez
2022	June, 06	IIPP Annual Review	Jorge Gomez
2023	August, 07	IIPP Annual Review	Jorge Gomez
2024	February,05	IIPP Annual Review & Update	Jorge Gomez
2025	August, 04	IIPP Annual Review & Update	Jorge Gomez
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SAFETY POLICY STATEMENT

It is the policy of Rice Services *NP Mechanical that* injury and illness prevention shall be of primary importance in all phases of operations and administration. The company's top management intends to provide safe and healthy working conditions and to establish and enforce safe work practices for all employees consistently.

Preventing injury and illness is an objective that affects all levels of the organization and its activities. It is, therefore, an integral part of a basic employee's regular management function. It is equally the duty of each employee to accept and follow established safe work practices and procedures.

Every effort will be made to provide adequate training and personal protective equipment for employees. However, if an employee is ever in doubt about how to do a job safely, it is their duty to ask a qualified person for assistance.

Employees are expected to assist management in injury and illness prevention activities. Unsafe conditions must be reported. Fellow employees who need help should be assisted. Everyone is responsible for the housekeeping duties that pertain to their jobs, and they must do everything possible to protect themselves and their coworkers.

Any injury on the job, even a minor cut or strain, must be reported to management as soon as possible. Under no circumstances should an employee leave a shift without reporting an injury.

When you have an injury or illness, everyone loses: your family, your fellow workers, and the company. Please work safely. It's suitable for everyone.

Rich Hallinan
Partner / Owner

2/5/2021
Date

RESPOSIBILITY

The Injury and Illness Prevention Program (IIPP) administrator, Jorge Gomez - Safety Manager, and the alternates, Rich Hallinan - C.O.O. and HR Director, Maria Diaz, have the authority and responsibility to implement the provisions of this program for *NP Mechanical* Inc.

All supervision and lead personnel are responsible for implementing and maintaining the IIPP in their work areas and for answering workers' questions about the program. A copy of this IIPP is available on-site at each location.

To obtain a copy of this Injury and Illness Prevention Program, the request must be made in writing and submitted to the *Safety Manager* and either mailed or delivered to 9129 Stellar Court, Suite A, Corona, CA 92883

Jorge Gomez	**CHSO, Safety Manager**	**909-688-7653 or 951-667-4220 x 317**
Ben Walter	**C.O.O**	**951-667-4220 x 329**
Maria Diaz	**SPHR-CA, SHRM-SCP**	**951-667-4220 x 310**

The Responsibilities of this position may include, but are not limited to:

Overseeing the implementation of the IIPP of our Company.

To fulfill this responsibility, the Safety and Health Manager and Chief Operations Officer shall:

1. Ensure new employees are aware of their responsibilities under the program.
2. Issue each employee a copy of the General and Specific Safe Work Practices.
3. Ensure all Managers, Supervisors, and lead employees are trained on all aspects of the IIPP and all support programs.
4. Ensure there is an up-to-date copy of the IIPP at each location.
5. Conduct at least an annual review of the IIPP and support programs and make necessary changes.
6. Redistribute updates to the program to each location.
7. Ensure each component of the IIPP is followed at each location.
8. Acquire and distribute all workplace safety posters.
9. Work with Loss Prevention Consultant to stay up to date with regulatory changes that may affect this Injury and Illness Prevention or support programs.

10. Make changes to company policies, procedures, and training to support practical corrective actions.

11. Implement and send notification of any changes in company policies, procedures, or safety training.

12. Ensure all Safety and Health bulletin boards are kept up to date with required postings.

13. Ensure all new employees are provided with a copy of the Code of Safe Work Practices, and the Safe Work Practices are posted on each safety bulletin board.

Ensuring Compliance with the IIPP Components of our Company

To fulfill this responsibility, the Safety Manager shall:

1. Obtain and file a copy of all facility and equipment Safety Inspections.

2. Follow up on all Corrective Actions Reports from inspections.

3. Provide feedback to the Owner on any corrective actions that require financing or outside vendors.

4. Update Safety Inspection when new previously unidentified hazards are detected or when operational warrant changes, such as new equipment or processes, occur.

5. Ensure loss control recommendations are addressed and completed in the required timeframe, and results are communicated to the Loss Prevention Consultant.

Communicate any changes or additions to the IIPP to management.

To fulfill this responsibility, the Safety Manager shall:

1. Provide the Staff with printed copies of all changes.
2. Post the changes on the company bulletin board.

3. Mail updates to each location.

4. Conduct training with all affected Managers and Supervisors.

5. Document review or content change date in the Mater IIP Program.

Ensure employee safety and accountability during emergencies.

To fulfill this responsibility, the Safety Manager, HR Manager, and C.O.O. shall:

1. Ensure all new employees are made aware of the location of fire extinguishers and first aid kits.

2. Ensure all employees are trained and understand where the emergency meeting point is for each location and with whom to check in to ensure everyone is accounted for.

3. Ensure all employees know the specific procedures to follow in the case of both life-threatening and non-life-threatening emergencies.

4. Following up with Managers to ensure corrective actions have been taken and are effective in the event an emergency has impacted the work environment.

5. Ensure that awareness is raised with all employees when an injury occurs to reduce the likelihood of repeated injuries of the exact nature.

6. Conduct Hazard Analysis to ensure known and unknown hazards are identified for all employees.

7. Ensure emergency phone numbers and nearest medical providers are posted and kept current.

8. Ensure all employees know how to respond to and report an emergency and are always provided with the necessary means of contact.

9. Ensure all staff given authority to report a serious injury to Cal/OSHA have been trained to do so within 8 hours of knowing an injury has occurred and fill out the required form to document the call that has been made.

10. Conduct an Accident Investigation and ensure corrective actions are completed.

Lower the company's injury rate by effectively using all safety programs and Return to Work.

To fulfill this responsibility, the HR Manager, C.O.O., shall:

1. Ensure a clinic or medical provider within the MPN is established, and maps and contact information are provided for each location.

2. Set up protocols with each clinic to ensure the company is notified either in writing, telephonically, or electronically to communicate information regarding the injured worker's treatment plan, restrictions, and visit schedule.

3. Ensure each clinic is aware of the position's essential functions to ensure unnecessary modified duty is not assigned.

4. Ensure each clinic is aware of the company Return to Work program to eliminate unnecessary lost work time.

5. Communicate regularly with injured workers and complete a communication log.

6. Issue a written RTW offer to the employee and forward the offer to the Claims Adjuster.

7. Communicate with the Medical provider, Claims Adjuster, and supervisor regarding the injured worker, to ensure the interactive process is completed and adjust the modified duty position when restrictions lessen.

The alternate trained person to ensure timely claims reporting to the Third-Party Administrator or Cal/OSHA is the Safety Manager and Human Resources Director.

Follow up on claim-related paperwork when employee injuries occur.

To fulfill this responsibility, the HR Manager shall:

1. Communicate regularly with Claims Adjuster to ensure they are aware of any information that may affect the claim such as providing work status reports from the medical provider, sharing information if employee is suspected of working at another company while collecting benefits, notifying the adjuster of employees that agree to modified duty but do not report for work (TD payments will not be paid), and of employee released to regular duties.

2. Monitor employee participating in the return-to-work program.

3. Monitor the closure of any open claims.

4. Ensure that injured employees receive required counseling or retraining to minimize the possibility of recurrence of like injury.

5. Ensure that any necessary hazard assessments, ergonomic evaluations or workstation modifications are completed.

Monitor the progress of the employee incentive plan.

To fulfill this responsibility, Management shall:

1. Determine what behaviors/achievements to reward and ensure consistency in all locations.

2. Promote the program.

3. Frequently reinforce safety behaviors.

4. Obtain Regular Feedback.

5. Evaluate Goal Achievement.

Monitor the implementation/process of the Training Matrix / Lesson Plan.

To fulfill this responsibility, the HR Director and Safety Manager shall:

1. Ensure all locations receive a copy of the supporting safety meetings and employee sign-in sheet.

2. Supplement the calendar to ensure training is conducted on all topics that have been identified as a loss driver.

3. Ensure locations are provided with resources when employee retraining is required, such as retraining an employee who has not followed safe work practices or as a result of raising awareness of topics that have recently resulted in a workplace injury.

4. Ensure that any changes in employee orientation, process, and procedures are adequately trained on.

5. Ensure all regulatory or recurring training is conducted on time.

6. Ensure leadership development training is scheduled to empower supervisors to fulfill the responsibilities identified in these Injury and Illness Prevention and support programs.

Monitor / Conduct Safety Inspections

To fulfill this responsibility, the Safety Manager, Warehouse managers, and Field Superintendents shall:

1. Obtain and file a copy of all facility and equipment Safety Inspections.

2. Follow up on all Corrective Actions Reports from inspections.

3. Provide feedback to Management on any corrective actions that require financing or outside vendors.

4. Update Safety Inspection when new previously unidentified hazards are detected or when operational warrant changes such as new equipment or processes.

5. Ensure loss control recommendations are addressed and completed in the required timeframe, and results are communicated to the Loss Prevention Consultant.

Participating in Safety Committee Meetings

To fulfill this responsibility, the Safety Manager, C.O.O., General Managers, Warehouse Managers, and Field Superintendents shall:

1. Ensure all parties are adequately represented when assigning:

- Responsibility and selection of committee members.

2. Schedule meetings at least quarterly.

3. Ensure an Agenda is developed for each meeting, and Meeting minutes are posted for affected employees to review. Maintain the records for Cal-OSHA review.

4. Ensure all safety suggestions are collected before the meeting. Document all committee recommendations regarding employee safety suggestions.

5. Provide reports for meetings to include loss runs, inspections, corrective actions report, etc.

6. Review investigations of occupational accidents and causes of incidents resulting in occupational injury, occupational illness, or exposure to hazardous substances and, where appropriate, submit suggestions to management for the prevention of future incidents.

7. When it is determined necessary by the committee, the committee may conduct its inspection and investigation to assist in remedial solutions.

8. The committee meeting records shall be maintained for at least one (1) year.

Hazardous Communication Program Responsibilities

To fulfill this responsibility, the Safety Manager shall:

1. Ensure that employees have access to the written hazard communication program. Therefore, it is essential to ensure that employees know how to access documents and that there are no barriers to employees' access (e.g., storage in a locked room).

2. Maintain the chemical inventory and ensure a product identifier for each chemical known to be present aligns with the Safety Data Sheet (SDS) and label.

3. The inventory will be for the entire facility and individual work areas.

4. Confirm that the inventory includes all chemicals present (even if the substances are stored / not in use).

5. Verify and be responsible for labeling shipped containers.

6. Be responsible for workplace labeling and ensure all secondary containers are labeled.

7. Ensure the GHS labeling system is used.

8. Ensure that if a secondary container is under the exclusive control of the user, it will be emptied before the end of the shift or properly labeled.

9. At least annually, all Safety Data Sheets will be reviewed, and label information updated when necessary. Vendors will be requested to provide updated SDS as they become available.

10. Be responsible for obtaining/maintaining the SDSs.

11. Will verify that SDSs are always available in the office at each dairy location so employees can always obtain access to the SDSs.

12. If the SDS is not received at the time of the first shipment, the Vendor should be called immediately to request that the SDS be faxed or e-mailed to the Warehouse Manager.

13. If it is suspected that the SDS is not appropriate, the (Safety Manager) shall be notified immediately to request a new updated SDS.

14. All new SDSs will have the date written in the top left-hand corner to ensure there is a way to determine if the SDS is current. Any data sheet with the word "Material" before the Safety Data Sheet will be investigated to obtain an updated SDS.

15. Safety and Human Resources is responsible for conducting all employee Safety training.

    a. For new employees at the time of their initial assignment, and to train employees when a new hazard is introduced into the workplace, and to train employees when they are potentially exposed to chemicals used by other employers at multi-employer worksites.

    b. Conduct training, through the use of safety meetings, PowerPoint presentations, the use of the SDS and/or chemical label, and through the contracted services of professional loss control service providers.

    c. Ensure this employer informs other employers about on-site access to SDSs. All subcontract employees will be verbally notified of the location of SDS and the precautionary measures that need to be taken to avoid exposure.

    d. Retrain any employee who displays a lack of the necessary knowledge through failure to follow precautionary measures, or if a new, previously unrecognized hazard is discovered, or in the event of a recent injury or incident, to raise awareness.

Lock Out / Tag Out Responsibilities

To fulfill this responsibility, the Safety Manager shall:

1. Ensure that employees have access to the written Lock Out / Tag Out program. Therefore, it is essential to ensure that employees know how to access documents and that there are no barriers to employees' access (e.g., storage in a locked room).

2. Ensure the proper selection, purchase, and availability of necessary Lock Out and/or Tag Out equipment for each location.

Conduct Authorized Employees Training

Employees will be trained to use the Lock and Tag Out Procedures. The trainer responsible will conduct the training. Retraining shall be held annually. The training will consist of the following:

1. Review of General Procedures.
2. Review of Specific Procedures for machinery, equipment, and processes.
3. Location and use of Specific Procedures.
4. Procedures when questions arise.

Conducted Affected Employee Training

1. Only trained and authorized Employees will repair, replace, or adjust machinery, equipment, or processes.
2. Affected Employees may not remove Locks, locking devices or tags from machinery, equipment, or circuits.
3. Purpose and use of the Lock Out procedures.

Conduct Other Employee Training

1. Only trained and authorized Employees will repair, replace, or adjust machinery or equipment.
2. Other Employees may not remove Locks, locking devices or tags from machinery, equipment, or circuits.

Confined Space Responsibilities

To fulfill this responsibility, the Safety Manager shall:

1. Ensure that employees have access to the written Confined Space program. Therefore, it is essential to ensure that employees know how to access documents and that there are no barriers to employees' access (e.g., storage in a locked room).
2. Ensure all Confined Spaces are appropriately marked and unauthorized employees are prohibited from entry.
3. Ensure all staff involved with confined space exposures have been properly trained.

4. Know the hazards associated with confined space entry, and in particular, the hazards associated with the Permit-Required Confined Space being entered.

5. Know how to use all the required equipment.

6. Know the procedures for communication with the attendant.

7. Know how to alert the attendant of hazardous or prohibited conditions.

8. Know how to exit the space if necessary (that is, self-rescue).

9. Ensure that adequate provisions have been made for emergency medical response.

Heat Illness Prevention Responsibilities

To fulfill this responsibility, the Safety Manager, C.O.O., Warehouse Managers, and Field Superintendents shall:

1. Ensure that employees have access to the written Heat Illness Prevention program. Therefore, it is essential to ensure that employees know how to access the document.

2. Ensure all new employees or those who have been away from work for two weeks or more are properly acclimated to the hot environment.

3. Provide cool, clean potable water always.

4. Ensure all employees, including Supervisors, are trained in Heat Illness Prevention at least annually and daily during high heat temperatures of 95 degrees or more.

5. Ensure all employees are aware of emergency response procedures and that no employee is ever left alone when potentially suffering from heat-related illness.

6. Provide shade as requested or required under the Heat Illness Prevention regulation.

7. Ensure a 10-minute paid break for every two consecutive hours of working outdoors in an environment of 90 degrees or greater.

Employer Responsibilities

Under OSHA law, employers are responsible for providing a safe workplace.

Provide a workplace free from serious recognized hazards and comply with standards, rules and regulations issued under the Occupational Safety & Health Act.

1. Examine workplace conditions to make sure they conform to applicable OSHA standards.

2. Make sure employees have and use safe tools and equipment and properly maintain this equipment.

3. Use posters, labels, or signs to warn employees of potential hazards.

4. Establish or update operating procedures and communicate with them so that employees follow safety and health requirements.

5. Employers must provide safety training in a language and vocabulary workers can understand.

6. Employers with hazardous chemicals in the workplace must develop and implement a written hazard communication program and train employees on the hazards they are exposed to and proper precautions (and a copy of safety data sheets must be readily available).

7. Provide medical examinations and training when required by OSHA standards.

8. Post, at a prominent location within the workplace, the OSHA poster (or the state-plan equivalent) informing employees of their rights and responsibilities.

9. Report to the nearest OSHA office all work-related fatalities within 8 hours, and all work-related inpatient hospitalizations, all amputations, and all losses of an eye.

10. Keep records of work-related injuries and illnesses.

11. Provide access to employee medical records and exposure records to employees or their authorized representatives.

12. Do not discriminate against employees who exercise their rights under the Act.

13. Post-OSHA citations at or near the work area involved. Each citation must remain posted until the violation has been corrected, or for three working days, whichever is longer—post abatement verification documents or tags.

14. Correct cited violations by the deadline set in the OSHA citation and submit required abatement verification documentation.

15. Provide financial support to ensure all components of a safe work environment are made possible.

16. Empower the leaders within the company to enforce and support the programs put in place to ensure a safe and healthy work environment.

Employee Responsibilities

Get involved. If you think a job or a task is unsafe, stop the work. If you see something unsafe, report it. Commit today to take an active role in safety. Don't wait until something happens and an injury takes over your life. You can serve as a good role model to your co-workers for safe work practices and behaviors by:

1. Following established health and safety policies and procedures.

2. Do not horseplay in the working environment.

3. Maintaining your personal work area in a clean and orderly manner.

4. Wearing, maintaining, and properly storing your personal protection equipment (PPE).

5. Attending all safety training that your employer offers.

6. Conduct all required equipment and tool inspections.

7. Never use tools or equipment you have not been trained to use correctly.

8. Using safe work practices to eliminate slips, trips, falls, and other injuries.

9. Lift safely and help others to do the same.

10. Label all chemical containers and become familiar with safety data sheets.

11. Know evacuation procedures and the location of emergency equipment.

12. Speak up. Talk to your supervisor if you have any concerns. No one knows your job and tools better than you do. Never operate equipment or machinery unless you've been adequately trained. Provide suggestions to make a process or piece of equipment safer. Immediately notify your co-workers and supervisor of any damaged equipment, hazardous conditions, or unsafe behavior. Promptly report all injuries, illnesses, and near misses to your supervisor.

Executive Management Structure

Responsible person for overall implementation and maintenance of this Injury and Illness Prevention program

Title: ***Safety Manager*** Name: ***Jorge Gomez***

COMPLIANCE

All workers, including managers and supervisors, are responsible for complying with safe and healthy work practices. Our system of ensuring that all workers comply with these practices includes one or more of the following practices:

- ✓ Informing workers of the provisions of our IIP Program.
- ✓ Evaluating the safety performance of all workers.
- ✓ Recognize employees who perform safe and healthy work practices.
- ✓ Providing training to workers whose safety performance is deficient.
- ✓ Disciplining workers for failure to comply with safe and healthy work practices.

We have established the following policy to ensure compliance with our workplace security rules.

The management of our establishment is committed to ensuring that all safety and health policies and procedures involving workplace security are communicated and understood by all workers.

All workers are responsible for using safe work practices, for following all directives, policies, and procedures, and for assisting in maintaining a safe and secure work environment. Our system of ensuring that all workers, including supervisors and managers, comply with work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions that create a security hazard for others in the workplace, includes:

1. Informing all employees of the provisions of our IIP Program for Workplace Security.
2. Evaluating the performance of all employees in complying with our establishment's workplace safety and health measures.
3. Recognize employees who perform work practices that promote safety and health in the workplace.
4. Providing training and/or counseling to employees whose performance is deficient in complying with work practices designed to ensure workplace Safety and Health.
5. Disciplining employees for failure to comply with workplace security practices.

Disciplinary Procedures for Safety Violations

The success of our Injury and Illness Prevention Program depends on the willing participation of its employees. Accident prevention is the key goal of this program. Our Company has established specific safety rules designed to prevent accidents and injuries.

Compliance with these rules is mandatory. Documentation will be made as the rules are distributed to the employees. Penalties for violations of these safety rules will conform to the Company's existing disciplinary procedures. Employees who fail to follow the established safety policies and procedures will be subject to disciplinary actions, including suspension or termination. However, employees who committed minor offenses will be disciplined as follows:

First Offense	Verbal Warning	Management will document infractions internally to ensure that a record is kept on each matter. Retraining is likely to occur at the manager's discretion.
Second Offense	Written Warning	Management will document the infraction using appropriate forms. The employee will be asked to sign the notice, and the employee's immediate supervisor will also sign it. Retraining would be applicable in most cases and will be determined at management's discretion.
Third Offense	Suspension	The suspension period will be determined by management.
Fourth Offense	Termination	

Sample Incentives

We recognize our employees who consistently perform safe and healthy work practices by:

- Keeping a posted record of days worked without injury.
- Informal recognition of safety practice
- Formal recognition of individuals or groups for safety performance
- Material recognition

Other Means

Management is responsible for ensuring that all safety and health policies and procedures are communicated to and understood by all employees. Managers and superintendents are expected to enforce the rules fairly and uniformly. All employees are responsible for using safe work practices, for following all directives, policies, and procedures, and for assisting in maintaining a safe work environment. Our system of ensuring that all workers comply with the rules and maintain a safe work environment include:

1. Informing workers of the provisions of our IIP Program.
2. Evaluating the safety performance of all workers.

3. Recognizing supervisors who perform safe and healthy work practices.

4. Providing training to workers whose safety performance is deficient.

5. Disciplining workers for failure to comply with safe and healthy work practices.

6. Terminating any employee who receives more than two written warnings.

Protection Against Retaliation

NP Mechanical/Rice Services protects employees from retaliation. We strictly prohibit retaliation against employees who report misconduct, raise concerns, or cooperate in an investigation, provided that the employees have acted in good faith and with a reasonable belief that the information they provided is accurate. Anyone who retaliates will be subject to disciplinary action, up to and including termination of employment. If you believe that you have been the subject of retaliation, contact Human Resources or the Safety Manager.

Violation Notice

Employee Name: _____ Craft / Occupation: _____

Job Number: _____ Project Name: _____

Project Location**:** _____ Date: _____

This notice has been issued to advise the above-named employee of a violation of established work rules or safety standards. The activity described below has the potential for serious injury to the employee, co-workers, employees of others, and or loss of property or equipment. Further violation(s) of established work rules or safety standards shall be cause for disciplinary action, which can include immediate termination and or removal from the job-site.

Nature of Violation or Infraction:

_____
_____
_____
_____
_____
_____
_____

Action Taken:
(Check One)

- ☐ Verbal Warning
- ☐ Written Warning (Suspension of 0 Days)
- ☐ Termination

Issued By: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Manager's Signature: _____ Date: _____

Employee's Signature: _____ Date: _____

Distribution:
Original to employee
Copy to Project Manger
Copy to HR
Copy to Safety Department

SAMPLE SAFETY INCENTIVE PROGRAM GUIDELINES-Pending

The Safety Incentive Program encourages employees to get involved in all aspects of workplace health and safety. Employees may participate in 19 safety and wellness categories over the course of a year. Points are awarded for documented participation in one or more of the categories. At the end of the year points are totaled for each employee and a gift card is awarded based upon the number of points earned.

Program Rules

1) All current employees are eligible to earn points.

2) The incentive program points are earned during the calendar year January 1 –December 31.

3) Points earned will be credited at $1 gift card value per point; an employee that accumulates 150 or more points is awarded a $200 gift card.

4) Gift Card maximum value is $200.

5) All activities that earn points must be documented and provided to _____for recordkeeping and tracking purposes.

a) Training is documented on attendance sheets or with completion certificates.

b) Committee participation is documented in meeting minutes.

c) Participation in various safety activities (presenting safety topics, leading meetings, participating in accident investigations, conducting special safety projects, quarterly inspections, pre-tour route inspections, job hazard analyses, safety drills, etc…) will be coordinated with the Safety Committee, documented, and submitted to the Safety Committee once the activity is completed.

d) Participation in Wellness activities will be documented by the Wellness Committee and a copy submitted to _____.

e) Newsletter articles must be submitted to the Safety or Wellness committee for acceptance and then published in the Newsletter.

f) Hazards Observed and safety suggestions will be submitted to the Safety Committee for review and validation.

6) Six Retailers will be randomly selected each year. At least one local retailer from each jurisdiction will be included in the six selected. The Retailers will be selected from the following list:

- Stater Brothers
- Costco
- Target
- Home Depot
- Lowe's
- Wal-Mart

- Starbuck's
- Best Buy
- Fridays
- AMC Theaters

7) Employees may choose a Gift Card from one of the 10 selected retailers or a combination of gift cards to reach the incentive award amount. Gift Cards are not redeemable for cash.

8) Individual locations, department or teams are eligible for participation in achieving the following:

Certificate of Recognition – Reduced Incident

Individuals Not Eligible to Participate in Incentive Program:

- Upper Management

COMMUNICATION

Satisfying our employees' needs requires frequent communication. The Safety Manager will be communicating safety-related training in several ways. They will also ask for your input on how to improve things. Here are some of the communication tools we use.

- All managers and supervisors are responsible for communicating with all employees about occupational safety and health in a form readily understandable by all employees. Our communication system encourages all employees to inform their managers and supervisors about workplace hazards without fear of reprisal.

- New hires' safety training will be conducted through new employee orientation and ongoing safety training, and re-training will be conducted through periodic one-on-one training conducted by a qualified staff member.

- The Supervisors and Managers will conduct weekly meetings addressing topics including safety-related matters, including possible injuries that could occur, to help prevent them from happening.

Effective communications with employees have been established using the following methods:

Review of our IIPP	Employee Safety Training
Safety newsletter, handouts	Safety training programs
Employee safety recognition	Ongoing scheduled safety meetings
Safety data sheets	New Employee Orientation

Posters and warning labels	Staff meetings quarterly
Posted or distributed safety information on bulletin boards	Tailgate meetings weekly
Specific policies/procedures	Department hazard assessment

Employees are encouraged to report any potential health and safety hazards in the workplace to the General Superintendent or Owner.

HAZARD ASSESSMENT & INSPECTIONS

Periodic inspections will be conducted to evaluate physical hazards, the use of hazardous materials, and safe work practices. The periodic inspection schedule and the responsibility for conducting the inspections are included in the *NP Mechanicals* IIPP supplements.

In addition, at the Company, periodic inspection and/or Job Hazard Analysis will be conducted as required in the following situations:

1. When we initially established our IIPP.
2. When new substances, processes, procedures, or equipment that present potential new hazards are introduced into our workplace.
3. When required by the General Contractor and/or Builder.
4. When new, previously unidentified hazards are recognized.
5. When occupational injuries and illnesses occur, and
6. Whenever workplace conditions warrant an inspection and/or JHA.

Program Audits are conducted to check the administration of specific safety and health programs.

Program Audits of the following shall be conducted annually:

1. Injury and Illness Prevention Program
2. Accident Prevention Support Programs
3. Fire Prevention
4. Lock Out – Tag Out
5. Hazard Communication
6. Personal Protective Equipment Hazard Assessments
7. Code of Safe Work Practices
8. Job and Activity Hazard Analysis

Loss Prevention Specialists will study past accidents and workers' compensation claims by focusing on injuries. If hazards occur or recur, this reflects a breakdown in the hazard control system. The hazard control system also serves as the basis for developing safe work procedures and injury/illness prevention training.

Employees will be encouraged to notify their supervisors of potentially hazardous situations, knowing their reports will be given prompt, serious attention without fear of reprisal. When we tell them the problem has been corrected (or that it was not hazardous), we create a system that encourages our employees to continue reporting hazards promptly and effectively.

We will prevent many hazards through scheduled, documented self-inspections. To ensure established safe work practices are followed and that unsafe conditions or procedures are identified and appropriately corrected, we will conduct inspections planned in addition to the everyday safety and health checks that are part of managers' and supervisors' routine duties.

Job Hazard Analysis (JHA)

The Job Hazard Analysis (JHA) is a method for analyzing an upcoming event or task and breaking it down into smaller components. Each portion is then analyzed for risk, and a plan is developed to minimize the risk. A good supervisor already does this mentally; however, this is now put on paper.

The following tasks require a JHA to be completed 3 days before construction work and submitted to the Safety Department for review:

- Excavations greater than 5 Feet
- Confined Spaces
- Respirator Work
- Working around Extremely Hazardous Chemicals
- Working within Shafts Involving three or More Floors
- Attic Work Involving Fall Protection Issues
- Brazing and Soldering Operations Around Combustibles
- Any Non-routine Tasks not Mentioned Above

The Foreman, Supervisor, or Superintendent in charge of the job is responsible for performing the JHA and reviewing it with all affected parties before commencing work. Everyone who reviews the JHA shall sign it, indicating their understanding and agreement to follow it.

HAZARD CORRECTION

Hazard levels range from being imminently dangerous to relatively low risk. Corrective actions or plans, including suitable timetables for completion, are the responsibility of the department in consultation with the Safety Department.

Corrective actions or plans must be appropriate for the severity of the hazard. If an imminent hazard exists, work in the area should cease, and the appropriate supervisor should be contacted. If the hazard cannot be immediately corrected without endangering employees or property, evacuate all unnecessary personnel from the area. Individuals entering the hazard area to correct the conditions must have protective equipment and other necessary safeguards before addressing the situation.

NP Mechanical’s Corrective Action procedure will include the steps taken to:

1. Review and document the problem.

2. Contain or temporarily fix the problem. e.g., remove the defective product from production and quarantine it in a designated area for later investigation. Any area that poses a hazard that is in the process of being corrected will be secured, and access will be limited to ensure everyone working in the area is aware of the hazard and to limit exposure.

3. Investigate the cause of the problem – how did it happen? why did it happen? could it happen again?

4. Propose an appropriate solution that will prevent the problem from happening again. This will often mean a change to the process.

5. Reporting on what actions were taken.

6. After an appropriate period, assess whether the actions taken were successful in preventing recurrence. Document the evidence to support your decision.

7. Once it is satisfied that the problem is not recurring, the issue will be closed.

The corrective action documentation provides evidence that the problem was recognized, corrected, and that proper controls were installed to ensure it does not happen again.

Mitigation Escalation Path

When a safety issue is outside of our direct control (e.g., another contractor/general contractor or client issue), it is our responsibility to those we work with to help remedy the situation.

1. Contact your direct Supervisor/Foreman at the job site
2. The supervisor/Foreman is to contact the General Contractor.
3. Contact NP Mechanical's Safety Department & General Foreman
4. The Company's Safety Department & General Superintendent to discuss options and the mitigation plan together.

NOTE: The safety department can always be contacted by phone - (951)-667-4220 or (909) 688-7653

ACCIDENT/EXPOSURE INVESTIGATION

In the unlikely event that you are injured, please report it immediately to your manager. All injuries, no matter how small, must be reported immediately. You will be directed as to which doctor's office to visit. In some situations, a second opinion may be required. We protect against job-related injuries and lost work through workers' compensation insurance. This protection is paid entirely by the *Company*. All medical, hospital, and surgical expenses for job-sustained injuries are covered under this policy.

If you have or are a carrier of an illness that will affect your fellow employees or our customers, do not report to work. If you think you have or have been exposed to an infectious disease, please call a member of your management team to ask for time off and call your doctor. A doctor's note indicating you are healthy will be required to return to work.

Immediately alert a member of the management team if you spot an illness, accident, or unsafe working conditions in the workplace. Likewise, if you're injured on the job, report it immediately.

Injury and Illness Reporting and Treatment

Employees who are injured or become ill at work must report the injury or illness immediately to their supervisor and (Safety Manager or Human Resources Director). The supervisor must authorize employees to obtain the level of medical attention required for the situation. For non-emergency medical treatment of work-related injuries or illnesses, Safety or Human Resources will coordinate with the nearest Occupational Health Facility to the employee's current work location.

The Safety or Human Resources Department must complete and provide the Company's Referral for Medical Treatment form to injured employees to take them to the treatment facility. If the injury is more than first aid treatment, also provide the employee with a "Workers' Compensation Claims Form (DWC-1)

Serious Injuries

Serious occupational injuries, illnesses, or exposures to hazardous substances, as defined by Cal/OSHA, must be reported to *Employee Name* or *Employee Name* immediately when they become known to managers or supervisors. Serious injuries include deaths, amputations, concussions, crush injuries, fractures, burns, lacerations with significant bleeding or requiring stitches, or hospitalization (other than for observation) for greater than 24 hours.

Supervisors must report injuries that meet the Cal/OSHA definition of Serious Injury to the OSHA Enforcement Hotline at 1-800-321-6742 as soon as they are notified of the injury. Required information includes the name of the injured employee, a summary of the incident, a description of the injuries obtained by the employee, and a number where the reporting supervisor can be reached. The Safety Manager must report the injury to Cal-OSHA within eight (8) hours of occurrence. The company is responsible for paying up to a $ 5,000 fine for late reporting. Supervisors will conduct an incident investigation in conjunction with a representative from the injured employee's department to identify contributing factors and develop corrective action plans.

Accident, Injury, and Illness Investigations

The employee's Supervisor and Safety Manager are responsible for performing an investigation to determine and correct the cause(s) of the incident. Specific procedures that can be used to investigate workplace incidents and hazardous substance exposures include:

1. Secure the scene and any equipment involved.

2. Provide necessary care and call 911 for any injured workers.

3. Interviewing injured personnel and witnesses.

4. Take photos of the scene and the surrounding area. Take 360-degree photos of the scene and any equipment involved.

5. Examining the injured employee's work area for causative factors.

6. Review established procedures to ensure they are adequate and were followed.

7. Reviewing training records of affected employees; retraining employees to raise awareness of the incident and to ensure no further incidents occur.

8. Determining all contributing causes to the incident.

9. Taking corrective actions to prevent the incident/exposure from recurring.

10. Recording all findings and actions taken.

The supervisor's findings and corrective actions must be documented using the Incident Investigation Form or equivalent form. If the supervisor is unable to determine the cause(s) and implement appropriate corrective actions, assistance is available from the Operations Manager or Safety Manager.

The Safety Manager must review the investigation report to ensure it was thorough and that all corrective actions have been completed. Investigations and/or corrective actions that are found to be incomplete should be routed back to the supervisor for further follow-up. All corrective actions that are not implemented in a reasonable period must be discussed with Rich and Cecil Hallinan, owners.

TRAINING AND INSTRUCTION

It is the goal of *The Company* to develop the highest level of skill among all employees. Therefore, a common training program has been established to develop staff and meet the company's training needs.

Jorge Gomez, Safety Manager, is responsible for implementing and directing the company-wide training program.

This training will include, but not be limited to:

1. Explanation of our IIPP, including Heat and Illness Training

2. Emergency Action plan and Fire Prevention plan.

3. Reporting on any unsafe conditions, safe work practices, injuries, and when additional instruction is needed.

4. Use of appropriate clothing, including gloves, footwear, and personal protective equipment.

5. Information about chemical hazards that employees may come in contact with.

6. Availability of toilets, handwashing, and drinking water facilities.

7. Machine guarding and safe use, cleaning, and maintenance procedures.

8. Training and retraining of common hazards within the workplace.

9. Provisions for medical services and first aid, including emergency procedures.

What to do if emergencies occur in the workplace.

We will ensure all supervisors know:

1. They are key figures responsible for the establishment and success of your Injury and Illness Prevention Program.

2. The importance of establishing and maintaining safe and healthy working conditions.

3. They are responsible for being familiar with safety and health hazards to which their employees are exposed, how to recognize them, the potential effects these hazards have on the employees, and rules, procedures, and work practices for controlling exposure to those hazards.

4. How to convey this information to employees by setting good examples, instructing them, and making sure they fully understand and follow safe procedures.

5. How to investigate accidents and take corrective and preventive action.

6. No employee is expected to undertake a job until he/she has received instructions on how to do it properly and safely and is authorized to perform the job.

7. No employees should undertake a job that appears to be unsafe.
8. No employee should use chemicals without fully understanding their toxic properties and without the knowledge required to work with them safely.

9. Mechanical safeguards must always be in place and kept in place.

10. Employees are to report to a superior or designated individual all unsafe conditions encountered during work.

11. Any work-related injury or illness suffered, however slight, must be reported to management at once.

12. Personal protective equipment must be used when and where required and properly maintained.

The Hazardous Communication Training Program will consist of:

(a) How the hazard communication program is implemented, how to read and interpret information on labels and SDS to include understanding pictograms, and how employees can obtain and use the available hazard information.

(b) The hazards of the chemicals in the work area.

(c) Measures employees can take to protect themselves from the hazards.

(d) Specific procedures put into effect by the company to provide protection, such as personal protective equipment.

(e) Methods and observations, such as visual appearance or smell, workers can use to detect the presence of a hazardous chemical they may be exposed to.

(f) How to respond in the event of a chemical spill.

(g) How to request an SDS and where SDSs are located.

(h) The requirements of the hazard communication regulation, including the employees' rights under the regulation.

(i) The location and availability of the written hazard communication program

(j) Any operation in their work area, including non-routine tasks, where hazardous substances or Proposition 65 carcinogens/reproductive toxins are present, and exposures are likely to occur.

RECORDKEEPING

Records will be kept of all safety program activities, and may include:

1. Initial orientation training- maintained during the course of employment.

2. Job descriptions and/or job analysis - maintained during the course of employment or until replacement descriptions or analysis are conducted.

3. Safety meetings- maintained during the course of employment.

4. Training schedule for each employee- maintained during the course of employment-1 year.

5. Injury or illness investigation - for at least three years.

6. Employee and employer claim form - for at least three years or the claim is closed.

7. Cal/OSHA required records [Form 300, medical exposure records, injury reports (Form 301)] - on file in a centralized office for five years. The 300 log must be maintained current within five (5) days of experiencing or receiving notification of a recordable incident.

8. Inspections were carried out, in-house, and any performed by outside agencies - not less than three years.

9. Disciplinary actions - maintained during the course of employment.

10. Vehicle Inspection forms - not less than three years.

11. DMV driving records - not less than three years.

12. CPR/First Aid training - maintained during the course of employment.

13. Employee exposure records must be retained for 30 years plus the length of employment.

At least one copy of all the above records will be maintained and filed by The Program Administrator at the main office located at *NP Mechanical Inc.* 9129 Stellar Ct, Corona CA.

In conclusion, *the Company* values the safety of all company employees, and it is our intent to maintain the high standards of safety that will ensure the good health and well-being of all those we employ.

EMPLOYEE ACCESS TO THE IIPP

Our employees—or their designated representatives—have the right to examine and receive a copy of our IIPP. This will be accomplished by:

1. Provide access in a reasonable time, place, and manner, but in no event later than five (5) business days after the access request is received from an employee or designated representative.

    a. Whenever an employee or designated representative requests a copy of the Program, we will provide the requester with a printed copy of the Program, unless the employee or designated representative agrees to receive an electronic copy of the Program.

    b. One printed copy of the Program will be provided free of charge. If the employee or designated representative requests additional copies of the Program within one (1) year of the previous request and the Program has not been updated with new information since the prior copy was provided, we may charge reasonable, non-discriminatory reproduction costs for the additional copies.

2. Provide unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the Program. Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses electronic means to communicate with management or coworkers.

a. Hard hats with QR Code Stickers will be issued to ALL field employees giving them electronic access to the IIPP in both Spanish and English.

b. Instructions on how to use the QR Code sticker will be provided during New Hire Safety Orientation sessions including employee rights to access the program.

c. Periodic Tailgate Safety Meetings will be conducted to remind employees how to access IIPP electronically using the QR Code.

HEAT ILLNESS PREVENTION PROGRAM

Revision History

Heat Illness Procedures Manual		
Version 1.0	Approved by: Rich Hallinan	
Next Review:	Safety Manager: Dave Boucher	Date: October 4, 2018
	Author: Dave Boucher	Date: October 4, 2018

Version	Date Approved	Author	Revision Notes:
1.0	2018	Dave Boucher	Document Created
1.1	2020	Jorge Gomez	Added policies and references, fainting/syncope identification, updated Heat Index table, and other minor edits
1.2	2022	Jorge Gomez	Updated Links and bookmarks through the Manual, added to Section IV: Responding to Emergencies to further align with Cal/OSHA requirements and other minor edits.
1.3	September 18, 2024	Jorge Gomez	Added Cal/OSHA Title 8 Section 3396 Heat Illness Prevention requirements in Indoor Places of Employment, which required edits of nearly all sections of the manual and additional Appendices. Added checklist Appendices to guide recordkeeping efforts

Heat Illness Prevention

I. Applicability

This Heat Illness Prevention Procedures Manual has been created for NP Mechanical Inc. to comply with California Code of Regulations Title 8, Section 3395, Heat Illness Prevention in Outdoor Places of Employment, and Section 3396, Heat Illness Prevention in Indoor Places of Employment. The Heat Illness Prevention standard applies to any workplace where environmental or personal risk factors for heat illness are present.

II. Responsibilities

Department Managers

- Ensure that this procedures manual is implemented.
- Provide training to supervisory and non-supervisory employees before the employee begins work that should reasonably be anticipated to result in exposure to heat illness risks.
- Provide the means for corrective action.

Supervisors

- Ensure employee compliance with the provisions of this manual.
- Provide adequate water and shade/cool down areas as specified in this document.
- Ensure the site Work Planning and Checklist form (Appendix G) is complete and posted at the job site.
- Evaluate work conditions before sending employees to perform work in hot outdoor conditions. Cal/OSHA defines a trigger temperature and "shade up" provisions when temperatures exceed 80°F, and "high heat" procedures at 95°F. Typically, temperatures above 80°F, especially with heavy physical work activities, would represent conditions where there is a risk of heat illness. Other factors, such as high humidity or work activities, restrict the body's ability to cool itself (i.e., protective clothing), and could result in heat illness at lower temperatures.

Employees

- Follow the procedures specified in this manual.
- Notify the supervisor or manager of deviations from this plan or if an employee experiences or notices symptoms of heat illness.

Environmental Health and Safety

- Periodically review this manual and communicate any program changes to affected parties.
- Provide support and subject matter expertise.

The following designated person(s) have the authority and responsibility for implementing the provisions of this manual at this worksite.

Name	Title	Location
Jorge Gomez	Safety Manager	9129 Stellar Court, Corona, CA 92883
Jorge Gomez	Safety Manager	82855 Market St. Suite J Indio, CA 92201

III. Company Policies and References

NP Mechanical Heat Illness Prevention policy can be accessed through the QR Code sticker or Posters posted throughout the warehouse.

IV. Personal Risk Factors

Personal risk factors for heat illness include:

- **General Health & Age:** Those at greatest risk for heat-related illness include people greater than 65 years old, overweight, ill, or taking certain medications. Additional risk factors include fever, dehydration, heart disease, mental illness, poor circulation, and sunburn.
- **Acclimatization**: The temporary adaptation of the body to work in the heat occurs gradually with exposure to ambient heat. The body needs time to adapt to working in the heat. When temperatures rise suddenly, employees are at increased risk for heat illness while acclimating to the heat. Acclimatization is particularly important for employees returning to work after a prolonged absence, recent illness, or recently moving from a cool to hot climate. For heavy work under very hot conditions, four to fourteen days of progressively increasing work time is recommended. For less severe conditions, two to three days of increasing work activity and duration are recommended (See Appendix A).
- **Alcohol & Caffeine:** Alcoholic beverages, coffee, tea, or other drinks containing caffeine will dehydrate the body and increase the risk of heat illnesses.

V. Environmental Risk Factors

Environmental risk factors for heat illness are defined in the regulation as "working conditions that create the possibility that heat illness could occur, including air temperature, relative humidity, radiant heat from the sun, and other sources, conductive heat sources such as the ground, air movement, workload severity and duration, protective clothing and personal protective equipment worn by employees." The Heat Index (HI) is the temperature the body feels when heat and humidity are combined. HI is applicable to areas and conditions where high humidity is a factor. The chart below shows the HI that corresponds to the actual air temperature and relative humidity. This chart is based upon shady, light wind conditions or indoor spaces. Exposure to direct sunlight can increase the HI by up to 15°F. This table can be used in consideration of the risk factors and the subsequent need for water, rest, and shade. Regardless of the actual ambient temperature, provision of water and shade as described above should be implemented whenever the HI exceeds 90°F (See Appendix B) outdoors or exceeds 82°F indoors.

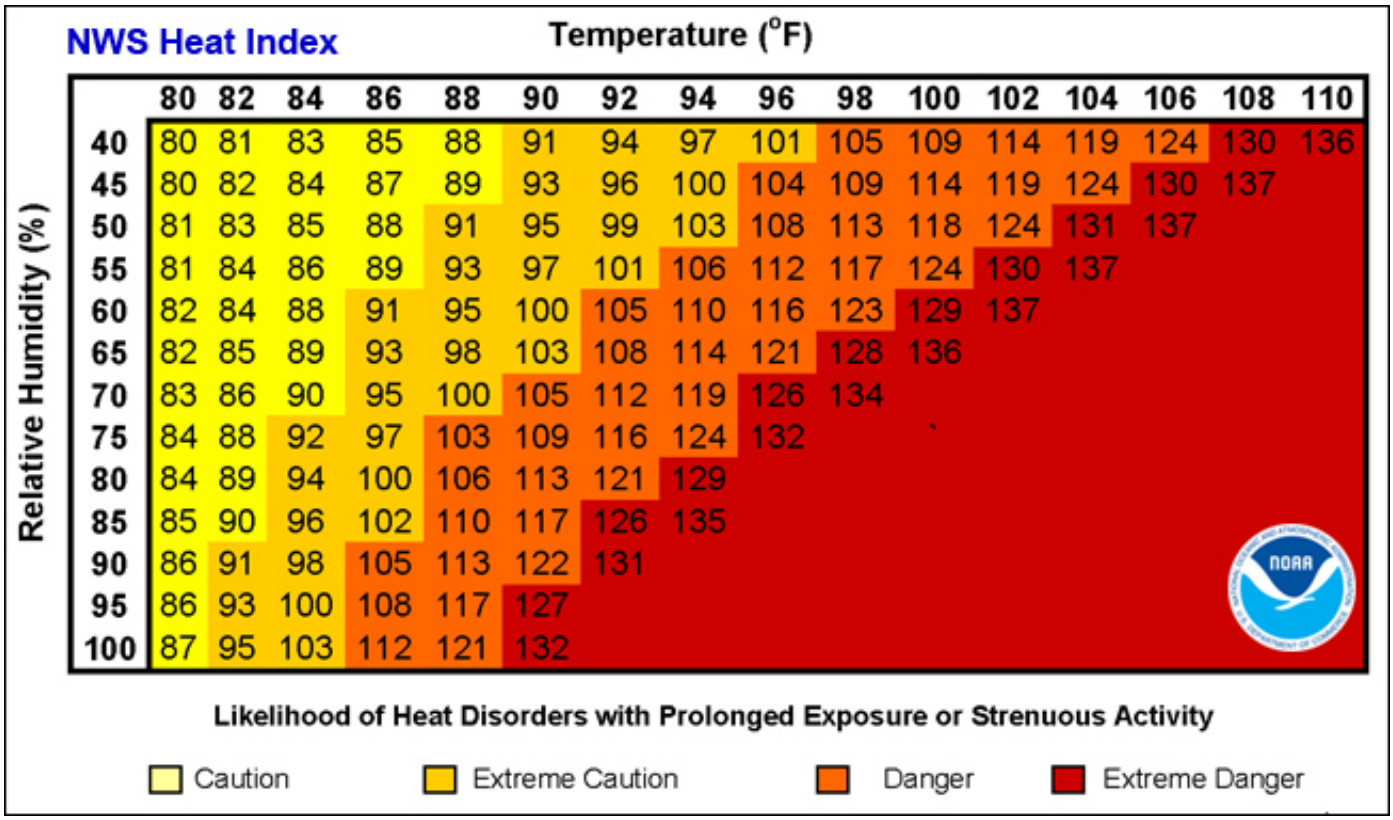

Table 1. National Weather Service Heat Index and likelihood of heat disorders

VI. Identifying Heat Illness

Heat illness is a group of serious and escalating medical conditions that can result from the body's inability to cope with a particular heat load. These illnesses include heat fatigue, heat cramps, heat rash, fainting/syncope, heat exhaustion, and heat stroke. For a full description of each illness and its associated symptoms, complete the Safety Source indoor/outdoor heat illness prevention training video.

Online Training:

a. Indoor Heat Illness: Facts & Prevention – SS1099IE (English); SS1099IS (Spanish)

b. Outdoor Heat Illness - SSC0020E (English); SSC0020ES (Spanish)

VII. General Prevention

- Rest in shaded areas outdoors or cooling areas with a temperature below 82°F indoors
- Stay hydrated
- Avoid vigorous physical activities in hot and humid weather
- At work, if you must perform physical activities in hot weather:
  - Drink plenty of fluids, preferably water
  - Avoid alcohol, coffee, and tea
  - Take frequent breaks to hydrate yourself
  - As practical, wear hats, light-colored, and light/loose clothes

VIII. Provision of Water

Employees are encouraged to drink water frequently. Water shall be fresh, pure, suitably cool, and provided to employees free of charge. The water shall be located as close as practicable to the areas where employees are working and be readily available.

- Supervisors are responsible for ensuring employees have an adequate supply of drinking water (See Appendix C).
- Supervisors shall encourage the frequent consumption of small quantities of water, up to 4 cups per hour, when the work environment is hot and employees are likely to be sweating more than usual in the performance of their duties.
- Drinking water will be provided in sufficient quantities to provide 1 quart per employee per hour for the entire shift (at least 2 gallons per employee for an 8-hour shift).
- If there are effective procedures for replenishing the water supply during the shift, a minimum of 2 quarts of water per employee may be provided at the beginning of the shift.

IX. Shade, Cool-Down Area, and Rest

A shaded area will be provided for outdoor workers when temperatures exceed 80°F. A cool-down area with a temperature maintained below 82°F must be provided for indoor workers when indoor temperatures exceed 82°F. The shade present and/or the cool-down area will be at least large enough to accommodate all employees on recovery, rest periods, or mealtime so that they can sit in a normal posture fully in the shade or cool-down area without having to be in physical contact with each other. This needs to accommodate all the employees who are on such a break at any point in time. This does not mean that employers are required to provide enough shade and cool-down space to accommodate all of the employees on the shift simultaneously. Employers may, for example, rotate the breaks and mealtimes among employees. The shade or cool-down area should be located as close as practicable to the areas where employees are working. (See Appendix D). For outdoor work, the shaded area shall be open to the air or ventilated and cooled, and access shall be always permitted. Canopies, umbrellas, or other temporary structures may provide shade, provided they block direct sunlight. Supervisors are responsible for:

- Ensuring that employees have access to shaded or air-conditioned areas (e.g. break room, or a vehicle whose air conditioning has been running and maintaining a cool interior) to prevent or recover from heat illness symptoms, or to take rest breaks.
- Emphasizing the importance of taking recovery or rest periods.
- Accommodating a preventative cool-down rest if the employee feels discomfort in the heat to prevent the onset of heat illness. An individual employee who takes a preventative cool-down rest shall:
  - Be monitored and asked if they are experiencing symptoms of heat illness.
  - Be encouraged to remain in the shade or cool-down area.
  - Not be ordered back to work until any signs or symptoms of heat illness have abated, but in no event less than five minutes in addition to the time needed to access the shade or cool-down area.

X. High Heat Procedures

Additional high-heat procedures are required for outdoor workspaces when the temperature equals or exceeds 95°F. These procedures shall include the following, to the extent practicable:

- Ensure that effective communication by voice, observation, or electronic means is maintained so that employees at the work site can contact a supervisor when necessary. An electronic device, such as a cell phone or text messaging device, may be used for this purpose only if reception in the area is reliable.
- Observe employees for alertness and signs or symptoms of heat illness.
- Remind employees throughout the work shift to drink plenty of water.
- Cal/OSHA requires close supervision of all new employee by a supervisor or designee for the first 14 days of the employee's employment, unless the employee indicates at the time of hire that he or she has been doing similar outdoor work for at least ten of the past 30 days for four or more hours per day.
- For agricultural work sites, mandatory ten-minute preventative cool-down rest periods shall be provided every two hours.

XI. Employee Emergency Procedures

Any employee who recognizes the symptoms or signs of heat illness in themselves or in coworkers should immediately report this condition to their supervisor. When you recognize signs of heat illness in yourself or a co-worker:

- Move them to a shaded or cooled indoor area for a recovery period of at least five minutes.
- If the condition appears to be uncertain, severe (such as, but not limited to, decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior or convulsions) or the employee does not recover quickly, then emergency medical care is needed.
- Immediately report to your supervisor any symptoms or signs of heat illness you may be experiencing or observing in a co-worker.
- Call 9-1-1.

XII. Supervisor Emergency Procedures

Supervisors must:

- Carry cell phones, radios, or other means of communication, ensure emergency services can be called, and verify that the radios or other means of communication are functional prior to each shift.
- Observe employees for alertness and signs or symptoms of heat illness. The Supervisor shall ensure effective employee observation/monitoring by implementing one or more of the following:

  (A) Supervisor or designee observation of 20 or fewer employees, or

  (B) Mandatory buddy system, or

  (C) Regular communication with the sole employee, such as by radio or cellular phone.
- Know the exact work locations and have written and precise directions to the work site for emergency responders. Remind employees throughout the work shift to drink plenty of water.
- Conduct pre-shift meetings before the commencement of work to review the high-heat procedures, encourage employees to drink plenty of water, and remind employees of their right to take a cool-down rest when necessary.

- Keep a written copy of the NP Mechanical Heat Illness Prevention manual at the worksite, available to employees and Cal/OSHA representatives. The plan should be in English, the language understood by the majority of the employees.

XIII. Emergency Contact Procedures

- Call 9-1-1.
- An employee exhibiting signs or symptoms of heat illness shall be monitored and shall not be left alone or sent home without being offered first aid on-site and/or being provided with emergency medical services.
- Be ready to provide emergency response personnel with directions to the work location.
- When working at remote locations, you must be able to provide concise directions to emergency response personnel for guidance (See Appendix E).
- Further emergency response guidance for supervisors is provided in Appendix F.

XIV. Response to Heat Stroke Symptoms

- Victims of heat stroke must receive immediate medical treatment to avoid permanent organ damage.
- Always notify emergency services (9-1-1) immediately. If their arrival is delayed, they can give you further instructions for treatment of the victim.
- If possible, get the victim to a shady area to rest.
- Remove heavy clothing or change to lightweight attire.
- Cool the victim; effective cooling measures include:
  - Administering cool, non-alcoholic beverages such as water or sports drinks with electrolytes.
  - Applying cool or tepid water to the skin (i.e. spray the victim with cool water from a garden hose).
  - Providing a cool shower or sponge bath.
  - Move to an air-conditioned environment or fan the victim to promote evaporation.
  - Place ice packs under armpits and groins.

XV. Employee and Supervisor Training

All employees, including supervisors, who may work outdoors in conditions where there are environmental risk factors for heat illness shall be provided with Heat Illness Prevention training on the information contained in this document prior to being exposed to high heat, and annually thereafter, including:

- Environmental and personal risk factors for heat illness, as well as the added burden of heat load on the body caused by exertion, clothing, and personal protective equipment.
- Procedures for complying with the Cal/OSHA requirements.
- The importance of frequent consumption of water, up to 4 cups per hour, when the work environment is hot and employees are likely to be sweating more than usual in the performance of their duties.
- The importance of acclimatization.
- The different types of heat illness, and the common signs and symptoms of heat illness.
- Importance of employees immediately reporting symptoms or signs of heat illness in themselves, or in co-workers.
- Employer's procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided.
- Procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider, including clear and precise directions to the work site.

In addition, prior to supervising employees performing work that should reasonably be anticipated to result in exposure to the risk of heat illness, effective training on the following topics shall be provided to the supervisor:

- The supervisor shall be trained on their responsibilities in this Heat Illness Prevention Program manual.
- The procedures the supervisor is to follow when an employee exhibits symptoms consistent with possible heat illness, including emergency response procedures.
- How to monitor weather reports, and how to respond to hot weather advisories.

Appendices

Appendix A – Acclimatization Guidance

The body needs time to adapt when temperatures rise suddenly. When ambient temperatures rise to levels higher than employees are accustomed to, supervisors must act effectively by taking the following measures:

- Monitor the weather and be aware of sudden heat wave(s) or increases in temperatures to which employees haven't been exposed to for several weeks or longer.
- "Heat Wave" is defined as any day in which the predicted high temperature for the day will be at least 80°F, and at least 10°F higher than the average high daily temperature in the preceding five days.
- Cut short or re-schedule the workday during a heat wave or heat spike (e.g., a sudden increase in daytime temperature of 9°F or more). During the hot summer months, the work shift may start earlier in the day or later in the evening.
- Lessen the intensity of work for new employees during a two-week break-in period (i.e. scheduling slower paced, less physically demanding work during the hot parts of the day and the heaviest work activities during the cooler parts of the day). New employees may be assigned to a "buddy" or experienced coworker to watch each other closely for discomfort or symptoms of heat illness.
- Closely observe all employees during a heat wave and monitor for possible symptoms of heat illness. For employees working in remote locations, maintain frequent communication by phone or radio.
- Train employees and supervisors on the importance of acclimatization.
- For heavy work under very hot conditions, a period of four to fourteen days of progressively increasing work time is recommended. For less severe conditions, two to three days of increasing work activity and duration are recommended.

Appendix B - Weather Monitoring for Outdoor Sites

Recommended Equipment

Supervisors may find a HI chart, radio, cell phone, and thermometer helpful in monitoring the weather. Supervisors can access the National Weather Service (NWS) for weather based on location zip code, or check the Weather Channel TV Network to view the extended weather forecast in order to plan in advance of the work schedule, know whether a heat wave is expected, and if additional schedule modifications will be necessary. Supervisors without internet access can call the California "Dial a forecast" numbers:

Eureka 707-443-7062	Los Angeles 805-988-6610 (#1)
Hanford 559-584-8047	Sacramento 916-979-3051
Hanford 559-584-8047	San Diego 858-675-8706(#1)

Supervisors

Prior to each workday, supervisors should:

- Review the forecasted temperature and humidity for the worksite and compare it against the National Weather Service HI guideline to evaluate the risk level for heat illness.
  - Employees working in direct sunlight are at greater risk, and there is a need to adjust the HI down 15°F.
- Monitor the weather (using NWS or with the aid of a simple thermometer) at the worksite. This critical weather information will be taken into consideration to determine when it will be necessary to make modifications to the work schedule (such as stopping work early, rescheduling the job, working at night or during the cooler hours of the day, increasing the number of water and rest breaks).
- Use a thermometer at the work location or NWS and check the temperature every 60 minutes to monitor for sudden increases in temperature to ensure that once the temperature exceeds 80°F, the shade structures are opened and accessible to workers, and to make certain that once the temperature equals or exceeds 95°F additional high-heat procedures are implemented.

Appendix C - Provision of Water

Recommended Equipment (for locations with non-plumbed potable water)

Water and drink containers, ice, cleaning equipment, whistle or horn.

Supervisors

Procedures for the Provision of Water:

- Fresh, pure, suitably cool water will be provided to workers free of charge.

a. The designated person will bring not less than one drinking water container (of 5 to 10 gallons each) to the site so that at least 2 quarts per employee are available at the start of the shift. When the predicted temperature equals or exceeds 80°F, the designated person will provide enough drinking water so that each employee can drink at least 1 quart per hour and will encourage them to do so.

NOTE: The average number of Company employees on a job site, per day/shift, is 6.

b. The designated person will bring bags of disposable cups to the job site to ensure enough is available for each worker and kept clean until used.

c. As part of the Company's Effective Replenishment Procedures, the designated person will check the water level of all containers every 30 minutes, and more frequently when the temperature exceeds 95°F. When the water level within a container drops below 50%, water containers will be refilled with cool water. To accomplish this task, the designated person will carry 1-2 additional 5-gallon water containers to replace water as needed.

d. When the temperature exceeds 95 degrees, the designated person will carry ice in separate containers to add to the drinking water to keep it cool as necessary.

e. The designated person will check the work site and place the water as close as possible to the workers, but not less than 50 feet from the workers. If field terrain prevents the water from being placed as close as possible to the workers, the designated person will bring bottled water or individual containers (in addition to disposable cups and water containers), so that workers can have drinking water readily accessible.

f. The designated person will relocate water containers to follow along as the work moves, so drinking water is readily available.
g. The designated person will be responsible for cleaning the water containers and ensuring they are kept in sanitary condition (all necessary cleaning supplies are provided by the company).
h. The company will reimburse the designated person for any cost incurred filling up their water containers or purchasing necessary disposable cups or cleaning supplies. The company will furnish the designated person with expense reimbursement forms for this purpose and will issue reimbursement checks with each payroll period (if the person has turned in the appropriate form).
i. The designated person will point out daily the location of the water coolers to the workers and remind them to drink water frequently.
j. When the temperature exceeds or is expected to exceed 85°F, the designated person will hold a brief 'tailgate' meeting each morning to review with employees the importance of drinking water, the number and schedule of water and rest breaks, and the signs and symptoms of heat illness.
k. The designated person will use audible devices (such as whistles or air horns) to remind employees to drink water.
l. The designated person will increase the number of water breaks, and remind workers throughout the work shift to drink water whenever temperatures equal or exceed 95°F.
m. During employee training, the importance of frequent drinking of water will be stressed

Water containers will be relocated to follow along as the work moves, so drinking water will be readily accessible. During hot weather or high indoor heat work conditions, the water will be cooler than the ambient temperature, but not so cool as to cause discomfort.

- For indoor work areas, the water will be located at:
  A. Main Office (9129 Stellar Court, Corona, CA 92883) There are multiple water dispensers near the breakroom entrance next to the main restrooms. There are also water dispensers in the Will Call lobby next to the restroom and in the HR lobby. There are also additional water dispensers in the breakroom located on the second floor. Employees will be encouraged to drink frequently. And/or for outdoor work, the location must be in the cool-down areas and as close as possible to the areas where workers are working. Employees will be informed of the daily location of the water coolers and encouraged to drink frequently.
  B. Indio Shop/Office (82855 Market St. Suite J Indio, CA 92201): The Company has designated a refrigerator in the shop entrance leading to the office with water bottles that both shop/office employees can use.

Appendix D – Access to Shade and Cool-Down Areas

Recommended Equipment

For outdoor work, portable canopies, large beach-style umbrellas, or other shade structures, and chairs, benches, sheets, and towels. For indoor work, a thermometer and hygrometer to measure temperature and relative humidity levels to determine heat index.

Supervisors

- **Procedures for Access to Shade for Outdoor Places of Employment**

a. Shade structures will be brought to the site to accommodate at least the number of employees on recovery or rest periods during the shift, and either chairs, benches, sheets, towels, or any other items to allow employees to sit in a normal posture fully in the shade without having to be in physical contact with each other or the bare ground.

   i. Before trees or other vegetation are used to provide shade, the thickness and shape of the shaded area will be evaluated to ensure that sufficient shadow is cast to protect workers throughout the workday as the shade moves.

   ii. In situations where it is not safe or feasible to provide access to shade, the unsafe or unfeasible conditions will be documented, and alternative procedures will be used to provide access to shade that provides equivalent protection.

b. Shade structures will be placed as close as practical to the workers, when the temperature exceeds 80°F. When the temperature is at or below 80°F, the shade structures will be brought to the site but will be opened and set in place upon worker(s) request. **Note:** The interior of a vehicle may not be used to provide shade unless the vehicle is air-conditioned, and the air conditioner is on and has cooled the interior of the vehicle before being used as shade.

c. The daily location of the shade structures is known to the workers, as well as allow and encourage employees to take a minimum five-minute preventative cool-down rest in the shade when they feel the need to do so to protect themselves from overheating. A worker who takes a preventative cool-down rest break will be monitored, encouraged to remain in the shade, and asked if they are experiencing symptoms of heat illness. In no case will the worker be ordered back to work until signs and

symptoms of heat illness have abated, and in no less than 5 minutes in addition to the time needed to access the shade.

d. Shade structures will be relocated to follow along with the employee work groups, and double- check they are as close as practical to the employees, so that access to shade is provided at all times. In situations where trees or other vegetation are used to provide shade (such as in orchards), the supervisor will evaluate the thickness and shape of the shaded area (given the changing angles of the sun during the entire shift), before assuming that sufficient shadow is being cast to protect employees.

e. Except for employers in the agricultural industry, cooling measures other than shade (e.g., use of misting machines) may be provided in lieu of shade if the employer can demonstrate that these measures are at least as effective as shade in allowing employees to cool.

- **Procedures for Access to Cool-Down Areas for Indoor Places of Employment**

a. Cool-down area(s) will be located at: 1) Main Office/Shop – Break Room 2) Indio Office/Shop - Conference Room

The temperature in the indoor cool-down areas will be maintained at less than 82°F. The AC will be set below 82°F and NEVER above this temperature. A sign will be posted next to the thermostat designated for the cool-down areas with the following message "This thermostat is designated to a Cool-Down Area, keep below 82°F".

b. The cool-down area(s) will be available at the site to accommodate all of the workers who are on a break at any point in time and will be large enough so that all workers on a break can sit in a normal posture fully in the cool-down area(s) without having to be in physical contact with each other.

Workers will be informed of the location of the cool-down area(s) and will be encouraged and allowed to take cool-down breaks in the cool-down area(s) whenever they feel they need a break. A worker who takes a preventative cool-down rest break will be monitored and asked if they are experiencing symptoms of heat illness. In no case will the worker be ordered back to work until signs or symptoms of heat illness have abated (see the section on Emergency Response for additional information). If a worker exhibits signs or symptoms of heat illness while on a preventative cool-down rest, then appropriate first aid or emergency response will be provided. Preventative cool-down rest periods will be at least 5 minutes, in addition to the time needed to access the cool-down area.

Appendix E – Temperature Assessment Indoors

Recommended Equipment

A thermometer and hygrometer to measure temperature and relative humidity levels to determine heat index. Alternatively, a heat index monitor that calculates heat index directly.

Procedures for Temperature Assessment for Indoor Workspaces

- Hygrometers and thermometers will be used throughout the workplace to monitor temperature and heat index. Monitoring instruments will be maintained in working condition per manufacturer's recommendations. Heat index shall be based on the heat index chart in Appendix A of Section 3396, which has been reproduced in Section II.B of this document. Initial measurement will be taken where employees work and at times during the shift when exposures are expected to be greatest and when it is suspected to equal or exceed 82°F. Measurements will be taken again when they are reasonably expected to be 10 degrees Fahrenheit or more above the previous measurements.
    - Receiving Area
    - Copper Fab
    - Gas Fab area
    - The center of the fab shop – Indio location ONLY
- The temperature and heat index will be measured and recorded by the Warehouse Manager or Supervisor. Employees will be encouraged to be involved in the planning, conducting, and recording of measurements.
- Records of the temperature or heat index measurements, whichever value is greater, will be retained for 1 year or until the next measurements are taken, whichever is later, and made available to employees or their representatives upon request.

Appendix F – Control Measures for Indoor Work

Procedures for Implementing Control Measures

- Control measures will be implemented when either of the following occur:
    a. Indoor temperature or heat index is 87°F or higher.
    b. Indoor temperature is 82 °F or higher and workers are either:
        I. Wearing clothing that restricts heat removal or
        II. Working in an area with high radiant heat.

- Feasible engineering controls will be implemented first to reduce the temperature and heat index to below 87°F (or below 82°F for workers working in clothing that restricts heat removal or working in high radiant heat areas). Administrative controls will be added if feasible engineering controls are not enough to comply with the standard. If both feasible engineering and administrative controls are not enough to decrease the temperature and minimize the risk of heat illness, then personal heat-protective equipment will be provided.
    a. The following engineering controls will be implemented to lower the indoor temperature, heat index, or bot to the lowest feasible level
        a. Air conditioning (Cooling fans, HVAC systems, evaporative coolers)
        b. Increasing natural ventilation (opening doors and windows when temperatures outdoors are lower than indoors).

- The following administrative controls will be implemented if all feasible engineering controls have been implemented and heat exposure risks haven't been sufficiently reduced
    a. Modified work schedule to time of day when temperatures are cooler.
    b. Shorten shifts during heat waves.
    c. Implement mandatory rest breaks in cool-down area(s). Increase the duration of break as heat stress rises.
    d. Rotate job function among employees to minimize exertion and heat exposure. Mark heat sources clearly and inform employees of heat hazards if workers must be in proximity to heat sources

e. Require workers to work in pairs or groups during extreme heat so they can monitor each other for signs of heat illness.

Appendix G – Emergency Response

Recommended Equipment

First aid kit, radios, cell phones, smartphones, or other forms of communication, flashlights, and reflective vests.

Written Response Procedures

Supervisors must have a written response procedure developed for each location. This must include a map along with clear and precise directions (such as streets or road names, distinguishing features, and distances to major roads) at a remote, off-campus site, to avoid a delay in emergency medical services (Appendix E).

Before starting work, supervisors must:

- During a heat wave or hot temperatures, remind and encourage workers to immediately report to their supervisor any signs or symptoms they are experiencing.
- Ensure a qualified, appropriately trained, and equipped person will be available at the site, to render first aid if necessary.
- Determine if a language barrier is present at the site and take steps to ensure emergency medical services can be immediately called in the event of an emergency.
- Carry cell phones or other means of communication, to ensure that emergency medical services can be called, and check that these are functional at the worksite prior to each shift.

Emergency Response

- Take immediate steps to keep the stricken employee cool and comfortable once emergency service responders have been called (to reduce the progression to more serious illness).
- At remote locations such as rural farms, lots, or undeveloped areas, designate an employee or employees to physically go to the nearest road or highway where emergency responders can see them.
- If daylight is diminished, the designated employee(s) shall be given a reflective vest or flashlights in order to direct emergency personnel to the location of the worksite, which may not be visible from the road or highway.

Remote Location Emergency Response Information

Work Location (include map for remote locations): _____

Directions to the Work Location:

_____

Nearest Medical Care facility:

Name: _____

Address: _____

Phone: _____

Directions to Medical Care facility:

_____

_____

_____

Indicate means of communication:

_____

Phone Number (if applicable):

_____

Means of transport to nearest Medical Care location:

Appendix H – Checklist

Heat Illness Prevention Work Planning and Site Checklist

Supervisors may complete the attached checklist forms to supplement this procedure manual document when temperatures are expected to meet or exceed 80°F for outdoor work, or when indoor temperatures exceed 87°F (or 82°F in a high radiant heat area or when wearing clothing that restricts heat removal).

Supervisor	Department	Location	Temperature	Date

Employees Affected:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____

Drinking Water Plan At least 4 cups of water are required for each employee per hour for an entire shift.			
☐ Plumbed	☐ Water Cooler	☐ Bottled	☐ Other (describe)
Other: How will you supply sufficient drinking water?			

Shade or Vehicle with AC (Outdoor Work or Cool-Down Area for Indoor Work if Shade/Vehicle Temperatures Below 82°F) May be provided by natural or artificial means. Must be an area that allows body to cool.			
☐ Structure	☐ Tree	☐ Vehicle with AC	☐ Canopy
Other: How will you supply adequate shade for cooling?			

Engineering Controls (Indoor Work) Use engineering controls to reduce work temperature, heat index, or both. If this can't be done, demonstrate why it is not feasible below and complete the administrative box.			
☐ Air Conditioning (Cooling Fans, HVAC, Evaporative Cooler)	☐ Natural Ventilation	☐ Insulation/ Isolation/ reflective shielding to block radiant heat	☐ Other
Other: How will you supply engineering controls for cooling? If not feasible, explain why (move to next box to fill out administrative controls):			

Administrative Controls (Indoor Work)

When engineering controls are not feasible or not sufficient to cool the indoor workspace below 82°F, administrative controls must be implemented. Choose on or, ideally, several methods:

☐ Schedule work early in the day or in the evening when temperatures are cooler outdoors	☐ Acclimatization	☐ Employee rotations	☐ Reduce hours
☐ Change work clothing to cooler options	☐ Other (Describe below)		

Other: What administrative controls will you implement to prevent heat illness?

Personal Heat-Protective Equipment (Indoor Work)

When engineering controls do not lower temperatures below 82°F, and administrative controls do not minimize the risk of heat illness, personal heat-protective equipment will be provided. Choose the personal heat-protective equipment that will be used:

☐ Water and/or air-cooled garments	☐ Supplied air personal cooling systems	☐ Insulated suits	☐ Heat reflective clothing
☐ Infrared reflecting face shields	☐ Other (Describe below)		

Other: What personal heat-protective equipment will you implement to prevent heat illness?

Emergency Medical Procedures All employees must be able to provide clear and precise directions to the work site.	
☐ Cell phone service available	☐ If no cell service available, describe emergency plan below
What are the procedures for contacting emergency medical services and for transporting employees to a point where they can be reached? Where is the nearest phone?	
For remote locations, list employees on site trained in First Aid:	

High Heat Procedures (Outdoors) - Required when temperatures expected to exceed 95°F If possible, limit strenuous tasks to morning or late afternoon hours. Rest breaks in shade must be provided at least 10 minutes every 2 hours (or more if needed). Effective means of communication, observations, and monitoring for signs of heat illness are required at all times. Pre-Shift meeting required
☐ Direct Supervision ☐ Buddy System ☐ Reliable cell or radio contact ☐ Other (Describe below)
Other: What effective means of communication, observation, and monitoring for signs of heat illness will you use?

Emergency Action Plan

Section 3.1

Purpose

To establish and implement requirements associated with the safe evacuation of all employees from the work environment during an emergency.

References

OSHA 1926.35, 1910.38

Responsibilities

Managers / Supervisors

Shall be responsible for the implementation of the program including, the necessary leadership, direction, enforcement, and resources that will assure the program's effectiveness.

Safety Manager

Shall assist Managers and Supervisors by auditing the employees work environment for compliance issues and then will assist in the correction effort. This individual will conduct training for employees.

Employees

Shall have read and understand their responsibilities with respect to reporting emergencies, responding to emergency notifications, and evacuating to their required designated location.

Owner Requirements

An owner, client, or general contractor may require the Company to follow the provisions of a site specific Emergency Action Plan as a contractual requirement or site condition. In such instances, we shall follow the provisions of such plan incorporating these minimum requirements.

Emergency Action Plan

Section 3.1

Escape Procedures

Escape procedures will be the same for all company locations. First and foremost, it's your responsibility to get all the available fire escape information about the location you are in. Take note of the nearest exit near you, and make sure it is unobstructed and unlocked. Make sure that there is sufficient fire protection, as automated sprinklers and or fire extinguishers. If you have guests, vendors, equipment suppliers, technicians, maintenance personal, or any other persons inform them about the escape plan, and ensure they know the appropriate escape routes from every room while they are visiting.

Physically challenged employees will be assigned an employee to assist them in the evacuation of the building. Managers are responsible for assigning an employee to provide assistance in the event of an emergency.

At the first sign of danger, calmly stop what you are doing, evacuate the area in a calm and orderly fashion using the designated escape route, and proceed to your pre-determined meeting area.

Critical Plant Operations

Critical Plant Operations are considered an operation that will add dangerous elements to an emergency or will cause additional damage to the plant after an emergency has been contained and controlled or has passed.

Management will work with the Fire Department to delegate the shut down of any Critical Plant Operations.

Employee Accountability

Management will take a local count at their designated meeting area to determine if any persons are missing from. The employee count will be used as an accountability check, incase of an emergency.

Emergency Action Plan

Section 3.1

Rescue and Medical

Fire Department

In the event of an emergency, follow sitespecific emergency procedures. If the situation is life threatening, call 911 first, then contact your supervisor or manager to alert them to the situation and take the proper evacuation actions as laid out in the Emergency Action Plan. Remember that no fire is too small to call the Fire Department.

Hazardous Materials

Upon learning about the hazardous material spill, follow site-specific procedures. If there is not a site-specific procedure, dial 911 for immediate assistance. The Fire Department will assess the severity of the situation and help determine if more assistance is needed.

Contact to Explain Duties

In the event that a person or persons needs further information, an explanation of their duties under the Emergency Action Plan or the need for general help, the Safety Manager can be contacted or refer to *Appendix A*, entitled Emergency Contact Information.

Notification System

The employee notification system provides warning for necessary emergency action and proper reaction time for safe escape of employees from workplace or the immediate work area.

The employee notification system shall be at a high enough decibel level to be perceived above any ambient noise.

In the case of a Fire, Explosion, or Chemical Spill, the sounded notification will be distinctive and recognizable as a signal to employees to evacuate the building in the manner laid out in the Emergency Action Plan.

Emergency Action Plan

Section 3.1

In the case of a Tornado or Severe Weather, after the distinctive and recognizable notification, the weather severity will be announced so the employees will be able to take the proper actions as laid out in the Emergency Action Plan.

Evacuation

In the case of a Fire, Explosion, or Chemical Spill, the escape procedures listed in the Emergency Action Plan shall be followed to evacuate all employees and have them retreat to their designated meeting area.

In the case of a Tornado or Severe Weather, the escape procedures listed in the Emergency Action Plan shall be followed to ensure proper sheltering for all employees. Following set escape routes, employees shall meet in their designated shelter location.

Training

The Emergency Action Plan shall be reviewed with each employee covered by the plan at the following times:

1. Initially when the Emergency Action Plan is developed,
2. When a person is hired after the implementation date of the Emergency Action Plan,
3. Whenever the employee's responsibilities or designated actions under the Emergency Action Plan change, and
4. Whenever the Emergency Action Plan is changed.

Appendices

Appendix A – Emergency Contact Information

Emergency Contact Information
Appendix A

Contact List	Phone Number	Cell Number
HR Department	951-667-4220	
Safety Manager	951-667-4220	909-688-7653
Warehouse Manager	951-667-4220	951-603-6773
General Manager	951-667-4220	951-9036775

Public Service	Emergency		Non-Emergency
Fire Department	9-1-1	or	310-253-5900
Police Department	9-1-1	or	310-837-1221

Hospitals/Clinics	
Hospital - Southern California Hospital	310-836-700
Clinic – Concentra Medical Clinic	310-215-1600

Ambulance/Medical Transport	Emergency	Non-Emergency
POISON Control		1-800-222-1222

After Hours Contact List

HOW TO RESPOND TO A 911 EMERGENCY SITUATION

YOU CAN HELP SAVE A LIFE

- Knowing what to do if a co-worker is injured or suddenly becomes seriously ill can make the difference between life and death
- This is especially important on job sites
- When responding to an emergency, it's critical that you:
  - ✓ Do not panic
  - ✓ Take control of the situation
  - ✓ Reassure the person if they are conscious
  - ✓ Know how to call 911
  - ✓ Act quickly to help the person until emergency medical personnel arrive

ASSESSING AN ACCIDENT SITUATION

1. Immediately determine whether you or the injured person is in any additional danger.
2. Don't move an injured person unless he is in immediate danger. Moving an injured person can result in further broken bones, paralysis, or even death.

CALLING FOR EMERGENCY HELP

1. If anyone is nearby, have that person call for emergency medical help while you stay with the victim.
2. If you are alone with the person and he is breathing, call 911, then return to the scene. Let the person know that medical help is on the way and instruct him not to move.

3. If the person isn't breathing and you have been trained in CPR, immediately call 911 and administer CPR.

4. When calling, the 911 operator will ask you:

    a. Your name, the telephone number from which you are calling.

    b. Information on the nature of the emergency

    c. Specific instructions on how to get to the victim.

5. While you're on the phone, have someone go out to cross streets to meet emergency personnel and direct them to the location of the victim.

WHAT TO DO UNTIL HELP ARRIVES

1. Keep the person as still and comfortable as possible.

2. If you've had First Aid training, use whatever items are in your first aid kit that may be needed.

3. Call your supervisor or manager immediately.

Fire Prevention Plan (FPP)

Section 6

Purpose

This Fire Prevention Plan (FPP) is in place at this company to control and reduce the possibility of fire and to specify the type of equipment to use in case of fire. This plan addresses the following issues:

1. Major workplace fire hazards and proper handling and storage procedures for hazardous materials.

2. Potential ignition sources and their control.

3. The type of fire protection equipment necessary to control each major hazard.

4. Procedures to control accumulations of flammable and combustible waste materials.

The plan is closely tied to the Emergency Action Plan where procedures are described for emergency evacuation procedures and exit route assignments, procedures to account for all employees after emergency evacuation has been completed, and rescue and medical duties for those employees who perform them. Please see the Emergency Action Plan for this information.

References

OSHA 1926.150; 1910.38 & 1910.155

Responsibilities

Managers / Supervisors

Shall be responsible for the implementation of the program including, the necessary leadership, direction, enforcement, and resources that will assure the program's effectiveness.

Safety Managers

Shall assist Managers and Supervisors by auditing the employees work environment for compliance issues and then will assist in the correction effort. This individual will conduct training for employees.

Employees

Shall have read and understand their responsibilities with respect to fire prevention in the work environment.

Fire Prevention Plan (FPP)

Section 6

Fire Hazards

Fire can be represented by a simple equation: Fire = Ignition Source + Fuel + Oxygen. Without any one of these three elements, a fire cannot start. Likewise, during a fire, if you take away any one of these three elements, you can successfully put out a fire. It is the company's intent to prevent these three elements from reacting to produce a fire.

Fire prevention measures involving proper handling and storage of hazardous materials include:

1. Objects shall be stacked orderly and solidly, floors or shelves shall not be overloaded.
2. Materials stored indoors shall not be placed at least 36 inches below sprinkler deflectors.
3. Breakables and heavy objects shall be stored on low shelves. Objects shall not be hung over shelves causing a falling object hazard.
4. Fire extinguishers, electricals, vents, or exits shall not be blocked.
5. Flammables and combustibles shall be separated by their properties.
6. Corrosives shall be stored away from flammables.
7. Flammables shall be stored in approved containers.
8. Combustible material stored outside shall be piled no higher than 20 feet.
9. Report leaks of flammables or combustibles to your supervisor immediately upon observation.
10. Eating or smoking around flammables and combustibles is prohibited
11. Properly dispose of unneeded flammables and combustible.
12. When a flammable is spilled, clean up with approved spill supplies
13. Filling gas cans on a pick-up bed is prohibited.

Prevent the accumulation of flammable and combustible waste materials.

1. Oil soaked rags must be in self-closing metal containers and emptied on a daily basis.

2. Limit inventory of flammable and combustible materials to the minimum.

3. Substitute a less hazardous substance when possible.

4. A fire watch shall be available to sound an alarm or operate a fire extinguisher.

Potential Ignition Sources

Flammable or combustible materials and other fuel sources may not ignite on their own without an external source of ignition. Typical ignition sources involve heat. A number of ignition sources can be found in industry: electrical, heating, and welding / cutting equipment; open flames; sparks; smoking; hot surfaces like boilers and furnaces; hot substances like molten metal; sparks and static; friction; and bombs and arson. Other ignition sources include lightning, static, spontaneous ignition, heat-producing chemical reactions, and radiant heat.

Fire Protection Equipment

The National Fire Protection Association (NFPA) has classified fires into four types:

1. Class A - this common fire involves ordinary materials like wood, paper, rubber, and plastics. The extinguishing agent is water or dry chemicals.

2. Class B - flammable liquids, gases, and greases make up this class and the extinguishing agent is carbon dioxide or dry chemicals.

3. Class C - is an electrical fire. Carbon dioxide or dry chemicals extinguish this fire.

4. Class D - this fire is caused by combustible metals. Special techniques rather than fire extinguishers put this fire out.

Use the appropriate fire extinguisher only on fires for which that fire extinguisher is designed. Using the wrong agent on a fire may increase the intensity of the fire.

Normally, 20lb. ABC fire extinguishers shall be provided on each project. All extinguishers shall be conspicuously located. Each extinguisher will be subject to a monthly visual inspection by a Company employee and inspected annually by a certified fire extinguisher inspection service, or when they have been discharged or damaged.

A minimum of one 20 lb. ABC extinguisher shall be located within 35 ft. of all hot work operation and / or heat-producing equipment. A minimum of one 5 lb. ABC extinguisher shall be located in the cab and / or operator station of all cranes and any trucks over 10,000 lbs.

Fire Prevention Plan (FPP)

Section 6

Other types of fire protection equipment or systems can be broken into four categories:

1. Portable fire suppression equipment including standpipe and hose systems.

2. Fixed fire suppression equipment including: automatic sprinkler systems and fixed extinguishing systems.

3. Fire detection systems.

4. Employee alarm systems including: manual pull box alarms, public address systems, radio, or telephone.

Maintenance of Equipment/Systems

Manufacturer's recommendations should be followed to assure proper maintenance procedures. Fire extinguishers require maintenance, testing, and monthly visual inspections. In many cases, a qualified contractor performs the actual servicing, maintenance, and testing on alarm systems, fire diction systems, and fixed fire suppression equipment.

Housekeeping Procedures

The company controls accumulations of flammable and combustible waste materials and residues so that they do not contribute to a fire. The following procedures have been developed to eliminate or minimize the risk of fire due to improperly stored or disposed of materials.

1. Storing oily rags in specially designed containers.

2. Keeping the floors free of paper or saw dust.

3. Storing all flammables in fire cabinets when not in use.

4. Limiting inventory of flammable and combustible materials to the minimum of the processes.

5. Substitute a less hazardous substance when possible.

6. Electrical wiring and equipment maintenance.

7. Sweeping up combustibles before welding.

8. Having a fire watch is available to sound an alarm or operate a fire extinguisher.

9. Accumulations are removed from the workplace on a daily (24-hour) basis.

Fire Protection Equipment

The Supervisor provides training for each employee who is required to use fire protection equipment. Employees shall not use fire protection equipment without appropriate training.Training,before an individual is assigned responsibility to fight a fire, includes:

1. Types of fires.

2. Types of fire prevention equipment.

3. Location of fire prevention equipment.

4. How to use fire prevention equipment.

5. Limitations of fire prevention equipment.

6. Proper care and maintenance of assigned fire prevention equipment.

Employees must demonstrate an understanding of the training and the ability to use the equipment properly before they are allowed to perform work requiring the use of the equipment.

If the Supervisor has reason to believe an employee does not have the understanding or skill required the employee must be retrained. The Supervisor certifies in writing that the employee has received and understands the fire protection equipment training.

Training

Fire Prevention Plan

At the time of a fire, employees should know what type of evacuation is necessary and what their role is in carrying out the plan. In cases where the fire is large, total and immediate evacuation of all employees is necessary. In smaller fires, a partial evacuation of nonessential employees with a delayed evacuation of others may be necessary for continued operation.

Training, conducted on initial assignment, includes:

Fire Prevention Plan (FPP)

Section 6

1. Fire hazards to which an employee is exposed.
2. What to do if employee discovers a fire.
3. Demonstration of alarm, if more than one type exists.
4. How to recognize fire exits.
5. Evacuation routes.
6. Assisting employees with disabilities.
7. Measures to contain fire.
8. Head count procedures (see EAP for details).
9. Return to building after the "all-clear" signal.

Welding, Cutting & Brazing

Section 10

Purpose

Establish guidelines to be followed whenever any of our employees work with welding, cutting and brazing equipment. The procedures here establish uniform requirements designed to ensure that welding and cutting safety training, operation, and maintenance practices are communicated to and understood by the affected employees. These requirements also are designed to ensure that procedures are in place to safeguard the health and safety of all employees.

References

OSHA 1926.350

Responsibilities

Managers / Supervisors

Shall be responsible for the implementation of the program including, the necessary leadership, direction, enforcement, and resources that will assure the program's effectiveness.

Safety Manager

Shall assist Managers and Supervisors in the execution of the program by providing training resources, technical support, and other related materials to ensure program effectiveness. This individual shall also periodically audit jobsites and production facilities to monitor program implementation and report their findings to the Manager and / or Supervisor.

Employee

Shall follow and be accountable to all provisions of this policy and report to their Supervisor any condition that presents a hazard or danger to employee safety.

Operating Procedures

Compressed Gas Cylinders

Handling, storage, and use of compressed gases around the workplace represent a number of hazards. Questions are resolved through supervisors.
Approved practices include:

1. Keep valve protection cap in place at all times when a cylinder is not in use.

2. Use care in handling and storage of cylinders, safety valves, relief valves, etc., to prevent damage.

3. When cylinders are hoisted, secure them on a cradle, or pallet.

4. Secure cylinders in an upright position at all times, especially when moving them by machine. Use carriers or carts provided for the purpose when cylinders are in use.

5. When in use, isolate cylinders from welding or cutting or suitably shield them.

6. Maintain a distance of at least 20 feet or provide a non-combustible barrier at least five feet high in separating fuel gas cylinders from oxygen cylinders. This applies to indoor and outdoor storage.

7. The supervisor will designate wellventilated storage areas for cylinders inside buildings.

8. Care will be taken to keep storage areas out of traffic areas or other situations where they could be knocked over, damaged, or tampered with.

9. Locate fuel gas and oxygen manifolds in well-ventilated areas.

10. Before a regulator is removed, check that the valve is closed and the gas released from the regulator.

11. Keep cylinders, cylinder valves, couplings, regulators, hoses, and apparatus free of oily or greasy substances.

12. Keep empty compressed gas cylinders appropriately marked and their valves closed and caps on.

13. Store full and empty cylinders apart. Group cylinders by types of gas.

14. Use old stock before newer stock.

Prohibited practices include:

1. Use of valve protection caps for lifting cylinders.

2. Use of damaged or defective cylinders. The supervisor will provide appropriate tags and designate an appropriate storage area for these cylinders.

3. Use of a wrench or hammer to open cylinder valves.

4. Attempting to repair a cylinder valve. The supplier should be contacted.

5. Mixing of gases.

6. Use of a magnet or choker sling when hoisting cylinders.

7. Use of a bar to pry cylinders from frozen ground. Warm, not boiling, water is used to thaw cylinders.

8. Cylinders shall not be taken into confined spaces.

9. Storing cylinders near elevators, stairs, or gangways.

10. Using cylinders as rollers or supports.

Gas Welding and Cutting

1. Use of oxygen for personal cooling, cleaning off of surfaces, ventilation or blowing dust from clothing.

Arc Welding and Cutting/Inert-Gas Metal-Arc Welding

Only manual electrode holders, designed for arc welding and cutting, and have the capacity to safely handle the maximum rated current required by the electrodes shall be used. Safe practices in using arc welders include:

1. Use of holders, cable, and other apparatus shall be used according to manufacturers' specification and kept in good repair.

2. Frames of arc welding and cutting machines shall be grounded either through 3rd wire in the cable or through a separate wire, which is grounded at the source of the current.

3. When leaving electrode holders unattended, electrodes are removed and holders placed so that accidental electrical contact is not made.

4. Turning off the arc welding or cutting machine when it is to be left unattended for a substantial period of time or when it is being moved.

5. Immediate reporting of any defective equipment to the site supervisor.

6. Use of non-combustible or flame-proof screens to protect employees and passersby from arc rays wherever practicable.

7. Keeping chlorinated solvents at least 200 feet from an inert-gas metal-arc welder or providing adequate shielding. Surfaces prepared with chlorinated solvents will be thoroughly dry before welding.

8. Appropriate filter lenses shall be worn by the individual performing the welding operations and anyone in the immediate area exposed to the flash when screening or shielding is not feasible.

9. Welders and other employees exposed to the direct rays shall have exposed areas adequately protected to prevent burns to the skin.

10. When performing work on stainless steel, adequate ventilation or respiratory protection shall be implemented to protect against dangerous concentration of toxic fumes and gases.

Prohibited practices include:

1. Using cables with repairs or splices within 10 feet of the holder that are not equivalent in insulating value to the original cable.

2. Use of pipelines with flammable gases or liquids or conduits with electrical circuits as ground return.

3. Dipping hot electrode holders into water.

Fire Prevention

The site supervisor will use this guide to assess fire hazards at a job site:

1. When the object to be welded, cut, or heated can be moved, and all fire hazards can be moved to a safe distance, then the welding, cutting, brazing or heating can be done.

2. When the object to be welded, cut, or heated cannot be moved, and all the fire hazards cannot be removed, then guards shall be used to confine the heat, sparks, and slag, and to protect the immovable fire hazards.

3. When there is a welding, cutting, or heating task, and concentrations of flammable paints, dusts, or other flammable compounds are present, then welding, cutting, brazing or heating is not allowed.

All employees will be required to:

1. Wear flame-resistant clothing.

2. Have a firewatcher in attendance when they are welding.

3. Remove all combustible material at least 35 feet from the work area and to move away from combustible materials or cover combustibles with fire resistant material.

4. Clean and purge containers, which may have held combustible material before applying heat.

5. Get a hot work permit and follow its safety precautions.

The company will provide suitable fire extinguishing equipment based on the site supervisor's assessment of hazards. The site supervisor will ensure the equipment is maintained for immediate use.

Fire Watchers

1. When normal fire prevention measures are not sufficient, the company, based on the site supervisor's assessment, will assign firewatchers.

2. Fire watchers will provide additional safeguards against fire during and after operations.

3. The Company will provide training for firewatchers on the specific fire hazards and equipment available.

4. Do not fight fires beyond the incipient stage unless trained to do so.

Ventilation

1. All ventilation shall be of sufficient capacity and so arranged as to produce the number of air changes necessary to maintain welding fumes and smoke within safe limits.

2. Oxygen shall not be used for ventilation purposes, cooling or blowing dust off clothing.

3. When general mechanical or local exhaust ventilation cannot provide sufficient ventilation, proper respiratory protection must be used by workers according to Respiratory Protection Program.

4. The site supervisor will determine the number, location, and capacity of ventilation devices.

5. Notify your supervisor before welding, cutting, or heating is done on metal coated with materials that contain the following:

    a. Zinc

    b. Lead

    c. Cadmium

    d. Chromium

e. Beryllium

f. Nickel

g. Copper

h. Stainless Steel

Employees will be required to:

1. Know the symptoms of fumes and gases and get out of the area if they should develop.

2. Perform atmospheric testing as needed.

3. Keep a safe distance from the fume or gas plume

Personal Protective Equipment

1. Air line respirators will be provided for confined space jobs when sufficient ventilation cannot be provided without blocking the exit. Employees will be trained on the proper use of their respirators.

2. When known or unknown toxic materials are present in a job, respirators will be provided that match the hazard for all employees. The hazards include zinc or zinc-bearing base or filler metals, lead base metals, cadmium-bearing filler metals, chromium-bearing or chromiumcoated metals, mercury, nitrogen dioxide, and beryllium. Due to beryllium's extreme danger, both ventilation and air line respirators will be used.

3. Where screens are not sufficient to protect welders and passersby from arc radiation, the company will provide eye protection with appropriate helmets, ANSI approved filter lens goggles, or hand shields. The helmets and shields will be maintained in good repair.

4. When a toxic preservative is detected on a surface in a confined space, air line respirators will be provided (or the toxic coating will be stripped from at least four inches around the heated area).

Other PPE used may include:

1. Flame resistant aprons to protect against heat and sparks.

2. Leggings and high boots for heavy work.

3. Ankle-length safety shoes worn under pant legs to keep from catching slag.

4. Shoulder cape and skull cap to protect against overhead welding.

5. Ear plugs or ear muffs on very noisy jobs like high velocity plasma torches.

6. Insulated gloves to protect against contact with hot items and radiation exposure.

7. Safety helmets to protect against sharp or falling objects.

    a. Employees are asked to wear wool, leather, or cotton treated clothing to reduce flammability for gas shielding arc welding. Long sleeves and pants without cuffs / front pockets are recommended to avoid catching sparks.

Confined Spaces

1. Confined spaces, such as manholes, tunnels, trenches and vaults, are particularly hazardous working areas made more dangerous by welding. Ventilation is a primary consideration and will be designated by the site supervisor or other competent employee designated by the company.

2. An employee will be stationed outside a permit required confined space to maintain communication with those entering and ready to render emergency assistance.

3. When confined spaces are entered, the company will provide a means of quickly removing a worker. An attendant with a rescue procedure will observe the worker at all times and be able to put the rescue plan into effect.

Flammable, Toxic, or Hazardous Materials

1. The company will designate a qualified person to test the flammability of toxicity of unknown coatings.

2. When a coating is found to be highly toxic or flammable, such as lead-painted surfaces, it will be abated from the area to prevent fire or injury.

Electrical Equipment

Approved safe practices include:

1. Do not arc weld while standing on damp surfaces.
2. Properly ground, install, and operate equipment.
3. Do not use defective equipment.
4. Use well-insulated electrode holders and cables.
5. Insulate yourself from both the work and the metal electrode and holder.
6. Don't wrap a welding cable around your body.
7. Wear dry gloves and leather work boots.
8. Do not use damaged or bare cables and connectors.
9. In case of electric shock, don't touch a victim. Turn off the current at the control box and then call for help. After the power is off, you may perform cardiopulmonary resuscitation (CPR) if necessary.

Hot Work

For the purposes of this program, Hot Work is defined as any activity that generates flame, spark, ignition, or heat. Examples of hot work activities include, but are not limited to, electric or gas welding, cutting, brazing, soldering, grinding, etc.

Whenever Hot Work will be performed, if required, the Job Superintendent or Supervisor shall assure that a Hot Work Permit, listed as *Appendix A* of this policy, is issued and in effect for the duration of the work.

Maintenance

Any deficiencies found in our welding and cutting equipment are repaired, or defective parts replaced, before continued use. However, no modifications or additions that affect the capacity or safe operation of the equipment may be made without the manufacturer's written approval. If such modifications or changes are made, the capacity, operation, and maintenance instruction plates, tags, or decals, must be changed accordingly. In no case may the original safety factor of the equipment be reduced.

Training

It is the policy of The Company to permit only trained and authorized personnel to operate welding. Cutting and brazing equipment.

Welding, Cutting & Brazing

Section 10

All employees have a general obligation to work safely with and around welding, cutting and brazing operations.

Training for firewatcher personnel shall be performed in accordance with the company's Fire Prevention Plan.

Appendices

Appendix A – Hot Work Permit

Excavation / Trenching

Section 15

Purpose

The Company has developed the following policy and associated safe work practices for the protection of employees, the employees of others, and company assets.

References

OSHA 1926.650

Responsibilities

Managers / Supervisors

Shall ensure that excavation and trenching work performed by employees and subcontractors under their control is in accordance with the provisions of this program. Managers / Supervisors, or their designee, shall serve as the competent person while employees work in or adjacent to an excavation / trench. This individual shall also be responsible for:

1. Holding a pre-entry orientation for all employees.

2. Identifying and understanding the scope of work.

3. Recognizing anticipated hazards and implement controls as applicable.

4. Assuring that emergency procedures have been established for the work.

Safety Manager

Shall assist Managers and Supervisors by providing applicable employee training, technical assistance, and other resources. The Safety Manager shall also periodically audit projects to ensure that the program is being followed. This individual shall communicate any deficiencies to the Job Superintendent at the time of observation and establish corrective action immediately.

Employee

Shall be responsible for understanding their responsibilities with respect to this program and accountable for their workplace actions.

Excavation / Trenching

Section 15

Definitions

Accepted Engineering Practices

Procedures compatible with the standards of practice required of a registered professional engineer.

Benching

A method of protecting employees from cave-ins by excavating the sides of an excavation to form a series of horizontal levels or steps, usually with vertical or near vertical sides surfaces between levels. Benching is only allowed in Type A or B soils.

Competent Person

An individual who is capable of identifying existing and predictable hazards or working conditions that are hazardous, dangerous to employees, and whom has the authorization to take prompt corrective measures to eliminate or control hazards and conditions.

Confined Space

Is a space that, by design and / or configuration has limited openings for entry and exit, unfavorable natural ventilation, may contain, or produce hazardous substance, and is not intended for continuous employee occupancy.

Excavation

An **Excavation** is a man-made cut, cavity, trench, or depression in an earth surface that is formed by earth removal. A **Trench** is a narrow excavation (in relation to its length) made below the surface of the ground. In general, the depth of a trench is greater than its width, and the width (measured at the bottom) is not greater than 15 ft. If a form or other structure installed or constructed in an excavation reduces the distance between the form and the side of the excavation to 15 ft. or less (measured at the bottom of the excavation), the excavation is also considered to be a trench.

Hazardous atmosphere

An atmosphere that by reason of being explosive, flammable, poisonous, corrosive, oxidizing, irritating, oxygen deficient, toxic or otherwise harmful and capable of causing death, illness, or injury to persons exposed to it.

Excavation / Trenching

Section 15

Ingress and Egress

Defines “entry” and “exit”, respectively. In trenching and excavation operations, they refer to the provision of safe means for employees to enter or exit an excavation or trench.

Protective System

Refers to the method of protecting employees from cave-ins, from material that could fall or roll from an excavation face or into an excavation, and from the collapse of adjacent structures. Protective systems include support systems, sloping and benching systems, shield systems, and other systems capable of providing the required protection.

Registered Professional Engineer

An individual who is registered as a professional engineer in the state where the work is to be performed. However, a professional engineer who is registered in any state is deemed to be a “registered professional engineer” within the meaning of OSHA‘s Subpart P when approving designs for “manufactured protective systems” or “tabulated data” to be used in interstate commerce.

Shield System

Refers to a structure that is able to withstand the forces imposed on it by a cave-in and thereby protect personnel within the structure. Shields can be permanent structures or can be portable and moved along as the work progresses. Shields used in trenches are usually referred to as “trench boxes”.

Shoring System

Refers to structures such as hydraulic, mechanical, or timber shoring systems that support the sides of an excavation or trench.
Sloping System

A method of protecting employees from cave-ins by excavating the sides of an excavation at varying angles away from the excavation dependent upon the soil type, environmental conditions of exposure, and the application of surcharge loads.

Surcharge Loads

Additional loading placed on or adjacent to the top of an excavation sidewall. Examples of such loads are those imposed by backhoes, cranes, other vehicle traffic, and excavated soil (spoils).

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Support System

Refers to structures such as underpinning, bracing, and shoring that provide support to an adjacent structure or underground installation or to the sides of an excavation or trench.

Surcharge

Means an excessive vertical load or weight caused by a spoil, overburden, vehicles, equipment, or activities that may affect trench stability.

Tabulated Data

Tables and charts approved by a registered professional engineer and used to design and construct a protective system.

Underground Installations

Include, but are not limited to, utilities (sewer, telephone, fuel, electric, water, and other product lines), tunnels, shafts, vaults, foundations, and other underground fixtures or equipment that may be encountered during excavation or trenching work.

General Requirements

Underground Installations

1. For excavation or trench work at an Owner's facilities, the Superintendent or their designee shall coordinate the work by:

    a. Contacting the Owner's representative at least 24 hours in advance of the work.

    b. Contact Digger's Hotline directly, or through Owner's Representative at least 24 hours in advance of the scheduled work, or as local ordinances require otherwise.

    c. Request and maintain a copy or document the reference I.D. number provided by the issuing agency for the excavation or trench.

d. Arrange for the Owner's Representative to assist in locating and isolating energy sources prior to digging.

2. For excavation or trench work in a Right of Way or on public or municipal property, the Superintendent or their designee shall coordinate such work by:

   a. Contact Digger's Hotline directly at least 24 hours in advance of the scheduled work, or as local ordinances require otherwise.

   b. Request and maintain a copy or document the reference I.D. number provided by the issuing agency for the excavation or trench.

   c. Assist utility companies and other applicable personnel by communicating the scope and duration of the work.

   d. Excavation or trench work that proceeds without a response from a representative from a utility owner shall only be performed if:

      i. Electronic detection equipment is utilized to locate underground installations, and
      ii. The excavation or trench work is performed manually (hand-digging) for locating the exact position for a buried obstacle.

3. For open excavations, the Superintendent or their designee shall assure:

   a. Underground systems or lines are protected, supported, or removed to protect employees entering excavations.

   b. Energized lines and / or systems are structurally protected from physical damage due to the excavation, work process, or backfilling operations.

Employees **shall never** disconnect, sever, or disengage a Utility Owner's line or system. This includes abandoned lines or systems as well. If a line or system is to be taken out of service or removed from service, the Utility:

4. Owner or their designee shall take such action.

5. Utility Owner's use specific color codes to delineate various types of underground utilities. Those color codes, as identified by the American Public Works Association (APWA) is provided in *Appendix A* of this section for referral.

6. An Excavation Permit, shown as *Appendix B* of this policy, shall be completed prior to all excavation or trenching activities by the superintendent or their designee. It shall serve as a guide to safely create the excavation or trench & to satisfactorily protect employees, equipment and other assets while work is being completed. A new permit should be completed whenever conditions change.

Access and Egress

Trench excavations greater than 4 ft. in depth require a means of access and egress through the use of:

1. Stairways

2. Ladders, or

3. Ramps

If structural ramps are to be used as an access and egress method, they shall be designed and constructed in accordance with specifications issued and signed by a registered professional engineer. Regardless of the access and egress method chosen, it shall be so located as to not require more than 25 feet of lateral travel for employees.

Vehicle Traffic

Employees exposed to vehicle traffic must be provided and wear high visibility vests meeting applicable ANSI requirements.

Falling Materials

Employees are not permitted to work underneath overhead loads handled by lifting or digging equipment. Employees shall stand a safe distance away from any vehicle being loaded or unloaded to avoid being struck by spillage or falling materials.

Protective Warning Systems for Mobile Equipment, Employees and the General Public

1. When mobile equipment is operated adjacent to an excavation, or when such equipment is required to approach the edge of an excavation and the operator does not have a clear and direct view of the excavation, a warning system shall be utilized such as barricades, hand or mechanical systems, or stop logs. If possible, the adjacent grade around an excavation or trench shall be sloped away.

2. If the edge of an excavation or trench presents a fall hazard of 6' or greater to employees, employees of others, or the general public, a standard handrail system or other similar barricade shall be installed to eliminate the fall hazard.

3. Any excavation or trench that presents injury to the public and other individuals or presents an opportunity for motor vehicle damage if left open until the next shift or day, shall be protected by a barricade or other suitable method that prevents entry. In dimly lighted areas, the excavation or trench perimeter shall be outfitted with temporary lighting, which promotes high visibility. Warning signs shall also be posted periodically on the perimeter of the trench or excavation stating "Danger – Do Not Enter" or "Danger - No Unauthorized Entry".

Hazardous Atmospheres

For trenches and excavations greater than 4 ft. in depth, the following requirements shall be followed prior to employee entry:

1. Atmospheric testing shall be conducted by a competent person and documented on the Excavation Log, listed as *Appendix C* of this section. This testing shall include air monitoring for oxygen deficiency and flammable gases at a minimum.

2. Air monitoring shall be conducted more often than initial entry should work conditions change and it can be reasonable expected that air quality could change.

3. Emergency rescue equipment shall be made available immediately adjacent to the excavation or trench where hazardous atmospheric conditions exist or can be reasonably be expected to develop.

Water Accumulation Hazards

Excavations where water accumulates shall be considered as an excavation meeting the definition of Type C soil composition (See Soil Composition Section). Employees are not to enter or perform work unless adequate precautionary measures have been implemented, which can include:

1. Special support or shield systems that will prevent cave-ins.

2. Dewatering efforts such as pumps that effectively control water accumulation.

3. The use of a safety harness and lifeline.

If water is controlled or prevented from accumulating by the use of dewatering equipment, such equipment shall be monitored by a competent person to ensure proper operation.

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Where excavation interrupts the natural drainage of surface water, diversion ditches or other effective means must be used.

Adjacent Structures

Excavations below the level of the base or footing of any foundation or retaining wall that could be reasonably expected to pose a hazard to employees must not be permitted except when:

1. A support system such as underpinning is provided to ensure the safety of employees and the stability of the structure, or:

    a. The excavation is in stable rock, or

    b. A registered professional engineer has the determination that the structure is far enough away from the excavation
    activity, or

    c. A registered professional engineer has determined the excavating will not present a hazard to employees.

2. Sidewalks, pavements and other structures are not to be undermined. A support system or other method of protection must be provided to protect employees and the general public from possible collapses into the excavation.

Inspections

The competent person shall conduct daily inspections of the excavation or trench and document the results of such inspection on the Excavation Permit listed in this section. These documented inspections may be required more often than daily as conditions warrant. If the competent person finds evidence of a potential cave-in or other hazardous conditions, he shall immediately remove all exposed employees from the excavation until the situation has been corrected.

Spoils

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All excavated earth (spoil) must be placed no closer than 2 ft. from the surface edge of the excavation, measured from the nearest base of the spoil to the cut. This distance should not be measured from the crown of the spoil deposit. The distance requirement ensures that loose rock or soil from the temporary spoil will not fall on employees in the trench.

Soil Classification

OSHA categorizes soil and rock deposits into four types; Stable Rock and Types A through C.
These categories, by definition, are listed below:

Stable Rock

Is natural solid mineral matter that can be excavated with vertical sides and remain intact while exposed. It is usually defined by a rock name such as granite or sandstone. Determining whether a deposit of this type may be difficult unless it is known whether cracks exist and whether or not the cracks into or away from the excavation.

Type A Soils

Cohesive soils with an unconfined compressive strength of 1.5 tons per square foot or greater. Examples of Type A cohesive soils are often clay, silty clay, sandy clay, clay loam, and, in some cases, silty clay loam and sandy clay loam. (No soil is Type A if it is fissured, is subject to vibration of any type, has been previously disturbed, is part of a sloped, layered system where the layers dip the excavation on a slope of 4 horizontal to 1 vertical (4H:1V) or greater, or has seeping water.

Type B Soils

Cohesive soils with an unconfined compressive strength greater than .5 tsf; or granular cohesionless soils including: angular gravel, silt, silt loam; previously disturbed soils unless otherwise classified as Type C soils that meet the unconfined compressive strength or cementation requirements of Type A soils but are fissured or subject to vibration; dry unstable rock, or; material that is part of a sloped, layered system where the layers dip into the excavation on a slope less steep than four horizontal to one vertical (4H:1V), but only if the material would otherwise be classified as Type B.

Type C Soils

Cohesive soils with an unconfined compressive strength of .5 tsf or less. Examples of Type C soils include granular soils such as gravel, sand and loamy sand, submerged soil, soil from which water is freely seeping, and submerged rock that is not stable. Also included in this classification is material in a sloped, layered system where the layers dip into the excavation or have a slope of four horizontal to one vertical (4H:1V) or greater.

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Methods of Evaluating Soil Type (Visual and Manual)

The competent person shall determine the soil type prior to the installation of an excavation or trench protective system. The following visual and manual tests to determine soil composition are considered acceptable as defined by OSHA 1926.652, which defines visual and manual tests as:

Visual Tests

Visual analysis is conducted to determine qualitative information regarding the excavation site in general, the soil adjacent to the excavation, the soil forming the sides of the open excavation, and the soil taken as samples from excavated material. The visual test process includes:

1. Observing samples of the soil excavated and the soil in the sides of the excavation. Estimating the range of particle sizes and the relative amounts of the particle sizes. Soil that is primarily composed of coarse grain sand or gravel is considered granular material.

2. Observing the site of the opened excavation and the surrounding area. Crack-like openings could indicate fissured soil, as would chunks of spalling (chipping) off a vertical side. Small spalls are evidence of moving ground and are indications of potentially hazardous conditions.
3. Observing soil as it is excavated. Soil that breaks up easily and does not stay in clumps is considered granular.

4. Observing the area within and adjacent to the excavation to identify evidence of underground structures and previously undisturbed soil.

5. Observing the area within and adjacent to the excavation to identify layered systems. Examine layered systems to determine whether the layers slope toward the excavation. Estimate the degree of slope of the layers.

6. Observing the sides and the area adjacent to the excavation for surface water or ground water, or the location of the water table.

7. Observing the area within and adjacent to the excavation for sources of vibration that may effect the stability of the excavation face.

Manual Tests

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There are three common types of manual tests used to classify soil composition, which are as follows:

1. Plasticity Test,
2. Dry Strength Test, and
3. Thumb Penetration Test

Each test is described below:

Plasticity Test

1. Mold a moist or wet ball of the soil into a ball.
2. Attempt to roll it into threads as thin as 1/8“ in diameter. Cohesive soil can be rolled successfully into threads without crumbling. For example, if at least a 2” length thread can be held on one end without tearing, the soil is cohesive.

Dry Strength Test

1. If the soil is dry and crumbles on its own or with moderate pressure into individual grains or fine powder, it is granular.
2. If the soil is dry and falls into clumps which break into smaller clumps, but the smaller clumps can only be broken up with difficulty, it may be clay in any combination with gravel, sand or silt.
3. If the dry soil breaks into clumps which do not break up into small clumps and which only can be broken up with difficulty, and there is no visual indication the soil is fissured, the soil may be considered unfissured.

Thumb Penetration Test

1. Type A soils with an unconfined compressive strength of 1.5 tsf can be readily indented by the thumb, however, they can only be penetrated by the thumb with very great effort.
2. Type B soils with an unconfined compressive strength greater than .5 tsf, but less than 1.5 tsf may be indented by the thumb and molded with moderate force.

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3. Type C soils with an unconfined compressive strength .5 tsf or less can be easily penetrated by the thumb and can be molded by light finger pressure.

4. If a pocket penetrometer is used, all other tests must still be completed due to occasional erroneous readings from hard, dry soil samples.

Protective Systems

Every employee in an excavation shall be protected from cave-ins by an adequate protective system, unless:

1. The excavation is made entirely in stable rock; or

2. Excavations are less than 5 ft. in depth and examination by a competent person provides no indication of a potential cave-in. Protective systems shall have the capacity to resist without failure all loads that are intended or could reasonably be expected to be applied or transmitted to the system.

Protective systems consist of one, and in some instances, a combination of the following:

1. Sloping

2. Benching

3. Shoring, such as timber or metal

4. Shielding, such as a trenchbox

All sloping of excavations shall be performed in accordance with Table 16-1, which illustrates the sloping requirements for each soil type, if this is the protection method chosen:

Table 16-1, Maximum Allowable Slopes

Soil or Rock Type	Maximum Allowable Slopes (H:V)[1] for Excavations Less thank 20 Feet Deep[3]
Stable Rock	Vertical (90 Deg.)
Type A[2]	¾: 1 (53 Deg.)
Type B	1:1 (45 Deg.)
Type C	1 ½:1 (34 Deg.)

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1. Numbers shown in parentheses next to maximum allowable slopes are angles expressed in degrees from the horizontal.
   Angles have been rounded off.

2. A short-term maximum allowable slope of ½H:1V (63 degrees) is allowed in excavations in Type A soil that are 12 feet (3.67 m) or less in depth. Short-term maximum allowable slopes for excavations greater than 12 feet (3.67 m) in depth shall be ¾H:1V (53 degrees).

3. Sloping or benching for excavations greater than 20 feet depth shall be designed by a registered professional engineer.

Appendix D of this section, entitled Slope Configurations, provides specific details for various configurations of sloping, benching, and shielding of an excavation or trench. It shall be used as the minimum requirements for the design and implementation of a protective system for an excavation or trench. If a sloping, benching, or shielding system, or a combination of any of the above, shall be used utilizing other tabulated data outside of the requirements, identified in *Appendix C*, it shall be designed and approved by a registered professional engineer. A signed copy of such protective system shall be maintained at the job site. All shoring and shielding protective systems designed and approved by a registered professional engineer shall be signed and maintained at the job site. If the Company rents, leases, or purchases a manufactured shoring or shield system, it shall be installed accordance to the manufacturer's specifications and recommendations. A copy of the manufacturer's specifications, recommendations, and limitations shall be maintained at the job-site and available for review.

Subcontractors

Subcontractors shall have a written excavation and trenching program that meets or exceeds the provisions established in this section. If a subcontractor does not have such a program, they shall not perform any work until they adopt the Company program and have received training on the contents including responsibilities and expectations.

Training

All applicable employees shall receive training on the contents of this program upon new hire and annually thereafter. Re-training shall be conducted if an unsafe behavior or practice is observed or an observation reveals that an employee clearly does not understand the provisions of this program.

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Appendices

Appendix A – APWA Uniform Color Code

Appendix B – Excavation Permit

Appendix C – Daily Excavation Log

Appendix D – Slope Configurations

Fall Prevention and Protection

Section 13

Purpose

The Company has developed the following Fall Prevention and Protection Program to protect all company personnel from falls and fall exposures. All employees working on Company projects or in production facilities and exposed to falls of 6 feet or greater shall be protected from falls through engineering, administrative, or personal protective equipment controls.

References

29 CFR 1926.501, 1926.106

Responsibilities

Managers / Supervisors

Shall be responsible for the implementation of the program including, the necessary leadership, direction, enforcement, and resources that will assure the program's effectiveness.

Safety Manager

Shall assist Mangers and Supervisors by providing training, resources, and technical assistance in support of this program. In addition, they shall also periodically audit projects and production facilities to assure these rules have been implemented and enforced.

Employee

Shall be responsible for inspecting and utilizing fall protection equipment when they are exposed to a fall or fall hazard, six feet or greater, above or adjacent to a walking or working surface. Employees shall be responsible for observing these rules and accountable for their workplace actions.

Project Pre-Planning

The key to this Fall Prevention and Protection Program is in the evaluation of anticipated tasks for fall hazards and exposures. This evaluation shall be done by a competent person trained in the recognition of fall hazards. Whenever feasible, they shall research the implementation of a suitable or otherwise feasible engineering control to eliminate the fall hazard when such hazard exists. If no such fall prevention system is feasible, this individual(s) shall implement a fall protection system that will satisfactorily safeguard any employee that may be exposed to the fall hazard. For the purposes of this policy, Fall Prevention and Fall Protection Systems are defined as follows:

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Fall Prevention

Elimination of falls of 6 feet or greater during all phases of applicable work tasks by means of implementing permanent or semi-permanent floors, walls, stairways, scaffolding platforms, guardrail systems, aerial lifts, etc.

Fall Protection

Selecting and installing a fall protection system to eliminate falls of 6 feet or greater by means of an approved personal fall protection system or equipment when a fall prevention system cannot be implemented.

Walking / Work Surface Fall Protection Requirements

Any employee who is working or walking on a surface (horizontal or vertical) with an unprotected side or edge, which is 6 feet or more above a lower level shall be protected from falling by the use of a guard rail system, safety net, or personal fall arrest system. These surfaces include, but are not limited to:

1. Unprotected sides and edges,
2. Ramps, runways, and other walkways,
3. Roof work, low and steep slope roofs,
4. Hoist bays,
5. Excavations,
6. Pre-cast concrete sections,
7. Holes and pits,
8. Dangerous and elevated equipment,
9. Formwork and reinforcing steel,
10. Overhead bricklaying,
11. Wall openings.

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General Requirements for Fall Protection

At least one of or a combination of the following fall protection systems shall be used at heights greater than 6' (or less if conditions warrant):

1. Guardrail systems
2. Warning line systems
3. Personal fall arrest system
4. Safety net system
5. Safety monitoring system
6. Fall Protection Plan

The Manager / Supervisor shall ensure that all employees have received training for the type of fall protection they will be utilizing. They shall also determine if the walking or working surface has sufficient strength and or structural integrity for the loads imposed or for anchorage connection applications. This individual or their designee, upon procurement of personal protective equipment and / or systems shall assure that it conforms to all applicable ANSI / ASTM Standards.

Dangerous Equipment

Each employee working less than 6 feet above dangerous equipment shall be protected from falling into or onto dangerous equipment by a guardrail system or by equipment guards.

Each employee working 6 feet or more above dangerous equipment shall be protected from fall hazards by a guardrail system, personal fall arrest system, or safety net system.

Guardrail System Requirements

1. Guardrails shall have a top edge member at 42 inches (plus or minus 3 inches) above a walking working surface.
2. Midrails shall be installed at a height midway between the top edge of the guardrail system and the walking working level (approximately 21 inches).

3. Guardrail systems shall be capable of withstanding, without failure, a force of at least 200 lbs. applied within 2 inches of the top edge of the rail in any outward or downward direction.

4. Guardrail systems shall be surface to prevent injuries from punctures, lacerations, or snagging of clothing. Ends of top and midrails are not to overhang past the terminal post except when by doing so does not constitute a projection hazard.

5. Steel or plastic banding, manila, or synthetic rope shall not be used as top or midrail construction materials.

6. Guardrail systems at holes are to be erected on all unprotected sides or edges. Guardrail systems used at hoisting areas require a gate or removable section placed across the access opening when hoisting operations are not taking place.

7. Guardrail systems placed at points of access, such as ladderways, are to be provided with a gate or offset so a person cannot walk directly into the hole.

8. Top and midrails must be a minimum of at least ¼ inch nominal diameter or thickness to prevent cuts or lacerations.

9. Wire rope top rails are to be flagged with a high visibility material at no more than 6 feet intervals.

Specific Guardrail Construction Material Requirements

Wood Railings

1. Posts shall be of at least 2 inch by 4 inch stock with spacing no greater than 8 foot centers.

2. The top rail must be no less than 2 inch by 4 inch stock.

3. The mid rail must be no less than 1 inch by 6 inch stock.

Pipe Railings

1. Posts and top and mid rails shall be at least 1-½ inch diameter.

2. Posts spaced not more than 8 feet on center.

Structural Steel Railings

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1. Posts and top and midrails shall be of 2 inches by 3/8 inch angle stock.

2. Posts spaced not to exceed 8 feet on center.

Wire Rope Railings

1. Top and midrails are to be a minimum of 3/8 inch diameter and smooth to prevent any laceration or snagging of clothing.

2. Deflection is not to exceed 3 inches in any direction.

3. Ends of wire rope are to be looped and appropriately secured with 3 wire rope fasteners.

Toe Boards

1. Are to be of nominal 4-inch wood width or 4 inches minimum in vertical height from top edge to the level of the floor.

2. Securely fastened in place and have not more than ¼ inch clearance above floor level.

3. Shall be made of a substantial material, either solid or with opening not to exceed over 1 inch in greatest dimension.

Wire Rope Perimeter Guard Rails

1. A safety railing of ½ inch wire rope shall be installed at approximately 42 inches high, around all temporary-planked or temporary metal-decked floors of tier buildings and other multi-floored structures during structural steel assembly.

2. All turn back connections shall be affixed with 3 wire rope fasteners.

3. Once the permanent floor is in place, mid cables and toe boards shall be added.

Warning Line Systems

Warning line systems are barriers erected on a roof to warn employees they are approaching an unprotected side or edge and delineates an area where roofing work may take place without the use of a guardrail or personal fall arrest system.

When used, warning line systems shall comply with the following requirements:

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1. Erect warning lines around all sides of the roof work area.

2. Warning lines shall be erected not less than 6 feet from the roof edge.

3. When mechanical equipment is being used, the warning line shall be placed not less than 6 feet from the roof edge which is parallel to the direction of the mechanical equipment operation, and not less than 10 feet from the roof edge perpendicular to the direction of mechanical equipment operation.

4. Points of access, material handling, storage areas, and hoisting areas are to be connected to the work area by an access path formed by two warning lines. When not in use, a rope, wire, chain, or other barricade, equivalent in strength and height to the warning line, is to be placed across the path at the point where the path intersects the warning line erected around the work area, or the path is to be offset so a person cannot walk directly into the work area.

Warning line construction specifications shall consist of:

1. Rope, wire, or chain flagged at not more than 6 foot intervals with high-visibility material.

2. Lowest point of the warning line is not less than 34 inches and no higher than 39 inches from the walking / working surface.

3. Stanchions are capable of resisting, with lines attached, a force of at least 16 lbs. applied horizontally without tipping over.

4. Rope, wire, or chain shall have a minimum tensile strength of at least 500 lbs.
5. Lines attached at each stanchion are to be constructed so that pulling on one section of line between stanchions will not result in slack being taken up in adjacent sections before the stanchion tips over.

Low and Steep Sloped Roof Work

For the purposes of this policy, a low sloped roof is that of a 4 to 12 pitch or less. A steep sloped roof is that of a greater than 4 to 12 pitch. The requirements for each type are listed as follows:

Low Sloped Roofs

Employees working on this type of surface and exposed to unprotected sides and edges 6 feet or more above a lower level shall be protected by:

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1. Guardrail systems.

2. Personal fall arrest systems.

3. Combination of a warning line system and guardrail, personal fall arrest system, or a safety monitoring system.

4. Safety monitoring systems can only be used on roofs 50 feet or less in width.

Steep Sloped Roofs

Employees working on this type of surface and exposed to unprotected sides and edges 6 feet or more above a lower level shall be protected by:

1. Guardrail systems with toe boards.

2. Personal fall protection.

Floor, Roof, and Hole Openings

Floor, roof, and hole openings shall be affixed with covers that meet the following requirements:

1. Any hole 2 inches or greater in least dimension in a floor, roof, or other walking / working surface shall be protected with a cover. The cover must be capable of supporting, without failure, at least twice the maximum intended load.

2. Covers located in roadways and vehicular aisles shall be capable of supporting, without failure, at least twice the maximum axle load of the largest vehicle expected to cross over the cover.

3. All other covers shall be capable of supporting, without failure, at least twice the weight of employees, equipment, and materials that may be imposed at any time.

4. Covers shall be secured to prevent accidental displacement.

5. Covers are to be marked with the word “hole” or “cover” to provide warning of the hazard.

Personal Fall Arrest System Requirements

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When engineering controls or other feasible fall prevention systems cannot be implemented to eliminate fall exposures, the Company will provide suitable fall arrest systems and / or personal protective equipment to protect employees from fall hazards of 6 feet or greater.

The requirements for personal fall arrest systems and / or equipment are as follows:

1. When personal fall arrest systems are utilized, 100% tie-off shall be maintained at all times.

2. Employees will be required to utilize full body harnesses as part of the fall arrest system. D-rings shall have a minimum tensile strength of 5,000 lbs.

3. Lanyards and vertical lifelines must have a minimum breaking strength of 5,000 lbs. Snap hooks are to be of the locking type and used only in conjunction with a full body harness attached at the D-ring located in the center of the employee's back.

4. When vertical lifelines are used, each employee is to be attached to separate lifeline that is protected from being cut or damaged.
5. All personal fall arrest systems are to be used only for employee protection and no other purpose.

6. Anchorages for attachment of personal fall arrest equipment must be capable of supporting a minimum of 5,000 lbs. per employee.

7. Personal fall arrest systems, when stopping a fall, shall:

    a. Limit maximum arresting force on an employee to 1,800 lbs. when used with a full body harness.

    b. Be rigged so an employee cannot free fall more than 6 feet, nor come into contact with a lower level.

    c. Bring an employee to a complete stop and limit maximum deceleration distance an employee travels to 3 feet 6 inches.

8. Personal fall arrest systems and components subjected to impact loading shall be removed from service and not used again, unless inspected and determined by a competent person to be undamaged and suitable for reuse.

9. A means of retrieval / rescue must be available in the event of a fall.

10. Personal fall arrest systems may not be attached to guard rail systems. When used adjacent to hoisting areas, they shall be rigged so the person can only go as far as the edge of the walking / working surface to eliminate the hazard (fall restraint).

11. All equipment used in the personal fall arrest system(s) shall be inspected prior to use for wear, damage, and other deterioration.

Controlled Access Zones (CAZ)

If used, the Company shall conform to the following provisions:

1. Erect and maintain control lines to restrict access to leading edges with fall exposures of 6 feet or greater.

2. When control lines are used, they shall be erected not less than 6 feet nor more than 25 feet from the unprotected or leading edge.

3. The control line shall extend along the entire length of the unprotected or leading edge and shall be approximately parallel to the unprotected edge.

4. The control line shall be connected on each side to a guard rail system or wall.

5. Control lines shall consist of ropes, wires, tapes, or equivalent materials and support stanchions as follows:

    a. Each line shall be flagged or otherwise clearly marked at not more than 6 feet intervals with a high visibility material.

    b. Each line shall be rigged and supported in such a way that its lowest point is not less than 39 inches nor more than 45 inches from the walking / working surface.

    c. Each line shall have a minimum breaking strength of 200 lbs.

* These requirements are not inclusive of specific rules for overhand bricklaying operations.

Safety Monitoring Systems

If used, the Company shall designate a competent person to monitor the safety of all applicable employees. This safety monitor shall:

1. Be competent to recognize fall hazards.

2. Warn the employee when it appears that the employee is unaware of a fall hazard or is acting in an unsafe manner.

3. Be located on the same walking / working surface and within visual distance of the employee(s) being monitored.
4. Be positioned close enough to communicate orally with employee(s).

5. Not have other responsibilities which could take the monitor's attention from the monitoring function.

Mechanical equipment shall not be stored in areas where safety monitoring systems are being used to monitor employees engaged in roofing operations on low-sloped roofs.

No employee, other than an employee engaged in roofing work (on low-sloped roofs) or an employee covered by a fall protection plan, shall be allowed in an area where an employee is being protected by a safety monitoring system.

Each employee working in a (CAZ) shall be directed to promptly comply with fall hazard warnings from safety monitors.

Working Over or Near Water

Employees working over or near water, where the danger of drowning exists, shall be provided with Coast Guard approved life preservers.

Prior to and after each use, the life preservers shall be inspected for defects that would alter their strength or buoyancy.

Ring buoys with at least 90 feet of line shall be provided and be readily available for emergency rescue operation. The distance between ring buoys shall not exceed 200 feet.

At least one lifesaving skiff shall be immediately available at locations where employees are working over or adjacent to water.

Training

Each employee who will be exposed to a fall hazard is to be trained by a competent person. The training shall address the fall prevention and protection systems available for use, recognition of fall hazards, and instruction on how to minimize such hazard. All employees shall receive fall prevention and protection training upon new hire, as applicable.

Fall Prevention and Protection

Section 13

Retraining shall be conducted whenever there is a change in the work environment warranting such training, change in the types of fall protection systems and / or equipment being used, or when the employee(s) demonstrate a lack of comprehension, understanding, or proficiency with fall prevention and protection systems or equipment. All fall prevention and protection training shall be documented to include: the name of the employee trained, date of the training, and the signature of the instructor conducting such training.

Stairways and Ladders

Section 17

Purpose

The Company has developed the following policy for the construction, when applicable, and safe use of stairways and ladders for all projects and fixed facilities.

References

OSHA 1926.1050, 1910.27

Responsibilities

Managers / Supervisors

Shall be responsible for the implementation of the program including, the necessary leadership, direction, enforcement, and resources that will assure the program's effectiveness.

Safety Manager

Shall assist Managers and Supervisors by providing employee training, resources, or technical information with respect to this program.

Employees

Shall be responsible for understanding all applicable aspects of this program, utilize safe work practices associated with stairways and ladders, and be accountable for their workplace actions.

General Requirements

1. A stairway or ladder shall be provided at all personnel points of access where there is a break in elevation of 19 inches or more, and no ramp, runway, sloped embankment or personal hoist is provided.

2. Employees shall not use any spiral stairway that will not be a permanent part of the structure on which construction work is being performed.

3. When a building or structure has only one point of access between levels, that point of access shall be kept clear to permit free passage of employees. When work must be performed or equipment must be used such that free passage at that point of access is restricted, a second point of access shall be provided and used.

4. When a building or structure has two or more points of access between levels, at least one point of access shall be kept clear to permit free passage of employees.

5. All stairway and ladder fall protection systems required by these rules must be installed and comply with all applicable requirements before employees begin work that requires them to utilize stairways or ladders and their respective fall protection systems.

Stairways

The following requirements apply to all stairways as indicated:

1. Stairways that will not be a permanent part of the structure on which construction work is being performed shall have landing of not less than 30 inches in the direction of travel and extend at least 22 inches in width at every 12 feet of vertical rise.

2. Stairs shall be installed between 30 degrees and 50 degrees from horizontal.

3. Riser height and tread depth shall be uniform within each flight of stairs, including any foundation structure used as one or more treads of the stairs.

4. Where doors or gates open directly on a stairway, a platform shall be provided that extends at least 20 inches beyond the swing radius of the door.

5. Metal pan landings and/or treads shall be secured in place before filling with concrete or other materials.

6. All parts of stairways shall be free of hazardous projections such as protruding nails.

7. Except during construction of the actual stairway, stairways with metal pan landings and treads must not be used where the treads and/or landings have not been filled in with concrete or other material, unless the pans of the stairs and/or landings have been filled in with wood or other suitable material capable of supporting the intended loads. All treads and landings must be replaced when worn below the top edge of the pan.

8. Except during construction of the actual stairways, skeleton metal-frame structures and steps must not be used where treads and / or landings are to be installed at a later date, unless the stairs are fitted with secured temporary treads and landings.

9. Temporary treads must be made of wood or other solid material and installed the full width and depth of the stair.

10. Slippery conditions on stairways shall be eliminated unsafe access and/or egress.

Stair Rails and Handrails

The following requirements apply to all stairways as indicated:

1. Stairways having four or more risers or rising more than 30 inches, whichever is less must have a least one handrail. A stair rail must be installed along each unprotected side or edge. When the top edge of a stair rail system also serves as a handrail, the height of the top edge must not be more than 37 inches nor less than 36 inches from the upper surface of the stair rail to the surface of the tread.

2. Winding or spiral stairways must be equipped with a handrail to prevent using areas where the tread width is less than 6 inches.

3. Mid rails, screens, mesh, intermediate vertical members, or equivalent intermediate structural members must be provided between the top rail and stairway steps of the stair rail system.

4. Mid rails, when used, must be located midway between the top of the stair rail system and the stairway steps.

5. Screens or mesh, when used, must extend from the top rail to the stairways step and along the opening between top rail supports.
6. Intermediate vertical members, such as balusters, when used, must not be more than 19 inches apart.

7. Other intermediate structural members, when used, must be installed such that there are no openings more than 19 inches wide.

8. Handrails and the top rails of the stair rail system shall be capable of withstanding, without failure, a force of at least 200 pounds applied within 2 inches of the top edge in any downward or outward direction, at any point along the top edge.

9. The height of handrails must not be more than 37 inches nor less than 30 inches from the upper surface of the handrail to the surface of the tread.

Stairways and Ladders

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10. Stair rail systems and handrails must be so surfaced in order to prevent injuries from punctures or lacerations, and to prevent snagging of clothing.

11. Handrails must provide an adequate handhold for employees to grasp to prevent falls.

12. The ends of stair rail systems and handrails shall be constructed so as not to constitute a projection hazard.

13. Temporary handrails must have a minimum clearance of 3 inches between the handrail and walls, stair rail systems, and other objects.

14. Unprotected sides and edges of stairway landings shall be protected with standard guard rail systems.

Fixed Ladders

Ladders that will be part of a permanent structure shall be designed and installed in accordance with the following minimum requirements:

1. The minimum design live load shall be a single concentrated load of 200 pounds. The number and position of additional concentrated live-load units of 200 pounds each as determined from anticipated usage of the ladder shall be considered in the design.

2. All ladder rungs shall have a minimum of 3/4's inch for metal ladders. The distance between rungs and cleats shall not exceed 12 inches and be uniform throughout the ladder.

3. Rungs, steps, cleats, and steps shall be free of sharp edges, splinters, burrs, or other hazardous projections.

4. Metal ladders shall be painted or otherwise treated to resist corrosion and rusting when locations expose them to such conditions.

5. Personal fall arrest systems are required for fixed ladders that extend more than 24 feet. Fixed ladders installed before November 19, 2018, are exempt until 2036.

6. Grab bars are to extend 42 inches above the access level to landing platforms. This is to protect workers from falling while exiting the top of the ladder.

7. For ladders without cages or wells, a clear width of at least 15 inches shall be provided each way from centerline of the ladder, except when cages or wells are necessary.

8. The distance from the centerline of rungs, cleats, or steps to the nearest permanent object in back of the ladder shall not be less than 7 inches.

9. The distance from the centerline of the grab bar to the nearest permanent object in back of the grab bars shall not be less than 4 inches.

10. The step across distance from the nearest edge of the ladder to the nearest edge of equipment or structure shall not be more than 12 inches, or less than 2 ½ inches.

11. Cages or wells shall be provided on ladders of more than 20 feet to a maximum unbroken length of 30 feet.

12. Cages shall extend a minimum of 42 inches above the top of the landing unless other acceptable protection is provided.

13. Cages shall extend down the ladder to a point not less than 7 feet not more than 8 feet above the base of the ladder.

14. Cages shall not extend less than 27 inches nor more than 28 inches from the centerline of the rungs of the ladder. Cages shall not be less than 27 inches in width. Vertical cage bars shall be located at a maximum spacing of 9 ½ inches on center.

15. When ladders are used to ascend to heights exceeding 20 feet, except for chimneys, landing platforms shall be provided for each 30 feet of height or fraction thereof, except that, where no cage, well, or ladder safety device is provided, landing platforms shall be provided for each 20 feet of height or fraction thereof. Each ladder section shall be offset from adjacent sections.

16. All landing platforms shall be equipped with standard railings and toe boards, so arranged to give safe access to the ladder. Platforms shall not be less than 24 inches in width and 30 inches in length.

Portable Ladders

The following requirements apply to all portable ladders as indicated:

1. All self-supporting and non self-supporting ladders must be able to support four times the maximum intended load.

2. All ladders shall have visible duty ratings identified on the equipment.

3. Portable ladders shall not be tied or fastened together to create longer sections.

4. A metal spreader or locking device must be provided on each stepladder to effectively hold the front and back sections in the open position when the ladder is being used.

5. Extension ladders shall be secured at the top to an adjacent structure, at a minimum, to prevent tipping. If securing the ladder is not feasible, a co-worker shall be used to steady the ladder while it is occupied.

6. All job-made ladders, if permitted, shall be constructed in accordance with applicable OSHA requirements.

7. Ladder components shall be surfaced to prevent injury from punctures or lacerations and to prevent clothing from snagging.

8. Wood ladders shall not be coated with any opaque coating, except for identification or warning labels, which may be placed on a side rail.

9. Ladders made of conductive materials shall not be used if electrical hazards are present.

10. The rungs and steps of ladders must be corrugated, knurled, dimpled, or coated with a skid resistant material to minimize slipping.

Ladder Usage

The following requirements apply to safe work practices when using ladders:

1. When portable ladders are used to access an upper landing surface, the side rails must extend at least 3 feet above the upper landing surface. The ladder must be secured, and a grasping device, such as a grab rail, must be provided to assist workers in mounting and dismounting the ladder. A ladder extension must not deflect under a load that would cause the ladder to slip off its support.

2. Ladders must be maintained free of oil, grease, and other slipping hazards.

3. Ladders must not be loaded beyond the maximum intended load for which they were built, nor beyond their manufacturer's rated capacity.

4. Non-self supporting ladders must be used at an angle where the horizontal distance from the top support to the foot of the ladder is approximately one-quarter of the working length of the ladder.

5. Job-made ladders (wood) with spliced side rails must be used at an angle where the horizontal distance is one-eighth the working length of the ladder.

6. Fixed ladders must be used at a pitch no greater than 90 degrees from the horizontal, measured from the back side of the ladder.

7. Portable ladders must not be used on slippery surfaces unless secured or provided with slip resistant feet to prevent accidental movement. Slip-resistant feet must not be used as a substitute for the care in placing, lashing, or holding a ladder upon slippery surfaces.

8. Ladders placed in such areas such as passageways, doorways, or driveways where they can be displaced by workplace activities or traffic must be secured to prevent accidental movement, or a barricade must be used to keep traffic or activities away from the ladder.

9. The area around the top and bottom of ladders shall be kept clear of materials, equipment, and/or tools.

10. The top step on step ladders shall not be used for work, inspection, or any other activity.

11. Ladders made of conductive materials shall not be used if electrical hazards are present.

12. Cross-bracing on the rear section of step ladders shall not be used for climbing unless the ladder is designed for that purpose.

13. Ladders shall be inspected by a competent person for visible defects on a periodic basis and after any incident that could affect their safe usage.

14. All employees shall face the ladder for all climbing and descending activities.

15. Each employee shall maintain three points of contact while ascending and descending the ladder.

16. All employees utilizing ladders must not carry any object or load that could cause loss of balance subjecting them to a fall.

17. Employees subjected to fall hazards of 6 feet or greater while working on a ladder shall wear a safety harness and lanyard and tie-off to a secure anchorage point consistent with the requirements outlined in the Section 13 of this manual entitled Fall Prevention and Protection.

Stairways and Ladders

Section 17

Inspections

All ladders shall be inspected prior to each use. Specifically, the user shall evaluate the following items and take the necessary actions for defective or deficient ladder components:

1. Portable ladders with structural defects, such as: broken or missing rungs, cleats, steps, broken or split rails, corroded components, or other faulty or defective components, must immediately be marked defective, or tagged with “Do Not Use” or similar language, and be destroyed or withdrawn from service until they can be repaired.

2. Fixed ladders with structural defects, such as: broken or missing rungs, cleats, steps, broken or split rails, corroded components, must be tagged “Do Not Use” until they can be repaired.

3. Ladder repairs must restore the ladder to a condition meeting its original design criteria before the ladder is returned to use. Repairs must be under the supervision or directly performed by a competent person.

Training

All applicable employees shall receive training on the stairway and ladder program, which shall include instruction on:

1. The nature of fall hazards in the workplace,

2. The correct procedures for erecting, maintaining, inspecting, and disassembling the fall protection systems to be used, and

3. The proper construction, use, placement, and other safe work practices associated with stairways and ladders.

This training shall be provided initially upon the hire date as applicable and periodically thereafter.

MECHANICAL

AN EMPLOYEE OWNED COMPANY

WORKPLACE VIOLENCE PREVENTION PLAN

4/29/2024

COVERED LOCATIONS

The Workplace Violence Prevention Plan applies to all employees at the following locations:

Company Name: NP Mechanical Inc.

Company Address: 9129 Stellar Court, Corona CA 92883
Company Phone Number: (951) 667-4220

Other Locations Address:

Company Name: NP Mechanical Inc. – Indio

Company Address: 82855 Market, Building #J, Suite 100 Indio, CA 92201
Company Phone Number: (951) 667-4220

Approved by: _____ Date:_____

PROGRAM REVIEW AND REVISIONS

Initially Implemented Date Click or tap to enter a date.

	Annual Reviews Month and Day	Conducted By Signature of Reviewer
2024		
2025		
2026		
2027		
2028		
2029		
2030		
2031		
2032		
2033		
2034		

Our establishment's Workplace Violence Prevention Program (WVPP) addresses the hazards known to be associated with three major types of workplace violence:

- **Type I**: A violent act committed by an assailant with no legitimate relationship to the workplace who enters the workplace to commit a robbery or other criminal act.

- **Type 2**: A violent act or threat of violence committed by a recipient of a service provided by our establishment, such as a client, patient, customer, student, passenger, visitor, or criminal suspect or prisoner.

- **Type 3** involves a violent act or threat of violence committed by a current or former worker, supervisor or manager, or another person who has some employment-related involvement with our establishment, such as a worker's spouse or lover, a worker's relative or friend, or another person who has a dispute with one of our workers.

A combination of one or more types of workplace violence may exist in our workplace.

Date: 12/05/2023

RESPONSIBILITY

The WVPP administrator, Jorge Gomez, Safety Manager, and Maria Diaz, Director of Human Resources, have the authority and responsibility for implementing the provisions of this program for NP Mechanical Inc. and Rice Services Inc. hereafter referred to as the Company***. The administrator can be reached at (951) 667-4220.***

The following staff are also responsible for supporting and maintaining the WVPP are listed below:

Name	Title	Contact Information
Ben Walter	**General Manager**	**951-903-6775**
Bryan Davis	**Division Manager**	**909-322-3061**
Saul Lopez	**Division Manager**	**951-6679449**
Armando Rubio	**Division Manager**	**951-667-9661**

All managers and supervisors are responsible for implementing and maintaining the WVPP in their work areas and answering worker questions about the WVPP.

As per the Injury and Illness Prevention Program (IIPP), managers and supervisors are responsible for providing a secure work environment for their staff, including the identification of security risks, staff training needs, the development and management of departmental security policies and procedures, and incident reporting, investigation and follow up.

All employees and building occupants are responsible for reporting hazards and injury or illness incidents per the IIPP, including hazards and incidents related to workplace violence.

EMPLOYEE OBILIGATIONS

Each employee and every person on NP Mechanical Inc.'s property is encouraged to report incidents of threats or acts of physical violence.

In cases where the reporting individual is not an employee, the report should be made to the Police Department and/or the appropriate law enforcement agency who has jurisdiction over the offense alleged to have been committed.

In cases where the reporting individual is an employee, the report shall be made to the reporting individual's immediate supervisor. If the immediate supervisor is not available, the report shall be made to the next level of management. Prior to proceeding with any formal investigation, the management level supervisor shall report the incidents of threats or acts of physical violence to the Safety Manager**.**

Employees (Including Managers and Supervisors) are responsible for:

- their own behavior by interacting responsibility with fellow employees, supervisors, and clients;

- being familiar with the Company policy regarding workplace violence;
- promptly reporting actual and/or potential acts of violence to appropriate authorities;
- cooperating fully in investigations/assessments of allegations of workplace violence; and
- informing appropriate personnel about restraining or protective court orders related to domestic situations so that assistance can be offered at the work site.

Managers and Supervisors are additionally responsible for:

- informing employees of the Department's workplace violence policy and program;
- taking all reported incidents of workplace violence seriously;
- investigating all acts of violence, threat, and similar disruptive behavior in a timely fashion and taking the necessary action(s);
- providing feedback to employees regarding the outcome of their reports regarding violent or potentially violent incidents;
- requesting, where appropriate, assistance from functional area expert(s);
- being cognizant of situations that have the potential to produce violent behavior and promptly addressing them with all concerned parties;
- encouraging employees who show signs of stress or evidence of possible domestic violence to seek assistance; and
- assuring, where needed, that employees have time and opportunity to attend training, e.g., conflict resolution, stress management, etc.

Reporting Procedures:

1. If an employee experiences, witness, or become aware of any act of violence or threat of violence at work, including verbal threats, physical assaults, harassment, bullying, stalking, intimidation, or property damage, please report it immediately so that it may be logged on the Violent Incident Log. **SEE SOMETHING, SAY SOMETHING!** The law strictly prohibits retaliation against any employee who makes a workplace violence report.

2. If an employee is unable to complete a Workplace Reporting Form or the issue requires immediate attention, the incident can be reported verbally. If the employee feels safe doing so, they can report the incident to their supervisor. If the supervisor is unavailable or involved: They can report to it another manager, Human Resources, or a member of the dedicated workplace violence response team (if applicable)
3. If an employee wishes to report it safely and confidentially, they can use the following options:

   a. Anonymous Hotline: 844.951.3654 (WeTip 2.0)

   b. Online Reporting: catapultems.com

4. All reports will be taken seriously and investigated promptly and confidentially. Retaliation for reporting is strictly prohibited.

5. Reporting employees shall be informed within 76 days of the results of the investigation and corrective actions taken, if applicable

6. Should it be deemed necessary, supervisors will communicate to other employees and between shifts, departments, facilities, or operations, information regarding conditions that may increase the potential for workplace violence incidents.

7. An employee who feels an immediate response from law enforcement (active shooter, robbery, violent assault, etc.) is necessary is encouraged to call 911. Per 6401.9 of the labor Code, an employer shall not prohibit an employee from and shall not take punitive or retaliatory action against an employee for, seeking assistance and intervention from local emergency services or law enforcement when a violent incident occurs.

8. Upon request, an employee shall be provided with the following records within 15 business days at no cost to the employee.

a. Records of hazard identification, assessments, and steps taken to correct the hazard.
b. Employee training records.
c. Violent Incident Logs.

COMPLIANCE

Management will ensure that all workplace security policies and procedures are communicated and understood by all affected workers. Managers and supervisors will enforce the rules fairly and uniformly.

All affected workers will follow all workplace security directives, policies, and procedures, and assist in maintaining a safe work environment.

Our system to ensure that workers comply with the rules and maintain a secure work environment will include at a minimum:

- Inform workers of the provisions of our WVPP.
- Evaluate the security performance of all workers.
- Recognize workers who perform secure work practices.
- Provide training to workers whose security performance is deficient.
- Discipline workers for failure to comply with secure workplace practices.

The company ensures the following:

- Workers will not be threatened with adverse action or retaliated against in any way if they refuse to report to or leave a workplace or worksite because they reasonably believe that the workplace or worksite is unsafe.
- Workers will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety.

COMMUNICATION

We recognize that open, two-way communication between management and staff about workplace security issues is essential to a safe and productive workplace. The following system of communication is designed to facilitate a continuous flow of workplace security information between management and staff in a form that is readily understandable by all affected workers, and consists of one or more of the following:

- New worker orientation including workplace security policies and procedures.
- Review of our WVPP.
- Workplace security training programs.
- Regularly scheduled meetings.
- Effective communication between workers and supervisors about security and violence concerns, including translation where appropriate.
- Posted or distributed workplace security information.
- A system for workers to anonymously inform management about workplace security and violence concerns.
- A system for workers to inform management about workplace security hazards or threats of violence without fear of reprisal or adverse action.
- Address security issues at our workplace security team meetings.
    - Meets regularly.
    - Prepares written records of the safety and health committees' meetings.
    - Review results of the periodic and scheduled inspections.
    - Reviews investigations of workplace security incidents and concerns.
    - Makes suggestions to management about preventing future incidents.
    - Reviews investigations of alleged hazardous workplace security conditions.
    - Submits recommendations to assist in evaluating workplace security.

WORKPLACE SECURITY HAZARD ASSESSMENT

The Company has the following locations and physical addresses:

Location Name	Address
NP Mechanical Inc.	9129 Stellar Court, Corona CA 92883
NP Mechanical Inc.	82855 Market, Building #J, Suite 100 Indio, CA 92201

Annual or Periodic inspections and reviews to identify and evaluate workplace security and violence hazards will be performed at all of our locations.

Annual or Periodic inspections of security hazards consist of identifying and evaluating workplace violence hazards and changes in workers' work practices. This may require assessment for more than one type of workplace violence.

Our establishment performs inspections for each type of workplace violence by using the methods specified below.

Inspections for Type I (Violence by Strangers) workplace security hazards include assessing:

- The exterior and interior of the workplace for its attractiveness to robbers.
- The need for security surveillance measures, such as mirrors and cameras.
- Adequate lighting outside of and within facilities.
- Signage notifying the public that limited cash is kept on the premises and that cameras are recording all activities.
- Procedures for worker response during a robbery or other criminal act, including our policy prohibiting workers, who are not security guards, from confronting violent persons or persons committing a criminal act.
- Procedures for reporting suspicious persons or activities.
- Effective location and functioning of emergency buttons and alarms.
- Posting emergency telephone numbers for law enforcement, fire, and medical services.
- Whether workers have access to a telephone with an outside line.
- The amount of cash on hand and use of time access safes for large bills.
- Whether workers have effective escape routes from the workplace.
- Whether doors to offices and rooms can be locked.
- Whether workers have a designated safe area where they can go to in an emergency.

Inspections for Type II (Violence by Customers/Clients) workplace security hazards include assessing:

- Access to and freedom of movement within the workplace.
- Adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems.
- Frequency and severity of threatening or hostile situations that may lead to violent acts

by persons who are service recipients of our establishment.

- Workers' skill in safely handling threatening or hostile service recipients.
- Effectiveness of systems and procedures that warn others of a security danger or that summon assistance, e.g., alarms or panic buttons.
- The use of work practices such as the "buddy" system for specified emergency events.
- The availability of worker escape routes.

Inspections for Types III (Violence by Current or Past Coworkers) workplace security hazards include assessing:

- How well our establishment's anti-violence policy has been communicated to workers, supervisors, or managers.
- How well our establishment's management and workers communicate with each other.
- Our workers', supervisors,' and managers' knowledge of the warning signs of potential workplace violence.
- Access to and freedom of movement within the workplace by non-workers, including recently discharged workers or persons with whom one of our workers is having a dispute.
- Frequency and severity of workers' reports of threats of physical or verbal abuse by managers, supervisors, or other workers.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.
- Worker disciplinary and discharge procedures.

Periodic inspections and reviews are performed according to the following schedule:

1. Quarterly
2. When we initially established our WVPP.
3. When new workplace security hazards are introduced into our workplace.
4. When new, previously unidentified workplace security hazards are recognized.
5. When workplace security incidents occur.
6. When we hire and/or reassign permanent or intermittent workers to processes, operations, or tasks for which a workplace security evaluation has not yet been conducted.
7. Whenever workplace security conditions warrant an inspection.

We have an Emergency Action Plan (EAP) for each of our location that includes the following reporting, evacuating, or sheltering in place procedures:

- **For emergencies call 9-1-1**
- **Reporting emergencies**
- **Reporting a crime (non-emergency)**
- **Elevator entrapment**
- **Civil disturbances and demonstrations**

- **Evacuation procedures**
- **Medical event**
- **Violent individual**
- **Earthquake**
- **Assisting disabled persons**
- **Fire**
- **Hazardous materials**
- **Utility failure**
- **Active shooter**
- **Reporting a phone/bomb threat**
- **Receiving a pone/bomb threat**
- **Emergency phone list**

WORKPLACE SECURITY INCIDENT INVESTIGATIONS

Procedures for investigating workplace security incidents include the following:

1. Visit the incident scene as soon as possible.
2. Interview threatened and injured workers and witnesses.
3. Examine the workplace for factors associated with workplace security, including any previous reports of inappropriate behavior by the perpetrator.
4. Determine the cause of the incident.
5. Take corrective action to prevent the incident from reoccurring.
6. Record the findings and corrective actions taken in the Workplace Violence Log.

The written incident report will include the date, time, location, description of the type of the event and circumstances leading up to it, as well as the identity of the persons involved.

WORKPLACE SECURITY HAZARD CORRECTION

Hazards that pose a higher risk for violence in our workplace will be corrected promptly, based on the severity of the hazards (with the higher-risk situations having higher priority). Hazards will be corrected according to the following procedures:

1. When first observed or discovered.
2. If an imminent hazard exists that cannot be immediately abated without endangering worker(s) and/or property, all exposed workers will be removed from the situation except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition will be provided with the necessary protection.
3. All corrective actions taken and the dates they are completed will be documented on the appropriate forms [**Workplace Violence Log**].

The following policies and procedures are established to ensure worker and worker representatives participate in identifying, evaluating, and determining corrective measures to prevent workplace violence:

Corrective measures for Type I (Violence by Strangers) workplace security hazards include the following:

- Improve lighting around and at the workplace.
- Provide emergency buttons to workers and install emergency alarms at the workplace.
- Establish a safe room with a lockable door.
- Utilize surveillance measures, such as cameras and mirrors, to provide information as to what is going on outside and inside the workplace and to dissuade criminal activity.
- Procedures for reporting suspicious persons, activities, and packages.
- Post emergency telephone numbers for law enforcement, fire, and medical services
- Ensure workers have access to a telephone with an outside line.
- Post of signs notifying the public that limited cash is kept on the premises and that cameras are monitoring the facility.
- Limit the amount of cash on hand and use time access safes for large bills.
- Worker, supervisor, and management training on emergency action procedures.

Corrective measures for Type II (Violence by Customers/Clients) workplace security hazards include the following:

- Control access to the workplace and freedom of movement within it that is consistent with business necessity.
- Ensure the adequacy of workplace security systems, such as door locks, security windows, physical barriers, and restraint systems.
- Provide worker training on recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
- Install effective systems to warn others of a security danger or to summon assistance, e.g., alarms or panic buttons.
- Provide procedures for a "buddy" system for specified emergency events.
- Ensure adequate worker escape routes.

Corrective measures for Types III (Violence by Current or Past Coworkers) workplace security hazards include the following:

- Effectively communicate our establishment's anti-violence policy to all workers, supervisors, or managers.
- Improve how well our establishment's management and workers communicate with each other.
- Increase awareness by workers, supervisors, and managers of the warning signs of potential workplace violence.
- Control, access to, and freedom of movement within, the workplace by non-workers, include recently discharged workers or persons with whom one of our workers is having a dispute.
- Provide counseling to workers, supervisors or managers who exhibit behavior that represents strain or pressure which may lead to physical or verbal abuse of co-workers.
- Ensure that all reports of violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace are handled effectively by management and that the person making the report is not subject to retaliation by the person making the threat.
- Ensure that worker disciplinary and discharge procedures address the potential for workplace violence.

TRAINING AND INSTRUCTION

All employees will receive comprehensive training on the Workplace Violence Prevention Plan (WVPP) upon its initial implementation. This training will cover topics such as recognizing warning signs of potential violence, de-escalation techniques, reporting procedures for workplace violence hazards/incidents, and emergency response protocols (active shooter, robbery, acts of violence, etc.)

All affected workers, including managers and supervisors, will have training and instruction on general and job-specific safe workplace security practices. Training on risk factors associated with workplace violence and proper handling of emergency situations will be provided to employees in order to minimize the risks of violent incidents occurring in the workplace.

To ensure the plan remains effective and addresses evolving workplace risks, additional training will be provided in the following situations:

1. New employees during the onboarding process.

2. Employees transitioning to new job assignments that involve different risks.

3. When new substances, processes, procedures, or equipment are introduced that present new hazards (e.g., implementing conflict resolution protocols, utilizing potentially dangerous machinery).

4. When the employer receives notification of a new or previously unidentified workplace violence risk. Refresher training sessions will be conducted annually to reinforce key learnings and adapt to any changes in the plan or workplace environment.

Employees are encouraged to actively participate in training sessions and raise any concerns about potential hazards or request additional training if they feel it is necessary.

Training records shall be retained for at least 1 year from the date of training. ***It is recommended that all records be stored for 5 years.***

If the organization has employees working offsite at another place of business, the workplace violence prevention training will be coordinated with the other business to ensure employees are adequately trained on the hazards they face at the workplace.

If the organization has employees from another employer operating on their grounds, the workplace violence prevention training will be coordinated with the other employer to ensure employees are adequately trained on the hazards they face at the workplace

Employee Access to the WVPP

Our employees – or their designated representatives - have the right to examine and receive a copy of our WVPP. All employees will be encouraged to provide input and be part of the development and updating of this program. This will be accomplished by

1. Provide access in a reasonable time, place, and manner, but in no event later than five (5) business days after the request for access is received from an employee or designated representative.
    a. Whenever an employee or designated representative requests a copy of the Plan, we will provide the requester with a printed copy of the Plan, unless the employee or designated representative agrees to receive an electronic copy of the Plan.
    b. One printed copy of the Plan will be provided free of charge. If the employee or designated representative requests additional copies of the Plan within one (1) year of the previous request and the Plan has not been updated with new information since the prior copy was provided, we may charge reasonable, non-discriminatory reproduction costs for the additional copies.
2. Provide unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the Plan. Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses the electronic means to communicate with management or coworkers.

An employee must provide written authorization in order to make someone their "designated representative." A recognized or certified collective bargaining agent will be treated automatically as a designated representative for the purpose of access to the company WVPP. The written authorization must include the following information:

- The name and signature of the employee authorizing the designated representative.
- The date of the request.
- The name of the designated representative.
- The date upon which the written authorization will expire (if less than 1 year).

RECORDKEEPING

We have taken the following steps to implement and maintain our WVPP:

1. Records of workplace security hazard assessment inspections, including the person(s) or persons conducting the inspection, the workplace security concerns that have been identified and the action taken to correct the identified concerns, are recorded on a hazard assessment and correction form; and
2. Documentation of safety and health training for each worker, including the worker's name or other identifier, training dates, type(s) of training, and training providers are recorded on a worker training and instruction form.

Inspection records and training documentation will be maintained as required by law.

Annual Review of the WVPP

The effectiveness of the WVPP will be rigorously evaluated at least annually, with active participation from employees and their collective bargaining representatives (if applicable). This comprehensive evaluation will review environmental risk factors, engineering controls, and work practice controls. It will include the

following:

1. Staffing adequacy and training related to workplace violence prevention.

2. Effectiveness of security measures like access control, surveillance

systems, and emergency response protocols.

3. Physical layout and safety features of facilities, considering area-specific risks.

4. Trends and patterns identified in the Violent Incident Log(s), focusing on types of incidents, contributing factors, and effectiveness of existing interventions.

Employees and their representatives will be actively involved in the evaluation process through various methods, which may include surveys, focus groups, and/or joint review committees. Their valuable feedback will be carefully considered and integrated into revisions of the WVPP when necessary.

BENEFITS OF STRETCHING

Make stretching a part of your daily routine.

STRETCHING INCREASES FLEXIBILITY.

Flexible muscles can improve your daily performance. Tasks such as lifting packages and bending to tie your shoes become easier and less tiring.

STRETCHING IMPROVES THE RANGE OF MOTION OF YOUR JOINTS.

A good range of motion keeps you in better balance, which will help keep you mobile and less prone to injury from falls – especially as you age.

STRETCHING IMPROVES CIRCULATION.

Stretching increases blood flow to your muscles. Improved circulation can speed recovery after muscle injuries.

STRETCHING CAN PROMOTE BETTER POSTURE.

Frequent stretching helps keep your muscles from tightening, allowing you to maintain proper posture and minimize aches and pains.

STRETCHING MAY HELP PREVENT INJURY.

Preparing your muscles and joints for activity can help protect you from injury, especially if they are tight.

STRETCHING & FLEX PROGRAM

Make stretching a part of your daily routine!

STRETCHING ESSENTIALS

Walking Warm-up: Perform 1 – 3 minutes of walking in place or brisk walking, then stop and begin the stretching routine. If walking in a heavy traffic area, be aware of moving equipment. This exercise may not be appropriate for some individuals with back, leg, foot, or hip problems.

TARGET MAJOR MUSCLE GROUPS.

When you're stretching, focus on your calves, thighs, hips, lower back, neck, and shoulders. Also, stretch muscles and joints that you routinely use at work or play.

WARM UP FIRST.

Stretching muscles when they're cold increases your risk of injury, including pulled muscles. Warm up by walking while gently pumping your arms.

HOLD EACH STRETCH FOR A MINIMUM OF 15-30 SECONDS.

It takes time to safely lengthen tissues. Hold your stretches for 15-30 seconds, or up to 60 seconds for additional flexibility. That can seem like a long time, so keep an eye on your watch. Then repeat the stretch on the other side.

DON'T BOUNCE.

Bouncing while stretching can cause small tears in the muscle. These tears can leave scar tissue as the muscle heals, which tightens the muscle even further – making you less flexible and more prone to pain.

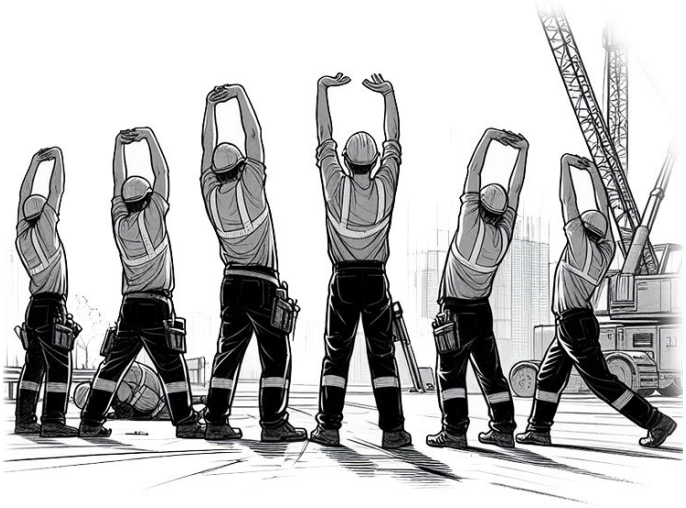
STRETCHING & FLEX PROGRAM

FOCUS ON A PAIN-FREE STRETCH.

Expect to feel tension while you're stretching. If it hurts, you've gone too far. Back off until you don't feel any pain, then hold the stretch.

RELAX AND BREATHE FREELY.

Don't hold your breath while you're stretching



STRETCHING & FLEX PROGRAM

STRETCH

Take time to stretch every day!

Do these stretches regularly to reduce fatigue & avoid injury:


NECK LEFT & RIGHT


NECK FORWARD


LOOK LEFT & RIGHT


SHOULDER CROSS


ELBOW BEHIND HEAD


ARMS TO THE SIDE


QUAD & FLEXOR


CALF STRETCH


ARMS TO THE CEILING