Hunter

CONTRACTING CO.

SAFETY POLICIES MANUAL

Hunter Contracting Co.
701 North Cooper Road
Gilbert, Arizona 85233
(480) 892-0521

Rev. 7/10

ACKNOWLEDGMENT OF RECEIPT AND UNDERSTANDING
HUNTER CONTRACTING CO. WRITTEN COMPLIANCE PLAN

This will acknowledge that I have received my copy of the Hunter Contracting Written Compliance Plan, hereinafter the Plan, and that I will read and familiarize myself with its contents.

I understand and acknowledge that I am responsible for ensuring compliance with the Plan and that I am responsible to maintain an effective and safe working environment.

I acknowledge that I am to report any unsafe condition to my immediate Reporting Official, Supervisor, or member of Management upon discovery.

Employee's Name: _____

Employee's Signature: _____

Date: _____ Last Four Digits SSN: _____

Management Signature: _____

List of Referenced
Company Personnel or Agents

President	**-**	**Chuck English** **Office (480) 892-0521**
Sr. Vice President / **Safety Director**	**-**	**Allen Andrews** **Mobile (602) 359-0177**
Safety Manager	**-**	**Jose Sandoval** **Mobile (480) 686-1068**
Safety Specialist **(Tucson)**	**-**	**Jim Bryan** **Mobile (520) 429-6858**
Claims Administrator/ **Safety Specialist**	**-**	**Nicole White** **Office (480) 507-7026** **Mobile (602) 359-1038**
Safety Department **General Inquiries**	**-**	**(480) 503-7481** **safety@huntercontracting.com**

SAFETY POLICIES

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SAFETY POLICIES

Attachments

HUNTER CONTRACTING CO.

TO: ALL EMPLOYEES, SUBCONTRACTORS, SUPPLIERS AND CUSTOMERS OF HUNTER CONTRACTING CO.

RE: SAFETY POLICIES AND PROCEDURES

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The safety of our employees, subcontractors, suppliers and customers is a priority at Hunter Contracting Co. Compliance with our safety policies and procedures is not an option, but a requirement of doing business with Hunter. Safety requires the cooperation of all people associated with our projects. The following written policy governs all operations of Hunter Contracting Co:

It is a condition of employment with Hunter that all employees comply with the requirements of this policy, as well as the safety rules, instructions and procedures issued by the owners, city, state, county and federal governments. Failure to do so will result in disciplinary action.

It is a requirement of all subcontracts and purchase orders issued by Hunter that this safety policy, as well as the safety rules, instructions and procedures issued by the owners, city, state, county and federal governments be complied with. Failure to do so is a breach of contract terms.

All visitors to any Hunter operations including, suppliers, owner's representatives, agents of the architect or engineer, regulatory authorities and insurance company representatives shall be required to follow all safety rules and regulations in effect during their visit.

Safety is the responsibility of all of us. The Safety Staff, Safety Consultants, Project Managers, supervisors and all employees have the full support of management in enforcing the provisions of this policy.

It is Hunter's expectation that if you are a member of the project team, that you will be supportive of the safety culture of Hunter Contacting Co. There will be no compromising on safety.

Sincerely,

Charles English
President

SECTION 1 – COMPANY SAFETY COMMITMENT

HUNTER CONTRACTING CO.

See Page 1 – 7 "Foreman's Daily Safety Discussion Checklist"
See Page 1 – 8 "Incident Report Form"
See Page 1 – 11 "Employee/Witness Statement Form"
See Page 1 – 12 "Incident Protocols"

In order for a safety program to be effective, it is vital that rules be established, monitored by responsible individuals and implemented at all levels of employment.

MISSION STATEMENT

It is the mission of Hunter Contracting Co. to provide a safe and healthful work environment for all employees, subcontractors employees, project owner representatives and the public at large on and around our jobsites, and to comply with all requirements and/or intent of federal and state rules and regulations.

PURPOSE

Hunter Contracting Co. safety philosophy provides a guiding vision and general policy by which we conduct business and safety together every day. This philosophy is a statement of the ideals that Hunter Contracting Co. is striving to achieve in safety.

COMPANY SAFETY COMMITMENT

We believe that the safety of our employees is of the utmost importance, along with quality, production, and cost-control. Maintenance of safe operating procedures at all times is of both monetary and human value, with the human value being far greater to Hunter Contracting Co., the employee and the community. The following principles support this philosophy:

1. All injuries and incidents are preventable through establishment and compliance with established safe work procedures.

2. The prevention of bodily injury and safeguarding of health are the first considerations in all work site actions and are the responsibility of **every employee at every level**.

3. These written safety plans describe the safe work practices and procedures to be practiced in the warehouse, shop and at all work sites. They are an essential element of the overall Hunter Contracting Co. safety program.

4. All employees at every level are responsible for knowing and following the safety practices contained and described in this written safety plan.

5. Although the Occupational Safety and Health Administration (OSHA) has charged Hunter Contracting Co. with the responsibility to provide each employee a safe and healthy place to work, the employees personal safety is his/her responsibility alone.

6. All employees should be similarly safe and demonstrate awareness of potential hazards both on and off the job.

EMPLOYER RESPONSIBILITY TO PROVIDE A SAFE WORK ENVIRONMENT

It is the policy of Hunter Contracting Co. to provide a place of employment reasonably free from hazards, which may cause illness, injury or death to our employees.

It is also Hunter Contracting Co. policy to establish an effective and continuous safety program incorporating educational and monitoring procedures maintained to teach safety, correct deficiencies and provide a safe working environment.

All company supervisors including Superintendents, Foremen, and Crew Leaders are responsible for the enforcement of safety policies and practices. They must ensure that:

1. The employees under their charge are trained in the appropriate safety procedures, including chemical-specific training as required. Individual safety files are maintained at the home office for all employees.

2. They must follow the procedures outlined in the Incident Protocol if an incident or work-related injury or health problem occurs in their area of responsibility.

3. Equipment and property within their area of responsibility is maintained in a safe, and hazard-free condition.

EMPLOYEE RESPONSIBILITY TO FOLLOW SAFETY RULES AND WORK SAFELY AT ALL TIMES

All employees have a responsibility to themselves, their families and to the company for their safety and the safety of their coworkers. All employees are required to:

1. Comply with all federal, state, and local rules and regulations relevant to their work.

2. Observe all company rules and regulations related to the efficient and safe performance of their work.

3. Integrate safety into each job function and live by this philosophy in the performance of their job duties.

4. Report and/or correct unsafe equipment and work practices.

5. Report any incidents and/or injuries that occur while on the job to their supervisor immediately.

The President of Hunter Contracting Co. heads up the companies overall safety-program and is responsible for:

1. Developing, completing, and filing all necessary documentation and/or reports to meet local, state and federal reporting and record keeping requirements, and working with local and state agencies as needed.

2. The reporting of all injuries and illnesses to our Insurance carrier upon notification, and the monitoring of those injuries and illnesses.

3. The development and maintenance of this safety program.

4. The development and maintenance of the companies' safety training program.

5. Representing Hunter Contracting Co. at all functions as necessary to maintain good will and professionalism.

6. Monitoring site safety audits of all active job-sites.

7. Conducting an orientation for new employees prior to their starting work.

8. Ensure that all company safety equipment is maintained in good operating order and, that all employees are issued and trained in how to use that safety equipment properly.

SUPERVISORS' RESPONSIBILITY TO RECOGNIZE AND PENALIZE VIOLATORS OF SAFETY POLICIES

Supervisors are directly responsible for the enforcement of all company safety policies and practices at Hunter Contracting Co. They must ensure that the employees under their direct supervision are trained in appropriate safety practices and procedures, and that they follow safe acceptable work practices at all times in their daily work.

If an employee is found to be violating safe work practices or procedures, the supervisor is responsible for the disciplining of the employee and reinforcing the correct method of work. Discipline will depend on the severity of the safety rule infraction, and can range from a verbal reprimand or warning to suspension or even dismissal. (See explanation of penalty system for noncompliance with company rules and policies found on page 1-6.)

INTENT TO COMPLY WITH ALL LOCAL, STATE AND FEDERAL REGULATIONS

Hunter Contracting Co. will comply with all appropriate safety, security laws and regulations such as those established by:

- The Occupational Safety and Health Administration (OSHA)

- The Environmental Protection Agency (EPA)

- The Department of Transportation (DOT)

- And all applicable City, County and State safety and health regulations.

POLICY STATEMENT FOR THE RETURN-TO-WORK PROCESS

Hunter Contracting Co. is committed to providing and promoting a safe and healthy workplace for our employees. Preventing incidents, injuries and illnesses is our primary objective.

When an employee is injured on the job, Hunter Contracting Co. will use our return-to-work process to assist the employee in returning to work as soon as medically feasible. We will arrange for immediate, appropriate medical attention for employees who are injured on the job. We will attempt to create opportunities for them to return to a safe, transitional work assignment as soon as medically possible.

The process may have different names (return-to-work program, modified work program, transitional work); however, our goal remains the same—to return injured employees to safe work.

Our ultimate goal is to return our injured employees to their original jobs. If an injured employee is unable to perform all the tasks for the original job, Hunter Contracting Co. will make every effort to provide a transitional work assignment that meets the injured worker's capabilities.

The success of this process involves the combined efforts of management, employees and our workers' compensation insurance carrier.

Return-to-Work Process and Procedures

The following is Hunter Contracting Co.'s return-to-work process.

1. The incident occurs.

2. The employee involved immediately reports the incident (and injury) to the immediate supervisor.

3. If the employee is injured, determine the level of injury and provide for appropriate medical treatment (first aid, occupational/industrial health clinic, urgent care, or emergency care).

4. If the injury is life threatening or critical, initiate emergency medical treatment (call 911 or provide CPR as appropriate).

5. If the injury is not life threatening send the injured employee to one of Hunter Contracting Co.'s designated providers or occupational health clinic for an evaluation and/or treatment. Conduct post-incident drug and alcohol testing (within 24 hours of first report).

6. If the injury occurs after clinic hours, contact the clinic and speak with the physician on call for triage assistance and guidance. Make arrangements for drug and alcohol testing (within 24 hours of first report). Have the injured worker follow-up with the occupational health clinic the next business day.

7. Conduct a thorough incident investigation to determine the causes of the incident. Complete a Hunter Contracting Co. Incident Report Form and Employee/Witness Statement Form.

8. Obtain the opinion of the evaluating/treating physician on the injured employee's ability to return to work, and forward all documents to the Safety Department.

9. Review the work status with the Safety Department and your injured employee.

10. A member of the Safety Department will inform Hunter Contracting Co. worker's compensation insurance carrier claims adjuster of the work status.

11. If released to return to regular work, return your injured employee to his or her pre-incident position and tasks.

12. If the employee is released to return to work with restrictions, determine if the injured employee is able to return to his/her pre-injury position and tasks without accommodations.

13. If accommodations to the current position are necessary, are they feasible? Can the work schedule or duties be adjusted?

    a. If accommodations are not feasible, determine what transitional work tasks are appropriate. If transitional work is not available in the same department, look at other departments.

14. Determine what the work schedule will be, what the rate of pay will be, to whom the injured employee will report and period of transitional work assignment. Communicate these expectations to your injured employee. Have the injured worker sign a Modified Duty Letter to your expectations and send a copy of this to the Safety Department.

15. If the injured employee refuses a transitional work assignment, inform a member of the Safety Department.

16. Review the injured employee's work status after each evaluation by the treating physician and determine appropriate level of transitional work tasks.

EXPLANATION OF THE PENALTY SYSTEM FOR NONCOMPLIANCE WITH COMPANY POLICIES AND PROCEDURES

Upon violation of any company safety rule or policy, the violating employee shall be disciplined accordingly. Below is a list of possible disciplinary actions, depending on the severity of the incident, any or all of these steps may be skipped and the employee's services terminated immediately.

1. **Verbal Reprimand -** An informal discussion of the incorrect behavior should take place as soon as possible after the supervisor has knowledge of the safety misconduct.

2. **Written Reprimand -** A written form of documenting the safety misconduct, to be presented to the employee and placed in the employee's personnel file.

3. **Suspension -** A period of time for which the employee is removed from the work place and not allowed to attend work for a specified amount of time, during which he/she is not paid.

4. **Dismissal/Termination of Employment -** The permanent separation of an employee from the company, initiated for disciplinary reasons or safety misconduct.

The severity of the penalty will be in direct correlation to the severity of the safety violation. Injury or damage is not a necessary constituent to warrant disciplinary action. It is the violation of the rule/policy itself and not necessarily its end result that is the subject of the discipline.

FOREMAN'S DAILY SAFETY DISCUSSION CHECKLIST

1. Insure that employees are aware of the requirements and need to wear their personal safety equipment.

2. Tool safety, insure that each employee is aware of the need for guards and understands the requirements for keeping guards in place.

3. Housekeeping, insure that each employee is aware of the need and importance for a clean job-site.

4. Right to know, insure that each employee is aware of his/her right to know if any of the products they work with are hazardous to their health. And that they know how to obtain that information.

5. Incident reporting procedures ensure that each employee is aware of the need to report all incidents and injuries to his/her supervisor immediately.

Topics selected by the foreman that are, site specific, i.e. Scaffold safety, Ladder safety, Problems in a specific area of the job site, Scheduled training, etc.

INCIDENT NUMBER: _____

INCIDENT REPORT

PROJECT DATA

Date of Incident:	Time: AM / PM	Day of Week:
Date of Report:		Time of Report: AM / PM
Project Manager:		Division:
Superintendent / Foreman:		Project Number:
Drug Screen (s) Administered: **Y** or **N**	If Yes, List Employees:	
Are There Any Witnesses? **Y** or **N**	Total Number of Witnesses:	Location of Accident:

Type of Incident: **Circle type** WC GL Auto Equip Property Damage Property Theft Near Miss

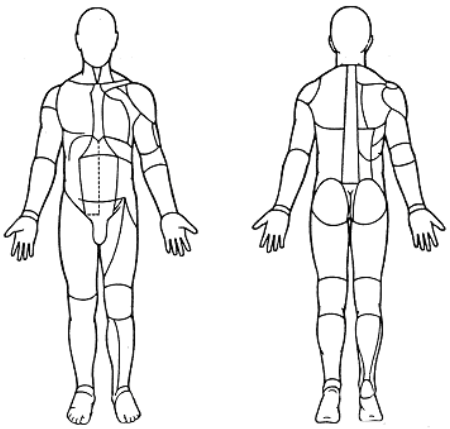
PERSONAL DATA

Employee Name:	Sex: M / F	Phone:
Employee Home Address:		
Job Title:	Years Experience:	

PERSONAL INJURY – WC

Onsite First Aid Given: **Y** or **N**	If Yes, by Whom:
Offsite Medical Treatment: **Y** or **N**	If Yes, Treating Facility Name:
Date Treatment Given:	Treating Facility Phone:

Shade the Specific Body Part(s) Injured:



Detailed Description of Injury:

List PPE worn at the time of the incident:

GENERAL LIABILITY

Name of Injured / Property Owner:	Phone:
Injured/ Property Owner Address:	Estimated Damages:

Utility Damage

Utility Owner:_____ Utility Supervisor:_____ Supervisor Phone No:_____

Blue Stake # _____ Location/Address and or Station # of Damage:_____

Name of Employee at Scene:_____ Was Utility Blue Staked **Y** or **N**

Was Utility Shown on Plans? **Y** or **N** Was Utility Potholed? **Y** or **N** Was Utility being Potholed? **Y** or **N**

Depth of Utility: _____ Describe Damage:_____

Cause of Damage: _____

AUTO & EQUIPMENT		
Equipment Description:		Unit Number:
Rental: **Y or N** If yes, Rental ID#:		
Rented From: Rental Company Phone:		Estimated Damage:
Did the Operator/Driver obey all applicable safety rules or D.O.T. Motor Vehicle Laws? **Y** or **N** If NO, List Explanations:		
Did Authorities Respond (fire, police, ambulance, etc)? **Y** or **N**	Responding Authority:	Report No.
	Contact Person: Phone:	Badge No.
Was there Other Vehicle or Property Damage: **Y** or **N** If yes, please describe (e.g. vehicle and injuries):	Owners Name: Address: Telephone No:	
	License NO. & State: Insurance Carrier: Phone No:	Policy No:
Was Operator trained/certified **Y** or **N**	If No please explain:	

DESCRIPTION OF INCIDENT	
To be completed for all incidents:	
Describe in detail the circumstances of the incident. Give a chronological sequence of events. If materials, equipment and/or vehicles were involved, start before they were brought to the incident scene and describe who, what, where, when, how, and why the incident happened in your words below.	

(Show position and any relative distances of employee(s), vehicle(s), equipment, pedestrians, property, etc., and indicate an arrow of direction for each if travel or moving equipment was involved):

DIAGRAM OF INCIDENT

LESSONS LEARNED
TO BE COMPLETED ON ALL INCIDENTS

What was the Root Cause(s) of the Incident?

Contributing Factor(s) to the Incident: (weather, lighting, traffic control plan, communication of hazards, etc.)

Corrective Action(s) Taken to Prevent Reoccurrence:

REVIEW

Participants of the Incident Analysis		**Management Review**	
Name/Title or Trade	Date	Name	Date
		Superintendent:	
		Foreman:	
		Project Manager:	
		Safety Representative:	
		Other:	
		Other:	
		Other:	
		Claims Administrator:	
Employee Signature:		**Safety Manager:**	

EMPLOYEE / WITNESS STATEMENT FORM

Witness Name: (Please Print)		
Witness Address:	Mobile Phone / Work Phone:	Home Phone:
Date and Time of Incident: am / pm Supervisor Notified on Date and Time: am / pm	List other Witnesses:	

Describe in detail the circumstances of the events (include what, where, how and why):

Do you recall anything unusual or unexpected that happened? Yes or No, If Yes Please Explain:

Are there work conditions that contributed to this incident? Yes or No If Yes Please Explain:

How would you prevent this incident from happening in the future?

Witness Signature: Date:

INCIDENT PROTOCOLS

General Guidelines

- All incidents, including subcontractors, regardless of severity must be report to the safety department
- Contact the Safety Department – a voice message is not acceptable notification. If after business hours, leave voice message & follow up during normal business hours
- **NEVER** discuss liability/fault or details
- Take various photos, at different angles
- Obtain names & phone numbers of:
  - Witnesses &/or
  - Other parties involved
- Send all information & photos to the claims administrator or safety@huntercontracting.com
- Claims Administrator completes incident report
- Claims Administrator interviews involved employees &/or witnesses
- Incident analysis by the Safety Department
  - May involve Project team
- All employees involved, regardless of fault, are required to participate in the company's mandatory post-incident substance testing program. Call Minert and schedule collector.

  * Work Hours **800-388-3204 ext 102** *After Hours **208-377-7119**
- Employee(s) cannot work until a negative result is obtained

Work Related Injuries

- Attend to injured worker, determine level of treatment needed:
  - First-aid
  - Urgent Care clinic
  - Emergency room – Call 911 – Wait for Paramedics
- Identify, secure or eliminate the hazard
- See General Guidelines
- Post-Incident Drug Testing: If treated at a clinic - test will be administered there

Automobile Collision

- Contact police
- Call 911 if necessary
- Injures – see Work Related Injuries
- Note vehicle locations
  - If possible move vehicles to a safe area
- See General Guidelines
- Obtain insurance company information:
  - Company
  - Policy number
  - Telephone number
  - Photo of driver's license
- Get police report number
- Post incident drug test is required unless the other driver is cited & you are not cited

Utility Damage

- Secure the location, discontinue work
- If gas or electric, evacuate area. If conditions are life threatening call 911
- See General Guidelines
- Safety Dept contacts Mandi who contacts Blue Stake
- If Utility companies don't respond within 2 hours contact Mandi
- Take photos of damaged utility & Blue Stake marks
- Include measurements in photos (depth of utility, distance from marks, etc.)
- Obtain utility representatives name & phone number
- Document all conversations
- Formal response will be issued by the Safety Dept.

Equipment Damage

- Note make, model & equipment number
- See General Guidelines

Property Damage

- Damage to an unattended vehicle or fixed object
- See General Guidelines
- Locate & notify the owner, obtain name & phone number
    - Leave a note
    - Refer owner to the Claims Administrator
    - Call proper authorities if needed.

Third-Party Liability

- Refer them to the Claims Administrator
    - Obtain name & phone number
    - Do not argue
    - Do not attempt to settle
- Call proper authorities when necessary
- See General Guidelines

Theft & Vandalism

- Contact the local police
- See General Guidelines
- Request police report number
- Provide list of all stolen or vandalized items

Subcontractor Incidents

- Report all subcontractor incidents
- See General Guidelines
- Subcontractors are to submit incident report within 24-hours

Regulatory Inspection

- Verify the credentials & ask the purpose/reason of the inspection
- Escort the inspector to a job trailer or other area
- Ensure inspector is wearing required PPE
- See General Guidelines
- Stay with the inspector at all times, don't deny access to the inspector
- Advise the inspector that a company safety representative is in route & request that they wait for their arrival
- Stay with the inspector until an authorized representative from Hunter Contracting arrives at the job site
- If the official starts the inspection prior to an authorized representative's arrival, accompany the inspector through the entire process.
- Document & photograph any deficiencies identified by the inspector.
- Do not agree or disagree that anything pointed out is wrong. Just acknowledge what is identified & if possible correct the situation.
- Answer questions clearly & as briefly as possible, don't volunteer information not requested
- Forward any pertinent documents to a member of the Safety Department within 24 hours.

Important Numbers

Post-Incident Drug Testing, Minert & Assoc	800-388-3204 X102	After Hours 208-377-7119
Claims, Erich Ostwinkle	(480) 236-4582	ericho@huntercontracting.com
Safety Specialist, Nicole White	(602) 359-1038	nicolew@huntercontracting.com
Safety Specialist, Jose Sandoval	(480) 686-1068	jose.sandoval@huntercontracting.com
Safety Specialist, Red Byram	(480) 364-3955	red.byram@huntercontracting.com
Sr. VP/Risk Management, Allen Andrews	(602) 359-0177	allena@huntercontracting.com
Joe McCarthy, Field Operations Manager	(602) 359-1870	
Mick Nelson, Field Operations Manager	(602) 503-7432	
Gary Hornberger, Field Operations Manager	(602) 359-2441	
Richard Hutchinson, Equipment Manager	(602) 359-3013	
Gina Lugo, HR Generalist	(602) 359-1556	

Section 2 – General Safety Rules

1. Report all unsafe conditions to your supervisor immediately.
2. Horseplay is prohibited.
3. All injuries must be reported to your supervisor immediately, no matter how minor.
4. Personal protective equipment must be worn as prescribed for each job. (Hard hats, safety glasses, respirators, harness, lanyards, etc.).
5. Never use compressed air or other gases for blowing off or cleaning clothing or any part of your body.
6. Practice good housekeeping and orderliness. They are the first principles of safety.
7. Fighting on the job is prohibited.
8. Possession or use of intoxicants on job sites is prohibited and employees reporting for work in an unfit condition will not be allowed to work.
9. Each employee will be adequately clothed. Minimum clothing for upper body is a “T” shirt with sleeves. No cut-offs or gym shorts allowed.
10. Use designated entrances and exits in going to and from jobs.
11. Warning signs and tags are for the protection of you and your fellow workers. Heed them.
12. Never remove warning or danger tags from any valve, switch or apparatus.
13. When working around excavators, cranes, trucks, or any other piece of heavy equipment, be sure that the operator sees you. Make eye contact.
14. Be alert to conditions in surrounding areas so you can avoid any dangers. Be aware of other employees and equipment.
15. Barricaded or roped off areas are considered to be danger zones. Stay out unless you are assigned to work in those areas.
16. Protect floor openings by providing adequate barricades or covers.
17. All employees have the responsibility to attend and take an active part in all safety training meetings and read and abide by all safety materials made available to you.
18. Throwing or dropping materials from one area or level to another is prohibited unless every precaution is taken to eliminate the possibility of injuring persons or damaging equipment.
19. Riding or standing on equipment while it is in motion is prohibited.
20. Seat belts will be used at all times when operating equipment and driving or riding in any vehicle while on company business.
21. Sitting or standing on tailgates or bumpers while vehicles are in motion is prohibited.
22. Sitting under or leaning against heavy equipment or trucks while eating lunch or during breaks is not allowed.
23. Follow instructions on shoring of trenches to avoid danger to yourself or fellow workers. Collapsing soil can be fatal. Sides of trenches in unstable or soft material 5 feet or more in depth must be shored, shielded, sloped or supported.
24. Excavated soil and material must be stored at least two feet from edge of excavation.
25. Follow guidelines on the entry into non-permit required confined spaces. Use the equipment you have been provided. Use a safety backup as instructed.
26. Smoking, open flames and sparks are prohibited within 50 feet of a flammable liquid or gas.
27. Possession of firearms and/or weapons is prohibited on Hunter Contracting Co. premises or while on Hunter Contracting Co. business.
28. Employees are required to be trained by Hunter Contracting Co. representative or authorized agent prior to operating the following equipment: Forklifts, cranes, air monitors and respirators.

29. Employees are required to be trained by Hunter Contracting Co. representative or authorized agent prior to engaging in the following tasks: Flagging, entry into a permit required confined space, working in or around a fall hazard, working in or around an excavation and trench, crushing operations, mining operations and asbestos removal.
30. Any visible jewelry or adornments worn on or through the skin must be removed during work hours. This includes, but is not limited to, rings, necklaces, earrings, nose rings, lip rings, etc. Wristwatches worn around the wrist will be allowed.

HOUSEKEEPING

1. All protruding nails must be pulled before wood is stacked or piled.
2. There is a place for everything – order is the fundamental ingredient to good housekeeping.
3. Rags, packing materials, paper cups, and sawdust shall be collected daily from saw areas.
4. All objects with sharp edges (scrap banding material, sheet metal scraps, and metal cans) must be placed in containers.
5. No glass containers will be allowed on the job sites.
6. Do not place debris and other obstacles in roadways, walkways, aisles, and other travel routes.
7. Keep sanitary facilities and drinking water stations clean; they are provided for your health and convenience.
8. Return all tools and equipment to the toolboxes or storage vans after use.

FIRST-AID, CARDIOPULMONARY RESUSCITATION (CPR) AND AUTOMATED EXTERNAL DEFIBRILATOR (AED) TRAINING

1. All salaried employees are required to attend a First-Aid, CPR and AED training through a recognized/authorized training facility/trainer.
2. All Hunter employees first-aid, CPR or AED trained are not required to render first aid and may voluntarily render emergency care at a public gathering or at the scene of an emergency occurrence gratuitously and in good faith.
3. The first-aid, CPR and AED program shall be reviewed annually.

Section 3 - HAZARD COMMUNICATION / RIGHT-TO-UNDERSTAND

Globally Harmonized System (GHS)

OBJECTIVE

The objective of this program is to set forth policies and procedures concerning Hazard Communications, which will enhance the safety and well-being of Hunter Contracting Co. employees. Furthermore, execution of this program is designed to provide for compliance with the Occupational Safety and Health Administration's (OSHA) Hazard Communication Standard.

PURPOSE

The purpose of this program is to ensure that the hazards of all chemicals are classified and that information concerning the classified hazards is communicated to Hunter Contracting Co. and its employees so that appropriate protective measures are taken.

This program is to ensure that potential hazards and hazard control measures for chemicals, materials and substances used by this company are understood by company employees.

This written program is available for employee review at any time. It is located in the company's Safety Policies Manual and in the Site Specific Safety Plan maintained on every jobsite.

WRITTEN HAZARD COMMUNICATION PROGRAM

Hunter Contracting Co. will convey all known hazard information to the employees by means of labels on containers, pictograms and Safety Data Sheets (SDS).

Chemical manufacturers, importers, and distributors are required to label containers of hazardous chemicals. They will be labeled, tagged, or marked with the identity of the chemical, appropriate hazard warnings, along with the name, address of the manufacturer, importer, or other responsible party.

In the workplace and on each job site, each container must be labeled, tagged, or marked with the identity of hazardous chemicals contained therein, and must show hazard warnings appropriate for employee protection. The hazard warning can be any type of message, words, pictures, or symbols that provide at least general information regarding the hazards of the chemical(s) in the container and the targeted organs affected, if applicable. Labels must be legible, in English (plus other languages, if desired), and prominently displayed.

At no time will any employee of Hunter Contracting Co. use any chemical that is not properly labeled.

Exemptions to the requirement for in-plant individual container labels are as follows:

1. Employers can post signs or placards that convey the hazard information if there are a number of stationary containers within a work area that have similar contents and hazards.
2. Employers can substitute various types of standard operating procedures, process sheets, batch tickets, blend tickets, and similar written materials for container labels on stationary process equipment if they contain the same information and the written materials are readily accessible to employees in the work area.
3. Employers are not required to label portable containers into which hazardous chemicals are transferred from labeled containers and that are intended only for the immediate use (during a single shift) of the employee who makes the transfer.

SAFETY DATA SHEETS

The SDS is a detailed information bulletin prepared by the manufacturer or importer.

Chemical manufacturers and importers shall obtain or develop a safety data sheet for each hazardous chemical they produce or import. Employers shall have a SDS in the workplace for each hazardous chemical, which they use.

The chemical manufacturer or importer preparing the SDS shall ensure that it is in English (although the employer may maintain copies in other languages as well), and includes at least the following section numbers and headings, and when applicable the associated information for each heading, in the order listed below:

1. **Section 1, Identification -** includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use.
2. **Section 2, Hazard(s) identification -** includes all hazards regarding the chemical; required label elements.
3. **Section 3, Composition/information on ingredients -** includes information on chemical ingredients; trade secret claims.
4. **Section 4, First-aid measures -** includes important symptoms/ effects, acute, delayed; required treatment.
5. **Section 5, Fire-fighting measures -** lists suitable extinguishing techniques, equipment; chemical hazards from fire.
6. **Section 6, Accidental release measures -** lists emergency procedures; protective equipment; proper methods of containment and cleanup.
7. **Section 7, Handling and storage -** lists precautions for safe handling and storage, including incompatibilities.
8. **Section 8, Exposure controls/personal protection -** lists OSHA's Permissible Exposure Limits (PELs); Threshold Limit Values (TLVs); appropriate engineering controls; personal protective equipment (PPE).
9. **Section 9, Physical and chemical properties -** lists the chemical's characteristics.
10. **Section 10, Stability and reactivity -** lists chemical stability and possibility of hazardous reactions.
11. **Section 11, Toxicological information -** includes routes of exposure; related symptoms, acute and chronic effects; numerical measures of toxicity.

12. **Section 12, Ecological information 13. Section 13, Disposal considerations 14. Section 14, Transport information 15. Section 15, Regulatory information**
16. **Section 16, Other information -** including date of preparation or last revision

SAFETY DATA SHEETS INVENTORY

The safety department at Hunter Contracting Co. will maintain an inventory of all hazardous chemicals utilized throughout the work place. SDSs will be maintained by the safety department through an electronic database. All new chemicals introduced to a workplace will be added to the chemical inventory and notification will be sent to any affected job sites before it is used.

PROJECT SPECIFIC SAFETY DATA SHEETS

The safety department will prepare a SDS binder for each jobsite containing the SDSs for chemicals identified to be utilized on the project. This binder will be furnished to the project team for use by the project employees.

If there are additional hazardous chemicals brought to the jobsite, the project superintendent must contact the supplier, manufacturer, or importer to obtain the SDS and forward a copy to the safety department to add to the permanent record.

PROGRAM MONITORING PROCEDURES

The following record keeping system will be established and maintained concerning all aspects of the OSHA Hazard Communication standard.

1. Inventory: A file copy of all project chemical inventories must be maintained. These records must be available and reflect a thirty-year history.

2. Availability: A master copy of all SDSs for chemicals being used by the company will be maintained by the safety department. The project specific SDS binder for all chemicals being used on each job site will be maintained on site for each project. In the event that there is no job trailer being used on a site, the binder will be maintained in the conex or supervisor's truck, and will be kept accessible to all employees.

3. Hazardous Non-Routine Tasks: Periodically, employees will be required to perform hazardous non-routine tasks. Prior to starting work on such projects, each affected employee will be given training by his or her supervisor about chemicals to which they may be exposed during such activity. This information will include:

    a. Specific chemical hazards
    b. Protective safety measures the employee can take
    c. Measures the company has taken to ensure employee safety, including ventilation, respirators and emergency procedures.

TRAINING PROGRAM

All employees will receive Hazard Communication training at the time of hire during the new hire orientation and at each new jobsite during the jobsite orientation. This training will be documented and a record maintained. Copies of all materials provided to employees during this training will be maintained. In addition, training will be provided to employees whenever a new hazard is introduced into their work area.

At a minimum, the discussion topics will include the following:

1. An overview of the hazard communication standard and its requirements.
2. Chemicals in their work areas.
3. Location and availability of our written hazardous communications program, including the list of hazardous chemicals and their SDSs.
4. Explanation of the new labeling system, new SDSs and how to obtain and use the appropriate hazard information.
5. How to read and interpret pictograms (such as those illustrated below).
6. Specific procedures put into effect to provide protection such as engineering controls, work practices, and the use of personal protective equipment (PPE).

RETRAINING

Additional employee training concerning work place hazards will be accomplished when:

1. New chemicals are introduced into the work place
2. Process or equipment changes are made which could cause new or increased employee exposure
3. Procedures and work practices are introduced or changed which could cause changes in the employees exposure
4. Employees are transferred from one work area to another where different hazards are present

The competent person conducting the retraining will make a written record of the training provided and request the employee receiving the training sign and date the record. A permanent record of all employees training is to be maintained.

All exposure incidents must be reported to the safety department immediately.

CONTAINER LABELING

Chemical manufacturers, importers and distributors must provide labels, tags or other markings for containers of hazardous chemicals in accordance with the new hazardous communication standard. This identification at a minimum includes the following information:

1. Product Identifier
2. Signal Word – Danger or Warning
3. Hazard Symbol(s) – “Pictogram(s)

4. Hazard Statement(s)
5. Precautionary Statement
6. Name, address and contact information of the chemical manufacturer or importer
7. Supplemental information (optional)

Worn and torn labels must be replaced. It is the responsibility of employees to report inappropriate labels to their supervisor. It is the responsibility of the Hazard Communication Officer to ensure that appropriate labels are in place and that replacement labels are available.

SAMPLE LABEL

LABELING/SECONDARY LABELING

Portable containers of hazardous chemicals do not have to be labeled if they contain chemicals transferred from labeled containers and which are intended only for the immediate use of the employee who performs the transfer. Immediate use means use within the same shift.

All labels on incoming containers must not be defaced in any way. Observation or other detection of missing or defaced labels must be immediately reported to the safety department so appropriate labels can be reapplied immediately.

STORAGE

All storage areas for hazardous substances are to be secured, properly ventilated and identified by signs.

NON-ROUTINE TASKS

Before any non-routine task is performed, employees shall be advised and/or they must contact their supervisor for special precautions to follow and their supervisor shall inform any other personnel who could be exposed.

If a non-routine task is necessary, the supervisor will provide the following information about the activity as it relates to the specific chemicals expected to be encountered.

1. Specific chemical name(s) and hazard(s);
2. Personal Protective Equipment required and safety measures to be taken;
3. Measures that have been taken to lessen the hazards including ventilation, respirators, presence of other employees; and
4. Emergency procedures.

PICTOGRAMS

HCS Pictograms and Hazards

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

HUNTER CONTRACTING'S RESPONSIBILITY TO INFORM SUBCONTRACTOR

It is the responsibility of jobsite supervisor to provide subcontractors and their employees with the hazardous chemicals to which their employees may be exposed to while on/at the job site/area. Measures the employees can take to reduce the possibility of exposure. Steps the company has taken to reduce the risks. The location of the SDS's for which the employees may be exposed to. Procedures to follow when the employees are exposed to the hazardous products:

SUBCONTRACTORS' RESPONSIBILITY TO INFORM HUNTER CONTRACTING

Subcontractor entering Hunter Contacting jobsites with their own hazardous products will supply/provide the Hunter Contracting with copies of their SDS's covering those specific hazardous products brought on site.

LIST OF HAZARDOUS MATERIALS

Full Label Name	Manufacturer Name	Product Code/#	UPC Code/#
#60 Grit Sila Sand	Orange County Plant Co.		
1100 Clear Cure	W.R. Meadows	2GG-172	
1100 Clear Resin	W.R. Meadows	3011000-5	
150 68 HYD Oil	Lube Rite	150UG 68	
15-40 Engine Oil	Shell	Rimula	54269
15-FC Welding Rod	Harris Welco	15-FC	O15FC50
2 Stroke Engine Oil	Stihl Inc.	0781-319-0814	95711 14552
2-Cycle Oil	Valvoline - Ashland		
321 Welding Rod	Cronatron	CW 321	
3-M Scotch Grip	3-M Adhesive Division	62-0847-2631-4	2120019718
4043 Welding Rod	Linde	5021F12	
5-30 Engine Oil	Shell	Rimula	
7018 Welding Rod	Hobart	7018	
7018 Welding Rod	Lincoln	7018	
7355 Welding Rod	Cronatron	7355	
85 90 Gear Lube	STA-LUB		
Abrasive Products	SAIT, CGW	Wheels	
ABS to PVC to CPVC	Oatey		
Ace Enamel	Ace Hardware		8290117008
Acetylene Dissolved UN1001	Phoenix Welding Supply		
Acetyline - Dissolved	Praxair		
ACRYL 60	Chemrex		
Activated Carbon	Norit Americas	7440-44-0	
Additive Friction Modifier	MotorCraft	XX-3	
ADS Spray on Lubricant	JTM Products		
Aero Lube	Zep	299C	
Aero Lube NC	Zep	0103	
Air Brake Conditioner	SILOO	59a	
Air System De-Icer	Midland Brake Inc.	31001	
Air Tool Lube	Coilhose	ATL-016	2929228895
Aircraft Remove	Klean Strip		
Alkaline Batteries	Energizer	9V,AA, AAA, C,D	
All Weather Shoring Fluid	McAtee	8700	
American Lubricant	Seacord Corp		
Argon Compressed Gas	Praxair	7440-37-1	621872 3E MSDS
Aryle #60 Bond	Thord Mfg		
ATF	Lube Rite		
ATF Mercon/Detron	Shell	DO4-AX -T	
Auto Paints & Primers			
Auto Spray Paint	Dupli-Color	331	2881624334
Automotive Equipment			
Bar & Chain Lubricant	Stihl Inc.		
Batteries AA	Eveready	EN9-4-24	3980002310
Batteries D	Eveready	EN95-12	3980002315
Battery Acid			
Battery Care	Zep	0308	
Battery Cleaner	NOCO CO.	E-403	
Battery Coat	Zep	0108	
Belt Dressing	Balkamp	765-1397	

Full Label Name	Manufacturer Name	Product Code/#	UPC Code/#
BELZONA conditioner	Belzona Inc.	2911	
BELZONA Elastomer	Belzona Inc.	2100 & 2111	
BELZONA Super Metal IIII	Belzona Inc.	IIII	
Benzomatic Propane	NC Wall Rubermaid		7004219400
Black Battery Terminal Protector	Lawson	G-159	
Blue 75 Thread Sealant	Spears		
Blue Glue	Christy's	E-RHBG - 0100	4475210016
Bolt Lock Compound	Boss	204 & 7190	
Brake Fluid	Pyroil	BF-12	
Brake Parts Cleaner	Valvoline - Ashland	4003	2888210039
Brake Parts Cleaner	Pyroil	4003	28882 10039
Brake Wash	Zep	0505	
Bridgeport Air Tool Oil	Schrade Bridgeport		9784712200
Brite Galvanized Paint	Seymour of Seymour Inc.	16-841	4328100722
Burke Resin Cure	Seymour of Seymour Inc.		
Burkenon Shrink Grout	Seymour of Seymour Inc.		
CadWeld	Seymour of Seymour Inc.	#45 Weld Material	3.07829E+13
Canlow Solvent Cement	Seymour of Seymour Inc.	VC9962	3448105001
Carb & Choke Cleaner	Seymour of Seymour Inc.	8700	
Chemstar Type S Lime	Seymour of Seymour Inc.		
Christy Red Hot			
Citrus Fresh Air Freshner	Zep	0064	
Cleaning Duster	Office Depot	Dot E 10232	79086 30134
Clear Marking Paint	Seymour of Seymour Inc.	20631	4328100181
Concrete Cure	W.R. Meadows	Division 3	3013280
Concrete Glue	White Cap	Cas No. 1336-21-6	
Conpatch - VO	Conspec Mfg		
Conspec Form Oil	Conspec mfg		
Construction Adhesive	Tite Bond	VC01	37083-07471
Construction Chemicals	LTM	E-Con 8155AU	
Copper Anti-Seize Compound	Box	505	
Copper Anti-Seize Compound	Boss	7440508	
CPVC - 714	IPS Corp		
Crack Checking System	Magnaflux	SKD-52	
C-SOLV	Zep	294B	
Cure - Clear 1300 Series	W.R. Meadows	2GK-215	
Cure - VO Comp- 20	W.R. Meadows	2GK-198	3420055
Cutting Fluid	Stelo Corx	10016E	6238710016
CW 1033 Welding Rod	Cronatron	CW 1033	
CW 1047 Welding Rod	Cronatron	CW 1047	
CW 1049 Welding Rod	Cronatron	CW 1049	
CW 1052 Welding Rod	Cronatron	CW 1052	
CW 1053 Welding Rod	Cronatron	CR 1053	
CW 1794 Welding Wire	Cronatron	CW 1794	
CW 1852 Welding Rod	Cronatron	CW 1852	
CW 1905 Welding Rod	Cronatron	CW 1905	
DEOX	Chemsearch	DEOX	
Dex Cool Antifreeze	GM	12346290	
Diesel Fuel	Phoenix Fuel		
Diesel Fuel Treatment	SiLOO		82847 000610
Diesel Ready Coolant	Shell	94069	

Full Label Name	Manufacturer Name	Product Code/#	UPC Code/#
Dinex Cleaner	Savogran		4964210761
Dirtex Cleaner	Savoogran	49542107617	
Dry Moly Lube	SWEPCO	812	
Duogard VOC Form Release	W.R. Meadows	2GS-191	3915005
Eagle One Wheel Cleaner	Eagle	690201	
Ease-On Pipe Joint Lubricant	Seacord Corp	58-1788226	
Engine Oil	Stihl Inc.	0781-319-8038	99571114579
Engine Oil	Shell	Rotella T Oil	
Engine Oil	Texaco		7658804019
Epcon G5	Ramset Red Head	G5-18	6252007870
Epoxy	Epcon / Red Head		
Expanding Foam Sealant	GEDCE Corp		79239 43100
EXPO White Board Cleaner	Sanford	81803	71641 81803
EZ Flo Gun Foam	Todol		
EZKote	US Spec	Specs CWO3101	
Fast Tite Joint Lube	American		
Fel-Pro Anti-Seize Lub	Fel-Pro Chemical Prod	C5-A	3345551144
Fire Barrier CP25WB + Caulk	3M Corp	98-04DD-5379-9	611151138
Five Star Str. Concrete	Five Star Products Inc.		
Form Oil	W.R. Meadows	3GA013	3980005
Form-oil Concrete Form Release Agent	W.R. Meadows	2GL-192	3980005
Form-oil Concrete Form Release Agent	W.R. Meadows	2G1225	3980005
Formula 6556	Zep	6556	
Fuel Injector Cleaner	Pyroil	AFI-12P	2888210002
Gasoline			
Gear Oil	Castrol	TRIBOL 1100 /220	
Glass Cleaner	Stoner		9316591164
Glass Cleaner	PYR - Oil	GC-18	28882-1024
Glass Cleaner w/Ammonia	Valvoline - Ashland	GC-18	28882100247
Glycerine	Dow Chemical Co.	38698	5WK89
Grease			
Green Thumb Home Insect Killer	Chemisco for TruServ	596643	6208810662
Grey PVC Cement	JC Whitlam Mfg.		8854432010
3M High Strength Spray Adhesive	3M Corp	National Sanitation	21200300233
High Tack Gasket Sealant	Permater	765-1222	
Hill Brothers Chem	Hill Brothers Chem		
Hi-Tech Glass Cleaner	Hi-Tech Ind.	18002	14289-18002
Hitt Hit	Hitt Gmbl	HY 150-1565532	3719572
Hitt Hit	Hitt Gmbl	HY 150-105144	
HYD Oil	CAT	8T9580	
Hydraulic Oil	Canyon State Oil		
Institutional Glass Cleaner	Clair Manufacturing		
Inverted Spray Paint - Fluorescent Pink	Seymour of Seymour Inc.		
Inverted Tip Marker	Seymour of Seymour Inc.	20-679	4328100202
Inverted Tip Marker	Seymour of Seymour Inc.	20-668	4328100197
Inverted Tip Marker	Seymour of Seymour Inc.	20-669	4328100198
Inverted TP Maker	Seymour of Seymour Inc.	20-631 clear	043281001816
Kerosene	Lube Rite	750213 415	OOA

Full Label Name	Manufacturer Name	Product Code/#	UPC Code/#
Latex Caulk	Boss	363	87930 36301
Latex Paints			
Lighter Fluid	Ronsonol		37900 99061
Liquid Electrical Tape	KAR Products		
Liquid Nails	Macco	LN-601	22078-60172
Liquid Paper	Gillette Company	563-01	4154056300
Lubrease - Lubricant	Chemsearch		
Lubricant	Zep		
Mac's Brake Cleaner	Napa - Ashland	4800	28882904-12
Mac's Carb Choke	Napa - Ashland		288290430
Mapp-Gas	TurboTorch	MT-1/CGA-600	16352-06051
Marking Paint	Aervoe-Pacific Inc.		88193 00224
Methyl-EthylKetone	Crown		023857726114
MG 400 Welding Rod	MG Cord	400	
MG 420 Welding Rod	MG Cord	420	
MG 750 Welding Rod	MG Cord	750	
ML Lubricant	Zep	7313	
Motor Oil	Napa - Ashland	15-40	288290311
Multi-Purpose Tractor Oil	CAT	105-3335	
Muriatic Acid	Kem - TEK	UN 1789	
MVP Liquid Waterless Hand Cleaner	Zep	0927	
Naval Jelly	Duro	765-1292	
NC - 123 Plus	Chemsearch	9M401	
Never SeeZ	Bostik		
Nicad Batteries	DeWalt / Bosch		
NPGS Toner	Canon	1376A003 (AB)	30275 40040
ABS Cement	Oatey	3875331801	
Oil Paints			
Omada Oil 150	Shell	65104	2140074532
Open Gear Grease	Chevron	90A	2396800549
Orange Degreaser Gel	Lawson	95658	
Oxygen - Compressed	Praxair		
Oxygen Compressed UN1072	Phoenix Welding Supply		
PAG 150 A/C Oil	CarQuest	PAG-150	
Parts Plus Brake Cleaner	Parts Plus	9640	7825409640
Pavecrete Patch	Lyon's Co		
Permanent Marker	SP Richards co	1519	325501519
Perma-Tex Anti-Seize Lub.	Loctite Corp	80208	7934080233
Pipe Dope	United Elchem ARFCO	1000	
Pipe Joint Lube	Vinyl Tech Corp		
Pipe Soap	Seacord Corp	NSF Listed 61/14	
Plasti-Weld PVC Cement	United Elchem ARFCO		8367504042
Pledge Polish	SC Johnson & Son		19800 08399
Plumber Faucet Grease	LASCO	11-1024	5215161008
Polyethane Sealant Vukem 116	Tremco Inc	Vukem 116	196458-193218-8340
Polyrex EM Grease	Exxon		
Porta John Fluid			
Portable Camera	Kodak		
Portland Cement	Portland Mfg		
Power Cut 470	Do-All	470	

Full Label Name	Manufacturer Name	Product Code/#	UPC Code/#
Power Steering Fluid	Pyroil	PSF-12P	288821006
Pre-diluted Coolant	Texaco	060701	
Printer Cartridge - Inkjet	Hewlett Packard	51645A- Black	
Printer Cartridge - Inkjet	Hewlett Packard	C678A Color	
Printer Cartridge - Inkjet	Hewlett Packard	C6615DN Black	2518420455
Printer Cartridge - Inkjet	Hewlett Packard	C6625AN	88698 98037
Propane Cylinder	Weller		371013 57013
Propane Cylinder	Bernzomatic	SKL-SP, SKG-S	
Protect-All	Zep	1456	
Purell Hand Sanitizer	GOJO Ind	9652	73852 40090
Purple Primer	JC Whitlam Mfg.		8854432022
Purple Primer	Uni-Weld	8700	83675087361
Purple Primer Cleaner	Oatey	30806	3875330806
PVC Cement	Plasti-Weld	404	8367504042
PVC Cement	Black Swan	7015	5464707015
PVC Cement	Weld-On	10117	1218110117
PVC - Primer	IPS Corp		
PVC - Primer	Whitlam	PP32	88544 32022
PVC Cement	IPS Weld-On		
PVC Cement	Oatey	31841	038753318417
PVC Glue	United Elchem ARFCO	1200, 1600 Series	UN 1133
Quite Brake Cooling System Conditioner	Balkamp	765-1064	
Radiator Fluid			
Raid Ant & Roach Killer	SC Johnson & Son	432469 2423 PQ1	4650011717
Rarus 427 Compressor Oil	Mobil	Rarus 427	
Reach Hand Cleaner	Zep	0925	1139101092
Refrigerant Oil R-12	EF Products	490	
Refrigerant Oil R-12	MotorCraft	YN 9A	
Resin Solution	Hetron	UN1666 FR 992	
Roof & Foundation Coating	Black Jack Premium	6195-900-30	02713461955
Royston 747 Roybond	Chase		
Rubber Cement	Sanford	00492	
Rubberized Undercoat	Mac's Oil & Chemicals	8400	
Rubbing Alcohol	Cumberland Swan	NDC 0869-0810-43	08691156-10
Rust Tough Paint	Sherwin Williams	RTA-9206	24504-09206
Rust-Oleum Zinc-Rick	Rust-Oleum	V2117	7006600116
SAE 75W - 14O Gear Lube	MotorCraft	XY 75W140-QL	
SCH 626 Gear Oil	Mobil	Sch 626	
SeaLight 300 Clear Waterbase Concrete Compound	W.R. Meadows	1	
Seymour	Seymour of Seymour Inc.	4328100203	
Inverted Tip Marker	Seymour of Seymour Inc.	20-652 White	4328100191
Sharp-Shot Black Slag	Minerals Research Inc.		
Shell Oil 10-30	Shell	50203-12031	21400 56015
Shell Retinax CMX 2 Lithum Grease	Shell	71118	2140056470
Shell Transmission Fluid	Shell	Dexron III	
Sika C2	Sika	G00509M	370-C81
Sikadur #32 Himod Epoxy	Sika		
Sikaflex 1-A	Tyton Joint		
Simple Green Cleaner			

Full Label Name	Manufacturer Name	Product Code/#	UPC Code/#
Simpson ET-22	Simpson Anchor System		
Slic-Titc Thread Sealant	La-Co Industries	42019	4861542019
Slime Tire Sealant	Access Mark		16281 50017
Smoke Detector Testor	Home Safeguard Ind.		526950002
Solvent	Lube Rite	3002530415	OOA
SP 2002 - Epoxy	Novogoat		
SP-2000 R&W	Superior Environmental		
Spot Shot Stain Remover	Spot Shot Products		74405 00986
Spray Galvanized Welding Primer	Seymour of Seymour Inc.	16-845	4328100107
Spray Paint	America's Finest		
Spray Paint	Fox Valley System		
Spray Paint	Paint Graffity		
Spray Paint - White	Keson		5283700907
Spruce 473 Flat White	Seymour of Seymour Inc.	98-12	4328100244
Star Plex Moly 2	Texaco	Starplex Moly	
Engine Oil	Stihl Inc.	0781-319-8014	9571114555
Sunscreen Towelettes	Body Armor	BA 3055-150	
Super Clean Oil	Castrol 10-40		79.91-00723
Superior 46-709	No Rae	UN3105	CAS1338-234
Moly Grease	SWEPCO	101	
SWEPCO 201 Gear Oil	SWEPCO	201	
SWEPCO 203 Gear Oil	SWEPCO	203	
SWEPCO 306 Engine	SWEPCO	306	
Transmission Fluid	SWEPCO	714	
Tack Oil			
Tap Magic			
TD Fluid	Shell	DONAXTD	
TEF Seal	Lawson	87138	
Teflon Pipe Joint Compound	White Seal	R-5166	1218187740
Texaco Starfak 2202 Grease	Texaco	2202	76568 03433
Thread Sealing Compound	LA-CO	42029	42222615 4217029
Tool Crib Cutting Oil	Seymour of Seymour Inc.	20-1557	4328100406
Tool Cutting Oil	Seymour of Seymour Inc.	620-1557	4328100688
TSP	JASCO	0408	
Tylon Joint Lubricant	US Pipe & Foundry		
Uni-Weld PVC Cement	Chemtrec	8367501736	
Valvoline 15-40	Valvoline - Ashland	388	74130 00388
Valvoline 5-30	Valvoline - Ashland		74130 00177
Transmission Fluid	Valvoline - Ashland	353	
Verti-Cling	Chemsearch	9M906	
Waste Oil			
Water Brite	LA-CO	B-813	4861522124
WB Adhesive	Colloid Environmental		
WD 40	BWD 40 CO	10008	7956710008
Weather Tite Wood Glue	Elmers	E-720	26000 00720
Wheel Bearing Grease	Napa - Ashland	75-(602)	
White Marking Paint	Seymour of Seymour Inc.		
White Out Plus	MM Bic Corp	WOPOO	7033050606
White Paint	Colony Paint Div-Velspar	773139	800747431
Whitlam	J.C. Whitlam		8854416004

Full Label Name	Manufacturer Name	Product Code/#	UPC Code/#
Windex Glass Cleaner w/Ammonia	SC Johnson & Son	8700	1980090136
Wood Filler	Elmers	E 832	26000 00832
X-433 Lubricant	Lube Master		
Zep 40 Glass Cleaner	Zep	0144	
Zep 45	Zep	499C	
Zep 50 Heavy Degreaser	Zep	0150	
Zep 777 E.C.	Zep	999C	
Zep Cleaner	Zep		21709-37052
Zep Concentrated Glass Cleaner	Zep	1052	
Zep Dry Moly	Zep	0106	
Zep Ele II	Zep	0072	
Zep Electric II Starting Fluid	Zep	SFR-11	
Zep MVP Handcleaner	Zep	793B	
Zep Off	Zep	0083	
Zep Preserve NC	Zep	499C	
Zep Reach	Zep	0925	
Zep Reach Handcleaner	Zep	966C	
Zep X-287	Zep	287	
Zepex Super Cleaner	Valvoline - Ashland	25C-32	28882 50006
Zepperserve NC	Zep	0315	
Zerex Anti-Freeze / Coolant	Zerez		28882 50001

SECTION 4 – PROJECT SAFETY PLANNING

See Page 4 – 3 "Field Inspection Report"

PURPOSE

To create a site specific project safety plan for each job performed by Hunter Contracting Co. and its subcontractors, with the intent to reduce the potential for incidents to occur to our employees, subcontractors and the public at large.

PROJECT SAFETY PLAN

Prior to the commencement of work at each new jobsite, a designated person from each division will be responsible for informing the Safety Department of the new project and of the appropriate contact person.

A project safety plan shall be completed by a Hunter Contracting Co. Safety Representative and the competent person on the jobsite. A copy of the completed project safety plan shall be kept on file in the Safety Department and the original shall be maintained at the jobsite by the competent person.

The project safety plan will consist of the following elements:

1. General description of the work to be performed by Hunter Contracting Co. and all its subcontractors.

2. Name and location of the project.

3. A list of all project personnel and contact numbers.

4. Locations of medical treatment facilities in the immediate vicinity.

5. Emergency Procedures.

6. Fire Safety.

7. Safety Training, to be completed throughout the course of the project.

8. Subcontractor Safety.

9. Pre-Construction and Project Meetings.

10. Site-Specific Safety Concerns.

11. Project Task Safety Analysis.

PROJECT SAFETY PLAN PROCEDURES

Each month, the project shall be inspected by a Safety Representative for regulatory compliance, environmental hazards and for an assessment of the effectiveness of the project safety plan.

As needed, the Safety Representative and the competent person shall discuss any changes to the project that were not addressed in the original project safety plan (e.g. new subcontractors, change orders, an increase in incidents, etc.) As necessary, the Safety Representative shall revise the project safety plan to incorporate any updates. Once completed, a copy of the revised project safety plan will be given to the competent person and a copy shall be maintained by the Safety Department.

Each supervisor will be responsible for reading and applying the project safety plan and ensuring that each employee has read and fully understands the plan prior to starting work on the project.

FIELD INSPECTIONS

Field inspections shall be conducted by a safety representative on a periodic basis. The purpose of the inspection is to identify any safety or environmental concerns to the attention of site management. A member of the project management team and hourly personnel (when available) are strongly recommended to take part in these inspections by escorting the safety representative.

The safety representative shall discuss all deficiencies with the immediate supervisors. The deficiency shall be noted on the Field Inspection Report along with the name of the person responsible for correcting the deficiency and the day when the deficiency is corrected.

The Field Inspection Report shall be completed onsite by the safety representative and reviewed with an available member of the project management. In the case when no member of the project team is available, the safety representative shall set an appointment with the project manager or other appointed team member to discuss at a later time in person.

After reviewing and agreeing on the Field Inspection Report, both the safety representative and a member of the project management team shall sign the last page of the report. All completed Field Inspection Reports shall be forwarded to the project management team, General Superintendent, Operations Manager and Division Manager for review.

The Claims Administrator shall collect all Field Inspection Reports on a monthly basis and create a monthly, quarterly and annual Inspection Report combining all Field Inspection Reports completed for the period of time. This report shall be distributed to all management and reviewed at the monthly safety meeting.

ENVIRONMENTAL, HEALTH AND SAFETY
FIELD INSPECTION REPORT

JOB #:	**DATE:**	**TIME:**
LOCATION/NAME		
NUMBER OF EMPLOYEE'S:		
WEATHER		
PROJECT MANAGER		
SUPERINTENDENT		
FOREMEN		
LEAD MEN		
SUBCONTRACTORS		

SUMMARY REPORT

POS	NEG	N/O	CATEGORY
0	0	0	A. PROJECT INFORMATION 1904.7
0	0	0	B. FIRST-AID 1926.50
0	0	0	C. SANITIZATION 1926.51
0	0	0	D. PERSONAL PROTECTIVE EQUIPMENT 1926.28
0	0	0	E. FIRE PROTECTION 1926.24
0	0	0	F. COMMUNICATION AND RESPONSE
0	0	0	G. AERIAL LIFTS 1926.453
0	0	0	H. NEW HIRE ORIENTATION
0	0	0	I. EXCAVATIONS AND TRENCHING 1926.650
0	0	0	J. LADDERS AND STAIRWAYS 1926.1050
0	0	0	K. ABRASIVE BLASTING 1926.57
0	0	0	L. SCAFFOLDS 1926.450
0	0	0	M. HOUSEKEEPING 1926.25
0	0	0	N. WORKING OVER OR NEAR WATER / DUST CONTROL
0	0	0	O. WORK PERMITS 1926.417
0	0	0	P. HAZARD COMMUNICATION 1910.1200
0	0	0	Q. HAND TOOLS 1926.300
0	0	0	R. ELECTRICAL TOOLS/CORDS 1926.400
0	0	0	S. FUEL STORAGE 1926.152
0	0	0	T. PERMIT REQUIRED CONFINED SPACE 1910.146
0	0	0	U. HEAVY EQUIPMENT 1926.600
0	0	0	V. FORKLIFTS 1910.178
0	0	0	W. AIR COMPRESSORS 1926.306
0	0	0	X. WELDING AND CUTTING 1926.350
0	0	0	Y. CRANES AND BOOM TRUCKS 1926.550
0	0	0	Z. FALL PROTECTION 1926.500
0	0	0	AA. SUBCONTRACTORS
0	**0**	**0**	**TOTALS**

0 ITEMS OBSERVED

COMPLIANCE RATING - HUNTER CONTRACTING GOAL 98%
INSPECTION DEFICIENCY

PROJECT SUMMARY NOTES:

POS	NEG	N/O	A. PROJECT INFORMATION 1904.7	CORRECTED BY	DATE
			1. Required regulatory materials posted		
			2. Emergency telephone numbers posted near each telephone		
			3. Weekly Toolbox Topic on file		
			4. OSHA 300 form up to date		
			5.		
0	0	0	**SUMMARY**	**COMPLIANCE**	

POS	NEG	N/O	B. FIRST-AID 1926.50	CORRECTED BY	DATE
			1. One person on-site properly First-Aid/CPR Certified		
			2. First-Aid Kit readily available on jobsite		
			3. The First-Aid kit is properly cleaned and stocked		
			4. Proper locations for Medical Facilities are posted		
			5.		
0	0	0	**SUMMARY**	**COMPLIANCE**	

POS	NEG	N/O	C. SANITIZATION 1926.51	CORRECTED BY	DATE
			1. Adequate drinking water is provided to employees		
			2. Drinking water containers are clean		
			3. Disposable cups are provided at the drinking container		
			4. Trash receptacles are provided		
			5. Toilet facilities are clean and stocked		
			6. Are there adequate sanitary toilet facilities		
			7. Hand sanitization are provided for employees		
			8.		
0	0	0	**SUMMARY**	**COMPLIANCE**	

POS	NEG	N/O	D. PERSONAL PROTECTIVE EQUIPMENT 1926.28	CORRECTED BY	DATE
			1. Employees are properly using all PPE		
			2. All employees are observed wearing their hard hat		
			3. Safety glasses/side shields observed		
			4. Face shield and double eye protection being utilized		
			5. Proper respirator are being utilized		
			6. Employees are properly fit tested and trained on respirators		
			7. Proper hearing protection being utilized		
			8. High visibility clothing are being utilized		
			9. Proper hand protection being utilized		
			10. Proper foot protection is being utilized		
			11.		
0	0	0	**SUMMARY**	**COMPLIANCE**	

POS	NEG	N/O	E. FIRE PROTECTION 1926.24	CORRECTED BY	DATE
			1. Adequate number and type of fire extinguishers provided		
			2. Fire extinguishers in proper working condition		
			3. Annual inspections posted on fire extinguisher		
			4. Fire extinguisher properly mounted on required equipment		
			5. Flammable liquid containers of the approved type with flash back arresters		
			6. Engines are shut off during fueling operations		
			7. "NO SMOKING" signs are posted when appropriate		
			8. Fire extinguishers are accessible to the work area		
			9. Flammable liquids are properly stored		
			10. Storage areas are properly barricaded with warning signs		
			11.		
0	0	0	**SUMMARY**	**COMPLIANCE**	

POS	NEG	N/O	F. COMMUNICATION AND RESPONSE	CORRECTED BY	DATE

			1. Crisis Management Plan onsite and readily available		
			2. Information is readily available to salaried staff		
			3. Salaried staff know how to execute, if required		
			4.		
0	0	0	**SUMMARY**	**COMPLIANCE**	

POS	NEG	N/O	G. AERIAL LIFTS 1926.453	CORRECTED BY	DATE
			1. Aerial lifts swing radius is protected		
			2. Aerial lifts are on level/stable ground		
			3. Aerial lifts not used to hoist materials w/load rating exceeded		
			4. Maximum load capacities posted		
			5. Aerial lift basket condition		
			6. Employees in basket with feet on deck		
			7. Aerial lifts are being utilized for intended purpose		
			8. Employees are utilizing fall protection		
			9. Operators have been properly trained and documented		
			10. Only operator in basket while moving aerial lift		
			11.		
0	0	0	**SUMMARY**	**COMPLIANCE**	

POS	NEG	N/O	H. NEW HIRE ORIENTATION	CORRECTED BY	DATE
			1. New Hire Orientation completed and documented		
			2. The New Hire Jobsite Orientation completed and documented		
			3. All new hires have identified their mentor/buddy		
			4. Salaried employees have completed Supervisory Orientation		
			5. Employees understand meeting location for Stretch and Flex		
			6. Employees actively participate in Stretch and Flex Program		
			7.		
0	0	0	**SUMMARY**	**COMPLIANCE**	

POS	NEG	N/O	I. EXCAVATIONS AND TRENCHING 1926.650	CORRECTED BY	DATE
			1. Excavations over 5' are properly sloped, shored or shielded		
			2. Daily Trench Inspection Log is completed		
			3. The competent person is identified by crew		
			4. Surface and subsurface encumbrances are supported		
			5. Excavations are properly barricaded		
			6. Warning signs in place on barricades		
			7. Equipment and materials a minimum 2' from excavation		
			8. Employees working within the protected areas of the trench		
			9. Proper numbers of ladders are provided and tied off		
			10. Water is controlled or prevented from accumulating in trench		
			11. Employees are properly trained and documented to operate laser equipment		
			12. Laser warning signs are posted		
			13. All utilities have been properly located		
			14. Trench boxes are certified		
			15. Excavation/Safety Awareness training has been completed		
			16.		
0	0	0	**SUMMARY**	**COMPLIANCE**	

POS	NEG	N/O	J. LADDERS AND STAIRWAYS 1926.1050	CORRECTED BY	DATE
			1. Proper number of ladders are provided for access/egress		
			2. Ladders are of proper material for use		
			3. Ladders are properly secured		
			4. Ladders have feet when required		
POS	NEG	N/O	J. LADDERS AND STAIRWAYS 1926.1050	CORRECTED BY	DATE
			5. Ropes or pulley's are provided to hoist material/equipment		

			6. Employees are facing the ladder when climbing		
			7. Employees working from ladders are utilizing proper fall protection		
			8. Employees are utilizing ladders for their intended use		
			9. Ladders are placed at the proper angle		
			10. Ladders in use are not broken, altered, or damaged		
			11. Job made ladders are in compliance with HCC policy		
			12. Ladders are placed on a level and/or stable surface		
			13. Top and bottom landing are clear of obstructions		
			14. Door swing on platform reduced to less than 20"		
			15. Hand rail systems are in place on unprotected sides of stairs		
			16. Grab rails are in place where required		
			17. Proper stairway access has been provided where a break in elevation exceeds 19"		
			18. Competent person has been identified by crew		
			19.		
0	0	0	**SUMMARY**	**COMPLIANCE**	

POS	NEG	N/O	K. ABRASIVE BLASTING 1926.57	CORRECTED BY	DATE
			1. Personnel are clear of blasting area		
			2. Pot tenders are utilizing respirators		
			3. Compressors are placed to prevent carbon monoxide build up		
			4. Compressors are equipped with overheating alarms and /or shutdown devices		
			5. Air supplied hoods are utilized		
			6. Carbon monoxide monitoring is utilized		
			7. Air compressors are equipped with pressure relief valves		
			8.		
0	0	0	**SUMMARY**	**COMPLIANCE**	

POS	NEG	N/O	L. SCAFFOLDS 1926.450	CORRECTED BY	DATE
			1. All bolts, pins and nuts are properly secured in place		
			2. Wheels are chocked/locked on rolling scaffolds		
			3. Scaffolds are marked as to their status by a competent person		
			4. Scaffolds are inspected/documented prior to use		
			5. Erectors/dismantlers are properly trained		
			6. Users are properly trained		
			7. Scaffolds are erected on solid footing (base plate)		
			8. Scaffolds are equipped with proper railing and ladders		
			9. Fall protection is utilized while working on scaffolding		
			10. Scaffolding is properly secured vertically and horizontally		
			11. Over hang scaffolds are equipped with an independent life lines		
			12. Area around scaffolds are properly barricaded w/warning signs		
			13. Scaffolds are free of debris (e.g. Mud, snow, ice or grease)		
			14. Scaffold planking of proper grade or equivalent		
			15. Planking is overlapped at least 12" and secured		
			16. Plank ends extend between 6" and 12" and secured		
			17. All cross braces are in place		
			18. The competent person has been identified by crew		
			19.		
0	0	0	**SUMMARY**	**COMPLIANCE**	

POS	NEG	N/O	M. HOUSEKEEPING 1926.25	CORRECTED BY	DATE
			1. Outside storage areas are free of debris		
			2. Working areas are clear of hazards (e.g. Nails, trash, etc…)		
			3. Proper access is provided to storage areas		
			4. Proper access is provided inside storage areas		
			5. Adequate lighting is provided in storage areas		
			6. Lighting is protected from breakage		
			7. Batteries are stored in their designated/safe area		
			8. Emergency eye wash stations available near battery storage area		
			9. Rebar ends are properly protected		
			10. Flammable and combustible materials are stored separately		
			11. Electrical services are properly covered		
			12.		
0	0	0	**SUMMARY**	**COMPLIANCE**	

POS	NEG	N/O	N. WORKING OVER OR NEAR WATER / DUST CONTROI	CORRECTED BY	DATE
			1. Employees exposed to water hazards are wearing proper flotation devices		
			2. Rescue skiff is available with appropriate means of propulsion		
			3. Dust Control Permit is current and posted		
			4. Dust Control Best Management Practices are followed		
			5.		
0	0	0	**SUMMARY**	**COMPLIANCE**	

POS	NEG	N/O	O. WORK PERMITS 1926.417	CORRECTED BY	DATE
			1. Lock-out/Tag-out procedures are being properly followed		
			2. Hole/Fire watch personnel utilized when needed		
			3. Hole/Fire watch personnel are properly trained		
			4.		
0	0	0	**SUMMARY**	**COMPLIANCE**	

POS	NEG	N/O	P. HAZARD COMMUNICATION 1910.1200	CORRECTED BY	DATE
			1. Employees are properly trained in Hazard Communication		
			2. MSDS sheets are available for employee access		
			3. Current inventory of all chemicals are on site		
			4. All containers are properly labeled		
			5. Trucks and storage trailers are properly placarded		
			6.		
0	0	0	**SUMMARY**	**COMPLIANCE**	

POS	NEG	N/O	Q. HAND TOOLS 1926.300	CORRECTED BY	DATE
			1. Guards are in place and secure		
			2. Tools are free of cracks and defects		
			3. Hand tools are used for their intended purpose		
			4. Mushroomed heads are properly dressed		
			5. Handles are attached to tools properly		
			6. Tools are properly stored when not in use		
			7. Operators of Powder Actuated tools are properly trained		
			8. Powder Actuated loads are properly secured		
			9. Guards are provided and utilized on required tools		
			10. The grinder wheel is adjusted to 1/8" from the tool seat		
			11. The grinder wheel is properly dressed		
			12. Safety clips or retainers are utilized on pneumatic tools		
			13.		
0	0	0	**SUMMARY**	**COMPLIANCE**	

POS	NEG	N/O	R. ELECTRICAL TOOLS/CORDS 1926.400	CORRECTED BY	DATE

			1. Electrical tools have no missing grounding pins		
			2. Damaged or malfunctioning electrical tools are tagged and taken out of service		
			3. Trigger locks are removed from appropriate electrical hand tools		
			4. GFCI's are being properly utilized		
			5. GFCI outlets are operating properly		
			6. Electric boxes are of appropriate material for location (indoor and outdoor)		
			7. Electrical boxes are properly mounted		
			8. All wires are properly protected on temporary panels		
			9. Circuit breakers are properly covered/labeled		
			10. Extension cords are free of damage or defects		
			11. Electrical cords are protected from damage		
			12. Electrical tools have placard in place and are legible		
			13. Generators are properly grounded (5000 watt or above)		
			14. The competent person has been identified by crew		
			15.		
0	0	0	**SUMMARY**	**COMPLIANCE**	

POS	NEG	N/O	S. FUEL STORAGE 1926.152	CORRECTED BY	DATE
			1. The fuel storage area is 25' from material/work areas		
			2. Access to the fuel storage areas are free of congestion		
			3. The fuel storage area is diked to meet Hunter's SPCC Plan and SWPP Plan		
			4. Emergency fuel shut-off switches visible and marked		
			5. Fuel tanks are properly grounded		
			6. Fuel tanks are properly marked as to their content		
			7. Bonding cables are utilized to prevent static build up		
			8. Fuel tanks are properly vented		
			9. Dip pans/boxes are provided for bulk storage of liquid products		
			10.		
0	0	0	**SUMMARY**	**COMPLIANCE**	

POS	NEG	N/O	T. PERMIT REQUIRED CONFINED SPACE 1910.146	CORRECTED BY	DATE
			1. All employees involved have been properly trained/documented		
			2. Air-Monitor in proper working order		
			3. Air-Monitor calibration completed on time		
			4. Employees trained in proper use of Air-Monitors		
			5. Permit posted at entrance of Permit Required Confined Space		
			6.		
0	0	0	**SUMMARY**	**COMPLIANCE**	

POS	NEG	N/O	U. HEAVY EQUIPMENT 1926.600	CORRECTED BY	DATE
			1. Seat belts are utilized on equipment and trucks		
			2. Back-up alarms are audible above the surrounding noise level		
			3. Horns are operational		
			4. Equipment has operator protection when required		
			5. No leaking fluids on equipment		
			6. Machinery has operational lights and slow moving vehicle sign visible (and/or flags when applicable)		
			7. Implements on equipment lowered when not in use		
			8. Equipment is not being utilized for carrying passengers		
			9. Steps and decks are free of slipping/tripping hazards		
			10. Equipment is inspected/documented prior to each shift		

POS	NEG	N/O	U. HEAVY EQUIPMENT 1926.600	CORRECTED BY	DATE
			11. Daily equipment inspection forms are turned in daily		
			12. Equipment glass is free of cracks or breaks		
			13. Parked rubber tired equipment has functional parking brake and is set		
			14. Rotating components of equipment are properly guarded		
			15. Equipment is not left running while unattended		
			16.		
0	0	0	**SUMMARY**	**COMPLIANCE**	

POS	NEG	N/O	V. FORKLIFTS 1910.178	CORRECTED BY	DATE
			1. Operator posses valid certification through HCC		
			2. Horn and back-up alarm are operational		
			3. Forklift is inspected/documented prior to each shift		
			4. Forklift inspection forms are being turned in weekly		
			5. Rigging is in proper working order		
			6. Operator using seatbelt		
			7.		
0	0	0	**SUMMARY**	**COMPLIANCE**	

POS	NEG	N/O	W. AIR COMPRESSORS 1926.306	CORRECTED BY	DATE
			1. Hose connections are safety wired/clipped		
			2. All gauges are in proper working order		
			3. Air compressors are equipped with an emergency blow off valve		
			4. A control nozzle is used when cleaning		
			5. Hose does not pose a tripping hazard		
			6. Hoses are protected from damage when crossing heavy traffic areas		
			7. Hoses are in safe working condition		
			8. Air compressors are free of debris		
			9.		
0	0	0	**SUMMARY**	**COMPLIANCE**	

POS	NEG	N/O	X. WELDING AND CUTTING 1926.350	CORRECTED BY	DATE
			1. Stingers are in safe working condition		
			2. Welding leads are in safe working condition		
			3. Cutting torch heads are in safe working conditions		
			4. Torch hoses are in safe working condition		
			5. Regulators are in proper working condition		
			6. Gauges are in good working order		
			7. Welding machines are properly grounded		
			8. Fire extinguishers are located with the proper distance of 20'		
			9. Hot Work Permit completed/posted when applicable		
			10. All bottles are properly secured in a rack or cart and upright		
			11. Caps are in place when not in use		
			12. Regulators are removed when not in operation		
			13. Check valves/flashback arresters are utilized at regulators		
			14. Stored bottles are separated by 20' or half hour burn barrier		
			15. Storage areas are label (full/empty)		
			16. "NO SMOKING" signs are posted at storage area		
			17. Compressed gas cylinders are not stored in enclosed areas		
			18.		
0	0	0	**SUMMARY**	**COMPLIANCE**	

POS	NEG	N/O	Y. CRANES AND BOOM TRUCKS 1926.550	CORRECTED BY	DATE
			1. Operators are certified through HCC or authorized agent		
			2. The operator has a current physical card (CDL drivers)		
			3. Daily pre-shift inspections are completed and turned in daily		
			4. Daily crane inspection reports on file		
			5. Repairs are being made in a timely manner		
			6. Annual crane inspections are current		
			7. Cranes have appropriate charts and warning signs in place		
			8. The operator know the weight of the intended load		
			9. Hook throat safety latches are operational		
			10. Cable connections at the block/hook are properly rigged		
			11. Horns, brakes, windshields, etc… are in good working condition		
			12. Outriggers are properly utilized		
			13. Outrigger pads are of proper dimension		
			14. The swing radius is properly barricaded		
			15. the proper type lifting devices are utilized		
			16. Lifting devices are in safe working order		
			17. Softeners are used to protect rigging from damage		
			18. Chains, synthetic webbing and wire rope are properly tagged with lifting specifications		
			19. Rigging is properly secured to loads/structures		
			20. Damaged rigging is identified and tagged out of use		
			21. Quarterly inspections are completed on all rigging		
			22. Tag lines are utilized		
			23. Lifting plans are on file for lifts over 75% of the cranes lifting capacity		
			24. Employees are clear of overhead loads		
			25. Anti-two blocking is operational		
			26. There is ONE person providing proper hand signals		
			27. Crane signals are understood		
			28. Cranes are safe distance from power line or electrical services		
			29.		
0	0	0	**SUMMARY**	**COMPLIANCE**	

POS	NEG	N/O	Z. FALL PROTECTION 1926.500	CORRECTED BY	DATE
			1. Employees are properly utilizing full body harness/shock absorbing lanyards		
			2. Full body harnesses are worn properly		
			3. Full body harnesses/shock absorbing lanyards are inspected quarterly		
			4. Harness/lanyards are in good working order		
			5. Approved lifelines are utilized		
			6. Lifelines are installed correctly, properly secured and anchored		
			7. Up-rights are securely mounted to prevent slipping or falling		
			8. Top hand rails are within 42" + or - 3 inches		
			9. Mid rails are installed		
			10. Toe boards are provided when applicable		
			11. Rails/barricades are in place where 19" or greater difference in elevation exist		
			12. Floor openings are properly covered or barricaded or rail system is in place		

POS	NEG	N/O	Z. FALL PROTECTION 1926.500	CORRECTED BY	DATE
			13. Floor openings are properly marked (if covered)		
			14. The competent person has been identified by crew		
			15.		
0	0	0	**SUMMARY**	**COMPLIANCE**	

POS	NEG	N/O	AA. SUBCONTRACTORS	CORRECTED BY	DATE
			1. Have been issued the HCC Safety Policy handbook		
			2. Are utilizing proper PPE		
			3. Are in compliance with HCC fall protection plan		
			4. Are in compliance with HCC excavation policies		
			5. Tools are in safe working condition		
			6. Equipment is in safe working condition		
			7.		
0	0	0	**SUMMARY**	**COMPLIANCE**	

POS - Positive Scoring
NEG - Negative Scoring
N/O - Not Observed or Not Applicable

Jobsite Representative Signature: _____

Safety Representative Signature: _____

NEGATIVE SCORING DEGREE OF SEVERITY			
1			Non-Compliance
2	3		Potential for Injury
4	5	6	Potential for Fatality

Correction Plan:

Jobsite Strengths:

Jobsite Representative Remarks:

Section 5 - PERSONAL PROTECTIVE EQUIPMENT

See Attachment 5 – 5 "USCG, Personal Flotation device Classification

PURPOSE

This section sets forth minimum personal protective equipment (PPE) requirements. It provides an overview of PPE requirements, including workplace assessment, PPE maintenance and training. The supervisor must ensure availability, proper use, and maintenance of equipment specified in this section. The following requirements and guidelines apply to all Hunter Contracting Co. employees, vendors, suppliers and visitors.

All PPE shall be provided to the employee at no costs, except when the employee may take the PPE home to wear for personal use.

WORKPLACE ASSESSMENT

Supervisors shall asses each workplace to determine if hazards are present (or likely to be present) that would make it necessary to use PPE. Document the assessment within the Task Hazard Analysis (THA).

- Whenever a hazard cannot adequately be controlled by means of engineering controls or administrative procedures, then the use of PPE will be required.

- Personal protective equipment is considered a necessary defense against personal injury and shall be worn when required by jobsite policy or Hunter Contracting Co. management.

- All Hunter Contracting Co. employees, vendors, and visitors are subject to the provisions of this section.

PPE MAINTENANCE

Each day, inspect PPE before use. Maintain and store PPE properly. After each use, clean and sanitize PPE as specified by the manufacturer.

PPE TRAINING

Supervisors shall provide training to each employee who wears PPE. This training must include answers to the following questions.

- When will PPE be used?
- What PPE is necessary?
- How is the required PPE to be used?
- What are the limitations of the PPE?
- How is PPE properly maintain, inspected and stored?

In accordance with 29 CFR 1926.28 this section is designed to aid in the evaluation and determination of proper personal protective equipment (PPE) when working on site. Job site conditions can vary dramatically throughout the course of a project and PPE requirements must be adapted to meet those challenges.

1. Types of PPE available include, but are not limited to, the following:

    - Eye and face protection (glasses, goggles, face protection)
    - Head protection (hard hats)
    - Foot protection (Hard sole shoes or boots)
    - Appropriate clothing (for the type of work being performed)
    - Hand protection (Gloves)
    - Hearing protection (ear plugs, muffs)
    - Respiratory protection (for the type of work being performed)

EYE PROTECTION

Employees exposed to potential eye or face injury from physical, chemical or radiation agents must be furnished and required to wear eye and/or face protection specifically designed for the exposure.

1. All employees shall be required to wear safety glasses at all times when:

    - Placing concrete.
    - Welding, burning, or cutting with torches.
    - Using abrasive wheels, portable grinders, saws or files.
    - Chipping concrete, stone or metal.
    - Working with any materials subject to scaling, flaking or chipping.
    - Soldering, handling or working with molten metal or hot compounds, handling or working with hazardous liquids, powders or substances.
    - Drilling or working under dusty conditions.
    - Waterproofing.
    - Working on energized switchboards.
    - Using explosive powder actuated fastening or nailing tools.

- Working with compressed air or other gases.

- Working in the immediate vicinity of the operations listed above.

- Any other recognized hazard that has the potential to cause eye injuries.

2. Visitors shall abide by the same requirements for protective eyewear as site employees.

3. The use of contact lenses is prohibited in working environments where there is a potential for exposure to hazardous dust substances, flying dust, or light flashes. Contaminated contact lenses cannot be decontaminated and will expose the wearer continuously to the hazardous contaminant. This prohibition applies to all situations, including full face respirators, nonprescription safety glasses, goggles, and face shields.

4. Face shields are available in a wide variety of types to protect the face and neck from flying particles. They may also be used to provide anti-glare protection. Face shields are not a primary form of eye protection. They are useful only as additional protection over basic eye protection.

HAND PROTECTION (Leather Gloves)

1. Hand protection must be worn at any time the nature of work has the potential to cause a hand injury. Hand protection is intended to protect the hands from incidental contact and must not be relied upon as primary means of protection.

2. Wearing the appropriate gloves is an important part of protecting yourself from hand hazards. Hand protection must be worn for all demolition, manual material handling, and when working with or around metal studs. Hand protection should be worn when working with hot machinery, tar, knives and some hand tools (e.g. screw guns).

3. Care and maintenance should include, but not be limited to, the following;

   - Inspect gloves before each use for holes, tears, changes in texture such as softening or hardening of the material, wear and tear, or any other defect that may affect performance.

FOOT PROTECTION

In accordance with 29 CFR 1926.96 all footwear worn on site must be made of leather, with hard soles in good condition. Footwear for employees shall meet the requirements and specifications in ANSI Z41.1-1967. Under no circumstances will an employee be allowed on site while wearing canvas or tennis shoes, shoes with soft rubber soles, thongs or sandals.

When work endangers feet or requires special foot protection, employees must wear protective footwear that meets the requirements in ANSI Z41, “Protective footwear.”

HEAD PROTECTION

Hunter Contracting Co. employees in the shop area shall wear a hard hat when a head injury exposure exists. And all Hunter Contracting Co. employees at all times while on the job site shall

wear hard hats. The hard hat must meet specifications contained in ANSI Z89.1-1997. Hard hats must have a manufacturer's label that indicates it design complies with ANSI requirements.

CLOTHING

The competent person will decide the appropriate attire for yard and jobsite operations. Clothing will be of a safe design for the task being performed.

SAFETY VESTS

Safety Vests or high visibility garments shall be required at all times when working on a Hunter Contracting work site. The following standard shall apply as a minimum requirement:

- High Visibility Garments (e.g. safety shirts) shall be worn when:
    - Working outside of the Temporary Traffic Control (TTC) Zone, or
    - Physically separated by moving traffic by way of a concrete barrier or other substantial barrier as determined by the Safety Representative.
- ANSI 107-2004 Class II Vests or Garments shall be worn when:
    - Daytime work with posted speed limits below 45 miles per hour (mph), or
    - As specified within the site specific safety plan.
- ANSI 107-2004 Class III Vests or Garments shall be worn when:
    - Daytime work with a posted speed limit at or above 45 mph, or
    - Any nighttime work, or
    - As specified with the site specific safety plan.

Due to the concern with fire, employees will be required to wear the required safety vest only before and after conducting Hot Work operations.

HEARING PROTECTION

Hearing protection shall be required whenever ambient noise levels equal or exceed 85 deibels.

Supervisors shall verify that a noise reduction rating (NRR) of all hearing protective devices is used, which is based upon one of the following methods:

- One of the three methods developed by NIOSH (described in the "List of Personal hearing Protectors and Attenuation Data," HEW Publication No. 76-120, 1975, pages 21-37). These methods are known as NIOSH methods No. 1, No.2 and No. 3

- ANSI S12.6-1984, "Method for the Measurement of the Real-Ear Attenuation of Hearing Protectors."

- ANSI S3.19-1974, "Measurement of Real-Ear Protection of Hearing Protectors and Physical Attenuation of Ear Muffs."

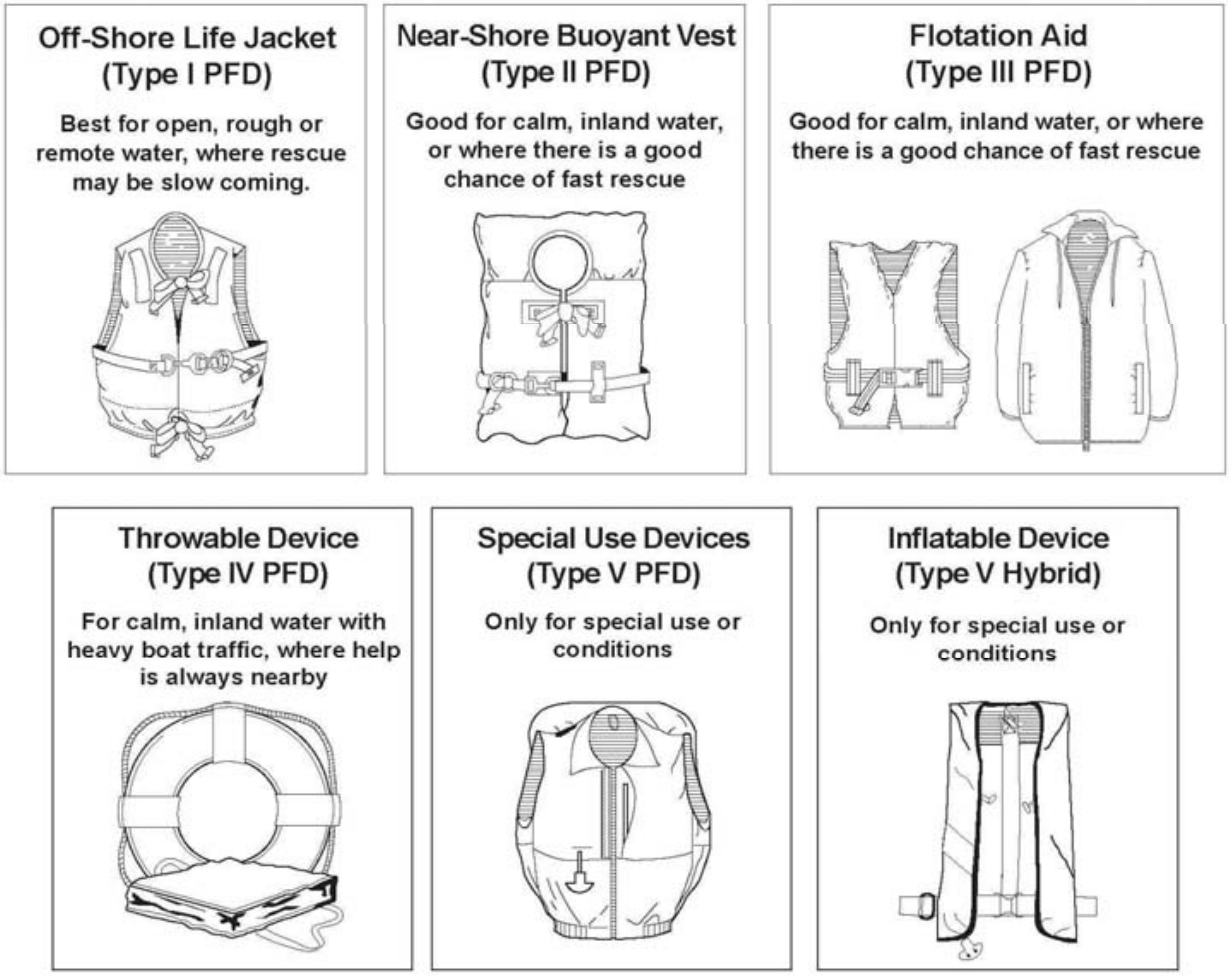
In accordance with 29 CFR 1926.101 hearing protection will be used when operating power tools or while operating the powered industrial truck. Hunter Contracting Co. will provide hearing protection devices, which meet the criteria of the standard. Plain cotton is not an acceptable protective device.

LIFE VESTS

Inherently buoyant Type III, Type V work vests, or better United States Coast Guard (USCG)-approved personal flotation devices (PFDs) shall be provided and properly worn (zipped, tied, latched, etc., in closed fashion) by all persons in the following circumstances: (See attachment on page 5-5)

- On floating pipelines, pontoons, rafts, or stages;
- On structures or equipment extending over or next to water except where guardrails, personal fall protection system, or safety nets are provided for employees;
- Working alone at night where there are drowning hazards, regardless of other safeguards provided;
- In skiffs, small boats, or launches, unless in an enclosed cabin or cockpit; or
- Whenever there is a drowning hazard.

United States Coast Guard
Personal Flotation Device Classifications



Section 6 - ERGONOMICS

BACK SAFETY

Back safety awareness is necessary, due to the prevalence and severity of back injuries throughout the construction industry. Sprains and strains are the most common causes of lower back pain. Improper lifting, falling, auto incidents, and sports activities can cause back injuries; but of these, lifting improperly is the largest single cause of back pain and injury. Instituting proper lifting techniques and other safety measures will significantly reduce Hunter Contracting Co. employee's back injury incident rate.

Problems with the lower back are a frequent cause of lost work time and workers compensation claims. By establishing this written back safety plan, it is our hope to create an awareness of the hazard among our employees. Standardizing lifting techniques and specifying alternative materials-handling measures when lifting or moving materials by hand will reduce Hunter Contracting Co. back injury incident rate.

PURPOSE

Hunter Contracting Co. requires the procedures in this plan to be followed in order to provide a safe working environment. Hunter Contracting Co. has decided to implement these procedures on safe lifting practices in order to ensure that all employees are trained to protect themselves from the hazards of improper lifting practices.

It is the responsibility of management personnel to ensure that these policies are implemented and that these policies and the information necessary to carry out these policies are communicated to all employees. It is the responsibility of all employees to follow safe work practices and comply with these rules regarding working practices.

The effectiveness of the back safety plan depends upon the active support and involvement of all affected employees.

AFFECTED EMPLOYEES/AREAS

All Employees have job-related duties that require lifting or some sort of materials handling. **ALL** employees are to be trained on and follow the rules of this back safety plan.

SAFE LIFTING TECHNIQUES

The following points outline good lifting practices, procedures, and safe lifting techniques that may be taught to employees in order to minimize their risk of back injury and pain. Lifting remains an important function despite the level of mechanization available today, so attention must be directed toward safe lifting practices.

The basics of good lifting are:

1. Size up the load before you lift. Test by lifting one of the corners or pushing. If it's heavy or feels too clumsy, get a mechanical aid or help from another individual. No employee shall attempt to lift and/or move any load in excess of 75 pounds without assistance. When in doubt, don't lift alone!

2. **BEND AT THE KNEES**. It is the single most important aspect of lifting.

3. When performing the lift:

   - Place your feet close to the object and center yourself over the load.

   - Get a good handhold on the object.

   - Lift straight up, smoothly and let your legs do the work, not your back!

   - Avoid overreaching or stretching to pick up or set down a load.

4. Do not twist or turn your body once you have made the lift.

5. Clear your path before you begin carrying the load.

6. Set the load down properly.

7. Always push, do not pull the object whenever possible.

8. Change the lifting situation if possible to minimize a lifting hazard:

   - If it is an awkward load, get someone to help lift it.

   - In order to achieve a manageable lifting weight, split the load into several smaller ones whenever possible.

   - Avoiding lifts from below the knees or above the shoulders by using mechanical aids, positioning yourself so that the object to move is within an acceptable lifting range (between the shoulders and knees), and/or getting help from your co workers.

ALTERNATIVE MATERIALS-HANDLING TECHNIQUES

Alternative materials-handling techniques for carrying or moving loads are to be used whenever possible to minimize lifting and bending requirements. These alternative materials-handling techniques include the use of:

1. Hoists,

2. Powered industrial trucks,

3. Dollies,

4. Carts,

5. Other mechanical devices or construction equipment available and appropriate for the lift in question.

OTHER SAFE WORK TECHNIQUES

Work issues other than lifting are related to back pain or injury. You can avoid them or improve work techniques related to them.

1. **Catching Objects & Working Low -** When catching falling or tossed objects, your feet should be firmly planted, with your back straight and your knees slightly bent. Your legs should absorb the impact, not your back. If you're working on something low, bend your knees. Keep your back as straight as possible. Bending from the waist can lead to back pain. If you have to use your back, keep your knees bent and your back flat. In both these situations, frequent rest breaks are necessary to keep from getting back fatigue.

2. **Extended Sitting/Standing -** Certain jobs require long hours of standing or sitting. These conditions can create back troubles. Get up and stretch frequently if you are required to sit for long periods. If standing, ease the strain on your lower back by changing foot positions often, placing one foot on a rail or ledge. However, keep your weight evenly balanced when standing. Don't lean to one side.

3. **Other Materials Handling Tasks -** Tasks such as lowering, pushing, pulling, and carrying can create hazards to the back as well. If the task feels uncomfortable or unnatural, utilize the alternative materials-handling techniques listed in this back safety plan.

4. **Housekeeping -** Poor housekeeping: slippery floors or ground, crowded work conditions, tools or other hazards on the working surface can create slip, trip or fall hazards that can result in back injuries.

5. **Poor Posture at Work -** Be aware of proper posture when sitting, standing, or reclining. When sitting, your knees should be slightly higher than your hips and your shoulders and upper back should be straight.

6. **Poor lighting -** Poor lighting in the work area can lead to poor work practices that result in injuries of many types. Make sure lighting is adequate for the task at hand, replace burnt out bulbs, and point out hazardous areas to your immediate supervisor.

OTHER BACK SAFETY ISSUES

Factors unrelated to work that can affect back safety, includes such things as physical condition, posture, athletic activity, home-improvement, and stress.

1. **Posture -** Whether you're standing, sitting, or reclining, posture affects the amount of strain put on your back. The wrong posture increases strain on the back muscles and may bend the spine into positions that will cause trouble. When standing correctly, the spine

has a natural "S" curve. The shoulders are back and the "S" curve is directly over the pelvis. Good sitting posture should put your knees slightly higher than your hips. Your hips should be to the rear of the chair with your lower back not overly arched. Also, your shoulders and upper back are not rounded. Reclining posture is important, too.

2. **Poor Physical Condition** - Your physical condition can lead to back pain. If you are overweight, and especially if you have developed a potbelly, extra strain on your spine results. An estimate is that for every pound up front you put 10 pounds of strain on your back. When you are out of shape, the chances of chronic back pain are greater. Infrequent exercise is a major factor, too. A sudden strain on generally unused back muscle leads to trouble, particularly when there is a sudden twisting or turning of the back. Hunter Contracting Co. employees are encouraged to partake in a balanced diet and exercise to help avoid back problems.

3. **Stress** - Stress is another factor that may lead to back pain. Tied in with your general physical condition, stress created from work or play can cause muscle spasms that affect the spinal nerve network. Although stress is part of everyone's life, and a certain amount of stress is normal, excessive stress causes backaches. The solution is a balanced life style with time to relax.

4. **Repetitive Trauma** - *People often think back injuries result from lifting heavy or awkward objects. Many back injuries, however, do not come from a single lift, but occur from relatively minor strains over time.* Back injuries, as with Cumulative Trauma Disorders (CTD) may arise from repeated injuries. (But, repetitive, low-grade strains usually do not cause CTD's.) As the worker repeats a particular irritating movement, the minor injuries begin to accumulate and weaken affected muscles or ligaments. Eventually a more serious injury may occur. Thus, a specific weight lifted may actually have little to do with any single injury. Remember to use mechanical aids when appropriate along with good lifting techniques, whenever you do any lifting. *You can lift safely when performed with caution.*

Alcohol and caffeine will promote dehydration, which is a leading cause of muscle strains and sprains. It is recommended that all employees engage in light stretching exercises prior to beginning each day's work.

Section 7 - HAND TOOL SAFETY

PURPOSE

In accordance with 29 CFR 1926 Subpart I, Hunter Contracting Co. will not issue tools that are deemed unsafe or fail to meet OSHA requirements. Additionally, employees shall not bring or use personal tools that fail to meet the same OSHA requirements. ***Personal protective equipment shall be used at all times.***

POWDER-ACTUATED TOOLS.

Only employees who have been trained in the operation of the particular tool in use shall be allowed to operate a powder-actuated tool.

1. The tool shall be tested each day before loading to see that safety devices are in proper working condition. The method of testing shall be in accordance with the manufacturer's recommended procedure.

    - Any tool found not in proper working order, or that develops a defect during use, shall be immediately removed from service and not used until properly repaired.

2. Tools shall not be loaded until just prior to the intended firing time. Neither loaded nor empty tools are to be pointed at any employees. Hands shall be kept clear of the open barrel end.

3. Loaded tools shall not be left unattended.

4. Fasteners shall not be driven into very hard or brittle materials including, but not limited to, cast iron, glazed tile, surface-hardened steel, glass block, live rock, face brick, or hollow tile.

5. Driving into materials easily penetrated shall be avoided unless such materials are backed by a substance that will prevent the pin or fastener from passing completely through and creating a flying missile hazard on the other side.

6. No fastener shall be driven into a spalled area caused by an unsatisfactory fastening.

7. Tools shall not be used in an explosive or flammable atmosphere.

8. All tools shall be used with the correct shield, guard, or attachment recommended by the manufacturer.

9. Powder-actuated tools used by employees shall meet all other applicable requirements of American National Standards Institute, A10.3-1970, Safety Requirements for Explosive-Actuated Fastening Tools.

ABRASIVE WHEELS & TOOLS

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

2. 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, and paragraph (d) of this section.

3. "Guarding design." The safety guard shall cover the spindle end, nut, and flange projections. The safety guard shall be mounted so as to maintain proper alignment with the wheel, and the strength of the fastenings shall exceed the strength of the guard, except:

   - Safety guards on all operations where the work provides a suitable measure of protection to the operator, may be so constructed that the spindle end, nut, and outer flange are exposed; and where the nature of the work is such as to entirely cover the side of the wheel, the side covers of the guard may be omitted; and

   - The spindle end, nut, and outer flange may be exposed on machines designed as portable saws.

PNEUMATIC TOOLS

1. Pneumatic power tools shall be secured to the hose or whip by some positive means to prevent the tool from becoming incidentally disconnected.

2. 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 ejecting fasteners, unless the muzzle is in contact with the work surface.

3. Hunter Contracting Co. employees will follow the guideline set forth by the manufactures in reference to safe operating pressure for hoses, pipes valves, filters, and other fittings. Hunter Contracting Co. employees will not exceed these guidelines.

4. The use of hoses for hoisting or lowering tools shall not be permitted.

WOODWORKING TOOLS

1. All fixed power driven woodworking tools shall be provided with a disconnect switch that can either be locked or tagged in the off position.

2. The operating speed shall be etched or otherwise permanently marked on all circular saws over 20 inches in diameter or operating at over 10,000 peripheral feet per minute. Any saw so marked shall not be operated at a speed other than that marked on the blade.

When a marked saw is re-tensioned for a different speed, the marking shall be corrected to show the new speed.

3. Automatic feeding devices shall be installed on machines whenever the nature of the work will permit. Feeder attachments shall have the feed rolls or other moving parts covered or guarded so as to protect the operator from hazardous points.

4. All portable, power-driven circular saws shall be equipped with guards above and below the base plate or shoe. The upper guard shall cover the saw to the depth of the teeth, except for the minimum arc required to permit the base to be tilted for bevel cuts.

5. The lower guard shall cover the saw to the depth of the teeth, except for the minimum arc required to allow proper retraction and contact with the work. When the tool is withdrawn from the work, the lower guard shall automatically and instantly return to the covering position.

6. All woodworking tools and machinery shall meet other applicable requirements of American National Standards Institute, 01.1-1961, Safety Code for Woodworking Machinery.

7. Hunter Contracting Co. employees shall not modify or exceed the manufacture intended use of any tool/equipment. This includes all company owned/issued and personally owned equipment used at a Hunter Contracting Co. worksite.

RADIAL SAWS

The upper hood shall completely enclose the upper portion of the blade down to a point that will include the end of the saw arbor. The upper hood shall be constructed in such a manner and of such material that it will protect the operator from flying splinters, broken saw teeth, etc., and will deflect sawdust away from the operator. The sides of the lower exposed portion of the blade shall be guarded to the full diameter of the blade by a device that will automatically adjust itself to the thickness of the stock and remain in contact with stock being cut to give maximum protection possible for the operation being performed.

HAND-FED CROSSCUT TABLE SAWS

Each circular crosscut table saw shall be guarded by a hood, which shall meet all safety requirements.

HAND-FED RIPSAWS

Each circular hand-fed ripsaw shall be guarded by a hood, which shall completely enclose the portion of the saw above the table and that portion of the saw above the material being cut. The hood and mounting shall be arranged so that the hood will automatically adjust itself to the thickness of and remain in contact with the material being cut but it shall not offer any considerable resistance to insertion of material to saw or to passage of the material being sawed. The hood shall be made of adequate strength to resist blows and strains incidental to reasonable operation, adjusting, and handling, and shall be so designed as to protect the operator from flying

splinters and broken saw teeth. It shall be made of material that is soft enough so that it will be unlikely to cause tooth breakage. The hood shall be so mounted as to insure that its operation will be positive, reliable, and in true alignment with the saw; and the mounting shall be adequate in strength to resist any reasonable side thrust or other force tending to throw it out of line.

RIGGING

1. Know the proper use of chain falls, com-a-longs, chokers, shackles and clamps.
2. Never raise or lower a load over people.
3. Use tag lines to control hoisted loads.
4. Know the capacities or rigging equipment and the weights or loads.

Section 8 - CONTROL OF HAZARDOUS ENERGY - LOCK-OUT/TAG-OUT

PURPOSE

In accordance 29 CFR 1926.416 & 417, no work shall be done in proximity to any part of an electric power circuit that the employee could contact the electric power circuit in the course of work. All employees shall guard against electric shock by de-energizing the circuit and grounding it or by guarding it effectively by insulation or other means.

1. Barriers or other means of guarding shall be provided to ensure that workspace for electrical equipment will not be used as a passageway during periods when energized parts of electrical equipment are exposed.

2. Working spaces, walkways, and similar locations shall be kept clear of cords so as not to create a hazard to employees.

3. In existing installations, no changes in circuit protection shall be made to increase the load in excess of the load rating of the circuit wiring.

4. When fuses are installed or removed with one or both terminals energized, special tools insulated for the voltage shall be used.

5. Controls that are to be deactivated during the course of work on energized or de-energized equipment or circuits shall be tagged.

6. Equipment and circuits. Equipment or circuits that are de-energized shall be rendered inoperative and shall have tags attached at all points where such equipment or circuits can be energized.

7. Tags shall be placed to identify plainly the equipment or circuits being worked on.

FLEXIBLE CORDS AND CABLES

1. 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.

2. Extension cord sets used with portable electric tools and appliances shall be of three-wire type and shall be designed for extra-hard usage. Cords marked type S, ST, SO, STO are considered hard service cords and cords marked SJ, SJO, SJT, SJTO are considered junior hard service cords in accordance with 29 CFR 1926.405.

3. Worn or frayed electric cords or cables shall not be used.

4. Extension cords may be hung above by use of tie-wraps. Extension cords shall not be fastened with staples, hung from nails, or suspended by wire.

5. Electrical cords shall be used in continuous lengths without splices or tap. Hard service flexible cords #12 or larger may be repaired if spliced so that the splice retains the insulation, outer sheath and usage of the cord being spliced.

APPLICATION OF CONTROLS AND LOCKOUT/TAG OUT DEVICES

The established procedure of applying energy controls includes the specific elements and actions that must be implemented in sequence.

1. Prepare for shut down.

2. Shut down the machine or equipment.

3. Disconnect the energy isolating device, and any secondary power source when applicable.

4. Apply the lockout or tag out device.

5. Render safe all stored or residual energy.

6. Verify the isolation and de-energization of the machine or equipment.

REMOVAL OF LOCKS AND TAGS

Before lockout or tag out devices are removed and energy is restored to the machine or equipment, the authorized employee(s) must take the following actions or observe the following procedures:

1. Inspect the work area to ensure that non-essential items have been removed and that machine or equipment components are intact and capable of operating properly;

2. Check the area around the machine or equipment to ensure that all employees have been safely positioned or removed,

3. Make sure that locks or tags are removed ONLY by those employees who attached them. (In the very few instances when this is not possible, the device may be removed under the direction of the competent person provided that he or she strictly adheres to the specific procedures outlined in the standard); and

4. Notify affected employees after removing locks or tags and before starting equipment or machines.

Section 9 - FALL PROTECTION

Fall protection is a term that can be defined as any means used to protect workers from falls during work in areas where fall hazards exist. Such areas include leading edges, holes, low- and high-sloped roofs, etc. In such areas, engineering or design measures are most frequently used to reduce the fall hazards. But occasionally, further measures such as personal fall protection devices like lanyards and harnesses must be used to reduce the risk of falls.

The effectiveness of a written fall protection plan depends upon the active support and involvement of all employees who work with procedures and jobs requiring it. It is intended to assist you in implementing a set of procedures to ensure that all work with fall protection is carried out safely to minimize the possibility of injury or harm to you. It is intended to serve as an additional tool in safeguarding the health and safety of you our employees.

PURPOSE

Hunter Contracting Co. is dedicated to the protection of its employees from on-the-job injuries. All employees of Hunter Contracting Co. have the responsibility to work safely on the job. The purpose of this plan is to:

1. Supplement Hunter Contracting Co. standard safety policy by providing safety standards specifically designed to cover fall protection on each job.

2. Ensure that each employee is trained and made aware of the safety provisions, which are to be implemented by this plan prior to the start of any work.

This plan is based on 29CFR 1926, Subpart M, OSHA Standards for the Construction Industry, Fall Protection requirements.

This plan is designed to enable employees to recognize fall hazards and to establish procedures that are to be followed to prevent falls to lower levels or through holes and openings in walkways/working surfaces. Each employee will be trained in these procedures and shall strictly adhere to them except when doing so would expose the employee to a greater hazard.

Safety policies and procedures on any one project cannot be administered, implemented, monitored and enforced by any one individual. The total objective of a safe, incident free work environment can only be accomplished by a dedicated, concerted effort by every individual involved with the project from management down to the newest employee. Employees must understand:

1. Their value to the company.

2. Cost of incidents (monetary, physical and emotional).

3. Objective of the safety policy and procedures.

4. Safety rules that apply to the safety policy and procedures.

5. Their individual role in administering, implementing, monitoring and compliance of their safety policy and procedures.

This allows for a more personal approach to compliance through planning, training, understanding and cooperative effort, rather than by strict enforcement. If for any reason an unsafe act persists, strict disciplinary measures will be implemented.

It is the responsibility of all General Superintendents to implement this Fall Protection Plan. The General Superintendents are responsible for continual observational safety checks of all work and the enforcement of all safety policies and procedures. The foreman also is responsible for correcting any unsafe acts or conditions immediately. It is the responsibility of the employee to understand and adhere to the procedures of this plan and to follow the instructions of his foreman/supervisor. It is also the responsibility of the employee to bring to management's attention any unsafe or hazardous conditions or acts that may cause injury to either themselves or any other employees. The President of Hunter Contracting Co. must approve any changes to this Fall Protection Plan.

WORKPLACE ASSESSMENT AND FALL PROTECTIONS SYSTEM SELECTION

Each job-site supervisor/foreman must assess the workplace to determine if the walking/working surfaces on which employees are to work have the strength and structural integrity to safely support workers. Once the person in charge determines that the surface is safe for employees to work on, then he or she must choose the fall protection for a given work operation if a fall hazard is present. The person in charge must make all reasonable efforts to anticipate the particular hazards to which employees may be exposed in the course of the job. This assessment includes:

1. Inspecting the area to determine what hazards exists or may arise during the work in that area. Anticipate the need to work at heights and plan work activities accordingly. Careful planning and preparation, laying the necessary groundwork for an incident-free workplace.

2. Identifying hazards correctly and selecting appropriate protection measures and equipment. This information must be communicated to customers, other contractors and suppliers.

Anchorage points for personal fall arrest systems should be fabricated or designed into structural members and perimeter lines installed before those members are lifted into position, where possible.

1. Giving specific and appropriate instructions to prevent exposure to unsafe conditions.

2. Ensuring employees follow procedures given and understand the training provided.

3. Discovering what safety procedures/equipment employees have chosen to complete their work. Provide corresponding information to employees.

Where leading edge work is involved or where conventional fall protection is infeasible or creates a greater hazard in a project (e.g. guardrail systems, personal fall arrest systems, etc.) the competent person will demonstrate that condition and submit a written plan of alternative fall protection to be used (Safety nets, warning lines, monitoring systems, control access zones.)

WORK PROCEDURES

1. If any one of the conditions described in the Workplace Assessment is not met for the area or piece of equipment posing a potential fall hazard, then do not perform that work until the condition is met. If you cannot remedy the condition immediately, notify a supervisor or foreman of the problem and utilize a different piece of equipment or work in a different area, according to the situation.

2. If the situation calls for use of fall protection devices such as harnesses or lanyards because the fall hazard cannot be reduced to a safe level, then the employee must put on such protective equipment before beginning the work and use it as intended throughout the duration of the work.

3. Only employees trained in such work are expected to perform it.

4. All places of employment, job sites shall be kept clean and orderly and in a sanitary condition.

5. All walking/working surfaces must be kept clean and, so far as possible, in a dry condition. Where wet processes are used, drainage shall be maintained and false floors, platforms, mats, or other dry standing places should be provided where practicable.

TRAINING PROGRAM

Under no circumstances shall an employee be allowed to work in an area where they might be exposed to fall hazards, perform work requiring fall protection devices, or use fall protection devices until he/she has successfully completed this company's fall protection training program.

This training program shall include classroom instruction (when practicable) and operational training on the recognition and avoidance of unsafe conditions, unsafe acts and the regulations applicable to their work environment for each specific fall hazard the employee may encounter on the job. The training program will be supervised by Hunter Contracting Co. President, and conducted by a "competent person" qualified in the following areas, and shall cover:

1. The nature of fall hazards in the work area.

2. Selection and use of personal fall arrest systems, including application limits, proper anchoring and tie-off techniques, estimation of free fall distance (including determination of deceleration distance and total fall distance to prevent striking a lower level), methods of use, and inspection and storage of the system.

3. The correct procedures for erecting, maintaining, disassembling, and inspecting the fall protection systems to be used.

4. The use and operation of guardrail systems, personal fall arrest systems, safety net systems, warning line systems, safety monitoring systems, controlled access zones, and other protection to be used.

5. The role of each employee in the safety monitoring system when this method is used.

6. The correct procedures for the handling and storage of equipment and materials and the erection of overhead protection.

7. The role of all employees in fall protection plans.

The General Superintendents will identify all current and new employees who require training and schedule instruction and training for those requiring such training. Training on the above components will occur both in the classroom and on the job site, as appropriate. Classroom training will cover written policy/procedures on fall protection and include a training video on the subject. Job site instruction will include demonstration of and practice in wearing fall protection equipment and any instruction necessary for a specific job site.

A written certificate of training is required which must include:

- The name or other identity of the employee trained.
- The date(s) of training.
- The signature of the competent person who conducted the training or the signature of the employer.

Retraining is required when an employee cannot demonstrate the ability to recognize the hazards of falling and the procedures to be followed in order to minimize fall hazards.

ENFORCEMENT

Constant awareness of and respect for fall hazards and compliance with all safety rules are considered conditions of employment. All Supervisory and Management Personnel reserve the right to issue disciplinary warnings to employees, up to and including termination, for failure to follow the guidelines of this program.

INCIDENT INVESTIGATION

All incidents that result in injury to workers, regardless of their nature, shall be investigated and reported. It is an integral part of any safety program, that documentation takes place as soon as possible so that the cause and means of prevention can be identified to prevent reoccurrence.

In the event that an employee falls or there is some other related, serious incident (e.g., a near miss) occurs, this plan shall be reviewed to determine if additional practices, procedures, or training need to be implemented to prevent similar types of falls or incidents from occurring.

CHANGES TO THE PLAN

Hunter Contracting Co. Safety Representative and/or an authorized agent of Hunter Contracting Co. will approve any changes to the plan, and it shall review this plan annually to determine if additional practices, procedures or training needs to be implemented in order to improve or provide additional fall protection. Workers shall be notified and trained, if necessary, in all new procedures and practices.

FALL PROTECTION/FALL ARREST

All workers on all projects are required to be protected from the hazard of falls whenever work is being completed at heights of six feet (6') or greater measured from the work platform to the bottom of the sole of the foot. The six-foot rule, at minimum, applies to the following conditions:

1. Ladders as required by Section 10 – Stairways and Ladders
2. Walking and working surfaces
3. Unprotected sides and edges
4. Hoist areas
5. Holes
6. Formwork and reinforcing steel
7. Ramps, runways, and other walkways
8. Excavations
9. Precast concrete erection
10. Wall openings
11. On scaffolding as required by Section 11 - Scaffolding
12. Any additional circumstances that may be deemed necessary by Hunter Contracting Co.

GUARDRAILS

Guardrails shall be constructed in accordance with 29CFR 1926.502(b) Rails shall be 42 inches in height, plus or minus 3 inches in height, and shall withstand an outward and downward force of 200 pounds.

PERSONAL FALL ARREST SYSTEMS

Personal fall arrest systems are designed to control the fall of an employee and to minimize the injury once a worker has fallen. Fall arrest systems consist of the following components:

1. Full body harness (body wear)
2. Shock absorbing lanyard (connecting device)
3. Tie off point (anchorage)
4. Training

SPECIFIC REQUIREMENTS

1. Retractable lanyards are preferred for all projects
2. All safety harnesses will be provided to employees when fall protection is required
3. All lanyards must be equipped with locking snap hooks
4. Appropriate shock absorbing lanyards will be used for fall protection when they do not create a greater hazard due to the length of the potential fall
5. Lanyards will be removed from service when evidence of wear is detected or if the lanyard has had a load applied
6. The anchorage (tie off point) must be capable of withstanding a minimum 5,000 lbs. tensile strength **per** worker tied off
7. Anchorage tie off, if practical should be above the worker's head
8. Anchorage must be high enough that the worker will not strike any lower level should a fall occur.
9. All fall protection equipment shall be inspected daily and monthly and documentation forwarded to the Superintendent that it is in proper working order.

Safety harnesses are the only acceptable means of personal fall arrest systems permitted for any Hunter Contracting Co. employee. The use of safety body belts is no longer acceptable for fall protection.

Section 10 - STAIRWAYS AND LADDERS

PURPOSE

In accordance with 29 CFR 1926 Subpart X, Hunter Contracting Co. will not issue tools that are deemed unsafe or fail to meet OSHA requirements. Additionally, employees shall not bring or use personal ladders that fail to meet the same OSHA requirements. ***Personal protective equipment shall be used at all times.***

GENERAL REQUIREMENTS

All employees shall be trained in the proper safety procedures and requirements when working on or around stairways or ladders unless being directly supervised. If any employee has a question regarding proper procedures, he or she should contact management before proceeding with the task in question.

A stairway or ladder must be provided at all work points of access where there is a break in elevation of 19 inches or more; and no ramp, runway or personnel hoist is provided.

Where there is only one point of access between levels, it must be kept clear to permit free passage by workers. If free passage becomes restricted, a second point of access must be provided and used.

STAIRWAYS

The following requirements apply to all stairways used during the process of construction as indicated:

- Stairways that will not be a permanent part of the structure on which construction work is performed must have landings at least 30 inches deep and 22 inches wide at every 12 feet of vertical rise.
- Stairways shall be installed between 30 and 50 degrees from the horizontal.
- Riser height and tread depth shall be of uniform measurement.
- Where doors or gates open directly onto a stairway, a platform must be provided that extends at least 20 inches beyond the swing of the door.
- Metal pan landings and metal pan treads must be secured in place before filling.
- Metal pan landings must be filled with wood or metal to an even height with the lip until they are filled with concrete.
- Temporary treads must be made of wood or other solid material and installed the full width and depth of the stair.
- All stairway parts shall be free of dangerous projections such as protruding nails, and kept clean and free of loose debris.

STAIR RAILS AND HAND RAILS

- Stairways having 4 or more risers, or rising more than 30 inches in height must have at least one handrail. A stair rail must be installed along each unprotected side or edge.
- Mid rails must be located midway between the top of the stair rail system and the stairway steps.
- Handrails must be capable of withstanding 200 pounds of weight in any outward or downward direction.
- The height of handrails must not be more than 37 inches or less than 36 inches from the upper surface of the handrail to the surface of the tread.
- Landings must be provided with standard guardrail systems.

LADDERS

- Ladder rungs, cleats, and steps must be parallel, level, and uniformly spaced when the ladder is in position for use.
- Rungs, cleats, and steps of portable and fixed ladders must not be spaced less than 10 inches apart, nor more than 14 inches apart, along the ladder's side rails.
- Ladders must not be tied or fastened together to create longer sections unless they are specifically designed for such use.
- Ladders shall not be used for any purpose other for that which they are intended.
- Rungs shall be coated with a slip resistant surface, or knurled or dimpled to prevent slipping.
- Wood ladders shall not be coated with any opaque covering, except identification or warning labels, which may be placed only on one face of a rail.
- When portable ladders are used for access to an upper landing surface, the side rails must extend at least 3 feet (usually 3 rungs) above the landing surface. The ladder must be secured, and the extension must not deflect under a load that would 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.
- Non-self supporting ladders must be used at an angle where the horizontal distance from the top support to the foot of the ladder is approximately one-quarter of the working length of the ladder.
- Ladders shall be used only on stable and level surfaces unless secured to prevent accidental movement.
- Ladders placed in areas such as passageways, doorways or driveways where they can be displaced by workplace activities or traffic shall be secured to prevent accidental movement, or a barricade shall be used to keep traffic or activities away from the ladder.
- The area around the top and bottom of the ladder shall be kept clear at all times.
- Ladders shall not be moved, shifted or extended while in use.
- Fall protection shall be utilized whenever anyone is using a ladder as a working platform and is more than 6 feet above the ground.
- Ladders shall have nonconductive side rails if they are used where the worker or the ladder could contact exposed energized electrical equipment.

- Ladders shall be inspected daily by a competent person for visible defects on a periodic basis and after any incident that could affect their safe use.
- The worker shall face the ladder when ascending or descending.
- Each worker shall use at least one hand to grasp the ladder when moving up or down the ladder.
- A worker on a ladder shall not carry any object or lead that could cause the worker to lose balance and fall.
- Portable ladders with structural defects such as broken or missing rungs, cleats, or steps; broken or split rails; corroded components, or other faulty or defective components; must immediately be marked defective and tagged with "Do Not Use" or similar language, and must be withdrawn from service until repaired.

JOB-MADE LADDERS

All job-made or shop-made ladders shall conform to the standards set forth in 29CFR 1926.1053. Wood job-made ladders with spliced side rails shall be used at an angle such that the horizontal distance is one-eighth the working length of the ladder.

The requirements, as set forth in the standard, are as follows:

- Each self-supporting and non self-supporting ladder shall be capable of supporting at least four times the maximum intended load, as measured in a downward vertical direction.
- 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 and fixed ladders shall be spaced not less than 10 inches apart, nor more than 14 inches apart, as measured between center lines of the rungs, cleats, or steps.
- Rungs shall be cleated as an additional safety measure to add additional support to rungs.
- Wood used in construction of job-made ladders shall be free of knots, checks, or splits.
- Wood job-made ladders shall be used at an angle such that the horizontal distance from the top support to the foot of the ladder is one-eighth the working length of the ladder.
- Single rail ladders shall not be used.
- 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.
- Ladders shall not be tied or fastened together to provide longer sections unless they are specifically designed for such use.
- 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.

Section 11 - SCAFFOLDING

See Page 11 – 5 "Scaffold Use Agreement"
See Page 11 - 6 "Daily Scaffold Safety Checklist"

Falls from heights, including scaffolding, are among the most serious incidents in the construction industry. In addition, objects falling from scaffolds may strike people on the ground below and injure or kill them. For these reasons OSHA considers the subject of scaffolding vital enough to be one of the foundations for its Focused Inspection Program.

The National Institute for Occupational Safety and Health (NIOSH) suggests that incidents involving scaffolding are a direct result of the following:

- Defective equipment;
- Improper installation;
- Insufficient employee training;
- Failure to use appropriate personal fall protection equipment;

Fortunately, falls and incidents involving scaffolding are among the most preventable. Looking back over the NIOSH list of causes, you will see that we have a great deal of control over the choice of scaffolding, installation, maintenance, training and use.

The regulations found in 29 CFR 1926, Subpart L focuses on such things as construction and guarding of scaffolds. This policy describes procedures to specify safe employee behavior in order to keep all work on scaffolds safe and incident-free.

PURPOSE

1. Hunter Contracting Co. purpose in issuing these procedures is to further ensure a safe workplace based on following, formal written procedures for scaffolding.
2. These procedures will be reviewed and updated as needed to comply with new OSHA regulations, new best practices in scaffolding and as business practices demand.
3. To insure that all employees working on or around scaffolding are properly trained in the hazards of the job and job site.

APPLICATION

1. This plan applies to, and will be followed by, all Hunter Contracting Co. employees at all company project sites. It will also apply to the employees of other companies who desire to use scaffolding owned by or under the control of Hunter Contracting Co.

2. Only competent persons, as determined by training and company approval, will be allowed to supervise the erection, moving, dismantling or altering of any scaffolding owned by or under the control of Hunter Contracting Co.

3. Other contractors or companies desiring to utilize scaffolding either owned by or under the control of Hunter Contracting Co., must agree to the terms of and complete the hold harmless agreement attached here-to as enclosure one. (Please see attachment on page 11 – 5, "Scaffold Use Agreement")

4. Hunter Contracting Co. and/or an authorized agent will be responsible for maintaining a current list of company authorized competent persons, insuring that they are kept abreast of any and all OSHA regulations and changes. In addition, he/she will maintain all records pertaining to other contractors or companies who desire to utilize Hunter Contracting Co. scaffolding.

PROHIBITED PRACTICES

1. No one will ride on manually propelled platforms unless the ground surface is within three degrees of level and is free of all obstructions and holes; the minimum dimension of the scaffold base is at least one-half of the height. Outriggers, if used, must be on both sides of the staging, and the staging is moved by an individual on the ground.

2. Manually propelled scaffolding must not be moved unless all tools and materials are secured.

3. The wheels or casters of manually propelled scaffolding must be locked at all times the scaffolding is stationary.

4. No employee will intentionally defeat or avoid safety measures including, but not limited to guardrails, toe boards, mesh screens, head protection or ladders.

5. No more than two employees at a time will be permitted to work on an eight-foot (8) or greater span of carpenter's bracket scaffolding. In addition, not more than 75 pounds of tools and materials will be allowed on the scaffold.

6. Horse or walkup scaffolds will not be constructed more than 6 feet in height.

7. All mobile scaffolds will be equipped with an appropriate guardrail system at the 10-foot level.

8. Failure to comply with company rules will be grounds, for disciplinary action up to and including termination.

TRAINING

1. The company will insure all employees are trained in the following safe practices before scaffolds are used:

- Setting of scaffolding, including the requirement to locate scaffolding only on sound, rigid ground capable of supporting the anticipated load.

- Proper supports of scaffolding, excluding the use of barrels, boxes, loose bricks or concrete blocks.

- If using tube and coupler-type scaffolding, use only similar metals in assembly.

- Following the directions of the company authorized competent person while erecting, moving, dismantling and/or altering scaffolding.

- Securing or overlapping all planking. This includes extending planks over end supports of at least six inches but not more than 12 inches.

- Maintenance of, and respect for, guardrails and toe boards.

- Maintenance of, and respect for, mesh screens to prevent objects from striking workers passing below.

- Reporting of any damaged or weakened scaffolding components to the site supervisor immediately.

- Use of only approved access ladders.

- Avoidance of any welding or cutting on staging suspended by rope or other fibrous materials.

- Use of a tag line when hoisting materials to scaffolds.

- The practice of good housekeeping in order to prevent the accumulation of debris, excess materials, tools or other items that may become a hazard.

2. Training will be conducted annually. With additional training conducted, as circumstances demand, including new and extraordinary job requirements, new regulations or industrial standards and new scaffolding applications.

RESPONSIBILITIES OF COMPETENT PERSONS

In addition to the training and awareness listed in the previous section, competent persons will be trained and given authority to erect safe and efficient scaffolding. Duties include:

1. Continued experience with specific type of scaffolding under direct supervision (either by training or professional experience).

2. Continued familiarity with all applicable regulations and industrial standards.

3. Recognition that any wood pole scaffolding over 60 feet in height must be designed by a qualified engineer with expertise in the application and following the engineering specifications exactly.

4. Recognition that any tube and coupler scaffolding over 125 feet in height must be designed by a qualified engineer with expertise in the application and following the engineering specifications exactly.

5. Daily inspection of all scaffolding applications, including assembly, guardrails, toe boards, mesh screens, protection of workers from overhead hazards, planking, bracing, work practices, housekeeping etc. Utilizing attachment on page 11 - 6, "Daily Scaffold Safety Checklist".

6. Enforcement of all applicable Hunter Contracting Co. rules (including this plan) in the use of scaffolding.

HUNTER CONTRACTING CO.
SCAFFOLD USE AGREEMENT

This agreement is made and entered into this _____ day, of _____, by and between Hunter Contracting Co. of Arizona, hereinafter referred to as "Hunter Contracting", and _____ hereinafter referred to as "Licensee". Whereas, Hunter Contracting will make available certain scaffolding which has been erected at the following project (name and address)

_____,

and whereas, licensee wishes to use the above-described scaffolding in order to perform its work at the same construction site. Now, therefore in consideration of the mutual covenants and agreements contained herein, the parties hereto agree as follows.

1. **Use of scaffolding**. Licensee may use the above-described scaffolding for the following purposes:

2. **Acknowledgement of scaffolding condition**. Licensee hereby acknowledges that a Competent Person of licensee's company has inspected said scaffolding and that it is in a safe and satisfactory condition for use by licensee's employees.

3. **Inspection and repair**. Prior to each use of the scaffolding, the licensee's designated Competent Person shall examine/inspect the scaffolding and takes all such action and makes minor modifications and repairs as shall be reasonably necessary in order to assure the scaffolding is in a useable and safe condition. This inspection is to be done daily utilizing the attached inspection form, a copy of which is to be provided to Hunter Contracting after each inspection. "Useable and safe condition" shall include licensee assuring itself that the scaffolding is in compliance with all applicable laws and regulations including but not limited to, subpart "L" of the OSHA standard for construction (29 CFR 1926). If the scaffolding is determined to be unsafe or not useable, licensee and its employees shall refrain from using it until all such defects and deficiencies have been corrected. The user hereby waives any claims against Hunter Contracting with respect to the condition of the scaffolding for any time that the licensee or its employees are using the scaffolding. The licensee is accepting the scaffolding "as is" and "where is". Not withstanding the foregoing, licensee shall not make any permanent or material modifications to the structural components of the scaffolding without the express written approval of Hunter Contracting.

4. **Indemnification**. Licensee hereby agrees to indemnify and hold harmless Hunter Contracting from any and all claims of any nature made by third parties, including licensee's employees, arising out of the use of the scaffolding during those periods when licensee has the right to use said scaffolding. ***PRIOR TO THE LICENSEE OR ITS EMPLOYEES ACTUALLY USING THE SCAFFOLDING, THE LICENSEE SHALL FURNISH TO*** *HUNTER CONTRACTING****, A CERTIFICATE OF INSURANCE ISSUED BY AN INSURANCE COMPANY AS FOLLOWS***: The insurance policy shall have a minimum coverage of $1,000,000 (for each Occurrence); the insurance policy shall be with a company or companies acceptable to Hunter Contracting; the policy shall name Hunter Contracting as an additional insured; and shall constitute the primary liability coverage in the event of a claim by the licensee or its employees. In addition licensee shall pay any sums expended by Hunter Contracting, its agents or attorneys to investigate, prosecute or defend any such claims, any judgment rendered against Hunter Contracting and any sums paid in settlement of such claims.

5. **Use of scaffolding by others**. Licensee shall not allow any person/s other than its own employees to use the scaffolding without direct authorization from Hunter Contracting. If licensee or its employees become aware of persons trespassing upon the scaffold, the licensee shall immediately notify Hunter Contracting of the trespassing identifying the parties involved if possible.

6. Governing Law. This contract shall be interpreted in accordance with the laws of the State of Arizona.

IN WITNESS WHEREOF, we hereunto set our hands this _____ day of _____

Hunter Contracting Co. (Licensee)

By: _____ By: _____

Position: _____ Position: _____

HUNTER CONTRACTING CO.
DAILY SCAFFOLD SAFETY CHECKLIST

Project:_____

Erecting Supervisor:_____ Foreman: _____

Date of Inspection: _____ Time: _____

Yes	No	N/A	
☐	☐	☐	1. Are Sills properly placed and adequately sized?
☐	☐	☐	2. Have screw jacks been used to level and plumb scaffold instead of unsafe objects such as concrete blocks?
☐	☐	☐	3. Are base plates and/or screw jacks in firm contact with sills and frames?
☐	☐	☐	4. Are all scaffold legs braced with braces properly attached?
☐	☐	☐	5. Is guard railing in place on all open sides and ends above the 10’ level?
☐	☐	☐	6. Have ladders been provided as a means of access to the scaffold?
☐	☐	☐	7. Have freestanding towers been guyed or tied so as not to exceed the 4 to 1 base height ratio IAW Subpart "L" of the OSHA standards 29 CFR 1926.451(c)(1)(ii)
☐	☐	☐	8. Are working level platforms fully planked between guardrails with no split planking used?
☐	☐	☐	9. Does planking have minimum 12” overlap extended beyond supports and cleated at ends?
☐	☐	☐	10. Are toe-boards installed properly?
☐	☐	☐	11. Has a tie off analysis been performed, (list details on back)
☐	☐	☐	12. Are safety harnesses available for use when needed?
☐	☐	☐	13. Have all employees working on scaffold been informed of and trained in safe working practices while working on the scaffold?
☐	☐	☐	14. Are out riggers properly installed at 90-degree angles perpendicular to the building?
☐	☐	☐	15. Have scaffold components been properly inspected for damage and compatibility?
			Rolling Towers/Baker/Perry Scaffolds
☐	☐	☐	16. Are outriggers (if required) properly installed on both sides of rolling towers?
☐	☐	☐	17. Are platforms fully planked with no gaps greater than 1 inch?
☐	☐	☐	18. Are wheel brakes operable, and have employees been instructed to set brakes while in use?
☐	☐	☐	19. Are safety rails installed at the 10-foot level, or some other type of fall protection?
☐	☐	☐	20. Have employees been properly instructed in the safety procedures for using rolling towers, Baker or Perry Scaffolds?
☐	☐	☐	21. Have caster or wheel stems been pinned or otherwise secured to prevent them from coming separated from the scaffold legs?

REMARKS: _____

_____

Section 12 - POWERED INDUSTRIAL TRUCKS

See Page 12 – 4 "Powered Industrial Truck Checklist"

On December 1st, 1998, the Occupational Safety and Health Administration (OSHA) published a standard that revised the existing requirements and issued new requirements to improve the training of powered industrial truck operators. This new standard is intended to reduce the number of injuries and deaths that occur as a result of inadequate operator training.

PURPOSE

In accordance with the powered industrial truck standard found in 29 CFR 1910.178, Hunter Contracting Co. here by designates the procedures in this plan to be followed in order to provide a safe working environment in the warehouse, and to ensure the safe operation of:

- Powered Industrial Trucks
- Powered pallet jacks
- Stackers
- Other material handling equipment

All employees must successfully complete a training course before operating any type of equipment, and re-certified every three years there after.

SUPERVISORY RESPONSIBILITIES

Hunter Contracting Co. President or his designated representative is responsible for administering this program and complying with all federal, state and local regulations on powered industrial truck safety. He will maintain training records and provide initial and re-certification for powered industrial truck training. In addition he will assess the driving skills of all employees authorized to operate material handling equipment at our facility and job sites.

Each Supervisor or Foreman will be responsible for seeing that ***ONLY TRAINED*** employees are allowed to operate material handling equipment (powered industrial trucks).

MAINTENANCE, FUELING AND REPAIR

1. All powered industrial trucks and material handling equipment must be kept clean and free of excess dirt, oil and grease.

2. Do not operate powered industrial truck or material handling equipment in need of repair until repairs are completed. The equipment must be labeled or tagged: **OUT OF SERVICE, DO NOT USE**.

3. After repairs are completed, powered industrial trucks and material handling equipment must be tested to assure safe operation.

4. Powered industrial trucks and material handling equipment power must be turned off when refueling.

5. **NO** fuel tanks will be filled while the engine is running.

6. Oil and fuel spilled on the ground during filling will be cleaned up immediately.

7. Equipment will be provided to safely flush spilled fuel and battery acid in accordance with the MSDS.

8. Eyewash equipment will be maintained in all fueling areas.

9. The following items are **PROHIBITED** within 50 feet of all fueling areas:

   - Eating
   - Smoking
   - Open flames
   - Sparks

OPERATOR SAFETY AND TRAINING

1. Only trained operators are authorized to operate powered industrial trucks and material handling equipment. Operators are only authorized to operate the type of equipment they have been trained on.

2. Powered industrial truck and material handling equipment operators must:

   - Use seatbelt at all times.
   - Comply with all federal, state, local and company rules and regulation for operating equipment.
   - Inspect equipment at the beginning of each new shift, including completion of an inspection checklist.
   - Perform a daily walk around the warehouse to identify and document any new and existing hazards.
   - Immediately report any maintenance problems or malfunctions to their supervisor.

3. All powered industrial trucks and material handling equipment checklists are located in the warehouse office. (Contact the business office for additional copies).

4. Unauthorized personnel are not permitted to ride on a powered industrial truck or other material handling equipment. A passenger seat must be provided in order for someone other than the operator to ride on the equipment.

5. In hazardous locations, only specially approved powered industrial trucks and material handling equipment will be used.

6. An overhead guard must be used to protect the operator from falling objects unless operating conditions do not permit doing so.

7. Special precautions apply to powered industrial trucks and material handling equipment that is unattended. Equipment will be considered unattended whenever:

- The operator is 25 feet or more away; or the powered industrial truck or material handling equipment is not in clear view of the operator.

When equipment is left unattended, the operator must:

- Put the equipment in neutral.
- Set the emergency brake.
- Turn the power off.
- Block the wheels (if equipment is parked on an incline).
- Lower forks to the ground level.

8. Employee training will consist of on-the-job and classroom training using either Hunter Contracting Co. owned or leased equipment, followed by a written examination. Employees will receive additional training, as equipment and conditions change.

9. Operators will be selected, based on their knowledge of the equipment, skill in handling the equipment and their ability to recognize hazards.

GENERAL RULES OF EQUIPMENT OPERATION

1. No employee will be lifted by the powered industrial truck or other material handling equipment unless a properly constructed safety platform meeting manufacturer's specification for the intended use is firmly secured to the lifting carriage or forks. The operator ***must*** remain at the controls at all times while an employee is being lifted.

2. Powered industrial trucks or material handling equipment will be operated at a reasonable and prudent speed at all times that shall allow for safe stopping.

3. When more than one powered industrial truck or piece of material handling equipment is being operated, at least three truck lengths will be maintained between pieces of equipment.

4. Powered industrial trucks and other material handling equipment will be kept under control at all times.

5. The operator will keep a clear view of the path of travel. At corners or when vision is obscured, the operator will slow down and sound the horn.

6. Only stable and safely arranged loads that are within the powered industrial trucks or material handling equipment's rated capacity will be handled.

7. If a load obstructs or blocks the operator's view, the powered industrial truck or material handling equipment will be driven backwards.

8. Loaded powered industrial trucks and material handling equipment will be driven with the load upgrade when traveling on an upgrade or decline of more than 10%.

9. When powered industrial truck or material handling equipment is used to remove materials from truck trailers, employees must:

   - Set the brakes on the trailer.
   - Place wheel chocks under the wheels.

10. Dock boards or bridges will be properly secured before they are driven upon.

11. Seatbelts will be used at all times while operating a powered industrial truck.

Powered Industrial Truck Daily Checklist (Forklift Checklist Diary)	**Equipment #**

For the week of: - 2001

Okay/Bien = 4 **Not Applicable**/No Aplicable = **N/A** **Not Okay**/No Bien = **X**

	MON	TUES	WED	THUR	FRI.	SAT.	SUN.
ENGINE Artefacto							
Crankcase oil Aceite del cárter de cigüeñal							
Belts Cinturones							
Wires Alambres							
Brake Fluid Flúido del freno							
Hydraulic Fluid Flúido hidráulico							
Hydraulic Lines Cuerdas hidráulicas							
Fuel Line Cuerda del combustible							
Fuel Tank Tanque del combustible							
LPG tank straps LPG correas del tanque							
BODY Cuerpo							
Overhead Cage Sobre la cabeza Jaula							
Tires, Wheels, Rims Neumáticos, Ruedas, Margenes							
Forks Tenedores							
Mast Chains Cadenas del mástil							
Fire Extinguisher Apagaincendios							
Operating Instructions Operar Instrucciones							
Lifting Capacity Alzar Capacidad							
OPERATIONAL Operacional							
Seat Asiento							
Seat Belt Cinturón del asiento							
Adjusted Seat Ajuste Asiento							
Seat Safety Switch Interruptor de la Seguridad del asiento							
Parking Brake Freno del aparcamiento							
Service Brake Freno del servicio							
Steering Dirigir							
Horn *Cuerno*							
Gear Shift Lever Palanca del Cambio del vestido							
Transmission Transmisión							
Back-up Warning Device Apoye Aparato de la Advertencia							
Gauges, Temperature Medidas, Temperatura							
Gauges, Hour Medidas, Hora							
Gauges, Speed Medidas, Rapidez							
Gauges, Battery Medidas, Batería							
Lights, Head Luces, Cabeza							
Lights, Tail Luces, Cola							
Lights, Signal Luces, Signo							
Lights, Warning Luces, Advertencia							
Mast Lift Up/Down Alzamiento del mástil Arriba Abajo							
Mast Tilt Inclinación del mástil							
Mast Side/Squeeze Apretón de la Orilla del mástil							

Signature of Inspector for Each Day	Firma de Inspector por Cada Día
Monday/Lunes	**Saturday**/Sábado
Tuesday/Martes	**Sunday**/Domingo
Wednesday/Miércoles	
Thursday/Jueves	
Friday/Viernes	

SECTION 13 – RIGGING OPERATIONS

See Page 13 – 6 "Chain Sling Inspection Form"

PURPOSE

Every lift holds the potential for employee injury or property damage, the importance of proper rigging of equipment and materials must not be taken for granted and the guidelines of this policy must be strictly adhered to and enforced by all levels of management.

RESPONSIBILITIES

It is the responsibility of the project supervision and the competent person to ensure that adequate rigging is provided, and all operations are in compliance with the guidelines of this policy.

COMPETENT PERSON

It shall be the responsibility of each project supervisor to ensure every project work activity has identified a rigging competent person. This competent person must be identified by name for each activity involving the hoisting of materials and equipment where a load must be mechanically hitched or rigged and lifted. The rigging competent person will have the responsibility and authority to take prompt corrective measures to eliminate any unsafe condition.

GENERAL INSPECTION AND USE REQUIREMENTS

- All rigging equipment shall be properly stored when not in use.
- A registered professional engineer must certify any below the hook lifting device or other lifting device that does not have a manufacturer's certification. Examples include but are not limited to: job built lifting or spreader beams, fork extensions, etc.
- Use of pelican/shake-out hooks is prohibited for all overhead lifting. Overhead lifts must be lifted using hooks with safety latches.
- A rigging competent person must supervise every rigging activity.
- All heavy or complex rigging activities must be planned prior to the lift. A Task Hazard Analysis (THA) and Critical Lift Plan shall be developed and reviewed with the crew prior to these types of lift being made.
- Any rigging incident or near miss must be analyzed, reported to the safety representative and appropriate corrective actions taken to prevent reoccurrence.

- All rigging components found to be defective or otherwise non-compliant shall be taken out of service, and shall be removed from the work area. At no time will defective or otherwise noncompliant rigging devices be taken home, given away, or passed onto a secondary user.

WIRE ROPE SLINGS

Wire Rope Slings must be inspected prior to each use and removed from service if any of the following conditions exist:

- Ten randomly distributed broken wires in one rope lay, or five broken wires in one strand in one rope lay.

- Wear or scraping of one-third the original diameter of outside individual wires.

- Kinking, crushing, bird caging or any other damage resulting in distortion of the wire rope structure.

- Evidence of heat damage; remove from service if exposed to temperatures greater than 400°F. (Fiber core wire rope slings shall be removed from service if exposed to temperatures greater 200 than 'F).

- End attachments that are cracked, deformed or worn.

- Hooks that have been opened more than 15 percent of the normal throat opening measured at the narrowest point or twisted more than 10 degrees from the plane of the unbent hook.

- Excessive corrosion of the rope or end attachments.

SYNTHETIC WEB SLINGS

Synthetic Web Slings must be inspected prior to each use. All synthetic web slings must meet manufacture’s established guidelines and those outlined in this policy and removed from service if any of the following conditions exist:

- Missing or illegible manufacturer's tags. Note that each sling shall be marked or coded to show manufacturer's name or trademark, the rated capacities for each type of hitch and the type of synthetic web material.

- Synthetic web slings of polyester and nylon exposed to temperatures in excess of 180°F. Polypropylene web slings exposed to temperatures in excess of 200°F.

- Acid or caustic burns are visible.

- Melting or charring of any part of the sling surface.

- Broken or worn stitches snags, punctures, tears or cuts.

Sound synthetic web slings rigging practice should include the following items:

- Double wrap slings whenever possible.

- Always double wrap sling when the sling hoist angle is greater than 60 degrees.

- Use only manufactured approved sleeving. The competent person shall identify appropriate softeners.

WELDED ALLOY STEEL CHAIN SLINGS

Each day before being used, the alloy steel chain sling and all fastenings and attachments shall be inspected for damage or defects by the competent person. Additional inspections shall be performed during sling use and where service conditions warrant. Damaged or defective slings shall be immediately removed from service. (See "Chain Sling Inspection Form, See page 23-7")

In addition, a thorough periodic inspection by the manufacturer of the alloy steel chain slings in use shall be made every 12 months or less, to be determined on the basis of:

1. Frequency of sling use
2. Severity of service conditions
3. Nature of lifts being made
4. Experience gained on the service life of slings used in similar circumstances.

When not in use, alloy steel chains shall be removed from the immediate work area so as not to present a hazard to employees.

- 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. If the number **"8"** or the letter **"T"** is not found with the letter "A" then the chain is to be considered a lower grade chain and is not to be used for over head lifting.
- Some alloy chain manufacturers place zeros after each "8" such as 80 or 800. The number "8" whether followed by zeros or not is the important item to look for when considering overhead lifting. The letter "T" is a designation used by the International Standard Organization (ISO) for grade 8 chains.
- 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 for towing, tugging or pulling unless approved by a Safety Representative.
- Rated capacity (working load limit) for alloy steel chain slings shall conform to the values shown in Table 1.
- Whenever wear at any point of any chain link exceeds that shown in Table 2, the assembly shall be removed from service.

TABLE 1

Table 1 - Rated Capacity (Working Load Limit), for Alloy Steel Chain Slings 1 Rated Capacity (Working Load Limit) Pounds [Horizontal angles shown in parentheses](2)							
Chain Size, inches	Single branch sling 90° loading	Double sling vertical angle(1)			Triple and quadruple sling vertical angle(1)		
		30° (60°)	45° (45°)	60° (30°)	30° (60°)	45° (45°)	60° (30°)
¼	3,250	5,560	4,550	3,250	8,400	6,800	4,900
3/8	6,600	11,400	9,300	6,600	17,000	14,000	9,900
½	11,250	19,500	15,900	11,250	29,000	24,000	17,000
5/8	16,500	28,500	23,300	16,500	43,000	35,000	24,500
¾	23,000	39,800	32,500	23,000	59,500	48,500	34,500
7/8	28,750	49,800	40,600	28,750	74,500	61,000	43,000
1	38,750	67,100	54,800	38,750	101,000	82,000	58,000
1 1/8	44,500	77,000	63,000	44,500	115,500	94,500	66,500
1 1/4	57,500	99,500	81,000	57,500	149,000	121,500	86,000
1 3/8	67,000	116,000	94,000	67,000	174,000	141,000	100,500
1 1/2	80,000	138,000	112,900	80,000	207,000	169,000	119,500
1 3/4	100,000	172,000	140,000	100,000	258,000	210,000	150,000

1. Other grades of proof tested steel chain include Proof Coil, BBB Coil and Hi-Test Chain. These grades are not recommended for overhead lifting and therefore are not covered by this code.

(1) Rating of multileg slings adjusted for angle of loading measured as the included angle between the inclined leg and the vertical.

(2) Rating of multileg slings adjusted for angle of loading between the inclined leg and the horizontal plane of the load.

TABLE 2

Table 2 - Maximum Allowable Chain Size at Any Point of Link	
Chain size, inches	Maximum allowable wear, inches
1/4	3/64
3/8	5/64
1/2	7/64
5/8	9/64
3/4	5/32
7/8	11/64
1	3/16
1 1/8	7/32
1 1/4	1/4
1 3/8	9/32
1 1/2	5/16
1 3/4	11/32

SPECIFIEC INSPECTION CRITERIA FOR ALLOY STEEL CHAIN SLINGS

When inspecting chains which are components of chain falls, come-a-longs or hoists, it is necessary to follow manufacturer's instructions for maintenance and inspection. In addition, inspect for the following conditions and tag, “Do Not Use” if the chain fails the inspection.

- Check braking mechanism for evidence of slippage under load.
- Check for hooks damaged from chemicals, deformations, cracks or having more than 15 percent in excess of normal throat opening, or more than 10 degree twist from the plane of the unbent hook.
- Inspect all load bearing components of a hoist for damage.

CHAIN SLING INSPECTION FORM

CHAIN SLING INSPECTION FORM (To be completed by the Competent Rigging Person)	INSPECTED BY _____ JOB #_____ DATE_____

SLING	SLING ID	LOCATION ON JOB	SIZE	LENGTH REACH	CONDITION CODE	COMMENT	ACTION
1							
2							
3							
4							
5							
6							
7							
8							

CONDITION CODE	CONDITION	ACCEPTABLE	PRESENT AND SHOULD BE MONITORED	EXCESSIVE
	INNER LINK WEAR	A	AM	AX
	BENT LINK	B	BM	BX
	STRETCHED CHAIN	C	CM	CX
	GOUGES	D	DM	DX
	HEAT DAMAGE	E	EM	EX
	CUTS OR NICKS	F	FM	FX
	CONDITION OF END FITTING	G	GM	GX

RECORD KEEPING FOR CHAIN SLING INSEPCTION FORM

- In addition to documented daily, monthly, and annual inspection records, all records pertaining to inspections shall be kept in Hunter Contracting Co. job site field office.
- Documentation of daily/monthly and annual inspections must be submitted to Hunter Contracting Co. business office and made part of the permanent record.

Section 14 - RESPIRATORY PROTECTION

Some of the most common work site hazards to employee health is the lack of oxygen and the presence of harmful dusts, fogs, smoke, mists, fumes, gasses, vapors, or sprays including substances that may cause cancer, lung impairment, other diseases, or death. Respirators are necessary to prevent the entry of harmful substances into the lungs during breathing. Some respirators also provide a separate supply of breathable air so work can be performed where there is inadequate oxygen, or where greater protection is needed.

The prevention of atmospheric contamination at the work site generally should be accomplished as far as feasible by engineering control measures, such as exhausting the contaminant, or substituting with less toxic materials. However, when effective engineering controls are not enough to contain the hazard completely, appropriate respirators must be used.

PURPOSE

This respirator program lays out standard procedures to ensure the protection of all employees from respiratory hazards, through proper selection and use of respirators. This program is in accordance with the requirements of the OSHA regulations contained in Title 29 CFR 1910.134.

Hunter Contracting Co. safety representative and/or authorized agent is responsible for all facets of this program and has full authority to make necessary decisions to ensure success of this program. This authority includes the implementation and development of policies and the purchasing of equipment necessary to implement and operate the program. Hunter Contracting Co. President or his designated representative will develop written detailed instructions covering each of the basic elements in this program, and is the sole person authorized to amend these instructions.

RESPIRATOR SELECTION

Respirators will be selected on the basis of hazards to which the employee is exposed. All selections will be approved by Hunter Contracting Co. President or his designated representative. Only MSHA/NIOSH-certified respirators will be selected and used. Where practicable, the respirators will be assigned to individual employees for their exclusive use.

Hunter Contracting Co. President or his designated representative will approve and enforce detailed operating procedures governing the selection and use of respirators using the NIOSH respirator decision logic as a guideline. Outside consultation, manufacturer's assistance, and other recognized authorities shall be consulted if there is any doubt regarding proper selection and use. Consult with a Safety Representative for determining proper respirator and cartridges.

TRAINING AND USE

Employees will be instructed and trained in the proper use of respirators and their limitations. Both supervisors and employees will be so instructed and trained. Training should provide the employee with the opportunity to handle the respirator, have it fitted properly, test its face-to-face seal, wear it in normal air for a long familiarity period, and finally to wear it in a test atmosphere. Every respirator wearer will receive fitting instructions, including demonstrations and practice in how the respirator should be worn, how to adjust it, and how to determine if it fits properly.

Respirators should not be worn when conditions prevent a good face seal. Such conditions may be beard growth, sideburns, a skullcap that projects under the face-piece, or temple pieces on glasses. ***No employees of this company, who are required to wear respirators, may wear beards or any facial hair that interferes with the proper seal of the respirator***. Also the absence of one or both dentures can seriously affect the fit of a face-piece. The diligence of employees in observing these policies will be evaluated by periodic checks. To assure proper protection, the face-piece fit will be checked by the wearer each time he/she puts on the respirator. This will be done by following the manufacture's face-piece fitting instructions.

All employees shall wear respirators when working on or around tar pots, or when working with any other substance that may present a respiratory hazard.

INSPECTION, CLEANING, MAINTENANCE, AND STORAGE

Respirators will be regularly cleaned and disinfected. Those issued for the exclusive use of one employee will be cleaned after each day's use, or more often if necessary. Those used by more than one employee will be thoroughly cleaned and disinfected before and after each use. The Superintendent will enforce the respirator cleaning and maintenance instructions recommended by the manufacturer.

Respirators used routinely will be inspected during cleaning. Worn or deteriorated parts will be replaced.

Hunter Contracting Co. employees will refer to manufactures instructions and specifications on respirators.

WORK AREA SURVEILLANCE

Appropriate surveillance of work area conditions and the degree of employee exposure and/or stress will be maintained, in writing. During safety audits and at other opportunities the Superintendent will make inspections of the areas where respirators are in use to ensure compliance to this respiratory protection program.

PROGRAM EVALUATION

There will be regular inspections and evaluations to determine the continued effectiveness of this program. Superintendent will conduct frequent inspections of all areas where respirators are used to ensure compliance with this respiratory protection program.

Employees will not be assigned to tasks requiring the use of respirators unless it has been determined that they are physically able to perform their assigned task and use the equipment. Hunter Contracting Co. President, or his designated representative, will ensure the qualified medical personnel evaluate each employee required to use a respirator by completing the medical questionnaire, and conducting a pulmonary examination. Each employee required to use a respirator during the course of his/her employment shall be reevaluated annually.

AIR QUALITY STANDARDS

Air quality standards as required by the OSHA and EPA standards and regulations shall be maintained by all Hunter Contracting Co. employees.

§29CFR 1910.134 Appendix D

Information for employees using respirators when not required under the standard (mandatory)

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

1. *Read and heed all instructions provided* by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.
2. *Choose respirators certified for use* to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health for the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
3. *Do not wear your respirator* into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
4. *Keep track of your respirator* so that you do not mistakenly use someone else's respirator.
   [63 FR 1152, Jan. 8, 1998; 63 FR 20098, April 23, 1998]

Acknowledgement

I have read and understand this written limited respiratory protection program. More information is available to me on the subject of respiratory protection at §29CFR 1910.134 or through the safety department. I am aware of the information contained in the program and will seek out assistance from management if I have any questions regarding the proper procedures while working with respirators.

SECTION 15 – TRAFFIC CONTROL

WORK AREA TRAFFIC CONTROL

Construction and maintenance activities on roads and streets often present motorists with unexpected and unusual situations. Principles and procedures, which may enhance the safety of motorists and workers at work areas, include the following:

- Traffic and safety should be an integral and high priority element of every project from planning through design and construction.
- Traffic should be routed through work areas with geometrics and traffic control devices comparable to those employed for normal highway situations, insofar as possible.
- Traffic movement should be restricted as little as practicable.
- Motorists should be guided in a clear and positive manner while approaching and driving through work areas.
- Routine inspection of traffic control elements should be performed to insure acceptable levels of traffic operations and device maintenance.
- All persons responsible for the development, design, implementation, and inspection of traffic control shall be adequately trained.

SIGN FUNCTIONS AND DESIGNS

Construction, maintenance and utility signing makes use of the same three major categories as do other signs; namely regulatory, warning, and guide signs. Many signs other than those developed especially for construction activities will find applications at work zones. Special construction signs follow the same basic standards as for all highway signs as to shape.

Regulatory Signs

Regulatory signs impose legal obligations and/or restrictions on all traffic. Therefore, it is essential that their use be authorized by the public body or official having jurisdiction over the road system being worked on. If operations require regulatory measures different from those normally in effect, the existing permanent regulatory devices must be removed or covered, and superceded by appropriate temporary regulatory signs.

Regulatory signs are generally rectangular with their longer dimension vertical, and carry a black legend and border on a white background, referred to as black on white. There are a few variations to this basic shape and color scheme. For example, the STOP, YIELD, WRONG WAY, and DO NOT ENTER signs are all white on red and have different shapes.

Warning Signs

Warning signs are used to notify drivers of specific hazards, which may be encountered. The basic shape for warning signs is a diamond. There are a few exceptions to this rule where the shape is changed to fit the legend. For example, the Large Arrow sign is rectangular.

Warning signs used for activities have a black legend and border on an orange background. Existing yellow warning signs already in place within the work area may remain in use, if still applicable.

Additional information, such as advisory speeds and distance information for symbol signs, may be shown on a black-on-orange supplemental plate mounted directly below the warning sign.

Guide Signs

Guide Signs generally have a rectangular shape with the long dimension horizontal. The basic color for guide signs is white on green.

At construction zones, guide signs may be black on orange to indicate routing changes due to the construction activity. Informational signs which relate to the work being done and detour routes are black on orange.

Reflectorization and illumination

All signs intended to be used during the hours of darkness shall be reflectorized or illuminated to show approximately the same shape and color day and night. Due to the variable and sometimes unpredictable nature construction operations, it is recommended that all construction signs be reflectorized. A material having a smooth, sealed outer surface must be used for reflectorization; painted signs with reflective beads are not acceptable.

ERECTION OF SIGNS

Sign Mounting

At construction sites, signs are often mounted on fixed supports using the same standards employed for permanent signs. Exhibit 1 shows minimum mounting heights and lateral placement distance for such installation.

At maintenance and utility work areas, signs are commonly mounted on portable supports and may be mounted on vehicles stationed in advance of the work area or moving along with it. When portable supports are used, the bottom of the sign must not be less than 1 foot above the pavement elevation. Barricades and drums may be used as sign supports in addition to their normal function.

Sign placement and spacing

As a general rule, signs are placed on the right hand side of the road. Where there are two or more lanes in one direction, duplicate signs should be placed opposite each other on both sides of the directional roadway if space is available. Dual installations may also be desirable on single lane ramps when special emphasis is deemed necessary or when the normal right side placement does not provide adequate visibility.

Enhancing sign target value

The target value of construction signs is greatly enhanced by placing flashing lights immediately above or below the signs. Two type A flashing lights on each sign are effective for nighttime use. One type B high intensity flashing light should be used to improve the effectiveness of a sign both day and night.

For maintenance and utility daytime operations, sign target value is increased by attaching orange flags above and to either side of the sign.

CHANNELIZING DEVICES AND BARRIERS

Definitions and functions

The functions of channelizing devices are to warn and alert drivers of hazards created by construction activities in or near the traveled way, and to guide and direct drivers safely past the hazards. Channelizing devices should be placed to provide a smooth and gradual transition in moving traffic through the work zone.

Barricades, vertical panels, drums and cones are the most commonly used channelizing devices. When so used, they are placed in series and perform their function visually.

Barriers, on the other hand, are intended to physically prevent vehicular penetration from the traveled way to areas behind the barrier. They may provide the additional function of channelization.

DESIGN CHARACTERISTICS AND APPLICATIONS

Barricades

Barricades consist of one, two, or three horizontal reflectorized rails, and are classified as Type I, Type II, or Type III, respectively. Markings for construction barricades shall be alternate orange and white stripes sloping downward at a 45-degree angle towards the direction to which traffic is to pass. Barricades with stripes that begin at the upper right and slope downward to the lower left are designated as “right” (R) barricades, meaning that they are to be placed on the right side of the traveled way with traffic passing to the left. Conversely, barricades with stripes sloping downward to the right are designated “left” (L).

Type I or II barricades are used where traffic is maintained through a work area. They may be used either singly or in groups to mark a specific hazard, or they may be used in a series for channelizing traffic. When a road section is closed to traffic, Type III barricades shall be erected at the point of closure. When barricades are used on expressways or other high-speed roadways, they must have a minimum of 270 square inches of reflective area facing traffic.

Vertical Panels

Vertical panels may be used for channelization, and are particularly appropriate for traffic separation or in other locations where lateral space is restricted.

Drums

The marking drums shall be horizontal, circumferential orange and white reflectorized stripes 4 to 8 inches wide. There shall be at least two orange and two white stripes. If there are non-reflective spaces between the reflectorized stripes, they shall be no more than 2 inches wide.

Drums are highly visible devices and have a good target value. They give the appearance of being formidable obstacles and, therefore, command the respect of motorists. Plastic drums are available which are relatively soft when impacted. The use of metal drums is not permitted.

Cones and tubes

Traffic cones and tubular markers must be a minimum of 18 inches in height on low speed roadways. On freeways and other high-speed roadways with a speed of 45 mph or greater and on all roadways at night, minimum 28 inch cones are required.

Cones and tubes are primarily applicable for daytime use at maintenance and utility work areas, but they also are effective for short-term nighttime operations when properly reflectorized.

Requirements for nighttime use

For nighttime use, all types of channelizing devices must be reflectorized.

When barricades, vertical panels and drums are used at night, warning lights should be added to increased visibility and attention getting characteristics. Use flashing lights on devices placed at a point to indicate a hazard. Use steady burn lights when devices are placed in a series for channelization.

When used at night, cones and tubes shall be reflectorized, internally lighted or equipped with lighting devices.

Ballasting

Devices used on high-speed roadways and in other situations where they are susceptible to overturning in the wind should be ballasted with sandbags placed at or near ground level. Bags may be placed on lower parts of the frame of stays, but must not be placed upon any reflectorized panel. Rigid stay bracing to hold the barricade in the open position is prohibited.

Drums may be ballasted with loose sand, but not to an extent that would make them hazardous to motorists. Drain holes should be installed to prevent water from accumulating and freezing.

When cones or tubes are used, precautions are necessary to assure that they will not be blown over or displaced. This need is particularly critical when these devices are placed immediately adjacent to a lane of moving traffic. In some cases, it may be necessary to double the cones, use special weighted bases or install weights such as sand bag rings that can be dropped over cones.

In general, cones and tubes are appropriate for maintenance and utility operations, where a crew is on site to maintain the position of the devices. The large channelizing devices are more suitable for construction and other long-term applications, where the site is often unattended for periods of time.

PORTABLE BARRIERS

Barrier applications

Barriers are used in work areas to:

- Separate opposing traffic.
- Prevent vehicles from entering especially hazardous areas.
- Provide positive protection for workers.
- Protect roadway elements, such as piers.

The most common barrier used in work areas is the portable concrete barrier, generally referred to as a New Jersey barrier.

A barrier shall not be used for a lane closing taper, as it would provide no recovery area for a vehicle that cannot find a gap in which to merge. For such applications, the lane should first be closed with a taper using a series of channelizing devices along the taper, and then the barrier may be introduced on a short taper.

Barrier placement

Barriers are designed to accommodate vehicular impacts at small angles, generally at angles of 15 degrees or less. Therefore, barriers should be installed essentially parallel to the direction of traffic and within 12 feet of the traveled way. When these guidelines cannot be met, a line of channelizing devices should be installed to direct traffic away from the barrier.

The individual pieces must be connected or interlocked to act as a continuous chain. They are usually not fastened down, but where some displacement is not acceptable upon impact, they should be bolted to the pavement or locked in place with a thin pavement overlay.

The upstream end of a barrier should be flared away from the adjacent travel lane, or a crash cushion should be installed at the exposed end. A ramped end section may be used only on low speed roadways, as the ramp may cause a vehicle to roll at high speeds.

TAPER LENGTHS AND DEVICE SPACING

Taper Types and Lengths

A taper is placed at an angle with a permanent traffic lane to move traffic out of its normal travel path. There are five type of tapers used at work zones, each having a different criteria.

Merging Taper

A merging taper is used to close a lane on a multi-lane roadway and to direct traffic to merge into the adjacent traffic lane. Adequate length must be provided for motorists to locate a gap in the adjacent traffic stream and to move into it.

The minimum desirable length for this taper should be computed by the formula L=WxS, where the speed is 45 mph or greater. The formula $L=WxS^2/60$ should be used where the speed is 40 mph or less. In either formula, "L" is the taper length in feet; "W" is the width of the offset in feet; and "S" is the posted speed or the off peak 85-percentile speed, preferably the higher value.

Shifting Taper

A shifting taper is used to move traffic into a different travel way when a merge is not required. The length used is commonly the same as "L" computed in accord with the above formulas, although shorter tapers on the order of 1/2L may be used.

Shoulder Taper

A shoulder taper is used to institute a shoulder closure. A shorter taper is appropriate as compared to lane closure. A length on the order of 1/3L is adequate for freeways and expressways.

Two-way traffic taper

The two-way traffic taper is used to close off one lane of a two lane two-way roadway, usually under flagger control. The function is to resolve potential head on conflict, and a short taper between 50 and 100 feet long should be used.

LIGHTING DEVICES

Warning Lights

Type A Low Intensity Flashing Warning lights are intended to continually warning drivers that they are approaching or proceeding in a hazardous area and are most commonly mounted on barricades, drums, vertical panels, and advanced warning signs.

Type B High Intensity Flashing Warning lights are normally mounted on advance warning signs, high level warning devices, or independent supports. These lights are effective in daylight as well as at night.

Type C Steady Burn lights are used to delineate the edge of the traveled way on tapers, thought work areas, on detour curves, and for other similar situations.

Warning lights are especially useful under adverse weather conditions and on curves and cross streets where headlights may not strike reflective materials.

Flashing lights are effective in attracting a driver's attention, and therefore, provide an excellent means of identifying a hazard. Flashing lights, however, should never be used for delineation; rather steady burn lights shall be sued on barriers, barricades, and other channelizing devices placed in a series for path delineation.

Warning lights shall have a minimum mounting height of 36 inches from the pavement elevation to the bottom of the lens.

Arrow Panels

Arrow panels are intended to supplement other warning devices. With their long-range visibility and dynamic action, they provide additional advance warning distance, command attention and present clear directional information. On high-speed high volume multi-lane roadways, arrow panels should be used for all lane closures. They are also especially useful in mobile and moving operations, except that an indication showing direction shall never be displayed on a lane closure on a two lane highway.

WORK ZONE OPERATION

Flagging

Since flaggers are responsible for motorist and worker safety, and make the greatest number of contacts with the public, it is essential that competent and responsible persons be selected. Each person assigned to this task shall be adequately trained and current with ATSSA flagger certification.

See page 5 – 4 for specific safety vest requirements. In addition, any nighttime work requires the STOP/SLOW paddle or flag to be retroreflectorized and the flagger to be illuminated for better visibility.

Page 15 – 9 illustrates the proper procedure for the use of work zone hand signal. More specific information on procedures and equipment can be found in the MUTCD 2009 version.

STOP/SLOW paddles shall be affixed to a non-conductive staff of at least seven feet tall. The STOP/SLOW sign shall be at least 18". Flags shall be used for emergency situations only and shall be 24"x24" in dimension and shall be affixed to a 3' handle.

Work Zone Installation and Removal

Because workers may be in exposed positions while installing warning signs and channelizing devices, work zone traffic control devices must be installed in a well-planned, orderly and expeditious manner. Devices are normally installed in sequence moving downstream with traffic. They are then removed in the reverse order, except that a work vehicle shall not back up in an open lane. Thus, as the final step in the removal procedure, the advance warning signs located upstream of the closure area may be picked up in the direction of traffic.

Upon completion of the installation of modification of a work zone, the effectiveness of the traffic control procedure should be evaluated both daytime and nighttime by a competent person. Installation, maintenance and removal of devices should always be supervised by a well-trained and knowledgeable person.

Work zone maintenance

Inspections shall be performed on a regular periodic basis to assure that traffic control devices are clearly visible and properly positioned. Zones left in place overnight should be inspected during the hours of darkness. Work zone maintenance activities include servicing equipment, replacing batteries and bulbs in lights, cleaning reflective material and lenses, and repairing or replacing damaged or missing devices.

Worksite traffic supervisor

For each project, a well-trained and knowledgeable individual should be assigned the responsibility for traffic control. On construction projects, the contractor should designate a specific person who can be reached on a 24-hour basis for emergency service. When the responsibility for maintenance and servicing of traffic controls is subcontracted, an employee of the traffic services company should be so named.

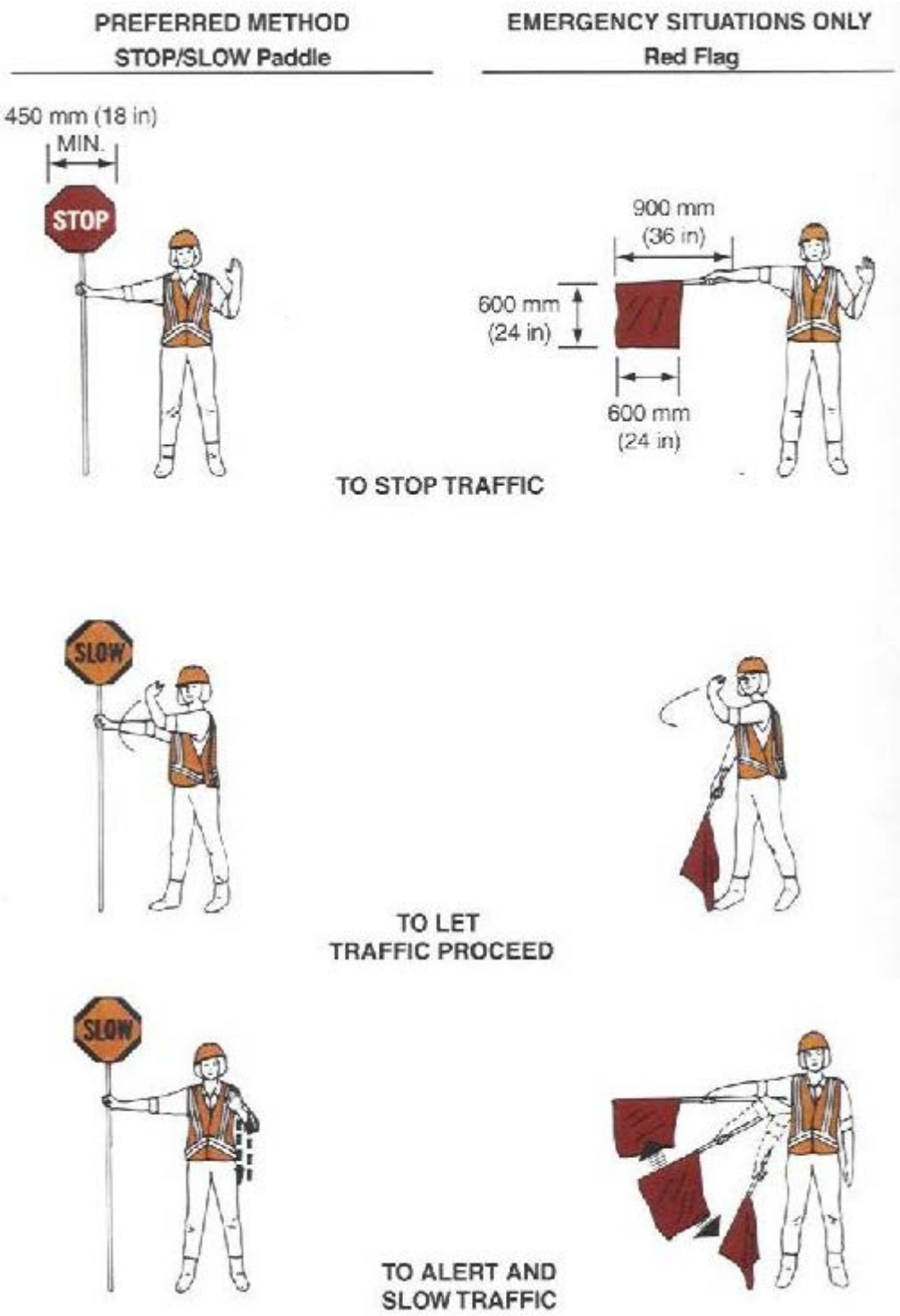
Many agencies require that an ATSSA "Certified Worksite Traffic Supervisor" be assigned to each project. Such certification requires a prescribed level of training, experience and knowledge of worksite traffic control.

Record keeping

Good record keeping procedures are important to insure that work is properly performed and to support this position in any subsequent disputes involving payment or liability. Records are needed regarding all office deliveries, work zone installations, modifications or removals and servicing and maintenance activities.

Information to be recorded includes: date, time, weather, location, personnel, equipment used, types and numbers of devices, components replaced, servicing and repair activities. All such appropriate dates should be entered in a neat and orderly manner in diaries, logbooks or forms.

Work Zone Hand Signals



PROPER PROCEDURE FOR HAND SIGNAL DEVICES

The following method of signaling with paddles shall be used:

- To stop road users, the flagger shall face road users and aim the STOP paddle face toward road users in a stationary position with the arm extended horizontally away from the body. The free arm shall be held with the palm of the hand above should level toward approaching traffic.

- To direct stopped road users to proceed, the flagger shall face road users with the SLOW paddle face aimed toward road users in a stationary position with the arm extended horizontally away from the body. The flagger shall motion with the free hand for road users to proceed.

- To alert or slow traffic, the flagger shall face road users with the SLOW paddle face aimed toward road users in a stationary position with the arm extended horizontally away from the body.

- To further alert or slow traffic, the flagger holding the SLOW paddle face toward road users may motion up and down with the free hand, palm down.

The following methods of signaling with a flag shall be used:

- To stop road users, the flagger shall face road users and extend the flag staff horizontally across the road users' lane in a stationary position so that the full area of the flag is visibly hanging below the staff. The free arm shall be held with the palm of the hand above the shoulder level toward approaching traffic.

- To direct stopped road users to proceed, the flagger shall stand parallel to the road user movement and with flag and arm lowered from the view of the road users, and shall motion with the free hand for road users to proceed. Flags shall not be used to signal road users to proceed.

- To alert or slow traffic, the flagger shall face road users and slowly wave the flag in a sweeping motion of the extended arm from shoulder level to straight down without raising the arm above a horizontal position. The flagger shall keep the free hand down.

Distance of Flagger Station in Advance of the Work Space

Speed (mph)	Distance (ft)	Speed (mph)	Distance (ft)
20	35	45	220
25	55	50	280
30	85	55	335
35	120	60	415
40	170	65	485

Section 16 - FIRE PROTECTION

See Page 16 - 3 "Hot Work Permit"
See Page 16 - 4 "Fire Prevention Checklist"

Responsibility

Hunter Contracting Co. President or his designated representative is responsible for all facets of this program and has the full authority to make necessary decisions to ensure the success of this program.

Fire Exits

Each workplace shall have at least two means of escape remote from each other to be used in a fire emergency. Fire exit doors must not be blocked or locked to prevent emergency use when employees are in the buildings. Warehouse aisles must be kept clear of merchandise and debris as not to block travel to exits. Exit routes from buildings shall be clearly marked with signs designating exits. Inspections will be performed monthly by the warehouse supervisor, and on a random basis by management personnel.

Portable Fire Extinguishers

Each work place and / or building must have a full compliment of the proper type of fire extinguishers for the fire hazards present. Extinguisher size, placement, and employee training shall be in accordance with 29CFR1926.157.

Employees who may use fire extinguishers must be instructed in the hazards of fighting fire, how to properly operate the fire extinguishers available, and what procedures to follow in alerting others to the fire emergency. The General Superintendents are responsible to see that training is conducted for all employees expected to operate fire extinguishers or assist in employee evacuation. Only approved fire extinguishers are permitted to be used in work places, and they must be kept in good operating condition.

Monthly inspections must be completed and documented on all fire extinguishers. Annual servicing of all extinguishers will be performed by a qualified service company.

Emergency Evacuation Planning

For those situations where evacuation is necessary, employees shall be trained in proper evacuation procedures. In the event of evacuation, all employees will meet outside the building in a pre-determined location and all personnel shall be accounted for. Under no circumstances will anyone re-enter the building for any reason until the fire department has deemed it safe to do so.

Hunter Contracting Co. will establish the following plan based upon a hazard assessment:

- Evacuation routes and procedures for all employees.
- Procedures for accounting for all evacuated employees.
- Special procedures for evacuating physically impaired employees.
- Procedures for those employees who must remain behind for any reason.
- The means of alerting employees to a fire emergency.

- The means for employees to report emergencies.

In addition, each employee shall familiarize themselves with the closest evacuation route from their work area, as well as a secondary route.

All new or transferred employees must be trained in the emergency evacuation program when beginning their job duties. All employees must be trained in any changes to the plan.

Fire Prevention Plan

Stopping unwanted fires from starting is the most efficient way to handle them. The Fire Prevention Plan is designed to compliment the Fire Evacuation Plan to minimize the frequency of evacuation.

- Flammable materials will be clearly marked and stored in a fire resistant locker. Flammable materials shall be used only in a well-ventilated area and shall be stored at least 50 feet from any ignition source.
- Flammable waste or spills will be cleaned up in accordance with all Federal, State, and Local regulations. At no time will any flammable liquids be poured down a drain or sewer. Any employee aware of such disposal methods will report it to management immediately. In case of a large spill, employees will turn off any ignition sources in the area and close or block any nearby drains. The area will be evacuated and 911 shall be called.
- Smoking, welding, or the use of any other open heat or ignition source is not permitted within 50 feet of any flammable liquid or gas, or in any area where those materials may accumulate.

This written plan will be available for employee review. Heat producing equipment such as burners, heat exchangers, boilers, ovens, stoves, fryers, etc., must be properly maintained and kept clean of accumulations of flammable residues. Heat producing sources will be inspected monthly. All employees will be trained in the potential fire hazards of their jobs and in the procedures listed in the fire prevention plan. All new or transferred employees must be trained in the Fire Prevention Plan when beginning their job duties. All employees must be trained in any changes in the plan.

Jobsite Fire Prevention

While on the jobsite, employees shall have fire extinguishers available and in good working order for every major work area.

When working in a building or other structure, and in accordance with 29CFR 1926.150, fire extinguishers:

- Shall be provided for every 3000 square feet of floor space.
- Shall be located no more than 200 feet apart.
- Shall be located on every floor.
- Shall be located near stairwell.
- Shall be inspected and logged monthly.

Fire extinguishers shall also be located in the cab of every crane, in company vehicles, and shall be in the immediate vicinity whenever hot work is being performed.

On road sites or when not working in an enclosed structure, fire extinguishers shall be located in supervisor's trucks, and in the equipment trailer.

In case of fire, all personnel should evacuate the area immediately and meet at a pre-designated location.

Fire Prevention Checklist

Monthly inspections on following items:	Pass	Fail
Ready access to any and all buildings.		
Ready egress from any and all buildings.		
Ready access to all fire fighting equipment.		
All fire fighting equipment conspicuously located.		
Temporary or permanent water supply when combustibles on site.		
Keep any stored material at least 36" from Access and Egress doors.		
Exit signs at all exit locations.		
Flammable material kept in fire resistant cabinet.		
Flammable material stored at least 50' from any ignition source.		

Miscellaneous Fire Prevention Requirements include:

Monthly inspections logged on all fire extinguishers.		
Annual servicing for fire extinguishers (when applicable)		
Proper Fire Extinguishers in appropriate areas.		
Fire extinguishers for every 3000 square feet of building.		
Travel distance to any fire extinguisher no more than 100'.		
Fire extinguishers for every floor of a building.		
One fire extinguisher adjacent to stairwells for every floor.		

Emergency evacuation plan must include:

Designated meeting area.		
Evacuation route and procedures.		
Procedure for accounting for all personnel.		
The means of alerting employees to an emergency.		
The means for an employee to report an emergency.		

Hot Work Permit

Date Issued		
Issued By		
Location of Hot Work		
Type of Hot Work	Welding - Cutting - Grinding - Other	
EXPIRES	Time_____ Date _____	
Job Description		
Safety Requirements - required to be established & maintained		
The person issuing this permit has required the following safety precautions and indicated by his initials that the following circled items have been established prior to issuing this permit		Initials of Issuing Authority
No flammables/combustibles within 50 feet		
Fully Charged Extinguisher at work area		
Fire Watch(es) briefed & stationed		
Adequate ventilation established		
Welding curtains or shields		
Respirators used		
Hot Work Personal Protective Equipment		
Warning signs posted		
Welding / cutting equipment inspected		
Certified Welder		
Surrounding equipment is Locked Out / Tagged Out		
No flammable / combustible gasses in area		
Confined Space Entry Permit Issued		
Access to work area controlled		
Task Started	Time_____	Date _____
Task Completed	Time_____	Date _____
Fire Watch Secured	Time_____	Date _____
Permit Ended	Time_____	Date _____
Return Completed Permit to:		

Section 17 – EXCAVATIONS

See Page 17 – 8 "Daily Trench / Excavation Inspection Log"
See Page 17 – 9 "Utility Damage Acknowledgement Form"

In accordance with 29CFR Part 1926, Subpart P, these procedures will be applicable to all employees of the company.

Scope and application: This policy applies to all open excavations made in the earth's surface. Excavations are defined to include trenches.

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 excavating.

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 48 hours (unless a longer period is required by state or local law), or cannot establish the exact location of these installations, the employer 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 location of marked underground utility installations, the exact location of the installations shall be determined by means of potholing procedures.

While the excavation is open, underground installations shall be protected, supported or removed as necessary to safeguard employees.

POTHOLING PROCEDURES

- Hand excavate a minimum width of 2 feet on both sides of utility installation markings to a depth of 2 feet minimum below existing ground.

- Excavate with machine in hand dug ditch to a maximum depth of 1.5 feet below existing ground.

- Repeat the above steps excavating to the same minimum distance beyond the utility installation markings to a depth of 4 feet minimum below existing ground.

- Excavate with machine in hand dug ditch to a maximum depth of 3.5 feet below existing ground.

- Continue excavating as detailed above until the utility is located. At depths of 5 feet and below it shall be necessary to either slope the trench or shore in accordance with 29CFR 1926 Subpart P.

ACCESS AND EGRESS

Structural ramps

Structural ramps that are used solely by employees, as a means of access or egress from excavations shall be designed by a competent person. Structural ramps used for access or egress of equipment shall be designed by a competent person qualified in structural design, and shall be constructed in accordance with the design.

Ramps and runways constructed of two or more structural members shall have the structural members connected together to prevent displacement.

Structural members used for ramps and runways shall be of uniform thickness.

Cleats or other appropriate means used to connect runway structural members shall be attached to the bottom of the runway or shall be attached in a manner to prevent tripping.

Structural ramps used in lieu of steps shall be provided with cleats or other surface treatments on the top surface to prevent slipping.

Means of egress from trench excavations. A stairway, ladder, ramp or other safe means of egress shall be located in trench excavations that are 4 feet (1.22 m) or more in depth so as to require no more than 25 feet (7.62 m) of lateral travel for employees.

Exposure to vehicular traffic. 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.

Exposure to falling loads. 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 1926.601(b)(6), to provide adequate protection for the operator during loading and unloading operations.

Warning system for mobile equipment. 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

To prevent exposure to harmful levels of atmospheric contaminants and to assure acceptable atmospheric conditions, the following requirements shall apply:

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 (1.22 m) 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.

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.

EMERGENCY RESCUE EQUIPMENT

Emergency rescue equipment such as breathing apparatus, a safety harness and line, or a basket stretcher, shall be readily available where hazardous atmospheric conditions exist or may reasonably be expected to develop during work in an excavation.

Employees entering bell-bottom pier holes or other similar deep and confined footing excavations, shall wear a harness with a lifeline securely attached to it. The lifeline shall be separate from any line used to handle materials and shall be individually attended at all times while the employee wearing the lifeline is in the excavation.

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.

If excavation work interrupts the natural drainage of surface water (such as streams), diversion ditches, dikes, or other suitable means shall be used to prevent surface water from entering the excavation and to provide adequate drainage of the area adjacent to the excavation. Excavations subject to runoff from heavy rains will require an inspection by a competent person. .

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:

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

2. The excavation is in stable rock; or

3. 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

4. A registered professional engineer has approved the determination that such excavation work will not pose a hazard to employees.

5. 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 (.61 m) 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.

FALL PROTECTION

Walkways shall be provided where employees or equipment are required or permitted to cross over excavations. Guardrails will comply with 1926.502(b) and be provided where walkways are 6 feet (1.8 m) 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 unless:

1. Excavations are made entirely in stable rock; or

2. Excavations are less than 5 feet (1.52 m) 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.

SLOPING AND BENCHING

Sloping and benching systems will be in accordance with Title 29CFR 1926 Subpart P, Appendix B.

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

MATERIALS AND EQUIPMENT

Materials and equipment used for protective systems shall be free from damage or defects that might impair their proper function.

Material and equipment used for protective systems for excavations greater than 20 feet deep shall be designed by a registered professional engineer.

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, kick outs, 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 (.61 m) 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.

Excavations of earth material to a level not greater than 2 feet (.61 m) 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.

SOIL CLASSIFICATION

The competent person shall inspect and classify the soil at the beginning of each workday, or after any conditions occur that may have the potential to change those soil conditions. A daily trenching and excavation log will be filled out each day prior to any employees entering the excavation.

All soils shall be classified as a “Type C” soil, unless otherwise approved by a member of the Safety Department or by a Registered Professional Engineer, (Engineers’ documents shall be readily accessible at the excavation jobsite.)

TRAINING REQUIREMENTS

All Field supervision regardless of their capacity and all hourly employees working in or around excavations and trenches shall be required to complete and pass a 4 hour annual training session on excavation and trenching safety within 60 days of their date of hire or applicable job transfer.

Hunter CONTRACTING CO.

DAILY TRENCH / EXCAVATION INSPECTION LOG

Job Name: _____ Job #: _____ Date: _____

Competent Person Signature: _____ Time: _____

Competent Person Printed Name: _____

Location (e.g. Station #): _____

PURPOSE OF EXCAVATION: ☐ Drainage ☐ Water ☐ Sewer ☐ Other: _____

VISUAL INSPECTION:	**Yes**	**No**	**OTHER CONSIDERATIONS:**	**Yes**	**No**
Adjacent Excavation	☐	☐	Blue Stake Notified	☐	☐
Adjacent Structures	☐	☐	Confined Space Exposure	☐	☐
Cracks on Side of Trench	☐	☐	Hazardous Atmosphere Existence	☐	☐
Cracks on Top of Trench	☐	☐	Overhead Power	☐	☐
Previously Disturbed Soil	☐	☐	Spoils 2' From Edge	☐	☐
Surface Water Present	☐	☐			
Utility Crossing	☐	☐			
Wet Conditions	☐	☐			
Are other Utilities Protected (e.g. Water, Sewer, Gas or Other Structures)				☐	☐
Exposed to Vibration	☐	☐	If Yes, What Type? _____		
Surface Encumbrances	☐	☐	If Yes, What Type? _____		
Access/Egress Within 25' of Each Employee	☐	☐	If Yes, What Type? _____		

VISUAL SOIL TEST: *(You must perform at least one visual test, see instructions on page 2)*

Based on the visual soil test(s) conducted, this soil is: ☐ Cohesive ☐ Granular

MANUAL SOIL TEST: *(You must perform at least one manual test, see instructions on page 2)*

(1) *Plasticity*	☐ Cohesive	☐ Non-Cohesive	
(2) *Dry Strength*	☐ Granular *(Crumbles Easily)*	☐ Cohesive *(Broken with Difficulty)*	
(3) *Thumb Penetration Test*	☐ Indented with Great Effort	☐ Indented with Some Effort	☐ Easily Penetrated
(4) *Penetrometer Test*	☐ 1.5 tsf or Greater	☐ 0.5 tsf to 1.5 tsf	☐ 0.5 tsf or Less
(5) *Shearvane Test*	☐ 1.5 tsf or Greater	☐ 0.5 tsf to 1.5 tsf	☐ 0.5 tsf or Less

SOIL CLASSIFICATION: *Based on the visual and manual tests conducted, this soil is classified as:*

☐ Type **B** ☐ Type **C** ☐ **OTHER** as approved by Registered Professional Engineer (RPE)**

PROTECTIVE SYSTEMS SELECTED:

☐ Trench Shield ☐ Aluminum Hydraulic Shoring ☐ Other: _____

☐ *Benching ☐ Sloping *Slope Ratio:* ☐ **1½ : 1** ☐ **1 : 1**

☐ **Registered Professional Engineered (RPE), Specify Slope: _____

** Can be used in Conjunction with Type A or B soils only, can NOT be used in conjunction with Type C soil*
***Requires a Registered Professional engineer Tabulated Data. Tabulated Data MUST be readily available on-site*

TRENCH DIMENSIONS:	***Depth***	***Bottom Width***	***Minimum Top Width***	***Length***

VISUAL SOIL TESTS:

(1) Observe samples of soil that are excavated and soil in the sides of the excavation. Estimate the range of particle sizes and the relative amounts of the particle sizes. Soil that is primarily composed of fine-grained material is cohesive material. Soil composed primarily of coarse-grained sand or gravel is granular material.

(2) Observe soil as it is excavated. Soil that remains in clumps when excavated is cohesive. Soil that breaks up easily and does not stay in clumps is granular.

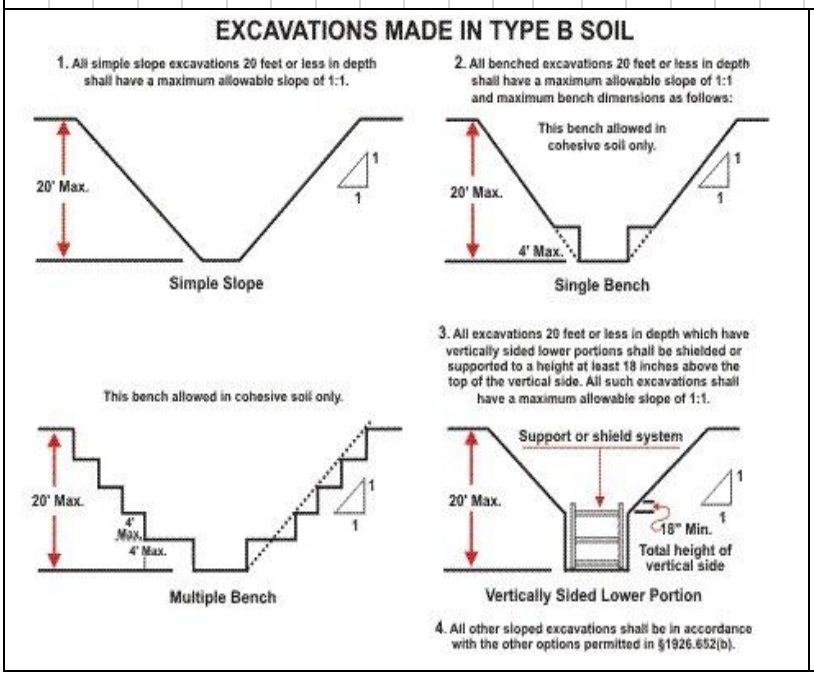
MANUAL SOIL TESTS:

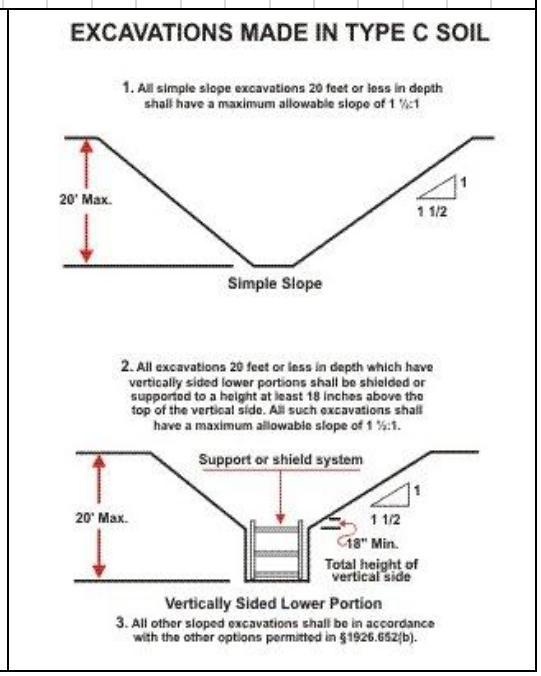
(1) Plasticity – Mold a moist or wet sample of soil into a ball and attempt to roll it into threads as thin as 1/8" in diameter. Cohesive material can be successfully rolled into threads without crumbling. For example, if at least a 2" (50mm) length of 1/8" thread can be held on the end without tearing, the soil is cohesive.

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

(3) Thumb Penetration – The thumb penetration test can be used to estimate the unconfined compressive strength of cohesive soils. Type B soils can be readily indented by the thumb; however, they can be penetrated by the thumb with some effort. Type C soils can be easily penetrated several inches by the thumb, and can be molded by light finger pressure. This test should be conducted on an undisturbed soil sample, such as a large clump of spoil, as soon as practicable after excavation to keep to a minimum the effects of exposure to drying influences. If the excavation is later exposed to wetting influences (rain, flooding), the classification of the soil must be changed accordingly.

TRENCH DIAGRAM





UTILITY DAMAGE ACKNOWLEDGEMENT FORM

The following information is documentation of a utility hit and/or damage to an existing utility that was **not** properly blue staked and located and/or said damage was of no fault of Hunter Contracting Co. This letter also will serve as the documentation for lost/standby time involved and pertaining to Hunter Contracting Co.

Job Number:_____

Location of Utility Damage:_____

Time of Utility Damage:_____

Total Lost/Standby Time:_____

Repairman On Site:_____

Locate Company:_____

SIGNATURE UTILITY REPRESENTATIVE:_____

SIGNATURE HUNTER SUPERVISOR:_____

DATE:_____

REASON FOR UTILITY DAMAGE:_____

_____

_____

_____

_____

_____

Section 18 - CRANES AND LIFTING

See Page 18 - 6 "Crane Inspection Checklist"
See Page 18 - 7 "Crane Hand Signals"

This plan is developed and implemented in accordance with 29CFR 1926, Subpart .

PURPOSE

Proper procedures must be followed to ensure that crane/lifts and lifting devices handle loads properly, safely, and with maximum efficiency. Prior to the selection, delivery, erection, use or removal of any crane/lift the competent person shall review this section of the company's policy with all employees to ensure and enforce their compliance. The inspection report for the crane/lifts and lifting devices is simply a measure to assure that a competent, authorized person, who shall be the operator, must inspect certain items.

Rated load capacities, operating instructions and special hazard warnings shall be conspicuously posted on all equipment and shall be visible to the operator while he/she is at the control station.

INSPECTION

Daily and annual inspections shall be preformed in accordance with the manufacturer's recommendations and as mandated by OSHA standards. Approved annual inspections shall be preformed on all material lifting devices (i.e. cranes). Annual inspections must be received and reviewed by the Hunter Contracting Co. designated representative prior to arrival of equipment.

Additionally, crane/lift and lifting devices shall be inspected after set up and prior to initial lift, before each shift and after every malfunction or incident.

Daily/annual inspections shall be performed, to include at a minimum, the following items:

1. All control mechanisms for maladjustment interfering with proper operation.

2. All control mechanisms for excessive wear of components and contamination by lubricants or other foreign matter.

3. All safety devices for malfunction or defect.

4. Deterioration or leakage in air or hydraulic systems.

5. Crane hooks with deformation or cracks.

6. Sling and choker strands, fraying or kinking.

7. Electrical apparatus for malfunction, defect, signs of excessive wear, dirt and moisture accumulation.

RIGGING/LIFTING DEVICES

1. No chain slings are permitted on site.

2. Daily visual inspections are required.

3. Monthly documented inspections required.

4. All defective rigging/lifting devices shall be immediately destroyed and removed from service.

RECORD KEEPING

In addition to documented daily, monthly, and annual inspection records, all records pertaining to crane/lift inspections shall be kept with the crane/lift or in Hunter Contracting Co. job site field office. Valid certificates of insurance shall be retained on file for each crane on site. If during any safety inspection, the operator or supervisor cannot produce the required crane/lift sheets, the crane shall be shut down as soon as possible and shall be inspected.

Documentation of daily/monthly inspections must be submitted to Hunter Contracting Co. business office and made part of the permanent record.

CRANE SELECTION AND SET UP

The operator shall be responsible for selecting a crane/lift of sufficient capacity and with appropriate design features to be suitable for the intended lift. The operator shall comply with the manufacturer's specifications and limitations applicable to the operation of any and all crane/lift devices and derricks. Where manufacturer's specifications are not available, the limitations assigned to the equipment shall be based on the determinations of a qualified engineer competent in this field. Such determinations shall be appropriately documented and recorded and available at the job site.

Once the appropriate crane/lift has been selected, the operator shall be responsible for obtaining the proper permits to transport the equipment to the site. The delivery of the crane/lift shall be scheduled by the operator with the Superintendent and local agencies having jurisdiction over routes of transportation and any utilities that may need to be cleared.

At the site the operator shall be responsible for the following:

1. The proper placement of the crane/lift in relationship to the load to be handled and the landing area so as to obtain the best rated lift capacity.

2. Leveling the crane/lift to within 1 degree of level and reassuring the level a minimum of three times during each 8-hour work shift.

3. The proper placement and use of outriggers for all lifts, except where the manufacturer permits otherwise for assembly of boom only.

4. The determination of stable or unstable ground for footing. Should additional floats, cribbing, timbers or other structural members be needed, they shall be of proper design and sufficient to uniformly distribute the load.

5. The installation and maintenance of crane/lift swing radius protection.

LOAD RATINGS

The operator shall be responsible for making the following determinations.

The weight of all auxiliary-handling devices such as hoist blocks, headache balls, and hooks shall be considered part of the total rigging. Additionally, the weight of all items added to the load at the site must be determined and added to the total weight.

NOTE: Some manufacturers require that the load cable also be considered as part of the total load weight.

GROUND STABILITY

One of the critical factors of proper crane/lift setup is a firm-supporting surface. For maximum capacity, the crane/lift must be level. To maintain a level condition, however, the ground surface must be adequate to support the dynamic load of a working crane/lift. The operator shall consider the following four basic elements:

TOTAL IMPOSED LOAD

The load on the tires, outrider wheels or tracks is derived from the sum of the gross weight of the crane/lift and the suspended load, the sum. Shock or dynamic (movement) loads (as a result of fast hoisting, lowering, swinging, or wind forces) can exert additional loading. This total load must be considered.

SUPPORTING SURFACE AREA

The amount of area in contact with the ground will determine the bearing pressure the crane/lift and load exerts on the soil. When it is determined that the bearing pressure exceeds soil stability, the bearing area of the crane/lift must be increased by the use of cribbing. It is important that cribbing be strong enough to withstand the weight of the crane/lift without major deflection, thus, actually increasing the bearing surface. Cribbing also must be bolted or secured together to prevent slippage and collapsing and be in complete contact with the soil without any voids or unsupportable areas.

BEARING PRESSURE

The bearing pressure on the corner outrigger is a greater percentage of the total imposed load on that outrigger when the load is moving over that corner outrigger. The percentage on each corner will vary depending on the type of crane/lift and operating radius. A good rule to follow is to assume each corner is carrying 85 percent of the load. Thus, an example calculation would be:

= Crane and load - 150 Tons
= One 2 ft. X 2 ft. Float - 4 SF
= Assume 85% of load at corner
= Corner Bearing Pressure - 31.8 Tons/SF
= (150T/4SF X .85 - 31.8T/SF).

SOIL STABILITY:

The bearing pressure, described above, must be compared to the load-bearing qualities of the soil. For descriptive purposes, it is convenient to distinguish between three broad groups of soils, including sand and gravel; fine grained soils, including silts and clays; and organic soils including peat.

Different soil types give different load-bearing pressure. When setting up a machine, the operator should be able to distinguish between the three groups of soil, the approximate mixture of each, their moisture content, and their depth. The operator must also consider factors such as water tables and distance to excavations, which affect the soil's ability to withstand the pressure without collapsing. Tables are available listing the relative load bearing capabilities of the soil types under static loads. Local building code requirements and the project soil boring logs shall be considered by the operator in evaluating the soil bearing capability prior to erection of a crane/lift.

OPERATOR QUALIFICATIONS

No one other than the personnel listed below shall be in or on the crane/lift during operations:

1. Only fully qualified personnel shall operate cranes and lifting devices.

2. Designated operators will have received training per OSHA requirements. Documentation will be maintained in the company's business office.

3. Designated operators will posses a certification issued by an approving agency.

4. Trainees under the direct supervision of the designated operator.

5. Inspectors certified for crane/lift inspection.

6. Test and maintenance personnel, when necessary.

OPERATING PROCEDURES

1. The operator shall not engage in any practice that may divert his attention while engaged in crane/lift operations, operate his crane/lift if physically or mentally unfit, taking prescription drugs that may affect judgment, and shall not respond to any signal which is unclear or is given by anyone other than the appointed signal man. ***Exception:*** The operator shall respond to a stop signal given by anyone.

2. The operator shall not permit trainees to make initial lifts. The operator shall perform the first lift to determine lift stability, crane/lift function, and safety in general.

3. The operator shall have final responsibility and control over all crane/lift operations. Whenever there is any doubt as to safety, the operator shall have the authority to stop and refuse to handle loads until safety has been assured.

4. The operator shall be familiar with the crane/lift and its care, the operator's manual, and load charts. He shall be responsible for notifying his supervisor of any needed adjustments or repair's and for logging his findings in the crane/lift log.

5. Upon request, the operator shall demonstrate his ability to determine total load weight and its relationship to the crane/lift load charts.

6. No crane/lift shall be loaded beyond its rated capacity, except for test purposes under controlled circumstances.

7. When loads to be handled are limited by structural competence rather than stability, the operator and supervisor shall determine concurrently that the weight of the load is known within plus or minus 5 percent before the load is lifted.

8. Loads shall be attached to the hook by means of slings or other approved devices. No open hooks shall be used for lifts higher than 2 feet. Hooks used for lifts in excess of 2 feet shall have hook safety latches or be safety wired to prevent slings from jumping off the hook.

9. The operator shall not suddenly accelerate or decelerate a moving load.

10. Neither the crane/lift nor any part of the load shall contact any obstructions.

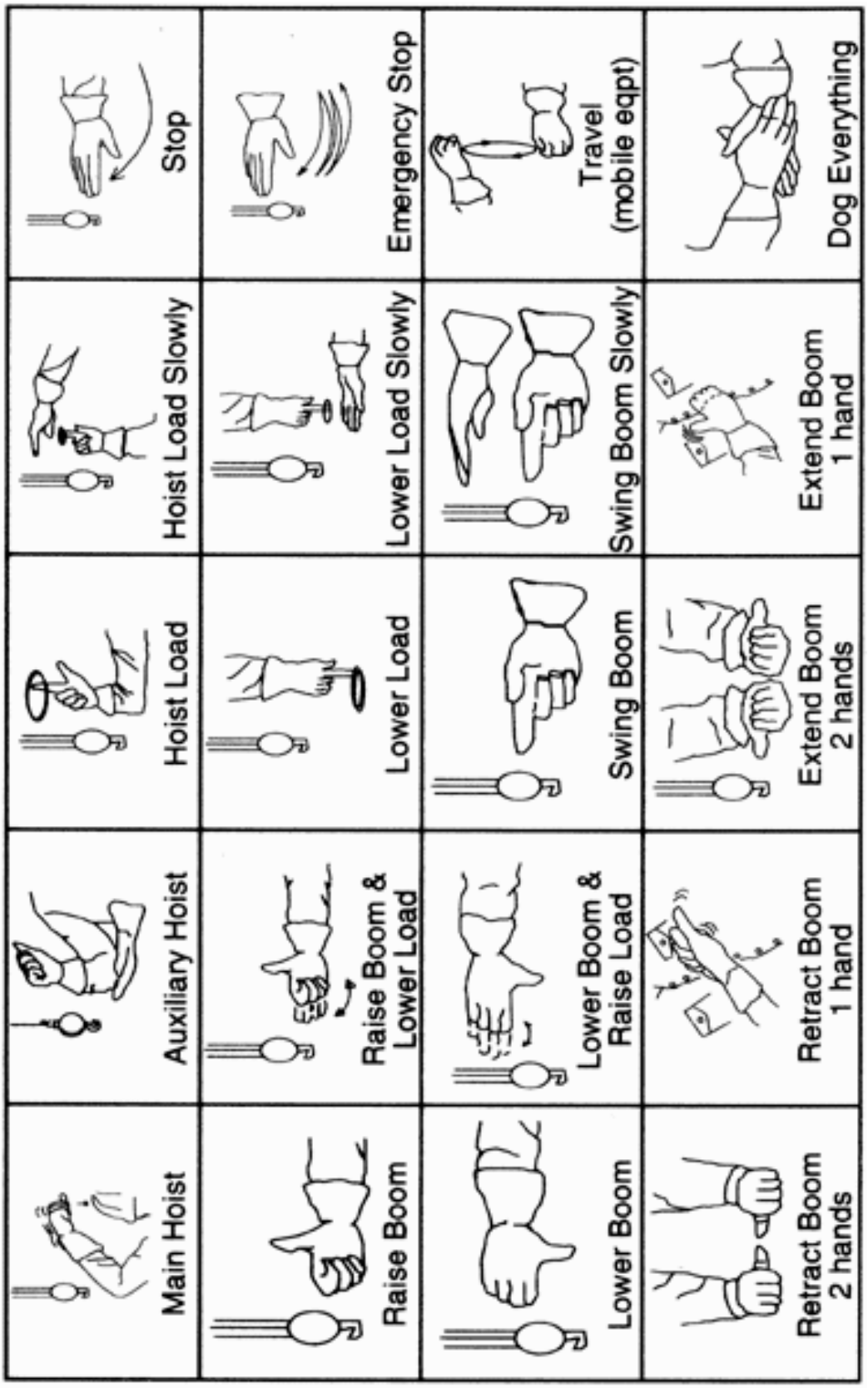
11. The operator shall not swing loads over personnel.

12. The operator shall not permit side loading of booms. Lifts shall be limited to freely suspend loads. Cranes and lifting devices shall not be used to drag loads sideways.

Crane Inspection Checklist

ITEM	OK	NOT OK	N/A	ITEM	OK	NOT OK	N/A
PARK BRAKE				ANGLE INDICATOR			
AIR PRESSURE				LOAD INDICATOR			
LOW AIR WARNING				OUTRIGGER CONTROL			
BACK-UP ALARM				OUTRIGGER JACKS			
AIR COMPRESSOR				OUTRIGGER PADS			
AIR TANKS & LINES				BOOM HOIST			
AIR TANKS DRAINED				BOOM TELESCOPE			
ENGINE OIL				AUXILLARY WINCH			
HYDRAULIC OIL				MAIN WINCH			
RADIATOR				LIMIT SWITCHES			
DRIVE BELTS				ALL CONTROLS			
HOSES				TRACK PADS			
FUEL LEVEL				TRACK RAILS/PINS			
HORN				SPROCKETS/IDLERS			
MIRROR				WIRE ROPE			
LIGHTS & SWITCHES				SHEAVES			
WIPERS				HOOK BLOCK			
HEATER/DEFROSTER				HEADACHE BALL			
TURN SIGNAL				ANTI-TWO BLOCK			
LUG NUTS				SLINGS			
TIRE AIR PRESSURE				SHACKLES/HOOKS			
SEAT				SWING BARRICADE			
SWING				POWER LINES			
SWING BRAKE				SOIL CONDITIONS			
POSITIVE LOCKS				CAB & DECK CLEAN			

Crane Hand Signals



Section 19 - WELDING AND CUTTING

See Page 19 - 10 "Hot Work Permit"

This plan is adopted in accordance with 29CFR 1926 Subpart J.

TRANSPORTING, MOVING, AND STORING COMPRESSED GAS CYLINDERS

1. Valve protection caps shall be in place and secured.

2. When cylinders are hoisted, they shall be secured on a cradle, slingboard, or pallet. They will not be hoisted or transported by means of magnets or choker slings.

3. Cylinders shall be moved by tilting and rolling them on their bottom edges. They will not be intentionally dropped, struck, or permitted to strike each other violently.

4. When cylinders are transported by powered vehicles, they shall be secured in a vertical position.

5. Valve protection caps shall not be used for lifting cylinders from one vertical position to another. Bars shall not be used under valves or valve protection caps to pry cylinders loose when frozen. Warm, not boiling, water shall be used to thaw cylinders loose.

6. 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.

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

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

9. 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 (6.1 m) or by a noncombustible barrier at least 5 feet (1.5 m) 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 (6.1 m) 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.

- The in-plant handling, storage, and utilization of all compressed gases in cylinders, portable tanks, rail tank cars, or motor vehicle cargo tanks shall be in accordance with Compressed Gas Association Pamphlet P-1-1965.

PLACING CYLINDERS

1. 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.

2. 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.

3. 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.

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

TREATMENT OF CYLINDERS

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

2. No person other than the gas supplier shall attempt to mix gases in a cylinder. No one except the owner of the cylinder or person authorized by him shall refill a cylinder. No one shall use a cylinder's contents for purposes other than those intended by the supplier. All cylinders used shall meet the Department of Transportation requirements published in 49 CFR Part 178, Subpart C, Specification for Cylinders.

3. No damaged or defective cylinder shall be used.

4. Use of fuel gas. The employer shall thoroughly instruct employees in the safe use of fuel gas, as follows:

    - Before a regulator to a cylinder valve is connected, the valve shall be opened slightly and closed immediately. (This action is generally termed "cracking" and is intended to clear the valve of dust or dirt that might otherwise enter the regulator.) The person cracking the valve shall stand to one side of the outlet, not in front of it. The valve of a fuel gas cylinder shall not be cracked where the gas would reach welding work, sparks, flame, or other possible sources of ignition.

    - The cylinder valve shall always be opened slowly to prevent damage to the regulator. For quick closing, valves on fuel gas cylinders shall not be opened more than 1 1/2 turns. When a special wrench is required, it shall be left in position on the stem of the valve while the cylinder is in use so that the fuel gas flow can be shut off quickly in case of an emergency. In the case of manifolded or coupled cylinders, at least one such wrench shall always be available for immediate use. Nothing shall be placed on top of a fuel gas cylinder, when in use, which may damage the safety device or interfere with the quick closing of the valve.

- Fuel gas shall not be used from cylinders through torches or other devices that are equipped with shutoff valves without reducing the pressure through a suitable regulator attached to the cylinder valve or manifold.

- Before a regulator is removed from a cylinder valve, the cylinder valve shall always be closed and the gas released from the regulator.

5. If, when the valve on a fuel gas cylinder is opened, there is found to be a leak around the valve stem, the valve shall be closed and the gland nut tightened. If this action does not stop the leak, the use of the cylinder shall be discontinued, and it shall be properly tagged and removed from the work area. In the event that fuel gas should leak from the cylinder valve rather than from the valve stem, and the gas cannot be shut off, the cylinder shall be properly tagged and removed from the work area. If a regulator attached to a cylinder valve will effectively stop a leak through the valve seat, the cylinder need not be removed from the work area.

6. If a leak should develop at a fuse plug or other safety device, the cylinder shall be removed from the work area.

FUEL GAS AND OXYGEN MANIFOLDS

1. Fuel gas and oxygen manifolds shall bear the name of the substance they contain in letters at least 1-inch high which shall be either painted on the manifold or on a sign permanently attached to it.

2. Fuel gas and oxygen manifolds shall be placed in safe, well ventilated, and accessible locations. They shall not be located within enclosed spaces.

3. Manifold hose connections, including both ends of the supply hose that lead to the manifold, shall be such that the hose cannot be interchanged between fuel gas and oxygen manifolds and supply header connections. Adapters shall not be used to permit the interchange of hose. Hose connections shall be kept free of grease and oil.

4. When not in use, manifold and header hose connections shall be capped.

5. Nothing shall be placed on top of a manifold, when in use, which will damage the manifold or interfere with the quick closing of the valves.

HOSE

1. Fuel gas hose and oxygen hose shall be easily distinguishable from each other. The contrast may be made by different colors or by surface characteristics readily distinguishable by the sense of touch. Oxygen and fuel gas hoses shall not be interchangeable. A single hose having more than one gas passage shall not be used.

2. When parallel sections of oxygen and fuel gas hose are taped together, not more than 4 inches out of 12 inches shall be covered by tape.

3. All hose in use, carrying acetylene, oxygen, natural or manufactured fuel gas, or any gas or substance which may ignite or enter into combustion, or be in any way harmful to

employees, shall be inspected at the beginning of each working shift. Defective hose shall be removed from service.

4. Hose which has been subject to flashback, or which shows evidence of severe wear or damage, shall be tested to twice the normal pressure to which it is subject, but in no case less than 300 p.s.i. Defective hose, or hose in doubtful condition, shall not be used.

5. Hose couplings shall be of the type that cannot be unlocked or disconnected by means of a straight pull without rotary motion.

6. Boxes used for the storage of gas hose shall be ventilated.

7. Hoses, cables and other equipment shall be kept clear of passageways, ladders and stairs.

TORCHES

1. Clogged torch tip openings shall be cleaned with suitable cleaning wires, drills, or other devices designed for such purpose.

2. Torches in use shall be inspected at the beginning of each working shift for leaking shutoff valves, hose couplings and tip connections. Defective torches shall not be used.

3. Torches shall be lighted by friction lighters or other approved devices and not by matches or from hot work.

4. Oxygen and fuel gas pressure regulators, including their related gauges, shall be in proper working order while in use.

5. Oxygen cylinders and fittings shall be kept away from oil or grease. Cylinders, cylinder caps and valves, couplings, regulators, hose, and apparatus shall be kept free from oil or greasy substances and shall not be handled with oily hands or gloves. Oxygen shall not be directed at oily surfaces, greasy clothes, or within a fuel oil or other storage tank or vessel.

6. For additional details not covered in this subpart, applicable technical portions of American National Standards Institute, Z49.1-1967, Safety in Welding and Cutting, shall apply.

MANUAL ELECTRODE HOLDERS

1. Only manual electrode holders which are specifically designed for arc welding and cutting, and are of a capacity capable of safely handling the maximum rated current required by the electrodes, shall be used.

2. Any current-carrying parts passing through the portion of the holder, which the arc welder or cutter grips in his hand, and the outer surfaces of the jaws of the holder, shall be fully insulated against the maximum voltage, encountered to ground.

WELDING CABLES AND CONNECTORS

1. All arc welding and cutting cables shall be of the completely insulated, flexible type, capable of handling the maximum current requirements of the work in progress, taking into account the duty cycle under which the arc welder or cutter is working.

2. Only cable free from repair or splices for a minimum distance of 10 feet from the cable end to which the electrode holder is connected shall be used, except that cables with standard insulated connectors or with splices whose insulating quality is equal to that of the cable are permitted.

3. When it becomes necessary to connect or splice lengths of cable one to another, substantial insulated connectors of a capacity at least equivalent to that of the cable shall be used. If connections are effected by means of cable lugs, they shall be securely fastened together to give good electrical contact, and the exposed metal parts of the lugs shall be completely insulated.

4. Cables in need of repair shall not be used. When a cable becomes worn to the extent of exposing bare conductors, the portion thus exposed shall be protected by means of rubber and friction tape or other equivalent insulation.

GROUND RETURNS AND MACHINE GROUNDING

1. A ground return cable shall have a safe current carrying capacity equal to or exceeding the specified maximum output capacity of the arc welding or cutting unit, which it services. When a single ground return cable services more than one unit, its safe current-carrying capacity shall equal or exceed the total specified maximum output capacities of all the units, which it services.

2. Pipelines containing gases or flammable liquids, or conduits containing electrical circuits, shall not be used as a ground return. For welding on natural gas pipelines, the technical 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.

3. When a structure or pipeline is employed as a ground return circuit, it shall be determined that the required electrical contact exists at all joints. The generation of an arc, sparks, or heat at any point shall cause rejection of the structures as a ground circuit.

4. When a structure or pipeline is continuously employed as a ground return circuit, all joints shall be bonded, and periodic inspections shall be conducted to ensure that no condition of electrolysis or fire hazard exists by virtue of such use.

5. The frames of all arc welding and cutting machines shall be grounded either through a third wire in the cable containing the circuit conductor or through a separate wire which is grounded at the source of the current. Grounding circuits, other than by means of the structure, shall be checked to ensure that the circuit between the ground and the grounded power conductor has resistance low enough to permit sufficient current to flow to cause the fuse or circuit breaker to interrupt the current.

6. All ground connections shall be inspected to ensure that they are mechanically strong and electrically adequate for the required current.

7. Operating instructions. Employers shall instruct employees in the safe means of arc welding and cutting as follows:

    - When electrode holders are to be left unattended, the electrodes shall be removed and the holders shall be so placed or protected that they cannot make electrical contact with employees or conducting objects.

    - Hot electrode holders shall not be dipped in water; to do so may expose the arc welder or cutter to electric shock.

    - When the arc welder or cutter has occasion to leave his work or to stop work for any appreciable length of time, or when the arc welding or cutting machine is to be moved, the power supply switch to the equipment shall be opened.

    - Any faulty or defective equipment shall be reported to the supervisor.

SHIELDING

1. Whenever practicable, all arc welding and cutting operations shall be shielded by noncombustible or flameproof screens which will protect employees and other persons working in the vicinity from the direct rays of the arc.

2. 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.

3. 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.

4. 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.

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

6. 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.

7. 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.

8. To minimize the risk of 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.

9. 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.

10. Drums, containers, or hollow structures which have contained toxic or flammable substances shall, before welding, cutting, or heating is undertaken on them, either be filled with water or thoroughly cleaned of such substances and ventilated and tested. 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.

11. 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.

MECHANICAL VENTILATION

For purposes of this section, mechanical ventilation shall meet the following requirements:

1. Mechanical ventilation shall consist of either general mechanical ventilation systems or local exhaust systems.

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

3. Local exhaust ventilation shall consist of freely movable hoods intended to be placed by the welder or burner as close as practicable to the work. This system shall be of sufficient capacity and so arranged as to remove fumes and smoke at the source and keep the concentration of them in the breathing zone within safe limits.

4. Contaminated air exhausted from a working space shall be discharged into the open air or otherwise clear of the source of intake air.

5. All air replacing shall be clean and respirable.

6. Oxygen shall not be used for ventilation purposes, comfort cooling, blowing dust from clothing, or for cleaning the work area.

WELDING, CUTTING, AND HEATING IN CONFINED SPACES

General mechanical or local exhaust ventilation will be provided whenever welding, cutting, or heating is performed in a confined space. When sufficient ventilation cannot

be obtained without blocking the means of access, employees in the confined space shall be protected by air line respirators. An employee on the outside of such a confined space shall be assigned to maintain communication with those working within it and to aid them in an emergency.

Where a welder must enter a confined space through a manhole or other small opening, means shall be provided for quickly removing him in case of emergency. When safety belts and lifelines are used for this purpose they shall be so attached to the welder's body that his body cannot be jammed in a small exit opening. An attendant with a pre-planned rescue procedure shall be stationed outside to observe the welder at all times and be capable of putting rescue operations into effect.

WELDING, CUTTING, OR HEATING OF METALS OF TOXIC SIGNIFICANCE

Welding, cutting, or heating in any enclosed spaces involving the following metals shall be performed with either general mechanical or local exhaust ventilation.

1. Zinc-bearing base or filler metals or metals coated with zinc-bearing materials

2. Lead base metals

3. Cadmium-bearing filler materials

4. Chromium-bearing metals or metals coated with chromium-bearing materials

Employees will be protected by air line respirators when welding, cutting, or heating in any enclosed space involving:

1 Metals containing lead, other than as an impurity, or metals coated with lead-bearing materials

2. Cadmium-bearing or cadmium-coated base metals

3. Metals coated with mercury-bearing metals

4. Beryllium-containing base or filler metals. Because of its high toxicity, work-involving beryllium shall be done with both local exhaust ventilation and air line respirators.

Employees performing such operations in the open air shall be protected by filter-type respirators; except, those employees performing such operations on beryllium-containing base or filler metals which will be protected by air line respirators.

Any person with a probable exposure to the same atmosphere as the welders or burners shall be protected in the same manner as the welder or burner.

INERT-GAS METAL-ARC WELDING

Since the inert-gas metal-arc welding process involves the production of ultra-violet radiation of intensities of 5 to 30 times that produced during shielded metal-arc welding, the decomposition of chlorinated solvents by ultraviolet rays, and the liberation of toxic fumes

and gases, employees shall not be permitted to engage in, or be exposed to the process until the following special precautions have been taken:

1. The use of chlorinated solvents shall be kept at least 200 feet, unless shielded, from the exposed arc, and surfaces prepared with chlorinated solvents shall be thoroughly dry before welding is permitted on such surfaces.

2. Employees in the area not protected from the arc by screening shall be protected by filter lenses. When two or more welders are exposed to each other's arc, filter lens goggles of a suitable type, shall be worn under welding helmets. Hand shields to protect the welder against flashes and radiant energy shall be used when either the helmet is lifted or the shield is removed.

3. Welders and other employees who are exposed to radiation shall be suitably protected so that the skin is covered completely to prevent burns and other damage by ultraviolet rays. Welding helmets and hand shields shall be free of leaks and openings, and free of highly reflective surfaces.

GENERAL WELDING, CUTTING, AND HEATING

General welding, cutting, and heating, not involving special conditions or materials may normally be done without mechanical ventilation or respiratory protective equipment. Although, because of unusual physical or atmospheric conditions, an unsafe accumulation of contaminants exists, suitable mechanical ventilation or respiratory protective equipment shall be provided.

1. Employees performing any type of welding, cutting, or heating shall be protected by suitable eye protective equipment.

2. Before welding, cutting, or heating is commenced on any surface covered by a preservative coating whose flammability is not known, a test shall be made by a competent person to determine its flammability. Preservative coatings shall be considered to be highly flammable when scrapings burn with extreme rapidity.

3. Precautions shall be taken to prevent ignition of highly flammable hardened preservative coatings. When coatings are determined to be highly flammable, they shall be stripped from the area to be heated to prevent ignition.
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PROTECTION AGAINST TOXIC PRESERVATIVE COATINGS

1. In enclosed spaces, all surfaces covered with toxic preservatives shall be stripped of all toxic coatings for a distance of at least 4 inches from the area of heat application, or the employees shall be protected by airline respirators.

2. The preservative coatings shall be removed a sufficient distance from the area to be heated to ensure that the temperature of the un-stripped metal will not be appreciably raised. Artificial cooling of the metal surrounding the heating area may be used to limit the size of the area required to be cleaned.

SECTION 20
CONFINED SPACE

OBJECTIVE

The objective of this program is to maintain a safe and injury/illness free workplace while working in confined spaces on construction sites. In order to comply with the federal Occupational Safety and Health Administration (OSHA) standard, this written program has been established for Hunter Contracting Co. (hereafter referred to as "the Company"). State plan OSHA requirements may differ. All company projects and facilities are included and comply with this program. Copies of this written program, including a copy of the OSHA Standard, are available for review by any employee.

The primary objective of this program is to provide an overview of confined space entry program responsibilities and requirements in the role of an Entry Employer (as defined herein) when performing work on a construction site. The intent of this program is to provide the Company (in the role of Entry Employer) with plain language guide to confined space entry for construction compliance as well as a ready access reference while on the construction site.

Due to the nature of the work the Company performs, it is possible that employees may be required to enter areas or spaces defined by the OSHA as "confined spaces." This program sets forth the requirements for practices and procedures to protect employees engaged in construction activities at a worksite with one or more confined spaces.

BACKGROUND

It is critical to recognize that the Confined Space Entry Program in Construction only applies to construction operations as defined by the OSHA regulation as "construction, alteration and/or repair, including painting and decorating." Federal OSHA Section 1910.12(a) further provides that OSHA's construction industry standards apply "to every employment and place of employment of every employee engaged in construction work." All other work is considered "maintenance" and when confined space entry is required when conducting maintenance, the Confined Space Entry Program for General Industry (29 CFR 1910.146) regulation applies.

(Note: All OSHA standard references are Federal OSHA standards.)

Exceptions to this program include (1) Construction work regulated by §1926 subpart P—Excavations. (2) Construction work regulated by §1926 subpart S—Underground

Construction, Caissons, Cofferdams and Compressed Air. (3) Construction work regulated by §1926 subpart Y—Diving.

KEY DEFINITIONS (additional related definitions can be found in Appendix A)

For the purposes of this program, the following OSHA definitions related to confined space and permit-required confined space in construction shall apply:

Attendant is an individual stationed outside one or more permit spaces who assesses the status of authorized entrants and who must perform the duties specified in §1926.1209.

Authorized entrant is an employee who is authorized by the entry supervisor to enter a permit space.

Competent person is 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 the authorization to take prompt corrective measures to eliminate them.

Confined Space is defined as a space meeting all of the following conditions:

1. Is large enough and so configured that an employee can bodily enter it (any part of the body breaks the plane of the opening);
2. Has limited or restricted means for entry and exit; and
3. Is not designed for continuous occupancy.

Examples of the types of confined spaces that may be found on construction sites include, but are not necessarily limited to:

- bins
- attics & crawl spaces
- pits (such as elevator, escalator, pump, valve or other equipment)
- manholes (such as sewer, storm drain, electrical , communication or other utility)
- tanks (such as fuel, chemical, water or other liquid, solid or gas)
- incinerators
- scrubbers
- sewers
- heating, ventilation & air conditioning (HVAC) ducts
- precast concrete and other pre-formed manhole units
- digesters
- lift stations

- air receivers
- sludge gates
- step up transformers
- bag houses
- mixers/reactors
- open top spaces more than 4 feet in depths such as: pits, tubs, vaults and vessels
- concrete pier columns
- transformer vaults
- storm drains
- water mains
- drilled shafts
- enclosed beams
- vessels
- cesspools
- silos
- air preheaters
- turbines
- chillers
- boilers

Control is the action taken to reduce the level of any hazard inside a confined space using engineering methods (for example, by ventilation), and then using these methods to maintain the reduced hazard level. Control also refers to the engineering methods used for this purpose. Personal protective equipment is not a control.

Controlling Contractor is the employer that has overall responsibility for construction at the worksite.

Early-warning system is any method used to alert authorized entrants and attendants that an engulfment hazard may be developing. Examples of early-warning systems include, but are not limited to: alarms activated by remote sensors; and lookouts with equipment for immediately communicating with the authorized entrants and attendants.

Emergency is any occurrence (including any failure of power, hazard control or monitoring equipment) or event, internal or external, to the permit space that could endanger entrants.

Engulfment is the surrounding and effective capture of a person by a liquid or finely divided (flowable) solid substance that can be aspirated to cause death by filling or

plugging the respiratory system or that can exert enough force on the body to cause death by strangulation, constriction, crushing, or suffocation.

Entry is the action by which any part of a person passes through an opening into a permit-required confined space. Entry includes ensuing work activities in that space and is considered to have occurred as soon as any part of the entrant's body breaks the plane of an opening into the space, whether or not such action is intentional or any work activities are actually performed in the space.

Entry Employer means any employer who decides that an employee it directs will enter a permit space.

> **Note.** An employer cannot avoid the duties of the standard merely by refusing to decide whether its employees will enter a permit space and OSHA will consider the failure to so decide to be an implicit decision to allow employees to enter those spaces if they are working in the proximity of the space.

Entry permit (permit) is the written or printed document that is provided by the employer who designated the space a permit space to allow and control entry into a permit space and that contains the information specified in this program.

Entry supervisor is the qualified person (such as the site supervisor, foreman, or crew chief) responsible for determining if acceptable entry conditions are present at a permit space where entry is planned, for authorizing entry and overseeing entry operations, and for terminating entry as required by this standard.

> **Note.** An entry supervisor may also serve as an attendant or as an authorized entrant, as long as that person is trained and equipped as required by this standard for each role he/she fills. Also, the duties of entry supervisor may be passed from one individual to another during the course of an entry operation.

Hazard is any physical hazard or hazardous atmosphere as defined herein.

Hazardous atmosphere is any atmosphere that has the potential to expose employees to the risk of death, incapacitation, asphyxiation, impairment of ability to self-rescue (that is, escape unaided from a permit space), injury, or acute illness from one or more of the following conditions:

1. Flammable gas, vapor, or mist in excess of 10 percent of its lower flammable limit (LFL);
2. Airborne combustible dust at a concentration that meets or exceeds its LFL;

Note: This concentration may be approximated as a condition in which the combustible dust obscures vision at a distance of 5 feet (1.52 meters) or less.

3. Atmospheric oxygen concentration below 19.5 percent or above 23.5 percent;
4. Atmospheric concentration of any substance for which a dose or a permissible exposure limit is published in Subpart D—Occupational Health and Environmental Control, or in Subpart Z—Toxic and Hazardous Substances, of applicable OSHA regulations and which could result in employee exposure in excess of its dose or permissible exposure limit;

Note. An atmospheric concentration of any substance that is not capable of causing death, incapacitation, impairment of ability to self-rescue, injury or acute illness due to its health effects is not covered by this definition.

5. Any other atmospheric condition that is immediately dangerous to life or health.

Note. For air contaminants for which OSHA has not determined a dose or permissible exposure limit, other sources of information, such as Safety Data Sheets that comply with the Hazard Communication Standard, §1926.59 of applicable OSHA regulations, published information and internal documents can provide guidance in establishing acceptable atmospheric conditions.

Host employer is the employer that owns or manages the property where the construction work is taking place.

Note. In no case will there be more than one Host Employer. If the owner of the property on which the construction activity occurs has contracted with an entity for the general management of that property and has transferred to that entity the required information, OSHA will treat the contracted management entity as the Host Employer for as long as that entity manages the property. Otherwise, OSHA will treat the owner of the property as the Host Employer.

Immediately dangerous to life or health (IDLH) is any condition that would interfere with an individual's ability to escape unaided from a permit space and that poses a threat to life or that would cause irreversible adverse health effects.

Note. Some materials—hydrogen fluoride gas and cadmium vapor, for example — may produce immediate transient effects that, even if severe, may pass without medical attention, but are followed by sudden, possibly fatal collapse 12-72 hours after exposure. The victim "feels normal" after recovery from transient effects until collapse. Such materials in hazardous quantities are considered to be "immediately" dangerous to life or health.

Limited or restricted means for entry or exit is a condition that has a potential to impede an employee's movement into or out of a confined space. Such conditions include, but are not limited to, trip hazards, poor illumination, slippery floors, inclining surfaces and ladders.

Monitor or monitoring is the process used to identify and evaluate the hazards after an authorized entrant enters the space. This is a process of checking for changes that is performed in a periodic or continuous manner after the completion of the initial testing or evaluation of that space.

Non-entry rescue occurs when a rescue service, usually the attendant, retrieves employees in a permit space without entering the permit space.

Non-permit confined space is a confined space that meets the definition of a confined space but does not meet the requirements for a permit-required confined space, as defined in this subpart.

Permit-required Confined Space (Permit Entry) is a confined space (as defined above), that has one or more of the following characteristics:

1. Contains or has the potential to contain a hazardous atmosphere;
2. Contains a material that has potential for engulfing an entrant;
3. Has an internal configuration such that an entrant could be trapped or asphyxiated by the inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross section; and/or
4. Contains any other recognized serious safety or health hazards.

Important Notes:

Work performed within the space, including hot work (welding, cutting, soldering, brazing, etc.), painting, applying sealants, solvent use or running gasoline or diesel powered engines can result in hazardous atmospheres in the space.

Workers should be reminded that welding fumes and chemical vapors (glue, seam sealer, etc.) can travel to other parts of a confined space. Consider these activities in the assessment of the confined space hazards

Physical hazard is an existing or potential hazard that can cause death or serious physical damage. Examples include, but are not limited to: explosives, mechanical, electrical, hydraulic and pneumatic energy; radiation; temperature extremes; engulfment; noise; and inwardly converging surfaces. Physical hazard also includes chemicals that can cause death or serious physical damage through skin or eye contact (rather than through inhalation).

Prohibited condition is any condition in a permit space that is not allowed by the permit during the period when entry is authorized. A hazardous atmosphere is a prohibited condition unless the employer can demonstrate that personal protective equipment (PPE) will provide effective protection for each employee in the permit space and provides the appropriate PPE to each employee.

Qualified person is one who, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training, and experience, has successfully demonstrated his ability to solve or resolve problems relating to the subject matter, the work or the project.

Rescue is the act of retrieving and providing medical assistance to one or more employees who are in a permit space.

Ventilate or ventilation is the means of controlling a hazardous atmosphere using continuous forced-air mechanical systems that meet the requirements of §1926.57—Ventilation.

ASSIGNMENT OF RESPONSIBILITY

Typically, while performing work on a construction site, the Company may serve in the role of an Entry Employer (versus a Host Employer or Controlling Contractor), as defined herein. In some cases, where the Company's scope of work is much broader, they may serve as the role of the Controlling Contractor. The following outlines the Assignment of Responsibilities as well as guidance and recommendations pertaining to each of these roles.

> **Company Policy:** When the scale of the project is such that Host Employer does not possess confined space entry resources and the requirements of the OSHA regulation are beyond the capability of the Company, contracting the confined space entry work to a qualified entity that has this capability is highly recommended to ensure the health and safety of the Company's workers is protected.

The effectiveness of this program depends on proactive engagement and communication of construction site management and employees. Before work begins at a construction site, each employer must ensure that a competent person identifies all confined spaces in which one or more of the employees it directs may work and identifies each space that is a permit space, through consideration and evaluation of the elements of that space, including testing as necessary.

If any employer conducting work on a construction site decides that employees it directs will enter a permit space, that employer (Entry Employer) must have a written permit space program implemented at the construction site. A written program, as outlined here, must be made available prior to and during entry operations for inspection by employees and their authorized representatives.

Interaction and information sharing with client facility representatives, general contractors and all related trade contractors is critical to this construction confined space process since hazards may be part of the jobs, tasks, and processes being completed by these multi-employer work environments. Clients may have confined spaces in their facilities or on active construction sites and it is important the Company work closely with these related organizations to identify these areas and take proper precautions.

This program (and the OSHA standard) is dependent upon the Controlling Contractor, rather than the Host Employer or Entry Employer, be the primary point of contact for information about permit spaces at the work site. The Host Employer must provide information it has about permit spaces at the work site to the Controlling Contractor, who then passes it on to the employers whose employees will enter the spaces (deemed "Entry Employers").

Likewise, Entry Employers must give the Controlling Contractor information about their entry program and hazards they encounter in the space and the Controlling Contractor passes that information on to other Entry Employers and back to the Host Employer.

The Controlling Contractor is also responsible for making sure employers outside a space know not to create hazards in the space and that Entry Employers working in a space at the same time do not create hazards for one another's workers.

> **Note:** If there is no Controlling Contractor, the Host Employer or another employer will perform these duties; or if the Controlling Contractor owns or manages the property, then it is both a Controlling Contractor also serves as the Host Employer.

Before entry operations begin, the Controlling Contractor must:

- Obtain the Host Employer's information about the permit space hazards and previous entry operations; and
- Provide the following information to each entity entering a permit space and any other entity at the worksite whose activities could foreseeably result in a hazard in the permit space:

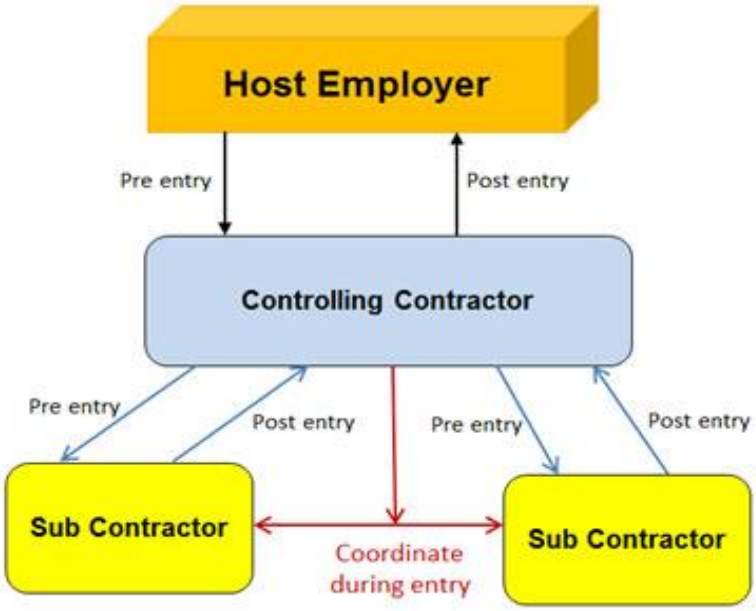
- The information received from the Host Employer;
- Any additional information the Controlling Contractor has about the subjects the Host Employer is responsible for listed above; and
- The precautions that the Host Employer, Controlling Contractor, or other Entry Employers implemented for the protection of employees in the permit spaces.

If the workplace contains one or more permit spaces, the Host Employer responsibilities include:

Before entry operations begin, the Host Employer must provide the following information, if it has it, to the Controlling Contractor:

- The location of each known permit space and inform exposed employees by posting signs reading "DANGER – PERMIT REQUIRED CONFINED SPACE, DO NOT ENTER" providing sufficient notification of the existence and location of, and danger posed by each permit space.
- Inform, in a timely manner and in a manner other than posting, its employees' authorized representatives and Controlling Contractor of the existence and location of, and the danger posed by, each permit space.
- The hazards or potential hazards in each space or the reason it is a permit space; and
- Any precautions that the Host Employer or any previous Controlling Contractor or Entry Employer implemented for the protection of employees in the permit space.

The following diagram should help to illustrate this flow of communication requirements, their assigned responsibilities within this program and the critical relationships between these key roles.



The Company Safety Manager is responsible for:

- Providing oversight and technical support,
- Securing the resources necessary to implement this program;
- Ensuring that routine safety checks of work operations are performed;
- Conducting an annual review of this program;
- Updates (as needed) to ensure the effectiveness of the program; and,
- Ensuring that proper reporting and record keeping is executed.

The Entry Supervisor is the Company qualified person (such as the site supervisor, foreman, or crew chief) responsible for determining if acceptable entry conditions are present at a permit space where entry is planned, for authorizing entry and overseeing entry operations, and for terminating entry as required by this standard.

> **Note:** An entry supervisor may also serve as an attendant or as an authorized entrant, as long as that person is trained and equipped as required by this standard for each role he or she fills. Also, the duties of entry supervisor may be passed from one individual to another during the course of an entry operation.

Specifically, the Entry Supervisor is responsible for:

- Assessing the space prior to entry to determine if the space meets the characteristics of a permit-required confined space;
- Knowing space hazards including information on the mode of exposure, signs, or symptoms and consequences of exposure;
- Verifying emergency plans and specified entry conditions such as permits, tests, procedures, equipment, and availability of rescue services before allowing entry;
- Terminating entry and canceling permits when entry operations are complete or if a new condition exists;
- Taking appropriate measures to remove unauthorized entrants; and,
- Ensuring that entry operations remain consistent with the entry permit and acceptable entry conditions are maintained.

The Authorized Entrant is the properly trained employee who has been authorized by the Entry Supervisor to enter a permit space. Specifically, the Authorized Entrant is responsible for:

- Knowing the hazards that may be faced during entry, including information on the mode, signs, or symptoms, and consequences of the exposure;
- Properly using equipment as required;
- Communicating with the Attendant during the entry so that the Attendant can monitor the status of the entry;
- Exiting from the permit space as soon as possible when ordered by the Attendant, when the entrant recognizes the warning signs or symptoms of exposure exists, when a prohibited condition exists, or when an automatic alarm is activated; and,
- Alert the Attendant immediately when a prohibited condition exists or when warning signs or symptoms of exposure exist.

The Attendant is an individual stationed outside one or more permit spaces who assesses the status of authorized entrants and who must perform the following duties:

- Is familiar with and understands the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure;
- Is aware of possible behavioral effects of hazard exposure in authorized entrants;
- Continuously maintains and ensures an accurate count of Authorized Entrants in the permit space;
- Remains outside the permit space during entry operations until relieved by another attendant; Note: Once an Attendant has been relieved by another

Attendant, the relieved attendant may enter a permit space to attempt a rescue when the employer's permit space program allows attendant entry for rescue and the Attendant has been trained and equipped for rescue operations.

- Communicates with authorized entrants as necessary to assess entrant status and to alert entrants of the need to evacuate the space;
- Assesses activities and conditions inside and outside the space to determine if it is safe for entrants to remain in the space and orders the Authorized Entrants to evacuate the permit space immediately under any of the following conditions:
    - If there is a prohibited condition;
    - If the behavioral effects of hazard exposure are apparent in an authorized entrant;
    - If there is a situation outside the space that could endanger the authorized entrants; or
    - If the Attendant cannot effectively and safely perform all the duties as required under this standard;
- Summons rescue and other emergency services as soon as the Attendant determines that authorized entrants may need assistance to escape from permit space hazards;
- Takes the following actions when unauthorized persons approach or enter a permit space while entry is underway:
    - Warns the unauthorized persons that they must stay away from the permit space;
    - Advises the unauthorized persons that they must exit immediately if they have entered the permit space; and
    - Informs the Authorized Entrants and the entry supervisor if unauthorized persons have entered the permit space;
- Performs non-entry rescues as specified by the employer's rescue procedure; and
- Performs no duties that might interfere with the Attendant's primary duty to assess and protect the Authorized Entrants.

GENERAL PROCEDURES

Planning Confined Space Entries in Construction

Only properly trained employees enter confined spaces in construction

NO EMPLOYEE IS TO ENTER ANY CONFINED SPACE OR PERCEIVED CONFINED SPACE WITHOUT FIRST NOTIFYING A SUPERVISOR AND THE SUPERVISOR TAKING APPROPRIATE ACTIONS AS OUTLINED IN THIS PROGRAM.

No confined space entry shall be performed unless at least one person who has been trained and certified in basic first-aid and cardiopulmonary resuscitation (CPR) is present on-site and immediately available for the duration of the entry.

Entry Supervisors must coordinate escape equipment and procedures, as well as rescue and emergency services, with the Responsible Person prior to executing any entry. No entry shall be conducted until appropriate rescue and/or retrieval procedures have been coordinated with the Responsible Person.

Any confined space must be properly secured and protected from hazards outside of the space prior to any entry.

All entries, regardless of the type of space, must have a qualified Attendant stationed at the opening of the space who can maintain constant communication with Entrants for the duration of the entry.

The Confined Space Entry Decision Tree can be used as a guide to determine the necessary actions prior to executing any confined space entry.

The Confined Space Entry Permit should be completed for every confined space entry. The level of detail required on the Confined Space Permit depends on the size and configuration of the confined space, the work conducted inside the confined space, and the types of hazards present (or potentially present).

No space shall be entered while gasoline or diesel powered engines or equipment are operating within 50 feet of the entrance to the space.

Respiratory protection shall not be used to execute any entry where levels of O2, LEL, CO or H2S levels are not within acceptable entry criteria.

Atmospheric Testing in Construction

Prior to any entry, atmospheric testing shall be conducted at various levels within the space, including the lowest level within the space. Atmospheric testing should be conducted using a calibrated multi-gas meter capable of measuring the following parameters:

Atmospheric Test Parameter	Acceptable Entry Criteria/Alarm Level
Oxygen (O_2)	19.5% to 23.5%
Lower Explosive Limit (LEL)	Less than (<) 10%
Carbon Monoxide (CO)	Less than (<) 25 parts per million (ppm)
Hydrogen Sulfide (H_2S)	Less than (<) 10 parts per million (ppm)

The meter should be equipped with an audible alarm set to activate when measured levels are outside the range of acceptable atmospheric criteria shown above.

The atmosphere within the space must be continuously monitored unless the Entry Employer can demonstrate that equipment for continuous monitoring is not commercially available or periodic monitoring is sufficient. If continuous monitoring is used, the employer must ensure that the monitoring equipment has an alarm that will notify all entrants if a specified atmospheric threshold is achieved, or that an employee will check the monitor with sufficient frequency to ensure that entrants have adequate time to escape. If continuous monitoring is not used, periodic monitoring is required. All monitoring must ensure that the continuous forced air ventilation is preventing the accumulation of a hazardous atmosphere. Any employee who enters the space, or that employee's authorized representative, must be provided with an opportunity to observe the testing required by this paragraph.

If the Confined Space Entry Permit is used to document the entry, the intervals at which atmospheric tests are required must be determined prior to entry. The table below provides guidelines for determining the intervals of atmospheric testing; however, the Entry Supervisor and/or Entrant(s) must make the determination based on space, worksite characterizations, and the work to be performed within the space.

Test Interval	Guideline
Initial	Required for all entries, regardless of the type of space. Must be conducted prior to entry.
Prior to Each Entry	Required if multiple entries into the same space are required during a single shift, and no indication that more frequent testing is required. Testing must be conducted prior to each entry into the space.
Continuous	Required in all cases. Required if initial monitoring indicates any atmospheric testing parameter measured is outside the acceptable entry criteria and ventilation is required. Continuous monitoring can be conducted from outside the space or by equipping entrants with personal monitors capable of measuring all of the parameters required.

If an extension hose or tubing is required to sample the lowest level of the space, the tester must allow sufficient time for the air sample to travel through the tubing to the instrument detector, as specified in the equipment manufacturer's instruction manual.

If the Confined Space Entry Permit is used to document the entry, the frequency that tests are required, the tester's name, and the model, manufacturer, serial number and date of last calibration should be entered on the permit.

Space Ventilation in Construction

If atmospheric testing measures levels outside of the acceptable criteria range:

- Ventilation of the space shall be provided using a positive pressure ventilator or blower equipped with a duct long enough to reach the lowest level of the space.
- Ventilate the space for at least 15 minutes prior to retesting the atmosphere.
- Do not enter the space until atmospheric testing results are within acceptable criteria limits.

Note: An alternate procedure for permit required confined space entry (essentially by-passing most program requirements) is allowed under the OSHA regulation at §1926.1203 (e)(2) provided that certain conditions are met including atmospheric testing and continuous forced air ventilation. Only the Company representative (competent person), in cooperation with the Company management and Controlling Contractor, can make that determination.

Procedures for Entering Confined Spaces in Construction

A Confined Space Entry Permit should be completed for every confined space entry.

No entry permit shall extend beyond the period of one work shift. If entries are required for multiple days, complete a separate permit for each day an entry will occur.

Prior to any entry, the Entry Supervisor and Entrant(s) determine if any of the following hazards are or could be present:

- Continuous or potential hazardous atmosphere (also consider the type of work to be performed),
- Engulfment hazard,
- Entrapment hazard,
- Other hazardous energy or residual energy.

Check the appropriate box on the Confined Space Entry Permit for all hazards that are or may be present

Procedures for spaces with NO HAZARDS

- If no hazards are present, check the appropriate box on the Confined Space Entry Permit. You CANNOT check the NO HAZARDS box if any work activities that can create hazards, such as hot work, painting, solvent use, or running gasoline or diesel powered engines, will be performed in the space.

- Conduct initial atmospheric testing and record the results on the Confined Space Entry Permit.
    - If initial atmospheric testing indicates unacceptable entry conditions, the entry becomes a PERMIT ENTRY and the controls referenced below must be implemented. Enter the test results on the Confined Space Entry Permit.
- An Attendant is required for all entries into NO HAZARD spaces. The Attendant remains in constant communication with the Entrant(s).
- At the completion of the entry or at the end of the shift, whichever is first, close the permit by entering the date and time at the bottom of the permit. Either an Entrant or the Entry Supervisor must sign the permit closure.

Reclassification of a Permit Confined Space

A permit confined space can be reclassified as a non-permit space if a competent person determines that the following requirements have been met.

- If the permit space poses no actual or potential atmospheric hazards and if all hazards within the space are eliminated or isolated without entry into the space (unless the employer can demonstrate that doing so without entry is infeasible), the permit space may be reclassified as a non-permit confined space for as long as the non-atmospheric hazards remain eliminated or isolated
- The entry employer must eliminate or isolate the hazards without entering the space, unless it can demonstrate that this is infeasible. If it is necessary to enter the permit space to eliminate or isolate hazards, such entry must be performed as a permit required confined space entry. If testing and inspection during that entry demonstrate that the hazards within the permit space have been eliminated or isolated, the permit space may be reclassified as a non-permit confined space for as long as the hazards remain eliminated or isolated
- The entry employer must document the basis for determining that all hazards in a permit space have been eliminated or isolated, through a certification that contains the date, the location of the space, and the signature of the person making the determination. The certification must be made available to each employee entering the space or to that employee's authorized representative
- If hazards arise within a permit space that has been reclassified as a non-permit space, each employee in the space must exit the space. The entry employer must then reevaluate the space and reclassify it as a permit space as appropriate in accordance with all other applicable provisions of this standard.

If initial atmospheric testing indicates acceptable entry conditions, enter the test results on the Confined Space Entry Permit and all Entrants, Attendants and the Entry Supervisor sign the permit and proceed with the entry.

Procedures for PERMIT ENTRY of a space with any identified hazard

Before entry operations begin, the Host Employer must provide the following information, if it has it, to the Controlling Contractor:

The location of each known permit space;

The hazards or potential hazards in each space or the reason it is a permit space; and

Any precautions that the Host Employer or any previous Controlling Contractor or Entry Employer implemented for the protection of employees in the permit space.

Before entry operations begin, the Controlling Contractor must:

- Obtain the Host Employer's information about the permit space hazards and previous entry operations; and
- Provide the following information to each entity entering a permit space and any other entity at the worksite whose activities could foreseeably result in a hazard in the permit space:
    - The information received from the Host Employer;
    - Any additional information the Controlling Contractor has about the subjects listed in paragraph (h)(1) of this section; and
    - The precautions that the Host Employer, Controlling Contractor, or other Entry Employers implemented for the protection of employees in the permit spaces.

Before entry operations begin, each Entry Employer must:

- Obtain all of the Controlling Contractor's information regarding permit space hazards and entry operations; and
- Inform the Controlling Contractor of the permit space program that the entry employer will follow, including any hazards likely to be confronted or created in each permit space.

The Controlling Contractor and Entry Employer(s) must coordinate entry operations when:

- More than one entity performs permit space entry at the same time; or
- Permit space entry is performed at the same time that any activities that could foreseeably result in a hazard in the permit space are performed.
- If any hazards listed on the Confined Space Entry Permit are or may be present at any time during the entry, check the appropriate box(es) on the permit.

- If any activities that would change the characterization of the space, such as hot work, painting, solvent use, or running gasoline or diesel powered engines, check the appropriate box(es) on the permit.
- Select and check the appropriate Controls, Personal Protective Equipment, and Rescue/Retrieval Equipment required for the hazards identified on the Confined Space Entry Permit. The Entry Supervisor or Entrant verifies that all of the appropriate controls for ensuring a safe entry are available prior to entry.
- Conduct initial atmospheric testing and record the results documented on the Confined Space Entry Permit.
    - If initial atmospheric testing indicates unacceptable entry conditions, implement space ventilation (described above). Record the test results on the permit.
    - If initial atmospheric testing indicates acceptable entry conditions, record the test results on the permit and all Entrants, Attendants and the Entry Supervisor sign the permit and proceed with the entry.
- An Attendant is required for all entries into PERMIT ENTRY spaces.
- The Attendant remains in constant communication with the Entrant(s).
- At the completion of the entry or at the end of the shift, whichever is first, close the permit by entering the date and time at the bottom of the permit. Either an Entrant or the Entry Supervisor must sign the permit closure.

Procedures for Evacuating Spaces

Entrants must leave the space or be hoisted from the space immediately if, at any time during the entry:

- Any of the parameters monitored are found to be outside of the acceptable criteria ranges;
- The Entrant(s) or Attendant(s) determine that conditions present pose a risk to the Entrants;
- The Attendant orders an evacuation of the space because:
    - An Entrant shows signs of physiological effects of hazard exposure;
    - An emergency outside the confined space exists; or,
    - The Attendant cannot effectively and safely perform his or her required duties.

At no time shall an Attendant or other person enter a confined space to affect a rescue or assist with an evacuation by entering the space unless they are appropriately qualified and have the appropriate equipment, including an atmosphere supplying

respirator suitable for rescue in an atmosphere considered immediately dangerous to life and health (IDLH).

If evacuation of a space is necessary, record the reason and time the evacuation occurred on the Confined Space Entry Permit.

DO NOT re-enter the space until the Entry Supervisor and/or the Entrant(s) verify that appropriate controls have been implemented and that all conditions are safe for re-entry. Re-establish all procedures for entry before re-entering the space, including repeating atmospheric monitoring. Record the re-entry time on the permit.

After entry operations:

- The Controlling Contractor must debrief each entity that entered a permit space regarding the permit space program followed and any hazards confronted or created in the permit space(s) during entry operations;
- The Entry Employer must inform the Controlling Contractor in a timely manner of the permit space program followed and of any hazards confronted or created in the permit space(s) during entry operations; and
- The Controlling Contractor must apprise the Host Employer of the information exchanged with the entry entities;
- If there is no Controlling Contractor present at the worksite, the requirements for, and role of, Controlling Contactors in must be fulfilled by the Host Employer or other employer who arranges to have employees of another employer perform work that involves permit space entry.

TRAINING

The employer must provide training to each employee whose work is affected by this program, at no cost to the employee, and ensure that the employee possesses the understanding, proficiency, knowledge, and skills necessary for the safe performance of the duties assigned under this standard.

Training will be provided upon assignment to and when there is a change of a position assignment where the employee may serve as Entry Supervisor, Entrant, or Attendant on a job site. Additional training shall be provided when there has been a change in the procedures referenced in this program, whenever there is a change in the permit spaces entry operations that presents a hazard about which an employee has not been previously trained and; whenever there is evidence of a deviation from the permit space entry procedures of this standard or there are inadequacies in the employee's knowledge of use of these procedures.

All Entry Supervisors, Entrants and Attendants receive the same training.

Training must address the following:

- What constitutes a permit (confined) space;
- Understanding of the hazards of permit space and the methods used to isolate, control or in other ways protect employees from these hazards;
- Countermeasures for controlling the hazards identified;
- Review of the OSHA standards and other guidelines referenced in this Program;
- Review of the procedures for confined space entries established in this Program;
- Dangers of attempting a rescue if not an authorized entrant;
- Procedures for evacuating spaces during entries; and,
- Procedures for rescue and retrieval.

Each employee who receives training should receive a certificate documenting the training. The certificate shall include the date of training and the signature of the training provider.

RECORDKEEPING

To comply with OSHA requirements for record retention and recordkeeping, the following records related to this Confined Space Entry Program are maintained:

- All Confined Space Entry Permits issued in an annual file.
- All employee training records in each employee's file.

PROGRAM REVIEW

Regular evaluation of the Confined Space Entry Program is important to its effectiveness. It is also important that the procedures and protocols accurately reflect changes in work activities and changes to current regulations and guidelines.

Review the program annually. The annual review should include the following:

- Review all permits to determine compliance with this program.
- Review any available documentation regarding space evacuations to identify "lessons learned."
- Review all confined space accidents or incidents, and update procedures to minimize the risk of those types of accidents or incidents from occurring.
- Evaluate the efficacy of the procedures specified in this program in the context of work activities, and update as necessary.

PERMIT REQUIRED CONFINED SPACE

If the scope of the Company's work requires workers to enter a Permit Required Confined Space (PRCS), then the role of the Company is the Entry Employer and they must:

- Implement the measures necessary to prevent unauthorized entry;
- Identify and evaluate the hazards of permit spaces before employees enter them;
- Develop and implement the means, procedures, and practices necessary for safe permit space entry operations, including, but not limited to, the following:
    - Specifying acceptable entry conditions;
    - Providing each authorized entrant or that employee's authorized representative with the opportunity to observe any monitoring or testing of permit spaces;
    - Isolating the permit space and physical hazard(s) within the space;
    - Purging, inerting, flushing or ventilating the permit space as necessary to eliminate or control atmospheric hazards;

  Note. When an employer is unable to reduce the atmosphere below 10 percent LFL, the employer may only enter if the employer inerts the space so as to render the entire atmosphere in the space noncombustible and the employees use PPE to address any other atmospheric hazards (such as oxygen deficiency) and the employer eliminates or isolates all physical hazards in the space.

    - Determining that, in the event the ventilation system stops working, the monitoring procedures will detect an increase in atmospheric hazard levels in sufficient time for the entrants to safely exit the permit space;
    - Providing pedestrian, vehicle, or other barriers as necessary to protect entrants from external hazards;
    - Verifying that conditions in the permit space are acceptable for entry throughout the duration of an authorized entry and ensuring that employees are not allowed to enter into, or remain in, a permit space with a hazardous atmosphere unless the employer can demonstrate that personal protective equipment (PPE) will provide effective protection for each employee in the permit space and provides the appropriate PPE to each employee; and
    - Eliminating any conditions (for example, high pressure) that could make it unsafe to remove an entrance cover.

- Provide the following equipment (specified in the OSHA standard) at no cost to each employee, maintain that equipment properly, and ensure that each employee uses that equipment properly:
- Testing and monitoring equipment needed to comply with space ventilation requirements;
- Ventilating equipment needed to obtain acceptable entry conditions;
- Communications equipment including any necessary electronic communication equipment for attendants assessing entrants' status in multiple spaces;
- Personal protective equipment insofar as feasible engineering and work-practice controls do not adequately protect employees;

  Note. The requirements of this part and other PPE requirements continue to apply to the use of PPE in a permit space. For example, if employees use respirators, then the respirator requirements in the OSHA standards for respiratory protection must be met.

  - Lighting equipment that is approved for the ignitable or combustible properties of the specific gas, vapor, dust, or fiber that will be present, and that is sufficient 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; and
  - Any other equipment necessary for safe entry into, safe exit from, and rescue from, permit spaces.
- Evaluate permit space conditions in accordance with the following paragraphs of this section when entry operations are conducted:
  - Test conditions in the permit space to determine if acceptable entry conditions exist before changes to the space's natural ventilation are made, and before entry is authorized to begin, except that, if an employer demonstrates that isolation of the space is infeasible because the space is large or is part of a continuous system (such as a sewer) the employer must:
    - Perform pre-entry testing to the extent feasible before entry is authorized; and,
    - If entry is authorized, continuously monitor entry conditions in the areas where authorized entrants are working, except that employers

may use periodic monitoring in accordance with the OSHA standard for monitoring an atmospheric hazard if they can demonstrate that equipment for continuously monitoring that hazard is not commercially available;
    - Provide an early-warning system that continuously monitors for non-isolated engulfment hazards. The system must alert authorized entrants and attendants in sufficient time for the authorized entrants to safely exit the space.
  - Continuously monitor atmospheric hazards unless the employer can demonstrate that the equipment for continuously monitoring a hazard is not commercially available or that periodic monitoring is of sufficient frequency to ensure that the atmospheric hazard is being controlled at safe levels. If continuous monitoring is not used, periodic monitoring is required with sufficient frequency to ensure that acceptable entry conditions are being maintained during the course of entry operations;
  - When testing for atmospheric hazards, test first for oxygen, then for combustible gases and vapors, and then for toxic gases and vapors;
  - Provide each authorized entrant or that employee's authorized representative an opportunity to observe the pre-entry and any subsequent testing or monitoring of permit spaces;
  - Reevaluate the permit space in the presence of any authorized entrant or that employee's authorized representative who requests that the employer conduct such reevaluation because there is some indication that the evaluation of that space may not have been adequate; and
  - Immediately provide each authorized entrant or that employee's authorized representative with the results of any testing conducted in accordance with this program.
- Provide at least one attendant outside the permit space into which entry is authorized for the duration of entry operations;
  - Attendants may be assigned to more than one permit space provided the duties described in the OSHA standard can be effectively performed for each permit space.
  - Attendants may be stationed at any location outside the permit space as long as the duties described in the OSHA standard can be effectively performed for each permit space to which the attendant is assigned.
- If multiple spaces are to be assigned to a single attendant, include in the permit program the means and procedures to enable the attendant to respond to an emergency affecting one or more of those permit spaces without distraction from the attendant's responsibilities under the OSHA standard;

- Designate each person who is to have an active role (as, for example, authorized entrants, attendants, entry supervisors, or persons who test or monitor the atmosphere in a permit space) in entry operations, identify the duties of each such employee, and provide each such employee with the training required by the OSHA standard;
- Develop and implement procedures for summoning rescue and emergency services (including procedures for summoning emergency assistance in the event of a failed non-entry rescue) for rescuing entrants from permit spaces, for providing necessary emergency services to rescued employees, and for preventing unauthorized personnel from attempting a rescue;

  Note: Emergency services relied upon for rescue must be able to notify the Company immediately if rescue service becomes unavailable.

- Develop and implement a system for the preparation, issuance, use, and cancellation of entry permits as required by this standard, including the safe termination of entry operations under both planned and emergency conditions;
- Develop and implement procedures to coordinate entry operations, in consultation with the Controlling Contractor, when employees of more than one employer are working simultaneously in a permit space or elsewhere on the worksite where their activities could, either alone or in conjunction with the activities within a permit space, foreseeably result in a hazard within the confined space, so that employees of one employer do not endanger the employees of any other employer;
- Develop and implement procedures (such as closing off a permit space and canceling the permit) necessary for concluding the entry after entry operations have been completed;
- Review entry operations when the measures taken under the permit space program may not protect employees and revise the program to correct deficiencies found to exist before subsequent entries are authorized; and

Note: Examples of circumstances requiring the review of the permit space program include, but are not limited to: any unauthorized entry of a permit space, the detection of a permit space hazard not covered by the permit, the detection of a condition prohibited by the permit, the occurrence of an injury or near-miss during entry, a change in the use or configuration of a permit space and employee complaints about the effectiveness of the program.

- Review the permit space program using the canceled permits retained under this program within 1 year after each entry and revise the program as necessary to

ensure that employees participating in entry operations are protected from permit space hazards.

Note. Employer may perform a single annual review covering all entries performed during a 12-month period. If no entry is performed during a 12-month period, no review is necessary.

Appendix A

ADDITIONAL DEFINITIONS APPLICABLE TO CONFINED SPACE FOR CONSTRUCTION

Acceptable entry conditions means the conditions that must exist in a permit space, before an employee may enter that space, to ensure that employees can safely enter into, and safely work within, the space.

Barrier means a physical obstruction that blocks or limits access.

Blanking or blinding means the absolute closure of a pipe, line, or duct by the fastening of a solid plate (such as a spectacle blind or a skillet blind) that completely covers the bore and that is capable of withstanding the maximum pressure of the pipe, line, or duct with no leakage beyond the plate.

Double block and bleed means the closure of a line, duct, or pipe by closing and locking or tagging two in-line valves and by opening and locking or tagging a drain or vent valve in the line between the two closed valves.

Entry rescue occurs when a rescue service enters a permit space to rescue one or more employees.

Hot work means operations capable of providing a source of ignition (for example, riveting, welding, cutting, burning, and heating).

Inerting means displacing the atmosphere in a permit space by a noncombustible gas (such as nitrogen) to such an extent that the resulting atmosphere is noncombustible.

Isolate or isolation means the process by which employees in a confined space are completely protected against the release of energy and material into the space, and contact with a physical hazard, by such means as: blanking or blinding; misaligning or removing sections of lines, pipes, or ducts; a double block and bleed system; lockout or tag-out of all sources of energy; blocking or disconnecting all mechanical linkages; or placement of barriers to eliminate the potential for employee contact with a physical hazard.

Line breaking means the intentional opening of a pipe, line, or duct that is or has been carrying flammable, corrosive, or toxic material, an inert gas, or any fluid at a volume, pressure, or temperature capable of causing injury.

Lockout means 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.

Lower flammable limit or lower explosive limit means the minimum concentration of a substance in air needed for an ignition source to cause a flame or explosion.

Oxygen deficient atmosphere means an atmosphere containing less than 19.5 percent oxygen by volume.

Oxygen enriched atmosphere means an atmosphere containing more than 23.5 percent oxygen by volume.

Permit-required confined space program (permit space program) means the employer's overall program for controlling, and, where appropriate, for protecting employees from, permit space hazards and for regulating employee entry into permit spaces.

Representative permit space means a mock-up of a confined space that has entrance openings that are similar to, and is of similar size, configuration, and accessibility to, the permit space that authorized entrants enter.

Rescue service means the personnel designated to rescue employees from permit spaces.

Retrieval system means the equipment (including a retrieval line, chest or full body harness, wristlets or anklets, if appropriate, and a lifting device or anchor) used for non-entry rescue of persons from permit spaces.

Serious physical damage means an impairment or illness in which a body part is made functionally useless or is substantially reduced in efficiency. Such impairment or illness may be permanent or temporary and includes, but is not limited to, loss of consciousness, disorientation, or other immediate and substantial reduction in mental efficiency. Injuries involving such impairment would usually require treatment by a physician or other licensed health-care professional.

Tag-out means:(1) Placement of a tag-out device on a circuit or equipment that has been de-energized, in accordance with an established procedure, to indicate that the circuit or equipment being controlled may not be operated until the tag-out device is removed; and (2) The employer ensures that (i) tag-out provides equivalent protection to lockout, or (ii) that lockout is infeasible and the employer has relieved, disconnected, restrained and otherwise rendered safe stored (residual) energy.

Hot Work Permit

Date Issued		
Issued By		
Location of Hot Work		
Type of Hot Work	Welding - Cutting - Grinding - Other	
EXPIRES	Time_____ Date _____	
Job Description		
Safety Requirements - required to be established & maintained		
The person issuing this permit has required the following safety precautions and indicated by his initials that the following circled items have been established prior to issuing this permit		Initials of Issuing Authority
No flammables/combustibles within 50 feet		
Fully Charged Extinguisher at work area		
Fire Watch(es) briefed & stationed		
Adequate ventilation established		
Welding curtains or shields		
Respirators used		
Hot Work Personal Protective Equipment		
Warning signs posted		
Welding / cutting equipment inspected		
Certified Welder		
Surrounding equipment is Locked Out / Tagged Out		
No flammable / combustible gasses in area		
Confined Space Entry Permit Issued		
Access to work area controlled		
Task Started	Time_____	Date _____
Task Completed	Time_____	Date _____
Fire Watch Secured	Time_____	Date _____
Permit Ended	Time_____	Date _____
Return Completed Permit to:		

CONFINED SPACE PRE-ENTRY CHECKLIST

Site Information

Project:_____ Project No.:_____

Attendant's Name:_____ Date:_____

Supervisor's Name:_____

PLEASE COMPLETE THE FOLLOWING CHECKLIST BEFORE ENTRY INTO ANY CONFINED SPACE. IF "YES" IS CHECKED IN ALL ITEMS, YOU MAY PROCEED WITH YOUR ENTRY. IF ANY OF THE QUESTIONS BELOW ARE ANSWERED "NO". DO NOT ENTER! CONTACT YOUR IMMEDIATE SUPERVISOR FOR FURTHER DIRECTION.

Yes	No	
☐	☐	1. Has the surrounding area been surveyed and found free of hazardous vapors from tanks, piping or sewers?
☐	☐	2. Is the work area, in your opinion, likely to remain free of any dangerous air contaminants?
☐	☐	3. Have all personnel in the designated work are been briefed on proper work procedure and the location of communication, and who to contact in an emergency?
☐	☐	4. Do all areas of work and machinery have some type of lock out/tag out installed in the proper place?
☐	☐	5. Have you been trained to properly operate the air monitoring equipment?
☐	☐	6. Has air monitor been calibrated before use?
☐	☐	7. Has the atmosphere of the confined space area been tested prior to entry?
☐	☐	8. Did the atmosphere levels fall within the acceptable levels?
☐	☐	9. Will air monitoring be completed at least every 2 hours while the space is occupied?
☐	☐	10. Is all safety equipment to be used in good condition and in proper working condition?

11. Please list make, model, equipment number and initial air reading with air monitor used.

Air Monitoring Equipment Make: Model: Equipment #:		Time ☐ a.m. ☐ p.m.
Oxygen Level	Min 19.5% Max 22.5%	
Flammability	Max 10% LEL	
H_2S	Max 10 ppm	
CO	Max 25 ppm	
Cl_2	Max 1 ppm	
Other *(Specify)*		

Confined Space Entry Permit

Space Name		Entry #	Purpose of Entry	Permit Expires
Entry Date(s)	Entry Time(s)	Rescue Information		Phone #
Attendant	Attendant	Entrant	Entrant	

Hazard Identification	Yes	No	Equipment *(Specify)*	Required Yes	Required No	Check when Provided	Hazard Controls *(Specify)*	Required Yes	Required No	Check when Provided
Oxygen deficiency (less than 19.5% at sea level)	☐	☐	1. Respiratory protection	☐	☐	☐	1. Isolate the space	☐	☐	☐
Flammable gases or vapors (greater than 10% of the lower flammable limit or greater than 22.5% oxygen at sea level)	☐	☐	2. Protective clothing/ equipment	☐	☐	☐	2. Lockout	☐	☐	☐
Toxic gases or vapors (greater than the Permissible Exposure Limit)	☐	☐	3. Communication equipment	☐	☐	☐	3. Clean/purge	☐	☐	☐
Mechanical hazards	☐	☐	4. Rescue equipment	☐	☐	☐	4. Rescue equipment	☐	☐	☐
Electrical shock	☐	☐	5. Ventilation	☐	☐	☐	5. Ventilation	☐	☐	☐
Materials harmful to the skin	☐	☐	6. Electrical equipment	☐	☐	☐	6. Other	☐	☐	☐
Engulfment	☐	☐								
Configuration	☐	☐								

Air Monitoring Results

Air Monitoring Equipment Used:		Times							
		Time ☐ a.m. ☐ p.m.	Time ☐ a.m. ☐ p.m.	Time ☐ a.m. ☐ p.m.	Time ☐ a.m. ☐ p.m.	Time ☐ a.m. ☐ p.m.	Time ☐ a.m. ☐ p.m.	Time ☐ a.m. ☐ p.m.	Time ☐ a.m. ☐ p.m.
Oxygen Level	Min 19.5% Max 22.5%								
Flammability	10% LEL								
H_2S	10 ppm								
CO	25 ppm								
Cl_2	1 ppm								
Other *(Specify)*									

Authorization of Entry Supervisor			Additional Instructions?	Additional Permits?
Name	Date	Phone	☐ Yes ☐ No *If yes, list on back*	☐ Yes ☐ No *If yes, attach*

Confined Space Entry Review Sheet

Entry Date	Job Number

Job Description

What Went Well?

What Needs Improvement?

Section 21 - HOT WORK PERMIT PROCEDURE

See Page 21 - 4 "Hot Work Permit"

PURPOSE

To eliminate or control potential ignition sources resulting from welding, flame cutting, soldering or similar activities which may produce flames or sparks.

DEFINITIONS

Hot Work: Any activity which produces sparks or flame such as welding, brazing, flame or plasma cutting, hot riveting, grinding, chipping, and soldering.

A Hot Work Permit means the employer's written authorization to perform operation, for example, riveting, welding, cutting, burning, and heating processes which are capable of providing a source of ignition.

Qualified Individual: Personnel who have specific training, knowledge, experience or are deemed as competent to carry out and oversee welding operations.

POLICY

This policy fixes responsibility for the supervision and enforcement of a hot work permit system which includes work site, methods and equipment inspections as well as worker training and the issuance and use of personal protective equipment. The following standards are incorporated by reference into this Policy: The National Fire Protection Association (NFPA) Standard for Fire Prevention During Welding, Cutting, and Other Hot Work (NFPA 51B, 1999, Appendix A), the Occupational Safety and Health Administration (OSHA) Standard for Welding, Cutting and Brazing, Subpart Q (29 CFR 1910.251 inter alias), The OSHA Standard for the handling, storage, and use of compressed gases, contained in Subpart H, Hazardous Materials, 29 CFR 1910.101 inter alias, and the American National Standards Institute, Inc. (ANSI) Standard Z87.1-1989.

1.1 Permit System Enforcement and Supervision

1.1.1 The Safety Department shall be responsible for designating a qualified individual(s) with the authority to issue a Hot Work Permit (HWP).

1.1.2 The name(s) of the individual(s) authorized under Section 1.1.1 will be filed with the Safety Department.

1.1.3 Authorized individuals will be responsible for inspecting work sites where hot work activities are anticipated prior to issuing a permit. No hot work will be conducted until a permit is issued.

1.1.4 A HWP will expire at the end of the shift during which it was issued.

1.1.5 Authorized individuals will be responsible to ascertain that no hot work takes place half an hour before shift change and to thoroughly inspect, during this period, the area where hot work was conducted. In a multi-story building, this area shall extend one floor above and below.

1.1.6 Whenever circumstances permit, all hot work will be conducted within a designated area at the maintenance shop or at the site where hot work is normally done.

1.1.7 No HWP will be issued at a site where a fire protection system impairment is known to exist while the system is impaired.

1.1.8 No flammable or combustible materials will be allowed within 50 feet of a hot work site.

1.1.9 Where the provisions of Section 1.1.8 cannot be met, a metal guard, flame-proof curtain or cover will be used.

1.1.10 No HWP will be issued and no hot work will be allowed in, on or near any vessel or container of flammable or combustible liquids or gases.

1.1.11 No HWP will be issued and no hot work will be allowed in, on or near any vessel or container where flammable or combustible liquid or gas residue may be present.

1.1.12 Where not known, the determination of whether a flammable or combustible substance or residue is present shall be made by the Safety Representative, Authorized Agent, or designated individual of Hunter Contracting Co. The authorized individual shall be responsible for enforcing Sections 1.1.10 and 1.1.11 until clearance is issued by the Safety Representative, Authorized Agent, or designated individual of Hunter Contracting Co.

1.1.13 No HWP will be issued for work to be conducted in areas where there is accumulation of ignitable debris, materials, furnishings, etc., or where other safety or fire hazards are present.

1.1.14 Prior to issuing a HWP, the authorized individual shall ascertain that a fire extinguisher of the appropriate type and size is readily available and accessible, and that a fire-watch attendant (a second person) will be present during the hot work activity to respond promptly should an incident occur.

1.1.15 No HWP will be issued until all wall and floor openings within 50 feet have been covered or protected as per Section 1.1.9.

1.2 Equipment Inspection

1.2.1 The authorized individual(s), as defined under Section 1.1.1 will be responsible for the following:

1.2.1.1 Gas cylinders will be properly secured at all times.

1.2.1.2 Gas cylinders, valves, hoses, regulators, connections and torches will be inspected periodically and before each use for leaks, defects or damage.

1.2.1.3 All electrical arc welding equipment will be grounded in a manner where the grounding connection can be observed by the operator and the attendant.

1.3 Education and Training

1.3.1 Departments where workers' duties or job description include hot work will ascertain that these individuals have the necessary training and skill to perform these tasks.

1.3.2 Annual training sessions will be arranged and coordinated by the Safety Department.

1.4 The Safety Department Shall

1.4.1 Maintain the list of individuals authorized to issue a HWP under Section 1.1.1.

1.4.2 Determine, or arrange for determination, of the presence of flammable or combustible substance or residue under Section 1.1.12.

1.4.3 Coordinate annual training sessions under Section 1.3.2.

1.4.4 Conduct an audit and evaluation of the procedures contained in this Policy annually.

Hot Work Permit

Date Issued		
Issued By		
Location of Hot Work		
Type of Hot Work	Welding - Cutting - Grinding - Other	
EXPIRES	Time_____ Date _____	
Job Description		
Safety Requirements - required to be established & maintained		
The person issuing this permit has required the following safety precautions and indicated by his initials that the following circled items have been established prior to issuing this permit		Initials of Issuing Authority
No flammables/combustibles within 50 feet		
Fully Charged Extinguisher at work area		
Fire Watch(es) briefed & stationed		
Adequate ventilation established		
Welding curtains or shields		
Respirators used		
Hot Work Personal Protective Equipment		
Warning signs posted		
Welding / cutting equipment inspected		
Certified Welder		
Surrounding equipment is Locked Out / Tagged Out		
No flammable / combustible gasses in area		
Confined Space Entry Permit Issued		
Access to work area controlled		
Task Started	Time_____	Date _____
Task Completed	Time_____	Date _____
Fire Watch Secured	Time_____	Date _____
Permit Ended	Time_____	Date _____
Return Completed Permit to:		

SECTION 22 – ADEQ / MSHA PORTABLE CRUSHER REQUIREMENTS

See Page 22 – 8 "Daily Crusher Production Report"
See Page 22 – 9 "Visible Emission Observation Form"
See Page 22 – 11 "ADEQ – Notice of Equipment Transfer"

ADEQ-REQUIREMENTS

OPERATING HOURS RESTRICTIONS

Internal Combustion Engines	Daily Hours Limitation	12 Month Rolling Total Hours Limitation
Less than 1hp	16	5280
1-300 hp	14	5110
301-600hp	7	2555
601-900hp (1 engine)	6	2190
601-600hp (Multiple engines)	4	1460
901-1400hp (1 Engine or combination of engines >600hp)	4	1460

PERMIT REQUIREMENTS

The Permittee shall maintain a copy of the ADEQ General Permit issued for the equipment on site and available for review upon request.

The Permittee shall maintain a copy of the ADEQ Notice of Equipment Transfer on site and available for review upon request.

When operating inside Maricopa County, the Permittee shall maintain a copy of all earth moving permits obtained from Maricopa County on site and available for review upon request.

When operating inside of Maricopa county, the Permittee shall maintain a copy of the most recently approved Dust Control Plan on site and available for review upon request.

RECORD KEEPING REQUIREMENTS

The Permittee shall keep records of the following monitoring information:

Operating hours of the equipment covered under this General Permit. This record shall include the date, the starting time (in hours and minutes), the stopping time (in hours and minutes), and the type of fuel burned in each internal combustion engine.

A rolling twenty-four (24) hour total of the operating hours for the equipment covered under this General Permit.

Total daily production and daily average hourly production rate (total daily production divided by the day's hours of operation) of aggregate processed by the equipment covered under this General Permit.

Emissions observation testing results, as set forth in EPA Reference Method 9. Frequency of testing in accordance with the requirements of the General Permit.

NSPS SOURCE REQUIREMENTS

PARTICULATE MATTER EMISSIONS LIMITS

Screening, conveyor operations, and fine ore storage bins

The Permittee shall not allow to be discharged into the atmosphere any process fugitive emissions which exhibit visible emissions greater that 10 percent opacity.

Crusher operations

The Permittee shall not allow to be discharged into the atmosphere from any crusher, at which a capture system is not used, any process fugitive emissions which exhibit visible emission greater that 15 percent opacity.

Truck/railcar loading or bagging operations

The Permittee shall not allow to be discharged into the atmosphere any process fugitive emissions which exhibit visible emissions greater that 10 percent opacity.

Operations enclosed in a building

The Permittee shall not allow to be discharged into the atmosphere any process fugitive emissions which exhibit visible emissions greater the 10 percent opacity.

COMPLIANCE TESTING FOR NSPS

Test Method and Procedures

For the purposes of determining compliance with the applicable opacity limits, the owner or operator shall conduct or cause to be conducted the tests and procedures set forth in EPA Reference Method 9 for affected facilities which are subject to the NSPS provisions.

AIR POLLUTION CONTROL REQUIREMENTS

Dust Suppression/Control Methods

Spray Bars: Water spray bars shall be used on all crushers and screens whenever the equipment is operating or material must be adequately wet to minimize visible emissions to the extent practical; or
Other dust control measures which effectively control visible emissions to within the requirements limits.

Testing Requirements

Beginning from the issuance of an Authorization to Operate under this General Permit, Method 9 observations shall be conducted on the crushing and screening facility by a certified Method 9 observer. Frequency of testing as specified in the General Permit. All performance tests shall be conducted and data reduced in accordance with EPA Reference Method 9 in order to determine the opacity of visible emissions. Upon completion of the observation, the Permittee shall record the name of the observer, date, time and result of the observation on the Visible Emission Observation Form.

MONITORING REQUIREMENTS

Periodic Monitoring Requirements (this is the preferred method of monitoring production quantities, but will not be enforced by ADEQ or MSHA, provided we maintain some logical/reasonable process to justify the quantities we declare on the "Daily Crusher Production Report")

The Permittee shall install, calibrate, maintain, and operate monitoring devices which can be used to determine daily the process weigh of sand, gravel or crushed stone produced. The weighing devices shall have an accuracy of plus or minus 5 percent over their operation range.

ADEQ- MOVE NOTICE

A portable source may be transferred from one location to another provided that the owner or operator of such equipment notifies the Director of the transfer by certified mail at least ten (10) working days before the transfer. The location change shall be submitted via the standard form provided by the department.

MSHA MINE SITE REQUIREMENTS

Training applies to all personnel entering the mine (crushing) site.

NEW MINER TRAINING

Before a new miner begins work at the mine you must provide the miner with no less than 4 hours of training in the following subjects, which must also address site-specific hazards:

An introduction to the work environment, including a visit and tour of the mine, or portions of the mine that are representative of the entire mine (walk around training). The method of mining or operation utilized must be explained and observed;
Instruction on the recognition and avoidance of electrical hazards and other hazards present at the mine, such as traffic patterns and control, mobile equipment (e.g., haul trucks and front-end loaders), and loose or unstable ground conditions;
A review of the emergency medical procedures, escape and emergency evacuation plans, in effect at the mine, and instruction on the fire warning signals and firefighting procedures;
Instruction on the health and safety aspects of the tasks to be assigned, including the safe work procedures of such tasks, the mandatory health and safety standards pertinent to such tasks, information about the physical and health hazards of chemicals in the miner's work area, the protective measures a miner can take against these hazards, and the contents of the mine's Haz-Com program;
Instruction on the statutory rights of miners and their representatives under the Act;
A review and description of the line of authority of supervisors and miners' representatives and the responsibilities of such supervisors and miners' representatives; and
An introduction to your rules and procedures for reporting hazards.

No later than 60 calendar days after a new miner begins work at the mine you must provide the miner with training in the following subject:

Instruction and demonstration on the use, care, and maintenance of self-rescue and respiratory devices, if used at the mine; and
A review of first aid methods.

No later than 90 calendar days after a new miner begins work at the mine you must provide the miner with the balance, if any, of the 24 hours of training on any other subjects that promote occupational health and safety for miners at the mine.

NEWLY HIRED EXPERINECED MINER TRAINING

Before a newly hired experienced miner begins work at the mine you must provide the miner with no less than 4 hours of training in the following subjects, which must also address site-specific hazards:

An introduction to the work environment, including a visit and tour of the mine, or portions of the mine that are representative of the entire mine (walk-a-round training). The method of mining or operation utilized must be explained and observed;

Instruction on the recognition and avoidance of electrical hazards and other hazards present at the mine, such as traffic patterns and control, mobile equipment (e.g., haul trucks and front-end loaders), and loose or unstable ground conditions;

A review of the emergency medical procedures, escape and emergency evacuation plans, in effect at the mine, and instruction on the fire warning signals and firefighting procedures;

Instruction on the health and safety aspects of the tasks to be assigned, including the safe work procedures of such tasks, the mandatory health and safety standards pertinent to such tasks, information about the physical and health hazards of chemicals in the miner's work area, the protective measures a miner can take against these hazards, and the contents of the mine's Haz-Com program;

Instruction on the statutory rights of miners and their representatives under the Act;

A review and description of the line of authority of supervisors and miners' representatives and the responsibilities of such supervisors and miners' representatives; and

An introduction to your rules and procedures for reporting hazards.

No later than 60 calendar days after a newly hired experienced miner begins work at the mine you must provide the miner with an instruction and demonstration on the use, care, and maintenance of self-rescue and respiratory devices, if used at the mine.

NEW TASK TRAINING

You must provide any miner who is reassigned to a new task in which he or she has no previous work experience with training in the health and safety aspects of the task to be assigned, including the safe work procedures of such task, information about the physical and health hazards of chemicals in the miner's work area, the protective measures a miner can take against these hazards, and the contents of the mine's HazCom program. This training must be provided before the miner performs the new task.

If a change occurs in a miner's assigned task that affects the health and safety risks encountered by the miner, you must provide the miner with training under paragraph (a) of this section that addresses the change.

You are not required to provide new task training under paragraphs (a) and (b) of this section to miners who have received training in a similar task or who have previous work experience in the task, and who can demonstrate the necessary skills to perform the task in a safe and healthful manner. To determine whether task training under this section is required, you must observe that the miner can perform the task in a safe and healthful manner.

Practice under the close observation of a competent person may be used to fulfill the requirement for task training under this section, if hazard recognition training specific to the assigned task is given before the miner performs the task.

Training provided under this section may be credited toward new miner training, as appropriate.

ANNUAL REFRESHER TRAINING

You must provide each miner with no less than 8 hours of annual refresher training:

No later than 12 months after the miner begins work at the mine.

Thereafter, no later than 12 months after the previous annual refresher training was completed.

The refresher training must include instruction on changes at the mine that could adversely affect the miner's health or safety.

Refresher training must also address other health and safety subjects that are relevant to mining operations at the mine. Recommended subjects include, but are not limited to: applicable health and safety requirements, including mandatory health and safety standards; information about the physical and health hazards of chemicals in the miner's work area, the protective measures a miner can take against these hazards, and the contents of the mine's HazCom program; transportation controls and communication systems; escape and emergency evacuation plans, firewarning and firefighting; ground conditions and control; traffic patterns and control; working in areas of highwalls; water hazards, pits, and spoil banks; illumination and night work; first aid; electrical hazards; prevention of accidents; health; explosives; and respiratory devices. Training is also recommended on the hazards associated with the equipment that has accounted for the most fatalities and serious injuries at the mines covered by this rule, including: mobile equipment (haulage and service trucks, front-end loaders and tractors); conveyor systems; cranes; crushers; excavators; and dredges. Other recommended subjects include: maintenance and repair (use of hand tools and welding equipment); material handling; fall prevention and protection; and working around moving objects (machine guarding).

HAULAGE ROADS

Haulage road conditions can play a big part in the safety of a mining operation. Poor road conditions can make it much more difficult to operate equipment safely.

Hazardous conditions include: grades that are **too steep**; roadways that are **too narrow;** inadequate traffic control signs; unstable slopes; **poor drainage**; problems due to weather conditions; **inadequate sight distance** at the crest of hills and around curves; and **lack of adequate berms** or guardrails.

These conditions can lead to loss of control of the truck, collisions with other vehicles, runaway trucks, and trucks going off the roadway and overturning.

Important considerations for keeping haul roads safe include:

Roadways wide enough to allow the safe passage of the largest equipment that uses the haul road.

Adequate berms or guardrails on elevated roadways where there is a danger of a vehicle running off the road. **Berms higher than axleheight should be used in more critical areas such as at steep grades and sharp curves.**

Haul road **grades** compatible with the capabilities of the equipment using them. Steep grades have been a factor in haulage accidents.

Traffic signs to control traffic flow and to provide vehicle operators with information (such as **speed limits, grades**, and **traffic patterns**) to help ensure safe operation.

Roadways that are **inspected, maintained, and repaired regularly.** Special checks should be made after changes in weather conditions.

Drivers trained on any change in traffic patterns.

It is especially important that **new operators** be instructed on the capabilities of the equipment they are operating, and any special driving precautions that should be taken on the mine's haul roads.

Vehicle operators should be alert to, and **anticipate, changes in road conditions**, especially with changes in the weather.

Operators should **promptly inform** company officials of any unusual or **potentially dangerous road conditions**. Examples would be:

(1) Poorly drained areas;
(2) Soft shoulders;
(3) Washed out areas, ruts and gullies;
(4) Boulders or debris on the roadway;
(5) Ice and snow drifts;
(6) Cracks or unstable slopes above or below the roadway; or
(7) Excessive dust.

OTHER CRUSHER SITE REQUIREMENTS

Signage

Visitors must register at the Project Office
Only authorized personal allow on the mine site
Phone number of the emergency contacts
All vehicles must stay on the haul road
Posted speed limit is 15 miles per hour

All PPE must be worn at all times

Hard hats
Safety glasses
Approved foot wear
Ear protection

DAILY CRUSHER PRODUCTION REPORT:

Date: _____

Site Location: _____

Equipment ID: (ATO number): _____

Crusher start time (Hours and Minutes): _____

Crusher stop time (Hours and Minutes): _____

Hours of Operation: _____

Type of Fuel Burned: _____

Rolling twenty-four (24 hr)
Operating total hours total: _____

Daily Production and daily average hourly production

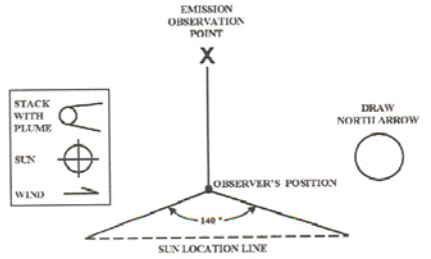
1. Daily Production = _____

2. Daily Average Hourly Production = _____
   (Total daily production divided by day's hours of operation)

VISIBLE EMISSION OBSERVATION FORM

Company Name		
Location		
City	State	Zip
Process Equipment		Operating Mode
Control Equipment		Operating Mode
Describe Emission Point		
Height of Emission Point	Height Relative to Observer Start End	
Distance to Emission Point Start End	Direction to Emission Point Start End	
Vertical Angle to Observation Pt. Start End	Direction to Observation Point Start End	
Describe Emissions Start End		
Emission Color Start End	If Water Droplet Plume (Circle) Attached Detached N/A	
Point In The Plume At Which Opacity Was Determined Start End		
Describe Plume Background Start End		
Background Color Start End	Sky Condition Start End	
Wind Speed Start End	Wind Direction Start End	
Ambient Temp Start End	Wet Bulb Temp	RH Percent

SOURCE LAYOUT SKETCH



Additional Information

Observation Date	Start Time	End Time

Min \ Sec	0	15	30	45	Comments
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
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23					
24					
25					
26					
27					
28					
29					
30					

Observer's Name (Print)	
Observer's Signature	Date
Organization	
Certified by	Date

Continue on reverse side

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Min \ Sec	0	15	30	45	Comments
31					
32					
33					
34					
35					
36					
37					
38					
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60					

Additional Information

EPA- Method 9 Report PAGE 2 of 2

ADEQ
Arizona Department of Environmental Quality

Air Quality Division
Portable Source
Notice of Equipment Transfer

Notification needed 10 working days prior to TRANSFER via certified mail, in accordance with R18-2-324.D.

Company Information: Please fill in the following. **Today's Date:** _____

Company Name: _____ **dba:**_____

Mailing Address: _____ **City/State/ZIP:**_____

Physical Address (if different from mailing address):_____

Contact:_____ **Telephone:** _____**Fax**_____

Mine/Plant/Quarry Name:_____

Present Location Address: _____

Present Location: (Nearest Town): _____ **County:** _____**Zip:** _____ **Township:**_____
Range:_____
Section:_____

New Location Address: _____

New Location: (Nearest Town): _____ **County:** _____**Zip:** _____ **Township:**_____
Range:_____
Section:_____

What utilities (electric, water, sewer, etc.) are available?_____

_____

On-site Contact: _____ **Telephone:**_____**Cell#:**_____

Driving Directions:_____

Transfer Date:_____ **Start-up Date:** _____

Equipment to be Transferred: Please list all equipment to be transferred. Please list additional equipment on page 2.

Permit Number	Equipment Number	Serial Number	ATO Number	Rental Equipment Yes/No	Description of Equipment & Name of Lessor if rented equipment
				Y N	
				Y N	
				Y N	
				Y N	
				Y N	
				Y N	
				Y N	
				Y N	

Revised August 2004 - form to comply with Arizona Administrative Code R18-2-324

Move Notice-ADEQ PAGE 1 of 2

Permit Number	Equipment Number	Serial Number	ATO Number	Rental Equipment Yes/No	Description of Equipment
				Y N	
				Y N	
				Y N	
				Y N	
				Y N	
				Y N	
				Y N	
				Y N	
				Y N	
				Y N	
				Y N	
				Y N	

OPTIONAL:

1. Notice of STOP: ☐ STOP **Stop Date** _____

2. Type of Facility:
☐ Open Pit ☐ Underground ☐ Mill ☐ Quarry ☐ Hot Plant ☐ Smelter ☐ Aggregate Plant ☐ Batch Plant
☐ Soil Vapor Extraction ☐ Other _____ Superfund Site: Yes / No

3. All Agencies That Were Notified: Please check all agencies that were notified of the transfer. Please note, if state-permitted equipment is to TRANSFER to either Maricopa, Pima, or Pinal County, the County Agency must also be notified.

☐ **Arizona State Mine Inspector**
1700 W. Washington, Suite. 400, Phoenix, AZ 85007
(602) 542-5971

☐ **Arizona Department of Environmental Quality (Air Quality)**
1110 W. Washington St., MC 3415A-3 Phoenix, AZ 85007
(602) 771-2301 Fax: (602) 771-2299

☐ **Maricopa County Environmental Service Department (Air Quality)**
1001 N. Central Ave., Suite 300, Phoenix, AZ 85004
(602) 506-6739 Fax: (602) 506-6862

☐ **Pima County Department of Environmental Quality (Air Quality)**
130 W. Congress, Tucson, AZ 85701
(520) 740-3369 Fax: (520) 882-7709

☐ **Pinal County Air Quality Control District**
P.O. Box 987, 457 S. Central, Florence, AZ 85232
(520) 868-6765 Fax: (520) 868-6754

☐ **Other:**

4. Mine Inspector Data: Please fill in the Following (If applicable).
Entry Date: _____ **Pin #:**_____ **State ID#:**_____ **MSHA ID#:**_____
Name of Primary Official:_____ **Name of Designated Safety Official:**_____
No. of Employees (Including On-Site Office Staff): _____ **Principal Product:**_____
If your Operation will be using hazardous materials (eg. Cyanide, Acid, Etc.) please list: _____
_____

Revised August 2004 - form to comply with Arizona Administrative Code R18-2-324

Move Notice-ADEQ PAGE 2 of 2

SECTION 23 - FLEET SAFETY

See Page 23 – 9 "Driver/Operator Authorization Form"

Policy Statement

In the context of this section, the terms drive and operate; driving and operating; driver and operator; are used synonymously.

This policy establishes guidelines and procedures to be followed to protect the safety of individuals operating any motor vehicle or equipment, hereinafter referred to as vehicle, on company business. Protecting all our employees, passengers and the general public is of the highest priority to the company.

All employees while driving any vehicle while conducting company business will adhere to the following policy guidelines, no matter the type of vehicle being operated. These policy guidelines will also apply to independent contractors operating their own vehicle under a lease or owner-operator agreement.

Distracted Driving

Hunter Contracting Co. recognizes that distracted driving can impair safe driving and contribute to vehicle accidents. Distracted driving comes in many forms. This policy is intended to eliminate distractions while driving among all employees of Hunter Contracting Co. and to help them safely operate vehicles or perform work for the company. For purposes of this policy, a distraction shall be defined as any activity that causes the driver to take his or her mind off the task of driving safely.

Any activity that would cause drivers to take both hands off the steering wheel at the same time, or their minds off the task of driving safely is prohibited.

Certain types of activities are specifically Prohibited or Restricted while the vehicle is in motion and are listed below.

- Prohibited Activities:
  - Using a laptop computer
  - Watching television
  - Playing electronic games
  - Use of any device in violation of any applicable local ordinance, state or federal statutes

- Restricted Activities: must be using approved hands-free device
  - Use of a cell phone
  - Reading or responding to e-mails or text messages on any type of communication device
  - Use of a Personal Digital Assistant (PDA), Smartphone or any similar type device
  - Use of a navigation device (GPS)
  - Use of headphones

Use as used above is defined to include: reaching for or holding the device while operating the vehicle or pushing more than one button to operate the device.

Other types of activities are well known causes or contributors to distracted driving and should be avoided whenever possible, these include:

- Writing or handling paperwork
- Reading a map or road atlas
- Reading anything that is not necessary to the immediate task of operating the vehicle
- Eating
- Engaging in argumentative, or contentious conversations
- Reaching for any object that would require the driver to leave his/her normal driving position
- Rubbernecking (the act of gawking at something of interest)

Approved hands free devices are those that are capable of initiating, answering or terminating the communication by touching a single button without the need for reaching in an unacceptable and unsafe manner. Reaching is defined as, requiring the driver to maneuver so that he or she is no longer in a seated driving position or restrained by a seat belt. Also, this action should not require the driver to take his or her eyes off the road. These devices require either a speaker, one-wire or wireless ear set for use.

Driving or operating a vehicle includes while temporarily stopped due to traffic, traffic control devices or other momentary delays.

If an employee is involved in an accident, and a causal factor of the accident is driving while distracted, the employee may be subject to retraining and/or disciplinary action up to and including termination. An employee who is observed engaging in any specifically prohibited conduct may be subject to retraining and/or disciplinary action up to and including termination.

Traffic Laws

It is the responsibility of every driver to know, understand, and comply with all Federal, State and local laws governing the operation of vehicles. At no time will any employee be allowed to operate a Hunter Contracting Co. vehicle if they are not properly licensed to do so.

All violations received while operating a Hunter Contracting Co. owned vehicle must be reported to your immediate supervisor as soon as possible following the incident. All collisions regardless of nature must be reported. Any violation that could change the status of your operators permit or license must be reported to your supervisor immediately. Failure to do so may result in disciplinary action.

Hunter Contracting Co. may not represent you or pay any fine levied where negligence on your part has contributed, whether wholly or in part, to any collision or citation (e.g. speeding, running a red light, unsafe lane change, failure to signal, operating under the influence of any mind-altering substance, including prescription drugs, etc…)

Commercial Vehicle

The following Commercial vehicle rules apply while driving within the state of Arizona. Anyone utilizing a company vehicle or an approved personal vehicle for company business outside of Arizona will need to contact the Department of Vehicles for that particular state to verify local state requirements.

Employees operating a Commercial Vehicle are also required to carry a valid DOT Health Card to operate:

- A single vehicle with a gross vehicle weight rating (GVWR) of more than 18,000 pounds.
- Any combination of vehicles with GVWR of more than 18,000 pounds.
- Any motor vehicle pulling a trailer with a GVWR of over 10,000 pounds.

All Commercial vehicles shall have the name of the company, corporate office phone number and US DOT number affixed to the door panel. All lettering shall be easily legible and at least 1 inch in its least dimension.

Commercial Driver License

In addition to all other requirements, employees shall carry a valid Commercial Drivers License (CDL) and DOT Health Card before operating the following types of vehicles:

- **Class A CDL** – A combination vehicle (truck and trailer) if the GVWR of the trailer is 10,001 pounds or more, and when added to the GVWR of the power unit (truck), the gross combined weight rating (GCWR) is over 26,001 pounds.
- **Class B CDL** – Any vehicle with a GVWR of 26,001 pound or more. A trailer may be towed if the GVWR of the trailer is 10,000 pounds or less.
- **Class C CDL** – Any vehicle with a GVWR of 26,000 pounds or less, if the vehicle is required to be placarded to transport Hazardous Materials or transports 16 or more passengers, including the driver.

Special Endorsements

As required by the Department of Transportation, operators of certain Commercial Vehicles will be required to have special endorsements. Below are examples of some common endorsements.

- **AIR BRAKES** endorsement for vehicles with air brakes.
- **(T) DOUBLE** or **TRIPLE TRAILERS**. For tractors pulling two or three trailers.
- **(N) TANK VEHICLES**. For vehicles designed to haul liquids or liquefied gases in bulk in permanently mounted tanks or portable tanks rated at 1,000 gallons or more.
- **(H) HAZARDOUS MATERIALS**. To carry hazardous materials in amounts requiring placards.
- **(X)** Endorsement code designating a Tank **(N)** vehicle that carries Hazardous Materials **(H)**.

Fleet Safety Rules

The following are safe driving rules, which are included in Hunter Contracting Co.'s Fleet Safety Program and are to be adhered to by all drivers working on Hunter Contracting Co.'s projects:

1. Do not take chances. To arrive safely is more important than to arrive on time.
2. All drivers are required to verify that there are no obstructions or hazards by walking behind the vehicle before backing up.
3. When feasible and safe to do so, all drivers shall back into parking spaces.
4. Drivers should be mentally and physically rested and alert prior to each trip.
5. Drinking of alcoholic beverages while driving, or driving while under the influence of alcohol or restricted drugs is prohibited.
6. Drivers must have a valid driver's license for the type of vehicle to be operated, and keep the license(s) with them at all times when driving.
7. Traffic laws must be obeyed.
    a. Speed shall never be faster than a rate consistent with existing speed laws and road, traffic and weather conditions. Posted speed limits must be obeyed.
    b. When operating a company vehicle on a job site, the maximum speed shall be as posted, or as reasonable and prudent for conditions.
    c. Never attempt to exercise the right-of-way; always let the other driver go first.
    d. Keep to the right except when overtaking slow-moving vehicles, or when getting into a position to make a left turn.
    e. Never follow another vehicle so closely that you will not be able to make a safe stop under any conditions. Observe Timed Interval and Following Distance guidelines.
    f. Turn signals must be used to show where you are heading, while going into traffic and before every turn or lane change. Remember, signaling intentions neither gives the driver the right of way, nor guarantees a safe lane change.
    g. Slow down and watch for children in school zones.
8. Vehicles are to be driven by authorized drivers only.
9. Do not give rides to hitchhikers or strangers.
10. Drivers and passengers shall always wear seat belts while vehicle is in motion.
11. Passengers shall be permitted only in areas designated for occupancy by the vehicle manufacturer, and in accordance with the vehicle's specifications. At no time is any person permitted in the cargo area of a vehicle while that vehicle is in motion.
12. Check your vehicle daily before each trip, and check the vehicle visually each time before driving. Check lights, tires, brakes, and steering particularly. An unsafe vehicle should not be operated until repairs are made.
13. Drivers must report all collisions and violations immediately, as required by law and company rules.
14. Drivers may not use any radar detector, laser detector, or similar devices.
15. Drivers are responsible for ensuring that loads on or in their truck are secure before operating any Hunter Contracting Co. vehicle or approved personal vehicle on public roadways.
16. You must comply with all Federal, State and Local Ordinances.

Note: **<u>The remainder of this section is intended for Hunter Contracting Co. employees only.</u>**

Driver Requirements

To drive a company vehicle or an approved personal vehicle on company business, within the public right of way and/or areas designated for travel by the general public, you must meet the following:

1. You must be 21 years of age or older.
2. You must have the appropriate, valid driver's license and must not have more than 14 points as determined by the, "Driver Performance Scoring Chart" (See Appendix A, on page 23-8), during the last 36 month period based on your Department of Motor Vehicle record, company records or a combination of both.
3. You must be satisfied that the vehicle is in safe operating condition.
4. You must be able to drive the vehicle safely.
5. You must comply with all Federal, State and Local Ordinances and Hunter Contracting Co. Fleet Safety Rules, see above.
6. You must have written authorization from your Division Manager and sign a Fleet Safety acknowledgement, see page 23-9.

Vehicle Assignment

Company vehicles, at the discretion of the Division Manager, can be assigned to salaried employees only, who meet the above driver requirements. These vehicles are for use for Company Business purposes only, except as permitted below in Authorized Personal Use and Passengers. All other vehicles are to be stored at the jobsite or main office.

The General Superintendent will assign the authorized driver the appropriate vehicle. The Equipment Manager will be responsible for determining the appropriate qualifications the driver will need for the vehicle being assigned to the employee. The Equipment Manager will also be responsible for notifying the Human Resources department of these qualifications so that all appropriate documentation can be processed and filed in accordance with this policy and DOT regulations.

Authorized Personal Use and Passengers

The following outlines permissible uses, passengers and required approvals relating to company vehicles.

1. **Owners, Officers & CFO**
    a. Unrestricted, provided the use is prudent and legal.
    b. Acceptable passengers are at their discretion.
2. **Department Managers** (including: Division Manager, Operation Manager, Controller, Equipment Manager, Estimating Director, HR Director, Safety Director, Safety Manager)
    a. Unrestricted, provided the use is prudent and legal, except as noted below,
    b. Activities outside of 250 miles of home require prior approval.
    c. Acceptable passengers are at their discretion.
3. **Middle Management positions** (including: Cash Manager, Business Development Manager, General Superintendent, Shop Services Supervisor, Senior Estimator, Estimator, Senior Project Manager, Project Manager, Safety Specialist, Structural Concrete Manager, Con-arch Manager and Training Specialist)
    a. Commuting between home and their work site.
    b. Activities and needs during the course of their normal commute, with prior approval.
    c. Company and Owner sponsored events, with prior approval.

d. In addition to Hunter employees and business associates, acceptable passengers are restricted to spouse, children and relatives when necessary.

4. **All others** (e.g.: Project Safety Supervisor, Project Superintendents, Superintendent, Assistant Superintendent, Foreman, Project Engineers-all grades, Assistant Estimator and Junior Estimator, Equipment Superintendent)
    a. Commuting between home and their work site.
    b. Activities and needs during the course of their normal commute, with prior approval.
    c. In addition to Hunter employees and business associates, acceptable passengers are restricted to spouse, children and relatives when necessary.

Required approvals shall be from respective Division Manager.

Company owned licensed vehicles, of any kind, shall not be used by non-salaried employees for personal use (including commuting from home) without specific written authorization from the respective Division Manager **and** VP of Operation, CFO or Sr. VP.

Authorized drivers who drive or take home a company vehicle are responsible for all fines and parking expenses. The driver must make sure that valuables such as laptops are removed and the truck and tool boxes remain locked and equipment in the bed is reasonably stored or secured as to prevent theft.

Authorized Passengers shall be required to follow all applicable Fleet Safety Rules. Passengers shall be permitted only in areas designated for occupancy by the vehicle manufacturer, and in accordance with the vehicle's specifications. At no time is any person permitted in the cargo area of a vehicle while that vehicle is in motion.

Unauthorized Use of Company Vehicles

If unauthorized use results in an auto incident, in addition to whatever disciplinary action may be taken, the employee(s) may be held responsible to the full extent permissible by law.

If an authorized driver allows an unauthorized individual to drive a company vehicle, disciplinary action may be taken, up to and including suspension of driving privileges or dismissal of the authorized driver.

Collisions

In the event of a collision:

a) Check on welfare of all individuals involved.
b) Render first-aid if necessary to the best of your training and ability.
c) Call for the police (and medical help if necessary).
d) Notify your Safety Representative immediately.
e) Exchange appropriate insurance and contact information with other drivers.
f) Obtain a copy of the police report.
g) Complete a detailed written report and submit necessary information within 24 hours.

***Never admit guilt or discuss the incident with anyone other than an on-duty police officer, Hunter Contracting Co. management representative, or authorized agent of Hunter Contracting Co.**

Drugs and Alcohol

Hunter Contracting Co. has a Substance Abuse Policy in place. All provisions of that policy apply to this section. At no time will any employee be permitted to operate any Hunter Contracting Co. owned vehicle or approved personal vehicle on company business while under the influence of drugs or alcohol. This includes any mind-altering prescription medication, medication that may alter or slow the decision-making process or medication, which comes with a warning to "Use caution when operating a car or dangerous equipment" while under its influence.

Anyone found driving a company owned vehicle or approved personal vehicle on company business while under the influence of any drugs and or alcohol or fails to submit to a drug and alcohol test in accordance to our Substance Abuse Policy is subject to immediate termination and a minimum of three years suspension of driving privileges if rehired in accordance with Hunter Contracting Co. Substance Abuse Policy.

CDL Operator Records

The Human Resources department will be responsible for compiling and maintaining a permanent file for all CDL drivers. All CDL operators are required to submit an application for employment, current Medical Examiners Certificate within the last 24 months or USDOT letter granting a medical waiver, Certificate of Violations of vehicle laws for the last 36 months, copy of their valid CDL, and any other necessary documents as required by the Department of Transportation.

The Human Resources department will complete an annual audit on all CDL files to ensure each CDL operator has current information on file. The CDL operator will be responsible for submitting necessary renewals prior to expiration or upon request to the Human Resources department.

APPENDIX A – DRIVER PERFORMANCE SCORING CHART

The following point system shall be used for purposes of calculating the driver's performance score:

POINTS	VIOLATION
15 each	License Suspension
15 each	Criminal Traffic Conviction, Homicide, Assault or Felony arising from the operation of a vehicle.
15 each	Driving under the influence (DUI)
15 each	Major violation i.e., reckless driving, endangering the lives of others, racing, hit and run.
15 each	Refusal to submit to a drug or breath alcohol test.
6 each	At Fault accidents.
5 each	Failure to drive in a safe manner, as determined by the Safety Manager or Safety Director, which resulted in an incident.
5 each	Speeding violation.
4 each	Any "standard" violation (i.e. failure to yield right of way, traffic light, stop sign, improper passing, failure to signal, driving too fast for conditions or failure to keep right.)

Personnel, whose driving records identify them as unacceptable risks according to our insurance carrier, are also prohibited from driving.

Personnel whose driver's license are not valid, have expired, or have been suspended or revoked are further prohibited from driving any private vehicle onto any Hunter Contracting Co. owned or operated facility, including temporary construction sites. Personnel with a Department of Motor Vehicle issued to-and-from work permit will be allowed access to designated employee parking.

Human Resources Use Only
☐ Verified Age
☐ Verified Valid License
☐ Verified Driver Points
Verified by:_____

DRIVER/OPERATOR AUTHORIZATION FORM

I hereby authorize _____ , _____to drive/operate
(Name) (Title)
an approved personal vehicle/equipment for company business or to drive a company vehicle/equipment for company business/personal use as specified below.

□ Salaried employee, use specified by Fleet Safety Policy.

□ Non-salaried employee driver/operator, use limited to driving/operating for company business only. Vehicle/equipment shall be stored at jobsite or office.

□ Non-salaried employee operator, use limited to operating for company business only and is limited to areas of jobsites that are not within the public right of way and/or areas designated for travel by the general public. Equipment shall be stored at jobsite or office.

□ Personal use for authorized non-salaried employee. Please specify purpose and time frame allowed for personal use of vehicle/equipment. **Secondary approval required.**

_____

_____

Approval **Secondary Approval**

_____ _____
Division Manager Date VP of Operation, CFO or Sr. VP Date

FLEET SAFETY ACKNOWLEDGMENT

I hereby acknowledge that I have received, read and understand the Fleet Safety Policy. I acknowledge and agree that I will drive/operate in accordance with the policy and all applicable laws and ordinances.

I acknowledge that I have been assigned a vehicle or provided a piece of equipment for company business and I shall use it in accordance with my approved authorization. I acknowledge that the vehicle/equipment is to remain under my care and supervision when not stored at the office or jobsite. I shall ensure that the vehicle/equipment is safe for use before operating it and that I am physically and mentally fit to operate it. I shall be responsible for securing the vehicle/equipment and all of its contents at the end of shift.

I acknowledge that my failure to follow any part of this acknowledgment and/or policy may constitute my privilege of operating a vehicle/equipment for company business to be revoked.

_____ _____
Employee (Signature) Date

SECTION 24 – TASK HAZARD ANALYSIS

See Page 24 – 3 "Task Hazard Analysis"

PURPOSE

Hunter Contracting is dedicated to the protection of its employees from hazards that arise in the performance of the duties of their jobs. There may be certain jobs or tasks on a project that will require special safety emphasis in addition to Hunter's Safety Policies. To help control identified hazards, we have chosen to analyze the steps employees take in their job duties and to identify means to minimize or eliminate the identified hazards by conducting a Task Hazard Analysis (THA).

RESPONSIBILITIES

It is the responsibility of the Project Manager, Project Engineer or Field Engineer, Superintendent and Foreman with the assistance of safety personnel when necessary to jointly review the scope of work to identify any task that may present a safety hazard. Once a THA form is completed all employees involved in the task are required to read the THA and be given an opportunity to provide recommendations or to ask questions of things they may not understand. All employees are required to sign the THA acknowledging that they will follow the prescribed procedure for the task as outlined in the THA. The THA shall be reviewed each day when the prescribed activity is carried over a length of one day. Each employee involved

Any work to be performed that is contrary to what is outlined in the completed THA must be approved by the immediate supervisor prior to commencement. Modifications to the THA outlining the changes must be in writing and all employees affected by the change shall be notified.

REUSING TASK HAZARD ANALSYIS FORMS

A completed THA may be re-used for repetitive operations. The immediate supervisor shall be responsible for ensuring that any necessary updates to the form are completed before the employees involved in the task are required to read and sign the form.

SELECTING A TASK

Task Hazard Analysis is to be completed for all tasks in the field and shop where an employee is subjected from a minor to severe risk of injury or illness.

LIST TASK INTO BASIC STEPS

Before the search for hazards begins, the task should be broken down into basic steps that describe what is done and in what order. The analysis should be basic, but not too general in nature. Record the operation (basic task step) on first column the THA form.

IDENTIFYING ALL HAZARDS

Discuss the task a second time to identify the safety hazards and potential risks that may be associated with it. The purpose is to identify all safety hazards, whether they are part of the job environment or are inherent safety hazards of the job itself. While analyzing each task step, no attempt should be make to develop solutions. Doing so interferes with spotting safety hazards and potential incidents. Record the potential hazards on the second column of the THA form.

IDENTIFYING ACTIONS TAKEN TO ABATE HAZARDS

When the hazards have been identified and their causes are understood, the next step is to develop ways to prevent their occurrence or reduce the potential risk of the hazard through development of engineering controls or safe work practices with people, equipment, and/or work environment.

- Possible engineering controls or safe work practices may include ventilating a confined space, changing the job procedure, providing additional training and instruction for the employees.
- Controls for equipment could include guarding, interlocking, repair and maintenance, inspection procedures, and alternation or modification of the equipment.
- Controls for the work environment could include substitution for hazardous materials, altering material flow or handling methods, or ventilation and engineering controls, to name a few.
- The solutions or corrective actions listed on the THA form should be utilized to develop Safe Work Practices for that task that will be used to train the employees in this task.

CONCLUSION

When THA are completed and the entire process is reviewed, all employees can work more safely and effectively together.

If an incident occurs, the investigation shall include a review of the applicable THA to determine if the THA should be amended to prevent a similar incident or if a new THA should be preformed.

All completed THA forms shall be turned into the Safety Department within one week of the task being completed. A file of all the completed THA shall be maintained at the jobsite or maintenance shop. An electronic library of all completed THA shall be maintained by the Safety Department and made available on the corporate server.

Hunter Contracting Co.
Task Hazard Analysis

Project and Task Information

Job No.:	**Craft:**	**Date & Duration:**
Job Name:	**Supervisor:**	**Subcontractor Name:**
Location of Task:		

Planning Information

Phase Codes:	**Plan Pages:**
Budget, Man-hours:	**Spec./Section-Submittals:**
Manpower Required:	**Date Required:**
Equipment Required:	**Date Required:**
Materials Required:	**Date Required:**
Tools Required:	**Date Required:**
Training Required:	

Crew Sign-in Log

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Task Hazard Analysis

TASK HAZARD ANALYSIS ☐ **New** ☐ **Revision** **Last Revision:** _____

Task Description: _____

List All Task Steps	List All Hazards Involved	List Actions Taken to Abate Hazards