Safety Manual

Developed by:

Creekside Safety LLC

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Management Safety Policy Statement

It is the policy of Eagle Valley, Inc. to strive for the highest safety standards on our projects. Safety does not occur by chance. It is the result of careful attention to all company operations by those who are directly and indirectly involved. Employees at all levels must work diligently to execute the company's policy of maintaining safety and occupational health.

Our safety program has been developed to assure compliance with Federal, State and Local regulations, with particular emphasis on the Occupational Safety and Health Act of 1970 (OSHA), and the OSHA requirements that apply to our construction operations (29 CFR Part 1926). It is the obligation of all employees to be knowledgeable of the standards established by these agencies and to implement the rules and regulations contained therein on projects under their direction.

Regard for the safety of the general public, our own employees and the employees of our subcontractors, is a supreme responsibility of all levels of our organization. We intend to prevent all accidental injuries, property damage, fire damage and occupational illnesses. All could result in human suffering. Accidents, even minor ones, cause both physical and mental pain. Prevention of injury and illness is a goal well worth our achieving.

A safe operation is organized, clean, and efficient. If every employee views accidents in the same way we consider all other aspects of our operations, we will be in a better position to not only control accidents, but also to improve the total performance of our company. It is therefore of utmost importance that all aspects of our safety program be strictly adhered to and that the intent of this program be followed to the letter. Any recommendations to improve our safety program are encouraged.

Signature: _____

President

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Accident Reporting and Investigation

Definitions

Employee – an employee of Eagle Valley Inc. or an employee of a subcontractor to Eagle Valley Inc.

Near Miss – an occurrence that could have resulted in an OSHA Recordable Injury, or property damage.

Recordable Accident – any occupational death, or nonfatal occupational illness or injury which involves one or more of the following: loss of consciousness, restriction of work or motion, transfer to another job, or medical treatment (other than first aid).

Safety Representative – the President or his designee, can be subcontracted.

Supervisor – any employee that supervises other employees. (e.g., foreman, superintendent, project manager, etc.)

Reporting Procedures

- An employee must notify his/her Supervisor as soon as possible after the incident occurs.
- Beginning March 1st, 2015, all work-related fatalities must be reported to IOSHA within 8 hours. All work-related inpatient hospitalizations, all amputations and all losses of an eye must be reported to IOSHA within 24 hours.
- Supervisors will be responsible for conducting accident investigation interviews with employees and witnesses that were involved in the incident.
- The Accident Investigation forms will be used for all written reports of the accident.
- These completed forms will be submitted to the Safety Representative within 24 hours following the accident.
- All accident reports will be reviewed by the President and Safety Representative.
- Incidents must also be reported to the client as soon as possible, or in a timely manner (within 24 hours of incident) when required.

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Accident Investigation Procedures

An investigation will be performed on any accident or incident involving the following:

- OSHA Recordable Injury or Illness
- Property Damage
- Significant Near Miss

The investigation will be made as soon as possible after an accident. The report will be completed and submitted to the Safety Representative within 24 hours after the incident occurs. The report will include the basic cause of the accident, as well as the corrective action taken to prevent a future similar accident.

The Accident Investigation and Employer First Report of Injury/Illness forms will indicate exactly what caused the accident and describe the type of corrective action taken.

Initial identification of evidence immediately following the incident might include a listing of people, equipment, and materials involved and a recording of environmental factors such as weather, illumination, temperature, noise, ventilation, and physical factors such as fatigue, age, and medical conditions.

Evidence such as people, positions of equipment, parts, and papers must be preserved, secured, and collected through notes, photographs, witness statements, flagging, and impoundment of documents and equipment.

An Employee/Witness Accident Statement is to be completed by the injured employee and any witnesses. These forms will be submitted to their Manager and then forwarded to the Safety Representative within 24 hours of the accident.

After the Safety Representative has reviewed the investigation report with the President, a brief description of the incident and the corrective actions taken to avoid a similar incident will be communicated to all employees during Eagle Valley Inc. Toolbox Talks.

Proper equipment shall be available to assist in conducting an investigation. Equipment may include some or all of the following items:

- Writing equipment such as pens/paper
- Measurement equipment such as tape measures and rulers
- Cameras
- Small tools
- Audio recorder
- PPE
- Marking devices such as flags and tape
- Equipment manuals

Training Requirements

All Eagle Valley Inc. employees shall be trained on proper accident reporting procedures during New Hire Orientation.

All Eagle Valley Inc. employees shall be trained on their roles and responsibilities for incident response during New Hire Orientation and incident investigation techniques prior to taking a role that has incident investigation responsibilities. Training requirements relative to incident investigation and reporting include:

- Awareness
- Investigation
- Training Frequency

Disciplinary Policy

Definitions

Safety Violation - Any unsafe act or condition that could lead to an accident, injury or property loss; and that could have reasonably been anticipated.

Procedures

Managers are authorized to enforce or administer the disciplinary policy. The Safety Representative will make the final determination of the degree of disciplinary action taken for violations of a rule or regulation.

The Manager will determine the degree of seriousness of the violation as follows:

- First Degree - Non-Serious Violation: A safety violation that has a direct relationship to jobsite safety and health, but in all probability, would not cause death or serious physical harm.
- Second Degree - Serious Violation: A violation that has been addressed verbally and not corrected in a reasonable period of time or could reasonably result in death or serious physical harm.
- Third Degree - Intentional Violation: A serious violation that is intentionally and knowingly committed, repeated without any effort to eliminate the unsafe condition, or is immediately dangerous to health.

The Safety Representative will determine the degree of discipline as follows:

- First Degree - Non-Serious Violation. Penalty: Verbal Warning. The Manager should log this warning and advise the Safety Representative of its occurrence. The record of this occurrence will be placed in the violator's personnel file.
- Second Degree - Serious Violation. Penalty: Written Warning. The Manager and the violator will sign the written warning, and it will be placed in the violator's personnel file.
- Third Degree - Intentional Violation. Penalty: Up to three (3) days of suspension with written notice for an employee, and suspension from work. The Manager and the violator will sign the notice, and it will be placed in the violator's personnel file.

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In addition to the above procedure, Eagle Valley Inc. reserves the right to immediately terminate a person for violating safety and health policies.

Training Requirements

Eagle Valley Inc. employees shall be trained on the disciplinary policy during New Hire Orientation.

Employees who violate safety policy may receive retraining on safety topics as part of the disciplinary action.

Emergency Action Plan Policy

Definitions

Emergency - Any serious, unexpected situation or occurrence that demands immediate action in order to protect the life of an employee, falls under scrutiny by the government or media, jeopardizes our public image, or threatens our financial or legal condition. Emergencies covered under this plan include:

- Major accidents
- Employee deaths from accidents
- Catastrophes (accident sending three or more employees to the hospital)
- Serious injuries
- Natural disasters
- Man-made disasters

Emergency Action Plan (EAP) - Written and posted documents as described on the Emergency Action Plan Checklist.

Employee – an employee of Eagle Valley Inc. or an employee of a subcontractor to Eagle Valley Inc.

Safety Representative – the President or his designee, can be subcontracted.

Supervisor – any employee that supervises other employees. (e.g., foreman, superintendent, project manager, etc.)

Procedures

An Emergency Action Plan contains requirements to protect all employees from the hazards associated with emergencies on projects that are continuously staffed for more than 3 months. Normally, Eagle Valley Inc. projects will not fall under these guidelines. In the event of an emergency, all employees will rally at the company vehicle (or a pre-determined, project-specific rally point) until an all clear is given by the Manager or Supervisor.

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Emergency Action Plan procedures and equipment are developed prior to the start of a project.

Emergency agencies will be contacted via 911.

Complete the Emergency Action Plan Checklist as needed.

Who to Call

All employees of Eagle Valley Inc. must know exactly who to call in the event of an emergency. The EAP will include a list of the following:

- Designated, On-site Leader of the Emergency
- President
- All Local Emergency Response Teams

Site Access

The plan will include a means of access and exit for the emergency agencies. The following items must be made known to all emergency teams:

- Map of the site showing path to be taken through the jobsite.
- A means to ensure the emergency team stays on this path. A suggestion would be to assign a number of people to stand at intervals, holding up a flag, to identify the path to be taken.
- Who the lead person(s) is (are) on-site.
- What the means of communication will be.

Site Evacuation

The plan will include an evacuation procedure (if the existing building does not already have one posted) including the following:

- Illustrated evacuation route, floor plans or workplace maps clearly showing the emergency escape route, along with safe refuge areas.
- A means of communicating the order.
- A means of accounting for personnel.

Evacuating Employees:

- Employees are to proceed to the emergency assembly area using the safest and fastest evacuation routes.
- Employees are to meet in designated area according to the type of emergency.
- Employees **ARE NOT** to return to the building or the area of the emergency.

Office employees are required to follow the detailed EAP procedures for the office.

Responsibilities

The Safety Representative, with input from upper management, is responsible for the development, implementation, and review of the Emergency Action Plan Policy.

- Managers and Supervisors share the responsibilities in the development of the jobsite Emergency Action Plan, using this policy as a general guideline. These responsibilities include the following:
  - Completing the EAP prior to the start of the project.
  - Reviewing the job-specific plan with all jobsite employees, subcontractors, and client/ customer representatives.
  - Taking appropriate action to minimize hazardous situations and exposures to Eagle Valley Inc. employees and subcontracted personnel.
  - Ensuring that outside emergency services (medical aid and local fire departments are called when necessary).
  - Posting the EAP where all employees, suppliers, and subcontractors can see and read its provisions.
  - Updating the EAP as required during the course of the project.

- All subcontractors will comply with Eagle Valley Inc. provisions of the jobsite Emergency Action Plan.

Training Requirements

Eagle Valley Inc. employees shall be trained on the Emergency Action Plan policy during New Hire Orientation.

Indiana OSHA Inspections

Definitions

Employee – an employee of Eagle Valley Inc. or an employee of a subcontractor to Eagle Valley Inc.

Indiana OSHA (IOSHA) – Indiana administers its own safety statue and standards through a state agency known as "IOSHA." State programs must be equal to or better than the Federal OSHA program. State programs must also adopt and enforce all standards promulgated at the federal level.

Safety Representative – the President or his designee, can be subcontracted.

Supervisor – any employee that supervises other employees. (e.g., foreman, superintendent, project manager, etc.)

Responsibilities

Eagle Valley Inc.'s upper management and the Safety Representative will be notified of an IOSHA inspection as soon as possible.

The Supervisor, or his designated representative, will escort the IOSHA Compliance Officer around the jobsite at all times and will follow the procedures outlined in this section.

Overview

The following is a summary of Indiana's OSHA Act:

- Effective Date: The State of Indiana assumed administration and enforcement of occupational safety and health laws, regulations and standards on March 6, 1974. On that date, the Federal Occupational Safety and Health Administration (OSHA) approved an Indiana plan submitted in December of 1972.

- Coverage and Description of IOSHA: The Indiana Occupational Safety and Health Act (I.C. 22-8-1.1) covers all employers with one or more employees. IOSHA is a division within the Indiana Department of Labor. It consists of five units. The Bureau of Building and Factory Inspections (industrial); Construction Enforcement; Industrial Hygiene; Public Sector; and The Bureau of Safety, Education and Training, (BUSET).
- IOSHA's address: Indiana Department of Labor, Occupational Safety and Health Administration, 402 W. Wash. St. W195, Indianapolis, IN 46204-2287. IOSHA telephone number: (317) 232-0055.

Jurisdiction

The Indiana State Plan applies to all places of employment in the state, with the exception of federal government employees, the United States Postal Service, private sector maritime activities, and certain agricultural operations (those pertaining to the field sanitation standard and temporary labor camps), which are subject to federal jurisdiction.

Unique State Plan Standards

IOSHA adopts all OSHA regulations and standards identically.

Enforcement Programs

IOSHA conducts inspections in accordance with established priorities including reports of imminent dangers, fatalities and catastrophes, and complaints from employees or their representatives, and referrals from other agencies. In addition, IOSHA conducts unannounced inspections in accordance with current enforcement program priorities.

Informal Conferences and Appeals

IOSHA management personnel conduct informal conferences in an effort to resolve contested cases. Cases not resolved by informal conferences are placed in contest and referred to the Indiana Board of Safety Review, an independent Administrative Review Board within the Department of Labor.

Reporting

- Beginning March 1st, 2015, all work-related fatalities must be reported to IOSHA within 8 hours. All work-related inpatient hospitalizations, all amputations, and all losses of an eye must be reported to IOSHA within 24 hours.
- If you are reporting after normal business hours or on a holiday, please call the federal OSHA Hotline at 800-321-OSHA or (800) 321-6742 and speak with the duty officer.

Posting

Put up state and/or federal posters in a prominent place so employees can see them. If you receive a citation as a result of an inspection, post the citation at or near the place of the alleged violation of the standard for at least three days or until the alleged violation has been corrected, whichever is greater.

Training Requirements

Eagle Valley Inc. Managers and Supervisors will be trained in the procedures outlined above during New Hire Orientation.

Job Hazard Analysis (JHA) Policy

Definitions

Employee – an employee of Eagle Valley Inc. or an employee of a subcontractor to Eagle Valley Inc.

Safety Representative – the President or his designee, can be subcontracted.

Supervisor – any employee that supervises other employees. (e.g., foreman, superintendent, project manager, etc.)

Responsibilities

The recommendations made during the Job Hazard Analysis (JHA) will be implemented by the Eagle Valley Inc. Managers and Supervisors. Any unforeseen hazards that arise will be analyzed by the Eagle Valley Inc. Manager, Supervisor and/or Safety Representative and added to a revised JHA.

Procedures

Set Job Hazard Analysis priorities:

- Tasks that have the highest potential for causing accidents and injuries.
- Tasks that have the highest potential for causing "near misses".
- New tasks.
- Changes to the processes and procedures of a routine task.
- All other tasks.

Conduct a Job Hazard Analysis prior to beginning the project.

Update the Job Hazard Analysis as required during the project.

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List job steps and identify possible hazards associated with each phase of work:

- Include each step.
- Describe each step in adequate detail.
- Identify any machinery or exposures that could create risk of injury.
- Document procedures to follow for hazardous work (lockout/tagout, hot work, confined space entry, fall protection, etc.).
- Include hazards created while performing task.

Determine best way to eliminate identified hazards.

- Address hazards that can be easily eliminated.
- Request help with eliminating hazards.
- Ensure all hazards are communicated to employees and subcontractors.

Share the Job Hazard Analysis with employees prior to starting work.

Maintain the Job Hazard Analysis in the on-site project file.

A more detailed Job Hazard Analysis may be needed before bidding work that may have unique safety issues.

New Hire Orientation Policy

Definitions

Employee – an employee of Eagle Valley Inc. or an employee of a subcontractor to Eagle Valley Inc.

Safety Representative – the President or his designee, can be subcontracted.

Supervisor – any employee that supervises other employees. (e.g., foreman, superintendent, project manager, etc.)

Procedures

The Safety Representative, or their designee, will provide an orientation to all new employees prior to conducting work. The New Hire Orientation Form will be completed and signed by both the employee and the Safety Representative or their designee. The completed form will detail specific policies discussed and become part of the employee's personnel file. New Hire Orientation records will be maintained at the Eagle Valley Inc. office.

During the new-hire orientation a review of specific safety procedures and requirements as well as task specific hazards and controls that the new employee needs to understand.

See New Hire Orientation Checklist for topics.

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Recordkeeping Policy

Definitions

Company Executive – individuals required by OSHA to certify that the OSHA 300 Log has been examined and found to be correct and complete. This person must be one of the following: an owner of the company, an officer of the corporation, the highest-ranking company official at the establishment, or the immediate Supervisor of the highest-ranking company official working at the establishment.

Employee – an employee of Eagle Valley Inc. or an employee of a subcontractor to Eagle Valley Inc.

OSHA 300 Log – used for recording and classifying recordable occupational injuries and illnesses, and for noting the extent and outcome of each case. The log shows when the occupational injury or illness occurred, to whom, what the injured or ill person's regular job was at the time of the injury or illness exposure, the department in which the person was employed, the kind of injury or illness, how much time was lost, and case results. Eagle Valley Inc. will complete an OSHA 300 Log for each year that they employ 10 or more employees in that year.

"Privacy Concern Case" – enter the words "Privacy Case" in place of the employee's name on the OSHA 300 log due to the sensitive nature of the incident. Consider the following when determining if an injury or illness is a privacy concern case:

- An injury or illness to an intimate body part or the reproductive system;
- An injury or illness resulting from a sexual assault;
- Mental illnesses;
- An injury or illness resulting from contact with potential contaminated bodily fluids or caused by being punctured/cut from sharp objects or needles that may be contaminated with another person's blood or other potentially infectious material (i.e. bodily fluids, tissues, etc.). (Contact or exposure to contaminated bodily fluids can result in HIV infections, hepatitis viruses, or tuberculosis.)

Restricted work – restricted work occurs when, as the result of a work-related injury or illness:

- The employee is kept from performing one or more of the routine functions that is performed within one week of his or her job, or is kept from working a full work day; or
- A physician or licensed health care professional recommends that the employee not perform one or more of the routine functions of his or her job, or not work the full work day that he or she would otherwise have been scheduled to work.

Safety Representative – the President or his designee, can be subcontracted.

Supervisor – any employee that supervises other employees. (e.g., foreman, superintendent, project manager, etc.)

Work environment – the establishment and other locations where one or more employees are working or are present as a condition of their employment. Includes not only physical locations, but also equipment or materials used by the employee during the course of his or her work.

Work-relatedness – an injury or illness is work-related if an event or exposure in the work environment either caused or contributed to the resulting condition or significantly aggravated a pre-existing injury or illness.

Responsibilities

Company Executive

- A company executive must certify that he or she has examined the OSHA 300 Log and that he or she reasonably believes, based on his or her knowledge of the process by which the information was recorded, that the annual 300A Summary is correct, complete, and signed each year.

Safety Representative

- Ensure that the OSHA 300 Log and 300A Summary are completed annually and the 300A Summary is properly posted as required by OSHA.
- Ensure that all OSHA Recordkeeping forms are maintained for the required time frames (prior 5 years plus current calendar year) as specified by OSHA.
- Assure that all employee training records and documents are maintained and filed for required times frames based on standard requirements. These include but are not limited to medical records, medical evaluations, hearing tests, and specialized training documents/certificates.

Supervisors

- Notify employees when the OSHA 300A Summary has been posted and its location.

Employees and Subcontractors

- Attend required training sessions related to their responsibilities regarding company recordkeeping for work related injuries and the availability of these records.

Procedures

Eagle Valley Inc. is required to keep records of fatalities, injuries, and illnesses must record each fatality, injury and illness that:

1. Is work-related; and
2. Is a new case; and
3. Meets one or more of the general recording criteria

Each recordable injury or illness must be entered on an OSHA 300 Log and 301 Incident Report, or other equivalent form, within seven (7) calendar days of receiving information that a recordable injury or illness has occurred.

A copy of the annual 300A Summary must be posted in each establishment in a conspicuous place or places where notices to employees are customarily posted. Supervisors and the Safety Representative must ensure that the posted annual summary is not altered, defaced, or covered by other material. The 300A Summary must be posted no later than February 1 of the year following the year covered by the records and keep the posting in place until April 30.

General Concepts of Recordability

- As previously defined, an injury or illness is considered work related if it results from an event of exposure in the work environment. The work environment is primarily composed of:
    - Eagle Valley Inc. premises.
    - Other locations where employees are engaged in work-related activities or are present as a condition of their employment. When an employee is off Eagle Valley Inc. premises, work relationship must be established; when on the premises as a condition of work responsibilities, this relationship is presumed. Eagle Valley Inc. premises encompass the total establishment. This includes not only the primary facility, but also such areas as jobsites, company storage facilities, cafeterias, and restrooms. Also, while traveling for business, performing activities directly related to the reason for business travel, such activities are work related. Employees working at home, engaged in activities directly related to the performance of work, are also recordable. In addition to physical locations, equipment or materials used in the course of an employee's work are also considered part of the employee's work environment.

- All work-related fatalities are recordable.
- All recognized or diagnosed work-related illnesses are recordable.
- Typically, all work-related injuries requiring medical treatment beyond first aid, involving loss of consciousness, restriction of work or motion, or transfer to another job, or days away from work are recordable.

Analysis of Injuries

- Recordable and non-recordable injuries – Each case is distinguished by the treatment provided (e.g., if the injury was such that *medical treatment* was provided or should have been provided, it is recordable). If only first aid was required, it is not recordable. However, medical treatment is only one of several criteria for determining recordability. Regardless of treatment, if the injury involved loss of consciousness, restriction of work or motion, transfer to another job, days away from work, cancer diagnosis, chronic irreversible diseases, fractured or cracked bones, or punctured eardrums, the injury is recordable.
- Medical treatment – The management and care of a patient to combat disease or disorder.
- First aid treatment – The following procedures are generally considered first aid treatment (e.g., one-time treatment and subsequent observation of minor injuries) and typically will not be recorded:
    - Cleaning, flushing, or soaking surface wounds;
    - Application of bandage(s);
    - Use of elastic bandage(s), wraps, non-rigid back belts for support (devices with rigid stays, or other systems designed to immobilize parts of the body, are considered medical treatment for recordkeeping purposes);
    - Using temporary immobilization devices while transporting an accident victim;
    - Drilling of a fingernail or toenail to relieve pressure, or draining fluid from a blister;
    - Using eye patches;
    - Using finger guards;
    - Using massages (physical therapy or chiropractic treatment are considered medical treatment for the purpose of recordkeeping);
    - Drinking fluids for relief of heat stress;
    - Removal of foreign bodies not embedded in eye if only irrigation is required;
    - Removal of foreign bodies from wound, if procedure is uncomplicated;

- Use of nonprescription medications (for medications available in both prescription and non-prescription form, a recommendation by a physician or other licensed health care professional to use a non-prescription medication at prescription strength is considered medical treatment for recordkeeping purposes);
- Using hot or cold therapy;
- Using wound coverings such as bandages, Band-Aids, gauze pads, or using steri-strips or butterfly bandages (other wound closing devices such as sutures, staples, etc., are considered medical treatment);
- Administering tetanus immunizations

Tracking

- The completed records for the listed items will be kept at the main office by the Safety Representative. Such records for personal injuries will include all documents related to OSHA recordable cases or those medical documents/records required by the Company's Workers Compensation Carrier. For privacy issues, individual medical related documents are kept separate of those records that are available for employee review.
- Eagle Valley Inc. shall keep records on the following items:
  - Personal injuries
  - Safety inspections/audits
  - Near misses
  - Job Safety Analysis (JSA's) or Job Hazard Analysis (JHA's)
  - Product or material damage
  - Emergency Action Plans (EAP)
  - Equipment damage or loss
  - Damage to private or public property
  - Special Permits
  - OSHA Inspections
  - First Aid records
  - Exposure Assessments (Special Hazards – Industrial Hygiene tests and/or sampling)

- Safety audits
- Safety and health training
- Workplace Monitoring/Assessments
- Safety meetings
- Employee training records, certificates, etc.
- Employee physical and medical documents

Training

Employees will be trained in the OSHA recordkeeping requirements, as well as other documentation requirements stated by specific OSHA Standards that are applicable to the company's operations or to job tasks/activities performed by the employees. Employees will be informed of their rights to viewing or having access to applicable company records and documents.

Roles and Responsibilities

Responsibilities

President

- Establishes safety and health program according to standards of OSHA.
- Creates safety and health goals for the company.
- Directs and ensures effectiveness of the safety and health program.
- Reviews incident, accident and property damage.
- Establishes safety goals for the company, annually or as needed.

Safety Representative

- Develops, administers, implements, and enforces the company's safety and health program.
- Participates in injury and incident investigations.
- Keeps OSHA 300 Log and 300A Summary Reports up to date.
- Responds to all employees' safety and health suggestions as appropriate.
- Communicates with regulatory agencies and Eagle Valley Inc.'s insurance representative.
- Coordinates safety-training programs for management and employees.
- Maintains and updates all company safety records and medical records.
- Is a member of upper management or reports directly to upper management.
- Conducts random safety inspections.
- Attends the OSHA 10-hour construction course.

Managers & Supervisors

- Provides materials, equipment, manpower, and additional resources as needed to support the program.
- Establishes and monitors the emergency action plans for jobsites.
- Inspects regularly all jobsites and corrects or controls any safety hazards.
- Responds to all employees' safety and health suggestions as appropriate.
- Maintains knowledge of Federal and State OSHA Regulations for each work area.

- Provides periodic safety talks, proper personal protective equipment, first aid kits, regulatory posters, and emergency action plans.
- Actively supports the company's safety and health program in verbal and written communication, training, meetings, and inspections and by personal compliance.
- Establishes and maintains a safe and healthful working environment for all employees and subcontractors.
- Inspects tools and equipment to ensure safe operating and arranges for their repair or replacement when needed.
- Stops and corrects all unsafe practices.
- Keeps work areas and emergency exits clean and orderly at all times.
- Corrects all safety hazards and conditions under his/her authority.

Employees

- Actively supports Eagle Valley Inc.'s safety and health program in verbal and written communication, training, meetings, and inspections and by personal compliance.
- Learn and adhere to all safety regulations and policies.
- Keep work area and emergency exits clean and orderly at all times.
- Follow safe and proper usage of tools, machines, and equipment used at all jobsites.
- Attend and participates in all safety training sessions.
- Submit safety suggestions and ideas to the Safety Representative.
- Submit safety hazards and unsafe conditions to their Supervisor and/or Safety Representative.
- Refrain from conducting any task for which he/she has not been trained.

Safety Goals

Definitions

Employee – an employee of Eagle Valley Inc. or an employee of a subcontractor to Eagle Valley Inc.

Safety Representative – the President or his designee, can be subcontracted.

Supervisor – any employee that supervises other employees. (e.g., foreman, superintendent, project manager, etc.)

Responsibilities

Managers, Supervisors, and hourly employees will assist in the development of safety goals each year by sharing their ideas with the Safety Representative.

The Safety Representative and upper management will evaluate each of the goals submitted and develop plans to implement them. This process may be performed by a Safety Committee.

Procedures

Safety goals will be based on the necessity to improve safety performance associated with Eagle Valley Inc.'s work.

These goals should address any problems that occurred during the year that may have resulted in accidents, incidents, near misses, property damages, or regulatory violations.

Other items for consideration are:

- OSHA violations;
- Results from internal safety and health audits, inspections or the insurance carrier's loss control evaluations;
- The five (5) most frequent causes of lost workdays;

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- The most frequent reports of incidents, property damages, or near-misses; and
- Training needs, maintenance, hiring practices, housekeeping, materials handling, enforcement of rules, job procedures, and the use of personal protective equipment.

The Safety Representative's and upper management's evaluation will be based on determining if the goals submitted are challenging, specific, realistic, attainable, measurable, and understandable by all employees.

The Safety Representative and upper management will recommend which goals should be established for the coming year.

The Safety Goals, including progress, will be shared with all Eagle Valley Inc. employees.

The overall goal of Eagle Valley Inc. is to provide an accident free environment for our employees, subcontractor, employer, and the general public on our jobsites. We will provide the following tools for our employees in order to achieve this goal:

- Safety orientation
- Safety inspections
- Personal Protective Equipment (PPE)
- Weekly Tool Box Talk Program
- Safety Training and Education
- CPR/First Aid training
- Substance abuse program
- Safety Manual
- Safety Data Sheets

Safety Inspection Policy

Definitions

Employee – an employee of Eagle Valley Inc. or an employee of a subcontractor to Eagle Valley Inc.

Safety Representative – the President or his designee, can be subcontracted.

Supervisor – any employee that supervises other employees. (e.g., foreman, superintendent, project manager, etc.)

Responsibilities

All levels of management will be responsible for continually assessing working conditions for compliance with safety and health standards.

All employees are to report any unsafe conditions immediately to their Manager or Supervisor. Any employee who works with equipment that is unsafe or allows a known unsafe condition to exist and exposes other employees to danger may be subject to disciplinary action up to, and including, termination.

Procedures

Inspections are performed by the Manager and/or Safety Representative and shall be documented at least monthly by using the Safety Inspection Report form.

A copy of the Safety Inspection Report form will be forwarded to parties responsible for corrective action.

The measures taken to correct deficiencies will be noted on the inspection report and returned to the job file for recordkeeping at least monthly.

Jobsite safety inspections performed by subcontractors may be documented on their Safety Inspection Report form.

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Safety Training Policy

Definitions

Employee – an employee of Eagle Valley Inc. or an employee of a subcontractor to Eagle Valley Inc.

Safety Representative – the President or his designee, can be subcontracted.

Supervisor – any employee that supervises other employees. (e.g., foreman, superintendent, project manager, etc.)

Procedures

Safety training and education will be based on OSHA Regulations 29 CFR 1926 and other internal Eagle Valley Inc. safety training requirements.

The following topics should be discussed and reinforced as needed:

- Special conditions, hazards or work practices
- Specialized equipment and personal protective equipment usage
- SDS's pertaining to the work performed
- Accidents and/or incidents that may occur at any Eagle Valley Inc. jobsite

All Managers and Supervisors will be trained on Eagle Valley Inc.'s Safety Program and Policies. Safety Representative will document Eagle Valley Inc.'s safety training activities and file documentation in the Eagle Valley Inc. office.

Date Created: 01/23/24
Review Date:

Stop Work Policy

Definitions

Employee – an employee of Eagle Valley Inc. or an employee of a subcontractor to Eagle Valley Inc.

Safety Representative – the President or his designee, can be subcontracted.

Supervisor – any employee that supervises other employees. (e.g., foreman, superintendent, project manager, etc.)

Purpose

The Stop Work process involves a stop, report, assess, correct and resume approach for the correction of a perceived unsafe act or condition. All Eagle Valley Inc. employees have the authority and responsibility to stop any work when there are safety or health concerns.

Key Responsibilities

Employees are responsible to stop work when warranted and management is responsible to create a culture where employees are empowered, and responsible, for implementing this policy.

Supervisors are responsible to ensure an environment is created where this stop work policy is exercised to resolve issues before work continues and encourage all employees to participate.

Management shall establish the expectations that all Eagle Valley Inc. employees follow this stop work policy and create an environment where employees feel empowered to implement this policy. Management shall identify employees that chose not to comply with this stop work policy and hold them accountable.

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Revision Date:

Stop Work Procedure

When an unsafe condition is identified employees shall stop work and notify their supervisor of the stop work action. All affected employees shall be informed of the stop work order. The supervisor, employees, and/or the Safety Representative shall work to correct the issue that initiated the stop work order and resume work when it is safe.

No work will resume until all stop work issues and concerns have been adequately addressed.

Employees shall not be discriminated against, punished, and/or intimidated for following this stop work policy.

Follow-Up

All lessons learned and/or corrective actions that come from a stop work action shall be documented and shared with Eagle Valley Inc. employees.

Supervisors shall review stop work actions to identify who may not have participated, how well the stop work policy was implemented, find any trending issues, look for opportunities to improve the safety program, and distribute the lessons learned and/or corrective actions.

The goal of the stop work policy is to create a safe working environment for all employees. All unsafe actions or conditions shall be corrected before employees go back to work. In some instances, the work may have to be postponed until a thorough hazard analysis is completed to identify proper corrective actions to allow employees to complete the project safely. It is important to follow-up on stop work incidents to make sure the corrective actions work and all employees are participating.

Training

Employees shall receive training on this stop work policy before their initial assignment. The training shall be documented on the New Hire Orientation checklist.

Subcontractor Safety Policy

Definitions

Employee – an employee of Eagle Valley Inc. or an employee of a subcontractor to Eagle Valley Inc.

Safety Representative – the President or his designee, can be subcontracted.

Supervisor – any employee that supervises other employees. (e.g., foreman, superintendent, project manager, etc.)

Responsibilities

Eagle Valley Inc. Managers must ensure the contents of this policy are presented to subcontractors prior to awarding a contract and are included in pre-job meetings and/or hazard assessments.

Eagle Valley Inc. Managers shall review the safety programs, policies, training documentation, and safety statistics (incidents, injuries, OSHA 300 log, etc.) of potential subcontractors prior to selecting them for projects.

All Eagle Valley Inc. Managers and Supervisors are responsible for notifying and requesting subcontractor personnel to correct unsafe situation.

Subcontractors are responsible for addressing safety concerns brought to their attention by Eagle Valley Inc.

Subcontractors are ultimately responsible to implement, monitor, and enforce their written safety program among their employees and subcontractors as well as jobsite safety requirements.

Subcontractors are to provide Eagle Valley Inc. with a Job Hazard Analysis.

Subcontractors are required to designate an Onsite Safety Representative.

Date Created: 01/23/24
Revision Date:

Procedures

Eagle Valley Inc. subcontractors, at their own expense, shall conform to and comply with all requirements set forth by Eagle Valley Inc., and all applicable laws established by any governmental authority.

The subcontractor shall take all necessary precautions to protect against any conditions caused by subcontractor's work or other involvement in any project, which involves any risk of bodily harm to persons or risk of damage to property.

Subcontractors shall continuously inspect their work, materials and equipment to discover any such conditions and shall be solely responsible for discovering and correcting any conditions.

Eagle Valley Inc. may order the subcontractor to stop any work deemed unsafe until acceptable corrective measures have been implemented. Subcontractors will be responsible for all costs and delays incurred by Eagle Valley Inc. as a result of any such stoppage of the work.

Eagle Valley Inc. will confirm verbally or in writing, during the confirmation of scope of work, that the contractor understood the pre-contract safety expectations. The pre-contract safety subjects may include the following:

- Review of Eagle Valley Inc. Safety Requirements
- Review of IOSHA Standards
- Subcontractor Site Safety Communication
    - Eagle Valley Inc. Managers are responsible for initiating the communication and reviewing the project safety requirements. Subcontractors will be responsible for explaining to Eagle Valley Inc. Managers the methods and procedures that the subcontractor will be implementing to comply with safety standards.

Subcontractors are required to submit all SDS's for each hazardous material brought onsite. A central location will be established to maintain SDS's.

Subcontractor's designated Safety Representative must have received OSHA 10 hour Construction training.

Date Created: 01/23/24
Revision Date:

A site orientation will be provided to subcontractors when required by the client.

A post-job/project safety performance review shall be conducted for subcontractors that may determine if the subcontractors will be considered for future projects.

Training Requirements

This policy will be reviewed with Eagle Valley Inc. Managers and/or Supervisors.

Eagle Valley Inc. employees will be instructed in the appropriate method for addressing contractor safety concerns (e.g. not directing corrections, addressing concerns with contractor management, etc.).

The program will also be reviewed with onsite subcontractors prior to awarding contracts.

Substance Abuse Policy

Definitions

Employee – an employee of Eagle Valley Inc. or an employee of a subcontractor to Eagle Valley Inc.

Supervisor – any employee that supervises other employees. (e.g., foreman, superintendent, project manager, etc.)

INTRODUCTION:

Eagle Valley, Inc. is committed to providing a safe working environment for all employees, and to continue the tradition of the highest standard of quality in products and services. To meet these objectives, as well as our obligations under federal and State law, Eagle Valley, Inc. has established a firm policy against drug and alcohol abuse in the work place. Our goal is to eliminate the abuse, not to eliminate the abuser. Our goal is to help, not to apprehend.

PRE-EMPLOYMENT SCREEN POLICY:

As a final step in the employment process, all potential new hires or applicants for employment and those former employees who are to be reinstated for employment after layoff or a leave absence may be required to submit to a drug screen test. Any employee who is transferred to a department where drug testing is required, will be required to have testing performed. Any employee who is promoted to a department where drug testing is required and having a positive drug test may result in having such promotion withdrawn. Counseling, treatment or rehabilitation may be recommended or offered at the sole discretion of Eagle Valley, Inc.'s management and on a case-by-case basis. If an applicant refuses to consent to or fails a drug screen test, employment with Eagle Valley, Inc. may be denied.

Date Created: 01/23/24
Revision Date:

GENERAL POLICY:

The following rules represent Eagle Valley, Inc.'s policy concerning substance abuse and will be enforced uniformly with respect to all employees, as indicated:

1. All employees are prohibited from being under the influence of alcohol or illegal drugs during work hours.
2. The sale, possession, transfer or purchase of illegal drugs on Eagle Valley, Inc. property or while performing company business is strictly prohibited. Any such action is subject to being reported to the appropriate law enforcement officials.
3. Any employee who uses, sells or possesses an illegal drug or controlled substance while on duty, on Eagle Valley, Inc. premises, in company vehicles, or while engaged in company activities, is subject to immediate disciplinary action, up to and including termination.
4. Any employee who commits an unlawful act on or off Eagle Valley, Inc. premises or whose conduct discredits Eagle Valley, Inc. in any way is subject to disciplinary action, up to and including termination.
5. No alcoholic beverage will be brought to or consumed in/on Eagle Valley, Inc. property/job site. Employees may be tested for alcohol, post-accident, random, and probable cause at the discretion of Eagle Valley, Inc. Anyone testing above .02 will be considered positive.
6. No prescription drug will be brought on Eagle Valley, Inc. premises by anyone other than the one for whom it is prescribed. Such drugs will be used only in the manner of combination and quantity prescribed.
7. Any employee whose off-duty abuse of alcohol or illegal or prescription drugs results in absenteeism or tardiness, or is the cause of an accident or poor work, is subject to disciplinary action, up to and including termination.
8. As an on-going condition of employment, the employee will abide by the terms stated previously and will notify Eagle Valley, Inc. within five (5) days of any drug-related conviction. Eagle Valley, Inc. will subject the employee to the same disciplinary procedures as those employees who test positive under drug screening procedures.
9. Eagle Valley, Inc. reserves the right to enforce this drug and alcohol policy and to maintain a safe workplace by inspecting lockers, desks or other suspected areas of concealment, as well as employee's personal property.

Date Created: 01/23/24
Revision Date:

THE PURPOSES OF THE POLICY SET FORTH ABOVE ARE:

1. To establish and maintain a safe and healthful working environment for all employees;
2. To ensure the reputation of Eagle Valley, Inc. and its employees within the community and industry at large;
3. To reduce the number of accidental injuries to person or property;
4. To reduce absenteeism, tardiness and improve productivity.

WHEN EMPLOYEE IS SUBJECT TO TESTING:

All employees are subject to submitting to a drug screen test as a condition of employment under the following circumstances:

1. Each employee will be tested for drugs and alcohol:
   (a) after a work-related accident;
   (b) if he or she has been observed using suspected prohibited substance on the job; (c) if he or she exhibits a severe and prolonged reduction in productivity; or
   (d) if Eagle Valley, Inc. has other reasonable cause for testing him or her.
   Eagle Valley, Inc. may perform baseline testing on all employees, crew or shift at any given time.
2. If an accident occurs that causes $500.00 dollars or more in property damage or personal injury, that employee must be tested if the accident occurs during work hours or in a company vehicle. The test should be done as soon as possible. Any employee involved in an accident, but not injured may be tested at the discretion of Eagle Valley, Inc.
3. Eagle Valley, Inc. may at its discretion conduct random drug testing of employees at any time with or without cause, reason or suspicion in order to assure compliance with its drug-free work place policy.
4. An employee returning from a leave of absence may be required to a retest.
5. An employee who alters his (her) specimen, fails, or refuses to submit to testing when requested will be subject to disciplinary action including termination.
6. Eagle Valley, Inc. will pay for all initial drug and alcohol tests requested of its potential new hires, applicants and employees.

EMPLOYEE TESTING POSITIVE:

Any employee who tests positive or fails the drug test is subject to immediate disciplinary action, up to and including termination; but may be allowed, at the sole discretion of Eagle Valley, Inc.'s management, and as determined on a case-by-case basis, to continue employment on a conditional basis on the following terms:

1. The employee agrees to participate in counseling in a certified rehabilitation or treatment program and to successfully complete the program.
2. The employee agrees to remain drug and alcohol free during the conditional employment period.
3. The employee agrees to routine, periodic, and unscheduled drug screen and alcohol tests to ensure that the employee remains drug and alcohol free.

The cost of a rehabilitation or treatment program and subsequent return-to-duty drug tests will be borne by the employee. Any employee who tests positive is entitled, at his/her request, to have a part of the specimen retested (if feasible), at his/her own expense.

PRESCRIPTION DRUGS:

Employees taking prescription drugs must adhere to the following procedure:

1. If you are taking any prescription medication that may affect your ability to perform your duties and work responsibilities, you must notify the immediate supervisor prior to the commencement of the work shift. Warning labels normally appear on the prescription bottle and state exactly what, if any, side effects there may be. As an example and not meant as a limitation, "may cause drowsiness," "may cause dizziness," "may cause periodic nausea," "use caution while operating machinery," "use caution when driving," or any other warning, caution, or description of side effects that will affect your ability to perform your work duties must be disclosed before you begin your work shift so that your work responsibilities may be assigned or reassigned to take into account your medical condition. YOU ARE NOT REQUIRED TO STATE THE NAME OF THE MEDICATION, THE DOCTOR WHO PRESCRIBED IT, OR THE REASON IT HAS BEEN PRESCRIBED, in accordance with the Patient Privacy Laws under HIPAA (Health Insurance Portability and Accountability Act), and all applicable Indiana Privacy Laws. The only time that you may be asked to identify what medication(s) you are

taking is during reasonable assessment of a serious reaction to the medication, during medical treatment for an accident or injury, or for purposes of determining what medication was prescribed to you after a drug or alcohol test has been performed and a positive result would require reprimand or disciplinary action. At that time, you will be asked privately by the testing agent or agency what, if any, prescription medication you are currently taking, and you will be required to show proof that the prescription medication was prescribed to you.

2. The medication must be in the original prescription container with no more than the necessary dosage required for the work shift. Your pharmacist will provide you with an extra empty bottle upon request so that you will not be susceptible to criminal charges for transporting medication in a non-prescribed container.
3. Failure to abide by the provisions of this section on prescription drugs shall subject the employee to disciplinary action including termination.

RESERVATION OF RIGHTS:

Eagle Valley, Inc. reserves the right to interpret, modify or expand upon this policy in whole or in part, with or without notice.

EMPLOYEE'S AT-WILL STATUS:

This policy does not in any way affect an employee's at-will status. Under this policy, each and every employee remains free to resign with or without cause, and Eagle Valley, Inc. retains the right to terminate an employee's employment with or without cause.

INQUIRIES ABOUT POLICY:

Any employee with questions about the interpretation, implementation or enforcement of this policy or issues related to drug or alcohol use in the workplace should raise those concerns with their supervisor or the President of Eagle Valley, Inc. without fear of reprisal.

Second offense will be cause for immediate termination.

Toolbox Talk Policy

Definitions

Employee – an employee of Eagle Valley Inc. or an employee of a subcontractor to Eagle Valley Inc.

Supervisor – any employee that supervises other employees. (e.g., foreman, superintendent, project manager, etc.)

Procedures

Eagle Valley Inc. Managers and/or Supervisors will conduct the toolbox talk meetings at least weekly.

Toolbox talks shall be conducted in the morning, prior to starting work activity. The meeting should last approximately 15 minutes focusing on one general topic and spending any additional time on jobsite specific information. Time should also be left to address any safety concerns of the employees.

The meeting should be used as a means to educate and motivate employees. Any safety deficiencies discussed during the meeting should be done in a positive manner and used as a learning experience.

A written record of the meeting containing a minimum of the name of the person giving the toolbox talk, date, subject(s) discussed, and attendee signatures will be kept by jobsite Manager or Supervisor.

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Revision Date:

General Safety Policies

Definitions

Employee – an employee of Eagle Valley Inc. or an employee of a subcontractor to Eagle Valley Inc.

Safety Representative – the President or his designee, can be subcontracted.

Supervisor – any employee that supervises other employees. (e.g., foreman, superintendent, project manager, etc.)

Responsibilities

The Managers and Supervisors shall ensure that subcontractors, suppliers, and visitors are aware of and comply with the General Safety Rules.

All employees are required to follow these rules. Managers and Supervisors will instruct and train their employees in the General Safety Rules.

The Safety Representative will instruct new employees in the General Safety Rules during New Hire Orientation.

All Eagle Valley Inc. employees are expected to report to work in good mental and physical condition to safely perform their assigned duties. Before starting any task, employees must consider the possible effects of their actions on themselves and others and take appropriate protective measures.

Procedures

Employees will use care in the performance of their assigned tasks and act in a manner that will assure maximum safety to themselves, fellow employees, and the general public.

All incidents, injuries, property damages, and near misses must be reported immediately to the Manager and/or Supervisor. The appropriate incident forms will be completed, signed, and turned in to the Safety Representative.

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Horseplay, rough housing, or other unsafe behavior is prohibited. Anyone responsible will be subject to disciplinary action up to, and including, dismissal.

Power tools, machinery, and equipment will not be operated without the manufacturer's safety guards or other protective devices in place.

All defective or unsafe equipment, tools, or machinery will be taken out of service and properly tagged.

All employees will attend and participate in safety meetings.

The more stringent of Eagle Valley Inc. regulations or Government regulations will be adhered to.

Leather-type work boots are mandatory. Athletic shoes, soft-soled shoes, sandals, open-toed or open-heeled shoes are not permitted.

The use of drugs, alcohol, or any mind-altering substance will not be tolerated under any circumstances.

A one-day supply of prescription medicine may be carried. The employee's immediate Supervisor is to be made aware of this situation when it occurs.

No employee will operate equipment, machinery, or tools that have been locked/tagged out.

All employees will familiarize themselves with the Emergency Action Plan.

Prior to using ladders, the employee must ensure the ladders are in good condition, firmly placed and anchored. Only one employee at a time is to be on the same ladder.

Employees are not to drop or throw anything from an elevated area without warning persons below.

Employees must learn to lift properly, with the legs and not the back. Employees must get help with heavy loads.

Firearms, explosives, or unlawful weapons are prohibited on company property and in company vehicles of Eagle Valley Inc. Violation of this rule is grounds for immediate dismissal.

Fighting and personal harassment will not be tolerated on company premises, and may result in immediate termination.

Employees must observe and obey all Non Smoking areas, offices and buildings.

Employees must observe and obey all caution and danger signs/tape, barricades and safety permits.

Rings and/or other jewelry should be removed while working with or around machinery, moving parts, or belts.

Loose or ragged clothing will not be worn while working with or around machinery, moving parts, belts, or mechanical tools.

Shirts are to be worn at all times and must have sleeves.

Good housekeeping is to be practiced at all times. Waste materials will be disposed of properly, and will not be allowed to accumulate in the work area. Disposal of hazardous materials will be done in accordance with the manufacturer's recommendations and local/state regulations.

Approved safety containers are to be used for storage and transporting of flammable liquids in quantities of one gallon or more. These containers will be properly labeled at all times. All hazardous material containers must be labeled.

All personal hand and power tools are required to be in proper working order. This includes strain relief on plugs, ground prongs, cords without cuts or splices, guards, and handles without cracks or splinters.

Specific Rules: Additional safe work practices will be developed and implemented for special case operations and tasks. These special cases may require development of special rules and/or procedures. Trade associations, government agencies, professional societies, or academic resource centers may also be sources of help in development of these specific rules.

ABRASIVE GRINDING

All grinding machines shall be supplied with sufficient power to maintain the spindle speed at safe levels under all conditions of normal operation.

Grinding machines shall be equipped with safety guards in conformance with the requirements of American National Standards Institute, B7.1-1970, Safety Code for the Use, Care and Protection of Abrasive Wheels.

Floor stand and bench mounted abrasive wheels, used for external grinding, shall be provided with safety guards (protection hoods). The maximum angular exposure of the grinding wheel periphery and sides shall be not more than 90 deg, except that when work requires contact with the wheel below the horizontal plane of the spindle, the angular exposure shall not exceed 125 deg. In either case, the exposure shall begin not more than 65 deg. above the horizontal plane of the spindle. Safety guards shall be strong enough to withstand the effect of a bursting wheel.

Floor and bench-mounted grinders shall be provided with work rests which are rigidly supported and readily adjustable. Such work rests shall be kept at a distance not to exceed 1/8 inch from the surface of the wheel.

Cup type wheels used for external grinding shall be protected by either a revolving cup guard or a band type guard in accordance with ANSI provisions. All other portable abrasive wheels used for external grinding, shall be provided with safety guards.

When safety guards are required, they shall be so mounted as to maintain proper alignment with the wheel, and the guard and its fastenings shall be of sufficient strength to retain fragments of the wheel in case of accidental breakage. The maximum angular exposure of the grinding wheel periphery and sides shall not exceed 180 deg.

When safety flanges are required, they shall be used only with wheels designed to fit the flanges. Only safety flanges, of a type and design and properly assembled so as to ensure that the pieces of the wheel will be retained in case of accidental breakage, shall be used.

All abrasive wheels shall be closely inspected and ring-tested before mounting to ensure that they are free from cracks or defects.

Grinding wheels shall fit freely on the spindle and shall not be forced on. The spindle nut shall be tightened only enough to hold the wheel in place.

All employees using abrasive wheels shall be protected by eye protection equipment in accordance with the requirements of PPE policy.

On offhand grinding machines, work rests shall be used to support the work. They shall be of rigid construction and designed to be adjustable to compensate for wheel wear. Work rests shall be kept adjusted closely to the wheel with a maximum opening of 1/8 inch to prevent the work from being jammed between the wheel and the rest, which may cause wheel breakage. The work rest shall be securely clamped after each adjustment. The adjustment shall not be made with the wheel in motion.

ACCESS

In every building or structure, exits will be arranged and maintained to provide free and unobstructed egress from all parts of the building or structure at all times when it is occupied. Access to exits will be marked by readily visible signs in all cases where the exit or way to reach it is not immediately visible to the occupants. Means of egress will be continually maintained free of all obstructions or impediments to allow full and instant use in the case of fire or other emergency.

ASBESTOS

Asbestos is a widely used, mineral-based material that is resistant to heat and corrosive chemicals. Depending on the chemical composition, fibers may range in texture from coarse to silky. The properties that make asbestos fibers so valuable are its high-tensile strength, flexibility, heat and chemical resistance, and good frictional properties. Asbestos fibers enter the body by inhalation of airborne particles or ingestion and can become embedded in the tissues of the respiratory or digestive systems. Years of exposure to asbestos can cause numerous disabling or fatal diseases. Among these diseases are asbestosis (an emphysema-like condition), lung cancer, mesothelioma (a cancerous tumor that spreads rapidly in the membranes covering the lungs and body organs), and gastrointestinal cancer.

Asbestos may be found in building siding, floor tile, and roof/pipe insulation manufactured before the mid-seventies. Eagle Valley Inc. employees that could potentially come in contact with asbestos should not disturb the asbestos, but should notify the appropriate personnel at a jobsite. If asbestos is suspected or found in the office environment, do not disturb the suspected material and immediately notify the Safety Representative. The Safety Representative will contact the appropriate personnel for testing and, if necessary, removal of the material.

BACKHOE

All vehicles in use shall be checked at the beginning of each shift to assure that the following parts, equipment, and accessories are in safe operating condition and free of apparent damage that could cause failure while in use: brakes (including parking), tires, horns, steering, seat belts, lights, fire extinguishers, wipers, etc. Before using equipment, operators must have received training on the equipment allowing them to operate the equipment without any visible deficiencies.

No employees shall use backhoes with restricted views unless:

- The vehicle has a reverse signal alarm audible above the surrounding noise level or
- The vehicle is backed up only when an observer signals that it is safe to do so.

Transportation of passengers is only allowed when seats for passengers are secured and adequate for the number of employees.

Employees will not be allowed to work under or between the parts of a backhoe until all controls are in the neutral position and all possible moving parts (energy) have been secured as to prevent accidental movement. Whenever the equipment is parked, the parking brake shall be set, and when parked on an incline, wheels will be chocked in conjunction with setting the parking brake. Brake lights shall in operable conditions. When visibility conditions warrant, equipment shall be equipped with at least two headlights and two taillights in operable conditions. All cab glass shall have no visible distortion affecting the safe operation of the equipment.

COMPRESSED GAS CYLINDERS

Valve protection caps shall be in place and secured when transporting, moving, and storing compressed gas cylinders. When cylinders are hoisted, they shall be secured on a cradle, slingboard, or pallet. They shall not be hoisted or transported by means of magnets or choker slings. Cylinders shall be moved by tilting and rolling them on their bottom edges. They shall not be intentionally dropped, struck, or permitted to strike each other violently. When cylinders are transported by powered vehicles, they shall be secured in a vertical position. Valve protection caps shall not be used for lifting cylinders from one vertical position to another. Unless cylinders are firmly secured on a special carrier intended for this purpose, regulators shall be removed and valve protection caps put in place before cylinders are moved.

A suitable cylinder truck, chain, or other steadying device shall be used to keep cylinders from being knocked over while in use.

When work is finished, when cylinders are empty, or when cylinders are moved at any time, the cylinder valve shall be closed.

Compressed gas cylinders shall be secured in an upright position at all times except, if necessary, for short periods of time while cylinders are actually being hoisted or carried.

Oxygen cylinders in storage shall be separated from fuel-gas cylinders or combustible materials (especially oil or grease), a minimum distance of 20 feet or by a noncombustible barrier at least 5 feet high having a fire-resistance rating of at least one-half hour.

Inside of buildings, cylinders shall be stored in a well-protected, well-ventilated, dry location, at least 20 feet from highly combustible materials such as oil or excelsior. Cylinders should be stored in definitely assigned places away from elevators, stairs, or gangways. Assigned storage places shall be located where cylinders will not be knocked over or damaged by passing or falling objects, or subject to tampering by unauthorized persons. Cylinders shall not be kept in unventilated enclosures such as lockers and cupboards.

Cylinders shall be kept far enough away from the actual welding or cutting operation so that sparks, hot slag, or flame will not reach them. When this is impractical, fire resistant shields shall be provided.

Cylinders shall be placed where they cannot become part of an electrical circuit. Electrodes shall not be struck against a cylinder to strike an arc.

Fuel gas cylinders shall be placed with valve end up whenever they are in use. They shall not be placed in a location where they would be subject to open flame, hot metal, or other sources of artificial heat.

Cylinders containing oxygen or acetylene or other fuel gas shall not be taken into confined spaces.

Cylinders, whether full or empty, shall not be used as rollers or supports.

No damaged or defective cylinder shall be used.

CONCRETE and MASONRY

No construction loads shall be placed on a concrete structure or portion of a concrete structure unless the subcontractor and/or Eagle Valley Inc. determines, based on information received from a person who is qualified in structural design, that the structure or portion of the structure is capable of supporting the loads.

All protruding reinforcing steel, onto and into which employees could fall, shall be guarded to eliminate the hazard of impalement.

No employee shall be permitted to apply a cement, sand, and water mixture through a pneumatic hose unless the employee is wearing protective head and face equipment.

Bull float handles used where they might contact energized electrical conductors, shall be constructed of nonconductive material or insulated with a nonconductive sheath with electrical and mechanical characteristics that provide the equivalent protection of a handle constructed of nonconductive material.

Masonry saw shall be guarded with a semicircular enclosure over the blade. A method for retaining blade fragments shall be incorporated in the design of the semicircular enclosure.

Eagle Valley Inc. does not perform masonry work.

DRIVING SAFETY

Construction vehicles must frequently stop in public traffic to unload material and equipment. If work is in public traffic or ones with similar traffic patterns, you should use strobe lights and be wearing high visibility and reflective. Seatbelts are to be worn at all times by drivers and passengers. Vehicles are to be maintained in a safe and reliable condition.

ELECTRICAL- GENERAL

All extension cords must be 3-wire type and rated hard or extra-hard usage. Bulbs on temporary light strands will be equipped with guards. Temporary lights may not be suspended using staples, nails, wires, etc. Temporary lights must be hung properly, using the rings provided on top of each fixture.

No cord or tool with a damaged ground plug may be used. Splices must have soldered wire connections with insulation equal to the cable. Worn or frayed cables may not be used.

Each disconnecting means for motors, appliances, and each service feeder or branch circuit at point of origin, must be legibly marked to indicate its purpose. Unless located and arranged so that the purpose is evident.

Cable passing through work areas will be covered or elevated to protect from damage. Electrical boxes with covers, for the purpose of disconnecting must be secured and rigidly fastened to mounting surface.

No employee may work in proximity to any electric power circuit that may be contacted during the course of work. Unless protected against electric shock by de-energizing circuit and grounding it or by guarding with an effective insulation. In work areas where the exact location of underground electric power lines is unknown, workers using jackhammers, bars or other hand tools must wear insulated protective gloves.

General electrical safety training will be provided to all field personnel.

Eagle Valley Inc. employees shall not be exposed to energized parts.

Equipment that does not meet OSHA or ANSI requirements shall not be used.

15 and 20-ampere receptacle outlets on single-phase, 120-volt circuits for construction sites which are not a part of the permanent wiring of the building must be protected by ground-fault circuit interrupters.

Prior to use, each cord set, attachment cap, plug and receptacle of cord sets and any equipment connected by cord and plug must be inspected for external defects and possible internal damage, except cords sets and receptacles which are fixed and not exposed to damage. Defective items must be immediately removed from service or repaired.

FIRE PROTECTION

All firefighting equipment will be conspicuously located and readily accessible to all personnel. Fire extinguishers must be inspected monthly and certified once per year.

A fire extinguisher rated 2A must be provided for each 3000 square feet of building space. The travel distance to the nearest fire extinguisher shall not exceed 100 feet. At least one fire extinguisher will be located adjacent to each stairway on each floor. This applies to both the Eagle Valley Inc. facility office and the jobsites. Eagle Valley Inc. must ensure that fire extinguishers are readily available and that employees are trained in their use, a fire protection program has been developed, and that an alarm system for evacuation purposes is in place for the jobsite.

Classifications of fires include the following:

- Class A: Fire involving ordinary combustible materials such as wood and paper can be extinguished with water or solutions containing large percentages of water.
- Class B: Fire involving flammable materials such as greases and oils can be extinguished by smothering of eliminating air.
- Class C: Fire in or near electrical equipment, a nonconductive extinguishing agent will be of first importance, such as dry chemical.
- Class D: Fire involving combustible metals.

A jobsite may also contain flammable materials. Flammable liquids will be stored in and dispense from approved containers. Adequate ventilation for storage and use of flammable liquids will be provided. Containers will have the appropriate label.

Adequate ventilation and elimination of all ignition sources is mandatory when dealing with flammable vapors. All open flames and sparks will be eliminated when flammable liquids are used.

To prevent spontaneous combustion at the jobsite, flammable waste must be stored in airtight containers. Flammable waste material containers must be emptied daily. To prevent static electricity, flammable liquid dispensing vessels must be grounded. Containers must be bonded when transferring flammable liquids to prevent an arc from occurring.

When welding and cutting is performed at the jobsite, fire surveys must be performed prior to the inception of work. Combustible materials must be removed or covered prior to welding or cutting and a fire extinguisher must be present. Hot work permits may be issued before any welding or cutting is performed. Combustibles and flammable materials must be kept away from hot surfaces.

FIRST AID AND CPR

In the absence of a clinic or doctor that is reasonably accessible in terms of time and distance, at least 1 person from the organization will be trained and certified to provide first aid. All Supervisors will be certified in first aid and CPR.

A first aid kit will be provided for each jobsite. Supervisors are responsible to ensure that the kits are properly stocked and maintained.

Only trained first aid personnel will administer first aid at the jobsite.

Employees shall not transport themselves to medical facilities. In emergency situations, an ambulance shall be called to transport the injured employee.

FLAMMABLE LIQUIDS

Only approved containers (e.g. metal safety cans with self-closing lids) and portable tanks will be used for storage and handling of flammable liquids.

No more than 25 gallons of flammable liquids may be stored indoors outside of an approved storage cabinet or approved storage room.

Storage in containers outside of buildings may not exceed 1,000 gallons in any one pile or area. Storage areas must be graded to divert possible spills away from buildings or other exposures, or surround storage areas with a curb or dike. Storage areas must be located at least 20 feet from any building and keep free from weeds, debris, and other combustible materials. Flammable liquids must be kept in closed containers when not in use.

GASES, VAPORS, FUMES, DUST AND MISTS

Exposure to toxic gases, vapors, fumes, dusts, and mists at a concentration above those specified in the "Threshold Limit Values of Airborne Contaminants" of the ACGIH should be avoided.

When engineering and administrative controls are not feasible to achieve full compliance, protective equipment or other protective measures will be used to keep the exposure of employees to air contaminants within the limits prescribed. A technically qualified person must review any equipment and technical measures used for the purpose for each particular use. Employees will wear all furnished equipment at all times.

GENERAL WASTE MANAGEMENT

Eagle Valley Inc. estimates the waste that will be generated prior to work being performed so that the need for containers and waste removal, if necessary, can be determined. Typically on our projects the same wastes or scrap materials are generated for every project.

Waste materials shall be properly stored and handled to minimize the potential for a spill or impact to the environment. During outdoor activities, receptacles must be covered to prevent dispersion of waste materials and to control the potential for run-off.

Employees shall be instructed on the proper disposal method for wastes. This may include general instruction on disposal of non-hazardous wastes, trash, or scrap materials. If wastes generated are classified as hazardous, employees shall be trained to ensure proper disposal.

When possible, Eagle Valley Inc. shall encourage proper segregation of waste materials to ensure opportunities for reuse or recycling.

HEAT and COLD STRESS

Excessive exposure to heat can cause a range of heat-related illnesses, from heat rash and heat cramps to heat exhaustion and heat stroke. Heat stroke can result in death and requires immediate medical attention.

Exposure to heat can also increase the risk of injuries because of sweaty palms, fogged-up safety glasses, and dizziness.

Supervisors should attempt to control outdoor heat stress factors when feasible. Controls to consider include:

- Taking breaks in a shaded area (building, canopy and under trees)
- Starting the work shift early (when daylight begins) and ending the shift early and/or not working outside during the hottest part of the day
- Removing personal protective equipment such as respirators, chemical resistant clothing and gloves, and welding leathers during breaks
- Using cooling vests or headbands
- Workers should not work alone in the heat for long periods of time

A sufficient quantity of potable drinking water will be provided and made accessible to employees.

During the winter months workers may face an additional occupational hazard – exposure to the cold. Environmental conditions that cause cold-related stresses are low temperature, cool high winds, dampness, and cold water.

Dress appropriately. Layer clothing to create air pockets that help retain body heat. Layering also makes adapting to changes in weather and level of physical exertion easier. Keep available a change of clothing, if work garments become wet. Pay special attention to protecting feet, hands, head, and face. Wear footgear that protects against cold and dampness. Footgear should be insulated and fit comfortably when socks are layered.

Allow individuals to take extra work breaks when needed.

Avoid working alone. In very cold weather use a buddy system.

Seek warm shelter immediately following these symptoms: heavy shivering, an uncomfortable sensation of coldness, severe fatigue, drowsiness, or euphoria.

HORSEPLAY

Disruptive activities usually referred to as "horseplay" is forbidden.

HOUSEKEEPING

Form and scrap lumber with protruding nails and other debris will be kept clear from work areas. All combustible scrap and debris must be removed at regular intervals. Containers will be provided for collection and separations of all refuse. Covers are required on containers used for flammable or harmful substances.

At the end of each phase of work, all tools and excess materials must be returned to proper storage. All debris must be cleaned up before moving on to the next phase. Employees are responsible for keeping their work areas clean. All aisle ways, work areas, and stairways must be maintained clear.

ILLUMINATION

General construction area lighting shall be 5 foot candles.

General construction areas, concrete placement, excavation and waste areas, access ways, active storage areas, loading platforms, refueling, and field maintenance areas shall be 3 foot candles.

INJURIES

All injuries, even those that appear to be slight, will be reported immediately to your Manager or Supervisor.

When approved by attending physician, Eagle Valley Inc. will attempt to assign the employee to light duty work.

LIQUIFIED PETROLEUM GAS (LPG)

Each system will have containers, valves, connectors, manifold valve assemblies, and regulators of an approved type. Each container and vaporizer must be provided with one or more approved safety relief valves or devices. Containers will be placed upright on firm foundations or otherwise firmly secured.

Portable heaters must be equipped with an approved automatic device to shut off the flow of gas in event of flame failure. Storage of LPG within buildings is prohibited. Storage locations must have at least one approved portable fire extinguisher, rated not less than 20-B.C.

LOADING, UNLOADING, AND SECURING OF LOADS

When a truck has a load with a closed tailgate, it is necessary to secure the load or equipment for safe transportation. Small chock blocks typically work themselves loose due to the ride and weight transfer and should not be used.

Loads can be secured by using tie-down straps, chains, or rope. Also, make sure that the tailgate is properly latched before travel begins. Other safety practices to be performed:

- When climbing into or out of a truck bed, use both hands to hold on to the side of the rails or tailgate. Be sure to have a good footing.
- Maintain three-point contact with the side of the truck. Do not carry tools or other materials when climbing in or out of a truck.
- Never jump out of a truck bed; this practice can lead to sprains, twists or even broken bone injuries.
- Avoid throwing tools into the back of the truck. Keep track of all tools you are using and make sure they return to their proper storage area at the end of the day.
- Make sure not to bury tools under debris. Tools can become lost when unloading or dumping debris.
- If you must load a heavy object by hand, follow all safe lifting techniques. Whenever possible use tailgate lifts to load heavy equipment. Do not ride on tailgates or in the bed of trucks.

POTABLE AND NONPOTABLE WATER

An adequate supply of potable water will be provided at all jobsites. Portable containers used to dispense drinking water will be capable of being tightly closed, labeled, and equipped with a tap. Water will not be dipped from containers.
Any container used to distribute drinking water shall be clearly marked as to the nature of its contents and not used for any other purpose. The common drinking cup is prohibited. Where single service cups (to be used but once) are supplied, both a sanitary container for the unused cups and a receptacle for disposing of the used cups shall be provided.

Outlets for non-potable water, such as water for industrial or firefighting purposes only, shall be identified to indicate clearly that the water is unsafe and is not to be used for drinking, washing, or cooking purposes. There shall be no cross-connection, open or potential, between a system furnishing potable water and a system furnishing non-potable water.

PUBLIC

All Eagle Valley Inc. personnel are charged with aiding in the protection of the public including, but not limited to: as each job description dictates, installation and maintenance of signs, signals, lights, fences, guardrails, ramps, temporary sidewalks, barricades, overhead protection, etc.

RECORDKEEPING

The OSHA 300 Log is used for recording and classifying recordable occupational injuries and illnesses, and for noting the extent and outcome of each case.

The log shows when the occupational injury or illness occurred, to whom, what the injured or ill person's regular job was at the time of the injury or illness exposure, the department in which the person was employed, the kind of injury or illness, how much time was lost, and what the case resulted in.

The OSHA 300A Summary shall be posted, at a minimum, February, March, and April.

The Safety Representative is responsible for the preparation and maintenance of the OSHA 300 Log.

RESPIRATORY PROTECTION

Eagle Valley Inc. employees will not normally be required to wear respirators. Jobs requiring respiratory protection will be performed by designated individuals who have been properly trained, medically evaluated, and annually fit tested. Because of our scope of work, employees will not normally be exposed to any situations requiring the use of a respirator. If a situation arises in which the use of respiratory protection is required, report it to your Safety Representative immediately.

RIGGING

Rigging equipment for material handling shall be inspected prior to use on each shift and as necessary during its use to ensure that it is safe. Defective rigging equipment shall be removed from service.

Rigging equipment shall:

- Have permanently affixed and legible identification markings as prescribed by the manufacturer that indicate the recommended safe working load;
- Not be loaded in excess of its recommended safe working load as prescribed on the identification markings by the manufacturer; and
- Not be used without affixed, legible identification markings.

Rigging equipment, when not in use, shall be removed from the immediate work area so as not to present a hazard to employees.

SIGNS

For the protection of all, warning signs such as "No Smoking," "Keep Out", "Eye Protection Required", "Out of Order-Do Not Use", and "Authorized Personnel" will be posted. All employees will obey these directions and aid in maintaining the signs.

STORAGE

All materials stored in tiers will be secured to prevent sliding, failing, or collapse. Aisles and passageways will be kept clear and in good repair. Stored materials will not obstruct exits, electrical panels, fire extinguishers, fire alarm pull stations, eye wash, or safety showers. Material stored in buildings under construction will not be placed within 6' of any hoist way or inside floor openings, nor within 10 feet of an exterior wall that does not extend above the top of the material stored. Materials will not be stored on scaffolds or runways in excess of supplies needed for immediate operations.

TOILETS

Toilets will be provided according to the following:

- 20 or fewer persons--one facility
- 20 or more persons--one toilet set and one urinal per 40 persons
- 200 or more persons --one toilet seat and one urinal per 50 persons

Portable toilet service's instructions shall be followed. (e.g. one chemical toilet per 10 employees)

WELDING AND CUTTING

When practical, objects to be welded, cut, or heated shall be moved to a designated safe location or, if the objects to be welded, cut, or heated cannot be readily moved, all movable fire hazards in the vicinity shall be taken to a safe place, or otherwise protected.

If the object to be welded, cut, or heated cannot be moved and if all the fire hazards cannot be removed, positive means shall be taken to confine the heat, sparks, and slag, and to protect the immovable fire hazards from them.

No welding, cutting, or heating shall be done where the application of flammable paints, or the presence of other flammable compounds, or heavy dust concentrations creates a hazard.

Suitable fire extinguishing equipment shall be immediately available in the work area and shall be maintained in a state of readiness for instant use.

When the welding, cutting, or heating operation is such that normal fire prevention precautions are not sufficient, additional personnel shall be assigned to guard against fire while the actual welding, cutting, or heating operation is being performed, and for a sufficient period of time after completion of the work to ensure that no possibility of fire exists. Such personnel shall be instructed as to the specific anticipated fire hazards and how the firefighting equipment provided is to be used.

When welding, cutting, or heating is performed on walls, floors, and ceilings, since direct penetration of sparks or heat transfer may introduce a fire hazard to an adjacent area, the same precautions shall be taken on the opposite side as are taken on the side on which the welding is being performed.

For the elimination of possible fire in enclosed spaces as a result of gas escaping through leaking or improperly closed torch valves, the gas supply to the torch shall be positively shut off at some point outside the enclosed space whenever the torch is not to be used or whenever the torch is left unattended for a substantial period of time, such as during the lunch period. Overnight and at the change of shifts, the torch and hose shall be removed from the confined space. Open end fuel gas and oxygen hoses shall be immediately removed from enclosed spaces when they are disconnected from the torch or other gas-consuming device.

Except when the contents are being removed or transferred, drums, pails, and other containers which contain or have contained flammable liquids shall be kept closed. Empty containers shall be removed to a safe area apart from hot work operations or open flames.

Drums containers, or hollow structures which have contained toxic or flammable substances shall either be filled with water or thoroughly cleaned of such substances and ventilated and tested before welding, cutting, or heating is undertaken on them. For welding, cutting and heating on steel pipelines containing natural gas, the pertinent portions of regulations issued by the Department of Transportation, Office of Pipeline Safety, 49 CFR Part 192, Minimum Federal Safety Standards for Gas Pipelines, shall apply.

Before heat is applied to a drum, container, or hollow structure, a vent or opening shall be provided for the release of any built-up pressure during the application of heat.

Confined Space Entry

Definitions

Confined Space

- Has limited or restricted means for entry or exit;
- Is large enough and so configured that an employee can bodily enter and perform assigned work; and
- The space is not designed for continuous employee occupancy.

Employee – an employee of Eagle Valley Inc. or an employee of a subcontractor to Eagle Valley Inc.

Hazardous Atmosphere

- An atmosphere that may expose employees to the risk of death, incapacitation, and impairment of ability to self-rescue, injury, or acute illness from one or more of the following causes:
  - Flammable gas, vapor, or mist in excess of 10 percent of its lower flammable limit (LFL);
  - Airborne combustible dust at a concentration that meets or exceeds its LFL;
  - Atmospheric oxygen concentration below 19.5 percent or above 23.5 percent;
  - Atmospheric concentration of any substance for which a dose or a permissible exposure limit is published in Subpart G, *Occupational Health and Environmental Control*, or in Subpart Z, *Toxic and Hazardous Substances,* and which could result in employee exposure in excess of its dose or permissible exposure limit;
  - Any other atmospheric condition that is immediately dangerous to life or health.

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Non-Permit Confined Space

- A confined space that does not contain or, with respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious physical harm.

Permit-Required Confined Space

- Permit-Required Confined Space means a confined space that has one or more of the following characteristics:
  - Contains or has a potential to contain a hazardous atmosphere;
  - Contains a material that has the potential for engulfing an entrant;
  - Has an internal configuration such that an entrant could be trapped or asphyxiated by inward converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or
  - Contains any other recognized serious safety or health hazard.

Safety Representative – the President or his designee, can be subcontracted.

Supervisor – any employee that supervises other employees. (e.g., foreman, superintendent, project manager, etc.)

Responsibilities

The Safety Representative shall manage the overall confined space entry program and will ensure that supervisory and worker personnel are trained and comply with policy requirements. In addition, the Safety Representative will ensure any permits are kept on file for one year following entry.

Supervisors will ensure that employees comply with policy requirements.

All subcontractors are responsible for following OSHA requirements for confined space entry.

Eagle Valley Inc. shall provide the following equipment at no cost to employees, maintain that equipment properly, and ensure that employees use that equipment properly:

- Testing and monitoring equipment needed
- Ventilating equipment needed to obtain acceptable entry conditions
- Communications equipment necessary
- Personal protective equipment
- Lighting equipment needed to enable employees to see well enough to work safely and to exit the space quickly in an emergency
- Barriers and shields
- Equipment, such as ladders, needed for safe ingress and egress by authorized entrants
- Rescue and emergency equipment except to the extent that the equipment is provided by rescue services
- Any other equipment necessary for safe entry into and rescue from permit spaces.

Attendants

- Have knowledge of all potential hazards of entry.
- Aware of possibly behavioral effects of hazard exposure.
- Stay in continuous communication with entrants.
- Remain outside the permit space during entry operations, unless relieved by another attendant.
- Monitor activities inside and outside the space to determine if it is safe for entrants to remain in the space and order entrants to evacuate immediately under any of the following conditions:
  - Attendant detects a prohibited condition.
  - Attendant detects the behavioral effects of hazard exposure in an entrant.
  - Attendant detects a situation outside the space that could endanger the entrants.

- Summon rescue and other emergency services as needed.
- Take appropriate actions if unauthorized persons approach or enter a permit space.
  - Warn unauthorized persons to stay away from permit space.
  - Advise unauthorized persons to exit immediately if they have entered the permit space.
  - Inform authorized entrants and entry supervisor if unauthorized persons have entered the space.

- Perform non-entry rescue as specified by the employer's rescue procedure.

Authorized Entrants

- Have knowledge of all potential hazards of entry.
- Be informed of air monitoring results.
- Participate in permit review and signing.
- Stay in contact communication with attendants.
- May request the space be re-evaluated or additional monitoring at any time.
- Alert the attendant whenever:
  - Entrant recognizes any warning sign or symptom of exposure to a dangerous situation.
  - Entrant detects a prohibited condition.

- Exit the space as quickly as possible whenever:
  - An order to evacuate is given by the attendant or entry supervisor.
  - Entrant recognizes any warning sign or symptom of hazardous exposure.
  - Entrant detects a prohibited condition.
  - An evacuation alarm is activated.

Entry Supervisor

- Has knowledge of all potential hazards of entry.
- Prepares, uses, and cancels the permit and follows client requirements for having a permit issued when required to use their permit.
- Verifies all required PPE is available and used for entry.
- Evaluates the confined space for communication between team members and makes communication equipment available when needed.
- Evaluates the confined space for ventilation needs and makes equipment

available when needed.

- Verifies full completion of permit, including atmospheric testing requirements and all other applicable procedures and equipment as specified by the permit before signing and allowing entry to begin.
- Verifies that rescue services are available and the means for summoning them are operable and adequate for the work environment (e.g., radio, phone, etc.).
- Removes unauthorized individuals who enter or attempt to enter the permit space or area.
- Verifies that an early warning system is in place that continuously monitors for non-isolated engulfment hazards when needed.
- Coordinates permit transfer so that entry operations remain consistent with the terms of the entry permit and that acceptable entry conditions are maintained while the work is performed.
- Terminates the entry and cancels the permit whenever:
  - Entry operations covered by the permit are completed.
  - A condition not allowed under the permit arises in or near the permit space.

Procedures

General Requirements

- Supervisors shall evaluate the worksite for any confined spaces. If confined space entry is required, then a trained (documented training) Entry Supervisor shall be designated by Eagle Valley Inc.
- Danger signs are posted of the existence, location, and danger posed by permit and non-permit confined spaces.
- Eagle Valley Inc. shall follow owners' confined space entry procedures and utilize their permits as required.
- The Safety Representative is responsible for program development, implementation, and policy revisions.
- Provide attendant, signage and barricades to protect entrants from external hazards such as pedestrians and vehicles while in the permit required confined space.
- An attendant must be on duty outside of the permit required confined space for the duration of entry operations.
- An attendant shall not monitor more than one permit required confined space at a time.

- Only Eagle Valley Inc. employees shall use the Eagle Valley Inc. permit.
- Eagle Valley Inc. shall not participate in permit required confined space entry at the same time as other contractors unless specific procedures are followed and coordination occurs.
- Eagle Valley Inc. shall communicate with the jobsite controlling contractor and coordinate work as needed.
- Types of Hazards Associated with Confined Spaces
  - Oxygen deficiency, less than 19.5%
  - Oxygen enriched, greater than 23.5%
  - Combustible/Flammable/Explosive Atmospheres
  - Toxic Gases or Vapors
  - Physical Hazards
    - Grinding
    - Agitators
    - Steam
    - Falling/Tripping
    - Other Moving Parts
    - Mulching
    - Corrosive chemicals
    - Biological
    - Shape (sloping/constricted)
    - Electrical

- Wind
- Lighting
- Weather
- Tripping/Slipping (Insecure Footing)
- Rodents/Snakes/Spiders

Confined Space Entry

- Review activity to be performed. The company Safety Representative shall determine entry classification of permit or non-permit required.
- Complete Eagle Valley Inc.'s Confined Space Entry Permit
  - Prepare Space Entry
    - Notify the department likely to be affected by service interruption.
    - Post signs, put up barriers and tape where necessary to prevent unauthorized entry.
    - Qualified personnel follow appropriate shutdown procedures.
    - Implement lockout/tagout where necessary to isolate space.
    - Empty the space if possible of hazardous materials, clean, wash and purge.
    - Ventilate if needed long enough in advance. Verify by testing.
    - Attach "HOT WORK" permit, if required, to confined space entry permit.
    - Conduct atmospheric testing to determine concentration levels of all hazards identified.
    - Review with personnel entering the space that previous testing has been completed.
    - Post confined space entry permit (if required)
    - Atmospheric monitoring shall be done continuously whenever possible.

- Atmosphere Testing and Monitoring Requirements
  - Initial testing of the confined space is to be conducted by a "qualified person"* only. At a minimum all confined spaces must be evaluated for:
    - Oxygen (O_2) levels must be >19.5% and <21.5%
    - Presence of Carbon Monoxide (CO) gas must be below the PEL
    - Presence of explosive gas or vapor must be less than 10% of the LEL

- If continuous ventilation is used, then testing must be conducted before entry and during work.

- Additional tests in confined spaces may be needed because of the function of the confined space. For example:
  - Chemical Hazards
    - Toxicity (Review SDS's, PEL's, TLV's and other data to evaluate exposure.)
    - Sulfur Dioxide (SO2)
    - Hydrogen Sulfide (H2S)
    - Hydrogen Cyanide (HCN)
    - Arsenic (As)
    - Lead (Pb)
    - Cadmium (Cd)

  - Physical Hazards
    - Heat stress
    - Noise

- Continuous Testing in Attended Confined Spaces
  - Where the space contains or has the potential to contain a hazardous atmosphere, continuous monitoring will be done.
  - Personnel using continuous monitors will be trained on the use and limitations of the monitor. This training is part of the annual confined space training program.

- Combustible Gases and Dusts Testing
  - All confined spaces shall be tested for explosive gases and vapors prior to entry, no "HOT WORK" shall be permitted if atmospheric readings are above 10% of the lower explosion limit (LEL). Continuous reading monitors for explosive ranges shall be used on the jobsite in which "HOT WORK" is being conducted in attended confined spaces.

- Before "HOT WORK" is conducted in confined spaces which contain combustible dusts, they shall be adequately cleaned by means of washing or "wetting down", or vacuuming with properly grounded equipment. At NO time is compressed air to be used for cleaning of combustible dusts.

- Air Monitoring Equipment
  - Air monitoring equipment must check for oxygen first, then combustible gas, and then any toxic gases that might be present, such as carbon monoxide.
  - This can be done with a three- or four-gas monitor with a simple draw pump to test the space before entry.
  - Air monitoring equipment must be lab calibrated and field calibrated per manufacturer's requirements.
  - Bump tests must be conducted per manufacturer's requirements.

- Qualification requirements for using alternative protection procedures
  - The only hazard is an actual or potential hazardous atmosphere.
  - Ventilation alone is sufficient to maintain the permit space safe for entry and work to be performed within the permit-required space must introduce no additional hazards.
  - Gather monitoring and inspection data to support above items.
  - If entry is necessary to conduct initial data gathering, perform such entry under the full permit program
  - Document the determinations and supporting data and make them available to employees.
  - Entry can take place after a) it has been determined safe to remove the entrance cover; b) any openings are guarded to protect against falling and falling objects; c) internal atmospheric testing; d) air remains without hazard whenever any employee is inside the space; e) continuous forced air ventilation has eliminated any hazardous atmosphere; f) space is tested periodically. Employees must exit immediately if a hazardous atmosphere is detected during entry, and the space must be evaluated to determine how the hazardous atmosphere developed.

- Continuous forced air ventilation shall be used, as follows:
  - An employee may not enter the space until the forced air ventilation has eliminated any hazardous atmosphere;
  - The forced air ventilation shall be so directed as to ventilate the immediate areas where an employee is or will be present within the space and shall continue until all employees have left the space;
  - The air supply for the forced air ventilation shall be from a clean source and may not increase the hazards in the space.

- The permit required confined space entry program shall be reviewed using the canceled permits retained within 1 year after each entry and the program shall be revised as necessary to ensure that employees are protected. Note: A single annual review covering all entries performed during a 12-month period may be performed. If no entry is performed during a 12-month period, no review is necessary.

Training Requirements

Eagle Valley Inc. employees shall receive confined space entry awareness training.

Initial training will provide employees with the understanding, skill and knowledge necessary to perform the job safely, in addition to the proper PPE, use of retrieval devices, and other necessary equipment. Refresher training will be given when duties change, hazards in space change or whenever evaluation exposes inadequacies in employee knowledge. Employer certification of training of Attendants, Authorized Entrants, Entry Supervisor, and Entry Rescue Team must include employee's name, signature or initials of trainer, and date of training.

Training records shall be made available to employees and their authorized representative(s).

Rescue Services

- Will be off-site unless the work is conducted in conditions considered to be immediately dangerous to life and health (IDLH). Use employee retrieval systems whenever possible. Onsite teams must be properly equipped. They must receive the same training as authorized entrants plus training to use personal protective and rescue equipment and first aid training, including CPR. They must practice simulated rescues at least once every 12 months. Outside rescue services must be made aware of hazards, receive access to comparable permit spaces to develop rescue plans and practice rescues. Employer must provide hospitals or treatment facilities any SDS's or other information on a permit space hazard exposure situation that may aid in treatment of rescued employees.
- Eagle Valley Inc. does not have trained or certified rescue personnel. Rescue services will have to be provided by the client or come from off-site. Check with the local area emergency medical rescue services to see if they can respond to confined space rescues. If they are not trained or qualified, an outside rescue service must be obtained. Outside rescue services must be made aware of hazards, receive access to comparable permit spaces to develop rescue plans and practice rescues. Eagle Valley Inc. shall provide hospitals or treatment facilities any SDS's or other information on a permit space hazard exposure situation that may aid in treatment of rescued employees.
- Qualification requirements for using alternative protection procedures
  - The only hazard is an actual or potential hazardous atmosphere.
  - Ventilation alone is sufficient to maintain the permit space safe for entry and work to be performed within the permit-required space must introduce no additional hazards.
  - Gather monitoring and inspection data to support above items.
  - If entry is necessary to conduct initial data gathering, perform such entry under the full permit program

- Document the determinations and supporting data and make them available to employees.
- Entry can take place after: a) it has been determined safe to remove the entrance cover; b) any openings are guarded to protect against falling and falling objects; c) internal atmospheric testing; d) air remains without hazard whenever any employee is inside the space; e) continuous forced air ventilation has eliminated any hazardous atmosphere; f) space is tested periodically. Employees must exit immediately if a hazardous atmosphere is detected during entry and the space must be evaluated to determine how the hazardous atmosphere developed.

Electrical (General) Policy

Definitions

Employee – an employee of Eagle Valley Inc. or an employee of a subcontractor to Eagle Valley Inc.

Grounded – connected to earth or to some conducting body that serves in place of the earth.

Ground-Fault Circuit Interrupter – a device for the protection of personnel that functions to de-energize a circuit or portion thereof within an established period of time when a current to ground exceeds some predetermined value that is less than that required to operate the overcurrent protective device of the supply circuit.

Guarded – covered, shielded, fenced, enclosed, or otherwise protected by means of suitable covers, casings, barriers, rails, screens, mats, or platforms to remove the likelihood of approach to a point of danger or contact by persons or objects.

Safety Representative – the President or his designee, can be subcontracted.

Supervisor – any employee that supervises other employees. (e.g., foreman, superintendent, project manager, etc.)

Qualified Person – a recognized degree, certificate, or professional standing, or extensive knowledge, training, and experience enabling successful demonstration of ability to solve or resolve problems relating to the subject matter, the work, or the project.

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Responsibilities

All local, State, and Federal regulations for electrical installations and safe work practices shall be followed.

Supervisors will evaluate the potential for electrical hazards at each jobsite and ensure that their employees follow existing safe work procedures.

Procedures

Safe work practices shall be employed to prevent electric shock or other injuries resulting from either direct or indirect electrical contacts when work is performed near or on equipment or circuits which may be energized (e.g., safe clearance distances, Lockout/Tagout, etc.).

While any employee is exposed to contact with parts of fixed electric equipment or circuits which have been de-energized, the circuits energizing the parts shall be locked out or tagged or both. See Lockout/Tagout Policy.

Conductors and parts of electrical equipment that have been de-energized but have not been locked or tagged out shall be treated as live parts.

Eagle Valley Inc. employees shall not perform work on (or near enough to be exposed to any hazard they present) energized equipment, parts, or circuits unless they are properly trained. Only Eagle Valley Inc. qualified persons may work on electric circuit parts or equipment that have not been de-energized. Eagle Valley Inc. currently does not perform live electrical work.

Portable ladders shall have nonconductive siderails if they are used where an employee or the ladder could contact exposed energized parts.

Eagle Valley Inc. shall utilize Ground Fault Circuit Interrupters (GFCI) to protect employees on all construction sites.

Reporting

Any electrical equipment found to be unsafe will be reported, tagged "DO NOT USE", and turned in for repair or replacement.

Reporting and alerting co-workers will prevent possible electrical contact. Notify jobsite supervision of all identified electrical hazards.

Temporary Wiring

Temporary wiring applies to the temporary electrical power and lighting wiring methods which may be of a class less than would be required for a permanent installation. Temporary wiring shall be removed immediately upon completion of construction or the purpose for which the wiring was installed.

General requirements for temporary wiring:

- Feeders shall originate in a distribution center. The conductors shall be run as multi-conductor cord or cable assemblies.
- Branch circuits shall originate in a power outlet or panelboard. Conductors shall be run as multi-conductor cord or cable assemblies. All conductors shall be protected by overcurrent devices. No branch-circuit conductors shall be laid on the floor.
- Receptacles shall be of the grounding type. Each branch circuit shall contain a separate equipment grounding conductor and all receptacles shall be electrically connected to the grounding conductor. Receptacles for uses other than temporary lighting shall not be installed on branch circuits which supply temporary lighting. Receptacles shall not be connected to the same ungrounded conductor of multi-wire circuits which supply temporary lighting.
- All lamps for general illumination shall be protected from accidental contact or breakage. Metal-case sockets shall be grounded.
- Temporary lights shall not be suspended by their electric cords unless cords and lights are designed for this means of suspension.

- Portable electric lighting used in wet and/or other conductive locations shall be operated at 12 volts or less. However, 120-volt lights may be used if protected by a ground-fault circuit interrupter.
- A box shall be used wherever a change is made to a cable system which is metal clad or metal sheathed.
- Flexible cords and cables shall be protected from damage. Sharp corners and projections shall be avoided. Flexible cords and cables may pass through doorways or other pinch points, if protection is provided to avoid damage.
- Extension cord sets used with portable electric tools and appliances shall be of three-wire type and shall be designed for hard or extra-hard usage. Flexible cords used with temporary and portable lights shall be designed for hard or extra-hard usage.

NOTE: The National Electrical Code, ANSI/NFPA 70, in Article 400, Table 400-4, lists various types of flexible cords, some of which are noted as being designed for hard or extra-hard usage. Examples of these types of flexible cords include hard service cord (types S, ST, SO, STO) and junior hard service cord (types SJ, SJO, SJT, SJTO).

Ground Fault Circuit Interrupters (GFCI)

All 120-volt, single phase 15 and 20-ampere temporary wiring on a construction job will be guarded by the use of GFCIs to protect employees. This requirement is in addition to any other requirements for equipment grounding conductors.

Test Equipment

Only qualified persons will use test equipment and will verify that the hazard has been de-energized. If the circuit to be tested is over 600 volts, nominal, the test equipment will be checked for proper operation.

Warning Signs

Warning signs are posted where employees may be exposed to high voltage electrical hazards. Never remove or damage this signage. When guarding, isolating, insulating, or grounding protective measures have been taken, they will not be removed by "unqualified employees".

Power Tools

All electric power tools must be grounded. Electric power tools will be equipped with a proper ground plug (three-prong) or be of double insulation construction.

Electrical supply cords are never used to carry electrical power tools. The tool must be carried by its proper handle.

Power hand tools will be carefully inspected before use. All blades, chucks, tool assembly, guards and electrical cords must be checked.

Housekeeping

Housekeeping duties that require an employee to perform duties near electrical hazards will not use electrically conductive cleaning materials (steel wool, metalized cloth, and silicon carbide as well as any conductive liquid solutions). Pay close attention to materials used to ensure they won't contribute to a potential explosion.

Conductive Apparel

All employees will take special care in the use of conductive apparel (such as watch bands, bracelets, rings, key chains, or metal headgear and glasses). Conductive articles of jewelry and clothing may not be worn if they might contact exposed energized parts. However, such articles may be worn if they are rendered nonconductive by covering, wrapping, or other insulating means.

Connecting/Starting/Energizing Electrical Equipment

At no time will any employee connect, start, or energize electrical equipment while standing in water.

Illumination

Employees may not enter spaces containing exposed energized parts, unless illumination is provided that enables them to perform the work safely.

Where lack of illumination or an obstruction precludes observation of the work to be performed, employees may not perform tasks near exposed energized parts.

Employees may not reach blindly into areas which may contain energized parts.

Confined or Enclosed Work Spaces

When an employee works in a confined or enclosed space (such as a manhole or vault) that contains exposed energized parts, Eagle Valley Inc. shall provide, and the employee shall use, protective shields, protective barriers, or insulating materials as necessary to avoid inadvertent contact with these parts.

Doors, hinged panels, and the like shall be secured to prevent their swinging into an employee and causing them to contact exposed energized parts.

Overhead Lines

When working near overhead lines, clearance distance shall be provided, lines shall be de-energized and grounded, or other protective measures shall be provided before work begins (e.g., guarding, isolating, or insulating).

When a qualified person is working in the vicinity of overhead lines, whether in an elevated position or on the ground, the person may not approach or take any conductive object without an approved insulating handle closer to exposed energized parts than shown:

Voltage range (phase to phase)	Minimum approach distance
300V and less	Avoid Contact
Over 300V, not over 750V	1 ft. 0 in.
Over 750V, not over 2kV	1 ft. 6 in.
Over 2kV, not over 15kV	2 ft. 0 in.
Over 15kV, not over 37kV	3 ft. 0 in.
Over 37kV, not over 87.5kV	3 ft. 6 in.
Over 87.5kV, not over 121kV	4 ft. 0 in.
Over 121kV, not over 140kV	4 ft. 6 in.

When an unqualified person is working in an elevated position near overhead lines, the location shall be such that the person and the longest conductive object he or she may contact cannot come closer to any unguarded, energized overhead line than the following distances:

- For voltages to ground 50kV or below – 10 feet
- For voltages to ground over 50kV – 10 feet plus 4 inches for every 10kV over 50kV

Any vehicle or mechanical equipment capable of having parts of its structure elevated near energized overhead lines shall be operated so that a clearance of 10 ft. is maintained. If the voltage is higher than 50kV, the clearance shall be increased 4 in. for every 10kV over that voltage.

Personal Protection Equipment (PPE)

Eagle Valley Inc. shall provide personal protection equipment to safeguard "qualified personnel" where potential electrical hazards are present.

Employees shall wear proper protective equipment where necessary to protect them from electric arcs or flashes or from flying objects per OSHA, NEC, and NFPA requirements.

Training Requirements

All employees shall receive electrical awareness training.

Eagle Valley Inc. employees who face a risk of electric shock but who are not qualified persons shall be trained & familiar with electrically related safety practices.

Eagle Valley Inc. employees shall be trained in electrical safety related work practices that pertain to their respective job assignments.

Eagle Valley Inc. employees shall be trained in safe clearance distances.

Excavation and Trenching Policy

Definitions

Benching (Benching system) - means a method of protecting employees from cave-ins by excavating the sides of an excavation to form one or a series of horizontal levels or steps, usually with vertical or near-vertical surfaces between levels.

Cave-in - means the separation of a mass of soil or rock material from the side of an excavation, or the loss of soil from under a trench shield or support system, and its sudden movement into the excavation, either by falling or sliding, in sufficient quantity so that it could entrap, bury, or otherwise injure and immobilize a person.

Competent person - means one who is capable of identifying existing and predictable hazards in the surroundings, or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

Employee – an employee of Eagle Valley Inc. or an employee of a subcontractor to Eagle Valley Inc.

Excavation - means any man-made cut, cavity, trench, or depression in an earth surface, formed by earth removal.

Hazardous atmosphere - means an atmosphere which by reason of being explosive, flammable, poisonous, corrosive, oxidizing, irritating, oxygen deficient, toxic, or otherwise harmful, may cause death, illness, or injury.

Protective system - means a method of protecting employees from cave-ins, from material that could fall or roll from an excavation face or into an excavation, or from the collapse of adjacent structures. Protective systems include support systems, sloping and benching systems, shield systems, and other systems that provide the necessary protection.

Ramp - means an inclined walking or working surface that is used to gain access to one point from another, and is constructed from earth or from structural materials such as steel or wood.

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Registered Professional Engineer - means a person who is registered as a professional engineer in the state where the work is to be performed. However, a professional engineer, registered in any state is deemed to be a "registered professional engineer" within the meaning of the OSHA Excavation standard when approving designs for "manufactured protective systems" or "tabulated data" to be used in interstate commerce.

Shield (Shield system) - means a structure that is able to withstand the forces imposed on it by a cave-in and thereby protect employees within the structure. Shields can be permanent structures or can be designed to be portable and moved along as work progresses. Additionally, shields can be either pre-manufactured or job-built in accordance with OSHA. Shields used in trenches are usually referred to as "trench boxes" or "trench shields."

Shoring (Shoring system) - means a structure such as a metal hydraulic, mechanical or timber shoring system that supports the sides of an excavation and which is designed to prevent cave-ins.

Sloping (Sloping system) - means a method of protecting employees from cave-ins by excavating to form sides of an excavation that are inclined away from the excavation so as to prevent cave-ins. The angle of incline required to prevent a cave-in varies with differences in such factors as the soil type, environmental conditions of exposure, and application of surcharge loads.

Supervisor – any employee that supervises other employees. (e.g., foreman, superintendent, project manager, etc.)

Trench (Trench excavation) - means a narrow excavation (in relation to its length) made below the surface of the ground. In general, the depth is greater than the width, but the width of a trench (measured at the bottom) is not greater than 15 feet. If forms or other structures are installed or constructed in an excavation so as to reduce the dimension measured from the forms or structure to the side of the excavation to 15 feet or less (measured at the bottom of the excavation), the excavation is also considered to be a trench.

Responsibilities

The assigned competent person is responsible for all aspects of safe trenching and excavation. These responsibilities include (but are not limited to) the following:

- Determination of soil type by visual and manual test (unless treating as Type C Soil).
- Observe soil for cracks or fissures.
- Assure that implementation of shielding, shoring, benching, sloping, or other means to protect workers and public from cave in accidents is in place.
- Ensuring proper barricades are erected to prevent pedestrians or motorists from accidentally entering a trench or excavation and to aid in the protection of the trench or excavation being an attractive nuisance.
- Ensuring that employees do not enter trenches that are not protected.
- Removing workers from trenches or excavations whenever conditions are such that workers' safety is jeopardized.

Procedures

Underground Installations

- The estimated location of utility installations, such as sewer, telephone, fuel, electric, water lines, or any other underground installations that reasonably may be expected to be encountered during excavation work, shall be determined prior to opening an excavation.
- Utility companies or owners shall be contacted within established or customary local response times, advised of the proposed work, and asked to establish the location of the utility underground installations prior to the start of actual excavation. When utility companies or owners cannot respond to a request to locate underground utility installations within 24 hours (unless a longer period is required by state or local law), or cannot establish the exact location of these installations, Eagle Valley Inc. may proceed, provided the employer does so with caution, and provided detection equipment or other acceptable means to locate utility installations are used.

- When excavation operations approach the estimated location of underground installations, the exact location of the installations shall be determined by safe and acceptable means.
- While the excavation is open, underground installations shall be protected, supported or removed as necessary to safeguard employees.

A stairway, ladder, ramp or other safe means of egress shall be located in trench excavations that are 4 feet or more in depth so as to require no more than 25 feet of lateral travel for employees.

Employees exposed to public vehicular traffic shall be provided with, and shall wear, warning vests or other suitable garments marked with or made of reflectorized or high-visibility material.

No employee shall be permitted underneath loads handled by lifting or digging equipment. Employees shall be required to stand away from any vehicle being loaded or unloaded to avoid being struck by any spillage or falling materials. Operators may remain in the cabs of vehicles being loaded or unloaded when the vehicles are equipped, in accordance with, to provide adequate protection for the operator during loading and unloading operations.

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 edge of the excavation, a warning system shall be utilized such as barricades, hand or mechanical signals, or stop logs. If possible, the grade should be away from the excavation.

Hazardous Atmospheres

- Where oxygen deficiency (atmospheres containing less than 19.5 percent oxygen) or a hazardous atmosphere exists or could reasonably be expected to exist, such as in excavations in landfill areas or excavations in areas where hazardous substances are stored nearby, the atmospheres in the excavation shall be tested before employees enter excavations greater than 4 feet in depth.
- Adequate precautions shall be taken to prevent employee exposure to atmospheres containing less than 19.5 percent oxygen and other hazardous atmospheres. These precautions include providing proper respiratory protection or ventilation in accordance with OSHA 1926 subparts D and E.
- Adequate precaution shall be taken such as providing ventilation, to prevent employee exposure to an atmosphere containing a concentration of a flammable gas in excess of 20 percent of the lower flammable limit of the gas.
- When controls are used, that are intended to reduce the level of atmospheric contaminants to acceptable levels, testing shall be conducted as often as necessary to ensure that the atmosphere remains safe.

Protection from Hazards Associated with Water Accumulation

- Employees shall not work in excavations in which there is accumulated water, or in excavations in which water is accumulating, unless adequate precautions have been taken to protect employees against the hazards posed by water accumulation. The precautions necessary to protect employees adequately vary with each situation, but could include special support or shield systems to protect from cave-ins, water removal to control the level of accumulating water, or use of a safety harness and lifeline.
- If water is controlled or prevented from accumulating by the use of water removal equipment, the water removal equipment and operations shall be monitored by a competent person to ensure proper operation.

Stability of Adjacent Structures

- Where the stability of adjoining buildings, walls, or other structures is endangered by excavation operations, support systems such as shoring, bracing, or underpinning shall be provided to ensure the stability of such structures for the protection of employees.
- Excavation 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 shall not be permitted except when:
  - A support system, such as underpinning, is provided to ensure the safety of employees and the stability of the structure; or
  - The excavation is in stable rock; or
  - A registered professional engineer has approved the determination that the structure is sufficiently removed from the excavation so as to be unaffected by the excavation activity; or
  - A registered professional engineer has approved the determination that such excavation work will not pose a hazard to employees.

- Sidewalks, pavements and appurtenant structure shall not be undermined unless a support system or another method of protection is provided to protect employees from the possible collapse of such structures.

Protection of employees from loose rock or soil.

- Adequate protection shall be provided to protect employees from loose rock or soil that could pose a hazard by falling or rolling from an excavation face. Such protection shall consist of scaling to remove loose material; installation of protective barricades at intervals as necessary on the face to stop and contain falling material; or other means that provide equivalent protection.
- Employees shall be protected from excavated or other materials or equipment that could pose a hazard by falling or rolling into excavations. Protection shall be provided by placing and keeping such materials or equipment at least 2 feet from the edge of excavations, or by the use of retaining devices that are sufficient to prevent materials or equipment from falling or rolling into excavations, or by a combination of both if necessary.

Inspections

- Daily inspections of excavations, the adjacent areas, and protective systems shall be made by a competent person for evidence of a situation that could result in possible cave-ins, indications of failure of protective systems, hazardous atmospheres, or other hazardous conditions. An inspection shall be conducted by the competent person prior to the start of work and as needed throughout the shift. Inspections shall also be made after every rainstorm or other hazard increasing occurrence. These inspections are only required when employee exposure can be reasonably anticipated.
- Where the competent person finds evidence of a situation that could result in a possible cave-in, indications of failure of protective systems, hazardous atmospheres, or other hazardous conditions, exposed employees shall be removed from the hazardous area until the necessary precautions have been taken to ensure their safety.

Walkways

- Walkways shall be provided where employees or equipment are required or permitted to cross over excavations. Guardrails shall be provided where walkways are 6 feet or more above lower levels.

Protection of Employees in Excavations

- Each employee in an excavation shall be protected from cave-ins by an adequate protective system except when:
  - Excavations are made entirely in stable rock; or
  - Excavations are less than 5 feet in depth and examination of the ground 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.

Materials and Equipment

- Materials and equipment used for protective systems shall be free from damage or defects that might impair their proper function.
- Manufactured materials and equipment used for protective systems shall be used and maintained in a manner that is consistent with the recommendations of the manufacturer, and in a manner that will prevent employee exposure to hazards.
- When material or equipment that is used for protective systems is damaged, a competent person shall examine the material or equipment and evaluate its suitability for continued use. If the competent person cannot assure the material or equipment is able to support the intended loads or is otherwise suitable for safe use, then such material or equipment shall be removed from service, and shall be evaluated and approved by a registered professional engineer before being returned to service.

Installation and Removal of Support

- Members of support systems shall be securely connected together to prevent sliding, falling, kickouts, or other predictable failure.
- Support systems shall be installed and removed in a manner that protects employees from cave-ins, structural collapses, or from being struck by members of the support system.
- Individual members of support systems shall not be subjected to loads exceeding those which those members were designed to withstand.
- Before temporary removal of individual members begins, additional precautions shall be taken to ensure the safety of employees, such as installing other structural members to carry the loads imposed on the support system.
- Removal shall begin at, and progress from, the bottom of the excavation. Members shall be released slowly so as to note any indication of possible failure of the remaining members of the structure or possible cave-in of the sides of the excavation.

- Backfilling shall progress together with the removal of support systems from excavations.
- Additional requirements for support systems for trench excavations.
- Excavation of material to a level no greater than 2 feet below the bottom of the members of a support system shall be permitted, but only if the system is designed to resist the forces calculated for the full depth of the trench, and there are no indications while the trench is open of a possible loss of soil from behind or below the bottom of the support system.
- Installation of a support system shall be closely coordinated with the excavation of trenches.

Sloping and Benching Systems

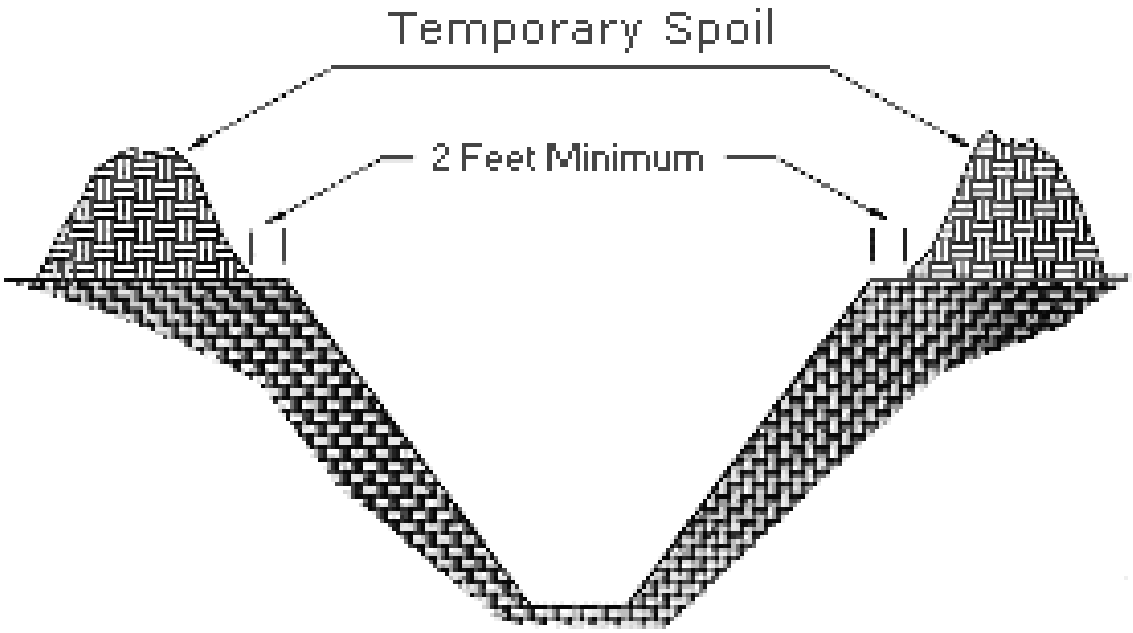
- Employees shall not be permitted to work on the faces of sloped or benched excavations at levels above other employees except when employees at the lower levels are adequately protected from the hazard of falling, rolling, or sliding material or equipment.

Shield systems

- Shield systems shall not be subjected to loads exceeding those which the system was designed to withstand.
- Shields shall be installed in a manner to restrict lateral or other hazardous movement of the shield in the event of the application of sudden lateral loads.
- Employees shall be protected from the hazard of cave-ins when entering or exiting the areas protected by shields.
- Employees shall not be allowed in shields when shields are being installed, removed, or moved vertically.
- Additional requirement for shield systems used in trench excavations. Excavations of earth material to a level not greater than 2 feet below the bottom of a shield shall be permitted, but only if the shield is designed to resist the forces calculated for the full depth of the trench, and there are no indications while the trench is open of a possible loss of soil from behind or below the bottom of the shield.

Fall Protection

- Each employee at the edge of an excavation 6 feet or more in depth shall be protected from falling by guardrail systems, fences, or barricades when the excavations are not readily seen because of plant growth or other visual barrier;
- Each employee at the edge of a well, pit, shaft, and similar excavation 6 feet or more in depth shall be protected from falling by guardrail systems, fences, barricades, or covers.



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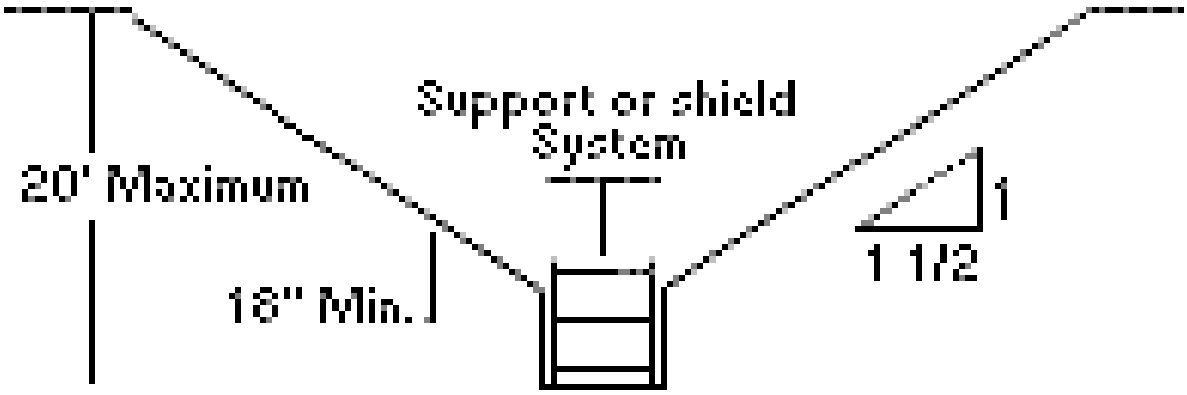
TYPE C SOIL
Supported of shielded
Vertically sided lower portion



Training Requirements

The designated "competent person" shall train workers in the avoidance of excavation and trenching hazards through the use of tool box talks and/or daily work instructions.

Eagle Valley Inc. Managers and Supervisors shall receive Competent Person Level Excavation training before being designated as the on-site Competent Person.

Fall Protection Policy

Definitions

Anchorage - A secure point of attachment for lifelines, lanyards or deceleration devices.

Body Harness - Straps which may be secured about the employee in a manner that will distribute the fall arrest forces over at least the thighs, pelvis, waist, chest and shoulders with means for attaching it to other components of a personal fall arrest system.

Deceleration Device - Any mechanism, such as a rope grab, rip-stitch lanyard, specially-woven lanyard, tearing or deforming lanyards, automatic self-retracting lifelines/lanyards, etc., which serves to dissipate a substantial amount of energy during a fall arrest, or otherwise limit the energy imposed on an employee during fall arrest.

Employee – an employee of Eagle Valley Inc. or an employee of a subcontractor to Eagle Valley Inc.

Guardrail System - A barrier erected to prevent employees from falling lower levels.

Handrail - Single bar on brackets attached on a wall, ramp or stairway, used to prevent tripping.

Hole - A gap or void 2 inches or more in its least dimension, in a floor, roof, or other walking/working surface.

Lanyard - A flexible line of rope, wire, or strap which generally has a connector at each end for connecting the body belt or body harness to a deceleration device, lifeline, or anchorage.

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Leading Edge - The edge of a floor, roof, or formwork for a floor or other walking/working surface (such as the deck) which changes location as additional floor, roof, decking, or formwork sections are placed, formed, or constructed. A leading edge is considered to be an "unprotected side and edge" during periods when it is not actively and continuously under construction.

Lifeline - A component consisting of a flexible line for connection to an anchorage at one end to hang vertically (vertical lifeline), or for connection to anchorages at both ends to stretch horizontally (horizontal lifeline), and which serves as a means for connecting other components of a personal fall arrest system to the anchorage.

Lower Levels - Those areas or surfaces to which an employee can fall. Such areas or surfaces include, but are not limited to, ground levels, floors, platforms, ramps, runways, excavations, pits, tanks, material, water, equipment, structures, or portions thereof.

Opening - A gap or void 30 inches or more high and 18 inches or more wide, in a wall or partition, through which employees can fall to a lower level.

Personal Fall Arrest System - A system used to arrest an employee in a fall from a working level. It consists of an anchorage, connectors, a body belt or body harness and may include a lanyard, deceleration device, lifeline, or suitable combinations of these.

Rope Grab - A deceleration device which travels on a lifeline and automatically, by friction, engages the lifeline and locks so as to arrest the fall of an employee. A rope grab usually employs the principle of inertial locking, cam/level locking, or both.

Safety Representative – the President or his designee, can be subcontracted.

Standard Railing - Vertical barrier to protect and prevent persons from falling into, through or from wall openings, ramps, platform or other areas where a fall hazard exists.

Supervisor – any employee that supervises other employees. (e.g., foreman, superintendent, project manager, etc.)

Toeboard - A low protective barrier that will prevent the fall of materials and equipment to lower levels and provide protection from falls for personnel.

Unprotected Sides and Edges - Any side or edge (except at entrances to points of access) of a walking/working surface, (e.g., floor, roof, ramp, or runway where there is no wall or guardrail system at least 39 inches high.)

Walking/Working Surfaces - Any surface, whether horizontal or vertical on which an employee walks or works, including, but not limited to, floors, roofs, ramps, bridges, runways, formwork and concrete reinforcing steel but not including ladders, vehicles, or trailers, on which employees must be located in order to perform their job duties.

Work Area - That portion of a walking/working surface where job duties are being performed.

Responsibilities

The Safety Representative will ensure that all Managers and Supervisors are trained and educated on the company fall protection policy and procedures.

Managers and Supervisors must instruct personnel in the use of fall protection equipment and procedures. Managers and Supervisors will consult with the Safety Representative to determine if the project has an adequate fall protection plan.

All employees are required to follow safe work practices related to fall protection.

Managers and Supervisors must evaluate and control the worksite hazards associated with floor openings and must instruct workers to avoid exposure to the hazards and/or provide the physical means to prevent such exposures.

The employer will provide a plan for prompt rescue of employees in the event of a fall or will assure that employees are able to rescue themselves.

Eagle Valley Inc. employees generally do not require fall protection when working.

Eagle Valley Inc. does not perform work that will allow the use of a Fall Protection Plan per OSHA.

The Safety Representative will investigate incidents involving a fall.

Employees are required to self-inspect all fall protection equipment prior to use.

Procedures

Pre Project Planning - A systematic evaluation of the building structure, openings and skylights, and fall exposures must be made prior to construction or demolition operations. Pre project planning for safety is best performed in conjunction with the safety department, the project management team, and other appropriate experts. A written site-specific fall prevention plan may be appropriate for particularly hazardous projects.

- *Compliance with Fall Protection Requirements*
  - Generally, fall protection for workers is required whenever there is a potential for fall exposure of six (6) feet or more. Existing regulations allow alternative systems to protect workers from fall-related accidents.
  - Project Managers should implement the most suitable form of fall protection system for each project, task, and employee. Decisions and actions required to implement fall protection must occur prior to operations.
  - The following are examples of fall protection systems that must be used when workers are working at or above six (6) foot elevations:
    - *Guardrail Systems*
      - The top edge of the guardrail will be 42 inches (+/-3 inches) above the walking/working level.
      - Midrails will be installed at a height halfway between the top edge of the guardrail system and the walking/working surface.
      - Top rails will be capable of withstanding, without failure, a force of at least 200 pounds in any outward or downward direction at any point along the top edge.

- When the 200 pounds test load is applied in a downward direction, the top edge of the top rail will not deflect to a height less than 39 inches above the walking/working level. Guardrail system components selected and constructed will be deemed to meet this requirement.
- Midrails, screens, mesh, intermediate vertical members, solid panels, and equivalent structural members will be capable of withstanding, without failure, a force of at least 150 pounds applied in any downward or outward direction at any point along the midrail or other member.
- Guardrail systems will be so surfaced as to prevent injury to an employee from punctures or lacerations and to prevent snagging of clothing.
- If wire rope is used for top rails, it will be flagged at not more than 6-foot intervals with high-visibility material.
- When guardrail systems are used at hoisting areas, a chain, gate or removable guardrail section will be placed across the access opening between guardrail sections when hoisting operations are not taking place.
- When guardrail systems are used at holes, they will be erected on all unprotected sides or edges of the hole.
- When guardrail systems are used around holes used for the passage of materials, the hole will have not more than two sides provided with removable guardrail sections to allow the passage of materials. When the hole is not in use, it will be closed over with a cover, or a guardrail system will be provided along all unprotected sides or edges.
- When guardrail systems are used around holes which are used as points of access (such as ladderways), they will be provided with a gate or be so offset that a person cannot walk directly into the hole.
- Guardrail systems used on ramps and runways will be erected along each unprotected side or edge.
- Manila, plastic or synthetic rope being used for top rails or midrails will be inspected as frequently as necessary to ensure that it continues to meet the strength requirements of 200 pounds and 150 pounds.

- *Personal Fall Arrest Systems*
  - Connectors will be drop forged, pressed or formed steel, or made of equivalent materials.
  - Connectors will have a corrosion-resistant finish, and all surfaces and edges will be smooth to prevent damage to interfacing parts of the system.
  - D rings and snaphooks will be proof-tested to a minimum tensile load of 3,600 pounds without cracking, breaking, or taking permanent deformation.
  - Snaphooks will be sized to be compatible with the member to which they are connected to prevent unintentional disengagement of the snaphook by depression of the snaphook keeper by the connected member. Snaphooks can also be a locking type snaphook designed and used to prevent disengagement of the snaphook by the contact of the snaphook keeper by the connected member.
  - Unless the snaphook is a locking type and designed for the following connections, snaphooks will not be engaged as follows:
    - Directly to webbing, rope or wire rope (unless specifically designed to do so);
    - To each other;
    - To a D ring to which another snaphook or other connector is attached;
    - To a horizontal lifeline; or
    - To any object which is incompatibly shaped or dimensioned in relation to the snaphook such that unintentional disengagement could occur by the connected object being able to depress the snaphook keeper and release itself.

  - Horizontal lifelines will be designed, installed, and used, under the supervision of a qualified person, as part of a complete personal fall arrest system, which maintains a safety factor of at least two.
  - Lanyards and vertical lifelines will have a minimum breaking strength of 5,000 pounds.

- When vertical lifelines are used, each employee will be attached to a separate lifeline.
- Lifelines will be protected against being cut or abraded.
- Self-retracting lifelines and lanyards which automatically limit free fall distance to 2 feet or less will be capable of sustaining a minimum tensile load of 3,000 pounds applied to the device with the lifeline or lanyard in the fully extended position.
- Self-retracting lifelines and lanyards which do not limit free fall distance to 2 feet or less, ripstitch lanyards, and tearing and deforming lanyards will be capable of sustaining a minimum tensile load of 5,000 pounds applied to the device with the lifeline or lanyard in the fully extended position.
- Ropes and straps (webbing) used in lanyards, lifelines, and strength components of body belts and body harnesses will be made from synthetic fibers.
- Anchorages used for attachment of personal fall arrest equipment will be independent of any anchorage being used to support or suspend platforms and capable of supporting at least 5,000 pounds per employee attached, or will be designed, installed, and used as follows:
  - As part of a complete personal fall arrest system which maintains a safety factor of at least two; and
  - Under the supervision of a qualified person.

- Personal fall arrest systems, when stopping a fall will:
  - limit maximum arresting force on an employee to 900 pounds when used with a body belt;
  - limit maximum arresting force on an employee to 1,800 pounds when used with a body harness;
  - be rigged such that an employee can neither free fall more than 6 feet, nor contact any lower level;
  - bring an employee to a complete stop and limit maximum deceleration distance an employee travels to 3.5 feet; and
  - have sufficient strength to withstand twice the potential impact energy of an employee free falling a distance of 6 feet or the free fall distance permitted by the system, whichever is less.

- The attachment point of the body belt will be located in the center of the wearer's back. The attachment point of the body harness will be located in the center of the wearer's back near shoulder level, or above the wearer's head.
- Body harnesses and components will be used only for employee protection (as part of a personal fall arrest system or positioning device system) and not to hoist materials.
- Personal fall arrest systems and components subjected to impact loading will be immediately removed from service and will not be used again for employee protection until inspected and determined by a competent person to be undamaged and suitable for reuse.
- Personal fall arrest systems will be inspected prior to each use for wear, damage and other deterioration, and defective components will be removed from service.
- Personal fall arrest systems will not be attached to guardrail systems, nor will they be attached to hoists.
- When a personal fall arrest system is used at hoist areas, it will be rigged to allow the movement of the employee only as far as the edge of the walking/working surface.

- *Floor Openings and Floor Holes*
  - The following are examples of protection systems that must be used at floor openings and floor holes:
    - Standard guardrails and toeboard.
    - Covers
      - Covers will be capable of supporting, without failure, at least twice the weight of employees, equipment, and materials that may be imposed on the cover at any one time.
      - Covers will be secured when installed so as to prevent accidental displacement by the wind, equipment, or employees.
      - Covers will be color coded or they will be marked with the word "HOLE" or "COVER" to provide warning of the hazard. NOTE: This provision does not apply to cast iron manhole covers or steel grates used on streets or roadways.

Training Requirements

The Safety Representative or his/her designated representative (competent person) will provide training for each employee to recognize the hazards of falling as listed in the following procedures:

- The nature of fall hazards in the work area;
- The correct procedures for erecting, maintaining, disassembling, and inspecting the fall protection systems to be used;
- The use and operation of guardrail systems, personal fall arrest systems, and other protection to be used;
- The correct procedures for the handling and storage of equipment and materials and the erection of overhead protection;
- The role of employees in fall protection plans;
- The standards contained in the OSHA subpart.

Eagle Valley Inc. will verify fall protection training by preparing a written certification record. The written certification record will contain the name of the employee trained, the date(s) of the training, and the signature of the person who conducted the training or the signature of the employer. This record will be kept on file in the office.

When the Safety Representative, Manager, or Supervisor has reason to believe that any affected employee who has already been trained does not have the understanding and skill required, the Safety Representative or his designated competent person will retrain each such employee. Circumstances where retraining is required include, but are not limited to, situations where:

- Changes in the workplace render previous training obsolete; or
- Changes in the types of fall protection systems or equipment to be used render previous training obsolete; or
- Inadequacies in an employee's knowledge and/or use of fall protection systems or equipment indicate that the employee has not retained the requisite understanding or skill.

Managers and Supervisors will train workers in the avoidance of floor, roof, and wall opening hazards through the use of toolbox talks and daily work instructions.

Fire Protection Policy

Definitions

Approved – equipment that has been listed or approved by a nationally recognized testing laboratory or Federal agencies which issue approvals for such equipment.

Closed container – a container so sealed by means of a lid or other device that neither liquid nor vapor will escape from it at ordinary temperatures.

Employee – an employee of Eagle Valley Inc. or an employee of a subcontractor to Eagle Valley Inc.

Flammable liquid – any liquid having a vapor pressure not exceeding 40 pounds per square inch (absolute) at 100 ºF and having a flashpoint at or below 199.4 ºF. Flammable liquids are divided into four categories as follows:

- Category 1 shall include liquids having flashpoints below 73.4 ºF and having a boiling point at or below 95 ºF.
- Category 2 shall include liquids having flashpoints below 73.4 ºF and having a boiling point above 95 ºF.
- Category 3 shall include liquids having flashpoints at or above 73.4 ºF and at or below 140 ºF.
- Category 4 shall include liquids having flashpoints above 140 ºF and at or below 199.4 ºF.

Portable tank – a closed container having a liquid capacity more than 60 U.S. gallons, and not intended for fixed installation.

Safety can – an approved closed container, of not more than 5 gallons capacity, having a flash-arresting screen, spring-closing lid and spout cover and so designed that it will safely relieve internal pressure when subjected to fire exposure.

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Safety Representative – the President or his designee, can be subcontracted.

Supervisor – any employee that supervises other employees. (e.g., foreman, superintendent, project manager, etc.)

Responsibilities

The Supervisor and Safety Representative have primary responsibility for fire protection and prevention on the projects. The site Supervisor must ensure that fire extinguishers are available, employees are trained, a fire protective program has been developed, and an alarm system for evacuation purposes is in place. Extinguishers must be inspected monthly on jobsites and on an annual basis by an outside company.

Subcontractors shall be responsible for providing, inspecting, maintaining, and replacing their firefighting equipment.

General Requirements

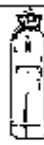
Eagle Valley Inc. shall development of a fire protection program to be followed throughout all phases of the construction and demolition work, and shall provide for the firefighting equipment as specified in this subpart. As fire hazards occur, there shall be no delay in providing the necessary equipment.

Access to all available firefighting equipment shall be maintained at all times. All firefighting equipment provided by Eagle Valley Inc. shall be conspicuously located and shall be periodically inspected and maintained in operating condition. Defective equipment shall be immediately replaced.

Fire Extinguishers

- A fire extinguisher, rated not less than 2A, shall be provided for each 3,000 square feet of the protected building area, or major fraction thereof. Travel distance from any point of the protected area to the nearest fire extinguisher shall not exceed 100 feet.
- One or more fire extinguishers, rated not less than 2A, shall be provided on each floor. In multistory buildings, at least one fire extinguisher shall be located adjacent to stairway.
- A fire extinguisher, rated not less than 10B, shall be provided within 50 feet of wherever more than 5 gallons of flammable liquids or 5 pounds of flammable gas are being used on the jobsite. This requirement does not apply to the integral fuel tanks of motor vehicles.
- Portable fire extinguishers shall be maintained, inspected monthly, and certified annually.
- Fire extinguishers which have been listed or approved by a nationally recognized testing laboratory shall be used to meet the requirements of this policy.
- Table F-1 may be used as a guide for selecting the appropriate portable fire extinguishers.

Table F-1 FIRE EXTINGUISHERS DATA

	WATER TYPE				FOAM	CARBON DIOXIDE	DRY CHEMICAL			
							SODIUM OR POTASSIUM BICARBONATE		MULIT-PURPOSE ABC	
	 STORED PRESSURE	 CARTRIDGE OPERATED	 WATER PUMP TANK	 SODA ACID	 FOAM	 CO2	 CARTRIDGE OPERATED	 STORED PRESSURE	 STORED PRESSURE	 CARTRIDGE OPERATED
CLASS A FIRES WOOD, PAPER, TRASH HAVING GLOWING EMBERS	YES	YES	YES	YES	YES	NO (BUT WILL CONTROL SMALL SURFACE FIRES)	NO (BUT WILL CONTROL SMALL SURFACE FIRES)	NO (BUT WILL CONTROL SMALL SURFACE FIRES)	YES	YES
CLASS B FIRES FLAMMABLE LIQUIDS, GASOLINE, OIL, PAINTS, GREASE, ETC.	NO	NO	NO	NO	YES	YES	YES	YES	YES	YES
CLASS C FIRES ELECTRICAL EQUIPMENT	NO	NO	NO	NO	NO	YES	YES	YES	YES	YES
CLASS D FIRES COMBUSTIBLE METALS	SPECIAL EXTINGUISHING AGENTS APPROVED BY RECOGNIZED TESTING									
METHOD OF OPERATION	PULL PIN-SQUEEZE HANDLE	TURN UPSIDE DOWN AND BUMP	PUMP HANDLE	TURN UPSIDE DOWN	TURN UPSIDE DOWN	PULL PIN-SQUEEZE LEVER	RUPTURE CARTRIDGE-SQUEEZE LEVER	PULL PIN-SQUEEZE HANDLE	PULL PIN-SQUEEZE HANDLE	RUPTURE CARTRIDGE-SQUEEZE LEVER
RANGE	30' - 40	30' - 40	30' - 40	30' - 40	30' - 40	3' - 8'	5' - 20'	5' - 20'	5' - 20'	5' - 20'
MAINTENANCE	CHECK AIR PRESSURE GAUGE MONTHLY	WEIGH GAS CARTRIDGE ADD WTER IF REQUIRED ANNUALLY	DISCHARGE AND FILL WITH WATER ANNUALLY	DISCHARGE ANNUALLY -RECHARGE	DISCHARGE ANNUALLY -RECHARGE	WEIGH SEMI-ANNUALLY	WEIGH GAS CARTRIDGE-CHECK CONDITION OF DRY CHEMICAL ANNUALLY	CHECK GAS PRESSURE GAUGE AND CONDITION OF DRY CHEMICAL ANNUALLY	CHECK GAS PRESSURE GAUGE AND CONDITION OF DRY CHEMICAL ANNUALLY	WEIGH GAS CARTRIDGE-CHECK CONDITION OF DRY CHEMICAL ANNUALLY

Fire Alarm Devices

An alarm system (e.g., telephone system, siren, horn, etc.) shall be established by Eagle Valley Inc. whereby employees on the site and the local fire department can be alerted for an emergency.

The alarm code and reporting instructions shall be conspicuously posted at phones and at employee entrances.

Fire Prevention

Sources of Ignition

- Electrical wiring and equipment for light, heat, or power purposes shall be properly installed and maintained.
- Smoking shall be prohibited at or in the vicinity of operations which constitute a fire hazard, and shall be conspicuously posted: "No Smoking or Open Flame."

Laydown Area (Open Yard Storage)

- Combustible materials shall be piled with due regard to the stability of piles and in no case higher than 20 feet.
- The entire storage site shall be kept free from accumulation of unnecessary combustible materials. Weeds and grass shall be kept down and a regular procedure provided for the periodic cleanup of the entire area.
- Method of piling shall be solid wherever possible and in orderly and regular piles. No combustible material shall be stored outdoors within 10 feet of a building or structure.
- Portable fire extinguishing equipment shall be provided at convenient, conspicuously accessible locations in the area. Portable fire extinguishers, rated not less than 2A, shall be placed so that maximum travel distance to the nearest unit shall not exceed 100 feet.

Indoor Storage

- Storage shall not obstruct, or adversely affect, means of exit.
- All materials shall be stored, handled, and piled with due regard to their fire characteristics.
- Non-compatible materials, which may create a fire hazard, shall be segregated by a barrier having a fire resistance of at least 1 hour.
- Material shall be piled to minimize the spread of fire internally and to permit convenient access for firefighting.
- Clearance shall be maintained around lights and heating units to prevent ignition of combustible materials.

Flammable Liquids

Only approved containers and portable tanks shall be used for storage and handling of flammable liquids. Approved safety cans or Department of Transportation approved containers shall be used for the handling and use of flammable liquids in quantities of 5 gallons or less. For quantities of one gallon or less, the original container may be used, for storage, use and handling of flammable liquids.

Indoor Storage of Flammable Liquids

- No more than 25 gallons of flammable liquids shall be stored in a room outside of an approved storage cabinet.
- Quantities of flammable liquid in excess of 25 gallons shall be stored in an acceptable or approved flammable storage cabinet. Cabinets shall be labeled in conspicuous lettering, "Flammable-Keep Away from Open Flames."
- Not more than 60 gallons of Category 1, 2 and/or 3 flammable liquids or 120 gallons of Category 4 flammable liquids shall be stored in any one storage cabinet. Not more than three such cabinets may be located in a single storage area.
- Flammable liquids shall not be stored in areas used for exits, stairways, or normally used for the safe passage of people.

Outside Storage

- Storage of containers (not more than 60 gallons each) shall not exceed 1,100 gallons in any one area. Groups of containers shall be separated by a 5-foot clearance. Groups of containers shall be at least 20 feet away from buildings.
- The storage area shall be graded in a manner to divert possible spills away from buildings or other exposures, or shall be surrounded by a curb or earth dike at least 12 inches high. When curbs or dikes are used, provisions shall be made for draining off accumulations of ground or rain water, or spills of flammable liquids. Drains shall terminate at a safe location and shall be accessible to operation under fire conditions.
- Outdoor portable tank storage portable tanks shall be at least 20 feet from buildings. Two or more portable tanks, grouped together, having a combined capacity in excess of 2,200 gallons, shall be separated by a 5-foot-clear area. Individual portable tanks exceeding 1,100 gallons shall be separated by a 5-foot-clear area.
- Storage areas shall be kept free of weeds, debris, and other combustible material not necessary to the storage.
- Portable tanks shall be provided with emergency venting and other devices.

Fire Control for Flammable Liquid Storage

- At least one portable fire extinguisher, having a rating of not less than 20-B, shall be located outside of, but not more than 10 feet from, the door opening into any room used for storage of more than 60 gallons of flammable liquids.
- At least one portable fire extinguisher having a rating of not less than 20-B shall be located not less than 25 feet, nor more than 75 feet, from any flammable liquid storage area located outside.
- At least one portable fire extinguisher having a rating of not less than 20-B:C shall be provided on all tank trucks or other vehicles used for transporting and/or dispensing flammable liquids.

Dispensing Flammable Liquids

- Areas in which flammable liquids are transferred at one time, in quantities greater than 5 gallons from one tank or container to another tank or container, shall be separated from other operations by 25-feet distance or by construction having a fire resistance of at least 1 hour. Drainage or other means shall be provided to control spills. Adequate natural or mechanical ventilation shall be provided to maintain the concentration of flammable vapor at or below 10 percent of the lower flammable limit.
- Transfer of Category 1, 2, or 3 flammable liquids from one container to another shall be done only when containers are bonded.
- Flammable liquids shall be drawn from or transferred into vessels, containers, or tanks only through a closed piping system, from safety cans, by means of a device drawing through the top, or from a container, or portable tanks, by gravity or pump, through an approved self-closing valve. Transferring by means of air pressure on the container or portable tanks is prohibited.
- The dispensing units shall be protected against collision damage.
- Dispensing devices and nozzles for Category 1, 2, or 3 flammable liquids shall be of an approved type.

Handling Liquids at Point of Final Use

- Category 1, 2, or 3 flammable liquids shall be kept in closed containers when not actually in use.
- Leakage or spillage of flammable liquids shall be disposed of promptly and safely.
- Category 1, 2, or 3 flammable liquids may be used only where there are no open flames or other sources of ignition within 50 feet of the operation, unless conditions warrant greater clearance.

Service and Refueling Areas

- Flammable liquids shall be stored in approved closed containers.
- The dispensing hose shall be an approved type.
- The dispensing nozzle shall be an approved automatic-closing type without a latch-open device.
- There shall be no smoking or open flames in the areas used for fueling, receiving, or dispensing of flammable liquids. Conspicuous and legible signs prohibiting smoking shall be posted.
- The motors of all equipment being fueled shall be shut off during the fueling operation.
- Each service or fueling area shall be provided with at least one fire extinguisher having a rating of not less than 20-B:C located so that an extinguisher will be within 75 feet of each pump, dispenser, underground fill pipe opening, and lubrication or service area.

Training Requirements

Eagle Valley Inc. shall provide training to familiarize employees with the general principles of fire extinguisher use and the hazards involved in incipient stage firefighting.

Training shall be conducted upon initial assignment and at least annually thereafter.

Hand and Power Tools Policy

Definitions

Employee – an employee of Eagle Valley Inc. or an employee of a subcontractor to Eagle Valley Inc.

Safety Representative – the President or his designee, can be subcontracted.

Supervisor – any employee that supervises other employees. (e.g., foreman, superintendent, project manager, etc.)

Responsibilities

Managers and Supervisors

- The safe condition and maintenance of all tools and equipment used by Eagle Valley Inc. employees including those tools supplied by the employee.
- Ensure that defective tools are removed from service.
- Ensure that employees are trained and knowledgeable on the safe use of tools required on the job.

Employees

- Wear the proper clothing and Personal Protective Equipment (PPE).
- Inspect tools prior to use and report any defects to the supervisor immediately.
- Do not use damaged or defective tools or accessories.
- Defective tools shall be tagged "Do Not Use" and removed from service until the device can be repaired or destroyed.
- Maintain tools in a safe condition.

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Review Date:

Procedures

General Requirements

- Whether furnished by Eagle Valley Inc. or the employee, the tools shall be maintained in a safe condition.
- Guards shall be in place and operable at all times while the tool is in use. The guard may not be manipulated in such way that will compromise its integrity or compromise the protection in which intended.
- Guarding shall meet the requirements set forth in ANSI B15.1.
- Employees using hand and power tools and exposed to the hazard of falling, flying, abrasive, and splashing objects, or exposed to harmful dust, fumes, mists vapors, or gases shall be provided with particular Personal Protective Equipment (PPE) necessary to protect them from the hazard.
- The use of any tool or equipment which is not in compliance with any applicable requirement of this policy is prohibited. Such tool or equipment shall either be identified as unsafe by tagging or locking the controls to render them inoperable or shall be physically removed from its place of operation.
- Maintain work areas free of debris and clutter.
- Keep alert to potential hazards in the working environment such as standing water or the combustible and flammable materials.
- Do not surprise or distract anyone using a power tool.
- Wrenches may not be used when jaws are sprung to the point slippage occurs.
- Keep impact tools free of mushroomed heads.
- Wooden tool handles must be kept free of splinters or cracks and a tight connection between the tool head and the handle must be assured.
- Electric-power operated tools will either be approved double insulated, be properly grounded, or used with ground fault circuit interrupters.
- Only operate a nail gun if you have been properly trained to do so, and read the manufacturer's instructions and warnings first.
- Keep guards and other safety devices on nail guns in accordance with the manufacturers' recommendations.
- Always assume that the nail gun is loaded and contains fasteners.
- Never carry the tool with your finger on or under the trigger; always remove your finger from the trigger when not driving nails or fasteners.

- Compressed air used for cleaning purposes may not exceed 30 psi, and then only in conjunction with effective chip guarding and personal protective equipment. Exceptions to 30 psi are allowed only for concrete form, mill scale, and similar cleaning operations. The use of compressed air to clean off yourself or other workers is not allowed.
- Secure pneumatic tools to hose in a positive manner to prevent accidental disconnection. Install and maintain safety clips or retainers on pneumatic impact tools to prevent attachments from being accidentally expelled. All hoses exceeding ½ inch inside diameter require safety devices at the source of supply to reduce pressure in case of hose failure.

Tool Selection

- Know the proper use, limitations, and potential hazards of the tool to be used.
- Select the proper tool for the job.
- Inspect the tool for any defects prior before use.

Use

- Do not use tools with frayed cords or loose or broken switches.
- Do not use damaged tools or accessories.
- Keep hands away from saw blades, drill bits, etc.
- Never use excessive force, let the tool do the work.
- Use vices or clamps to hold the material.
- All guards shall be in place and in working order.
- Tools must have the correct safety switch in place.
- Electric-power operated tools will either be approved double insulated, be properly grounded, or used with ground fault circuit interrupters.
- Use the nail gun as directed.
- Drive nails/fasteners into the work surface only, never into materials that are too hard to penetrate.
- Do not drive nails/fasteners close to the edge of the work surface, on top of other nails/fasteners or with the tool at too steep an angle, which could cause the nails/fasteners to ricochet and hurt someone.

- Never point the tool at yourself or others in the work area and keep hands and feet away from the firing head during use.
- Do not leave nail guns loaded and unattended.
- Disconnect the air before clearing jams, performing maintenance, leaving the work area or moving the tool to another location.

Dress

- Dress properly to prevent loose clothing from getting caught in moving parts.
- Use protective clothing and equipment when necessary.
- Jewelry shall not be worn while using power tools.

Abrasive Wheels

- See Abrasive Grinding in General Safety Rules policy

Electric Power-Operated Tools

- Electric power operated tools shall either be of the approved double-insulated type or grounded.
- The use of electric cords for hoisting or lowering tools shall not be permitted.

Pneumatic Power Tools

- Pneumatic power tools shall be secured to the hose or whip by some positive means to prevent the tool from becoming accidentally disconnected.
- Safety clips or retainers shall be securely installed and maintained on pneumatic impact (percussion) tools to prevent attachments from being accidentally expelled.
- All pneumatically driven nailers, staplers, and other similar equipment provided with automatic fastener feed, which operate at more than 100 p.s.i. pressure at the tool shall have a safety device on the muzzle to prevent the tool from ejecting fasteners, unless the muzzle is in contact with the work surface.
- Compressed air shall not be used for cleaning purposes except where reduced to less than 30 p.s.i. and then only with effective chip guarding and personal protective equipment.

- The manufacturer's safe operating pressure for hoses, pipes, valves, filters, and other fittings shall not be exceeded,
- The use of hoses for hoisting or lowering tools shall not be permitted.
- All hoses exceeding 1/2-inch inside diameter shall have a safety device at the source of supply or branch line to reduce pressure in case of hose failure.

Fuel Powered Tools

- All fuel powered tools shall be stopped while being refueled, serviced, or maintained, and fuel shall be transported, handled, and stored properly.
- When fuel powered tools are used in enclosed spaces, the applicable requirements for concentrations of toxic gases and use of personal protective equipment shall apply.

Powder Actuated Tools

- Powder actuated tools may only be used by authorized personnel who are trained with a card or certificate.
- Proper personal protective equipment must be worn when using powder actuated tools
- All guards and safety devices must be in place.
- Tools are to be inspected/tested according to manufacturers' recommendations daily to ensure safety devices are operational.
- Any tool not in proper working order must be immediately removed from service, tagged for repair, and reported to your supervisor.
- Fasteners shall not be driven into very hard or brittle materials.
- Fasteners shall not be driven into materials that may be easily penetrated.
- Do not leave loaded tools unattended.
- Powder actuated tools must not be used in flammable or explosive atmospheres.
- Must have documented training to operate powder actuated tools.

Training Requirements

Eagle Valley Inc. personnel will be trained on this Hand and Power Tool policy during New Hire Orientation.

Hazard Communication (HAZCOM) Policy

Definitions

Chemical - Any element, chemical compound, or mixture of elements and/or compounds.

Container - Any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, or the like that contains a hazardous chemical.

Employee – an employee of Eagle Valley Inc. or an employee of a subcontractor to Eagle Valley Inc.

Flammable Liquid - A liquid having a flash point of not more than 199.4°F.

Hazardous Chemical - Any chemical that is a physical or health hazard.

Health Hazard - A chemical for which there is statistically significant evidence that acute or chronic health effects may occur in exposed employees. The term "Health Hazard" includes chemicals which are carcinogens, toxic, or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatoxins, nephrotoxins, neurotoxins, agents which act on the hematopoietic system and agents which damage the lungs, skin, eyes, or mucous membranes.

Label - Any written, printed, or graphic material displayed on or affixed to containers of hazardous chemicals.

Physical Hazard - A chemical for which there is scientifically valid evidence that it is a combustible liquid, compressed gas, explosive, flammable, organic peroxide, oxidizer, pyrophoric, unstable (reactive), or water-reactive.

Safety Data Sheet (SDS) - Written or printed information concerning a hazardous chemical.

Safety Representative – the President or his designee, can be subcontracted.

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Supervisor – any employee that supervises other employees. (e.g., foreman, superintendent, project manager, etc.)

Work Area - A room or defined space in a workplace where hazardous chemicals are produced or used and where employees are present.

Workplace - An establishment, jobsite, or project, at one geographical location containing one or more work areas.

Responsibilities

This hazard communication policy shall be implemented and maintained by the Supervisors at each workplace to describe how labels and other forms of warning, safety data sheets, and employee information will be met.

The Safety Representative will maintain SDS binders at the main office, as well as administering the HAZCOM written program and training.

Managers and Supervisors will be responsible for ensuring that labeling practices are observed and complied with per the HAZCOM program requirements on the jobsite. All containers of hazardous materials located at the jobsite, and not previously labeled by the manufacturer, will be labeled by the Managers or Supervisors. This includes secondary containers.

The SDS binders will be maintained at the jobsite, as well as the HAZCOM program, and be readily accessible to employees. They shall also be available in case of an emergency.

A list of the hazardous chemicals known to be present shall be maintained using an identity that is referenced on the appropriate Safety Data Sheet.

The Safety Representative, or designee, is responsible for the administration of the HAZCOM program and training.

Eagle Valley Inc. shall have a SDS for each chemical used.

Employees shall not perform non-routine tasks involving chemicals or work on unlabeled pipes without proper training and information on the hazards associated with those chemicals.

Supervisors shall make every effort to identify the chemicals involved with non-routine tasks or unlabeled pipes in the work area prior to starting work. Training and information (e.g., SDS) shall be provided to the employees required to perform the work.

Procedures

All Eagle Valley Inc. employees shall be aware of the potentially hazardous materials used by Eagle Valley Inc. on its jobsites. These materials will be identified with labels and SDS's and listed on the Hazardous Chemical List.

To understand the potential dangers of chemicals at jobsites, employees will follow these HAZCOM guidelines:

- Labeling Policy
  - All containers, including secondary, containing a hazardous substance must be labeled.
  - Never mix chemicals that are not properly labeled.
  - Never assume an unlabeled container is harmless.
  - Never remove a label unless you immediately replace it with another label.
  - Labels must be legible with the identity or name of the chemical.
  - Labels must display appropriate hazard warning (e.g., "flammable" or "explosive").
  - Labels must provide name and address of the chemical manufacturer.

The main categories of information on a Safety Data Sheet (SDS) that are applicable to our operations include:

- PRODUCT INFORMATION - The product information section includes:
  - Basic information about the material.
  - The ingredients of the material and their hazards, unless the ingredients are trade secrets. In that case, only the hazards will be listed.

- Specific exposure limits:
    - The PEL and TLV are maximum concentrations of the substance that a person can be exposed, averaged over an eight hour workday. The STEL is the acceptable amount of a substance you can be exposed to over a 15 minute period.

- EXPOSURE SITUATIONS - What to do in the event of an accidental exposure.
- HEALTH PREVENTION AND PROTECTION - The SDS provides instructions on how to safely handle and store hazardous materials.

As a part of the requirements for multiple jobsites and multi-employer jobsites, each site and contractor's HAZCOM Program must include:

- Listing of all chemical products used at or stored on the jobsite.
- Labeling of all containers of all chemicals used except for very small containers filled by the person using the material, which must then be used/emptied by that person during the same work shift.
- Copy of the subcontractor's HAZCOM Program and Safety Data Sheets (SDS) for hazardous chemicals used on the jobsite.
- Identify operations or tasks in the employees' work area that use hazardous chemicals.
- Communication with other Subcontractors (if any) on the site regarding hazardous substances.
- Properly training all construction employees before they work with hazardous substances/chemicals and when new substances/chemicals are introduced on the worksite.

A list of all chemicals used or stored at the jobsites will be assembled, maintained, and updated in a timely fashion to show the chemicals actually in use or in storage. This list will be maintained in a binder at the jobsite and will be available upon request.

All hazardous waste will be lawfully disposed of by the contractor through a licensed Hazardous Waste Hauler. No material identified as hazardous waste will be placed in standard construction debris dumpsters.

Hazardous waste will be classified by the regulations published by the U.S. Environmental Protection Agency and by the Land Pollution Control Division of the State Board of Health.

All hazardous waste will be disposed of at an approved Hazardous Waste Management Facility.

Subcontractors will be responsible for all costs involved in the cleanup of improperly disposed of hazardous waste.

The Managers, Supervisors, or individual ordering the material should request that the SDS for the material be shipped along with the product.

All employees shall have access to the SDS binder whenever desired.

As of June 1, 2015, all labels will be required to have pictograms, a signal word, hazard and precautionary statements, the product identifier, and supplier identification. Distributors may ship products labeled by manufacturers under the old system until December 1, 2015.

The Personal Protection category shows what personal protective equipment should be worn while handling material.

All containers of material that could be considered hazardous that do not already contain a label shall be properly labeled.

Training Requirements

All Eagle Valley Inc. employees will receive Hazard Communication Training in new hire orientation, annually via tool box talks or other means, and as conditions change or retraining is needed.

Information and training may be designed to cover categories of hazards (e.g., flammability, carcinogenicity) or specific chemicals. Chemical-specific information shall always be available through labels and safety data sheets.

Jobsite Specific Hazard Communication orientation will be provided to all personnel as needed.

This Hazard Communication training will include the following:

- Identification and listing of potentially hazardous materials at the jobsite that the employee may be exposed to.
- Location of SDS binders and how to read an SDS, and an explanation of the hazardous materials labeling system.
- Discussion of the physical and health hazards of chemicals at the jobsites (Flammable and combustibles materials, corrosive materials, toxic materials, explosives, oxidizers, carcinogens, adhesives, lubricants, irritants, sensitizers, compressed gases, systemic poisons, dusts and fumes).
- Methods to detect the presence or release of a hazardous chemical.
- How to protect oneself through:
  - Safe work practices.
  - Emergency procedures.
  - Personal protective equipment.

Ladder Safety

Definitions

Cleat - a ladder crosspiece of rectangular cross section placed on edge upon which a person may step while ascending or descending a ladder.

Double-cleat ladder - a ladder with a center rail to allow simultaneous two-way traffic for employees ascending or descending.

Employee – an employee of Eagle Valley Inc. or an employee of a subcontractor to Eagle Valley Inc.

Equivalent - alternative designs, materials, or methods that the employer can demonstrate will provide an equal or greater degree of safety for employees than the method or item specified in the standard.

Failure - load refusal, breakage or separation of component parts. Load refusal is the point where the structural members lose their ability to carry the loads.

Fixed-ladder - a ladder that cannot be readily moved or carried because it is an integral part of a building or structure. A side-step fixed ladder is a fixed ladder that requires a person getting off at the top to step to the side of the ladder side rails to reach the landing. A through fixed ladder is a fixed ladder that requires a person getting off at the top to step between the side rails of the ladder to reach the landing.

Job-made ladder - a ladder that is fabricated by employees, typically at the construction site, and is not commercially manufactured.

Lower levels - those areas to which an employee can fall from a stairway or ladder. Such areas include ground levels, floors, roofs, ramps, runways, excavations, pits, tanks, material, water, equipment, and similar surfaces. It does not include the surface from which the employee falls.

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Maximum intended load - the total load of all employees, equipment, tools, materials, transmitted loads, and other loads anticipated to be applied to a ladder component at any one time.

Point of access - all areas used by employees for work related passage from one area or level to another. Such open areas include doorways, passageways, stairway openings, studded walls, and various other permanent or temporary openings used for such travel.

Portable ladder - a ladder that can be readily moved or carried.

Safety Representative – the President or his designee, can be subcontracted.

Single-rail ladder - a portable ladder with rungs, cleats, or steps mounted on a single rail instead of the normal two rails used on most other ladders.

Step stool (ladder type) - a self-supporting, foldable, portable ladder, nonadjustable in length, 32 inches or less in overall size, with flat steps and without a pail shelf, designed to be climbed on the ladder top cap as well as all steps. The side rails may continue above the top cap.

Supervisor – any employee that supervises other employees. (e.g., foreman, superintendent, project manager, etc.)

Responsibilities

Managers and Supervisors are responsible for ensuring their workers use ladders according to the rules and procedures described in this section.

Managers and Supervisors are responsible for all ladders meeting OSHA/ANSI specifications.

Employees must inspect portable ladders prior to use.

Procedures

Ladders shall be capable of supporting the following loads without failure:

- Self-supporting portable ladder - At least four times the maximum intended load, except that each extra-heavy-duty type 1A metal or plastic ladder shall sustain at least 3.3 times the maximum intended load.
- Portable ladder that is not self-supporting - At least four times the maximum intended load, except that each extra-heavy-duty type 1A metal or plastic ladders shall sustain at least 3.3 times the maximum intended load.

Ladder rungs, cleats, and steps shall be parallel, level, and uniformly spaced when the ladder is in position for use.

- Rungs, cleats, and steps of portable ladders (except as provided below) and fixed ladders (including individual-rung/step ladders) shall not be spaced less than 10 inches apart, nor more than 14 inches apart, as measured between center lines of the rungs, cleats and steps.
- Rungs, cleats, and steps of step stools shall not be less than 8 inches apart, nor more than 12 inches apart, as measured between center lines of the rungs, cleats, and steps.
- Rungs, cleats, and steps of the base section of extension trestle ladders shall not be less than 8 inches nor more than 18 inches apart, as measured between center lines of the rungs, cleats, and steps. The rung spacing on the extension section of the extension trestle ladder shall not be less than 6 inches nor more than 12 inches, as measured between center lines of the rungs, cleats, and steps.
- The minimum clear distance between the sides of individual-rung/step ladders and the minimum clear distance between the side rails of other fixed ladders shall be 16 inches.
- The minimum clear distance between side rails for all portable ladders shall be 11 ½ inches.
- The rungs of individual-rung/step ladders shall be shaped such that employees' feet cannot slide off the end of the rungs.
- The rungs and steps of portable and fixed metal ladders shall be corrugated, knurled, dimpled, coated with skid-resistant material, or otherwise treated to minimize slipping.

Ladders shall not be tied or fastened together to provide longer sections unless they are specifically designed for such use.

A metal spreader or locking device shall be provided on each stepladder to hold the front and back sections in an open position when the ladder is being used.

When splicing is required to obtain a given length of side rail, the resulting side rail must be at least equivalent in strength to a one-piece side rail made of the same material.

Except when portable ladders are used to gain access to fixed ladders, when two or more separate ladders are used to reach an elevated work area, the ladders shall be offset with a platform or landing between the ladders.

Ladder components shall be surfaced so as to prevent injury to an employee from punctures or lacerations, and to prevent snagging of clothing.

Wood ladders shall not be coated with any opaque covering, except for identification or warning labels which may be placed on one face only of a side rail.

Use

- When portable ladders are used for access to an upper landing surface, the ladder side rails shall extend at least 3 feet above the upper landing surface to which the ladder is used to gain access; or, when such an extension is not possible because of the ladder's length, then the ladder shall be secured at its top to a rigid support that will not deflect, and a grasping device, such as a grabrail, shall be provided to assist employees in mounting and dismounting the ladder. In no case shall the extension be such that ladder deflection under a load would, by itself, cause the ladder to slip off its support.
- Ladders shall be maintained free of oil, grease, and other slipping hazards.
- Ladders shall not be loaded beyond the maximum intended load for which they were built, nor beyond their manufacturer's rated capacity.
- Ladders shall be used only for the purpose for which they were designed.

- Non-self-supporting ladders shall be used at an angle such that the horizontal distance from the top support to the foot of the ladder is approximately one-quarter of the working length of the ladder (4:1 incline).
- Ladders shall be used only on stable and level surfaces unless secured to prevent accidental displacement.
- Ladders shall not be used on slippery surfaces unless secured or provided with slip-resistant feet to prevent accidental displacement. Slip-resistant feet shall not be used as a substitute for care in placing, lashing, or holding a ladder that is used upon slippery surfaces including, but not limited to, flat metal or concrete surfaces that are constructed so they cannot be prevented from becoming slippery.
- Ladders placed in any location where they can be displaced by workplace activities or traffic, such as in passageways, doorways, or driveways, shall be secured to prevent accidental displacement, or a barricade shall be used to keep the activities or traffic away from the ladder.
- The area around the top and bottom of ladders shall be kept clear.
- The top of a non-self-supporting ladder shall be placed with the two rails supported equally unless it is equipped with a single support attachment.
- Ladders shall not be moved, shifted, or extended while occupied.
- Ladders shall have nonconductive siderails if they are used where the employee or the ladder could contact exposed energized electrical equipment.
- The top two steps of a stepladder shall not be used as a step.
- Cross-bracing on the rear section of stepladders shall not be used for climbing unless the ladders are designed and provided with steps for climbing on both front and rear sections.
- Ladders shall be inspected by a competent person for visible defects on a periodic basis and after any occurrence that could affect their safe use.
- Portable ladders with structural defects, such as, but not limited to, broken or missing rungs, cleats, or steps, broken or split rails, corroded components, or other faulty or defective components, shall either be immediately marked in a manner that readily identifies them as defective, or be tagged with "Do Not Use" or similar language, and shall be withdrawn from service until repaired.

- Ladder repairs shall restore the ladder to a condition meeting its original design criteria, before the ladder is returned to use.
- Single-rail ladders shall not be used.
- When ascending or descending a ladder, the user shall face the ladder.
- Each employee shall use at least one hand to grasp the ladder when progressing up and/or down the ladder.
- An employee shall not carry any object or load that could cause the employee to lose balance and fall.

Training Requirements

Eagle Valley Inc. shall provide a training program for each employee using ladders as necessary. The program shall enable each employee to recognize hazards related to ladders and shall train each employee in the procedures to be followed to minimize these hazards.

Eagle Valley Inc. shall ensure that each employee has been trained by a competent person in the following areas, as applicable:

- The nature of fall hazards in the work area;
- The correct procedures for erecting, maintaining, and disassembling the fall protection systems to be used;
- The proper construction, use, placement, and care in handling of all stairways and ladders; and
- The maximum intended load-carrying capacities of ladders.

Retraining shall be provided for each employee as necessary.

Lockout / Tagout Policy

Definitions

Affected Employee - An employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tagout, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed. The affected employee is not trained or authorized to lockout equipment.

Authorized Employee - A person who locks out or tags out machines or equipment in order to perform servicing or maintenance on that machine or equipment. An affected employee becomes an authorized employee when that employee's duties include performing, servicing, or maintenance covered under this section.

Employee – an employee of Eagle Valley Inc. or an employee of a subcontractor to Eagle Valley Inc.

Energy Isolating Device - A mechanical device that physically prevents the transmission or release or energy, including but not limited to the following: a manually operated electrical circuit breaker, a disconnect switch, a manually operated switch by which the conductors of a circuit can be disconnected from all ungrounded supply conductors and, in addition, no pole can be operated independently; a line valve; a block; and any similar device used to block or isolate energy.

Energy Source - Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.

Lockout - The placement of a lockout device on an energy isolating device, in accordance with an established procedure, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

Lockout Device - A device that utilizes a positive means such as a lock, either key or combination type, to hold an energy isolating device in the safe position and prevent the energizing of a machine or equipment. Included are blank flanges and bolted slip blinds. Only locks supplied by Eagle Valley Inc. are to be used for program compliance.

Safety Representative – the President or his designee, can be subcontracted.

Servicing and/or Maintenance - Workplace activities such as constructing, installing, setting up, adjusting, inspecting, modifying, and maintaining and/or servicing machines or equipment. The activities include lubrication, cleaning or un-jamming of machines or equipment and making adjustments or tool changes, where the employee may be exposed to the unexpected energization or startup of the equipment or release of hazardous energy.

Supervisor – any employee that supervises other employees. (e.g., foreman, superintendent, project manager, etc.)

Tagout - The placement of a tagout device on an energy isolating device, in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

Tagout Device - A prominent warning device, such as a tag and a means of attachment, which can be securely fastened to an energy isolating device in accordance with an established procedure to indicate that the energy isolating device and the equipment being controlled, may not be operated until the tagout device is removed. Only tags supplied by Eagle Valley Inc. are to be used for program compliance.

Responsibilities

The Safety Representative and Managers will survey field operations to determine if workers are required to perform tasks that may expose them to hazards associated with energized equipment.

The Safety Representative will establish an energy control and training program that includes written procedures for the control of potentially hazardous energy when employees are engaged in maintenance and/or servicing activities.

Eagle Valley Inc. must ensure that before any employee performs any servicing or maintenance on a machine or equipment, the machine or equipment is isolated and rendered inoperative.

The Safety Representative will ensure that employee training has been accomplished; written certification will show employer names and dates of training.

Procedures

General Requirements

The program procedures must clearly outline the scope, purpose, authorization, rules, and techniques to be used for the control of hazardous energy and the methods of compliance including:

- A specific statement of the intended use of the procedures
- Steps for shutting down, isolating, blocking, and securing machines or equipment to control hazardous energy
- Steps for the placement, removal, and transfer of lockout or tagout devices and the responsibility for them
- Requirements for testing a machine or equipment to determine and verify the effectiveness of lockout/tagout devices, and other energy control measures

The energy control program must include procedures for conducting periodic inspections of the program (at least annually), to ensure that it meets the standard's requirements.

Locks and tags supplied by Eagle Valley Inc. are not to be used for any other purpose than program compliance.

All equipment must be locked out or tagged out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. No attempt will be made to operate any switch, valve, or other energy isolating device when it is locked or tagged out.

Failure to follow all appropriate lockout procedures will result in disciplinary action.

Lockout/Tagout Equipment Specifications

- Equipment will be provided by Eagle Valley Inc. or the owner on which site company employee's work.
- Lockout and tagout devices will be singularly identified.
- Lockout and tagout devices will not be used for any other purpose.
- Durable lockout and tagout devices will be capable of withstanding the environment to which they are exposed for the maximum amount of time that exposure is expected.
- Standardized lockout and tagout devices will be standardized within the facility in at least one of the following criteria: color, shape, or size. And in the case of tagout devices, print and format will be standardized.
- Substantial lockout devices will be substantial enough to prevent removal without the use of excessive force or unusual techniques. Tagout devices, including their means of attachment will be substantial enough to prevent inadvertent or accident removal. Tagout device attachment means will be of a non-usable type, attachable by hand, self-locking, and non-releasable with a minimum unlocking strength of no less than 50 pounds and having the general design and basic characteristics of being at least equivalent to a one-piece, all environment-tolerant nylon cable tie.
- Identifiable lockout and tagout devices will indicate the identity of the employee applying the device.

Lockout/Tagout Procedures

Application

STEP 1: Preparation

- Lockout and tagout procedures should only be carried out by "authorized employees". Before implementing the lockout/tagout procedure, authorized employees must fully understand:
  - The type and magnitude of the energy to be controlled
  - The methods of controlling the hazardous energy
  - The means of controlling the hazardous energy

STEP 2: Notification

- Authorized employees must notify all affected personnel before the application of lockout or tagout devices. Authorized employees must tell workers that the energy control procedure is going to be used and the reasons why.

STEP 3: Shutdown

- Equipment must be shut down in an orderly manner. An orderly shutdown may be achieved by simply turning off the equipment. All parts of the operation must be considered when the equipment is part of a production or manufacturing process. An orderly shutdown will avoid increased hazards when the equipment is de-energized.

STEP 4: Isolation

- All energy isolating devices must be located. The energy isolating devices must be operated so that the equipment is completely isolated from the energy source. All devices will be in the "safe" or "off" position when this process is complete.

STEP 5: Application of Locks and Tags

- Single-point Lockout/Tagout
  - Locks and tags must be attached to the energy isolating device so the device is held in the "safe" or "off" position.
  - Separate locks and tags must be used for each authorized employee.
  - Jobs requiring several employees to lockout energy sources will use multi-lock adapters or follow the multi-point lockout procedure.
  - Tags must be securely attached to the energy isolating device so that they cannot be accidentally detached during use.
  - If a tag is unable to be attached directly to the energy isolating device, it must be placed as close as possible.
  - The tag must be placed in a position that will be immediately obvious to anyone attempting to operate the device.

- Multi-point Lockout/Tagout
  - Jobs requiring multi-point lockout/tagout, where several locations or energy sources must be locked/tagged out, will require the use of a lockbox.
  - A lock set will be used to lock out each multi-point location.
  - The key from the lock set is then placed in a lockbox.
  - Each authorized employee must then place their individual lock and tag on the box.

STEP 6: Control Stored and Residual Energy

- All stored or residual energy must be disconnected and restrained. Hazardous energy can be found in springs, elevated machine members, capacitors, rotating flywheels, hydraulic systems, air, gas, steam, and water pressure. This energy must be dissipated or restrained. Some common methods to restrain or dissipate stored energy are repositioning, blocking, and bleeding down systems.

STEP 7: Verification

- Employees must ensure that all personnel are in a safe location.
- Employees must verify that the equipment is properly isolated and all hazardous energy is safely controlled.
- Push buttons and other controls must be operated to verify isolation.
- Circuits with electrical meters must be checked.
- Springs, pressure gauges, location of moving parts and other sources of stored energy must be inspected.
- Operating controls must be returned to the "neutral" or "off" position after the test. Once the energy is isolated and safely controlled, maintenance and service activities may proceed.
- WARNING: Some machinery and equipment can re-accumulate stored energy even after the system has been de-energized. If there is a possibility of stored energy building to a hazardous level, verification must be continued until maintenance or service is completed or until the possibility of accumulation no longer exists.

Extended Work Requirements

If the job requiring lockout will last beyond one shift, special provisions must be made to ensure the integrity of the lockout. The Supervisor for the employees being relieved must physically show the locations of the lockout to the relieving Supervisor. Each new employee must then apply their lock following single or multi-point procedures.

Release of Energy Controls

STEP 1: Inspection

- The work area must be inspected.
- All non-essential items such as tools, parts, and cleaning supplies must be removed.
- All machine and equipment components must be ready for operation.
- All affected employees must be safely positioned or removed.

STEP 2: Notification

- All affected employees must be notified that the lockout/tagout devices are being removed.

STEP 3: Remove Locks and Tags

- Lockout and tagout devices should only be removed by the authorized employee who applied them.
- If the authorized employee who applied the lockout or tagout device is not available to remove it, that device may be removed under the direction of the employer, provided that specific procedures and training for such removal have been developed, documented, and incorporated into the employer's energy control program. The employer must demonstrate that the specific procedure provides equivalent safety to the removal of the device by the authorized employee who applied it.

Training Requirements

General Training

- Lockout tagout training is required for all Eagle Valley Inc. employees who are authorized to apply locks when needed or are affected by an equipment lockout.
- Authorized employees must be trained to recognize:
  - Applicable hazardous energy sources
  - The type and magnitude of the energy present in the workplace
  - The methods and means of necessary for energy isolation and control

- All other affected employees must be instructed about the energy control procedure. Training should emphasize that any attempts to restart or re-energize machines or equipment that are locked or tagged out is prohibited.
- The Safety Representative will document that employee training is accomplished, along with written certification to indicate employee names or dates of training.

Tags

- Employees must be trained in the limitations of tags when tagout systems are used. Training must convey the following information:
  - Tags are essentially warnings affixed to energy isolating devices, and do not physically restrain energy controls as do locks.
  - Tags that are attached to an energy isolation means may only be removed by an authorized person.
  - Tags must never be bypassed, ignored, or otherwise defeated.
  - Tags must be legible and understandable by all authorized employees, affected employees, and all other employees whose work operations may be in the area in order to be effective.
  - Tags must be made of materials that will withstand the environmental conditions encountered in the workplace.
  - Tags may evoke a false sense of security, and their meaning needs to be understood as part of the overall energy control program.
  - Tags must be securely attached to an energy isolating devices so that they cannot be inadvertently or accidentally detached during use.

Retraining

- Retraining must be provided for all authorized and affected employees whenever there is a change in their job assignments; a change in machines, equipment, or processes that present a new hazard; or when there is a change in the energy control procedures.
- Retraining must be provided if during an inspection an employer finds that there are deviations from or inadequacies in the employees' knowledge or use of the energy control procedures.
- Retraining must reestablish employee proficiency and introduce new or revised control methods or procedures.

Program Inspection

- Eagle Valley Inc. lockout/tagout procedures will be reviewed annually to ensure that the procedures meet the standard's requirements.
- Managers and Supervisors will ensure that all appropriate lockout/tagout procedures are followed. Failure to follow appropriate lockout procedures may result in employee dismissal.

Material Handling, Storage, and Use Policy

Definitions

Employee – an employee of Eagle Valley Inc. or an employee of a subcontractor to Eagle Valley Inc.

Safety Representative – the President or his designee, can be subcontracted.

Supervisor – any employee that supervises other employees. (e.g., foreman, superintendent, project manager, etc.)

Scope

This policy applies to slings used in conjunction with other material handling equipment for the movement of material by hoisting.

Procedures

General Requirements for Storage

- All materials stored in tiers shall be stacked, racked, blocked, interlocked, or otherwise secured to prevent sliding, falling or collapse.
- Maximum safe load limits of floors within buildings and structures, in pounds per square foot, shall be conspicuously posted in all storage areas, except for floor or slab on grade. Maximum safe loads shall not be exceeded.
- Aisles and passageways shall be kept clear to provide for the free and safe movement of material handling equipment or employees. Such areas shall be kept in good repair.
- When a difference in road or working levels exist, means such as ramps, blocking, or grading shall be used to ensure the safe movement of vehicles between the two levels.

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Material Storage

- Material stored inside buildings under construction shall not be placed within 6 feet of any hoistway or inside floor openings, nor within 10 feet of an exterior wall which does not extend above the top of the material stored.
- Each employee required to work on stored material in silos, hoppers, tanks, and similar storage areas shall be equipped with personal fall arrest equipment meeting the requirements of the fall protection policy.
- Non-compatible materials shall be segregated in storage.
- Bagged materials shall be stacked by stepping back the layers and cross-keying the bags at least every 10 bags high.
- Materials shall not be stored on scaffolds or runways in excess of supplies needed for immediate operations.
- Brick stacks shall not be more than 7 feet in height. When a loose brick stack reaches a height of 4 feet, it shall be tapered back 2 inches in every foot of height above the 4-foot level.
- When masonry blocks are stacked higher than 6 feet, the stack shall be tapered back one-half block per tier above the 6-foot level.
- Lumber:
    - Used lumber shall have all nails withdrawn before stacking.
    - Lumber shall be stacked on level and solidly supported sills.
    - Lumber shall be so stacked as to be stable and self-supporting.
    - Lumber piles shall not exceed 20 feet in height provided that lumber to be handled manually shall not be stacked more than 16 feet high.

- Structural steel, poles, pipe, bar stock, and other cylindrical materials, unless racked, shall be stacked and blocked so as to prevent spreading or tilting.

Housekeeping

- Storage areas shall be kept free from accumulation of materials that constitute hazards from tripping, fire, explosion, or pest harborage.
- Vegetation control will be exercised when necessary.

Rigging Equipment for Material Handling

General

- Rigging equipment for material handling shall be inspected prior to use and as necessary during its use to ensure that it is safe. Defective rigging equipment shall be removed from service immediately.
- Supervisors must ensure that rigging equipment:
    - Has permanently affixed and legible identification markings as prescribed by the manufacturer that indicate the recommended safe working load;
    - Not be loaded in excess of its recommended safe working load as prescribed on the identification markings by the manufacturer; and
    - Not be used without affixed, legible identification markings.

- Rigging equipment, when not in use, shall be removed from the immediate work area so as not to present a hazard.
- Special custom design grabs, hooks, clamps, or other lifting accessories, for such units as modular panels, prefabricated structures and similar materials, shall be marked to indicate the safe working loads and shall be proof-tested prior to use to 125 percent of their rated load.
- Each day before being used, the sling and all fastenings and attachments shall be inspected for damage or defects by a competent person. Additional inspections shall be performed during sling use, where service conditions warrant. Damaged or defective slings shall be immediately removed from service.
- Tag lines shall be used unless their use creates an unsafe condition.
- Hooks on overhaul ball assemblies, lower load blocks, or other attachment assemblies shall be of a type that can be closed and locked, eliminating the hook throat opening per OSHA regulations. Alternatively, an alloy anchor type shackle with a bolt, nut and retaining pin may be used.
- All employees shall be kept clear of loads about to be lifted and of suspended loads.
- Only Qualified Riggers will be used as required by OSHA.

Alloy Steel Chains

- Welded alloy steel chain slings shall have permanently affixed durable identification stating size, grade, rated capacity, and sling manufacturer.
- Hooks, rings, oblong links, pear-shaped links, welded or mechanical coupling links, or other attachments, when used with alloy steel chains, shall have a rated capacity at least equal to that of the chain.
- Job or shop hooks and links, or makeshift fasteners, formed from bolts, rods, etc., or other such attachments, shall not be used.
- Alloy steel-chain slings shall not be used with loads in excess of the rated capacities indicated on the sling by permanently affixed and legible identification markings prescribed by the manufacturer.
- Whenever wear at any point of any chain link exceeds that shown in Table H–1, the assembly shall be removed from service.

TABLE H – 1
MAXIMUM ALLOWABLE WEAR
AT ANY POINT OF LINK

Chain size, (inches)	Maximum allowable wear (inch)
¼	3/64
3/8	5/64
½	7/64
5/8	9/64
¾	5/32
7/8	11/64
1	3/16
1 1/8	7/32
1 ¼	1/4
1 3/8	9/32
1 ½	5/16
1 ¾	11/32

- Inspections
    - In addition to the inspection required by other paragraphs of this policy, a thorough periodic inspection of alloy steel chain slings in use shall be made on a regular basis, to be determined on the basis of (A) frequency of sling use; (B) severity of service conditions; (C) nature of lifts being made; and (D) experience gained on the service life of slings used in similar circumstances. Such inspections shall in no event be at intervals greater than once every 12 months.
    - Eagle Valley Inc. shall make and maintain a record of the most recent month in which each alloy steel chain sling was thoroughly inspected, and shall make such record available for examination.

Wire Rope

- Improved plow-steel wire rope and wire-rope slings shall not be used with loads in excess of the rated capacities indicated on the sling by permanently affixed and legible identification markings prescribed by the manufacturer.
- Protruding ends of strands in splices on slings and bridles shall be covered or blunted.
- Wire rope shall not be secured by knots.
- The following limitations shall apply to the use of wire rope:
    - An eye splice made in any wire rope shall have not less than three full tucks. However, this requirement shall not operate to preclude the use of another form of splice or connection which can be shown to be as efficient and which is not otherwise prohibited.
    - Except for eye splices in the ends of wires and for endless rope slings, each wire rope used in hoisting or lowering, or in pulling loads, shall consist of one continuous piece without knot or splice.
    - Eyes in wire rope bridles, slings, or bull wires shall not be formed by wire rope clips or knots.
    - Wire rope shall not be used if, in any length of eight diameters, the total number of visible broken wires exceeds 10 percent of the total number of wires, or if the rope shows other signs of excessive wear, corrosion, or defect.

- When U-bolt wire rope clips are used to form eyes, Table H–2 shall be used to determine the number and spacing of clips.
- When used for eye splices, the U-bolt shall be applied so that the "U" section is in contact with the dead end of the rope. "Never saddle a dead horse."

TABLE H – 2
NUMBER AND SPACING OF
U-BOLT WIRE ROPE CLIPS

Improved plow steel, rope diameter (inches)	Number of clips		Minimum spacing (inches)
	Drop forged	Other material	
½	3	4	3
5/8	3	4	3 ¾
¾	4	5	4 ½
7/8	4	5	5 ¼
1	5	6	6
1 1/8	6	6	6 ¾
1 ¼	6	7	7 ½
1 3/8	7	7	8 ¼
1 ½	7	8	9

- Slings shall not be shortened with knots or bolts or other makeshift devices.
- Sling legs shall not be kinked.
- Slings used in a basket hitch shall have the loads balanced to prevent slippage.
- Slings shall be padded or protected from the sharp edges of their loads.
- Hands or fingers shall not be placed between the sling and its load while the sling is being tightened around the load.
- Shock loading is prohibited.

- A sling shall not be pulled from under a load when the load is resting on the sling.
- Safe operating temperatures:
    - Fiber core wire rope slings of all grades shall be permanently removed from service if they are exposed to temperatures in excess of 200 degrees F.
    - When non-fiber core wire rope slings of any grade are used at temperatures above 400 deg. F or below minus 60 degrees F, recommendations of the sling manufacturer regarding use at that temperature shall be followed.

- Wire rope slings shall have permanently affixed, legible identification markings stating size, rated capacity for the type(s) of hitch(es) used and the angle upon which it is based, and the number of legs if more than one.

Natural Rope and Synthetic Fiber Slings

- Natural- and synthetic-fiber rope slings shall not be used with loads in excess of the rated capacities indicated on the sling by permanently affixed and legible identification markings prescribed by the manufacturer.
- All splices in rope slings shall be made in accordance with fiber rope manufacturer's recommendations.
    - Knots shall not be used in lieu of splices.

- Safe operating temperatures:
    - Natural and synthetic fiber rope slings may be used in a temperature range from minus 20 degrees F to plus 180 degrees F without decreasing the working load limit.
    - For operations outside this temperature range, the sling manufacturer's recommendations shall be followed.

- Removal from service. Natural and synthetic fiber rope slings shall be immediately removed from service if any of the following conditions are present:
    - Abnormal wear.
    - Powdered fiber between strands.
    - Broken or cut fibers.
    - Variations in the size or roundness of strands.
    - Discoloration or rotting.
    - Distortion of hardware in the sling.

- Natural- and synthetic-fiber rope slings must have permanently affixed and legible identification markings that state the rated capacity for the type(s) of hitch(es) used and the angle upon which it is based, type of fiber material, and the number of legs if more than one.

Synthetic Webbing

- Synthetic web slings shall be marked or coded to show:
    - Name or trademark of manufacturer.
    - Rated capacities for the type of hitch.
    - Type of material.

- Rated capacity shall not be exceeded.
- Webbing:
    - Synthetic webbing shall be of uniform thickness and width and edges shall not be split from the webbing's width.

- Fittings shall be:
    - Of a minimum breaking strength equal to that of the sling; and
    - Free of all sharp edges that could in any way damage the webbing.

- Environmental conditions. When synthetic web slings are used, the following precautions shall be taken:
    - Nylon web slings shall not be used where fumes, vapors, sprays, mists or liquids of acids or phenolics are present.
    - Polyester and polypropylene web slings shall not be used where fumes, vapors, sprays, mists or liquids of caustics are present.
    - Web slings with aluminum fittings shall not be used where fumes, vapors, sprays, mists or liquids of caustics are present.

- Safe operating temperatures:
    - Synthetic web slings of polyester and nylon shall not be used at temperatures in excess of 180 degrees F.
    - Polypropylene web slings shall not be used at temperatures in excess of 200 degrees F.

- Removal from service. Synthetic web slings shall be immediately removed from service if any of the following conditions are present:
    - Acid or caustic burns;
    - Melting or charring of any part of the sling surface;
    - Snags, punctures, tears or cuts;
    - Broken or worn stitches; or
    - Distortion of fittings.

Shackles and Hooks

- Shackles shall not be used with loads in excess of the rated capacities indicated on the shackle by permanently affixed and legible identification markings prescribed by the manufacturer.
- The manufacturer's recommendations shall be followed in determining the safe working loads of the various sizes and types of specific and identifiable hooks.

Disposal of Waste Materials

- Whenever materials are dropped more than 20 feet to any point lying outside the exterior walls of the building, an enclosed chute of wood, or equivalent material, shall be used. For the purpose of this paragraph, an enclosed chute is a slide, closed in on all sides, through which material is moved from a high place to a lower one.
- When debris is dropped through holes in the floor without the use of chutes, the area onto which the material is dropped shall be completely enclosed with barricades not less than 42 inches high and not less than 6 feet back from the projected edge of the opening above. Signs warning of the hazard of falling materials shall be posted at each level. Removal shall not be permitted in this lower area until debris handling ceases above.
- All scrap lumber, waste material, and rubbish shall be removed from the immediate work area as the work progresses.
- Disposal of waste material or debris by burning shall comply with local fire regulations.
- All solvent waste, oily rags, and flammable liquids shall be kept in fire resistant covered containers until removed from worksite.

Training Requirements

Qualified rigger training includes: load weight, center of gravity, knowledge of various types of slings, hitches, and any additional material necessary to perform the task.

Mechanized Equipment Policy

Definitions

Employee – an employee of Eagle Valley Inc. or an employee of a subcontractor to Eagle Valley Inc.

Supervisor – any employee that supervises other employees. (e.g., foreman, superintendent, project manager, etc.)

Equipment

General Requirements

- All equipment left unattended at night, adjacent to a highway in normal use, or adjacent to construction areas where work is in progress, shall have appropriate lights or reflectors, or barricades equipped with appropriate lights or reflectors, to identify the location of the equipment.
- Heavy machinery, equipment, or parts thereof, which are suspended or held aloft by use of slings, hoists, or jacks shall be substantially blocked or cribbed to prevent falling or shifting before employees are permitted to work under or between them.
- Bulldozer and scraper blades, end-loader buckets, dump bodies, and similar equipment, shall be either fully lowered or blocked when being repaired or when not in use. All controls shall be in a neutral position, with the motors stopped and brakes set, unless work being performed requires otherwise.
- Whenever the equipment is parked, the parking brake shall be set. Equipment parked on inclines shall have the wheels chocked and the parking brake set.
- All cab glass shall be safety glass, or equivalent, that introduces no visible distortion affecting the safe operation of any machine.
- All equipment shall be inspected by the operator prior to use and inspections shall be documented per client or site requirements.

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Material Handling Equipment

Earthmoving Equipment General Requirements

- These rules apply to the following types of earthmoving equipment: scrapers, loaders, crawler or wheel tractors, bulldozers, off-highway trucks, graders, agricultural and industrial tractors, and similar equipment.
- Seat belts.
    - Seat belts shall be provided on all equipment.
    - Seat belts need not be provided for equipment which is designed only for standup operation.
    - Seat belts need not be provided for equipment which does not have roll-over protective structure (ROPS) or adequate canopy protection.

- Access roadways and grades shall be constructed and maintained to safely accommodate the movement of the equipment and vehicles involved.
- All earthmoving equipment mentioned shall have a service braking system capable of stopping and holding the equipment fully loaded.
- Rollover protective structures for off-highway trucks. The promulgation of standards for rollover protective structures for off-highway trucks is reserved pending further study and development.
- Audible alarms.
    - All bidirectional machines, such as rollers, compacters, front-end loaders, bulldozers, and similar equipment, shall be equipped with a horn, distinguishable from the surrounding noise level, which shall be operated as needed when the machine is moving in either direction. The horn shall be maintained in an operative condition.
    - Earthmoving or compacting equipment which has an obstructed view to the rear shall not be used in reverse gear unless the equipment has in operation a reverse signal alarm distinguishable from the surrounding noise level or an employee signals that it is safe to do so.

- Scissor points on all front-end loaders, which constitute a hazard to the operator during normal operation, shall be guarded.

Excavating and Other Equipment

- Tractors shall have seat belts as required for the operators when seated in the normal seating arrangement for tractor operation, even though back-hoes, breakers, or other similar attachments are used on these machines for excavating or other work.

Powered Industrial Trucks (shall meet the "Equipment" requirements and the following)

- Lift trucks, stackers, etc., shall have the rated capacity clearly posted on the vehicle so as to be clearly visible to the operator. These ratings shall not be exceeded.
- No modifications or additions which affect the capacity or safe operation of the equipment shall 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 shall be changed accordingly. In no case shall the original safety factor of the equipment be reduced.
- If a load is lifted by two or more trucks working in unison, the proportion of the total load carried by any one truck shall not exceed its capacity.
- Steering or spinner knobs shall not be attached to the steering wheel unless the steering mechanism is of a type that prevents road reactions from causing the steering wheel to spin. The steering knob shall be mounted within the periphery of the wheel.
- Unauthorized personnel shall not be permitted to ride on powered industrial trucks. A safe place to ride shall be provided where riding of trucks is authorized.

Powered Industrial Truck Training Requirements

- Safe operation
  - The supervisor shall ensure that each powered industrial truck operator is competent to operate a powered industrial truck safely.
  - Prior to permitting an employee to operate a powered industrial truck (except for training purposes), the supervisor shall ensure that each operator has successfully completed the required training.

- Training program implementation
  - Trainees may operate a powered industrial truck only:
    - Under the direct supervision of persons who have the knowledge, training, and experience to train operators and evaluate their competence; and
    - Where such operation does not endanger the trainee or other employees.

  - Training shall consist of a combination of formal instruction (e.g., lecture, discussion, interactive computer learning, video tape, written material), practical training (demonstrations performed by the trainer and practical exercises performed by the trainee), and evaluation of the operator's performance in the workplace.
  - All operator training and evaluation shall be conducted by persons who have the knowledge, training, and experience to train powered industrial truck operators and evaluate their competence.

- Training program content. Powered industrial truck operators shall receive initial training in the following topics, except in topics which are not applicable to safe operation of the truck in the workplace.
  - Truck-related topics:
    - Operating instructions, warnings, and precautions for the types of truck the operator will be authorized to operate;
    - Differences between the truck and the automobile;
    - Truck controls and instrumentation: where they are located, what they do, and how they work;
    - Engine or motor operation;
    - Steering and maneuvering;
    - Visibility (including restrictions due to loading);

- Fork and attachment adaptation, operation, and use limitations;
- Vehicle capacity;
- Vehicle stability;
- Any vehicle inspection and maintenance that the operator will be required to perform;
- Refueling and/or charging and recharging of batteries;
- Operating limitations;
- Any other operating instructions, warnings, or precautions listed in the operator's manual for the types of vehicles that the employee is being trained to operate.

- Workplace-related topics:
  - Surface conditions where the vehicle will be operated;
  - Composition of loads to be carried and load stability;
  - Load manipulation, stacking, and unstacking;
  - Pedestrian traffic in areas where the vehicle will be operated;
  - Narrow aisles and other restricted places where the vehicle will be operated;
  - Hazardous (classified) locations where the vehicle will be operated;
  - Ramps and other sloped surfaces that could affect the vehicle's stability;
  - Closed environments where insufficient ventilation or poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust;
  - Other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation.

- The requirements of this policy.

- Refresher training and evaluation.
    - Refresher training, including an evaluation of the effectiveness of that training, shall be conducted to ensure that the operator has the knowledge and skills needed to operate the powered industrial truck safely.
    - Refresher training in relevant topics shall be provided to the operator when:
        - The operator has been observed to operate the vehicle in an unsafe manner;
        - The operator has been involved in an accident or near-miss incident;
        - The operator has received an evaluation that reveals unsafe operation;
        - The operator is assigned to drive a different type of truck; or
        - A condition in the workplace changes in a manner that could affect safe operation of the truck.

    - An evaluation of each powered industrial truck operator's performance shall be conducted at least once every three years.

- The operator training certification shall include the name of the operator, the date of the training, the date of the evaluation, and the identity of the person(s) performing the training or evaluation.

Site Clearing Requirements

- Employees engaged in site clearing shall be protected from hazards of irritant and toxic plants and suitably instructed in the first aid treatment available.
- All equipment used in site clearing operations shall be equipped with rollover guards. Rider-operated equipment shall be equipped with an overhead and rear canopy guard meeting the following requirements:
    - The overhead covering on this canopy structure shall be of not less than 1/8 inch steel plate or ¼ inch woven wire mesh with openings no greater than 1 inch, or equivalent.
    - The opening in the rear of the canopy structure shall be covered with not less than ¼ inch woven wire mesh with openings no greater than 1 inch.

Motor Vehicle Policy

Definitions

Employee – an employee of Eagle Valley Inc. or an employee of a subcontractor to Eagle Valley Inc.

Safety Representative – the President or his designee, can be subcontracted.

Supervisor – any employee that supervises other employees. (e.g., foreman, superintendent, project manager, etc.)

Requirements

General Driving

- All state and local traffic laws will be obeyed.
- Driving too fast for conditions such as poor highway, poor visibility, icy roads, and highway congestion are the cause of the majority of accidents. Drivers should use good judgment and adjust driving according to road conditions.
- Reckless driving will not be tolerated. Defensive driving and the use of seat belts are required. Employees should take pride in the appearance of the Eagle Valley Inc. vehicles they drive.

Operation of Company Vehicles

- Eagle Valley Inc. vehicles will be used only by authorized employees for authorized business reasons. Written authorization for any deviation must be obtained from the President of the Eagle Valley Inc. Employees whose driving records reflect irresponsibility and are not acceptable to our insurance carrier will not be permitted to operate Eagle Valley Inc. vehicles.

Condition of Company Vehicles

- Eagle Valley Inc. and drivers share the responsibility for the maintenance of the Company vehicles. The cleanliness of the interior of each vehicle is the responsibility of its driver.

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Routine Inspection and Maintenance

- Eagle Valley Inc. will establish routine inspection and maintenance schedules. The employee who is using the vehicle must check oil and vehicle condition often.
- Vehicles shall be maintained in safe working order.

Breakdowns

- Managers should be called in the event of a breakdown for instructions or authority to make any repairs. Before calling, the following information should be assembled to give to the Manager:
  - Date and time of breakdown
  - The vehicle location and your location
  - Type of problem
  - Vehicle unit number

Vehicle Modifications

- Vehicles will not be modified in any form, except by the Maintenance Department (or vehicle maintenance vendor). Examples include tampering with the governors, tachometer, or any other operating components of the vehicle, drilling holes, removing radios, or affixing bumper stickers or license plates.

Vehicle Abuse

- Employees are responsible for any Company vehicle they use. The employee will be liable for repairs or replacement of any damage caused by abuse, including ruining tires by running flat, side wall damage by hitting curbs, running low on oil, etc.

Vehicle Accidents

- All accidents must be reported immediately to Eagle Valley Inc. Accident reports must be completed, in writing, on forms furnished by Eagle Valley Inc. Failure to provide such notification or falsification of the accident report can lead to disciplinary action, including discharge.
- In the event of an accident, the following procedures should be followed:
  - Immediately after an accident, employees should engage emergency flashers, set out appropriate emergency equipment, including fuses, flares, flags, and/or reflective triangles as required by law. Employees should protect the accident scene without moving the vehicles, if possible.
  - Employees will check for injured persons and get them help immediately. If employees are unsure how or unable to provide help for the injured persons, employees should attempt to comfort the injured persons without moving them.
  - Employees will check for any witnesses to the accident and gather their names and addresses, as well as the names and addresses of all claimants.
  - Employees will notify the county, city, or state officials immediately.
  - Employees will notify a Eagle Valley Inc. Manager either at work or at home immediately.
  - After an accident, employees will never accept blame or place blame on any person and will not sign anything. Information will only be given to officials investigating the accident and our personnel.

Passengers

- Employees will not allow anyone, other than employees of the Eagle Valley Inc. who are on duty, to ride in any Company vehicle, except by written authorization of an officer of Eagle Valley Inc. Under no circumstances will others be allowed to drive a Company vehicle.

Driver's License

- Every individual whose duties require them to operate a vehicle on Company business will have in his/her possession a valid driver's license. A photocopy of the employee's current driver's license must be furnished to the Manager or Safety Representative. The employee is responsible for any fines incurred as a result of driving and the individual will pay parking violations.

Insurance

- Eagle Valley Inc. expects you to carry your own personal liability and physical damage insurance for your own vehicle and any other vehicle you drive per Indiana Bureau of Motor Vehicle regulations.

Miscellaneous

- Driving while under the influence of alcohol or any drugs is prohibited.
- No alcoholic beverages or liquors will be transported in a company vehicle.
- Keys will always be removed and vehicle will be locked when not in use. An extra set of keys will be kept at the office.
- Employees are recommended to keep their vehicles locked while in the parking lot. Eagle Valley Inc. assumes no responsibility for any damage to, or theft of, any vehicle or personal property on Company property.
- No employee will be required to operate a vehicle that is mechanically unsafe.
- Employees will report all unsafe vehicles to their Manager or Supervisor.
- All loads should be inspected before driving. Loads will be evenly distributed and tied down when necessary.
- Compressed cylinders must be capped, standing upright and secured in place.
- All containers of flammables must be covered and secured.
- The driver should make sure area is clear to the rear before backing up. The driver will use a signal person if view is obstructed.
- When towing equipment, the driver will make sure the hitch is in good shape and securely closed. Safety chains will also be attached.
- When battery jump-starting, the driver will make certain both batteries are the same voltage.
- Cables will be kept away from radiator fan and belts.
- The driver will always shut off the engine when filling the fuel tank.
- Seatbelts are to be worn at all times by driver and passengers.

Violation

- A violation of any part of the above policy may be cause for immediate discharge or loss of use of the vehicle.

Personal Protective Equipment (PPE) Policy

Definitions

Employee – an employee of Eagle Valley Inc. or an employee of a subcontractor to Eagle Valley Inc.

Safety Representative – the President or his designee, can be subcontracted.

Supervisor – any employee that supervises other employees. (e.g., foreman, superintendent, project manager, etc.)

Procedures

Eagle Valley Inc. shall assess the workplace to determine if hazards are present, or are likely to be present, which necessitate the use of personal protective equipment (PPE). The certifier's name, signature, date(s) should be present on the assessment documents.

If such hazards are present, or likely to be present, Eagle Valley Inc. shall select, and have each affected employee use, the types of PPE that will protect the affected employee from the hazards identified in the hazard assessment, communicate selection decisions to each affected employee, and select PPE that properly fits each affected employee.

Personal protective equipment (PPE) may include: protective equipment for eyes, face, head, arms, legs, clothing and protective shields. All safety equipment must meet American National Standards Institute (ANSI) Standards and will carry markings of approval.

Required personal protective equipment (PPE) shall be provided by Eagle Valley Inc. at no cost to employees.

Eagle Valley Inc. is not required to pay for non-specialty safety-toe protective footwear (including steel-toe shoes or steel-toe boots) and non-specialty prescription safety eyewear.

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Eagle Valley Inc. is not required to pay for:

- Everyday clothing, such as long-sleeve shirts, long pants, street shoes, and normal work boots; or
- Ordinary clothing, skin creams, or other items, used solely for protection from weather, such as winter coats, jackets, gloves, parkas, rubber boots, hats, raincoats, ordinary sunglasses, and sunscreen.

Employees shall use, inspect, and maintain (in a clean, sanitary, and reliable condition) PPE as required by Eagle Valley Inc. and jobsite requirements (e.g. client, owner, etc.).

PPE that is in defective, damaged, and/or in disrepair must be discarded or removed from service until properly repaired.

PPE Analysis

- A Job Hazard Analysis shall be done to determine if hazards are present, or likely to be present, that require the use of PPE.
- Administrative and Engineering controls will be the first priority (where applicable) to avoid using PPE.

Eye and Face

- Safety glasses with side shields are to be worn 100% of the time when working on-site, unless protected in the cab of vehicles or equipment. Employees who wear prescription glasses must have eye protection that meets ANSI Z87.1 Standards.
- Protective eye and face devices must comply with ANSI Z87.1 or Z87+.
- In general, eye protection and face shields must be appropriate for the particular hazards to which the employees are exposed. Visors are appropriate for those operations where splashing is a hazard. In high heat environments, a special wire screen visor may be worn that allows the heat to dissipate and permits maximum vision for the wearer. Goggles are recommended in situations involving dust, flying particles, sparks, noxious gases, corrosive liquid splashes, and radiation from welding.

- Cup goggles provide added protection where there is the combined hazard of flying particles and severe impact. Some cup goggles also provide ventilation, protection against dust hazards in cement plants, foundries, and compressed air operations. When worn in conjunction with a face shield, cup goggles provide good protection against acids, caustics, and chemicals, and are recommended for babbitting, hot metal casting, and hot metal bath dipping.
- Face shields are not recommended for use by themselves as basic eye protection since they do not provide impact protection; instead they should be worn over basic eye protection.
- Eye and face equipment should be comfortable, easy to clean, and capable of being disinfected. The fit must be snug enough to protect properly and not restrict the movement of the wearer.
- Eye protection should be cleaned regularly and checked daily for cracks, scratches, pits, or fading. Badly chipped, scratched, or pitted lenses indicate that the surface is broken and should not be used.

Head

- Hard hats are to be worn 100% of the time when working on-site, unless protected in the cab of vehicles or equipment.
- Hard hats must comply with ANSI Z89.

Foot

- Steel toed boots are not mandatory, but are recommended. Employees who actively work in construction areas must wear work boots.
- Protective footwear must comply with ANSI Z41.

Hand

- Various types of gloves may be required. Hazards from which hands need to be protected include skin absorption of harmful substances, severe cuts or lacerations, severe abrasions, punctures, impact, chemical burns, thermal burns, and harmful temperatures.

Hearing Protection

- Employees will not be exposed to more than an average of 90 dB over an 8 hour period and hearing protection is required when noise is above 85 dB.
- Employees will be informed of the areas where hearing protection is required.
- Employees wearing hear protection must stay aware of the environment around them.

Protective Clothing

- High visibility and reflective shirts, vests, jackets, and/or coats are to worn at all times on-site.
- Employees are to wear appropriate clothing for the tasks being performed.
- Employees who wear jewelry are to use caution around moving machinery.
- Employees are to wear shirts with sleeves and pants that cover the legs.
- In the warm weather employees should wear light colored clothing that allows the skin to stay cool.
- In the colder weather employees are to wear warm layers of clothing.

Training Requirements

Employees will receive training on the proper selection, maintenance, use, and replacement of PPE.

Retraining will be provided to employees as necessary.

Signs and Barricades Policy

Definitions

Barricades – obstructions to deter the passage of persons or vehicles.

Employee – an employee of Eagle Valley Inc. or an employee of a subcontractor to Eagle Valley Inc.

Safety Representative – the President or his designee, can be subcontracted.

Signs – warnings of hazard, temporarily or permanently affixed, placed at locations where hazard exist.

Signals – moving signs provided by workers, such as flagmen, or by devices such as flashing lights, to warn of possible or existing hazards.

Supervisor – any employee that supervises other employees. (e.g., foreman, superintendent, project manager, etc.)

Tags – temporary signs to warn of existing or immediate hazards.

Responsibilities

Eagle Valley Inc. will be responsible to ensure signs and symbols are visible at all times when work is being performed, and removing or covering them promptly when the hazards no longer exist.

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Procedures

Danger Signs

- Danger signs shall be used only where an immediate hazard exists.
- Danger signs shall have red as the predominating color for the upper panel; black outline on the borders; and a white lower panel for additional sign wording.

Caution Signs

- Caution signs will be used only to warn against potential hazards or to caution against unsafe practices.
- Caution signs shall have yellow as the predominating color; black upper panel and borders: yellow lettering of "caution" on the black panel; and the lower yellow panel for additional sign wording. Black lettering shall be used for additional wording.

Exit Signs

- Exit signs, when required, shall be lettered in legible red letters, not less than 6 inches high, on a white field and the principal stroke of the letters shall be at least three-fourths inch in width.

Safety Instruction Signs

- Safety instruction signs, when used, shall be white with green upper panel with white letters to convey the principal message. Any additional wording on the sign shall be black letters on the white background.

Directional Signs

- Directional signs, other than automotive traffic signs, shall be white with a black panel and a white directional symbol. Any additional wording on the sign will be black letters on the white background.

Traffic Signs

- Construction areas shall be posted with legible traffic signs at points of hazard.
- All traffic control signs or devices used for protection of construction workers shall conform to Part VI of the Manual on Uniform Traffic Control Devices (1988 Edition, Revision 3, or the Millennium Edition).

Accident Prevention Tags

- Accident prevention tags shall be used as a temporary means of warning employees of an existing hazard, such as defective tools, equipment, etc.

Flaggers

- Signaling by flaggers and the use of flaggers, including warning garments worn by flaggers, shall conform to Part VI of the Manual on Uniform Traffic Control Devices (1988 Edition, Revision 3, or the Millennium Edition).

Barricades

- Barricades for protection of employees shall conform to Part VI of the Manual on Uniform Traffic Control Devices (1988 Edition, Revision 3, or the Millennium Edition).

Working Alone Policy

Definitions

After Hours - The period of time when "normal¨ weekday or shift operations cease.

Emergency Assistance - a means of communication to gain assistance in the event of an emergency involving an accident or serious injury, illness, or threat of violence.

Employee – an employee of Eagle Valley Inc. or an employee of a subcontractor to Eagle Valley Inc.

Safety Representative – the President or his designee, can be subcontracted.

Supervisor – any employee that supervises other employees. (e.g., foreman, superintendent, project manager, etc.)

Working Alone - Individuals are considered to be working alone when they are working by themselves on a jobsite or any area owned or operated by Eagle Valley Inc. or place where work is being conducted for Eagle Valley Inc. Assistance, in the event of an injury, illness, or emergency, is not readily available to the individual.

Responsibilities

In order for the Working Alone policy and procedures to be effective, they will be implemented with reason and diligence. To achieve this, respective responsibilities have been defined to ensure those who can positively impact on the potential risks of working alone are aware of their responsibilities and have the knowledge and skill to effectively implement working alone guidelines.

Supervisor Responsibilities

Conduct and document a Job Hazard Analysis (JHA) for each different (specific) type of work or work location that can be deemed to be a working alone situation.

Identify risks or hazards associated with the work to be performed or the environment where the work is to be done.

Communicate the results of the JHA to all affected employees.

Document when working alone is permitted and/or prohibited and ensure this is effectively communicated to all employees.

Schedule potentially hazardous work for times when supervisors and appropriate help will be available.

Provide adequate staffing (for example: buddy system) for hazardous tasks performed at off-hours or remote locations.

Employee Responsibilities

Participate in the working alone JHAs with the supervisor.

Follow safe work practices outlined in JHAs.

Maintain regular communication as directed by supervisors.

Working Alone Prohibited

There are certain situations where working alone will not be permitted. Working alone will be prohibited under the following circumstances:

- Confined Space Entry
- Working on energized electrical conductor or equipment
- Power line hazards: Use of a vehicle, crane, or similar equipment near a live power line where it is possible for any part or the equipment or its load to make contact with the live power line.
- View obstruction: A vehicle, crane, mobile equipment, or similar material handling equipment where the operator does not have full view of the intended path of travel.
- The use of fall arrest equipment and scaffolds.
- Quick-acting, acutely toxic material as described by the Safety Data Sheet (SDS).
- Use of supplied air respiratory equipment or self-contained breathing apparatus.
- Risk of drowning.
- Welding operation where a fire watcher is required

Communication

The Working Alone procedure may include the following to ensure the most practical and effective means of communication:

- Portable or cell telephone,
- Walkie-talkie,
- Personal alarm or pager,
- Buddy system,
- Check-in system and requirement for updating an individual's status while working alone, or
- Any other method that may be considered most effective to the specific department's safe operations.

Spill Prevention and Response Policy

Definitions

Employee – an employee of Eagle Valley Inc. or an employee of a subcontractor to Eagle Valley Inc.

PPE (Personal Protective Equipment) – goggles, lab coat, gloves, respirator, etc.

SDS (Safety Data Sheets) – states identity of the chemical, physical hazards, health hazards, primary routes of entry, whether it is a carcinogen, precautions for safe handling and use, emergency and first aid procedures, date of preparation or latest revision, name/address and telephone number of manufacturer, importer or other responsible party.

Safety Representative – the President or his designee, can be subcontracted.

Supervisor – any employee that supervises other employees. (e.g., foreman, superintendent, project manager, etc.)

Procedures

Chemical substances should be stored in proper containers to minimize the potential for a spill. Whenever possible, chemicals shall be kept in closed containers and stored so they are not exposed to stormwater.

A proper spill kit must contain the appropriate supplies for materials that may be spilled. Supplies must be easily accessible when required, and considerations must be made for both the type and quantity of materials.

Areas where chemicals may be used or stored must be maintained using good housekeeping best management practices. This includes, but is not limited to, clean and organized storage, labeling, and secondary containment where necessary.

Communication procedures shall be based on type and quantity of materials spilled. Refer to the Safety Data Sheets (SDSs) for requirements to contact Fire Emergency and/or the EPA. Supervisors shall be notified of all spills.

Remember to wear gloves, goggles, and other necessary PPE before working on a spill. Administer emergency first aid as necessary. If fire occurs, assume that the vapors are toxic. Evacuate and call for help.

If no fire present, check the area for potential hazards such as electrical cords or wires near the spill, or obstacles in the path of the emergency response team. Check for injuries and notify emergency medical assistance.

If no emergency, waste from a chemical spill cleanup must be packaged, labeled, and properly disposed of in accordance with all good environmental practices. The SDS for the chemical spilled will contain information regarding neutralizing and clean up.

All chemical spills, corrective measures, and clean up methods must be documented in writing. The report should be written either by the supervisor or manager in whose area of responsibility the spill occurred. The original report must be forwarded to the Safety Representative.

Training Requirements

Employees shall be instructed on the proper response procedures for spilled materials. The training shall include materials available for use, proper waste disposal, and communication procedures.

Additional training shall be provided in areas of fire extinguishers, HAZCOM/SDS, PPE and emergency procedures.

Bloodborne Pathogens Policy

Definitions

Occupational Exposure - Reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties. Individuals assigned with the responsibility of administering first aid on the jobsite are occupationally exposed or have the potential of being exposed to human blood and body fluid.

Bloodborne Pathogens - Pathogenic micro-organisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

Contaminated Sharps - Any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires.

Decontamination - The use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use, or disposal.

Employee – an employee of Eagle Valley Inc. or an employee of a subcontractor to Eagle Valley Inc.

Engineering Controls - Controls (e.g., sharps disposal containers, self-sheathing needles) that isolate or remove the bloodborne pathogens hazard from the workplace.

Exposure Incident - A specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.

Hand washing Facilities - A facility providing an adequate supply of running potable water, soap and single use towels or hot air-drying machines.

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Occupational Exposure - Reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

Parenteral - Piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts, and abrasions.

Personal Protective Equipment - Specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes, not intended to function as protection against a hazard, are not considered to be personal protective equipment.

Regulated Waste - Liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.

Safety Representative – the President or his designee, can be subcontracted.

Source Individual - Any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to the employee.

Supervisor – any employee that supervises other employees. (e.g., foreman, superintendent, project manager, etc.)

Universal Precautions - An approach to infection control. All human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.

Procedures

Bloodborne pathogens such as HBV and HIV can be transmitted through contact with infected human blood and other potentially infectious body fluids such as:

- semen
- vaginal secretions
- cerebrospinal fluid
- synovial fluid
- pleural fluid
- peritoneal fluid
- amniotic fluid
- saliva (in dental procedures), and
- any bodily fluid that is visibly contaminated with blood.

It is possible that some employees may encounter blood or some other body fluid in the workplace. The following control measures will be utilized when body fluid is encountered on the jobsite:

- Barricade, mark, or section off any area that contains spilled blood or body fluid until it can be cleaned and decontaminated.
- All equipment or environmental surfaces shall be cleaned and decontaminated after contact with blood or other infectious materials.
- Employees certified in First Aid/CPR should clean up the spill as soon as possible before returning to regular duties.

Only First Aid/CPR trained personnel are considered qualified to provide care to the injured party and must wear the appropriate personal protective equipment. Personal protective equipment includes:

- Disposable gloves
- Eye protection
- Body gown
- Disposable shoe covers
- One-way resuscitation device (used to restore breathing)

All of the above equipment will be considered part of the first aid kit.

PPE shall be provided at no cost to the employee and shall be repaired and replaced as needed to maintain its effectiveness.

Eagle Valley Inc. shall provide hand washing facilities when feasible. When it is not feasible to provide hand washing facilities, an appropriate antiseptic hand cleanser in conjunction with cloth/paper towels or antiseptic towelettes shall be provided.

Universal precautions will be followed. All body fluids will be considered contaminated and will be cleaned up and disposed of properly. The following procedures will be used for cleaning and removal of body fluids:

- Personal protective equipment as described above will be worn during the operation.
- Puncture resistant containers will be used to store the contaminated material.
- Containers will be labeled as contaminated, using the Orange Biohazard symbol.
- Containers will be taken to a servicing facility such as a hospital or clinic, for proper disposal.

Eagle Valley Inc. makes available, at no cost to the First Aid/CPR trained employee, a Hepatitis B Vaccination. This employee is not required to have the vaccination, but if he/she refuses the vaccination, he/she must sign the declination form. This form will be kept in the employee's personnel file in the Corporate Office. The vaccination will be available at no cost to the employee at a future date if he/she decides to have it.

For the safety and well-being of our employees, Eagle Valley Inc. has made it mandatory that those employees who have been exposed to body fluids must see the Eagle Valley Inc. Doctor for a follow-up evaluation and possibly laboratory tests. Upon evaluation, the Doctor may recommend that the employee have the Hepatitis B vaccination. This recommendation will be followed, and the employee will be required to have the vaccination.

When dealing with body fluids of any kind, it should be considered contaminated. A contaminated material is hazardous and will be labeled as such, placing the Orange Biohazard symbol on the container containing fluid.

Eagle Valley Inc. will keep records on those employees who have been exposed to body fluids for up to 30 years after employment is discontinued.

Employees shall have access to a copy of the exposure control plan and it shall be provided in a reasonable time, place, and manner.

Training Requirements

Eagle Valley Inc. will provide instruction to First Aid/CPR certified employees in the proper methods of reducing the risk of exposure.

This policy will be reviewed during New Hire Orientation.

Training records shall be maintained for at least 3 years from the date of training.

Designated Healthcare Facility Policy

Definitions

Designated Clinic – The nearest occupational health clinic has been selected by Eagle Valley Inc. to treat all non-life-threatening work-related injuries.

Employee – an employee of Eagle Valley Inc. or an employee of a subcontractor to Eagle Valley Inc.

Restricted Duty - An assignment provided to an employee who, because of a job-related injury or illness, is physically or mentally unable to perform all or any part of his/her normal assignment during all or any part of the normal workday or shift.

Safety Representative – the President or his designee, can be subcontracted.

Supervisor – any employee that supervises other employees. (e.g., foreman, superintendent, project manager, etc.)

Procedures

For accidents resulting in injuries that require emergency transport, the injured employee should be taken to the nearest emergency room facility.

For injuries not requiring emergency transport, the Safety Representative after being notified of an injury, will select and contact the nearest preferred Occupational facility for treatment of the injured employee. The selection of this facility and future designated clinics will be based on the following:

- The doctor's experience in treating occupational injuries;
- The doctor's attitude in recommending light duty work assignments and;
- The doctor's familiarity of Indiana workmen's compensation laws.

Date Created: 01/23/24
Review Date:

Eagle Valley Inc.'s policy is to return employees to work as soon as possible after a job-related injury or illness has occurred. All possible opportunities will be considered to provide Restricted Duty Assignments for these employees. Restricted Duty Assignments will also be considered for employees injured off the job whenever possible.

By returning to work, employees are able to maintain their normal income while recovering from an injury or illness. Returning employees to work as soon as possible also benefits Eagle Valley Inc. by keeping claims to a minimum and maintaining productivity by keeping the qualified individual on the job rather than retraining a replacement worker.

When an injured employee returns to work, all physical and mental limitations must be evaluated so that additional injury or aggravation does not occur. The safety of other employees working with the injured individual must also be considered.

Evaluation

All injuries and illnesses will be evaluated on case-by-case basis by the physician, with consultation by company representatives regarding light duty work that is available for the injured employee. The evaluation should consider the following items:

- Can the employee perform a useful task for Eagle Valley Inc.?
- Does the assignment risk further injury or aggravation?
- Will the assignment compromise the safety of other employees?

Injured employees may return to work on Restricted Duty under the following circumstances:

- The employee's attending physician has determined the physical restrictions.
- Eagle Valley Inc. has a task that can be assigned that meets the restrictions.
- Eagle Valley Inc.'s Managers and Supervisors are informed of the restrictions.
- No employee on Restricted Duty will be allowed to work more than (40) hours per week.

The employee must receive full medical release from a physician before resuming normal work activities.

Medical facility information will be posted at each jobsite.

Injured employees shall not drive themselves to the hospital or designated healthcare facility.

First Aid Policy

Definitions

Cardiopulmonary Resuscitation (CPR) – is an emergency procedure which is performed in an effort to manually preserve intact brain function until further measures are taken to restore spontaneous blood circulation and breathing in a person that is in cardiac arrest.

Employee – an employee of Eagle Valley Inc. or an employee of a subcontractor to Eagle Valley Inc.

First Aid – emergency treatment administered to an injured or sick person before professional medical care is available.

Safety Representative – the President or his designee, can be subcontracted.

Supervisor – any employee that supervises other employees. (e.g., foreman, superintendent, project manager, etc.)

Responsibilities

The Safety Representative shall assist the Supervisors to ensure that all First Aid kits provided are inspected, properly stocked, maintained with adequate first aid supplies, and easily accessible when required.

Only trained and certified First Aid/CPR personnel shall administer First Aid and conduct cardiopulmonary resuscitation.

In the absence of an infirmary, clinic, hospital, or physician, that is reasonably accessible in terms of time and distance to the worksite, which is available for the treatment of injured employees, a person who has a valid certificate in first aid shall be available at the worksite to render first aid.

Procedures

Basic Rules of First Aid:

- The first rule is that if you do not know how to give it, do not try to. You may do more harm than good. It's important to know not only what to do, but also what NOT to do.
- Do not move the injured person unless you know that moving him will not worsen the injury or that the individual's life at risk from not moving them from the immediate danger.
- Keep the injured person lying down.
- Remain calm in the situation and comfort the injured party.
- Do not give liquids to the unconscious.
- Phone numbers of physicians, hospitals, and ambulances will be posted in conspicuous places for ease of access in the event an emergency situation arises.
- First aid kits shall consist of the following minimum components per ANSI Z308.1-1998:
    - 1 ea. Absorbent Compress, 4" x 8" min.
    - 16 ea. Adhesive Bandages 1" x 3"
    - 5 yd. Adhesive Tape
    - 10 ea. Antiseptic Applications, 0.5g ea.
    - 6 ea. Burn Treatment Applications, 0.5g ea.
    - 4 ea. Sterile Pads, 3" x 3" min.
    - 2 pr. Medical Exam Gloves
    - 1 ea. Triangular Bandage, 40" x 40" x 56" min.

- The contents of the first aid kit shall be placed in a weatherproof container with individual sealed packages for each type of item, and shall be checked by Eagle Valley Inc. before being sent out on each job and at least weekly on each job to ensure that the expended items are replaced.
- First aid supplies shall be easily accessible when required.

In the event of an emergency where there is an injured employee seeking medical attention beyond first aid call 911, if it is determined that the response time of the ambulance is insufficient then the Supervisor (or a company designee) will escort the injured employee to the nearest emergency room.

The Supervisor will ensure phone numbers of physicians, hospitals, and ambulances will be posted in a conspicuous place at the jobsite.

Where the eyes or body of any person may be exposed to injurious corrosive materials, suitable facilities for quick drenching or flushing of the eyes and body shall be provided within the work area for immediate emergency use.

Training Requirements

Eagle Valley Inc. will schedule First Aid and CPR training classes for employees as needed.

A valid certificate in first aid training must be obtained from the American Heart Association, the American Red Cross, or equivalent training that can be verified by documentary evidence.

Hearing Conservation (Protection) Policy

Definitions

Decibels (dB)- This symbol is used for expressing the relative intensity of sounds. Zero (0) represents the average least perceptible sound to approximately 130 for the average pain threshold.

Employee – an employee of Eagle Valley Inc. or an employee of a subcontractor to Eagle Valley Inc.

Safety Representative – the President or his designee, can be subcontracted.

Supervisor – any employee that supervises other employees. (e.g., foreman, superintendent, project manager, etc.)

Time Weighted Average (TWA) - Averaged dB over 1 hour time period through the usage of a noise dosimeter.

Procedures

Areas where daily noise exposures are likely to exceed the 85 decibels (TWA) will be posted with hearing protection required signs. When information indicates that employee exposure may equal/exceed the 8 hr time-weighted avg. of 85 decibels, Eagle Valley Inc. will implement a monitoring program to identify employees to be included in the Hearing Conservation Policy.

The sampling strategy shall be designed to identify employees for inclusion in the hearing conservation program and to enable the proper selection of hearing protectors.

Where circumstances such as high worker mobility, significant variations in sound level, or a significant component of impulse noise make area monitoring generally inappropriate, Eagle Valley Inc. shall use representative personal sampling to comply with the monitoring requirements of this paragraph unless the employer can show that area sampling produces equivalent results.

Audiometer testing by a licensed or certified audiologist, will be offered at least annually to all employees exposed to greater than 85 decibels on a (8) hour time weighted average (TWA).

The Safety Representative will administer the Hearing Conservation Policy.

Accurate records of all employee exposure and audiometric measurements shall be maintained as required by OSHA regulation.

Protection against the effects of noise exposure shall be provided when the sound levels exceed those shown in Table D-2 of this section.

When employees are subjected to sound levels exceeding those listed in Table D-2 of this section, feasible administrative or engineering controls shall be utilized. If such controls fail to reduce sound levels within the levels of the table, personal protective equipment shall be provided and used to reduce sound levels within the levels of the table.

TABLE D-2 - PERMISSIBLE NOISE EXPOSURES

Duration per day, hours	Sound level dBA slow response
8	90
6	92
4	95
3	97
2	100
1 ½	102
1	105
½	110
¼ or less	115

When the daily noise exposure is composed of two or more periods of noise exposure of different levels, their combined effect should be considered, rather than the individual effect of each. Exposure to different levels for various periods of time shall be computed according to the formula:
F(e)=(T(1)divided by L(1))+(T(2)divided by L(2))+ ... + (T(n) divided by L(n)) where:

F(e) = The equivalent noise exposure factor.
T = The period of noise exposure at any essentially constant level.
L = The duration of the permissible noise exposure at the constant level (from Table D-2).

If the value of F(e) exceeds unity (1) the exposure exceeds permissible levels.

Here is a sample computation showing an application of the formula. An employee is exposed at these levels for these periods:

110 db A 1/4 hour.
100 db A 1/2 hour.
90 db A 1 1/2 hours.

F(e) = (1/4 divided by 1/2)+(1/2 divided by 2)+(1 1/2 divided by 8)
F(e) = 0.500+0.25+0.188
F(e) = 0.938

Since the value of F(e) does not exceed unity, the exposure is within permissible limits.

Exposure to impulsive or impact noise should not exceed 140 dB peak sound pressure level.

An audiometric testing program must be established and maintained by making audiometric testing available to all employees whose exposures equal or exceed an 8-hr. time-weighted avg. 85 decibels.

Within 6 months of an employee's first exposure at or above the action level, a valid baseline audiogram shall be established against which future audiograms can be compared. When a mobile van is used, the baseline shall be established within 1 yr. Where baseline audiograms are obtained more than 6 months after the employee's first exposure at or above the action level, the employees shall wear hearing protectors for any period exceeding six months after first exposure until the baseline audiogram is obtained.

Testing to establish a baseline audiogram shall be preceded by at least 14 hours without exposure to workplace noise. Hearing protectors may be used as a substitute for the requirement that baseline audiograms be preceded by 14 hours without exposure to workplace noise. Eagle Valley Inc. shall notify employees of the need to avoid high levels of non-occupational noise exposure during the 14-hour period immediately preceding the audiometric examination.

At least annually after obtaining the baseline audiogram, Eagle Valley Inc. shall obtain a new audiogram for each employee exposed at or above an 8-hour time-weighted average of 85 decibels. Each employee's annual audiogram shall be compared to that employee's baseline audiogram to determine if the audiogram is valid and if a standard threshold shift has occurred. If a comparison of the annual audiogram to the baseline audiogram indicates a standard threshold shift, the employee shall be informed of this fact in writing, within 21 days of the determination.

If a threshold shift has occurred, use of hearing protection shall be re-evaluated and/or refitted and if necessary a medical evaluation may be required.

Individual test results will be made available to the effected employee.

Audiometric testing will be performed by a licensed or certified audiologist, otolaryngologist, or physician.

Hearing Protection Required

- Hearing protection required signs are to be posted at the entrance and throughout all areas that have been determined as capable of exposing employees to noise levels in excess of 85 decibels over an 8 hour time weighted average (TWA).
- Once a hearing protection required area has been established, all employees working or entering the area will be required to wear the appropriate hearing protection.

Hearing Protectors

Eagle Valley Inc. shall make hearing protectors available to all employees exposed to an 8-hour time-weighted average of 85 decibels or greater at no cost to the employees and shall ensure that hearing protectors are worn. Hearing protectors shall be replaced as necessary.

Employees shall be given the opportunity to select their hearing protectors from suitable hearing protectors provided by Eagle Valley Inc. Eagle Valley Inc. shall ensure proper initial fitting and supervise the correct use of all hearing protectors.

The hearing protection shall be evaluated for the specific noise environments in which the protector will be used.

Types of Hearing Protection

- Suitable ear plugs, muffs, etc. will be readily available for employee usage. The Supervisor will review the types of hearing protection that will be made available for all affected employees.

Record Retention

Eagle Valley Inc. shall retain records for at least the following periods:

- Noise exposure measurement records shall be retained for two years.
- Audiometric test records shall be retained for the duration of the affected employee's employment.

Access to Records

Records shall be provided upon request to employees, former employees, representatives designated by the individual employee, and the Assistant Secretary. HIPAA rules and regulations shall be followed.

Transfer of Records

If Eagle Valley Inc. ceases to do business, Eagle Valley Inc. shall transfer to the successor employer all records required to be maintained by this section, and the successor employer shall retain them for the remainder of the period prescribed in this policy.

Training Requirements

A training program shall be established for all employees who are exposed to noise at or above an 8-hour time-weighted average of 85 decibels.

The training program shall be repeated annually for each employee included in the hearing conservation program. Information provided in the training program shall be updated to be consistent with changes in protective equipment and work processes.

Each employee shall be informed of the following:

- The effects of noise on hearing;
- The purpose of hearing protectors, the advantages, disadvantages, and attenuation of various types, and instructions on selection, fitting, use, and care; and
- The purpose and results of audiometric testing, and an explanation of the test procedures.

Silica Policy

Scope

This section applies to all occupational exposures to respirable crystalline silica in construction work, except where employee exposure will remain below 25 micrograms per cubic meter of air (25 μg/m3) as an 8-hour time-weighted average (TWA) under any foreseeable conditions.

Definitions

Action Level – a concentration of airborne respirable crystalline silica of 25 μg/m3, calculated as an 8-hour TWA.

Assistant Secretary – the Assistant Secretary of Labor for Occupational Safety and Health, U.S. Department of Labor, or designee.

Competent Person – an individual who is capable of identifying existing and foreseeable respirable crystalline silica hazards in the workplace and who has authorization to take prompt corrective measures to eliminate or minimize them. The competent person must have the knowledge and ability necessary to fulfill the responsibilities set forth in this policy.

Director – the Director of the National Institute for Occupational Safety and Health (NIOSH), U.S. Department of Health and Human Services, or designee.

Employee – an employee of Eagle Valley Inc. or an employee of a subcontractor to Eagle Valley Inc.

Employee Exposure – the exposure to airborne respirable crystalline silica that would occur if the employee were not using a respirator.

High-Efficiency Particulate Air [HEPA] Filter – a filter that is at least 99.97 percent efficient in removing monodispersed particles of 0.3 micrometers in diameter.

Objective Data – information, such as air monitoring data from industry-wide surveys or calculations based on the composition of a substance, demonstrating employee exposure to respirable crystalline silica associated with a particular product or material or a specific process, task, or activity. The data must reflect workplace conditions closely resembling or with a higher exposure potential than the processes, types of material, control methods, work practices, and environmental conditions in Eagle Valley Inc.'s current operations.

Physician Or Other Licensed Health Care Professional [PLHCP] – an individual whose legally permitted scope of practice (e.g., license, registration, or certification) allows him or her to independently provide or be delegated the responsibility to provide some or all of the particular health care services required by paragraph (h) of this section.

Respirable Crystalline Silica – quartz, cristobalite, and/or tridymite contained in airborne particles that are determined to be respirable by a sampling device designed to meet the characteristics for respirable-particle size- selective samplers specified in the International Organization for Standardization (ISO) 7708:1995: Air Quality-Particle Size Fraction Definitions for Health-Related Sampling.

Safety Representative – the President or his designee, can be subcontracted.

Specialist – an American Board Certified Specialist in Pulmonary Disease or an American Board Certified Specialist in Occupational Medicine.

Supervisor – any employee that supervises other employees. (e.g., foreman, superintendent, project manager, etc.)

This Section – this respirable crystalline silica policy.

Procedures

Specified Exposure Control Methods

For each employee engaged in a task identified on Table 1, Eagle Valley Inc. shall fully and properly implement the engineering controls, work practices, and respiratory protection specified for the tasks on Table 1, unless Eagle Valley Inc. assesses and limits the exposure of the employee to respirable crystalline silica in accordance with this section.

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA

Equipment/task	Engineering and work practice control methods	Required respiratory protection and minimum assigned protection factor (APF)	
		≤ 4 hours/shift	>4 hours/shift
(i) Stationary masonry saws	Use saw equipped with integrated water delivery system that continuously feeds water to the blade		
(ii) Handheld power saws (any blade diameter)	Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions		
	-When used outdoors	None	APF 10
	-When used indoors or in an enclosed area	APF 10	APF 10

(iii) Handheld power saws for cutting fiber-cement board (with blade diameter of 8 inches or less)	For tasks performed outdoors only: Use saw equipped with commercially available dust collection system Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency	None	None
(iv) Walk-behind saws	Use saw equipped with integrated water delivery system that continuously feeds water to the blade Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions:		
	-When used outdoors	None	None
	-When used indoors or in an enclosed area	APF 10	APF 10

(v) Drivable saws	For tasks performed outdoors only: Use saw equipped with integrated water delivery system that continuously feeds water to the blade Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions	None	None
(vi) Rig-mounted core saws or drills	Use tool equipped with integrated water delivery system that supplies water to cutting surface Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions	None	None
(vii) Handheld and stand-mounted drills (including impact and rotary hammer drills)	Use drill equipped with commercially available shroud or cowling with dust collection system Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism Use a HEPA-filtered vacuum when cleaning holes	None	None

(viii) Dowel drilling rigs for concrete	For tasks performed outdoors only: Use shroud around drill bit with a dust collection system. Dust collector must have a filter with 99% or greater efficiency and a filter cleaning mechanism Use a HEPA-filtered vacuum when cleaning holes	APF 10	APF 10
(ix) Vehicle-mounted drilling rigs for rock and concrete	Use dust collection system with close capture hood or shroud around drill bit with a low-flow water spray to wet the dust at the discharge point from the dust collector OR	None	None
	Operate from within an enclosed cab and use water for dust suppression on drill bit	None	None

(x) Jackhammers and handheld powered chipping tools	Use tool with water delivery system that supplies a continuous stream or spray of water at the point of impact:		
	-When used outdoors	None	APF 10
	-When used indoors or in an enclosed area OR	APF 10	APF 10
	Use tool equipped with commercially available shroud and dust collection system Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism:		
	-When used outdoors	None	APF 10
	-When used indoors or in an enclosed area	APF 10	APF 10

xi) Handheld grinders for mortar removal (i.e., tuck pointing)	Use grinder equipped with commercially available shroud and dust collection system Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions Dust collector must provide 25 cubic feet per minute (cfm) or greater of airflow per inch of wheel diameter and have a filter with 99% or greater efficiency and a cyclonic pre-separator or filter-cleaning mechanism	APF 10	APF 25

(xii) Handheld grinders for uses other than mortar removal	For tasks performed outdoors only: Use grinder equipped with integrated water delivery system that continuously feeds water to the grinding surface Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions OR	None	None
	Use grinder equipped with commercially available shroud and dust collection system Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions Dust collector must provide 25 cubic feet per minute (cfm) or greater of airflow per inch of wheel diameter and have a filter with 99% or greater efficiency and a cyclonic pre-separator or filter-cleaning mechanism:		
	-When used outdoors	None	None
	-When used indoors or in an enclosed area	None	APF 10

(xiii) Walk-behind milling machines and floor grinders	Use machine equipped with integrated water delivery system that continuously feeds water to the cutting surface Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions OR	None	None
	Use machine equipped with dust collection system recommended by the manufacturer Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions Dust collector must provide the air flow recommended by the manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism When used indoors or in an enclosed area, use a HEPA-filtered vacuum to remove loose dust in between passes	None	None

(xiv) Small drivable milling machines (less than half-lane)	Use a machine equipped with supplemental water sprays designed to suppress dust. Water must be combined with a surfactant Operate and maintain machine to minimize dust emissions	None	None

(xv) Large drivable milling machines (half-lane and larger)	For cuts of any depth on asphalt only: Use machine equipped with exhaust ventilation on drum enclosure and supplemental water sprays designed to suppress dust Operate and maintain machine to minimize dust emissions	None	None
	For cuts of four inches in depth or less on any substrate: Use machine equipped with exhaust ventilation on drum enclosure and supplemental water sprays designed to suppress dust Operate and maintain machine to minimize dust emissions OR	None	None
	Use a machine equipped with supplemental water spray designed to suppress dust. Water must be combined with a surfactant Operate and maintain machine to minimize dust emissions	None	None

(xvi) Crushing machines	Use equipment designed to deliver water spray or mist for dust suppression at crusher and other points where dust is generated (e.g., hoppers, conveyers, sieves/sizing or vibrating components, and discharge points) Operate and maintain machine in accordance with manufacturer's instructions to minimize dust emissions Use a ventilated booth that provides fresh, climate-controlled air to the operator, or a remote control station	None	None
(xvii) Heavy equipment and utility vehicles used to abrade or fracture silica-containing materials (e.g., hoe-ramming, rock ripping) or used during demolition activities involving silica-containing materials	Operate equipment from within an enclosed cab	None	None
	When employees outside of the cab are engaged in the task, apply water and/or dust suppressants as necessary to minimize dust emissions	None	None

(xviii) Heavy equipment and utility vehicles for tasks such as grading and excavating but not including: Demolishing, abrading, or fracturing silica-containing materials	Apply water and/or dust suppressants as necessary to minimize dust emissions OR	None	None
	When the equipment operator is the only employee engaged in the task, operate equipment from within an enclosed cab		

When implementing the control measures specified in Table 1, Eagle Valley Inc. shall:

- For tasks performed indoors or in enclosed areas, provide a means of exhaust as needed to minimize the accumulation of visible airborne dust;
- For tasks performed using wet methods, apply water at flow rates sufficient to minimize release of visible dust;
- For measures implemented that include an enclosed cab or booth, ensure that the enclosed cab or booth:
  - Is maintained as free as practicable from settled dust;
  - Has door seals and closing mechanisms that work properly;
  - Has gaskets and seals that are in good condition and working properly;
  - Is under positive pressure maintained through continuous delivery of fresh air;
  - Has intake air that is filtered through a filter that is 95% efficient in the 0.3-10.0 µm range (e.g., MERV-16 or better); and
  - Has heating and cooling capabilities.

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

Alternative Exposure Control Methods

For tasks not listed in Table 1, or where Eagle Valley Inc. does not fully and properly implement the engineering controls, work practices, and respiratory protection described in Table 1:

- Permissible exposure limit (PEL). Eagle Valley Inc. shall ensure that no employee is exposed to an airborne concentration of respirable crystalline silica in excess of 50 μg/m3, calculated as an 8-hour TWA.
- Exposure assessment-
  - General. Eagle Valley Inc. shall assess the exposure of each employee who is or may reasonably be expected to be exposed to respirable crystalline silica at or above the action level in accordance with either the performance option or the scheduled monitoring option below.
  - Performance option. Eagle Valley Inc. shall assess the 8-hour TWA exposure for each employee on the basis of any combination of air monitoring data or objective data sufficient to accurately characterize employee exposures to respirable crystalline silica.

- Scheduled monitoring option.
  - Eagle Valley Inc. shall perform initial monitoring to assess the 8-hour TWA exposure for each employee on the basis of one or more personal breathing zone air samples that reflect the exposures of employees on each shift, for each job classification, in each work area. Where several employees perform the same tasks on the same shift and in the same work area, Eagle Valley Inc. may sample a representative fraction of these employees in order to meet this requirement. In representative sampling, Eagle Valley Inc. shall sample the employee(s) who are expected to have the highest exposure to respirable crystalline silica.
  - If initial monitoring indicates that employee exposures are below the action level, Eagle Valley Inc. may discontinue monitoring for those employees whose exposures are represented by such monitoring.
  - Where the most recent exposure monitoring indicates that employee exposures are at or above the action level but at or below the PEL, Eagle Valley Inc. shall repeat such monitoring within six months of the most recent monitoring.
  - Where the most recent exposure monitoring indicates that employee exposures are above the PEL, Eagle Valley Inc. shall repeat such monitoring within three months of the most recent monitoring.
  - Where the most recent (non-initial) exposure monitoring indicates that employee exposures are below the action level, Eagle Valley Inc. shall repeat such monitoring within six months of the most recent monitoring until two consecutive measurements, taken seven or more days apart, are below the action level, at which time Eagle Valley Inc. may discontinue monitoring for those employees whose exposures are represented by such monitoring, except as otherwise provided in the reassessment of exposures below.

- Reassessment of exposures. Eagle Valley Inc. shall reassess exposures whenever a change in the production, process, control equipment, personnel, or work practices may reasonably be expected to result in new or additional exposures at or above the action level, or when Eagle Valley Inc. has any reason to believe that new or additional exposures at or above the action level have occurred.
- Methods of sample analysis. Eagle Valley Inc. shall ensure that all samples taken to satisfy the monitoring requirements of this section are evaluated by a laboratory that analyzes air samples for respirable crystalline silica in accordance with the procedures in Appendix A to this section.
- Employee notification of assessment results.
  - Within five working days after completing an exposure assessment in accordance with this section, Eagle Valley Inc. shall individually notify each affected employee in writing of the results of that assessment or post the results in an appropriate location accessible to all affected employees.
  - Whenever an exposure assessment indicates that employee exposure is above the PEL, Eagle Valley Inc. shall describe in the written notification the corrective action being taken to reduce employee exposure to or below the PEL.

- Observation of monitoring.
  - Where air monitoring is performed to comply with the requirements of this section, Eagle Valley Inc. shall provide affected employees or their designated representatives an opportunity to observe any monitoring of employee exposure to respirable crystalline silica.
  - When observation of monitoring requires entry into an area where the use of protective clothing or equipment is required for any workplace hazard, Eagle Valley Inc. shall provide the observer with protective clothing and equipment at no cost and shall ensure that the observer uses such clothing and equipment.

Methods of Compliance

- Engineering and work practice controls. Eagle Valley Inc. shall use engineering and work practice controls to reduce and maintain employee exposure to respirable crystalline silica to or below the PEL, unless Eagle Valley Inc. can demonstrate that such controls are not feasible. Wherever such feasible engineering and work practice controls are not sufficient to reduce employee exposure to or below the PEL, Eagle Valley Inc. shall nonetheless use them to reduce employee exposure to the lowest feasible level and shall supplement them with the use of respiratory protection that complies with the requirements of this section.
- Abrasive blasting. In addition to the requirements above, Eagle Valley Inc. shall comply with other OSHA standards, when applicable, such as 29 CFR 1926.57 (Ventilation), where abrasive blasting is conducted using crystalline silica-containing blasting agents, or where abrasive blasting is conducted on substrates that contain crystalline silica.

Respiratory Protection

- General. Where respiratory protection is required by this section, Eagle Valley Inc. must provide each employee an appropriate respirator that complies with the requirements of this paragraph and 29 CFR 1910.134. Respiratory protection is required:
  - Where specified by Table 1 of this section; or
  - For tasks not listed in Table 1, or where Eagle Valley Inc. does not fully and properly implement the engineering controls, work practices, and respiratory protection described in Table 1:
    - Where exposures exceed the PEL during periods necessary to install or implement feasible engineering and work practice controls;
    - Where exposures exceed the PEL during tasks, such as certain maintenance and repair tasks, for which engineering and work practice controls are not feasible; and
    - During tasks for which an employer has implemented all feasible engineering and work practice controls and such controls are not sufficient to reduce exposures to or below the PEL.

- Respiratory protection program. Where respirator use is required by this section, Eagle Valley Inc. shall institute a respiratory protection program in accordance with 29 CFR 1910.134.
- Specified exposure control methods. For the tasks listed in Table 1, if Eagle Valley Inc. fully and properly implements the engineering controls, work practices, and respiratory protection described in Table 1, Eagle Valley Inc. shall be considered to be in compliance with this policy.

Housekeeping

- Eagle Valley Inc. shall not allow dry sweeping or dry brushing where such activity could contribute to employee exposure to respirable crystalline silica unless wet sweeping, HEPA-filtered vacuuming or other methods that minimize the likelihood of exposure are not feasible.
- Eagle Valley Inc. shall not allow compressed air to be used to clean clothing or surfaces where such activity could contribute to employee exposure to respirable crystalline silica unless:
  - The compressed air is used in conjunction with a ventilation system that effectively captures the dust cloud created by the compressed air; or
  - No alternative method is feasible.

Written Exposure Control Plan

- Eagle Valley Inc. shall establish and implement a written exposure control plan that contains at least the following elements:
  - A description of the tasks in the workplace that involve exposure to respirable crystalline silica;
  - A description of the engineering controls, work practices, and respiratory protection used to limit employee exposure to respirable crystalline silica for each task;
  - A description of the housekeeping measures used to limit employee exposure to respirable crystalline silica; and
  - A description of the procedures used to restrict access to work areas, when necessary, to minimize the number of employees exposed to respirable crystalline silica and their level of exposure, including exposures generated by other employers or sole proprietors.

Eagle Valley Inc. shall review and evaluate the effectiveness of the written exposure control plan at least annually and update it as necessary.

- Eagle Valley Inc. shall make the written exposure control plan readily available for examination and copying, upon request, to each employee covered by this section, their designated representatives, the Assistant Secretary and the Director.
- Eagle Valley Inc. shall designate a competent person to make frequent and regular inspections of job sites, materials, and equipment to implement the written exposure control plan.

Medical Surveillance

- General.
  - Eagle Valley Inc. shall make medical surveillance available at no cost to the employee, and at a reasonable time and place, for each employee who will be required under this section to use a respirator for 30 or more days per year.
  - Eagle Valley Inc. shall ensure that all medical examinations and procedures required by this section are performed by a PLHCP.

- Initial examination. Eagle Valley Inc. shall make available an initial (baseline) medical examination within 30 days after initial assignment, unless the employee has received a medical examination that meets the requirements of this section within the last three years. The examination shall consist of:
  - A medical and work history, with emphasis on: Past, present, and anticipated exposure to respirable crystalline silica, dust, and other agents affecting the respiratory system; any history of respiratory system dysfunction, including signs and symptoms of respiratory disease (e.g., shortness of breath, cough, wheezing); history of tuberculosis; and smoking status and history;
  - A physical examination with special emphasis on the respiratory system;
  - A chest X-ray (a single posteroanterior radiographic projection or radiograph of the chest at full inspiration recorded on either film (no less than 14 x 17 inches and no more than 16 x 17 inches) or digital radiography systems), interpreted and classified according to the International Labour Office (ILO) International Classification of Radiographs of Pneumoconioses by a NIOSH-certified B Reader;

- A pulmonary function test to include forced vital capacity (FVC) and forced expiratory volume in one second (FEV1) and FEV1/FVC ratio, administered by a spirometry technician with a current certificate from a NIOSH approved spirometry course;
- Testing for latent tuberculosis infection; and
- Any other tests deemed appropriate by the PLHCP.

- Periodic examinations. Eagle Valley Inc. shall make available medical examinations at least every three years, or more frequently if recommended by the PLHCP.
- Information provided to the PLHCP. Eagle Valley Inc. shall ensure that the examining PLHCP has a copy of this standard, and shall provide the PLHCP with the following information:
  - A description of the employee's former, current, and anticipated duties as they relate to the employee's occupational exposure to respirable crystalline silica;
  - The employee's former, current, and anticipated levels of occupational exposure to respirable crystalline silica;
  - A description of any personal protective equipment used or to be used by the employee, including when and for how long the employee has used or will use that equipment; and
  - Information from records of employment-related medical examinations previously provided to the employee and currently within the control of Eagle Valley Inc.

- PLHCP's written medical report for the employee. Eagle Valley Inc. shall ensure that the PLHCP explains to the employee the results of the medical examination and provides each employee with a written medical report within 30 days of each medical examination performed. The written report shall contain:
  - A statement indicating the results of the medical examination, including any medical condition(s) that would place the employee at increased risk of material impairment to health from exposure to respirable crystalline silica and any medical conditions that require further evaluation or treatment;
  - Any recommended limitations on the employee's use of respirators;

Training

Respirable crystalline silica awareness training shall be completed at least initially for employees that could be exposed.

ACCIDENT/NEAR MISS INVESTIGATION REPORT

Name (Injured): _____ Project: _____

Address/Location: _____

When	☐ Accident ☐ Near Miss Date and Time: _____ Report to Project Managers or First Aid Delayed? Yes ☐ No ☐ If Yes, Why: _____
Witnesses	Witnesses names (attach statements if possible): _____
Injury/Loss	Nature/Extent of Injuries or Property Damage: _____
Where	Exact Location where Accident Occurred: _____

Date Created: 01/23/24
Review Date:

What/How	Type of Accident: _____ Was Employee Doing Something Other Than Required Duties at time of Accident? _____ If so, what and why: _____ _____ Description of Accident (Detail what Employee was doing, how he/she was doing it, and what physical objects, tools, machines, structures or equipment were involved): _____ _____ _____ _____
Why	Describe What Are Believed to be the Accident Causes and Comment Fully Here: _____ _____ _____ _____
Prevention	What Should Be Done to Prevent Recurrence of this Type of Accident? _____ _____ _____ _____
Comments: _____ _____ _____ _____ _____	

Name: _____ Signature: _____

Person Conducting Investigation

EMPLOYEE/WITNESS ACCIDENT STATEMENT

Company Name	Project #	Date of Accident	Time am pm	Date Accident Reported

PERSON INJURED

Name	Job Title	Nature of Injury
Part of Body Injured	Type of Accident	Equipment, Object, or Substance Causing Injury

DESCRIPTION

Describe How The Accident Occurred (use a diagram if necessary)

Signature: _____ Date: _____

EMERGENCY ACTION PLAN CHECKLIST

	YES	NO
1. Have you obtained SDS's from subcontractors for all hazardous chemicals in your workplace?		
2. Does your plan include emergency escape procedures and route assignments for all employees?		
3. Have accessible areas, with escape routes, that can serve as a temporary refuge for all employees been identified?		
4. Are floor plans or workplace maps that clearly show escape routes and refuge areas available to your employees?		
5. Have a sufficient number of people been trained to assist in an orderly evacuation.		
6. Does the plan detail procedures for accounting for all employees after the evacuation is completed, with a responsible person to report any missing personnel?		
7. Are emergency telephone numbers posted on or near telephones and at other conspicuous locations?		
8. Does your plan include the names or regular job titles of people who must be notified in case of an emergency and who may be contacted for further information or explanation of duties?		
9. Does each employee know how to report an emergency?		
10. Does your plan have an adequate and distinctive alarm system (3 blasts from air horn or truck) that all people can hear or see?		
11. Has someone been assigned to meet with the media?		
12. Have all employees been trained in evacuation plans, alarm systems, reporting procedures, and types of potential emergencies?		
13. Are employees retrained at least annually, and when-ever equipment, materials, processes, or procedures change?		
14. If your jobsite does not have a hospital or other treatment facility close by, do you have an adequate number of employees who are trained in first aid procedures?		
15. Do you have adequate first aid supplies on hand?		
16. Do employees who may be exposed to corrosive materials have ready access in their work areas to flushing equipment or eye washes?		
Are they trained to use it?		

Date Created: 01/23/24
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EMPLOYEE ACKNOWLEDGMENT

I certify that I have read and received a copy of **Eagle Valley Inc.'s** policy on drugs and alcohol abuse and testing procedures. I understand that as a condition of employment I must comply with these guidelines, and do agree that I will remain medically qualified and able to safely perform my employment duties in abiding by the provisions of this policy.

_____ _____

Employee Signature **Date**

_____

Printed Name

Date Created: 01/23/24
Review Date:

EQUIPMENT/PROPERTY DAMAGE INVESTIGATION REPORT

Company Name: _____ Date: _____

Employee Name: _____

Location/Address: _____

Damaged Equipment/Property: _____

Owner of Damaged Equipment/Property: _____

What/ When/ How	Accident Date: _____ Time: _____ Description of Incident Involving the Equipment/Property: _____
Loss	Description of what was damaged: _____
Where	Exact Location where Accident Occurred: _____
Why	Describe What Are Believed to be the Cause(s) of the Property/Equipment Damage:

Date Created: 01/23/24
Review Date:

Corrective Action	What Should Be Done to Prevent this Type of Equipment / Property Damage? _____
Witnesses	
Contacts	Manager: YES / NO Safety Representative: YES / NO Police Dept. Called: YES / NO / NA Fire Dept. Called: YES / NO / NA Others: _____ _____

Comments: _____

Name: _____ Signature: _____

Person Conducting Investigation

FITNESS FOR DUTY
REASONABLE CAUSE/OBSERVATION DOCUMENTATION

All employees, you included, occasionally exhibit some performance problems and behavior changes. Sometimes these problems and changes cause concern that an employee may be unfit to perform the employer's regular duties as a result of substance abuse. Below is a checklist of observations for you to use in determining when there is reasonable cause for such concern and possible substance testing.

NAME_____ LOCATION_____

DATE_____ TIME_____

The onset of one or more of the following observations may be cause for substance abuse testing.

SPEECH
___ Incoherent
___ Muddled
___ Slurred

AWARENESS
___ Confused
___ Sleepy
___ Erratic Behavior

BALANCE
___ Swaying
___ Staggering
___ Falling

PHYSICAL INDICATORS
___ Pupil dilated/red eyes
___ Cold sweats/tremors
___ Alcohol/marijuana odor

When you observe behaviors that may interfere with the employee's performance, you should note and document your observations. The employee should be counseled about any performance problems, and any explanations volunteered or offered by the employee should be noted. Although work related performance or behavior problems may be cause for substance abuse testing, continued work related performance and behavior problems may result in reassignment, or discipline up to and including termination of employment.

WORK OBSERVATIONS
___ Difficulty in understanding/recalling instructions
___ Unexplained or excessive absence from work area.
___ Frequent trips to water cooler, or restroom
___ High frequency of accident occurrence

MOODS
___ Withdrawn/sad/morbid
___ Mood swings high and low
___ Extremely sensitive/irritable
___ Nervousness/agitation

PHYSICAL INDICATORS
___ Rapid Breathing
___ Inappropriate wearing of sunglasses

COMMENTS: _____

_____

_____

To the best of my knowledge and belief this report represents the actions, appearances and/or conduct observed by me and upon which I base my decision to suggest said employee to be tested or be further evaluated by a Manager.

EMPLOYEE: _____

MANAGER: _____ WITNESS: _____

NOTE: This report is to be used only as an observation aid, and will remain absolutely confidential

Date Created: 01/23/24
Review Date:

Job Hazard Analysis (JHA)			
	WORK ACTIVITY	**POTENTIAL HAZARDS**	**PREVENTIVE OR CORRECTIVE MEASURES**
1.	Hydro Excavation	• High Pressure • Pinch Points • Lack of Communication • Contusions and Lacerations	• Inspect Equipment before each use. • Keep clear of pinch points • Visual contact and verbal communication at all times. • Proper storage of material • Proper use of PPE
2.	Underground utilities	• Electrocutions • Damage to owners' services	• Contact owner and proper utility companies prior to opening excavations (48 hours). Establish the locations by flags and or paint. Prints are to be marked up and supervisors shall visually inspect proposed excavations. All excavations within 2 feet of underground utilities are to be determined by safe and acceptable means (i.e. fiberglass shovel and electronic line locating devices). Mechanical equipment shall not be used within 2 feet of underground utilities. All underground utilities shall be protected, supported, or removed as necessary to safeguard employees.
3.	Traffic Control	• Workers Not Visible To Drivers • Workers Unfamiliar with Specific Traffic Control Requirements (i.e. Spacing Requirements, Number of Traffic Control Devices Required, Training of Flaggers, etc.) • Vehicles Crashing Into Work Zone • Traffic Not Cooperative In Slowing Down Or Driving Recklessly	• Wear High Visibility Clothing/Vests • Ensure those involved with Traffic Control are familiar with work area. • Set up extra truck back from work area as a buffer. • Contact Traffic Control contractor to provide flagger(s) and vehicle(s) as needed. • Plan work for low traffic hours if possible. • Shut down lanes of traffic if possible. • Traffic control offices on site at all times • Arrow boards and proper notification for oncoming traffic

Date Created: 01/23/24
Review Date:

4.	Setting Up Equipment Near Traffic	• Equipment exposed to vehicles passing by • Accidental contact with overhead conductors • Backing into workers, vehicles, ditches, oncoming traffic, property damage • Obstacles in the way preventing safe set up	• Set up equipment so that any part of the equipment is not over traffic, have someone watch moving part near traffic. • Set up equipment, to eliminate contact with conductors. • Have someone watch when operator is moving or backing up. • Remove any obstacles if possible (In the Air or Ground), re-adjust set up appropriately to avoid obstacles that could cause a problem.
5.	Equipment Operation	• Fall Hazard • Collision Hazard • Overhead Power Lines	• All employees operating shall be properly trained in the safe operation of the equipment. • All employees shall use all safety devices and features available on the equipment. • Warning alarms shall be checked for proper operation prior to the use of the equipment. • Stay 10 feet from all overhead power lines • Place overhead power line signs below power lines to warn operators of overhead hazards.
6.	Barricades, Barriers, and Warning Signs	• Potential hazard to pedestrians and other craft workers	• Proper signage and barricades will be placed on the jobsite to give proper warning to other craft workers that may encroach on or in construction area. • Barricades will be placed in areas around rigging equipment. • Install informational and directional signage
7.	Unloading of materials throughout the duration of project.	• Lifting Hazards • Lacerations from sharp materials • Potential for finger or toes to be crushed • Equipment traffic	• Employees to use mechanical device to offload materials whenever possible • Employees to use buddy system when mechanical device is not available or feasible • Employee to wear gloves for offloading operations as required • Employees to remain out of areas of high vehicular traffic

8.	Saw Cutting Pavement	• Noise • Caught-In • Dust	• Ensure the employees wear proper hearing protection • Ensure that no loose clothing is near rotating blade • Wet cutting pavement must be used to prevent dust.
9.	Excavations	• Cave-in • Electrocution • Damage to owners' services • Daily inspections • Soil classification • Trench Boxes	• Contact owner and proper utility companies prior to opening excavations (48 hours). Establish the locations by flags and or paint. Prints are to be marked up and supervisors shall visually inspect proposed excavations. All excavations within 2 feet of underground utilities are to be determined by safe and acceptable means (i.e. fiberglass shovel and electronic line locating devices. Mechanical equipment shall be used within 2 feet of underground utilities. All underground utilities shall be protected, supported, or removed as necessary to safeguard employees. • Supervisor to complete Daily Excavation inspection each day prior to entering excavation to ensure there are no changes in conditions. • All soil shall be considered class c unless otherwise identified through daily testing. • 5feet trench or greater use proper protection to protect employees from cave-in's (e.g. trench box, aluminum hydraulic shoring, sloping) • 4 feet trench or greater must have proper access and egress into the trench, like a ladder or ramp
10.	Working around the edge of excavation	• Tripping, falling, loss of balance • Entrapment • Rock, debris, or dust entering excavation	• Area surrounding excavation will be clean of debris • Spoils will remain 2' from edge of excavation. • Materials will remain 2' from edge of excavation. • Employees will wear safety glasses, hard hats, safety glasses, high vis vest and leather work boots at all times.
11.	Hand tools and Power Tools	• Cuts, abrasions, burns & eye injury • Electrical shock	• Proper PPE shall be worn. • No loose clothing that could be entangled in the tool shall be worn. • All guards and safety features of power tools shall be left in place and checked for proper function. • Electrical cords shall be inspected for cuts, nicks, and worn spots, and repaired or replaced immediately when observed. • GFCI's shall be utilized at all times at the power source on all electrical devices. • Cords shall be placed so not to be in standing water. • Employees using power tools shall take care to be clear of standing water when operating the equipment. • Grounding plugs shall be utilized and not modified.

12.	Boring Operation	• Lack of Communication • Contusions and Lacerations • Electrical • Utilities • Pinch Points	• Contact owner and proper utility companies prior to boring operations (48 hours). Establish the locations by flags and or paint. Prints are to be marked up and supervisors shall visually inspect proposed excavations. When excavations cross-existing underground lines the owner or utility company will be called to witness until the lines are exposed. All excavations within 2 feet of underground utilities are to be determined by safe and acceptable means (i.e. fiberglass shovel and electronic line locating devices. Mechanical equipment shall be used within 2 feet of underground utilities. All underground utilities shall be protected, supported, or removed as necessary to safeguard employees. • Inspect Equipment before each use. • Proper storage of material • Proper use of PPE
13.	Project housekeeping	• Lacerations • Nails through discarded wood • Spills of unknown liquid	• Wear protective eyewear, gloves, and hardhat at all times • Inspect material before discarding • Identify each spill prior to clean up. HazCom binders are in the supervisor work trucks
14.	Back Filling Trench	• Tripping, falling, loss of balance • Entrapment • Rock, debris, or dust entering excavation • Struck-By	• Area surrounding excavation will be clean of debris and materials • Ensure that employees stay clear of moving equipment • Soil shall be compacted per specs • Employees will wear safety glasses, hard hats, safety glasses, high vis vest and leather work boots at all times.
15.	Patching Pavement	• Contact with material • Splashing • Contact with live circuits • Disposal of material • Spill containment	• Follow the SDS for proper PPE at minimum gloves, safety glasses, and a hard hat shall be worn. • Proper disposal of material shall be followed. • All storm drains and process drains shall be protected properly to prevent any accidental release.

16.	Demobilization of Equipment Near Traffic	• Equipment exposed to tall vehicles passing by • Accidental contact with overhead conductors • Backing into workers, vehicles, ditches, oncoming traffic, other property damage • Obstacles in the way preventing safe departure	• Set up equipment so that any part of the equipment is not over traffic, have someone watch moving part near traffic. • Set up equipment, to eliminate contact with conductors. • Have someone watch when operator is moving or backing up. • Remove any obstacles if possible (In the Air or Ground), re-adjust set up appropriately to avoid obstacles that could cause a problem.
17.	All other unidentified work operations	• All other identified hazards	• This document shall be a living document reviewed on a monthly basis to ensure that any unidentified or upcoming work activities are identified and properly planned.

NEW HIRE ORIENTATION CHECKLIST

Items to be reviewed with new employees by the Safety Representative, or their designee. Check off each item when it is explained to the new employee.

Employee Name (**Print**): _____ Date: _____

SAFETY PROGRAM

☐ PROGRAM ADMINISTRATION

- ☐ Safety Program Policy
- ☐ Responsibilities
- ☐ Accident Investigation/Reporting
- ☐ Emergency Action Plan
- ☐ Safety Training and Education
- ☐ Stop Work Policy
- ☐ Safety Program Goals
- ☐ General Safety Rules
- ☐ Disciplinary Policy
- ☐ Housekeeping
- ☐ Self Inspection Program
- ☐ Substance Abuse

☐ HAZARD IDENTIFICATION, EVALUATION AND CONTROL

- ☐ Compressed Air & Gas
- ☐ Electrical Hazards
- ☐ Fire Protection/ Prevention
- ☐ Hand & Power Tools
- ☐ Lockout/Tagout Procedures
- ☐ Personal Protection Equipment
- ☐ Signs, Signals & Barricades
- ☐ Trenches and Excavations
- ☐ Confined Space Entry
- ☐ Fall Protection
- ☐ Flammable Materials Liquids
- ☐ Hazard Communication
- ☐ Material Handling and Storage
- ☐ Respiratory Protection
- ☐ Stairways and Ladders
- ☐ Welding, Torch Cutting

☐ MEDICAL PROGRAMS

- ☐ Bloodborne Pathogens
- ☐ Designated Health Care/ Return to Work
- ☐ Hearing Protection
- ☐ Silica

Company Representative

_____

New Employee

_____

Employee may have a copy and the original will be inserted in the employee's file at the office.

Date Created: 01/23/24
Revision Date:

PERSONAL PROTECTIVE EQUIPMENT CHECKLIST

	YES	NO
1. Is personal protective equipment provided, used, and maintained wherever it is necessary?	_____	_____
2. Is employee-owned personal protective equipment, such as gloves and protective shoes, adequate and properly maintained?	_____	_____
3. Is eye protection available where debris or flying objects could be a hazard?	_____	_____
4. Are ear plugs or muffs provided and worn during noisy conditions?	_____	_____
5. Is slip-resistant footwear worn?	_____	_____
6. Are respirators provided when necessary?	_____	_____
7. Is the user instructed and trained in the proper use of respirators?	_____	_____
8. Where practicable, are respirators assigned for use by employees individually?	_____	_____
9. Are respirators cleaned and disinfected after use?	_____	_____
10. Are respirators stored in a convenient, clean, and sanitary location?	_____	_____
11. Are routinely used respirators inspected during cleaning?	_____	_____
12. Is the proper respirator in use for the hazard present?	_____	_____

Date Created: 01/23/24
Review Date:

SAFETY INSPECTION REPORT

Person(s) making Inspection: _____ Date: _____

Title: _____ Time: _____

Job Name/Number/Location: _____

1. JOB-SITE INFORMATION:	YES	NO	DATE CORRECTED/ COMMENTS
a. OSHA & other job-site warnings posted.			
b. Adequate first aid equipment available.			
c. Accident investigation forms available.			
d. Emergency phone numbers posted.			
2. HOUSEKEEPING & SANITATION:	**YES**	**NO**	**DATE CORRECTED/ COMMENTS**
a. General neatness of the working areas.			
b. Waste containers provided.			
c. Adequate supply of drinking water available.			
d. Disposable drinking cups available.			
e. Adequate lighting.			
f. Trash receptacle for drinking cups.			
g. Adequate number of toilet facilities provided and kept clean.			

Date Created: 01/23/24
Review Date:

3. FIRE PREVENTION:	YES	NO	DATE CORRECTED/ COMMENTS
a. Fire instruction/training provided to personnel.			
b. Fire extinguishers identified and checked.			
c. Hydrants clear, access to public roads.			
d. Housekeeping.			
e. "No Smoking" signs posted and enforced where needed.			
f. Storage, use and handling of flammable liquids in accordance with standards.			
5. HAND TOOLS:	**YES**	**NO**	DATE CORRECTED/ COMMENTS
a. Proper tools for each job.			
b. Neat and secure storage area.			
c. Inspection and maintenance procedures.			
d. System for reporting/replacing damaged tools.			
6. POWER TOOLS:	**YES**	**NO**	DATE CORRECTED/ COMMENTS
a. All power tools are properly grounded and d/or double insulated.			
b. All power tools are guarded.			
c. Pneumatic power tools, fuel power tools, hydraulic power tools properly guarded.			
7. POWDER ACTUATED TOOLS:	**YES**	**NO**	DATE CORRECTED/ COMMENTS
a. All operators are qualified.			
b. PPE available and in good working order.			
c. Tools and charges protected from unauthorized use, and are in good working order.			

8. LADDERS:	YES	NO	DATE CORRECTED/ COMMENTS
a. Ladders are inspected and in good condition.			
b. Step ladders fully open when in use.			
c. Metal ladders not used around electrical hazards.			
d. Ladders are equipped with safety footings.			
9. HOISTS, CRANES & DERRICKS:	**YES**	**NO**	DATE CORRECTED/ COMMENTS
a. Approved slings, chains, hooks and eyes.			
b. Outriggers are downward.			
c. Power line signs in plain view of operator.			
d. Signal men where needed.			
10. MOTOR VEHICLES / HEAVY EQUIPMENT:	**YES**	**NO**	DATE CORRECTED/ COMMENTS
a. Regular inspection and maintenance.			
b. Lights, brakes, warning signals operative.			
c. Haul roads well maintained and laid out properly.			
d. Guards over moving parts.			
e. Proper fire protection.			
11. BARRICADES:	**YES**	**NO**	DATE CORRECTED/ COMMENTS
a. Roadways and sidewalks effectively protected.			
b. Adequate lighting provided.			
c. Traffic controlled.			
12. HANDLING & STORAGE OF MATERIALS:	**YES**	**NO**	DATE CORRECTED/ COMMENTS
a. Materials are properly stored or stacked.			
b. Stacks on firm footings, not too high.			
c. Protection against falling into hoppers or bins.			
d. Dust protection is observed.			
e. Extinguishers and other fire protection available.			

13. PERSONAL PROTECTIVE EQUIPMENT:	YES	NO	DATE CORRECTED/ COMMENTS
a. Eye protection.			
b. Face shields.			
c. Respirator and masks.			
d. Head and or face protection.			
e. Gloves, aprons and sleeves.			
f. Ear/hearing protection.			
g. Safety harnesses and lifelines used.			
h. Proper shoes, trousers & shirts.			
14. SITE SETUP - TRAILERS & STORAGE	**YES**	**NO**	**DATE CORRECTED/ COMMENTS**
a. Existing utilities flagged, protected and insulated.			
b. Required signs - No Smoking, Fire Extinguisher.			
c. Required Special Permits - Burning, Welding, Traffic, Confined Space Entry.			
d. Files:			
e. P.E. designs for trenches, daily soil logs, trench box certifications.			
f. Accident Report Forms.			
g. Written Hazard Communication Program.			
h. SDS's for all on site materials.			
i. Hazard Chemical inventory list.			
j. Medical - First Aid Program.			
k. Weekly Jobsite Safety Checklist.			
l. Weekly Safety Meeting Reports.			

Toolbox Talk Guidelines

- Choose a place that is comfortable and free of distractions.
- Choose a time that does not disrupt work activities and at which everyone is alert and most likely to pay attention. The beginning of the day, before work starts, is a good time.
- Keep the meeting short and simple; from 15 to 20 minutes is sufficient.
- Your choice of topic should be relevant to the work your crew performs. Stay with one topic for each class.
- Use your resources to develop the talk, but do not read to your audience. Nothing will turn off an audience more quickly than a speaker reading from a paper. Try as much as possible to deliver the talk in your own words, with the printed copy as a backstop or ready reference.
- Use props if possible. Visual aids like charts and pictures can help with retention, provided they are large enough to be seen clearly.
- Encourage participation by your group. Ask them questions, describe an accident and ask them for suggestions on how it might have been avoided.
- Keep attendance records. Have each attendee sign an attendance form. Then the speaker should complete the form and forward it to wherever your company's procedure calls for.

<u>To summarize:</u>

- **Prepare.** Think, write, read, listen, organize, and practice your talks.
- **Identify.** Don't try to cover too much ground in one session. Focus on one main idea.
- **Personalize.** Bring the subject close to home, to make it more meaningful to your listeners.
- **Visualize.** Create a clear mental picture for your listeners. Use physical objects or visual aids whenever possible.
- **Define.** Make sure you tell your listeners precisely what they should or should not do in order to keep themselves and their co-workers safe and be specific!!

Date Created: 01/23/24
Review Date: