



Sunbelt Asphalt Surfaces, Inc.

SAFETY AND HEALTH PROGRAM

Sunbelt Asphalt Surfaces, Inc. Safety and Health Program For Field Operations

1410 Sunbelt Way
Auburn, GA 30011

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SAFETY AND HEALTH POLICY

POLICY STATEMENT

SUNBELT ASPHALT is committed to the protection of ALL of its resources from losses due to incidents or accidents.

To meet this commitment to protect our employees and our property, **SUNBELT ASPHALT** will maintain a safe and healthful work environment on all of its job sites, and will comply with all Federal, State, and Local regulations.

Our Objective is to eliminate all hazards that may lead to personal injury or illness, as well as fires, damage or loss of property.

Our Policy is to provide and maintain safe and healthy working conditions for all our employees, providing appropriate tools, equipment, operational processes and safe systems of work covering all our activities. For more detail than what is stated in this policy refer to the site/task specific safety plan available by onsite management.

Our management accepts the responsibility for applying this policy and for providing information, instruction and training to achieve this purpose.

All work practices will be evaluated for health and safety hazards. Should any of our activities endanger the health or safety of any employee, subcontractors or visitors, such activities will be stopped and corrective actions implemented as necessary.

Our commitment to this policy will assist us to develop a positive health and safety culture throughout all areas and activities.

All Sub Contractors will be required to comply with all current Federal, State and Local Health and Safety legislation and this manual depending on which is most stringent.

Sunbelt Asphalt Surfaces CEO	Date
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Goal/Purpose

We want to make our safety and health efforts so successful that we make the elimination of accidents and injuries not just a goal, but a way of life. Comply with all current Health and Safety Legislation and Approved Codes of Practice. It is our ultimate goal to achieve a zero incident culture that is constantly developing methods of improvement and being an industry leader in safety practices.

Objectives

- ❖ To engender and support a culture of health and safety by promoting a consciousness of safety in the minds of all persons entering the site
- ❖ To anticipate and prevent workplace health and safety risks (including harassment and psycho-social risks).
- ❖ To ensure that working conditions are safe, healthy and do not pose any hygiene risks.
- ❖ To ensure that no employee is assigned to a task without the necessary training.
- ❖ To require the integration of this safety and health program into each job task so that safety, health, and job performance becomes inseparable.
- ❖ To require safety orientation for new, transferred and short term employees. The orientation will provide timely and appropriate training.
- ❖ Establish a management / employee safety committee that participates in jobsite self-inspections that ensure use of proper engineering controls and use of personal protective equipment.
- ❖ To apply and enforce all federal, state, local, and company safety and health regulations on each of our job sites.
- ❖ To ensure that each accident is thoroughly investigated to determine incident causes and the actions to prevent recurrences.
- ❖ To ensure that alternative employment or light duty is offered to employees who suffer workplace accidents or work-related illness.
- ❖ To review the safety and health efforts of the company on a regular basis to identify any deficiencies that would require program revision.

By accepting mutual responsibility to operate safely, we will all contribute to the wellbeing of personnel and subsequently the company.

Responsibilities and Duties

Project Management

1. Ensure the implementation and proper administration of this program at all work locations.
2. Monitor, for compliance with the elements of this program, through periodic safety

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inspections of all work locations

3. Ensure the training of employees in all aspects of this program and the hazards associated with the work they are to perform.
4. Designate, in writing, those employees at each work location, who have the responsibility for the implementation and administration of this program.
5. The management leadership will be the focal point for all matters related to Safety and Health.
6. Provide resources necessary for compliance with all safety elements described.
7. Plan for proper safety compliance when estimating project costs and issuance of contracts to sub-contractors.

Health and Safety Coordinator/ or designee

Prepare for each project the following Health and Safety documentation:

1. Site(s) Specific Health and Safety Plan
2. Site(s) Emergency Plan

Superintendents and Foremen

1. Maintain a safe work environment by ensuring the implementation and proper administration of this program.
2. Through daily site safety inspections, ensure compliance with the elements of this program. Hazards identified during these inspections should be documented in writing on daily job log and corrected immediately. Should identified hazards create a danger which may cause injury, illness or death to employees, suspend work in that area until the hazard has been corrected.
3. If SUNBELT ASPHALT has employees at the site, conduct and document regularly scheduled employee safety meetings.
4. Conduct and document regular safety meetings with sub-contractor foremen to discuss safety issues.
5. Review safety policies and program with sub-contractor foremen on first day arriving to work at jobsite and prior to the sub-contractor beginning work.

Employees

1. Be aware and comply with all the safety rules contained in this program.
2. Shall not work on the premises until the relevant safety rules are read, understood and accepted.
3. Shall take reasonable care of their personal health and safety.

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4. Shall follow safe lifting and back injury prevention rules.
5. Shall work in a safe manner at all times also ensuring the safety of those around them.
6. Shall not interfere or misuse anything provided in the interest of Health, Safety and Welfare.
7. Shall watch out for warning and hazard notices and obey hazard warning given.
8. Shall not attempt to operate machinery unless trained and authorized to do so.
9. Shall assist in keeping the site orderly and safe.
10. Shall observe all Site Safety Rules and act on all reasonable instructions given by site management on all matters of health and safety. Refusal to comply with a reasonable instruction can result in immediate expulsion from site.
11. Shall wear or use personal protective equipment at all times and as directed by the Site Management.
12. Will report all accidents and damage to Site Management, whether persons are injured or not.
13. Will immediately report any defects in protective equipment issued to the Site Management.
14. Correct immediately, any safety related problem in their work area(s), if they are capable of doing so.
15. Notify, immediately, supervision of all safety related problems that they are unable to correct.
16. Notify supervision, immediately, of all injuries and accidents that occur on the job.

Drug and Alcohol Policy

Employees and subcontractors are prohibited from reporting for duty under the influence of any intoxicating substance which will in any way adversely affect their working ability, alertness, coordination, or response, or adversely affect the safety of any person at the job-site. Drug/alcohol tests are administered pre-employment, post-accident, randomly on a monthly basis, and due cause or reasonable suspicion. If any worker exhibits signs of being under the influence of alcohol or drugs, they will be submitted for a drug/alcohol screen.

The possession or consumption of alcohol, drugs, or any controlled substance on site is against policy and violators are subject to dismissal.



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Training

1. All employees shall be given an orientation in the safe work practices and procedures contained in this manual. During the orientation, each employee shall receive a copy of the safe work rules and will be informed where the Safety and Health Program will be maintained on the work site.
2. Employees shall acknowledge receipt of this orientation and handout by signing an employee acknowledgment form. This form shall be maintained in the employee's personnel file.
3. Each employee will be educated and trained in safe work practices related to any new task they are given.
4. Only employees qualified by training and/or experience will be allowed to operate any machinery or equipment.
5. Employees found in violation of any established safety rule or safe work procedure shall be subject to disciplinary action up to and including termination.

Skill Specific Craft Safety Training

Each craft shall provide proof of training prior to being hired by Sunbelt Asphalt Services. Sunbelt Asphalt services shall also complete an orientation of their safety policies for each craft hired on. Heavy equipment operators shall be trained specifically for the piece of equipment they are operating. For example, a skid steer operator shall first be trained to operate an excavator. Welders shall be specifically trained for their craft. Sunbelt Asphalt will determine the skill level and capabilities of each employee throughout the hiring and orientation process.

Transporting Personnel

Sunbelt Asphalt employees shall only operate a vehicle or transport employees in their vehicle if they are authorized to do so. Employees who are provided company vehicles are responsible for safely transporting employees around the job site. Employees shall always ride in the cab of a Sunbelt Asphalt truck. They shall not be allowed to ride in the bed/ exposed back of any vehicle. Every employee shall wear their seatbelt, even when being transported around a job site.



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Emergency Action Plans

Emergency action plans shall be made available for each jobsite. They will be available in the jobsite “red book” which is the supervisor’s project safety manual. It is the supervisor responsibility to fill out an evacuation plan for each job site

The plan shall address how the company we achieve full evacuation of the job site. There will be a congregation area and someone assigned to take a head count of employees on site.

All employees shall exit the site to the evacuation point. No employees are to remain

The supervisor will designate and train certain employees to assist with evacuation of the site. It will be a sufficient number of employees for a safe and effective evacuation. The supervisor will be trained on how to determine the number needed.

No employees shall attempt to rescue other employees due to cave-in or confined space entrapment unless designated in the plan. An emergency number will be listed to contact outside sources who will come to initiate rescue procedures.

If employees wish to request further information regarding their evacuation plan it shall be furnished by the project manager.

Sunbelt Asphalt will ensure that each project manager/ superintendent has been properly trained on how to create an evacuation plan and lead an emergency evacuation.

The evacuation plan shall be reviewed by each employee on site prior to beginning work. Any time conditions within the plan change it should also be reviewed by every employee. This includes when employee responsibilities change. For example, if a person who is directed to conduct a head count must leave the site, another employee will be given that responsibility.

Incident Response

The Site Manager is responsible for emergency planning and insuring appropriate procedures for events such as fires, lighting, sever weather, or incidents resulting in injury. The site manager ensures the emergency procedures are communicated to employees and sub-contractors.

The Site Manager is also responsible for incident/accident investigations involving employees, sub-contractors and site visitors. The Site Manager will ensure completion of accident forms where appropriate in conjunction with the Health and Safety Manager who will also carry out a thorough investigation.

All accidents will be entered in the Accident Book and monitored by the person(s) assigned responsibility for SUNBELT ASPHALT’s Health, Safety & Environmental management. This

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person will produce annual statistics for all sites and ensure site conditions are monitored under construction regulations and checked by visiting Health, Safety & Environmental Manager together with daily surveillance by the Site Manager.

Light Duty/ Return to work policy

It is Sunbelt Asphalt's policy to make light duty work available to any injured employee. The type of work shall be determined by the site supervisor. The doctor's recommendations shall be provided to the supervisor by the injured employee. The supervisors shall strictly follow the doctor's recommendations when deciding the type of light work to be completed.

OSHA/State inspections

In the case of a State/Federal regulator inspection, the site supervisor is to immediately contact the Sunbelt Asphalt Office and SMART Safety (770-628-0823). If they are there for an inspection the supervisor shall ask for time until a SMART Safety representative can arrive. If SMART Safety is not close enough to assist, the supervisor shall ask the inspector to discuss the reason for their visit with SMART Safety via telephone. The supervisor shall be cordial to any inspector and answer their questions.

Treatment Facilities

Treatment facilities shall be determined for each jobsite prior to beginning work. The Panel of physicians shall be posted along with the OSHA poster, Incident response package, etc. Each supervisor will need to request this info from HR, and they will request a panel of physicians from the insurance carrier.

Federal/State/Local Postings

Each job site shall have an OSHA poster posted in the job trailer. If there is no trailer, these documents shall be kept in the Project management "red book". Their availability shall be communicated to the employees by the site supervisor.

General Contractor/ Site Owner Compliance

Sunbelt Asphalt supervisors and employees shall comply with all site owner or GC requirements if they exceed to requirements of this safety manual. This may include Site Safety Orientations, Pre hire drug testing, random drug testing, background checks, Daily site Job Hazard analysis, etc.

Behavior Based Safety Process

Supervisors shall complete a daily Job Hazard Analysis and review it with employees. The supervisor shall audit compliance/ adherence the Job Hazard Analysis throughout the day. If an employees is found to be out of compliance, the supervisor shall pull the employee aside. The

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supervisor shall discuss the employees work, including what he has done correctly as well as what he has done incorrectly. The supervisors shall do this on a daily basis.

Safety Program Performance metrics

Management and SMART Safety are to review safety performance on a monthly and yearly basis. Management will review the company “scorecard” and any instances of employee discipline. Total Recordable incident rate, DART incident rate, and the insurance EMR shall be metrics by which management evaluates safety program success. At each monthly safety business meeting (SBM), management and SMART Safety shall discuss ways to improve safety performance (training, program development, etc.)

Supervisor Regulatory training

Each supervisor shall have a minimum of an OSHA 10 card. They shall also be trained as a competent person for an activity which they are designated. For example, and supervisor who is deemed a competent person for Excavation and trenching shall have appropriate training.

Fire Prevention and Fire Response

Sunbelt Asphalt will establish the plans for prevention and liquidation of fires and accidents, also the plans for evacuation of workers and people present at the construction site are inseparable part of the health and safety plan.

Technical equipment for fire extinguishing will be provided on the spot before opening the construction site. All firefighting equipment shall be inspected monthly. This include all fire extinguishers in heavy equipment. All defective firefighting equipment shall be replaced immediately.

Depending on need, Sunbelt Asphalt may provide a train and equipped firefighting organization to assure adequate protection to life.

The area in which Sunbelt Asphalt decides to store, handle, and pile materials should take fire hazards into consideration. Materials should be stored in an area which has the least risk of a fire hazard.

The executive staff will be introduced to the plan for liquidation of fires and accidents and will be instructed how to react in case of emergency.

Weather

Site manager will establish specific plans for storm detection/monitoring, warning systems and rapid short-term shelter from thunderstorms, lightening or tornadoes.

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Stop Work

All employees have the authority and obligation to stop any task or operation where concerns or questions regarding the control of health, safety, and/or environmental risk exist. This means wherever any person has any question about work or tasks continuing safely. (Common examples of reasons for using stop work authority include: violation of lockout/tag out, violation of electrical safety, excavation or trenching issue or other perceived injury or illness potential.) (See Attached Policy)

Injury and Illness Recordkeeping

Sunbelt Asphalt Surfaces, management is responsible for documenting accidents and injuries; documenting work-related injuries and illnesses enables Sunbelt Asphalt Services to both meet governmental regulations and learn to prevent injuries in the future.

Reference: OSHA Standard 29 CFR 1904.32; OSHA Standard 29 CFR 1904.33; OSHA Standard 29 CFR 1904.4; OSHA Standard 29 CFR 1904.29

SUNBELT ASPHALT will maintain records of each fatality, injury, and illness that:

- a. Is work related, and
- b. Is a new case, and
- c. Meets one or more of the general recording criteria.

Each recordable injury or illness must be entered on the OSHA 300 Log and the Employer Report of Injury/Illness (or other OSHA 301 Incident Report equivalent) must be completed within 7 calendar days of receiving information that a recordable injury or illness has occurred.

The President of Sunbelt Asphalt Surfaces, shall sign the OSHA 300A to certify that he has examined the OSHA 300 Log and that he believes, based on his knowledge of the process by which the information was recorded, that the annual summary is correct and complete.

A copy of the 300A Annual Summary must be posted in each establishment in a conspicuous place. The 300A Annual Summary must be posted no later than February 1st of the year following the year covered by the records and the posting kept in place until April 30th. The 300A shall not be altered, defaced, or covered by other material.

The OSHA 300 Log, the privacy case list (if one exists), the annual summary, and the LA Office of Worker's Comp form Employer Report of Injury/Illness (or other OSHA 301 Incident Report equivalent) records must be retained for five (5) years following the end of the calendar year that these records cover.

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GENERAL SAFETY PROCEDURES

Abrasive Grinding: 1926.303

All abrasive wheel, bench, and stand grinders must be provided with safety guards that cover the spindle ends, nut and flange projections, and are strong enough to withstand the effects of a bursting wheel.

Abrasive wheel tools must be equipped with guards that: (1) cover the spindle end, nut, and flange projections; (2) maintain proper alignment with the wheel; and (3) do not exceed the strength of the fastenings.

Before an abrasive wheel is mounted, it must be inspected closely for damage and should be ring-tested to ensure that it is free from cracks or defects. To test, wheels should be tapped gently with a light, non-metallic instrument. If the wheels sound cracked or dead, they must not be used because they could fly apart in operation. A stable and undamaged wheel, when tapped, will give a clear metallic tone or "ring."

To prevent an abrasive wheel from cracking, it must fit freely on the spindle. The spindle nut must be tightened enough to hold the wheel in place without distorting the flange. Always follow the manufacturer's recommendations. Take care to ensure that the spindle speed of the machine will not exceed the maximum operating speed marked on the wheel.

An abrasive wheel may disintegrate or explode during start-up. Allow the tool to come up to operating speed prior to grinding or cutting. The employee should never stand in the plane of rotation of the wheel as it accelerates to full operating speed. Portable grinding tools need to be equipped with safety guards to protect workers not only from the moving wheel surface, but also from flying fragments in case of wheel breakage.

When using a grinder:

- Always use eye and face protection. Due to the likely hood of flying particles double eye protection is required.
- Turn off the power when not in use. Unplug the grinder from its electrical source before performing any maintenance or replacing the wheel.
- Never clamp a hand-held grinder in a vise.
- All abrasive wheels must be closely inspected and ring-tested before mounting to ensure that they are free from cracks or other defects.



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Air Tools: 1926.302

Pneumatic power tools must be secured to the hose in a positive manner to prevent accidental disconnection. Safety clips or retainers must be securely installed and maintained on pneumatic impact tools to prevent attachments from being accidentally expelled.

Tools shall be disconnected from air hoses when left unattended.

The manufacturer's safe operating pressure for all fittings must not be exceeded.

Belt Sanding Machines: 1926.304

Belt sanding machines must be provided with guards at each nip point where the sanding belt runs onto a pulley.

The unused run of the sanding belt must be guarded against accidental contact.

Compressed Air, use of: 1926.350

Compressed air used for cleaning purposes must be reduced to less than thirty (30) pounds per square inch (psi) and then only with effective chip guarding and personal protective equipment.

Cylinders must be kept far enough away from the actual welding or cutting operations so that sparks, hot slag, or flame will not reach them. When this is impractical, fire-resistant shields must be provided. Cylinders must be placed where they cannot become part of an electrical circuit.

Oxygen and fuel gas regulators must be in proper working order while in use.

Basic Confined Spaces: Subpart AA 1926.1200

Confined spaces are not expected to be present on any jobsite. Employees will not be allowed to enter into Confined Spaces unless they have been trained in accordance with 1926 Subpart AA Confined Space in Construction standards.

The Site Manager must contact SUNBELT ASPHALT's Safety Director before work is performed in a potential confined space.



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Cranes and Derricks: 1926.550

Crane use shall comply with the crane manufacturer's specifications and instructions.

Rated load capacities, recommended operating speeds, and special hazard warnings or instructions shall be conspicuously posted on all equipment. Instructions or warnings must be visible from the operator's station.

Equipment shall be inspected by a competent person supplied by the crane company before each use and during use. All deficiencies shall be corrected before further use.

Accessible areas within the swing radius of the rear of the rotating superstructure shall be properly barricaded to prevent employees from being struck or crushed by the crane.

Except where electrical distribution and transmission lines have been de-energized and visibly grounded at the point of work, or where insulating barriers, which are not part of or an attachment to the equipment or machinery have been erected to prevent physical contact with the lines, not part of a crane or its load must be operated within 10 feet of a line rated at 50 kilovolts (kV) or more.

The superintendent shall verify that an annual inspection of the hoisting machinery has been made by a competent person. Records shall be kept of the dates and results of each inspection and kept at the jobsite.

Signs, signals, and barricades

Policy Statement

All employees of Sunbelt Asphalt and its subcontractors will comply with 29 CFR 1926, Construction Industry Regulations, Subpart G, Signs, Signals and Barricades, at a minimum, in addition to the following.

Procedures

Required signs will comply with the OSHA standards described in 1926.200.

Where areas may require additional awareness or present unique danger, the use of warning tape may be necessary.

For areas that require additional caution, (e.g. uneven surfaces, wet surfaces) yellow "caution" tape should be used. Caution tape does not prohibit access.

For areas where entry and travel are prohibited, (e.g. areas where fall protection is being erected or areas with overhead work being performed) red "do not enter" tape should be used. "Do not enter" tape is intended to prohibit access and should not be used in areas where physical barricades are required as a substitute for required physical barricades.

The intent of the warning tapes is to notify of hazards that may arise during construction activities. Every effort should be made to correct these situations with permanent solutions in a timely fashion.

The yellow, caution tape and the red, danger tape should be removed when the hazard no longer exists.

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All flagmen shall be trained on appropriate procedures before controlling traffic, as required by the Manual on Uniform Traffic Control Devices (MUTCD) and any Municipal or State guidelines. All flagmen shall utilize sign paddles and shall be outfitted with high visibility garments, as required by current ANSI standards. All PPE and traffic control equipment shall be outfitted with reflectorized material for night work as required by current ANSI standards. All crane and hoist signals shall comply with applicable ANSI standards. All traffic control devices shall comply with the MUTCD and any applicable Municipal or State guidelines. Construction areas shall be posted with legible traffic signs at the point of hazard. Accident prevention tags shall be used as a temporary means of warning employees of an existing hazard, such as defective tools, equipment, etc. They shall not be used in place of, or as a substitute for, accident prevention signs.



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Concrete and masonry

Policy Statement

Each subcontractor working on a Sunbelt Asphalt project will comply with 29 CFR 1926, Construction Industry Regulations, Subpart Q – Concrete and Masonry Construction, in addition to the following guidelines.

Concrete and Masonry General Requirements

Unless otherwise stated in their contract, the concrete or masonry subcontractor must provide at least two covered entrances into each building or structure during perimeter work. They must also cordon off other means of access/egress.

No load may be placed on a concrete structure unless a qualified person, knowledgeable in structural design, determines that the structure is capable of supporting the load.

Protruding reinforced steel, onto which employees could fall, must be protected to eliminate the hazard of impalement.

Subcontractors must submit a formal Fall Prevention Plan to Sunbelt Asphalt, including the name and contact information of their designated competent person.

Concrete and Masonry Equipment and Tool Requirements

Powered and rotating concrete troweling machines must have a “dead man” switch that automatically shuts off power whenever the hands of the operator are removed from the machine.

Masonry saws must be provided with a semi-circular guard.

Machines must be locked and tagged out of service, per Subpart K, of OSHA 29 CFR 1926, Construction Industry Regulations, before employees can perform any maintenance or repair work.

Cast-In-Place Concrete Requirements

Formwork must be designed, fabricated, erected, supported, braced and maintained so it is capable of supporting all lateral and vertical loads anticipated to be applied to it.

All shoring equipment must be inspected prior to erection to determine if it meets the requirements specified in the formwork drawings.

Erected shoring equipment must be inspected immediately prior to, during and after concrete placement.

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A qualified designer must prepare the design of the shoring and an engineer qualified in structural design must inspect the erected shoring.

Forms and shores must not be removed until the employer determines that the concrete has gained sufficient strength.

100% fall prevention must be maintained while employees are climbing rebar and/or anytime they are exposed to falls greater than 6'.

Fall protection is required on all decks where gaps exist in the decking 12" or greater. A warning line with signage must be posted at least 6' back from all unprotected edges. At building perimeters where the decking steps down to allow for a beam pour, the height of the rails shall be increased accordingly.

Areas where form stripping is to be performed must be barricaded with tape or fence and signage must be posted on all sides. This should include areas below stripping.

Nails should be removed or bent immediately.

Where employees must walk across rebar, temporary walkways must be installed to prevent trip hazards.

Outrigger platforms used for material movement in and out of the building via a crane or forklift must be designed by an engineer and incorporate 100% fall protection systems.

Masonry Requirements

A limited access zone must be established prior to the start of any masonry work.

The zone must be equal to the height of the wall, plus four feet.

For overhand bricklaying from a scaffold, fall protection is required if the working side of the scaffold has a gap greater than 12" between the scaffold and structure.

Custodial Work

To protect workers doing general labor or custodial work at a site or facility it is vital that all safety rules are followed. Best practices should be followed and between this manual and any other governing document the most stringent requirement followed. The following pointers should always be followed.

- Wear adequate shoes with full protection of the heel and toes and slip-resistant soles. Never wear shoes with worn heels or open toed shoes.
- Always wear comfortable and adequate clothing on the job.
- Protective gear should be worn at all times in all areas when performing hazardous jobs.

Drinking Water: 1926.51

An adequate supply of potable water shall be provided in all of our work sites.

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Only containers capable of being tightly closed and equipped with a tap shall be used at our work sites.

Employees are prohibited from using common drinking cups.

Single service cups shall be supplied in a sanitary container. Used cups shall not be discarded on the floor, but in trash containers.

Non-potable water shall be clearly label to identify that the water is unsafe for drinking.

Electrical: 1926.403

All electrical panel boxes shall be marked as to what each circuit controls.

Substantial covers manufactured metal covers or equivalent, shall be in place on any energized panel box. All panels shall be appropriately marked to denote when energized. When covers are not in place on energized panels, the area around the box shall be barricaded to prevent contact and only authorized persons shall be allowed in the barricaded area.

When wires and circuit breakers are removed from a panel box, the openings created shall be guarded immediately with a substantial material. **Pasteboard, duct tape or electrical tape shall not be used to cover holes.**

All main disconnects and breakers shall be conspicuously labeled.

All 120 volt, single phase, 15 and 20-ampere receptacle outlets on construction sites (which are in use by employees) shall be protected by an approved ground-fault circuit interrupter (GFCI): receptacle, breaker, or "pig-tail" device. When portable GFCI's are used, they will be placed between the branch circuit receptacle and the extension cords. All GFCI receptacles will be tested weekly with results documented.

Overhead Lines

All overhead transmission and distribution lines shall be considered to be energized until proper clearance has been granted, the lines are confirmed de-energized, and they have been properly grounded. The following clearances shall be maintained between any vehicle or load and the line:

1. For lines rated 50 kV or below, minimum clearance shall be 10 feet;
2. For lines rated over 50 kV, minimum clearance shall be 10 feet plus 0.4 inch for each 1 kV over 50 kV or twice the length of the line insulator, but never less than 10 feet;
3. In transit with no load and boom lowered, the equipment clearance shall be a minimum of 4 feet for voltages less than 50 kV; 10 feet for voltages over 50 kV, up to and including 345 kV; and 16 feet for voltages up to and including 750 kV.
4. A person shall be designated to observe clearance of the equipment and give timely warning for all operations where it is difficult for the operator to maintain the desired clearance by visual means.

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Temporary Lighting:

- Shall be on a dedicated circuit (i.e. does not supply power to receptacles).
- Shall be strung at a minimum height of eight (8) feet above the floor, where possible.
- Bulbs shall be protected by cages or equivalent.
- Branch or feeder circuits may not lie on the ground.
- Extension cords can lie on the ground if protected from damage from foot and equipment. Protect them by placing out of foot, roadway and equipment paths.

A frequent and regular inspection of all cords, plugs, receptacles, and any equipment connected to an electrical outlet by cord or plug shall be conducted. Deformed or missing grounding pins, damaged insulation, and indications of internal damage requires immediate removal of this equipment from service. GFCIs that do not trip shall be immediately replaced.

Temporary Wiring

All temporary wiring, including temporary lighting, shall be multi-conductor cables, cords, or in conduit or raceways. No open conductors, single conductors, triplex, quadraplex, etc. shall be permitted without prior written approval of SUNBELT ASPHALT.

All electrical circuits shall have a grounded conductor, continuous from the main disconnect to the end of the circuit that is permanent, and is part of a multi-conductor cord or cable.

All exposed non-current carrying parts of 120-volt cord and plug-connected tools and equipment that are likely to become energized shall be grounded. The supply cord and housing of a double insulated tool is exempt from this rule.

The local **underground utility locating service** shall be called at least 72 hours before any work begins that could result in the possibility of personnel, material or equipment getting within 10 feet of an energized overhead power line. An overhead locate will be requested.

Environmental

SUNBELT ASPHALT shall conform to all federal, state and local environmental standards

There will be no dumping of fuels, chemicals, paints, solvents, etc. into or onto the land and or surrounding waters. Any spills or accidental releases of any type of chemical or hazardous material, either on land or into the waters, shall be reported immediately and all appropriate federal, state, local, etc., authorities when required. All spills/releases shall be contained and disposed of in accordance with all local, state, federal, etc., regulations.

Secondary containment shall be provided for the following:

- Raw materials (liquids)
- Fuels & Oils
- Liquid and solid Industrial/Hazardous Wastes

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Containment areas must be coordinated.

On site fuel tanks shall not be permitted without coordination by SUNBELT ASPHALT onsite team. If tanks are to be located on site, they shall be maintained in a spill proof container which will hold 110% the capacity of the original container, regardless if they are double-walled and have a positive locking dispense nozzle.

- Earthen dikes/berms lined with polyvinyl sheeting are not an acceptable means of a secondary containment.
- At no time, shall there be more than 1300 gallons total of any oil product(s) (gas, diesel, hydraulic fluids, form oils, etc.) on site that are stored in a 55 gallon drum or larger. NOTE: In the event the local Authority Having Jurisdiction has more stringent storage requirements those requirements must be met.
- All containers shall be properly grounded and/or bonded.
- All chemicals in fifty-five (55) gallon drums shall be located in a secondary containment and have a positive locking dispense nozzle. Earthen or wooden dikes/berms lined with polyvinyl sheeting are not an acceptable means of a secondary containment. Transferring of chemicals from one container to another shall be performed in/over a secondary containment. This includes the transferring of materials to spray cans, gas/diesel cans, etc. from such containers as fifty-five gallon drums.

All containers of fuels, chemicals, etc., shall be labeled with the appropriate warning signs such as "Danger-No Open Flames", "Danger - No Smoking", etc. and the contents of the container. Appropriate fire extinguishers shall be located within 75 feet but no closer than 25 feet to a fuel storage area.

All employees shall abide by all applicable Federal, State and Local Environmental laws.

In the event of a spill, try to contain the spill and then immediately notify your supervisor. SUNBELT ASPHALT shall maintain spill kits in their chemical storage/usage area(s) for their materials only.

All chemical containers and waste drums must be properly labeled.

Materials shall not be dumped into the Storm Sewer System

Basic Excavation and Trenching: Subpart P 1926.650

All excavations shall comply with the OSHA Construction Excavation Standard. No employee shall work in excavations unless they have received training in this program. SUNBELT ASPHALT must ensure all excavations comply with this program.

Sub-contractors conducting excavation and trenching tasks on SUNBELT ASPHALT jobsites shall provide a Competent Person – knowledgeable in excavation operations, soils analysis techniques, the requirements of OSHA 1926.650, .651, and .652. And, have management's authority to take appropriate actions to abate hazards.

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SUNBELT ASPHALT Superintendent shall verify who the competent person is before work begins.

Any opening made in the earth's surface is an excavation. No employee shall be allowed in these excavations until the following provisions have been made.

Prior to the opening of the excavation, the local underground utility locating service will be called and asked to identify all underground utility installations in the area where the excavating operation will take place. Please note; other states may have different contact numbers to contact prior to any excavation work.

While excavations are open underground utility installations shall be protected, supported or removed to safeguard employees.

Prior to the start of excavation work, before work begins each day, and periodically, the contractor or sub-contractors' competent person shall conduct daily inspection of the excavation and provide documentation of completed inspection to SUNBELT ASPHALT's superintendent. The competent person shall be on the job site where employees are required to enter and work in an excavation.

If evidence of a potential cave-in or failure of a protective system is discovered, employees shall be immediately removed from the trench until the hazard has been corrected.

Excavations four (4) feet or more in depth shall have a ladder, ramp or stairs located so that employees do not have to travel more than twenty five (25) feet laterally to gain access.

Ladders shall extend a minimum of thirty six (36) inches above grade, and be secured against displacement.

Trees, boulders, or obstacles that could fall into the excavation shall be identified prior to the excavation, and supported or removed while the excavation remains open.

Excavations less than five (5) feet in depth may be dug with vertical sides as long as:

The excavation is entirely in stable rock.

Excavations are less than five (5) feet in depth and an examination by a competent person provides no indication of a potential cave – in.

All excavations five (5) feet or more in depth shall be sloped, shored or shielded, as determined by competent person, to protect employees.

Spoil shall be stored no closer than two (2) feet from the edge of the excavation.

All employees exposed to vehicular traffic will be issued, and required to wear, high visibility warning vests.

Where a hazardous atmosphere exists, or could reasonably be expected to exist or develop, the competent person shall ensure that the atmosphere in excavations four (4) or more feet in depth are tested prior to allowing employees to enter the excavation.

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No employee shall be allowed to enter excavations where the atmosphere contains less than 19.5% oxygen and where there are flammable gases present in quantities greater than 20% of the lower flammability limit for the gas.

Where hazardous atmospheres exist, or could be reasonably expected to develop, emergency rescue equipment shall be available at the work site and ready to use.

A Registered Professional Engineer, licensed in the state where the excavation activity will take place, shall design protective systems for excavations twenty (20) feet or more in depth.

No employee shall be exposed to overhead loads handled by lifting or digging equipment.

All employees who are required to work in excavations shall receive training in the hazards associated with excavation work. This training shall be documented and available to SUNBELT ASPHALT's management.

This program and its attachments (Subpart P & CPL 2.87) shall be maintained in this firm's main office, and at each job site. It shall be used by the onsite competent person to ensure compliance.

Eye and Face Protection: 1926.102 (See Personal Protective Equipment)

Fall Protection: 1926.500

All work will be conducted at or slightly below ground level.

No employee or subcontractor employee shall be allowed to conduct work on any walking/working surface six (6) feet or more above a lower level unless they have been trained in the hazards of falls, and are protected by a properly installed fall protection system. A certificate of such training must be available.

Sub-contractors of SUNBELT ASPHALT must provide training for each of their employees and documentation of said training to SUNBELT ASPHALT's management before work from heights begins.

Flammable and Combustible Liquids: 1926.152

Only approved containers and portable tanks shall be used for storing and handling flammable and combustible liquids. "Safety Cans" must be used for storage and handling of flammable liquids in quantities of 5 gallons or less.

No more than 25 gallons of any flammable or combustible liquids shall be stored in any room unless stored in an approved storage cabinet. No more than three storage cabinets may be located in a single storage area.

Storage containers outside building shall not exceed 1,100 gallons in any one area. The storage area shall be graded to divert possible spills away from buildings or other exposures and shall be surrounded by a curb or dyke to contain spillage. Storage areas shall be located at least 20 feet from any building, be protected by collision barriers, and appropriately marked with no



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smoking signs. A 20BC fire extinguisher shall be conspicuously located no further than 75 feet from storage areas containing flammable and combustible liquids.

Flammable liquids shall be kept in closed containers when not actually in use.

Hand Tools: 1926.301

All tools shall be kept in good repair, and used for the purpose for which they are designed, and stored in a safe manner.

The user shall inspect tools daily. When they appear unsafe, their condition should be brought to the immediate attention of the supervisor or foremen. The supervisor or foreman shall be responsible for ensuring the tool is either repaired or replaced.

Any tool determined to be unsafe shall be removed from service and tagged for repair.

All portable electric power tools shall be double insulated or effectively grounded by means of a three wire cord and grounding plug.

Hazard Communication: 1910.1200

Information on chemicals used or handled on this jobsite shall be maintained at the SUNBELT ASPHALT Project Office. The worker is responsible to be familiar with the information. This information includes descriptions, handling precautions, protective equipment, symptoms of exposure and first aid for each chemical used on the site.

- All hazardous materials shall be properly labeled and stored in accordance with OSHA regulations.
- SUNBELT ASPHALT shall furnish all PPE as required for safe handling of chemicals used by their employees only.
- The storage of flammable and combustible liquids shall be in well-ventilated areas, within maximum allowable quantities as outlined by OSHA and others. Storage areas shall be conspicuously posted.
- Sub-contractors shall provide SUNBELT ASPHALT with one (1) copy of Safety Data Sheets (SDS) for all chemicals to be utilized on the construction project. No chemical shall be brought on site without first obtaining approval from SUNBELT ASPHALT.
- SUNBELT ASPHALT reserves the right to review all chemicals used on the construction site with the Contractor prior to beginning work in an area.
- The sub-contractors shall also be responsible for maintaining the SDS files, for all approved chemicals used and documentation of employee training in the hazards and use of these chemicals.
- SDS file shall be readily available for inspection. The location of the SDS file shall be posted on the job control board.

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- The Contractor shall be responsible for proper disposal of hazardous waste in accordance with all applicable Environmental Standards

For additional information see attached HazCom Program.

Housekeeping: 1926.25

Good housekeeping shall be maintained in all work areas, at all times.

During construction, debris shall be kept cleared from work areas, emergency equipment, passageways, and stairs. The work areas shall be cleaned on a continuous and daily basis. Containers shall be emptied at frequent and regular intervals.

SUNBELT ASPHALT shall provide trash receptacles for personal trash accumulating in break and work areas for its employees use only.

Project perimeters shall also be cleaned and maintained on a continual basis.

Glass bottles are not permitted on the jobsite.

Music radios of any kind: boom boxes, personal radios, headsets, mp3 players, iPods, etc., are not permitted on the site.

For additional guidelines consult 29 CFR 1926.25.

Storage: 1926.250

All materials stored in tiers must be secured to prevent sliding, falling or collapsing.

Aisles and passageways must be kept clear and in good repair. Storage of materials must not obstruct exits.

Materials must be stored with due regard to their fire characteristics.

Combustible materials such as oil-soaked rags, waste, packing materials and other rubbish shall not be allowed to accumulate on benches, floors or yards, but shall be discarded in appropriate receptacles.

Stairways, aisles, exits, walkways, and storage areas shall be kept free of debris and other obstructions

Materials and supplies shall be stored in an orderly/stable manner to prevent falling, rolling or spreading.

Nails, protruding from lumber shall be either bent down or removed

Protruding ends of metal and rebar shall be protected to prevent impalement

All work areas shall be kept free of excess material, scrap, and debris.

Each employee is responsible for the cleanliness of their work area(s).

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Ladders and Stairways: 1926.1051-1060

At any point where there is an elevation change of nineteen (19) inches or more, a ramp, runway, sloped embankment or ladder shall be used to assist employees negotiating the elevation change.

All ladders used shall be rated Heavy Duty (250 pound) or Extra Heavy Duty (300 pound).

All Ladders shall be inspected daily, prior to use and, as a minimum, on a quarterly basis. Damaged or defects found during this inspection shall cause the ladder to be immediately removed from service and tagged for repair.

Ladders must only be used where the ground or the platform are flat and non-slippery.

All straight and extension ladders shall be erected on a 4 to 1 vertical to horizontal pitch (75 degrees).

When used to access roofs or platforms the extension must extend 36 inches above the landing, and be secured against displacement. Portable metal ladders shall not be used when there is a potential for electrical contact.

Ladders shall not be used over machinery with exposed moving parts, unless such parts are properly guarded to prevent employee contact in the event of a fall.

Ladders shall not be stationed and used next to sharp, projecting objects or open containers with hazardous liquids and chemicals.

Ladders shall not be used in a horizontal position as platforms, runways or scaffold platforms.

Employees shall ascend and descend, facing the ladder. They shall use both hands for support. Employees are prohibited from carrying materials up or down a ladder. Hand lines shall be used to raise or lower materials. When working from a ladder the climber must not lean or reach to far from the center of the ladder. The climber must keep the center of gravity between the ladder rails. (Keep their belt buckle between the rails.)

Step ladders shall only be used in their open position with the spreader bars locked. Employees shall ascend no higher on a step ladder than the second from the top step of the ladder.

Only one person may climb, stand or work from a single ladder at a time.

The combined weight of the person, tools and load shall not exceed the ladder's load capacity.

Employees may not perform work from ladders above 15 ft. above the ground or platform.

Job-Made Ladders: (NOT ALLOWED)

Lasers: 1926.54

Only qualified and trained employees shall be assigned to install, adjust and operate laser equipment.

Employees shall wear proper (anti-laser) eye protection when working in areas where there is a potential for exposure to direct or reflected laser light greater than 0.005 watts (5 milliwatts)

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Signs, warning employees that laser equipment is in use, shall be posted at all points of access to the equipment.

Beam shutters or caps shall be utilized, or the laser turned off, when laser transmission is not actually required. When the laser is left unattended for a substantial period of time such as during lunch, overnight, or at change of shifts, the laser shall be turned off.

Lockout / Tag out: 1926.417 & 1910.147

When SUNBELT ASPHALT employees or Sub-contractors must work on machinery or equipment powered by hydraulics, steam, gravity, or other stored energy, Lockout / Tag out procedures based upon OSHA Standard 1926.147 must be implemented.

Mobile Equipment and Machinery: 1926.1400

Before initiating any site work, SUNBELT ASPHALT assign person(s) responsible for the safe operation of the loading and transport of machines, the installation tools, devices and rigging equipment. This person shall:

- Watch for the technical condition and the safe exploitation of the loading mechanisms;
- Participate in certifying the loading and the installation devices and will keep a record on their work condition;
- Watch for compliance with the internal documents for performing rigging works and temporary fortifying of the installed elements;

Employees exposed to moving machinery and mechanized equipment must wear a high visibility vest while walking / working on the site.

All vehicles in use shall be checked at the beginning of each shift to ensure that all parts, equipment and accessories that affect safe operation are in proper operating condition and free from defects. All defects must be corrected before the vehicle is placed in service.

No employee shall use any motor vehicle, earthmoving or compacting equipment having an obstructed view to the rear unless:

- The vehicle has an operational reverse signal alarm (back up alarm) distinguishable from the surrounding noise level, or
- The vehicle is backed up only when an observer signals that is safe to do so.
- No employee will be allowed to ride in the bed of truck.

Heavy machinery, equipment or parts that are suspended, or held aloft, shall be substantially blocked to prevent falling or shifting before employees are permitted to work under or between them.



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Crane Operations: 1926:1400

The equipment and machinery set-up and installation must be performed in a way that provides: stability and geometric rigidity of the installed part in every single stage of the installation process, and the safe performance of machinery.

Loads and constructions must be secured against spinning and moving when they are transported by crane.

During work breaks and idle time at night the equipment must be stabilized and secured in order to avoid accidents in case of strong wind or other reasons.

When the load bearing capacity of the soil is insufficient, plates or traverses must be placed underneath the cranes' supports.

All materials and equipment are to be stored in stable position.

It is not permitted to:

- Install or transport prefabricated materials in vertical or horizontal position in during periods of strong wind or times of potential bad weather conditions;
- Have workers hanging over the materials while they are being transported by crane;
- Have people standing underneath lifted materials;

Traffic Control and Flagger Training

Scope and Application

When operations are such that signs, signals, and barricades do not provide the necessary protection on or adjacent to a highway or street, flagmen, or other appropriate traffic controls shall be provided by the Subcontractor completing the operation.

Signaling directions by flagmen shall conform to American National Institute D6.1-1971. Hand signaling by flagmen shall be by use of red flags at least 18 inches square or sign paddles, and in periods of darkness, red lights. Flagmen shall be provided with and shall wear a red or orange warning garment while flagging. Warning garments worn at night shall be reflectorized material.

All subcontractors receiving materials are solely responsible for the traffic control during the unloading processes and shall provide the necessary personnel to complete such tasks. All efforts shall be made to ensure trucks with materials are unloaded on site.



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Wire Ropes, Chains, Ropes: (Rigging Equipment for Material Handling) 1926.251

Wire ropes, chains, ropes, and other rigging equipment must be inspected prior to use and as necessary during to ensure their safety. Defective gear must be removed from service. 1926.251(a)(1)

Job or shop hooks and links or makeshift fasteners formed from bolts, rods, or other such attachments must not be used. 1926.251(b)(3)

When U-bolts are used for eye splices, the U-bolt must be applied so that the "U" Section is in contact with the dead end of the rope. 1926.251(c) (5)(i)

When U-bolt wire rope clips are used to form eyes, Table H-20 in 29 CFR 1926 must be used to determine the number of clips (never fewer than 3) and the spacing required. 1926.251(c)(5)

Chains/ Slings/ Hoists

Policy Statement

Material handling and rigging incidents account for a large number of workers compensation claims annually. Each subcontractor working on a Sunbelt Asphalt Services project must comply with 29 CFR 1926, Construction Industry Regulations, Subpart H – Materials Handling, Storage, Use and Disposal, in addition to the following guidelines.

General Material Storage:

Aisles and passageways must be kept clear at all times for the safe movement of material handling equipment and employees. Do not store material within 6' of any hoist way or interior floor opening. Do not store material within 10' of an exterior wall which does not extend above the material.

Rigging General Requirements

Before each shift rigging equipment, including its fastenings and attachments, must be inspected by a competent person.

Inspections must also be conducted during use and where additional service conditions warrant.

Defective or damaged slings must be removed from service immediately.

Taglines shall be utilized to minimize worker exposure to falling and swinging loads.

Multiple lifts are prohibited, except as permitted in the Steel Erection section of this program.

Lifting Chains

Alloy steel lifting chains must have a permanently affixed, durable identification tag stating size, grade, rated capacity and sling manufacturer.

Attachments, including, but not limited to hooks, rings, oblong links, pear-shaped links or other welded or mechanical links, must have a rated capacity at least equal to the lifting chain.

Job made shop hooks or links, makeshift fasteners formed from rebar or bolts or other such attachments are not allowed on Sunbelt Asphalt Services projects.

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Additional lifting chain inspection criteria is based upon the frequency of use, the severity of the service conditions, the nature of the lifts being made and the experience gained on the service life of slings used in similar circumstances.

Lifting chains must be inspected, prior to each use. A written record must be provided to the Company upon request.

Wire Rope Slings

The manufacturer's safe working loads must be followed at all times.

Protruding wire rope must be covered or blunted.

Wire rope must not be used if, in any length of eight diameters, the total number of visible broken wires exceeds 10 % of the total number of wires.

Wire rope must not be used if it shows signs of excessive wear, corrosion or defects.

When used for eye splices, the U-bolt must be attached so the "U" section is in contact with the dead end of the rope.

Slings must not be shortened with knots, bolts or other makeshift devices.

Slings must be protected from sharp edges with padding, softeners or similar devices.

Shock loading of a sling is prohibited and slings must not be pulled from under a load when the load is resting on the sling.

Synthetic Slings

Each synthetic sling must be identified with the name of the manufacturer, rated capacities and type of material.

Nylon and polyester slings must not be used in temperatures in excess of 180 degrees F.

Synthetic slings must be immediately removed from service if any of the following conditions are present; acid or caustic burns, melting or charring of any of the sling surface, snag, puncture, tear or cut, broken or worn stitches or distorted fittings.

Occupational Noise Exposure

Sunbelt Asphalt shall implement effective engineering or administrative controls when subjected to sound levels greater than the table below. If engineering or administrative controls fail to the sound levels to those in the table below, PPE shall be provided and used to reduce the noise to those levels in the table below



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TABLE D-2 - PERMISSIBLE NOISE EXPOSURES

Duration per day, hours	Sound level dBA slow response
8.....	90
6.....	92
4.....	95
3.....	97
2.....	100
1 1/2.....	102
1.....	105
1/2.....	110
1/4 or less.....	115

Employees working in areas where they are subjected to noise levels of 85 decibels or higher shall obtain hearing protection through their immediate supervisor. This protection should be worn at all times when in areas where hearing protection is required. Employees who are subjected to 80-decibel areas or higher will be given a yearly hearing examination. An accurate record of all audiometric testing and noise monitoring will be kept at the company office and maintained as required. If a comparison of the annual audiogram to the baseline audiogram indicates a Standard Threshold Shift, the employee shall be informed of this fact in writing within 21 days of the determination. Hearing protection devices shall be made available at all job sites and employees will be required to use hearing protection devices.

Mechanized Vehicles and Material Handling Equipment: 1926.600

No employee or worker shall be allowed to operate a Powered Industrial Truck on a construction site unless they have been trained, evaluated, and certification is provided per 1910.178(l).

SUNBELT ASPHALT's superintendent shall verify training certification for each employee operating a Powered Industrial Truck (forklift) at the jobsite.

Operators Manual shall be available for each piece of equipment and manufacturers safe work practices shall be followed.

Performing loading and unloading works with loaders

When working with a loader it is not allowed to stand dangerously close to the working tools or under them when they are raised.

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Before leaving the cab, the operator must lower the working tools down to the ground and turn off the engine.

Equipment and tools are not cleaned during their operation.

Persons are not allowed to be lifted or carried by the bucket of the loader.

The operator must operate equipment smoothly.

The loader is not allowed to operate on a slope greater than that prescribed by the loader manufacturer.

Rollover Protective Structure: 1926.1000

All loaders must be equipped with Roll over Protection Structure (ROPS). The following types of materials handling equipment must be equipped with rollover protective structures (ROPS): All rubber-tired, self-propelled scrapers, self-propelled pile drivers, rubber-tired frontend loaders, rubber-tired dozers, wheel-type agricultural and industrial tractors, crawler tractors, crawler-type loaders, and motor graders, with or without attachments, that are used in construction work. This requirement does not apply to side boom pipe laying tractors.

Falling Objects Protective Structures (FOPS)

All loaders and similar equipment must be equipped with a falling objects protective structure (FOPS). FOPS must be installed on all rubber-tired, self-propelled scrapers, self-propelled pile drivers, rubber-tired frontend loaders, rubber-tired dozers, wheel-type agricultural and industrial tractors, crawler tractors, crawler-type loaders, and motor graders, with or without attachments that are used in construction work

Personal Protective Equipment (PPE):

It is the responsibility of SUNBELT ASPHALT to provide the Personal Protective Equipment (PPE) required to be worn by their employees to protect them from hazards and require their employees to wear and maintain this PPE as instructed below.

SUNBELT ASPHALT is not required to pay for lost or intentionally damaged PPE or steel toe boots, pants, shirts, etc. that can be worn and used by the worker when not at work.

Sub-contractors employees will provide their own PPE, training for such PPE and their employees shall wear PPE at all times as instructed below.

Head Protection: 1926.100

Hard hats shall be worn at all times on the jobsite.

Hearing Protection: 1926.101

Either disposable earplugs or earmuffs shall be worn by all employees when noise levels exceed 90 decibels. Employees shall be provided with proper hearing protection, trained in their application, and required to wear them while working in high noise areas.

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"Rule of Thumb". When existing noise levels prevent conversation in a normal tone of voice between two employees three (3) feet away from each other, hearing protection is needed."

Eye & Face Protection: 1926.102

Approved safety glasses shall be worn at all times where there is a potential for eye injury from flying objects striking the employee in the eye.

Mono-goggles shall be worn when there is airborne debris in the work area or where the work involves chemicals, or where work is being done above the employees head

Face Shields (grinding shields) shall be worn when an employee is involved in grinding, chipping, or where flying particles create eye and face hazards.

Tinted safety glasses shall not be worn by employees working indoors.

Sunglasses that do not meet ANSI Z87 standards are not authorized eye protection.

Proper footwear will be worn at all times. Sneakers, tennis shoes, etc. are not allowed. Steel toe safety shoes should be worn at jobsite locations.

Long pants and shirts with sleeves must be worn on the jobsite at all times.

The Supervisors and Foremen will carry out visual inspections of PPE use and report any defects/fit for use or uncertainties to the relevant parties for rectification. He will document his visual inspections.

Any equipment that is reported as defective will be taken out of use until satisfactory remedial action has taken place and the defect is rectified by suitably competent persons.

Any regular occurrences of defects or equipment that is not fit for purpose must be taken out of use and reported to the Site Management for further advice

Portable Power Tools: 1910.243; 1926.300

The Site Manager will ensure power tools are fitted with guards and safety switches. Site inspections will include power tool inspections and observations of employees using power tools. (The types of power tools are determined by their power source: electric, pneumatic, liquid fuel, hydraulic, and powder-actuated.)

To prevent hazards associated with the use of power tools, workers shall follow general precautions:

- Never carry a tool by the cord or hose.
- Never yank the cord or the hose to disconnect it from the receptacle.
- Keep cords and hoses away from heat, oil, and sharp edges.
- Disconnect tools when not using them, before servicing and cleaning them, and when changing accessories such as blades, bits, and cutters.
- Keep all people not involved with the work at a safe distance from the work area.

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- Secure work with clamps or a vise, freeing both hands to operate the tool.
- Avoid accidental starting. Do not hold fingers on the switch button while carrying a plugged-in tool.
- Maintain tools with care; keep them sharp and clean for best performance.
- Follow instructions in the user's manual for lubricating and changing accessories.
- Be sure to keep good footing and maintain good balance when operating power tools.
- Wear proper apparel for the task. Loose clothing, ties, or jewelry can become caught in moving parts.
- Remove all damaged portable electric tools from use and tag them: "Do Not Use."

Powder Actuated Tools: 1926.302

Only Trained employees shall be allowed to operate powder actuated tools.

The tool shall be tested daily, before use. Tools found, not in proper working order, or that develops a defect during use, shall be immediately removed from service.

Eye protection shall be worn by employees using powder tools

Tools shall not be loaded until just prior to firing.

Appropriate personal protective equipment such as safety goggles and gloves must be worn to protect against hazards that may be encountered while using hand tools.

Workplace shall be kept as clear and dry as possible to prevent accidental slips with or around dangerous hand tools.

Machine Guarding: 1926.300

Belts, gears, shafts, pulleys, sprockets, spindles, drums, flywheels, chains, or other reciprocating, rotating, or moving parts of equipment must be guarded if such parts are exposed to contact by employees or otherwise constitute a hazard.

Guarding must meet the requirement of ANSI B 15.1-1953(R 1958), Safety Code for Mechanical Power Transmission Apparatus.

Toilets: 1926.51(c)(1)

Toilets must be provided according to the following:

Number of Workers	Minimum number of facilities
20 or less	1
20 or more	1 toilet seat and 1 urinal per 40 workers
200 or more	1 toilet seat and 1 urinal per 50 workers

Typically, Port-A-Johns are rated for 10 persons per week with one cleaning. The number of persons per unit may be increased with additional cleanings per week. For example: if they are

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cleaned 3 times per week, the unit would be able to BE used by up to 30 workers, but never more than 50 workers per unit.

Washing Facilities: 1926.51(f)

The employers must provide adequate washing facilities for employees engaged in operations involving harmful substances.

Washing facilities must be near the worksite and must be so equipped as to enable employees to remove all harmful substances.

Site Control and Access:

Maintain safe and unimpeded access and egress from the site, particularly for emergencies, and minimize the disruption to neighbors, (both vehicular and pedestrian).

Identify and address all risks arising from our, our contractors and subcontractors activities to include fire.

SUNBELT ASPHALT's Site Health & Safety coordinator will monitor subcontractors and ensure subcontractors follow safe procedures, tool use, equipment use and appropriate use of PPE.

Prior to commencement of any work SUNBELT ASPHALT will establish work site rules for:

- The storage and distribution of materials,
- Access to the worksite by authorized people,
- Working at heights above ground level,
- Control and disposal of waste materials in accordance with applicable laws,
- The provision and use of temporary electric services,
- Commissioning, including use of hot work permits, access to site, mobile equipment use and other applicable work systems,
- Exclusion of unauthorized people.

Job Control Board:

SUNBELT ASPHALT will provide a job control board. This board will be conspicuously located and updated, as required. The following items may be required to be posted.

1. Accident Reporting Procedures
2. Evacuation Routes/Procedures
3. Emergency Phone Numbers
4. SDS Locations
5. All required Federal, State, Local Postings and SUNBELT ASPHALT information.
6. All other information as required by the contract shall be posted on the Job Control Board.

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7. No additional information shall be attached to the Job Control Board without prior approval of SUNBELT ASPHALT.

Vehicle Operations:

- All vehicles shall be maintained in a road-worthy condition at all times.
- Any vehicle without a constant 360 degree view shall be equipped with a backup alarm signal
- Vehicles may carry no more passengers than fixed seats allow.
- Seatbelts shall be worn at all times.
- All traffic laws must be obeyed.
- Always check behind your vehicle before backing. If necessary, get out of the vehicle and inspect the area or have co-workers assist in backing.
- Do not take chances; to drive safely is more important than to arrive on time.
- If mechanical repairs are needed, do not operate the vehicle until necessary repairs have been made.
- Never leave unattended vehicles idling or running.
- All engines shall be shut off when refueling.
- All vehicles will observe posted limits on the jobsite.
- The maximum speed for all vehicles is 8 m.p.h.

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EMPLOYEE SAFETY AND HEALTH ORIENTATION

Acknowledgement

Name of Project: _____

SUNBELT ASPHALT holds all employees and subcontractors responsible for jobsite safety. The following is a summary of safety policies and shall be followed at all times. Additional requirements are available in the **EMPLOYEE SAFETY AND HEALTH ORIENTATION**.

The employee/subcontractors signature is verification that they have been educated in the safety policies and shall follow these rules at all times. If there are any questions please contact the Superintendent.

Print Name: _____

Company Name: _____

Date: _____

General

1. All OSHA regulations will be strictly enforced.
2. This form is not “all encompassing” and regulations and policies not detailed here are applicable.
3. Disciplinary Procedures – 3 strikes, you’re out (1.Written, 2.Written, 3. Termination)
4. All personnel are encouraged to ask questions and report hazardous conditions to site supervision.
5. All personnel are empowered and encouraged to stop unsafe acts, identify unsafe conditions.

Emergency Procedures

1. In the event of an emergency
 - A. Notify job foreman **immediately**
 - B. Give the exact nature of the emergency (i.e. broken leg, fire, etc.)
 - C. Give the exact location
 - D. If an evacuation is not required, stay on the scene to brief emergency personnel upon their arrival.
2. Evacuation Procedures
 - A. Verbal Commands will indicate site is to be evacuated
 - B. Proceed in a calm, orderly manner to the designated safety zone.

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1. PRIMARY MUSTER POINTS ARE at the Company jobsite trailer
2. Report to your designated foreman/superintendent in designated area for head count.

Incident Reporting

1. Any injuries, illnesses or near hits occurring on site must be reported to their supervisor within 15 minutes, if possible, after the event,
2. If problems or questions arise contact _____ at _____ or _____ at _____.

Personal Protective Equipment

1. 100% Hardhat Protection is REQUIRED AT ALL TIMES
2. 100% Eye Protection is REQUIRED AT ALL TIMES
3. Hard sole safety boots are required. No sneakers or soft shoes are allowed.
4. Long pants in good condition (no holes, tears, distressed, etc.) No shorts allowed.
5. Shirts must have sleeves at least 4" long.
6. Ear protection as required when exposed to noise 90 dB A and greater.
7. Face-shields required when cutting / grinding / chipping / etc.

Fall Protection

1. 100% FALL PROTECTION for any work 6-feet and above- ZERO TOLERANCE – For Violations
2. Gear to be inspected prior to every use. Contact your supervisor immediately if gear is damaged. DO NOT USE DAMAGED GEAR.
3. Tie off point must hold 5,000 LBS.
4. 100% tie off when working from boom lift.
5. Employees must be trained on the use of fall protection.
6. Ladders
 - A. NO ALUMINUM or PAINTED WOOD LADDERS are permitted on the site.
 - B. Please inspect all ladders before each use, removed damaged ladders from the jobsite.
 - C. Never use a step (A-frame) ladder as a straight ladder.
 - D. Never use the top three (3) steps of an extension ladder or the top two (2) of an A-frame ladder.
 - E. Never store material or tools on the steps of a ladder or leave them unattended on top of a ladder.

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- F. Employees shall be trained on ladder use/safety.
- G. Use the 3-point rule while climbing: 2 hands and a foot or vice versa in contact with ladder.

Electrical

- 1. Industrial heavy weight cords with proper grounds are to be used at all times.
- 2. 100% Ground Fault Circuit Interrupter (GFCI) Protection is required on extension cords.
- 3. Inspect all cords and welding leads before use. Damaged items must be repaired or removed from the site.
- 4. ALL Electrical and mechanical systems are to be considered LIVE.

Equipment

- 1. Proper training and certification is required prior to operating any equipment.
- 2. A spotter is mandatory when view is obstructed by load.
- 3. Backup alarms must be present on all vehicles with obstructed view
- 4. Always follow the manufacturers operating instructions for all equipment and tools used on this project.

Work Around Cranes and Other Equipment

- 1. Awareness of overhead loads – Listen for horns.
- 2. **NEVER** stand or walk under an elevated load.
- 3. Awareness of crane swing radius (must be flagged off).
- 4. Stay completely clear from overhead loads.
- 5. Stay clear of swinging counterweights. Barricade counterweight swing radius of crane.
- 6. Do not climb on or off moving equipment.
- 7. Whenever possible, stay off haul roads, ramps, and other areas where heavy equipment is moving. Follow the flag person's direction and keep a sharp look out for moving equipment.
- 8. All equipment, cranes, and booms are to be kept at least 10 feet from energized power lines.
- 9. Only a qualified flag person in full view of the operator shall give or relay signals.
- 10. Tag lines are to be used on all hoisted loads.
- 11. Be sure back-up alarms are in working order.
- 12. Backing up blind is prohibited. All backing operations require a flag person. There is no excuse for a backing accident.

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13. Seat belts must be worn when operating equipment.
14. All traffic laws must be obeyed.
15. Do not take chances; to operate safely is more important than doing something quickly.
16. If mechanical repairs are needed, do not operate the equipment until necessary repairs have been made.
17. Never leave unattended equipment idling or running.
18. Prior to departing a piece of equipment, test to make sure parking brakes and emergency brakes are working properly and that they are correctly applied.
19. All engines shall be shut off when refueling.
20. No employee other than the operator shall ride trucks, loaders, shovels, or other heavy equipment unless authorized to do so.
21. It is not allowed to lift, transport and install materials with unknown weight
22. It is not allowed to lift or pull loads when the wires of the loading tackle are not in vertical position or they are twisted.
23. It is not allowed leave loads hanging on the crane's hook during breaks or idle time
24. It is not allowed check whether the installation openings match manually; for that reason special tools and devices must be used.
25. Report all accidents involving property, equipment or personal injury to supervisor or foreman immediately.

Barricade Tape

Red_– Imminent Danger exists. Only authorized personnel performing actual work are to be allowed in this barricade tape area. The only exception for entry into a red area is with prior permission of those authorized to work within the area

Yellow_– a hazard exists that would warrant **Caution**. A yellow area can be accessed by anyone who is authorized to be on the job site, and who stops to observe the existing hazard and takes the proper precautions prior to entering the tape barricade area.

Training Requirements

1. Equipment Operators must be trained and certified to operate assigned equipment. Including but not limited to: forklifts, aerial lifts, scaffolding, cranes, and other types of equipment.
2. Contractors are required to provide workers that are trained as required by OSHA standards and site policies.

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Housekeeping

All trash/debris must be cleaned up and disposed in dumpsters. This includes lunch/break trash. A messy worksite WILL NOT be tolerated.

We reserve the right to hire labor to perform clean-up and back charge subcontractors responsible for the mess.

Excavations

1. All excavations greater than 5 feet deep shall be sloped, benched, shored, or have a trench box prior to anyone entering
2. Worker shall never be more than 25 feet away from a ladder in trenches over 4 feet deep
3. Trenches shall be inspected daily by a competent person or anytime working conditions charge

By signing below I acknowledge that I have read and understand all of the above mentioned safety policies. I also understand that this safety orientation is not all encompassing and other safety regulations will apply.

Printed Name: _____

Signature: _____ Date: _____



Sunbelt Asphalt Services LLC.

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EMERGENCY RESPONSE TEAM MEETING

DATE: _____

This initial meeting of the job Emergency Response Team is held to distribute the Emergency Action Plan to all team members, to review the various components of the plan, and to discuss our specific response (roll of team members) to possible emergencies which could occur on this site (fire, indoor acetylene leak, hazardous material spill near a storm drain, etc.) This roster will be signed by all meeting attendees to document training participation. The completed roster will be filed and maintained as part of the permanent job records.

Team Members sign below:

Print	Sign

Team Leader: _____



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PROJECT DIRECTORY

The purpose of the Project Directory is to provide all site management and personnel with ready access to principal project companies and names, phone and fax numbers, addresses, and other appropriate information.

An updated Project Directory will be issued **bimonthly**.

GENERAL CONTRACTOR:

Project/Site Manager

Cell:

Superintendent

Cell:

Safety Manager

Cell:

OWNER:

Name:

Cell:

SUBCONTRACTOR:

Name:

Cell:

SUBCONTRACTOR:

Name:

Cell:

SUBCONTRACTOR:

Name:

Cell:

SUBCONTRACTOR:

Name:

Cell:

SUBCONTRACTOR:

Name:

Cell:

SUBCONTRACTOR:

Name:

Cell:



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ADDITIONAL RESOURCES

EMERGENCY/IMPORTANT PHONE NUMBERS

SUNBELT ASPHALT Company Main Office

SUNBELT ASPHALT Company Site Office

EMERGENCY (FIRE, POLICE, EMT) *Verify 911 availability*

911

County _____ Fire and Rescue (non-emergency)

County _____ Sheriff's (non-emergency)

National Weather Service

Local Power Company

Digging

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HAZCOM PROGRAM

The purpose of this Hazard Communication (HazCom) Program is to establish the policies and procedures for receipt, safe use, safe handling, and safe storage of chemicals in the workplace. Ref: OSHA Standard 29 CFR 1910.1200.

PERSONS AFFECTED

All employees (see definition of "employee" below) and contractors

POLICY

General

This Hazard Communication Program shall be available, upon request, to employees, their designated representatives, the Assistant Secretary, and the Director.

Chemical Safety

2. Assume all chemicals are hazardous.
3. Read and understand safety data sheets before using chemicals.
4. Use necessary safety equipment and personal protective equipment (PPE).
5. Substitute less toxic materials whenever possible.
6. Limit the amount of chemical used to the minimum needed for the operational period.
7. Provide a means of containing the chemical should equipment or containers break and/or spill their contents.

Information Chemical Users Must Know Prior to Chemical Use

1. Fire and/or explosion information
 - A. Flash point, auto-ignition temperature, and upper/lower flammability limits.
 - B. Any unusual fire or explosive hazards.
 - C. Proper fire extinguishing agents to use.
 - D. Firefighting techniques.
2. Chemical reaction information
 - A. Stability of chemicals.
 - B. Conditions and/or materials to be avoided.
 - C. Other hazardous substances, vapors, etc. that can be produced when chemical reacts.
3. Control measures
 - A. Engineering controls required for safe use of chemical.
 - B. Personal protective equipment required for safe use of chemical.

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- C. Safe handling guidelines.
- D. Safe storage requirements.
- 4. Health hazards
 - A. Routes of entry into the body.
 - B. Acute and chronic symptoms/effects on person.
 - C. Medical conditions that can be made worse by exposure to chemical.
 - D. Permissible Exposure Limit (PEL) and Threshold Limit Value (TLV).
 - E. Cancer causing properties, if any.
 - F. Emergency and first aid treatments.
- 5. Spill and leak
 - A. Clean-up methods.
 - B. Hazard controls (engineering, administrative, PPE).
 - C. Disposal of waste and clean-up material.

Chemical Storage

- 1. Chemicals shall be stored to eliminate the possibility of unwanted chemical reactions, fires, or any undesired and/or unplanned event.
- 2. Chemicals shall be stored in accordance with safety data sheet (SDS) requirements and recommendations, or other appropriate industry standards.
- 3. Chemicals shall not be stored in a refrigerator used for food storage. If chemicals are stored in a refrigerator a label must be placed on the door warning persons not to use the refrigerator for food storage.

Chemical Containers

- 1. Shall be approved for the chemical in use.
- 2. Shall be in good condition for use; containers not in good condition shall be disposed of.

Container Labels and Methods of Warning

- 1. Each container of hazardous chemicals in the workplace shall be labeled, tagged, or marked with either:
 - A. A label meeting the requirements of the United Nations Globally Harmonized System of Classification and Labelling of Chemicals (see Appendix B of this section), which includes:
 - 1. Product identifier as used on the safety data sheet;
 - 2. Signal word;
 - 3. Hazard statement(s);

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4. Pictogram of hazard symbol (See Appendix A of this Section);
 5. Precautionary statement(s); and,
 6. Name, address, and telephone number of the chemical manufacturer, importer, or other responsible party.
- B. Product identifier and words, pictures, symbols, or combination thereof, which provide at least general information regarding the hazards of the chemicals, and which, in conjunction with the other information immediately available to employees under the Hazard Communication Program, will provide employees with the specific information regarding the physical and health hazards of the hazardous chemical.

Note: These container label requirements reflect OSHA requirements in 29 CFR 1900.1200 as revised in 2012. Labels may comply with the previous standard or the current standard until the 2015/2016 implementation deadlines set by OSHA.

2. All warning labels, tags and markings shall be:
 - A. Maintained in legible condition and not defaced,
 - B. In English, and
 - C. Prominently affixed to container or readily available in the work area throughout each work shift.
3. Labels must represent actual chemical in container.
4. Containers of chemicals not properly labeled, tagged, or marked shall not be accepted by the Company.
5. Exception: Portable containers into which hazardous chemicals are transferred from labeled containers and that are intended only for the immediate use of the employee who performs the transfer need not be labeled.

Chemical Inventory List

1. The Company shall maintain a list of the hazardous chemicals known to be present in the workplace using a product identifier that is referenced on the appropriate safety data sheet.
2. The chemical inventory list shall be maintained and updated at each Right-to-Know station.

Safety Data Sheets

1. Each safety data sheet must include all headings in paragraphs in order:
 - A. Section 1, Identification
 - B. Section 2, Hazard(s) identification
 - C. Section 3, Composition/information on ingredients
 - D. Section 4, First-aid measures

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- E. Section 5, Fire-fighting measures
 - F. Section 6, Accidental release measures
 - G. Section 7, Handling and storage
 - H. Section 8, Exposure controls/personal protection
 - I. Section 9, Physical and chemical properties
 - J. Section 10, Stability and reactivity
 - K. Section 11, Toxicological information
 - L. Section 12, Ecological information
 - M. Section 13, Disposal considerations
 - N. Section 14, Transport information
 - O. Section 15, Regulatory information
 - P. Section 16, Other information, including date of preparation or last revision.
2. If no relevant information is found for any sub-heading within a Section on the safety data sheet, the chemical manufacturer, importer, or employer preparing the safety data sheet shall mark it to indicate that no applicable information was found.
3. Safety data sheets shall be obtained for each required chemical.

Right-to-Know Station

- 1. Shall be located in each office and accessible to all employees.
- 2. Shall be present on each jobsite where chemicals are used.
- 3. Shall be clearly marked.
- 4. Shall include:
 - A. A current copy of this HazCom Program,
 - B. A current chemical inventory list, and
 - C. Current safety data sheets.

Employee Information and Training

- 1. All newly hired affected employees shall receive safety orientation training covering the elements of this HazCom Program. This training will consist of:
 - A. Location and use of the Right-to-Know station (which includes a copy of this Hazard Communication Program, a chemical inventory list, and safety data sheets).
 - B. Explanation of chemical labeling system.
 - C. How to obtain and use and use appropriate hazard information.

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- D. Methods and observations used to detect the presence or release of a chemical in the work area.
 - E. The physical, health, simple asphyxiation, combustible dust, and pyrophoric gas hazards, as well as hazards not otherwise classified, of the chemicals in the work area.
 - F. Specific control measures for personal protection from physical and health hazards.
 - G. The details of this Hazard Communication Program.
2. Annual refresher training shall be conducted as part of the Company's continuing safety training program.
 3. Immediate on-the-spot training shall be conducted by supervisors for any employee that requests additional information or exhibits a lack of understanding of the safety requirements.
 4. Employees shall receive training whenever a new chemical hazard that the employees have not been previously trained about is introduced into the work area.
 5. Training shall be documented and include employee name, trainer name, and date of training.

Contractors

1. All outside contractors working inside Company facilities are required to follow the requirements of this program.
2. Contractors shall be provided information concerning:
 - A. The location of the Right-to-Know station (which includes a copy of this Hazard Communication Program, a chemical inventory list, and safety data sheets).
 - B. Precautions to be taken to protect contractor employees.
 - C. Potential exposure to chemicals.
 - D. Chemicals used in or stored in areas where they will be working.
 - E. Recommended personal protective equipment.
 - F. Labeling system in use for chemicals.

Customer Sites

When on customer sites, employees shall follow customer requirements as required.

Non-English Speaking Employees

In the event of hiring non-English speaking employees the Company will take the following actions:

1. Duplicate this entire program in the language of those employees including:
 - A. Written program

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- B. Safety Data Sheets
 - C. Chemical inventory list
 - D. Labeling
2. Train employees in their language so that they understand all of the required training elements as listed in this program.

Responsibilities

Management

- 1. Maintain an effective HazCom Program.
- 2. Make this plan available to employees or their designated representative.
- 3. Provide training for affected employees.

Service Managers

- 1. Maintain Right-to-Know stations in Company offices/facilities.
- 2. Monitor facility for proper use, storage, and labeling of chemicals.
- 3. Monitor the effectiveness of the program.

Supervisors/Lead Technicians

- 1. Comply with all specific requirements of the program.
- 2. Ensure only the minimum amount of a hazardous substance necessary is kept at work stations.
- 3. Comply with non-routine tasks procedure.
- 4. Comply with contractor requirements of the program.
- 5. Comply with customer requirements as needed.
- 6. Maintain Right-to-Know station in assigned work truck.

Purchasing Agent

- 1. Ensure vendors supply current safety data sheets for chemicals.
- 2. Obtain safety data sheets from the manufacturer when chemicals are purchased from retail sources.
- 3. Ensure containers purchased for chemical use are approved for the purpose.

Shipping/Receiving Manager

- 1. Verify all received containers are properly labeled and that labels are not removed or defaced.
- 2. Verify all shipped containers are properly labeled.

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3. Ensure vendor chemical containers are properly labeled.

Employees

1. Comply with the safety requirements of this program.
2. Use chemicals only for the specific assigned tasks in accordance with manufacturer recommendations and Company policy.
3. Report any problems with the use or storage of chemicals to supervisor.
4. Immediately report chemical spills.

Procedures

Non-Routine Tasks

1. Determine hazards
Non-routine tasks shall be evaluated before the tasks begin to determine hazards and objectives of the work. This evaluation may require the use of quantitative or qualitative analysis (air sampling, substance identification/analysis, etc. as applicable).
2. Determine hazard controls
Select the necessary controls needed to remove the hazard, change to a non-hazard, or protect persons from the hazard (use of engineering controls, use of personal protective equipment, etc.).
3. Provide specific training and documentation
 - A. All persons affected by the non-routine task shall participate in training.
 - B. Training will be documented and shall be marked "Non-Routine Task Training."

Emergencies

4. Minimize exposure to all potentially affected persons.
5. In case of spill or injury follow instructions on the safety data sheet.
6. Notify the nearest manager immediately of any spill.

Definitions

Assistant Secretary – The Assistant secretary of Labor for Occupational Safety and Health, U.S. Department of Labor, or designee.

Chemical – Any substance or mixture of substances.

Container – Any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, or the like that contains a hazardous chemical. For purposes of this Section, pipes or piping systems, and engines, fuel tanks or other operating systems in a vehicle are not considered to be containers.

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Designated Representative – Any individual or organization to whom an employee gives written authorization to exercise such employee's rights under this Section. A recognized or certified collective bargaining agent shall be treated automatically as a designated representative without regard to written employee authorization.

Director – The Director, National Institute for Occupational Safety and Health, U.S. Department of Health and Human Services, or designee.

Employee – A worker who may be exposed to hazardous chemicals under normal operating conditions or in foreseeable emergencies. Workers such as office workers who encounter hazardous chemicals only in non-routine, isolated instances are not covered.

Exposure or Exposed – Any employees' exposure to a chemical which may have physical or health hazards or cause harm. This also includes potential or possible accidental exposure. Exposure includes any route of entry into the body. (E.g. Inhalation, ingestion, skin contact or absorption) "Subjection" in terms of health hazards includes any route of entry (e.g. inhalation, ingestion, skin contact, or absorption).

Foreseeable Emergency – Any potential occurrence such as, but not limited to, equipment failure, rupture of containers, or failure of control equipment which could result in an uncontrolled release of a hazardous chemical into the workplace.

Hazard Category – The division of criteria within each hazard class (e.g., oral acute toxicity and flammable liquids each include four hazard categories).

Hazard Class – The nature of the physical or health hazards (e.g., flammable solid, carcinogen, oral acute toxicity). See Appendix A.

Hazard Statement – A statement assigned to a hazard class and category that describes the nature of the hazard(s) of a chemical, including, where appropriate, the degree of hazard.

Hazard Not Otherwise Classified (HNOC) – An adverse physical or health effect identified through evaluation of scientific evidence during the classification process that does not meet the specified criteria for the physical and health hazard classes addressed in this Section. This does not extend coverage to adverse physical and health effects for which there is a hazard class addressed in this section, but the effect either falls below the cut-off value/concentration limit of the hazard class or is under a GHS hazard category that has not been adopted by OSHA (e.g., acute toxicity Category 5).

Health Effects

1. **Acute Effects** – An adverse effect on a human or animal body, with symptoms developing rapidly.
2. **Chronic Effects** – An adverse effect on a human or animal body with symptoms which develops slowly over a long time period and persist or that recur frequently.

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Health Hazard – A chemical which is classified as posing one of the following hazardous effects (The criteria for determining whether a chemical is classified as a health hazard are detailed in Appendix A to §1910.1200—Health Hazard Criteria.):

1. Acute toxicity (any route of exposure),
2. Skin corrosion or irritation,
3. Serious eye damage or eye irritation,
4. Respiratory or skin sensitization,
5. Germ cell mutagenicity,
6. Carcinogenicity,
7. Reproductive toxicity,
8. Specific target organ toxicity (single or repeated exposure), or
9. Aspiration hazard.

Immediate Use – When the hazardous chemical will be under the control of and used only by the person who transfers it from a labeled container and only within the work shift in which it is transferred.

Non-Routine Task – A task such as working on, near, or within unlabeled piping, unlabeled containers of an unknown substance, any area, work, or task where chemicals may be present.

Physical Hazard – A chemical that is classified as posing one of the following hazardous effects (See Appendix B to §1910.1200—Physical Hazard Criteria.):

1. Explosive,
2. Flammable (gases, aerosols, liquids, or solids),
3. Oxidizer (liquid, solid or gas),
4. Self-reactive,
5. Pyrophoric (liquid or solid),
6. Self-heating,
7. Organic peroxide,
8. Corrosive to metal,
9. Gas under pressure, or
10. In contact with water emits flammable gas.

Pictogram – A red square set at a point within which is a black hazard symbol on a white background. One of eight standard hazard symbols shall be used in each pictogram (see Appendix A).

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Precautionary Statement – A phrase that describes recommended measures. These measures should be taken to minimize or prevent adverse effects that may arise from exposure to a hazardous chemical or improper storage or handling.

Product Identifier – The name or number used for a hazardous chemical on a label or in the SDS. It provides a unique means by which the user can identify the chemical. The product identifier used shall permit cross-references to be made among the list of hazardous chemicals required in the written hazard communication program, the label and the SDS.

Pyrophoric Gas – A chemical which in a gaseous state that will ignite spontaneously in air at a temperature of 130 degrees F (54.4 degrees C) or below.

Routes of Entry – The way a chemical enters the body; inhalation, absorption (skin, mucous membrane), ingestion and injection.

Safety Data Sheet (SDS) – Written or printed material concerning a hazardous chemical that is prepared in accordance with 29 CFR 1910.1200(g).

Signal Word - A word used to indicate the relative level of severity of hazard and alert the reader to a potential hazard on the label. The signal words used under 29 CFR 1910.1200 are "danger" and "warning." "Danger" is used for the more severe hazards, while "warning" is used for the less severe.

Simple Asphyxiate – A substance or mixture that displaces oxygen in the ambient atmosphere, and can thus cause oxygen deprivation in those who are exposed, leading to unconsciousness and death.

Use – To package, handle, react, emit, extract, generate as a byproduct, or transfer.









Work area – A room or defined space in a workplace where hazardous chemicals are produced or used, and where employees are present.



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APPENDIX A - Pictogram Hazard Symbols

Symbol	Description	Hazard Class
	Flame	Flammables Self-Reactive Pyrophoric Self-heating Emits Flammable Gas Organic Peroxides
	Flame Over Circle	Oxidizers
	Exclamation Mark	Irritant Dermal Sensitizer Acute Toxicity (harmful) Narcotic Effects Respiratory Tract Irritation
	Exploding Bomb	Explosives Self-Reactive Organic Peroxides
	Corrosion	Corrosives
	Gas Cylinder	Gases Under Pressure
	Health Hazard	Carcinogen Respiratory Sensitizer Reproductive Toxicity Target Organ Toxicity Mutagenicity Aspiration Toxicity
	Skull and Crossbones	Acute Toxicity (severe)



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APPENDIX B – Label Example

GHS Inner Container Label (e.g., bottle inside a shipping box) for the fictional product 'ToxiFlam'

	<p style="text-align: center;">ToxiFlam (Contains: XYZ)</p> <p style="text-align: center;">Danger! Toxic If Swallowed, Flammable Liquid and Vapor</p> <p>Do not eat, drink or use tobacco when using this product. Wash hands thoroughly after handling. Keep container tightly closed. Keep away from heat/sparks/open flame. - No smoking. Wear protective gloves and eye/face protection. Ground container and receiving equipment. Use explosion-proof electrical equipment. Take precautionary measures against static discharge. Use only non-sparking tools. Store in cool/well-ventilated place.</p>	
<p>IF SWALLOWED: Immediately call a POISON CONTROL CENTER or doctor/physician. Rinse mouth.</p> <p>In case of fire, use water fog, dry chemical, CO₂, or "alcohol" foam.</p> <p style="text-align: center;">See Material Safety Data Sheet for further details regarding safe use of this product.</p> <p style="text-align: center;">MyCompany, MyStreet, MyTown NJ 00000, Tel: 444 999 9999</p>		



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FIRST AID PROGRAM

The purpose of this program is to ensure that adequate resources are available for rendering first aid to employees and those provisions are made for prompt medical attention of injured or ill employees.

Reference: OSHA Standard 29 CFR 1926.50

Persons Affected - All employees

1. Provisions shall be made prior to the commencement of any job or project for the availability of medical personnel for advice and consultation on matters of occupational health.
2. Provisions shall be made prior to commencement of any job or project for prompt medical attention in case of serious injury. These should be known and documented for quick reference prior to the start of work.
3. At least one (1) First Aid/CPR trained (American Red Cross or equivalent) employee shall be available on all work sites regardless of the presence of an infirmary, clinic, etc. to render first aid to injured or ill employees.
4. First Aid Kits and Eye Washing
5. Appropriate first aid kits and eye washing bottles shall be available to all personnel whether on a client's site or at our corporate office.
6. First aid kits
 - A. Shall be carried in all company service vehicles.
 - B. Shall be available at each SUNBELT ASPHALT office.
 - C. Shall be easily accessible in the event of injury or illness.
 - D. Shall consist of appropriate items which will be adequate for the environment in which they are used.
 - E. Shall contain the minimum contents as listed in Appendix A: First Aid Kit Supply Contents.
 - F. Contents shall be stored in a weather-proof container with individual sealed packages of each type of item.
 - G. The contents of first aid kits shall be inspected before being sent out on each job and weekly if on a job longer than one week; contents shall be re-supplied as necessary.
7. Eye wash/drench equipment
 - A. Eye wash/drenching equipment shall be available wherever the eyes or body of a person may be exposed to corrosive materials. Facilities for drenching or flushing of the eyes shall be provided for immediate emergency use (within 25 feet).
 - B. At least two eye wash bottles shall be carried in each vehicle performing field work where the potential for an eye splashing/striking hazard exists (corrosives, etc.).
 - C. Eye wash bottles/stations shall be available within 25 un-obstructed feet of any work where an eye splashing/striking hazard exists.
 - D. Whenever work is performed at an offsite location, locate eye wash/drenching equipment BEFORE starting work.

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- E. If client-provided eye wash is available then inspect to ensure it is serviceable prior to start of work.
- F. Portable eye wash/drenching equipment shall be present on all jobs where exposure is likely and client does not have fixed eye wash/drench facilities.
- 8. Responsibilities
 - A. Management
 - 1. Provide first aid/CPR training.
 - 2. Provide first aid supplies and other resources necessary to this program.
 - 3. Ensures Supervisors/Lead Technicians and First Aid responders receive training on universal precautions to prevent contact with body fluids.
 - 4. Implement this program's requirements consistently.
 - 5. Ensure availability of first aid equipment and eye wash bottles in accordance with this program.
 - 6. Ensure that the prompt transportation of an injured/ill employee to a hospital is available at all times.
 - 7. Complete and post emergency information as required.
 - 8. Maintain a valid up-to-date American Red Cross First Aid CPR certification, and have it in possession at all times.
 - 9. Verify eye wash station provided by client is serviceable, if applicable.
 - B. Employees
 - 1. Know where first aid and eye wash supplies are located before starting a job.
 - 2. Know where list of local medical providers is located.
- 9. Provisions for Medical Attention
 - A. Prior to the start of any job or project the following shall be done:
 - B. Local provider for consultation, advice, and non-emergency medical treatment shall be determined before the start of a job. Information including names, phone numbers, transit times and addresses, shall be posted near phones.
Emergency medical treatment shall be determined before the start of a job. Where 911 service is not available, information including hospital names, phone numbers, transit times, addresses, ambulance service and ambulance phone numbers, shall be posted near phones and on the jobsite bulletin board.



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BLOOD BORNE PATHOGEN EXPOSURE CONTROL

Sunbelt Asphalt Bloodborne Pathogens Program

Purpose

The Sunbelt Asphalt Services Bloodborne Pathogens Program aims to protect the health and safety of employees who, as a result of performing their job duties, are exposed to blood borne pathogens. This plan will outline control measures to prevent blood borne infections and diseases by eliminating or minimizing employee exposures.

Scope

Sunbelt Asphalt Services strives to provide all employees and on-site contractors with a safe and healthy workplace. This program is integrated into our company's written safety and health program and is a collaborative effort that includes those employees with an occupational exposure to blood or other potentially infectious materials.

Program Responsibilities

Management. The management of Sunbelt Asphalt Services is committed and understands the importance of minimizing or eliminating employee occupational exposure to blood borne pathogens. Management supports the efforts of the Safety Coordinator by pledging financial and leadership support for the program. Management will support and regularly communicate with employees about the program.

Program Administrator. The Program Administrator reports directly to upper management and is responsible for the implementation of the Blood borne Pathogens Program. They maintain, review, and update the program at least annually, and whenever necessary to include new or modified tasks and procedures. The Program Administrator will monitor the results of the program to determine additional areas of focus as needed. The Program Administrator will also:

- Complete the exposure determination

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- Determine and implement engineering controls
- Provide necessary labels and red biohazard bags as needed
- Determine the required personal protective equipment (PPE), procure PPE and provide it as needed
- Maintain all employee blood borne pathogens-related health and training records
- Conduct and document annual training
- Make the post-exposure program available to exposed employees

Employees. Employees are responsible for using proper work practices, universal precautions, and personal protective equipment and cleanup/disposal techniques as described in this program. Employees are also responsible for reporting all exposure incidents to their supervisor or manager as soon as possible, ideally within one working day. Each employee is expected to protect themselves by:

- Learning what tasks may result in exposure
- Following the work practices established by the program
- Following universal precautions
- Wearing appropriate personal protective equipment at all times while performing identified tasks
- Reporting any incidents involving exposure
- Reporting any violations observed that are not consistent with the program

Universal Precautions

All personnel at Sunbelt Asphalt Services who are potentially exposed to human blood and other body fluids will use Universal Precautions at all times. Employees and contractors will treat all blood and bodily fluids that may contain blood as if they are infectious for HIV, HBV and other blood borne pathogens, making sure to take the necessary precautions.

Engineering Controls and Work Practices. The following specific precautions will be used by all personnel.

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When working in an area where human blood or other bodily fluids are present, personnel must **not**:

- Eat, drink, smoke, apply cosmetics or handle contact lenses
- Store food in freezers, refrigerators, cabinets, or any other area where human blood or other bodily fluids are stored or that may be contaminated with human blood or other bodily fluids

When completing a task involving or working with human blood or other bodily fluids personnel must:

- Minimize splashing or spraying
- Wash hands frequently, even if gloves have been worn
(If antiseptic cleansers or towelettes are the only immediately available option to employees they will wash their hands and other exposed skin with soap and running water as soon as possible)
- If mucous membranes have been exposed, flush with water for 5 minutes
- Use leak-proof and non-breakable containers
- Affix biohazard symbols to containers of waste, refrigerators, and freezers containing blood or other bodily fluids
- Use a sealed secondary container for transporting human blood or other bodily fluids through the facility
- Use extreme caution when working with sharp objects such as needles, razor blades or broken glass, and properly dispose of in an appropriate sharps container immediately

Sharps. Use extreme care at all time when handling sharps. Dispose of all sharps in approved sharps containers only. Do not put sharps into regular trash containers or unmarked containers. Other precautions:

- Handle sharps, such as broken glass, scalpels and razor blades with mechanical devices whenever possible
- Avoid the use of sharps or breakable materials whenever possible
- Never recap, bend or break needles
- Use safer sharps devices, such as retractable box cutters or self-blunting syringes whenever possible

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- If it is absolutely necessary to recap a needle, use a mechanical device such as a hemostat or forceps to handle the cap
- Appropriate sharps containers are:
 - Puncture-resistant
 - Leak-proofed
 - Labeled with biohazard markings

Personal Protective Equipment (PPE). Personal protective equipment for employees exposed under this program is available at the job trailer in the blood borne pathogens kit at all times. This protective equipment prevents blood and other bodily fluids from reaching an employee's clothing, skin, eyes, mouth or other mucous membranes under normal and proper use and for the duration of time that the equipment is expected be used. At a minimum, all personnel must wear appropriate gloves when performing procedures in which human blood or other bodily fluids may be handled or contacted.

Standard PPE includes, but is not limited to:

- Nitrile or latex gloves and lab coats, gowns or aprons where employees may be splashed
- Goggles, dust masks or face shields and surgical caps where employees' face and head may be exposed
- Pocket masks, resuscitation bags or other ventilation device where personnel may need to perform emergency resuscitation

The decontamination, cleaning, laundering or disposal of PPE and the repair or replacement of items will be done as needed to maintain their availability and effectiveness.

All PPE must be removed immediately upon leaving the work area and placed in an appropriately designated container that displays the biohazard symbol for decontamination, storage, washing or disposal.

Appropriate gloves must also be worn when handling bagged or obviously contaminated linen. Disposable gloves must be replaced when visibly soiled, torn,

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punctured or otherwise compromised and may not be washed or disinfected for re-use. Utility gloves may be decontaminated for re-use if the integrity of the glove is uncompromised. Utility gloves shall be disposed of properly if they are cracked, peeling, torn, punctured or they exhibit other signs of deterioration or inability to function as a barrier without compromise.

When the occurrence of splashes, splatters or droplets of blood or other potentially infectious materials can reasonably be anticipated to come in contact with an employee's eye, nose or mouth, masks are required to be worn in combination with eye protection devices (such as goggles or glasses with a solid side shield or chin-length face shield).

Labeling. Warning labels will be affixed to all containers that hold blood or other potentially infectious materials. These labels consist of the universal biohazard symbol, the word "BIOHAZARD", and are fluorescent orange or orange-red background with contrasting letters and symbols. These labels must be placed on all waste containers, refrigerators and freezers containing human blood or other potentially infectious materials and all other containers used to store, transport or ship hazardous waste and sharps.

The Program Administrator is responsible for ensuring that warning labels are affixed or red bags are used as required if regulated waste or contaminated equipment is brought into the facility. Employees are to notify either their supervisor or the Program Administrator if they discover regulated waste containers, refrigerators containing blood or other potentially infectious materials, contaminated equipment, etc., without proper labels.

Note: Red bags or red containers may be substituted for labels *temporarily* if labels and other proper containers are not immediately available.

Emergency Cleanup. Immediate or emergency surface/equipment or spill cleanup will be performed by only a CPR/ first aid trained Sunbelt Asphalt supervisor or approved third part vendor. Paper towels or other absorbent material will be used to collect larger volumes. Contaminated work surfaces of non-porous equipment will be cleaned as soon as possible with an appropriate disinfectant. All



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contaminated cleaning materials will be properly disposed in marked biohazard bags. Appropriate PPE will be worn at all times when cleaning up spills.

Disinfectants. When cleaning up blood or other potentially infectious materials, employees will use one of the following appropriate disinfectants:

- A freshly made solution of household bleach and water (a 1:10 dilution – about 2 cups of bleach in a gallon of water). Bleach solutions that are more than one day old should not be used.
- Any commercial disinfectant that is tuberculocidal (this must be indicated on the product label).

Hepatitis B Vaccination

Personnel who may be exposed to human blood or other bodily fluids will receive training and be offered the choice of receiving a hepatitis B vaccination (at no cost to the employee) within 10 working days of their initial assignment. Personnel may not begin work with human blood or other potentially infectious materials until the training and vaccination offer have been completed. Vaccinations will be administered by an Atlanta area medical facility and billed to Sunbelt Asphalt Services.

- Affected personnel must complete a Consent or Decline of Vaccination Form contained in **Appendix D**. The completed and signed form will be kept in their medical record file. For those employees who initially decline vaccination, they may request vaccination at a later date at no cost to them.
- If affected personnel desire to be tested for the hepatitis B virus antibodies prior to deciding to receive immunization, the testing will be made available at no cost. If adequate antibodies titer is found, the offer of immunization will not be made.
- If the affected personnel have previously received the complete hepatitis B vaccination series, the offer of immunizations will not be made.



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Vaccination Information. Vaccination is encouraged by Sunbelt Asphalt Services for all employees who have potential for occupational exposure to blood or other bodily fluids. For unvaccinated individuals, post-exposure prophylaxis and vaccination are offered free of charge and are most effective if begun within seven days of the exposure event.

Facts about the hepatitis B vaccine:

- The most common side effect of the vaccination is soreness at the injection site.
- Although vaccination of individuals who have previously had hepatitis B infection is neither necessary nor recommended, the vaccine will not cause adverse effects in such individuals.
- Pregnancy or breast-feeding is not a contradiction for receiving the vaccine.
- When a series of three injections are administered in the deltoid muscle, the hepatitis B vaccine will induce a protective antibody (anti-HBs) response in 90-95% of healthy adults.
- Special considerations are necessary for hemodialysis patients or other immunosuppressed persons.

Post-Exposure Evaluation & Follow-up

In the event exposure to contaminated human blood or other bodily fluids occurs, or is suspected to have occurred, contact your supervisor or the Program Administrator immediately.

Basic first aid is to be administered immediately upon exposure or suspected exposure. Any wounds involving broken skin must be washed thoroughly for a minimum of 15 minutes. After thorough washing, apply any necessary first aid.

Once washing and first aid is complete, the exposed individual will report the exposure to a supervisor. The individual will then be offered a confidential post-exposure medical evaluation with billing being sent to Sunbelt Asphalt Services. The post-exposure medical evaluation will include:

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- Documentation of the exposure route, the HBV and HIV antibody status of the exposure source individual (if known), and the circumstances under which the exposure occurred.
- Collection of blood from the exposed employee as soon as possible after the exposure incident for determination of HIV and/or HBV status. (Actual testing may be done at that time or later at the employee request.)
- Blood collection and testing of the source individual to determine the presence of HBV or HIV infection, if the source individual is known and permission is obtained. The source individual's test results will be made available to the exposed employee and the employee will be informed by Human Resources of applicable laws and regulations concerning disclosure of the identity and infectious nature of the source individual. When the source individual is previously known to be infected with HIV or HBV, testing of the source individual's blood will not be repeated.
- Additional follow-up, including antibody or antigen testing, counseling, illness reporting and safe and effective post-exposure prophylaxis medical treatment.

Health Care Professional's Written Opinion. The health care professional providing post-exposure and follow-up evaluations, testing or counseling will provide a written opinion addressing the following to the exposed employee within 15 days of the completed evaluation:

- A statement noting whether the hepatitis B vaccination is indicated for the employee and whether the employee received the vaccination
- Proposed post-exposure evaluation and follow-up
- Documentation that the employee was informed of the evaluation results
- Documentation that the employee was informed about any medical conditions resulting from the exposure requiring further evaluation or treatment

All other findings or diagnoses not related to the exposure will remain confidential and will not be included in the written report.



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Counseling. Counseling by Sunbelt Asphalt's employee assistance program or other health care professional will be offered to the exposed and source individuals as requested and necessary. This counseling will include education on blood borne pathogens and will be provided on an ongoing basis to assist involved individuals in understanding and coping with the incident.

Reporting and Investigation

Reporting. All work-related injuries and illnesses where there is exposure or potential exposure to blood or other bodily fluids must be reported, even when medical attention is not required or is refused by the employee. An Exposure Incident Report will be completed on the SMART Safety incident report form and must be completed and submitted within 24 hours of the incident. Supervisors must review and approve all Exposure Incident Reports.

Follow-up Investigation

Each exposure incident will be investigated by the Program Administrator in order to prevent or reduce repeat incidents. The evaluation will include documentation of:

- Safety equipment in use at the time of the exposure incident
- Work practices in place at the time of the exposure incident
- Personal protective equipment or clothing in use at the time of the exposure incident
- An evaluation of the policies and "failures of controls" at the time of the exposure incident

Training

All employees and contract workers required to participate in the Blood borne Pathogens Program must receive initial training and annual retraining. New personnel must be trained prior to working with human blood or other potentially infectious materials. Training will be completed no later than 7 days after their initial start date. The Program Administrator has responsibility to ensure all potentially exposed personnel are trained.

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The training program will cover, at a minimum, the following elements:

- A copy and explanation of OSHA's blood borne pathogen standard
- Epidemiology and symptoms of blood borne pathogens
- Modes of transmission
- Our Blood borne Pathogens Program and how to obtain a copy
- Methods to recognize exposure tasks and other activities that may involve exposure to blood
- Use and limitations of engineering controls, work practices, and personal protective equipment (PPE)
- PPE — the basis for selection
- PPE — use, location, removal, handling, decontamination and disposal
- Hepatitis B vaccine — offered free of charge, safety, effectiveness, benefits and method of administration (See **Appendix D**)
- Emergency procedures for blood and other potentially infectious materials
- Exposure incident procedures
- Post-exposure evaluation and follow-up
- Signs, labels and/or color coding to warn of hazards
- Question and answer session

In addition to required annual refreshers, retraining will also be provided on an as-needed basis, when new hazards are introduced into the workplace, when modifications in tasks change an employee's occupational exposure and/or when inadequacies in employee knowledge or use of equipment are noted. All training will be documented and retained by the Program Administrator for 7 years.

Employee training records are provided upon request by the employee or the employee's authorized representative within 15 working days. Such requests should be addressed to the Program Administrator.

Recordkeeping

Sunbelt Asphalt shall comply with the OSHA standards below. ***

*** Sunbelt Asphalt shall ensure that all records required to be maintained by this section shall be made available upon request to the Assistant Secretary and the Director for examination and copying.

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*** Employee training records required by this paragraph shall be provided upon request for examination and copying to employees, to employee representatives, to the Director, and to the Assistant Secretary.

*** Employee medical records required by this paragraph shall be provided upon request for examination and copying to the subject employee, to anyone having written consent of the subject employee, to the Director, and to the Assistant Secretary in accordance with 29 CFR 1910.1020.

*** Transfer of records. Sunbelt Asphalt shall comply with the requirements involving transfer of records set forth in 29 CFR 1910.1020(h)

Medical Records. Confidential records are maintained for all personnel with occupational exposure to human blood or other potentially infectious materials. These records will include the following:

- Personnel names and ID numbers
- Signed Consent or Decline of Vaccination Forms for each participating individual
- Hepatitis B vaccination status, dates of vaccinations and any medical records relative to each individual's ability to receive vaccination
- Copies of all examination results, medical testing and follow-up procedures for each participating individual
- Copies of the health care professional's written opinion created after each evaluation

The Program Administrator is responsible for maintenance of these medical records. Medical records are kept in the Lithonia office for the duration of employment plus 30 years. Employee medical records are provided within 15 working days when requested by the employee or anyone having written consent of the employee. Requests should be sent to the Program Administrator.

Sharps Injury Log. All cut and puncture injuries from contaminated sharps are to be recorded and logged in monthly in SMART Safety end of month reports. This log will be reviewed as part of the annual program evaluation and maintained for at least seven years.

Periodic Program Review

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All Blood borne Pathogens Program procedures and training are reviewed by the Program Administrator annually.

Annual inspections are documented and maintained by the Program Administrator.

Outside Contractors

Contractors working on our property or job sites are required to have their own blood borne pathogens program that is equivalent to or better than Sunbelt Asphalt's program. Contractors that do not have a blood borne pathogens program will be required to use Sunbelt Asphalt's program and be responsible for the cost associated with its implementation for their employees.

Appendix D – Hepatitis B Consent or Declination Form

CONFIDENTIAL

CONSENT OR DECLINE OF VACCINATION FORM

*Please fill out **either** CONSENT or DECLINE section below.*

Employee Name _____
Employee Number _____
Job Title _____
Area/Location _____

CONSENT TO VACCINATE

Please indicate if you consent to receive the hepatitis B vaccination. Yes, I consent _____

I have read the information about the vaccine. I have had an opportunity to ask questions of a qualified medical professional and understand the benefits and risks of receiving the vaccination. I understand it is possible that I may not become immune, or that I may experience side effects from the vaccine.

Employee Signature

Date Signed

Note: Your consent to vaccination will be filed in your confidential medical record and will be retained for the duration of your employment plus 30 years.

DECLINE TO VACCINATE

Please indicate if you decline the hepatitis B vaccination. Yes, I decline _____

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I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to me; however, I decline hepatitis B vaccination at this time. I have had an opportunity to ask questions of a qualified medical professional and understand the benefits and risks of receiving the vaccination. I understand that by declining this vaccine I continue to be at risk of acquiring hepatitis B, a serious disease. If, in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

If you are declining vaccination because you have previously been vaccinated, please check here. _____

Employee Signature

Date Signed

Note: Your declination to vaccination will be filed in your confidential personnel record and will be retained for the duration of your employment plus 30 years.

EXCAVATION AND TRENCHING

Definitions

Aluminum hydraulic shoring means an engineered shoring system comprised of aluminum hydraulic cylinders (cross braces), used in conjunction with vertical rails (uprights) or horizontal rails (walers). Such a system is designed specifically to support the sidewalls of an excavation and prevent cave-ins.

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

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

Competent Person means one who is capable of identifying existing and predictable hazards in the surroundings, or working conditions that are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them. All competent persons must

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complete the 4-hour Physical Plant trenching and shoring class, successfully pass the exam, and be certified for successful completion of the class. A competent person should have and be able to demonstrate the following:

- Training, experience, and knowledge of:
 - Soil analysis,
 - Use of protective systems, and
 - Requirements of 29 CFR 1926 Subpart P.
- Ability to detect:
 - Conditions that could result in cave-ins,
 - Failures in protective systems,
 - Hazardous atmospheres, and
 - Other hazards including those associated with confined spaces.
- Authority to take prompt corrective measures to eliminate existing and predictable hazards and to stop work when required.

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

Registered Professional Engineer means a person who is registered as a professional engineer.

Shield (Shield System) means a structure that is able to withstand the forces imposed on it by a cave-in and thereby protect employees with the structure. Shields can be permanent structure or can be designed to be portable and moved along as work progresses. Also known as trench box or trench shield.

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

Sloping (Sloping System) means a method of protecting employees from cave-ins by excavating to form sides of an excavation that are inclined away from the excavation so as to prevent cave-ins. The angle of incline varies with differences in



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such factors as the soil type, environmental conditions of exposure, and application of surcharge loads.

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

Administrative Duties

Management is responsible for developing and maintaining the written Excavation Procedures. These procedures are kept in the Manager's office.

Our Excavation Procedures are administered under the direction of our competent person(s), someone capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them. These competent persons include all Site Supervisors.

Before Excavating

Before anyone at this company begins excavating, we follow the steps below:

1. Contact the utility companies or property owners and ask the companies or owners to find the exact location of the underground installations in the area.
2. If the utility companies or owners do not respond within 24 hours or the period established by law or ordinance, or if they cannot establish the location of the utility lines, the excavation may proceed with caution. In this situation, provide employees with detection equipment or other safe and acceptable means to locate utility installations.
3. Remove or adequately support the following objects (i.e., trees, rocks, and sidewalks) in the excavation area that could create a hazard to employees.
4. Using Appendix A to 29 CFR 1926, Subpart P, classify the type of soil and rock deposits at the site as either stable rock, Type A, Type B, or Type C soil. The soil classification is based on the results of at least one visual and at least one manual

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analysis conducted by a competent person. Details of the acceptable visual and manual analyses are to be found in Appendix A of 29 CFR 1926, Subpart P. NOTE: Soil classification is not necessary if the excavation will be sloped to an angle of one and one-half horizontal to one vertical.

5. Have the competent person choose the appropriate method for protective support systems, as necessary. See the Protective Support Systems section for the procedures he/she used for selecting this system.

Testing Methods

The competent person in charge of the excavation shall be responsible for determining whether the soil is Type B or C. The competent person shall use a visual test coupled with one or more manual tests (see appendices for Soil Analysis Checklist).

Visual Test

In addition to checking the items on the trench inspection form, the competent person should perform a visual test to evaluate the conditions around the site. In a visual test, the entire excavation site is observed, including the soil adjacent to the site and the soil being excavated. The competent person also checks for any signs of vibration.

During the visual test, the competent person should check for crack-line openings along the failure zone that would indicate tension cracks, look for existing utilities that indicate that the soil has been previously disturbed, and observe the open side of the excavation for indications of layered geologic structuring.

This person should also look for signs of bulging, boiling, or sloughing, as well as for signs of surface water seeping from the sides of the excavation or from the water table.

In addition, the area adjacent to the excavation should be checked for signs of foundations or other intrusions into the failure zone, and the evaluator should check for surcharging and the spoil distance from the edge of the excavation.

Manual Tests

- Thumb penetration test - Attempt to press the thumb firmly into the soil in question. If the thumb penetrates no further than the length of the nail, it is probably Type B soil. If the thumb penetrates the full length of the thumb, it is



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Type C. It should be noted that the thumb penetration test is the least accurate testing method.

- Dry strength test - Take a sample of dry soil. If it crumbles freely or with moderate pressure into individual grains it is considered granular (Type C). Dry soil that falls into clumps that subsequently break into smaller clumps (and the smaller clumps can only be broken with difficulty) it is probably clay in combination with gravel, sand, or silt (Type B).
- Plasticity or Wet Thread Test - Take a moist sample of the soil. Mold it into a ball and then attempt to roll it into a thin thread approximately 1/8 inch in diameter by two inches in length. If the soil sample does not break when held by one end, it may be considered Type B.
- A pocket penetrometer, shearvane, or torvane may also be used to determine the unconfined compression strength of soils.

Spoil

Temporary spoil shall be placed no closer than 2 feet from the surface edge of the excavation, measured from the nearest base of the spoil to the cut. This distance should not be measured from the crown of the spoil deposit. This distance requirement ensures that loose rock or soil from the temporary spoil will not fall on employees in the trench.

Spoil should be placed so that it channels rainwater and other run-off water away from the excavation. Spoil should be placed so that it cannot accidentally run, slide, or fall back into the excavation.

Permanent spoil should be placed some distance from the excavation.

Surface Crossing of Trenches

Surface crossing of trenches should not be made unless absolutely necessary. However, if necessary, they are only permitted under the following conditions:

Vehicle crossings must be designed by and installed under the supervision of a registered professional engineer.



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Walkways or bridges must: have a minimum clear width of 20 inches, be fitted with standard rails, and extend a minimum of 24 inches past the surface edge of the trench.

Ingress and Egress

Trenches 4 feet or more in depth shall be provided with a fixed means of egress.

Spacing between ladders or other means of egress must be such that a worker will not have to travel more than 25 feet laterally to the nearest means of egress.

Ladders must be secured and extend a minimum of 36 inches above the landing.

Metal ladders should be used with caution, particularly when electric utilities are present.

Protective Support Systems

The company protects each employee in an excavation from cave-ins during an excavation by an adequate protective system designed in accordance with OSHA standards using the following standard operating procedures.

- If the excavation is made entirely of stable rock, then no protective system is necessary or used.
- If the excavation is less than 5 feet in depth (provided there is no indication of a potential cave-in), then no protective system is necessary or used.
- If the excavation is less than or equal to 20 feet in depth, then * A competent person chooses the most practical design approach (that meets required performance criteria) for the particular circumstance, and/or
- A registered professional engineer designs all protective systems for use in the excavation.

Sloping

When sloping is used to protect against cave-ins, these options can be chosen for designing sloping systems:

1. If a soil classification is not made, then slope the sides of the excavation to an angle not steeper than 1.5 horizontal to 1 vertical (34 degrees). A slope of this gradation or less is considered safe for any type of soil.

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2. Use Appendices A and B of 29 CFR 1926, Subpart P to determine the maximum allowable slope and allowable configurations for sloping systems. The soil type must be determined in order to use this option.
3. Use other tabulated data approved by a registered professional engineer.
4. Have an engineer design and approve the system to be used.

There are a number of exceptions or special cases to these general sloping guidelines, which can be utilized by your company if the conditions meet the exception's requirements. The exceptions and conditions are outlined below:

- In Type A soil, simple slope excavations which are open 24 hours or less (short term) and which are 12 feet high or less in depth may have a maximum allowable slope of 1/2 horizontal to 1 vertical.
- In Type A soil, all excavations 8 feet or less in depth which have unsupported vertically sided lower portions must have a maximum vertical side of 3.5 feet.
- In Type A soil, excavations over 8 feet but less than 12 feet in depth with unsupported vertically sided lower portions must have a maximum allowable slope of 1H:1V and a maximum vertical side of 3.5 feet.
- In Type A soil, excavations 20 feet or less with vertically sided lower portions that are supported or shielded shall have a maximum allowable slope of 3/4 H:1V. The support or shield system must extend at least 18 inches above the top of the vertical side.
- In Type B soil, all excavations 20 feet or less which have vertically sided lower portions shall be shielded or supported to a height at least 18 inches above the top of the vertical side. The excavation shall have a maximum allowable slope of 1H:1V.
- In Type C soil, all excavations 20 feet or less which have vertically sided lower portions shall be shielded or supported to a height at least 18 inches above the top of the vertical side. The excavation shall have a maximum allowable slope of 1-1/2 H:1V.

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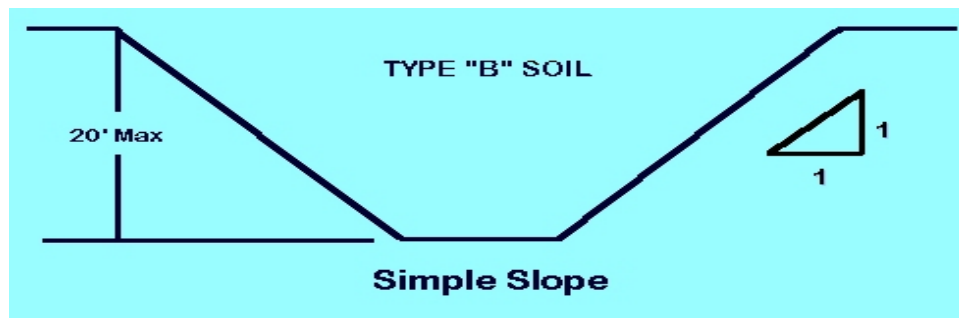
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- When an excavation contains layers of different types of soils, the general sloping requirements do not apply. The excavation must be sloped according to Appendix B-1.4 of 29 CFR 1926, Subpart P.

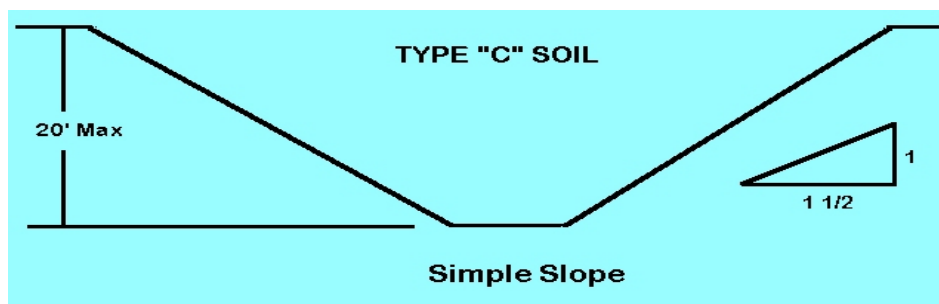
Maximum allowable slopes for excavations less than 20' based on soil type and angle to the horizontal are as follows:

Soil Type	Height/depth ratio	Slope angle
Type B	1:1	45 degrees
Type C	1 1/2:1	34 degrees

A 10-foot-deep trench in Type B soil would have to be sloped to a 45-degree angle, or sloped 10 feet back in both directions. Total distance across a 10-foot-deep trench would be 20 feet, plus the width of the bottom of the trench itself.



In Type C soil, the trench would be sloped at a 34-degree angle, or 15 feet back in both directions for at least 30 feet across, plus the width of the bottom of the trench itself. All simple slope excavations 20 feet or less in depth shall have a maximum allowable slope of 1 1/2:1.



The competent person chooses the best option for sloping for the job at hand.

Benching

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When benching is used to protect against cave-ins, these options can be chosen for designing benching systems:

1. Use Appendices A and B of 29 CFR 1926, Subpart P to determine the maximum allowable slope and allowable configurations for benching systems. The soil type must be determined in order to use this option.
2. Use other tabulated data approved by a registered professional engineer.
3. Have an engineer design and approve the system to be used.

There are a number of exceptions or special cases to these general benching guidelines, which should be utilized by your company if the conditions meet the exception's requirements. The exceptions and conditions are outlined below:

- In Type A soil, simple slope excavations which are open 24 hours or less (short term) and which are 12 feet high or less in depth may have a maximum allowable slope of 1/2 horizontal to 1 vertical.
- In Type A soil, all excavations 8 feet or less in depth which have unsupported vertically sided lower portions must have a maximum vertical side of 3.5 feet.
- In Type A soil, excavations over 8 feet but less than 12 feet in depth with unsupported vertically sided lower portions must have a maximum allowable slope of 1H:1V and a maximum vertical side of 3.5 feet.
- In Type A soil, excavations 20 feet or less with vertically sided lower portions that are supported or shielded shall have a maximum allowable slope of 3/4H:1V. The support or shield system must extend at least 18 inches above the top of the vertical side.
- In Type B soil, all excavations 20 feet or less which have vertically sided lower portions shall be shielded or supported to a height at least 18 inches above the top of the vertical side. The excavation shall have a maximum allowable slope of 1H:1V.
- In Type C soil, all excavations 20 feet or less which have vertically sided lower portions shall be shielded or supported to a height at least 18 inches above the top of the vertical side. The excavation shall have a maximum allowable slope of 1-1/2 H:1V.

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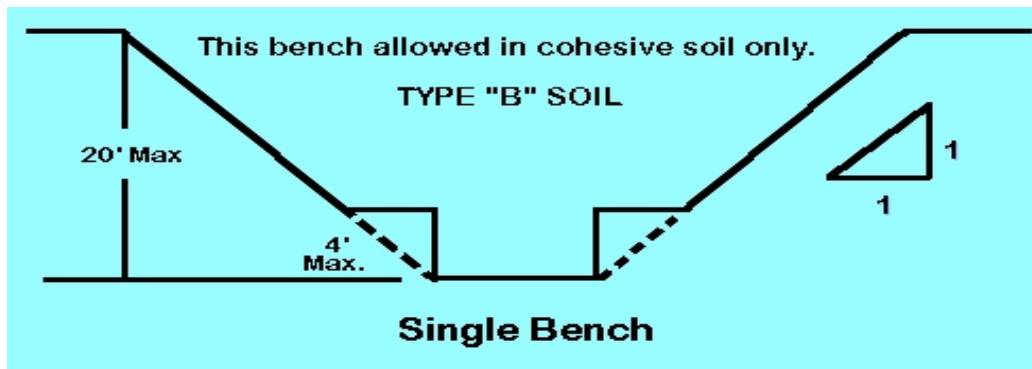
- When an excavation contains layers of different types of soils, the general sloping requirements do not apply. The excavation must be sloped according to Appendix B-1.4 of 29 CFR 1926, Subpart P.



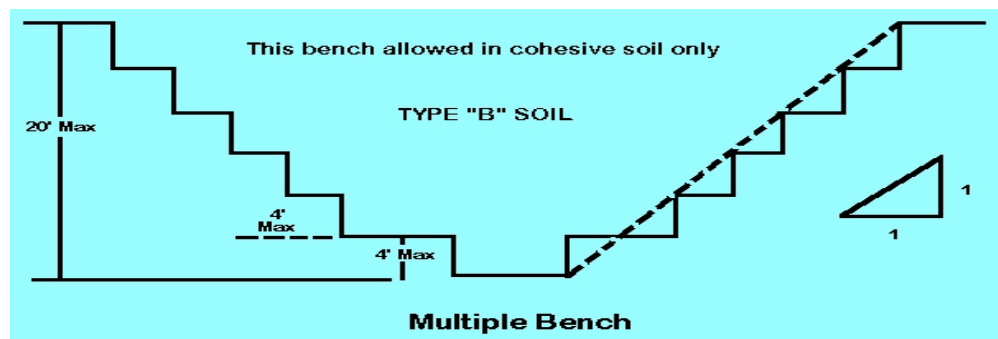
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There are two basic types of benching, single and multiple, which can be used in conjunction with sloping.



All benched excavations 20 feet or less in depth shall have a maximum allowable slope of 1:1. In Type B soil, the vertical height of the benches must not exceed 4 feet. Benches must be below the maximum allowable slope for that soil type. In other words, a 10-foot deep trench in Type B soil must be benched back 10 feet in each direction, with the maximum of a 45-degree angle.



Benching is not allowed in Type C soil.

The competent person chooses the best option for sloping for the job at hand.

Support Systems, Shield Systems, and Other Protective Systems

Timber Shoring

When trenches do not exceed 20 feet, timber shoring according to OSHA design specifications may be used. Designs for timber shoring in trenches for company work sites are determined by the competent person using the following method(s):

1. Use the requirements set forth by OSHA in Appendices A and C of the 29 CFR 1926, Subpart P. The design specifications for timber shoring provided by OSHA may be found in Tables C-1.1 through C-1.3 of Appendix C of 29 CFR 1926, Subpart P. These tables refer to the actual dimensions and not nominal

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dimensions of the timber. If the competent person chooses to use nominal size shoring, he/she must use the additional tables found in Appendix C of 29 CFR 1926, Subpart P. The soil type in which the excavation is made must be determined in order to use the OSHA data.

NOTE: The specifications do not apply in every situation experienced in the field; the data were developed to apply to most common trenching situations. If the specifications do not apply to the situation encountered in the field, the competent person will make a determination of what approach to use to allow safe protective support of the excavation.

2. Use data provided by the manufacturer of the support system.
3. Use other tabulated data approved by an engineer.
4. Have a registered professional engineer design the system.

Aluminum Hydraulic Shoring

Determined by the competent person, each design for aluminum hydraulic shoring is based upon the following method(s):

1. Use the manufacturer's tabulated data and design in accordance with the manufacturer's specifications, recommendations, and limitations. Deviations from the manufacturer's specifications, recommendations, or limitations are only allowed upon written approval of the manufacturer, which must be obtained by the competent person prior to implementation. The written approval is kept at the job site during construction of the protective system.
2. Use the OSHA specifications found in Appendix D of 29 CFR 1926, Subpart P, if the manufacturer's tabulated data cannot be utilized.

NOTE: Before using the OSHA data, the soil type must be determined.

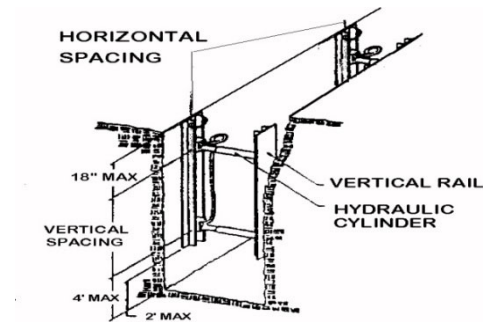
3. Use other tabulated data approved by an engineer.

Here are some typical installations of aluminum hydraulic shoring:

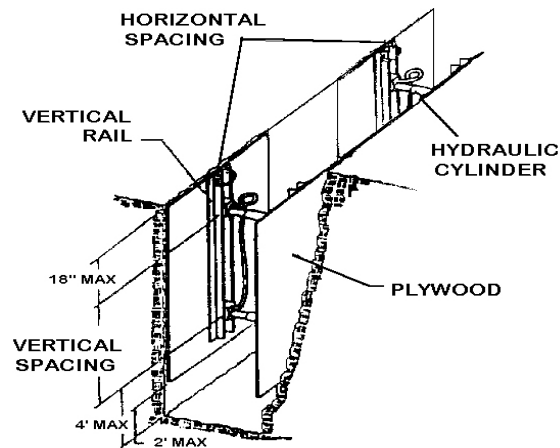
- Vertical aluminum hydraulic shoring (spot bracing)



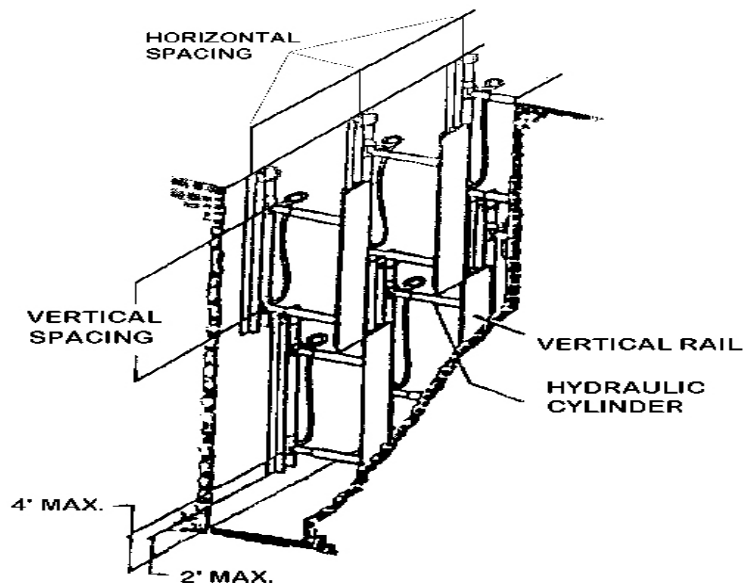
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- Vertical aluminum hydraulic shoring (with plywood)



- Vertical aluminum hydraulic shoring (stacked)



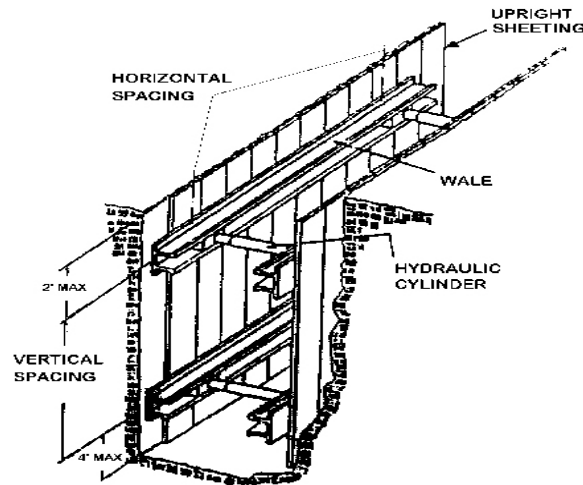
- Aluminum hydraulic shoring water system (typical)

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Other Support Systems

Designs for our support systems are determined by the competent person using the following method(s):

1. Use data provided by the manufacturer of the support system.
2. Use other tabulated data approved by an engineer.
3. Have a registered professional engineer design the system.

Shielding

Determined by the competent person, designs for shielding are based upon the following method(s):

1. Use data provided by the manufacturer of the support system.
2. Use other tabulated data approved by an engineer.
3. Have a registered professional engineer design the system.

Other Protective Systems

Designs for our protective systems are determined by the competent person using the following method(s):

1. Use data provided by the manufacturer of the support system.
2. Use other tabulated data approved by an engineer.
3. Have a registered professional engineer design the system.

General Requirements for Excavations

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The following rules are to be followed at all times by all employees working on, in, or near excavations, as applicable:

- Employees exposed to public vehicular traffic must wear warning vests or other suitable garments made of reflectorized or high-visibility material.
- The competent person inspects the excavation and the adjacent areas on a daily basis for possible cave-ins, failure of protective systems and equipment, hazardous atmospheres, or other hazardous conditions (see appendices for Daily Inspection Checklist. Inspections are also required after the occurrence of any natural (such as rain) or man-made events (such as blasting) that could increase the potential for hazards. Employees may not begin work until after being informed by the competent person that these inspections are complete.
- A warning system is used to alert operators of heavy equipment and other employees at the work site of the edge of an excavation.
- Adequate protection is provided to protect employees from falling rock, soil, or other materials and equipment. Protection is provided by placing and keeping such materials or equipment at least 2 feet from the edge of excavations, or by the use of retaining devices that are sufficient to prevent materials or equipment from falling or rolling into excavations, or by a combination of both if necessary.
- Employees are not permitted under loads that are handled by lifting or digging equipment. Employees are not allowed to work in the excavation above other employees unless the lower level employees are adequately protected.
- While the excavation is open, underground installations are protected, supported, or removed as necessary to safeguard employees. Adjacent structures are supported to prevent possible collapse.
- Employees are not permitted to work in excavations where water has accumulated or is accumulating unless adequate precautions have been taken. Diversion ditches, dikes, or other means are used to prevent surface water from entering an excavation and to provide drainage to the adjacent area.

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- Before an employee enters an excavation greater than 4 feet in depth, the competent person must test the atmosphere where oxygen deficiency or a hazardous atmosphere exists or could reasonably exist (i.e., excavations in landfill areas or excavations in areas where hazardous substances are stored nearby). Emergency rescue equipment is readily available and attended when hazardous atmospheric conditions exist or may develop.
- Sufficient means for exiting excavations 4 feet deep or more are provided and are within 25 feet of lateral travel for employees.
- Guardrails are provided if there are walkways or bridges crossing over an excavation.

Training

Management will identify all new employees in the employee orientation program and make arrangements with management to schedule training. The following person(s) will conduct initial training and evaluation: Management and/or the Site Supervisor. These instructor(s) have the necessary knowledge, training, and experience to train excavation workers.

Training Certification

After an employee has completed the training program, our company keeps records certifying that each excavation worker has successfully completed excavation training. The certificate includes the name of the worker, the date(s) of the training, and the signature of the person who did the training. Safety Manager is responsible for keeping a copy of all training certification records.

Current Certified Excavation Workers

Under no circumstances shall an employee create or work in an excavation until he/she has successfully completed this company's excavation training program. This includes all new excavation workers regardless of claimed previous experience.

Inspection Procedures

Our competent person inspects excavations daily and during poor weather. Our inspection checklist is attached to these written Excavation Procedures. Site Supervisor is responsible for retaining completed inspection checklists.

Personal Protective Equipment

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All excavation workers required to wear all required personal protective equipment and are trained when it is necessary; what equipment is necessary; how to properly put on, take off, adjust, and wear it; limitations of the equipment; and proper care, maintenance, useful life, and disposal of PPE.

Recordkeeping

We keep a copy of the following documents at the job site during construction of a particular excavation protective system and then store them in the Manager's office at company headquarters where they will be readily available to OSHA upon request:

- Tabulated data for designing any of our sloping or benching systems
- Designs of any sloping or benching systems approved by a registered professional engineer
- Manufacturer's specifications, recommendations, and limitations for designs of support systems, shield systems, and other protective systems drawn from manufacturer's tabulated data
- Manufacturer's approval to deviate from the specifications, recommendations, and limitations for designs of support systems, shield systems, and other protective systems drawn from manufacturer's tabulated data
- Tabulated data for designing any of our support systems, shield systems, and other protective systems
- Designs of all support systems, shield systems, and other protective systems approved by a registered professional engineer

Forms

We have attached the following documents to these written Excavation Procedures:



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FIRST AID KIT SUPPLY CONTENTS

The following items shall be considered the minimum basic first aid supplies for each kit.

- 2 – 3.5g Burn Relief Gel Packages
- 1 – 4" x 7" Boxed Ice Pack
- 1 – Box of 16 1" x 3" Plastic Strips (Band-Aids)
- 1 – Box of 8 Finger Tip Band-Aids
- 1 – Box of 8 Knuckle Band-Aids
- 1 – Roll of 1" Surgical Waterproof Tape
- 1 – Roll of 2" Gauze Wrap
- 1 – Box of 4 Sterile 3" x 3" Gauze
- 1 – Box (10med/10lg) Wound Closures
- 1 – Box of 10 1/4oz Triple Antibiotic Ointment
- 10 – Antiseptic Wipes
- 10 – Alcohol Wipes
- 1 – 1oz Buffered Eye Wash Solution
- 1 – Triangular Bandage
- 1 – Face Shield (for CPR Rescue Breathing)
- 2 – Pair of Sterile Surgical Gloves
- 1 – Pair of Scissors
- 1 – Pair of Tweezers / Splinter Forceps
- 1 – First Aid Hand Book

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FIRE PROTECTION AND HOT WORK

Introduction

If welding, burning, cutting and grinding activities are within the scope of work the following guidelines shall be adhered to by Sunbelt Asphalt Services employees. The hazards associated with hot work must be identified and controlled. The objective of this program is to prevent injuries and property damage resulting from the potential fire hazards associated with our work activities and complies with applicable safety and health regulations.

Scope

This program applies to all Sunbelt Asphalt Services locations and jobsites where hot work is performed. If a client has a more stringent procedure for controlling hot work, the more stringent procedure shall be followed. If the client's procedure is less stringent, this procedure shall be followed.

Policy

Every reasonable effort will be made to assure that work locations are maintained in a fire safe condition and appropriate preparation and precautions are taken when performing hot work. Employees shall be instructed to identify conditions that present a fire risk and understand their responsibility to immediately correct any such conditions.

An adequate supply of portable fire extinguishers will be provided on each jobsite to protect the building under construction and Sunbelt Asphalt Services equipment. Sunbelt Asphalt Services may designate an employee to receive basic fire prevention training upon initial assignment. The company's personnel shall be trained in incipient stage fire fighting only. An "incipient stage fire" means a fire which is in the initial or beginning stage and which can be controlled or extinguished by portable fire extinguishers, Class II standpipe or small hose systems without the need for protective clothing or breathing apparatus.

Sunbelt Asphalt Services will rely on the client or public fire department(s) to respond to fires beyond the incipient stage.

Each supervisor/ foremen is responsible for providing portable fire extinguishers to protect their work areas and materials.

Responsibilities

The Safety Coordinator is responsible for assuring overall program administration.

Project Manager / Foremen are responsible for:

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- Implementing this or the client's procedure on their jobsites.
- Pre-planning the job to identify potential fire hazards and developing the necessary controls.
- Coordinating and authorizing all hot work activities and, where required, receiving or issuing hot work permits.
- Providing a sufficient number of the proper type and size fire extinguishers to protect the building, building materials and Sunbelt Asphalt Services equipment.
- Monitoring housekeeping and hot work activities on a daily basis taking prompt action to correct noted deficiencies.
- Verifying that Sunbelt Asphalt Services employees who will serve as a Fire Watch or use a portable fire extinguisher are properly trained.
- Verifying that oxy-fuel gas and other welding and burning equipment is in good condition and that the users of such equipment have been properly trained.
- Developing a procedure to report and summon offsite or client personnel to extinguish job site fires beyond the incipient stage.

Employees are responsible for:

- Identifying potential fire hazards and correcting them when practical.
- Reporting to supervision any noted unsafe acts or conditions.
- Following site and company safety procedures on fire prevention and protection.
- Following site emergency reporting and response procedures in event of a fire.

General Site Fire Prevention Measures

Housekeeping will be addressed on a daily basis. More frequent maintenance may be required if accumulation of trash and other combustible materials is high. At a minimum the following practices and procedures shall be followed:

Flammable and combustible liquids will be stored in properly labelled containers and kept away from sources of ignition and strong oxidizers such as Chlorine and Oxygen.

Onsite refueling of equipment will be done using approved bonding and grounding systems to prevent static electricity build-up.

Trash will be continually containerized and removed from the work site as often as necessary to prevent the occurrence of an unmanageable fire.

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Fire extinguishers of an appropriate size and type will be maintained in all work areas. At a minimum there shall be:

- A fire extinguisher, rated not less than 2A, shall be provided for each 3,000 square feet of the protected building area, or major fraction thereof. Travel distance from any point of the protected area to the nearest fire extinguisher shall not exceed 100 feet.
- One (1) 55-gallon open drum of water with two (2) fire pails may be substituted for a fire extinguisher having a 2A rating.
- A 1/2-inch diameter garden-type hose line, not to exceed 100 feet in length and equipped with a nozzle, may be substituted for a 2A-rated fire extinguisher, providing it is capable of discharging a minimum of five (5) gallons per minute with a minimum hose stream range of 30 feet horizontally. The garden-type hose lines shall be mounted on conventional racks or reels. The number and location of hose racks or reels shall be such that at least one (1) hose stream can be applied to all points in the area.
- One (1) or more fire extinguishers, rated not less than 2A, shall be provided on each floor. In multi-story buildings, at least one (1) fire extinguisher shall be located adjacent to stairway.
- A fire extinguisher, rated not less than 10B, shall be provided within 50 feet of wherever more than five (5) gallons of flammable or combustible liquids or five (5) pounds of flammable gas are being used on the jobsite.

The area Supervisor shall inspect the extinguishers on a monthly basis to assure the units are accessible, fully charged, sealed and appear to be in good physical condition. These inspections shall be documented.. An annual maintenance check shall be performed on each fire extinguisher. Each fire extinguisher shall have a tag or label securely attached that indicates the month and year the maintenance was performed and identifies the person performing the service. Records of the maintenance checks shall be retained for one (1) year beyond the service life of the extinguisher.

Compressed gas cylinders (full or empty) shall be secured in an upright position with the safety caps in place. Fuel gases such as acetylene will be separated from oxidizers such as oxygen by 20 feet or a 5-foot wall having a fire resistance rating of one hour (3/4 " Steel plate).

Sunbelt Asphalt Services will not use oxygen or acetylene generators. Oxygen and fuel gas for welding and cutting will be provided in portable cylinders capable of being mounted on mobile carts. There will be no hard piped oxygen or fuel gas systems used. The storage handling and use of oxygen and fuel gas will be done under the direction of a competent person designated by the Project Manager / Foreman.

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Only properly trained welders, Cutters / Burners and supervisors shall participate in hot work activities.

All welding, burning and cutting equipment shall be inspected before each use. This equipment includes but is not limited to; oxy-acetylene hoses, torches and regulators, welding machines, leads and rod holders, etc. Defective equipment should be taken out of service and tagged, "Danger – Do Not Use."

Personnel assigned to repair welding and burning equipment must be familiar with the specific equipment and any applicable OSHA regulations to include (1910.254 and with 1910.252(a)(b)&(c) and industry standards if gas shield arc welding is completed. The employee shall be familiar with AWS-A6-1966.

Emergency telephone numbers will be posted on every jobsite including the number of the nearest fire department.

Hot Work

All gas cutting, burning, confined space, brazing, grinding or other spark, flame or heat-producing activity will be planned and approved by the Project Manager / Foreman. Depending on client and job conditions a written hot work permit may be required. The job Superintendent / Foreman will make this determination at the start of the job and inform all contractors of the site requirement. A sample Hot Work Permit is in the Safety Forms section of this manual. In planning such activities the following basic steps must be accomplished: Inspect the area where the work is to be done and identify any hazards that are present. The hazards must be eliminated or controlled to an acceptable level, otherwise the hot work activities are prohibited. If the object to be welded or cut cannot be moved to a safe area, all moveable fire hazards shall be removed to a safe area, if practical. If the object and / or adjacent hazards cannot be moved, appropriate measures shall be taken to contain the sparks and slag and protect immovable fire hazards. If this can not be followed the welding and cutting shall not be performed. Note: This includes protecting sumps and sewers. If a Hot Work Permit is required by the client, it must be obtained and the conditions followed. If deemed necessary, the Hot Work Permit shall be completed and issued.

Provide the appropriate type and quantity of fire extinguishers for the job.

Evaluate the need for and appoint a Fire Watch if the following conditions exist:

- Locations where other than a minor fire may develop.
- Combustible materials are located within 35 feet of the hot work.
- Combustibles are present outside the 35 foot radius that might be easily ignited.
- Wall or floor openings are within the 35 foot radius that could expose combustible materials.

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- Radiant heat could be transmitted to other areas such as metal partitions, ceilings or roofs.

Only properly trained and equipped personnel shall serve as a Fire Watch. The Fire Watch shall be equipped with the correct type and size portable fire extinguisher and / or a charged fire hose depending on site conditions. The Fire Watch shall remain on duty for at least 30 minutes after the hot work has ended.

In the unlikely event that hot work is performed inside a confined space the following precautions shall be taken:

- Adequate ventilation shall be established.
- The need for local exhaust ventilation should be evaluated and provided as necessary.
- The need for respiratory protection and other forms of PPE should be evaluated and provided as necessary.
- Cylinders shall not be taken into a confined space unless the cylinder is part of a self-contained breathing apparatus.
- A properly trained and equipped rescue team shall be readily available.

If there is a potential for harmful gases, vapors, dusts, mists or fumes being generated by the hot work, appropriate ventilation and respiratory protection shall be provided. (Burning or grinding toxic paints, confined spaces and coatings could create hazardous atmospheres. ventilation, securing cylinders, like line, electrode removal and gas cylinders shutoff and warning signs shall be addresses; Likewise, welding on lead-containing materials, exotic metals or high chromium alloys may generate hazardous atmospheres, As required by Sunbelt Asphalt Services First Aid and Medical Care, a properly equipped First Aid kit shall be readily available on each jobsite at all times..

Training

Sunbelt Asphalt Services personnel shall be trained in incipient stage fire fighting only. An "incipient stage fire" means a fire which is in the initial or beginning stage and which can be controlled or extinguished by portable fire extinguishers, Class II standpipe or small hose systems without the need for protective clothing or breathing apparatus. Sunbelt Asphalt Services may designate an employee to receive the following basic fire prevention training upon initial assignment and at least annually thereafter

- Safe handling and storage of flammable and combustible materials.
- Classes of fire and fire extinguishers.

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- Selection, care, use and limitations of portable fire extinguishers to fight incipient stage fires.
- Hot Work permitting requirements.

Fire Watch Training: In addition to the requirements of the previous paragraph personnel assigned to serve as a Fire Watch shall be trained on:

- Hazards of the facility in which the work is being performed.
- How to sound the site alarm in event of a fire.

Welder, Cutters and Supervisor Training: In addition to the requirements of previous paragraph, personnel and their supervisors assigned to perform welding, burning and cutting operations shall be trained in the following areas:

- Fire prevention and protection.
- Protection of personnel.
- Health protection and ventilation
- Task specific training (i.e., oxy-fuel gas welding, cutting, brazing, arc welding and cutting, resistance welding) including safe operation of the fuel gas supply equipment and safe use of the process safely.
- Any welding, cutting or burning of lead base metals, zinc, cadmium, mercury, beryllium or exotic metals or paints not listed here shall have proper ventilation or respiratory protection.
- Operators of equipment shall report any equipment defect or safety hazards and discontinue use of equipment until its safety has been assured. All repairs shall be made only by a qualified person.

The training provided of this procedure shall be documented noting:

- The date the training was provided.
- The name of the trainer.
- The name of the employee(s) trained.



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Management Controls

The content of this procedure shall be reviewed by the Safety Coordinator on a scheduled basis (at least every two years) and updated as necessary.



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HEAT STRESS PREVENTION

Sufficient Amounts of Drinking Water:

Drinking water in the quantity of 1 quart per hour shall be available at all times for each employee for the duration of the entire shift while working outdoors in the heat.

Supervisors shall remind employees to drink frequently and this topic will be addressed at tailgate meetings.

Supervisor/designated person will monitor water containers every 30 minutes, and employees are encouraged to report to supervisor/designated person low levels or dirty water.

All water containers will be placed as close as possible to workers.

When drinking water levels within the container drop below 50%, the water shall be replenished immediately; or water levels should not fall below the point that will allow for adequate water during the time necessary to replenish it.

Disposable, single use drinking cups will be provided to employees.

Noise making devices, such as air horns may be used to remind employee's to take their water break.

Shade and Other Cooling Measures

Employees shall have access to a shaded area to take their breaks, and to recover from heat illness symptoms if they appear. Shade is adequate only when it completely blocks the direct sunlight and allows the body to cool. In adequate shade, people and objects in the shade do not cast shadows in the area of blocked sunlight. Shade is not adequate when it does not allow the body to cool. The importance of taking rest breaks and recognizing the symptoms when they appear shall be addressed at tailgate meetings.

Shade required to be present when the temperature exceeds 85 degrees Fahrenheit. When the outdoor temperature in the work area exceeds 85 degrees Fahrenheit, the employer shall have and maintain one or more areas with shade at all times while employees are present that are either open to the air or provided with ventilation or cooling. The amount of shade present shall be at least enough to accommodate 25% of the employees on the shift at any time, so that they can sit in a normal posture fully in the shade without having to be in physical contact with each other. The shaded area shall be located as close as practicable to the areas where employees are working.

Shade required to be available when the temperature does not exceed 85 degrees Fahrenheit.

When the outdoor temperature in the work area does not exceed 85 degrees Fahrenheit employers shall either provide shade as per subsection (d)(1) or provide timely access to shade upon an employee's request.

Employees shall be allowed and encouraged to take a cool-down rest in the shade for a period of no less than five minutes at a time when they feel the need to do so to protect themselves from overheating. Such access to shade shall be permitted at all times.

Adjustments to Work Severity and Duration

In warm or hot weather, try to schedule slower paced, less physically demanding work during the hottest part of the day. You should also schedule the heaviest work activities during the cooler parts of the day (early-morning or evening).

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Preventative Recovery Periods

In order to prevent heat illness it is important to allow the body to cool down. By stopping physical work activities and replacing them with rest periods the body cools down. Regular resting periods and Preventative Recovery Periods (PRPs) both allow the body to cool thus helping to prevent overheating.

In the event an employee feels discomfort from the heat, a preventative recovery period is needed to allow the employee to cool down and prevent the onset of heat illness.

Acclimatization

This term means the temporary adaptation of the body to work in the heat. Acclimatization occurs gradually when a person is exposed to heat for several days in a row. Acclimatization peaks in most people within four to fourteen days of regular work for at least two hours per day in the heat. In fully acclimatized individuals, sweating starts faster and the sweat carries less salt and other minerals out of the body. As a result, the body sweats more efficiently and cools down faster. There is also less demand on the heart and cardiovascular system when this occurs. For the reasons given above, being fully acclimatized can allow workers to continue working in warm or hot conditions and decreases the risk of heat illness and unsafe acts.

Extra Measures During Heat Waves

Extra Vigilance - Real Time Communication and the "Buddy System" - during a heat wave it is necessary to be extra vigilant. Your real time communication system and your "buddy system" are especially important to get more frequent feedback from your employees and supervisors in the field. Then, based on the environmental conditions present and the condition of your employees you can more quickly make the appropriate adjustments, communicate them, and put the changes into place before problems arise or become serious. In a heat wave:

- Do not allow employees to work alone
- Designate a person(s) to closely monitor and frequently report on employees' physical and mental condition.
- Have supervisors and employees watch each other very closely using your "buddy system", and encourage them to communicate about how they are feeling on a frequent basis
- Account for the whereabouts of employees at more frequent intervals throughout the work shift and at the end of the work shift.

High-Heat Procedures

The employer shall implement high-heat procedures when the temperature equals or exceeds 95 degrees Fahrenheit. These procedures shall include the following to the extent practicable:

- Ensuring that effective communication by voice, observation, or electronic means is maintained so that employees at the work site can contact a supervisor when necessary. An electronic device, such as a cell phone or text messaging device, may be

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used for this purpose only if reception in the area is reliable.

- Observing employees for alertness and signs or symptoms of heat illness.
- Reminding employees throughout the work shift to drink plenty of water.
- Close supervision of a new employee by a supervisor or designee for the first 14 days of the employee's employment by the employer, unless the employee indicates at the time of hire that he or she has been doing similar outdoor work for at least 10 of the past 30 days for 4 or more hours per day.

Wearing Appropriate Work Clothing and Personal Protective Equipment

In general, appropriate work clothing for employees working at locations where they are at risk of heat illness include:

- Lightweight, loose fitting clothes made of breathable fabric which allow airflow and air movement to the body to aid in cooling
- Note - employees should not wear loose fitting clothes when working near moving machinery because of the danger of entanglement
- Light-colored clothes because they reflect the heat better than dark-colored clothes (which tend to absorb heat)
- Long sleeve shirts to cover the body and avoid sunburn. Sunburn affects the body's ability to cool itself and increases the loss of body fluid

How to Respond to Heat Illness:

Heat cramps, painful spasms of the muscles, are caused when workers drink large quantities of water but fail to replace their bodies' salt loss. Tired muscles used for performing the work are usually the ones most susceptible to cramps.

Fainting (heat syncope) may be a problem when a worker who is not acclimated to a hot environment simply stands still in the heat.

Heat rash, also known as prickly heat, may occur in hot, humid environments where sweat is not easily removed from the surface of the skin by evaporation. Heat rash that is extensive or infected can be so uncomfortable that it inhibits sleep and impedes a worker's performance, or even results in temporary or permanent disability.

Heat Exhaustion: Heat exhaustion results from loss of fluid through sweating when a worker has failed to drink enough fluids or take in enough salt, or both. The worker with heat exhaustion still sweats, but experiences extreme weakness or fatigue, giddiness, nausea, or headache. The skin is clammy and moist, the complexion pale or flushed, and the body temperature normal or slightly higher.

- Loosen the victim's tight clothing.

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- Give the victim "sips" of cool water.
- Make the victim lie down in a shaded place with the feet raised.

Heat Stroke: Heat stroke, the most serious health problem for workers in hot environments, is caused by the failure of the body's internal mechanism to regulate its core temperature. Sweating stops and the body can no longer rid itself of excess heat. Victims of heat stroke will die unless treated promptly.

Symptoms:

- Hot, dry and red skin
- rapid pulse and their blood pressure will fall
- weakness, confusion, headache and dizziness
- Anger or acting strangely;
- In later stages, a person may pass out and have convulsions.
- Body temperature of 106 or more

Call an Ambulance First then immediately begin cooling the victim's body with water or wrapping them in cool wet cloth.

Treatment:

- Have the person lie down
- Apply a cold compress (such as moist towel) to forehead and neck
- Use a fan to lower body temperature
- Elevate feet
- Give fluids (avoid caffeine)

Training

Employee training. Effective training in the following topics shall be provided to each supervisory and non-supervisory employee before the employee begins work that should reasonably be anticipated to result in exposure to the risk of heat illness:

- The environmental and personal risk factors for heat illness, as well as the added burden of heat load on the body caused by exertion, clothing, and personal protective equipment.
- The employer's procedures for complying with the requirements of this standard.

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- The importance of frequent consumption of small quantities of water, up to 4 cups per hour, when the work environment is hot and employees are likely to be sweating more than usual in the performance of their duties.
- The importance of acclimatization.
- The different types of heat illness and the common signs and symptoms of heat illness.
- The importance to employees of immediately reporting to the employer, directly or through the employee's supervisor, symptoms or signs of heat illness in themselves, or in co-workers.
- The employer's procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary.
- The employer's procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider.
- The employer's procedures for ensuring that, in the event of an emergency, clear and precise directions to the work site can and will be provided as needed to emergency responders. These procedures shall include designating a person to be available to ensure that emergency procedures are invoked when appropriate.
- Supervisors or their designees shall receive training on the topics listed above and below prior to being assigned to supervise outdoor employees:

Supervisor Training: Prior to supervising employees performing work that should reasonably be anticipated to result in exposure to the risk of heat illness effective training on the following topics shall be provided to the supervisor:

- The information required to be provided by section above.
- The procedures the supervisor is to follow to implement the applicable provisions in this section.
- The procedures the supervisor is to follow when an employee exhibits symptoms consistent with possible heat illness, including emergency response procedures.
- How to monitor weather reports and how to respond to hot weather advisories.

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- Different types, signs, and symptoms of heat illness.

POWER INDUSTRIAL TRUCK SAFETY PROGRAM

Policy

Every reasonable effort will be made to assure lift trucks are operated in a safe manner and maintained in a serviceable condition. Lift trucks are only to be operated by trained and authorized employees, and maintenance is to be performed by authorized manufacturer's representative or the lift truck owner if leased. No MAXAIR

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Mechanical, Inc.. employee will make changes to or otherwise modify a lift truck in a way that causes the truck's operating characteristics to change.

Administration and Responsibility

The Safety Coordinator are responsible for assuring overall program administration. Supervisors and Foremen are responsible for implementing the program in their work locations and monitoring compliance therewith. Primary attention should be given to the prevention of collisions, avoiding the overturning of the truck and the dropping of loads being transported.

Equipment Selection

The proper selection of the fork truck for each particular activity is required. There is no one truck for all jobs. To avoid incorrect selection of a lift truck the following evaluation should be performed for each task:

- Determine the weight of the load to be transported.
- Determine the size of the load and assure the carriage capacity is adequate.
- Does the route to be travelled present stability problems, is it sloped, is the surface rough or soft, are there any overhead obstructions, will the operator's view be obstructed or are there any places requiring the load to be raised?
- Determine if there is a potential for a flammable atmosphere in the area of operation.
- Determine if the lift truck may cause a hazardous atmosphere to be developed that would affect other workers in the area of operation.
- Determine if the material to be transported will cause a hazard if spilled.
- Determine if adequate lighting exists for proper operation.

Inspection of Fork Truck

Fork trucks must be inspected by a trained and authorized operator prior to initial service, at the beginning of each shift and following any maintenance performed on the lift truck or its components (See Attachment 31 – 1). All inspections must be documented, signed off by the operator and maintained as part of the truck's file. The inspection should cover the following minimum elements:

Engine Powered Trucks - check for fuel level, oil level and pressure, cooling system (including fan belt), brakes, both service and parking, all lights to include (head, tail and warning), horns, both service and back-up, gauges, steering, tires, hydraulic controls and system and any other conditions that may have been observed regarding the physical condition of the truck.

Battery Powered Trucks - check for integrity of the battery plug connection, battery charge level, battery load test, brakes, both service and parking, all lights to include (head, tail and warning), horns, both service and back-up, gauges, steering, tires, hydraulic controls and system and any other conditions that may have been observed regarding the physical condition of the truck.

Operator Training and Qualifications

All fork truck operators must complete a basic course in fork truck operation, successfully pass formal instruction which shall include lecture, discussion and / or video, must pass a written and practical examination and shall be familiar with the truck to be operated in addition to having a valid driver's license before written authorization will be given by the company to operate the equipment (See Attachment 31 – 2). Employer certification must include the operator's name, training date, evaluation date and trainer's / evaluator's name. Following the initial training

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operators must be re-certified on an annual basis. All operator training and evaluations shall be conducted by a person who has the knowledge, training and experience to train powered industrial truck operators and evaluate their competence.

Training program content. Powered industrial truck operators shall receive initial training in the following topics, except in topics which the employer can demonstrate are not applicable to safe operation of the truck in the employer's workplace:

Truck-related topics:

- Operating instructions, warnings and precautions for the types of truck the operator will be authorized to operate.
- Differences between the truck and the automobile.
- Truck controls and instrumentation - where they are located, what they do and how they work.
- Engine or motor operation.
- Steering and maneuvering.
- Visibility (including restrictions due to loading).
- Fork and attachment adaptation, operation and use limitations.
- Vehicle capacity.
- Vehicle stability.
- Any vehicle inspection and maintenance that the operator will be required to perform.
- Refueling and / or charging and recharging of batteries.
- Operating limitations.
- Any other operating instructions, warnings or precautions listed in the operator's manual for the types of vehicle that the employee is being trained to operate.

Workplace-related topics:

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

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operation.

Refresher training and evaluation.

Refresher training, including an evaluation of the effectiveness of that training, shall be conducted as required by paragraph (l)(4)(ii) to ensure that the operator has the knowledge and skills needed to operate the powered industrial truck safely. Refresher training in relevant topics shall be provided to the operator when:

- The operator has been observed to operate the vehicle in an unsafe manner.
- The operator has been involved in an accident or near-miss incident.
- The operator has received an evaluation that reveals that the operator is not operating the truck safely.
- The operator is assigned to drive a different type of truck.
- A condition in the workplace changes in a manner that could affect safe operation of the truck.

An evaluation of each powered industrial truck operator's performance shall be conducted at least once every three (3) years.

Basic Rules for Safe Operation

The following basic safety rules will be followed at all times when operating fork trucks on Smart Safety Group, Inc. projects.

Operators will wear seat belts at all times.

Overhead as well as roll-over protection must be used on all high-reach trucks.

The truck must not be permitted to approach anyone standing in front of a fixed object.

No person will be allowed to pass under the tines regardless of whether or not the truck is loaded.

Persons must not be allowed to ride as passengers on fork trucks unless a separate seat and seat belt are provided and the passenger is provided the same level of protection afforded the operator.

Arms, legs or other body parts must not be permitted between running components of the mast or outside the normal running lines of the truck when in operation.

When left unattended the tines of the truck must be fully lowered, parking brake set, engine shut off and if on an incline, the wheels must be chocked. If the truck is left in a location other than its designated parking place the operator must be within 25 feet of the machine and able to see the truck at all times.

The trucks must not be used for purposes other than those for which they were designed. Use of trucks for pulling posts, prying open containers or other such activities is forbidden.

Trucks used for the lifting of personnel must be fitted with a personnel basket specifically designed for the truck being used. The basket must be physically secured to the lifting device and a means provided the basket occupants to terminate power to the truck. Additionally, the occupants of the basket will be provided fall protection independent of the basket.

The operator must never leave the controls of a loaded truck.

The operator must verify that the brakes of highway trucks shall be set and wheel chocks placed under the rear wheels to prevent the trucks from rolling while they are boarded with powered industrial trucks. The trailers shall be properly supported and dock plates inspected and properly secured prior to loading / unloading.



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CONFINED SPACE ENTRY

Purpose

The purpose of this program is to inform interested persons including employees that the company is complying with the OSHA standard, Title 29 Code of Federal Regulations 1926 Subpart AA Confined Spaces in Construction.

Responsibilities

Company Management has overall responsibility for coordinating safety and health programs in this company. Management is responsible for the Permit-Required Confined Space Program. Management will review and update the program, as necessary. Copies of the written program may be obtained from the office or the Safety Coordinator.

Constant awareness of and respect for permit-required confined space entry hazards, and compliance with all safety rules are considered conditions of employment. Management reserves the right to issue disciplinary warnings to employees, up to and including termination, for failure to follow the guidelines of this program.

Procedures

Hazard Evaluation for Permit Spaces

To determine if there are permit-required confined spaces in our work areas, the (Competent Person) has conducted an evaluation to identify the existence and location of permit-required confined spaces.

Preventing Unauthorized Entry

To provide a safe work environment and to prevent exposed employees from accidentally entering a permit space, we may post Danger signs or use other methods to inform all employees of the existence, location, and danger posed by permit spaces.

If the Entry Supervisor determines that more protective systems are required to insure the safety of all employees involved in the confined space entry, he/she may require additional measures, such as barricades, cones, danger tape, or other barriers as necessary, to provide protection against unauthorized entry into the entry by pedestrians, vehicles, and machinery.

Safe Permit Space Entry Procedures

The Entry Supervisor is responsible for authorizing entry and issuing entry permits for work in our permit spaces. The file of permits and related documents are kept in the Safety Manager's office. The procedures we follow for preparing, issuing, and canceling entry permits includes the following elements

Permit System

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Before entry is authorized, the Company shall document the completion of measures by preparing an Entry Permit. Before entry begins, the Entry Supervisor identified on the permit shall sign it to authorize entry.

The completed permit shall be made available at the time of entry to all Authorized Entrants or their Authorized Representatives, by posting it at the Entry Portal or by any other equally effective means so that the Entrants can confirm that pre-entry preparations have been completed.

The duration of the permit may not exceed the time required to complete the assigned task or job identified on the.

The Entry Supervisor shall terminate entry and cancel the entry permit when:

- The entry operations covered by the entry permit have been completed; or
- A condition that is not allowed under the entry permit arises in or near the permit space.

The Company shall retain each canceled entry permit for at least 1 year to facilitate the review of the permit-required confined space program. Any problems encountered during an entry operation shall be noted on the pertinent permit so that appropriate revisions to the permit space program can be made.

Entry Permit

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

- The permit space to be entered;
- The purpose of the entry;
- The date and the authorized duration of the entry permit;
- The Authorized Entrants within the permit space;
- The personnel, by name, currently serving as Attendants;
- The individual, by name, currently serving as Entry Supervisor, with a space for the signature or initials of the entry supervisor who originally authorized entry;
- The hazards of the permit space to be entered;
- The measures used to isolate the permit space and to eliminate or control permit space hazards before entry; NOTE: Those measures can include the lockout or tagging of equipment and procedures for purging, inerting, ventilating, and flushing permit

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spaces.

- The acceptable entry conditions;
- The results of initial and periodic tests performed accompanied by the names or initials of the testers and by an indication of when the tests were performed;
- The Rescue and Emergency Services that can be summoned and the means (such as the equipment to use and the numbers to call) for summoning those services;
- The communication procedures used by Authorized Entrants and Attendants to maintain contact during the entry;
- Equipment, such as personal protective equipment, testing equipment, communications equipment, alarm systems, and rescue equipment, to be provided for compliance with this section;
- Any other information whose inclusion is necessary, given the circumstances of the particular confined space, in order to ensure employee safety; and
- Any additional permits, such as for hot work, that have been issued to authorize work in the Permit Space.

Pre-Entry Evaluation

To ensure the safety and health of our employees, before allowing authorized workers to enter a permit space, we evaluate conditions in that space to determine if the conditions are safe for entry. Any employee that enters the space, or that employee's authorized representative, has the opportunity to observe the pre-entry and any subsequent testing. The authorized entrant or that employee's representative also has the option of requesting a reevaluation of the space if they feel that the evaluation was not adequate.

Our company follows the procedures to evaluate each permit space before entry. This includes testing the internal atmosphere with a calibrated direct-reading instrument for oxygen content, flammable gases and vapors, and potential toxic air contaminants. We also periodically test the atmosphere of the space to ensure that the continuous ventilation is preventing the accumulation of a hazardous atmosphere.



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Equipment

To ensure the safety and health of our employees, the company provides appropriate equipment to all employees who work in or near our permit spaces in accordance with 1926.1204(d).

Duties & Responsibilities

Authorized Entrants

Those persons who have completed the training and are authorized to enter our Permit Spaces (Authorized Entrants) are assigned specific duties and responsibilities that they must perform when they work in the Permit Space.

The Company trains each Authorized Entrant so that they have an understanding, knowledge, and the skills necessary to safely perform their duties and responsibilities. Their duties and responsibilities include:

Know the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure;

Properly use required equipment;

Communicate with the Attendant as necessary to enable the attendant to monitor entrant status and to enable the attendant to alert Entrants of the need to evacuate the space;

Alert the Attendant whenever:

The Entrant recognizes any warning sign or symptom of exposure to a dangerous situation, or

The Entrant detects a prohibited condition; and

Exit from the Permit Space as quickly as possible whenever:

- An order to evacuate is given by the Attendant or Entry Supervisor,
- The Entrant recognizes any warning sign or symptom of exposure to a dangerous situation,
- The Entrant detects a prohibited condition, or
- An evacuation alarm is activated.

Attendants

Persons who have been designated as permit space attendants are assigned specific duties and responsibilities that they must perform in permit space job duties. The Company trains each Attendant so that they have an understanding, knowledge, and the skills necessary to safely perform their duties and responsibilities. Attendants may monitor multiple confined spaces if the entry supervisor determines that it does not violate any of the prohibited conditions of any of the entry permits. However, the Attendant will call for an evacuation of all monitored spaces in the event that an emergency arises in any of the spaces. Their duties and responsibilities include:

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Knows 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 an accurate count of authorized entrants in the permit space and ensures that the means used to identify Authorized Entrants accurately identifies who is in the Permit Space;

Remains outside the Permit Space during entry operations until relieved by another attendant;

NOTE: When the Company's permit entry program allows Attendant entry for rescue, Attendants may enter a permit space to attempt a rescue if they have been trained and equipped for rescue operations and if they have been relieved by another trained Attendant.

Communicates with Authorized Entrants as necessary to monitor entrant status and to alert entrants of the need to evacuate the space;

Monitors activities inside and outside the space to determine if it is safe for Entrants to remain in the space and orders the Authorized Entrants to evacuate the Permit Space immediately under any of the following conditions;

- If the Attendant detects a prohibited condition;
- If the Attendant detects the behavioral effects of hazard exposure in an authorized entrant;
- If the Attendant detects a situation outside the space that could endanger the Authorized Entrants; or
- If the Attendant cannot effectively and safely perform all the duties required;
- Summon Rescue and other emergency services as soon as the Attendant determines that Authorized Entrants may need assistance to escape from hazards in the Permit Space;
- Takes the following actions when unauthorized persons approach or enter a Permit Space while entry is underway:
 - Warn the unauthorized persons that they must stay away from the Permit Space;
 - Advise the unauthorized persons that they must exit immediately if they have entered the Permit Space; and
 - Inform the Authorized Entrants and the Entry Supervisor if unauthorized persons have entered the Permit Space;
- Performs non-entry rescues as specified by the Company's rescue procedure; and
- Performs no duties that might interfere with the Attendant's primary duty to monitor

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and protect the Authorized Entrants.

Entry Supervisors

Those persons who have completed the training and have been designated as permit space entry supervisors are assigned specific duties and responsibilities that they must perform in permit space job duties. The Company trains each Entry Supervisor so that they have an understanding, knowledge, and the skills necessary to safely perform their duties and responsibilities. Their duties and responsibilities include:

Knows the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure;

- Verifies, by checking that the appropriate entries have been made on the permit, that all tests specified by the permit have been conducted and that all procedures and equipment specified by the permit are in place before endorsing the permit and allowing entry to begin;
- Terminates the entry and cancels the permit;
- Verifies that Rescue Services are available and that the means for summoning them are operable;
- Removes unauthorized individuals who enter or who attempt to enter the Permit Space during entry operations; and
- Determines that entry operations remain consistent with terms of the entry permit and that acceptable entry conditions are maintained whenever responsibility for a permit space entry operation is transferred and at intervals dictated by the hazards and operations performed within the space,.

Rescue and Emergency Services

The company utilizes its own employees to perform rescue services in the event of a permit space emergency. This group of employees has been trained, at a minimum, to:

- Perform the assigned rescue duties;
- Correctly use personal protective equipment (PPE) required for the job;
- Establish proficiency as an authorized entrant, as provided by 1926.1211; and
- Perform basic first-aid and cardiopulmonary resuscitation (CPR).

The company also ensures that at least one member of the rescue team holds a current certification in first-aid and CPR, and that affected employees practice making permit space

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rescues at least once every 12 months, by means of simulated rescue operations in which they remove dummies, manikins, or actual persons from the actual permit spaces or from representative permit spaces. Representative permit spaces will, with respect to opening size, configuration, and accessibility, simulate the types of permit spaces from which rescue is to be performed.

If a Host Employer has an emergency response team or other type of rescue service, the Entry Supervisor will ensure that the team is:

- Aware that a confined space entry is being conducted;
- Aware of the location of the confined space entry;
- Aware of the potential hazards associated with the entry;
- Provided with a means of communication to the entry location, should a rescue become necessary;
- Equipped with the necessary rescue devices and equipment; and
- Current on all required confined space entry rescue techniques and procedures applicable to that space.

Confined space entry into a space with Imminent Danger to Life and Health (IDLH) conditions will not be made by company personnel. In the event that an IDLH condition occurs while performing a confined space entry, all Entrants will evacuate the space and the permit cancelled until the IDLH conditions are abated.

A list of rescue trained personnel will be maintained and published by appropriate methods to ensure all Entry Supervisors have access to this information. The list will be maintained by (Person/Title).

Permit Space Entry Communication and Coordination

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

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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 above; 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.

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 pursuant to this section.

Note: Unless a Host Employer or Controlling Contractor has or will have employees in a confined space, it is not required to enter any confined space to collect the information specified in this section.

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If there is NO Controlling Contractor present at the worksite, the requirements for and role of controlling contractors 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.

When we must perform work in permit spaces at a Host Employer/Controlling Contractor site, we will coordinate entry and work operations following these procedures:

- Inform the Host Employer and/or potentially affected contractors that the workplace contains permit spaces and that permit space entry is allowed only through compliance with a permit space program meeting the requirements of this section;
- Apprise the contractor of the elements, including the hazards identified and the Host Employer's experience with the space, that make the space in question a permit space;
- Apprise the contractor of any precautions or procedures that the Host Employer has implemented for the protection of employees in or near permit spaces where contractor personnel will be working;
- Coordinate entry operations with the contractor, when both host company personnel and contractor personnel will be working in or near permit spaces; and
- Debrief the Host Employer/Controlling Contractor at the conclusion of the entry operations regarding the permit space program followed and regarding any hazards confronted or created in permit spaces during entry operations.

Training Program

Every employee who faces the risk of confined space entry is provided with training so that each acquires the understanding, knowledge and skills necessary for the safe performance of the duties assigned to them. The Safety Coordinator conducts our permit-required confined space training. All training related materials, documents, and signed certificates are kept in the office.

We use the following criteria to determine which employees must receive permit-required confined space training:

- The area they work in;
- Whether or not any confined spaces exist in that area; and/or
- They will be required to enter a confined space or assist in confined space entry.

New employees are always trained before their initial assignment of duties. When changes occur in permit-required confined space areas of our company, we provide training. If we have

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reason to believe that an employee has deviated from a previously trained upon procedure or that their knowledge seems inadequate, we provide training.

Upon successful completion of the permit-required confined space training program, each participant receives a certificate which they sign verifying that they understand the material presented, and that they will follow all company policies and procedures regarding permit space entry.

Refresher training is conducted on an annual basis for all employees involved in Permit-Required Confined Space Entry.

Review Procedures: To ensure that all employees participating in entry operations are protected from permit space hazards, the company reviews the Permit-Required Confined Space Entry Program on a regular basis. We retain canceled permits for 12 months and utilize them for review and revisions to the program. The Company performs 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 will be performed.

STOP WORK PROCEDURES

PURPOSE

This program describes the requirements and practices for preventing accidents and injuries through empowering employees to stop work for any reason at any time they feel necessary to prevent accidents.

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Reference: Best practices

PERSONS AFFECTED

All employees

POLICY

General

All employees have the authority and obligation to stop any task or operation where concerns or a question regarding the control of health, safety, and/or environmental risk exists. This means wherever any person has any question about work or tasks continuing safely. (Common examples of reasons for using stop work authority include: violation of lockout/tagout, violation of electrical safety, other perceived injury or illness potential.)

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

Any form of retribution or intimidation directed at any individual or company for exercising their right to issue a stop work authority will not be tolerated.

Management Review

Stop work authorities shall be reviewed by management in order to measure participation, determine quality of interventions, trend common issues, identify opportunities for improvement and facilitate sharing of learnings.

Any lessons learned or corrective measures or changes to policies and procedures will be documented appropriately and put into practice.

Training

Employees shall receive stop work authority training before initial assignment.

Training must be documented, including the trainee name, trainer name, the date of training, and subject.

RESPONSIBILITIES

Management

Create a culture where stop work authority is exercised freely.

Provide training in accordance with this policy.

Review all stop work authorities in accordance with this policy.

Supervisors/Lead Technicians

Respond to and address all stop work authorities in accordance with this policy before allowing work to continue.

Employees

Issue a stop work authority upon becoming aware of any unsafe action or condition of any job (including jobs you are not involved in).

PROCEDURES

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- Stop work authority is initiated and work is stopped.
- Supervisor is notified.
- All persons involved discuss options to continue work.
- Correct the issue(s) (in an agreed upon manner from all persons involved).
- Resume work.
- Document stop work authority.
- Management reviews stop work authorities issued.
- If nature of stop work requires further investigation, then additional investigation and corrective action may be required to identify and address root causes.

Drug and Alcohol Policy

It is the policy of the Sunbelt Asphalt Services to establish and maintain a work environment that is free from the effects of alcohol, illegal drugs, and abused prescription and over-the-counter drugs and other chemicals.

Drug and alcohol screening (pre-employment, post-accident, random, for cause, etc.) shall be conducted in accordance with applicable drug testing policies and/or customer requirements. Refer to the Employee Handbook and specific drug policy documents for further information.

Under no circumstances will alcoholic beverages or drugs be stored, served, consumed, manufactured, distributed, dispensed, possessed or in any way used at jobsites. Any such activity by an employee is cause for administrative or disciplinary action, up to and including discharge. Any use by an employee of alcohol or drugs, on or off the job, which could adversely affect the employee's job performance or the job safety of the employee or fellow employees is also cause for administrative or disciplinary action, up to and including discharge.

Prescription drugs – If an employee is required to take prescription medication as prescribed by a doctor and they may affect your ability to safely perform your work, complete tasks or operate equipment, employee shall notify their supervisor immediately BEFORE going to work.

Employees prescribed prescriptions by an authorized, licensed medical professional shall comply with the following:

- a. Use as directed – Employees are forbidden to take prescription medications other than as directed on label.
- b. Keep in original container – All prescription drugs shall be kept in their original container (with all labels and warnings legible). It is forbidden to carry prescription drugs in any other container. If prescribed medication could affect your ability to safely perform your work, task, or operate equipment, then provide your supervisor with a copy of the doctor's excuse and any warning papers provided by medical professionals.

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Employees taking prescription medications that affect ability will not be allowed to operate equipment or work around moving machinery.

Employees working at sites of others may be required to meet the requirements of their alcohol and drug abuse policies and procedures in addition or in place of the requirements of this Policy.

The Company reserves the right to require drug and alcohol testing on a "for-cause" basis. For-cause testing includes, but is not limited to, testing after an incident where drug or alcohol abuse is suspected, or testing based on employee's conduct which leads a supervisor to reasonably believe that the individual is under the influence of drugs or alcohol.

Transitional duty

Our company has developed a return-to-work program as a benefit for all employees. If an employee is disabled and unable to perform the regular job, we will make every effort to speed recovery through the use of transitional duty. Working with the treating physician, we will develop a temporary position that matches the physical restrictions established by the doctor. In most cases this transitional duty will last no longer than 30 days, renewable for additional 30 days.

The procedures for all employees

If you are injured on the job:

1. Report to your supervisor immediately. If necessary, you will be sent to our medical provider to our medical provider for treatment
2. The doctor will determine your work status. If there are physical restrictions that prevent you from performing your regular job, we will find transitional duty work for you.
3. Your physical restrictions will be reviewed on a regular basis by the doctor, so that we can modify the transitional duty job and return to you to your regular job as quickly as possible.



Sunbelt Asphalt Surfaces, Inc.

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DRIVER MOTOR VEHICLE RECORD (MVR) POLICY

Vehicle operations can create substantial risk for our organization. A best practice for reducing vehicle risk is to ensure that only drivers with safe driving records are permitted to operate vehicles on company business.

The following constitutes our MVR policy:

- All drivers must have a valid driver's license with the proper class and appropriate endorsements for the vehicles they are operating.
- Drivers must not drive if their license has been suspended or revoked.
- Drivers must report all accidents, moving violations and license suspensions to their supervisor immediately.

Prospective employees will be required to report all accidents and moving violations during the applicant screening process. Existing employees moving into driving positions will be required to complete a similar report at the time of transition. All drivers will be required to complete an accident and moving violation report annually.

MVRs will be obtained on new drivers at the time of employment or when transitioning into a driving position. MVRs will be obtained annually thereafter. Management will determine the acceptability of a driver's MVR. Prospective employees must have an MVR that is CLEAR or ACCEPTABLE in order to be hired for positions requiring driving. Current drivers must have an MVR record that is CLEAR, ACCEPTABLE, or BORDERLINE. Management may restrict the driving privileges of individuals with BORDERLINE MVR records or require drivers to receive additional training or monitoring. Drivers with POOR MVR records will be suspended from driving on company business.

The company will take the following action on drivers with borderline MVRs:

- Counsel the driver, highlighting the impact of additional violations or accidents
- Obtain and review the driver's MVR quarterly
- Lower speed governors on vehicles equipped with them
- Monitor vehicle performance reports for hard braking, speeding and other signs of aggressive driving
- Conduct periodic ride-alongs to observe driving behavior and provide feedback and coaching on safe driving techniques
- Provide defensive driving training
- Prohibit driving between work and home for those with assigned vehicles
- Prohibit personal use of a company vehicle

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The company will follow Federal and State when using MVR records to determine pre-employment, promotions or adverse action against employees. The director of Human Resources will ensure confidential records are properly secured. The following 4 steps listed in the **MVR Evaluation Grid** will be used when evaluating company drivers.

MVR Evaluation Grid

1. MVR indicates applicant has a current license and the appropriate endorsements for vehicle(s) he or she will be operating.	YES	Continue to step 2.
	NO	Do not consider for driving duty.
2. MVR indicates moving violations and accidents within the past three years.	YES	Continue to step 3.
	NO	Continue applicant evaluation procedures.
3. MVR indicates one or more major moving violations or serious preventable accidents within the past three years.	YES	Do not consider for driving duty.
	NO	Continue to step 4.
4. MVR indicates a combination of more than three minor moving violations or minor preventable accidents during the past three years.	YES	Do not consider for driving duty.
	NO	Continue applicant evaluation procedures.



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ELECTRICAL SAFETY POLICY

Scope

Safety-related work practices shall be employed by employees of Sunbelt Asphalt Services to prevent electric shock or other injuries resulting from either direct or indirect electrical contact, when work is performed near or on equipment or circuits which are or may be energized. The specific safety-related work practices shall be consistent with the nature and extent of the associated electrical hazards. The content of this Electrical Safe Work Practice is as required in OSHA Subpart S (electrical) 29CFR 910.331 through 29CFR 910.335.

This program covers the servicing and maintenance of machines and equipment which have not been placed in an electrically safe working condition and the installation/removal of main disconnect switches on bus ducts. Conductors and parts of electric equipment that have been de-energized but have not been locked out or tagged shall be treated as energized parts. Any machine or equipment which has not been shut down per our lockout tag out procedures will **not** be considered to be electrically safe.

Covered Employees

The provisions of these procedures cover electrical safety-related work practices for both qualified persons (those who have training in avoiding the electrical hazards of working on or near exposed-energized parts) and unqualified persons (those with little or no such training) working on, near, or with the following installations:

- * **Premises Wiring** - Installations of electric conductors and equipment within or on buildings or other structures, and on other premises such as yards, parking, and other lots, and industrial substations.
- * **Wiring for Connections to Supply** - Installations of conductors that connect to the supply of electricity.
- * **Other Wiring** - Installations of other outside conductors on the premises.
- * **Optical Fiber Cable** - Installations of optical fiber cable where such installations are made along with electric conductors.
- * **Bus Duct Switches** - Installation and removal of Bus Duct Switches on energized busses.

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Qualified persons (i.e., those permitted to work on or near exposed energized parts) shall, at a minimum, be trained in and familiar with the following:

1. The skills and techniques necessary to distinguish exposed live parts from other parts of electric equipment.
2. The skills and techniques necessary to determine the nominal voltage of exposed live parts.

Training

The training requirements contained in this document apply to employees who face a risk of shock that is not reduced to a safe level by the installation as required by the National Electrical Code and 29CFR1910 Subpart S, Electrical. Listed below are employees who may face such a risk and shall be trained:

- Electrical and electronic engineers
 - Electrical and electronic technicians
 - Electricians
 - Mechanics and repairers
 - Welders
1. Other employees who also may reasonably be expected to face comparable risk of injury due to electric shock or other electrical hazards must also be trained.
 2. Employees who are covered by the scope this policy, but who are not qualified persons shall also be trained in and familiar with any electrically related safety practices not specifically addressed but which are necessary for their safety.
 3. The training required shall be of the classroom or on-the-job type (preferably both). The degree of training provided shall be determined by the risk to the employee.

Selection and Use of Work Practices

Safety-related work practices shall be used to prevent electric shock or other injuries resulting from either direct or indirect electrical contacts, when work is performed near or on equipment or circuits which are or may be energized. The specific safety-related work practices shall be consistent with the nature and extent of the associated electrical hazards.

1. **De-energized parts** - Live parts to which an employee may be exposed shall be de-energized before the employee works on or near them, unless the employer can demonstrate that de-energizing introduces additional or increased hazards or is infeasible due to equipment design or operational limitations. Live parts that operate at less than 50

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volt to ground need not be de-energized if there will not be increased exposure to electrical burns or to explosion due to electric arcs.

2. **Energized Parts** - If the exposed live parts are not de-energized, (i.e., for reasons of increased or additional hazards or infeasibility), other safety-related work practices shall be used to protect employees who may be exposed to the electrical hazards involved. Such work practices shall protect employees against contact with energized circuit parts directly with any part of their body or indirectly through some other conductive object. When working on energized parts, the appropriate PPE shall be used.

NOTE: Examples of work that may be performed on or near energized circuit parts because of infeasibility due to equipment design or operational limitations include testing of electric circuits that can only be performed with the circuit energized (troubleshooting) and work on circuits that form an integral part of a continuous industrial process that would otherwise need to be completely shut down in order to permit work on one circuit or piece of equipment.

Lockout and Tag out

While any employee is exposed to contact with parts of fixed electric equipment or circuits which have been de-energized the circuits energizing the parts shall be locked out or tagged or both in accordance with the requirements of this paragraph in the following order.

1. Procedures shall be in place before equipment may be de-energized.
2. Circuits and equipment to be worked on shall be disconnected from all electrical energy sources.
3. Stored electrical energy, which poses a hazard to workers, shall be released.
4. Stored non-electrical energy in devices that could re-energize electric circuit parts shall be blocked or relieved to the extent that the circuit parts could not be accidentally energized by the device.
5. A lock and a tag shall be placed on each disconnecting means used to de-energize circuits and equipment on which work is to be performed, except as provided below.
6. Each tag shall contain a statement prohibiting unauthorized operation of the disconnecting means and removal of the tag.

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7. If a lock cannot be applied, or if the employer can demonstrate that tagging procedures will provide a level of safety equivalent to that obtained by the use of a lock, a tag may be used without a lock.
8. A tag used without a lock as permitted above, shall be supplemented by at least one additional safety measure that provides a level of safety equivalent to that obtained by the use of a lock. Examples include the removal of an isolating circuit element, blocking of a controlling switch, or opening of an extra disconnecting device.
9. A lock may be placed without a tag only under the following conditions:
 - a. Only one circuit or piece of equipment is de-energized.
 - b. The lockout period does not extend beyond the work shift.
 - c. Employees exposed to the hazards associated with re-energizing the circuit or equipment are familiar with this procedure.
10. Before any circuits or equipment can be considered and worked as de-energized:
 - a. A qualified person shall operate the equipment operating controls or otherwise verify that the equipment cannot be restarted.
 - b. A qualified person shall use test equipment to test the circuit elements and electrical parts of equipment to which employees will be exposed and shall verify that the circuit elements and equipment parts are de-energized.
11. Before circuits and equipment are re-energized, even temporarily, the following requirements shall be met, in the order given:
 - a. A qualified person shall conduct tests and visual inspections, as necessary, to verify that all tools, electrical jumpers, shorts, grounds, and other such devices have been removed, so that the circuits and equipment can be safely energized.
 - b. Employees exposed to the hazards associated with re-energizing the circuit or equipment shall be warned to stay clear of circuits and equipment.
 - c. Each lock and tag shall be removed by the employee who applied it or under his or her direct supervision. However, if the employee is absent from the workplace, then the lock or tag may be removed by a qualified person designated to perform this task provided that the employer ensures that the employee who applied the lock or tag is not available at the workplace and is aware that the lock or tag has been removed before he or she resumes work at that workplace.
 - d. There shall be a visual determination that all employees are clear of the circuits and equipment.



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Working On or Near Energized Equipment

This section applies to work performed on exposed live parts (involving either direct contact or contact by means of tools or materials) or near enough to them for employees to be exposed to any hazard they present.

Only qualified persons may work on electric circuit parts or equipment that have not been de-energized under the procedures of these standards. Such persons shall be capable of working safely on energized circuits and shall be familiar with the proper use of special precautionary techniques, personal protective equipment, insulating and shielding materials, and insulated tools.

1. **Illumination** - Employees may not enter spaces containing exposed energized parts, unless illumination is provided that enables the employees to perform the work safely.
 - Where lack of illumination or an obstruction precludes observation of the work to be performed, employees may not perform tasks near exposed energized parts. Employees may not reach blindly into areas which may contain energized parts.
2. **Conductive Materials and Equipment** - Conductive materials and equipment that are in contact with any *part of an* employee's body shall be handled in a manner that will prevent them from contacting exposed energized conductors or circuit parts. If an employee must handle long dimensional conductive objects (such as ducts or pipes) in areas with live parts, the hazard must be minimized by the use of insulation, guarding, or material handling techniques.

NOTE: Non-conductive fish tapes must be used when pulling wire through conduit that contains energized conductors or when entering an enclosure with exposed live parts.
3. **Portable Ladders** - Portable ladders shall be at the non-conductive type (wood or fiberglass) if they are used where the employee or the ladder could contact exposed energized parts.
4. **Conductive apparel** - Conductive articles of jewelry and clothing (such as bands, bracelets, rings, key chains, necklaces, metalized aprons, cloth with conductive thread, or metal headgear) may not be worn if they might contact exposed energized parts, unless they are rendered non-conductive by covering, wrapping, or other insulating means.
5. **Housekeeping Duties** - Where live parts present an electrical contact hazard, employees may not perform housekeeping duties at such close distances to the parts that there is a possibility of contact, unless adequate safeguards (such as insulating equipment or barriers) are provided.

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- Electrically conductive cleaning materials may not be used in proximity to energized parts unless procedures are followed which will prevent electrical contact.
- 6. **Interlocks** - Only a qualified person following the requirements of this section may defeat an electrical safety interlock, and then only temporarily while he or she is working on the equipment. The interlock system shall be returned to its operable condition when this work is completed.
- 7. **Confined or Enclosed Work Spaces** - When an employee works in a confined or enclosed space (such as a manhole or vault) that contains exposed energized parts, the employer shall provide, and the employee shall use, protective shields, protective barriers, or insulating materials as necessary to avoid inadvertent contact with these parts. Doors, hinged panels, and the like shall be secured to prevent their swinging into an employee and causing the employee to contact exposed energized parts.
- 8. **Overhead Lines** - Employees shall not work on, or near (within 12 feet) overhead lines. This 12 foot barrier includes any conductive object in that space. OSHA provides specific instructions regarding work on overhead lines. Refer to Subpart S - Electrical 1910.333(c) (3) for more detail.

Bus Duct Switches

- 1.. For the purposes of installing or removing main disconnect switch on energized bus ducts, only designated persons are allowed to plug or unplug bus switches.
2. *Employees installing or removing switches on energized bus ducts shall use the following PPE during the steps noted.*
 - a. Rubber gloves with leather protectors.
 - b. Full face shield.
 - c. Welding jacket.
3. Switch installation procedures.
 - a. Remove fuses and place switch in off position.
 - b. Install switch per manufacturers instructions (PPE required).
 - c. Lock and tag switch in off position.
 - d. Connect load - verify safety of load circuit by checking resistance between phases and between phases to ground.
 - e. Install fuses.
 - f. **Manually actuate switch to on position from floor using hot stick - DO NOT actuate switch from scissors lift or ladder.**

NOTE. *PPE must be worn when performing switch installation as indicated in step b.*

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4. Switch removal procedures
 - a. **Manually actuate switch to off position from floor using hot stick - DO NOT** actuate switch from scissors lift or ladder.
 - b. Lock and tag switch.
 - c. Verify that there is no Voltage present on the switch.
 - d. Remove fuses.
 - e. Disconnect load - remove associated wiring and conduit.
 - f. Remove switch from bus duct (PPE required).

NOTE: PPE must be worn when performing switch removal as indicated in step f.

Use of Equipment

Sunbelt Asphalt will provide electrical equipment that is free from any recognized hazards that are likely to cause death or serious harm to employees. All electrical electrical conductors and equipment shall be acceptable. Electrical equipment shall not be used unless the manufacturer's name, trademark, or other descriptive marking by which the organization responsible for the product may be identified is placed on the equipment and unless other markings are provided giving voltage, current, wattage, or other ratings as necessary. The marking shall be of sufficient durability to withstand the environment involved. Sufficient access and working space shall be provided and maintained about all electric equipment to permit ready and safe operation and maintenance of such equipment.

Portable Electric Equipment - This section applies to the use of cord and plug connected equipment, including flexible cord sets (extension cords).

1 . Extension Cord Use

- a. Employees using extension cords (drop cords) to power tools and/or equipment for the performance of *construction, maintenance, repair or demolition* shall use GFCI protection. This pertains to any part of the plant, both inside and outside.
- b. All extension cords must be grounding type, made with UL listed parts, and be in good physical condition.
- c. Extension cords may not be lengthened, or "repaired" with tape.
- d. Power outlet strips are for equipment needing surge protection (e.g., computers).
- e. Extension cords shall not be run through holes in walls, ceilings or floors.
- f. Extension cords may not be plugged into power strips. Power strips may not be connected to each other (i.e., "piggy-backed").
- g. An extension cord should not be run across high traffic areas or used in applications where potential damage to the cord might occur.
- h. The use of an extension cord must not create a trip hazard.
- i. Extension cords shall not be attached to building surfaces or used in lieu of fixed wiring of a structure.

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- j. Extension cords shall not be run through doorways or windows, or concealed behind walls, ceilings or floors.
- 2. **Handling** - Portable equipment shall be handled in a manner, which will not cause damage. Flexible electric cords connected to equipment may not be used for raising or lowering the equipment. Flexible cords may not be fastened with staples or otherwise hung in such a fashion as could damage the outer jacket or insulation.
- 3. **Visual Inspection** - Portable cord-and-plug connected equipment and flexible cord sets (extension cords) shall be visually inspected before use on any shift for external defects and for evidence of possible internal damage.
 - a. Cord and plug-connected equipment and extension cords which remain connected once they are put in place and are not exposed to damage need not be visually inspected until they are relocated.
 - b. Defective or damaged items shall be removed from service until repaired.
- 4. **Grounding type equipment** - A flexible cord used with grounding-type equipment shall contain an equipment-grounding conductor.
 - a. Attachment plugs and receptacles may not be connected or altered in a manner which would prevent proper continuity of the equipment grounding conductor at the point where plugs are attached to receptacles. Additionally, these devices may not be altered to allow the grounding pole of a plug to be inserted into slots intended for connection to the current-carrying conductors.
 - b. Adapters (i.e., "cheaters") that interrupt the continuity of the equipment grounding connection may not be used.
- 5. **Conductive Work Locations** - Portable electric equipment and flexible cords used in highly conductive work locations (such as those inundated with water or other conductive liquids), or in job locations where employees are likely to contact water or conductive liquids, shall be approved for those locations.
- 6. **Connecting Attachment Plugs** - Employees' hands may not be wet when plugging and unplugging flexible cords and cord and plug-connected equipment, if energized equipment is involved.
 - a. Energized plug and receptacle connections may be handled only with insulating protective equipment if the condition of the connection could provide a conducting path to the employee's hand.
 - b. Locking-type connectors shall be properly secured after connection.

Electric Power and Lighting Circuits

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1. **Routine Opening and Closing of Circuits** - Load rated switches, circuit breakers, or other devices specifically designed as disconnecting means shall be used for the opening, reversing, or dosing of circuits under load conditions. Cable connector's not of the load-break type, fuses, terminal lugs, and cable splice connections may not be used for such purposes, except in an emergency.
2. **Re-closing Circuits After Protective Device Operation** - After a circuit is deenergized by a circuit protective device, the circuit may not be manually re-energized until it has been determined that the equipment and circuit can be safely energized. The repetitive manual re-closing of circuit breakers or re-energizing circuits through replaced fuses is prohibited.

NOTE: *Circuit breakers or fuses can only be energized after an overload condition has been determined. If a fault condition exists, the circuit must be tested and determined safe before the circuit can be energized. Circuit breakers can be reset, however repetitive reclosing is prohibited. The problem should be traced to the root cause if a circuit breaker trips twice in succession.*

Overcurrent Protection Modification

Overcurrent protection of circuits and conductors may not be modified, even on a temporary basis, beyond that allowed in the installation safety requirements for overcurrent protection.

Test Instruments and Equipment

1. **Use** - Only qualified persons may perform testing work on electric circuits or equipment.
2. **Visual Inspection** - Test instruments and equipment and all associated test leads, cables, power cords, probes, and connectors shall be visually inspected for external defects and damage before the equipment is used. If there is a defect or evidence of damage that might expose an employee to injury, the defective or damaged item shall be removed from service, and no employee may use it until necessary repairs and tests to render the equipment safe have been made.
3. **Rating of Equipment** - Test instruments and equipment and their accessories shall be rated for the circuits and equipment to which they will be connected and shall be designed for the environment in which they will be used.

Occasional Use of Flammable or Ignitable Materials

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Where flammable materials are present only occasionally, electric equipment capable of igniting them shall not be used, unless measures are taken to prevent hazardous conditions from developing.

Safeguard for Personnel Protection

1. **Personal Protection Equipment** - Employees working in areas where there are potential electrical hazards shall be provided with, and shall use, electrical protective equipment that is appropriate for the specific parts of the body to be protected and for the work to be performed.
 - a. Protective equipment shall be maintained in a safe, reliable condition and shall be periodically inspected or tested, as required by 29CFR 1910.137.
 - b. If the insulating capability of protective equipment may be subject to damage during use, the insulating material shall be protected. (For example, an outer covering of leather is sometimes used for the protection of rubber insulating material.)
 - c. Employees shall wear non-conductive head protection wherever there is a danger of head injury from electric shock or bumps due to contact with exposed energized parts.
 - d. Employees shall wear protective equipment for the eyes or face wherever there is danger of injury to the eyes or face from electric arcs or flashes or from flying objects resulting from electrical explosion.

When working near exposed energized conductors or circuit parts, each employee shall use insulated tools or handling equipment if the tools or handling equipment might make contact with such conductors or parts. If the insulating capability of insulated tools or handling equipment is subject to damage, the insulating material shall be protected.

- Fuse handling equipment, insulated for the circuit voltage, shall be used to remove or install fuses when the fuse terminals are energized.
- Ropes and handlines used near exposed energized parts shall be nonconductive.
- Protective shields, protective barriers, or insulating materials shall be used to protect each employee from shock, burns, or other electrically-related injuries while that employee is working near exposed energized parts which might be accidentally contacted or where dangerous electric heating or arcing might occur. When normally enclosed live parts are exposed for maintenance or repair, they shall be guarded to protect unqualified persons from contact with live parts.

NOTE: *Cabinet doors and electrical enclosures should be kept closed. If, however, this is not possible due to the conditions which follow, additional precautions must be taken to minimize the extent of the hazard.*

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This section covers situations where:

- Energized equipment is exposed and must be left unattended.
 - The scope of the energized equipment is so large that the person working cannot monitor it.
 - The equipment cannot otherwise be guarded against accidental intrusion by a passerby.
2. **Alerting Techniques** - The following alerting techniques shall be used to warn and protect employees from hazards which could cause injury due to electric shock, burns, or failure of electric equipment parts:
- a. **Safety signs**, safety symbols, or accident prevention tags shall be used where necessary to warn employees about electrical hazards, which may endanger them, as required.
 - b. **Barricades** shall be used in conjunction with safety signs where it is necessary to prevent or limit employee access to work areas exposing employees to uninsulated energized conductors or circuit parts. Conductive barricades may not be used where they might cause an electrical contact hazard.
 - c. **Attendants**. If signs and barricades do not provide sufficient warning and protection from electrical hazards, an attendant shall be stationed to warn and protect employees.



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PPE POLICY

The purpose of the Personal Protective Equipment Policies is to protect the employees of Sunbelt Asphalt Services from exposure to work place hazards and the risk of injury through the use of personal protective equipment (PPE). PPE is not a substitute for more effective control methods and its use will be considered only when other means of protection against hazards are not adequate or feasible. It will be used in conjunction with other controls unless no other means of hazard control exist.

Personal protective equipment will be provided, used, and maintained when it has been determined that its use is required to ensure the safety and health of our employees and that such use will lessen the likelihood of occupational injury and/or illness.

This section addresses general PPE requirements, including eye and face, head, foot and leg, hand and arm, body (torso) protection, and protection from drowning. Separate programs exist for respiratory protection and hearing protection as the need for participation in these programs is established through industrial hygiene monitoring.

The Sunbelt Asphalt Services Personal Protective Equipment Policies includes:

- Responsibilities of supervisors and employees
- Hazard assessment and PPE selection
- Employee training
- Cleaning and Maintenance of PPE

Responsibilities

Sunbelt Asphalt Management is responsible for the development, implementation, and administration of Sunbelt Asphalt's PPE policies. This involves

1. Conducting workplace hazard assessments to determine the presence of hazards which necessitate the use of PPE.
2. Selecting and purchasing PPE.
3. Reviewing, updating, and conducting PPE hazard assessments whenever
 - a job changes
 - new equipment is used
 - there has been an accident

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- a supervisor or employee requests it
 - or at least every year
4. Maintaining records on hazard assessments.
 5. Maintaining records on PPE assignments and training.
 6. Providing training, guidance, and assistance to supervisors and employees on the proper use, care, and cleaning of approved PPE.
 7. Periodically re-evaluating the suitability of previously selected PPE.
 8. Reviewing, updating, and evaluating the overall effectiveness of PPE use, training, and policies.

Superintendents

Supervisors have the primary responsibility for implementing and enforcing PPE use and policies in their work area. This involves

9. Providing appropriate PPE and making it available to employees.
10. Ensuring that employees are trained on the proper use, care, and cleaning of PPE.
11. Ensuring that employees properly use and maintain their PPE, and follow Sunbelt Asphalt Services PPE policies and rules.
12. Notifying Sunbelt Asphalt services management and the Safety Person when new hazards are introduced or when processes are added or changed.
13. Ensuring that defective or damaged PPE is immediately disposed of and replaced.

Employees

The PPE user is responsible for following the requirements of the PPE policies. This involves

14. Properly wearing PPE as required.
15. Attending required training sessions.
16. Properly caring for, cleaning, maintaining, and inspecting PPE as required.

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17. Following Sunbelt Asphalt Services PPE policies and rules.

18. Informing the supervisor of the need to repair or replace PPE.

Employees who repeatedly disregard and do not follow PPE policies and rules will be disciplined according to our policy

Procedures

A. Hazard Assessment for PPE

Sunbelt Asphalt management in conjunction with Supervisors, will conduct a walk-through survey of each work area to identify sources of work hazards. Each survey will be documented using the Hazard Assessment Certification Form, which identifies the work area surveyed, the person conducting the survey, findings of potential hazards, and date of the survey. Sunbelt Asphalt management will keep the forms in the Lithonia office.

Sunbelt Asphalt management will conduct, review, and update the hazard assessment for PPE whenever

- a job changes
- new equipment or process is installed
- there has been an accident
- whenever a supervisor or employee requests it
- or at least every year

Any new PPE requirements that are developed will be added into Sunbelt Asphalt's written accident prevention program.

B. Selection of PPE

Once the hazards of a workplace have been identified, management will determine if the hazards can first be eliminated or reduced by methods other than PPE, i.e., methods that do not rely on employee behavior, such as engineering controls (refer to Appendix B – Controlling Hazards).

If such methods are not adequate or feasible, then management will determine the suitability of the PPE presently available; and as necessary, will select new or additional equipment which ensures a level of protection greater than the minimum required to protect our employees from the hazards (refer to Appendix C – Selection of PPE). Care will be taken to recognize the possibility of multiple and simultaneous exposure to a variety of hazards. Adequate protection against the highest level of each of the hazards will be recommended for purchase.

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Sunbelt Asphalt Surfaces, Inc.

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All personal protective clothing and equipment will be of safe design and construction for the work to be performed and will be maintained in a sanitary and reliable condition. Only those items of protective clothing and equipment that meet NIOSH or ANSI (American National Standards Institute) standards will be procured or accepted for use. Newly purchased PPE must conform to the updated ANSI standards which have been incorporated into the PPE regulations, as follows:

- Eye and Face Protection ANSI Z87.1-1989
- Head Protection ANSI Z89.1-1986
- Foot Protection ANSI Z41.1-1991
- Hand Protection (There are no ANSI standards for gloves, however, selection must be based on the performance characteristics of the glove in relation to the tasks to be performed.)

Affected employees whose jobs require the use of PPE will be informed of the PPE selection and will be provided PPE by Sunbelt Asphalt at no charge. Careful consideration will be given to the comfort and proper fit of PPE in order to ensure that the right size is selected and that it will be used.

C. Training

Any worker required to wear PPE will receive training in the proper use and care of PPE before being allowed to perform work requiring the use of PPE. Periodic retraining will be offered to PPE users as needed. The training will include, but not necessarily be limited to, the following subjects:

- When PPE is necessary to be worn
- What PPE is necessary
- How to properly don, doff, adjust, and wear PPE
- The limitations of the PPE
- The proper care, maintenance, useful life, and disposal of the PPE

After the training, the employees will demonstrate that they understand how to use PPE properly, or they will be retrained.

Training of each employee will be documented during the employee orientation. The document certifies that the employee has received and understood the required training on the specific PPE he/she will be using.

Retraining

The need for retraining will be indicated when

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- an employee's work habits or knowledge indicates a lack of the necessary understanding, motivation, and skills required to use the PPE (i.e., uses PPE improperly)
- new equipment is installed
- changes in the work place make previous training out-of-date
- changes in the types of PPE to be used make previous training out-of-date

D. Cleaning and Maintenance of PPE

It is important that all PPE be kept clean and properly maintained. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision. Employees must inspect, clean, and maintain their PPE according to the manufacturers' instructions before and after each use (see attached). Supervisors are responsible for ensuring that users properly maintain their PPE in good condition.

Personal protective equipment must not be shared between employees until it has been properly cleaned and sanitized. PPE will be distributed for individual use whenever possible. If employees provide their own PPE, make sure that it is adequate for the work place hazards, and that it is maintained in a clean and reliable condition.

Defective or damaged PPE will not be used and will be immediately discarded and replaced. It is also important to ensure that contaminated PPE which cannot be decontaminated is disposed of in a manner that protects employees from exposure to hazards

E. PPE Policy Discipline

The PPE Discipline policy shall follow the same company wide discipline policy

The following steps will be followed unless the seriousness of the violation would dictate going directly to Step 2 or Step 3.

1. A first time violation will be discussed orally between company supervision and the employee. This will be done as soon as possible.
2. A second time offense will be followed up in written form and a copy of this written documentation will be entered into the employee's personnel folder.
3. A third time violation will result in time off or possible termination, depending on the seriousness of the violation.

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Employee Safety acknowledgement form

The company policy is the foundation of our Safety And Health Programs (SAHP) and must be clearly communicated to all workers from the first day on site. Safety rules go hand in hand with the company policy. If safety rules are adhered to, we will have a safer place to work and fewer accidents. Safety rules are also the basis for our discipline program as it applies to repeated violations of safe work practices. Like the company policy, it must be clearly communicated to workers from their first day on site.

All workers and new employees are to be given a copy of this document. These rules are to be reviewed with the worker and they must indicate their understanding. The supervisor is responsible for communicating the importance of safety to all new workers. Documentation of this orientation shall be kept using the acknowledgement.

What is our Safety Program?

- It is the policy of the company that accident prevention shall be considered of primary importance in all phases of company operation and administration.
- It is the intention of the company to provide safe and healthful working conditions as outlined in the SAHP.
- Elements include:
 - Management Commitment
 - The purpose of implementing the SAHP is to assist all workers in the prevention of accidents in the workplace. To achieve this goal, management is fully committed to the creation and maintenance of safe and healthful work environments and to establish and insist upon safe work practices by all workers.
 - Code of Safe Practices
 - This is the basic rule book for our operations as a company. You must read it and understand it.
 - Responsibilities
 - Reporting accidents and injuries immediately, reporting hazards, and following our Personal Protective Equipment requirements.
 - Communications
 - New Hire Orientation, participating in safety training, employee suggestions, and participation in and with our safety committees.
 - Hazard Identification Procedures
 - Participating in accident investigations, daily visual and monthly documented inspections.
 - Discipline Policy
 - It is without question that management expects that all workers comply with the safety and health program voluntarily. Workers who fail to observe their responsibility for safety and health in the workplace will be held accountable within the guidelines and restrictions of the discipline program.
 - Hazard Communication Program
 - Details the requirements for the use or handling of hazardous chemicals in the workplace.
 -

When should you go to your Supervisor?

- When you get injured on the job, no matter how slight
- If you get injured outside of work and are coming to work injured
- If you are sick and coming to work on any medication that may impair your working ability
- If you have any safety concerns or questions
- If you see anyone else working in a manner that is unsafe
- If you don't have your PPE or any part of your PPE is cracked or broken. (Safety glasses, hardhat, etc.)
- If your tools are damaged or missing parts. (Cut power cords, broken ladder, etc.)
- If others are leaving a mess in your work area and creating an unsafe work environment
- If you have any job related questions or need to know how to do something

EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that I have been presented with and understand the above statements and instructions.

Employee: _____ Date: ____

Supervisor: _____ Date: ____

