



Jackson & Blanc

MECHANICAL CONTRACTORS SINCE 1931

Safety and Health Program



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INTRODUCTION

This Safety Program was developed to assist the employees of Jackson & Blanc in creating a safe and healthful environment. It is simple yet thorough in nature.

In October of 1989, a new California law -- Senate Bill 198, Injury Prevention Program -- was passed requiring every employer to establish, implement, and maintain an effective Injury Prevention Program. It specified the program should be written and should include but not be limited to the following elements:

1. Identification of the person or persons responsible for implementing the program.
2. The employer's system for identifying and evaluating workplace hazards, including scheduled periodic inspections to identify unsafe conditions and work practices.
3. The employer's methods and procedures for correcting unsafe or unhealthful conditions and work practices in a timely manner.
4. An occupational health and safety training program designed to instruct employees in general safe and healthy work practices and to provide specific instructions with respect to hazards specific to each employee's job assignment.
5. The employer's system for communicating with employees on occupational health and safety matters, including provisions designed to encourage employees to inform the employer of hazards at the worksite without fear of reprisal.
6. The employer's system for ensuring that employees comply with safe and healthy work practices, which may include disciplinary action.

We believe our program meets -- and exceeds -- these requirements.

Our program will be revised periodically to comply with changes in the law and -- more importantly -- to provide a safe and healthful workplace for our employees.

Injury and Illness Prevention Program

Policy Statement

It is the policy of Jackson & Blanc 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 healthy working conditions through the establishment of an Injury and Illness Prevention Program. The purpose of implementing the company Injury and Illness Prevention Program is to assist all employees in the prevention accidents in the workplace. To achieve this goal, management is fully committed to the provision of a safe and healthy work environment for everyone and to establish and insist upon safe work practices by all employees.

Each Superintendent, Project Manager, Field Supervisor and Jackson & Blanc employee is to make workplace safety an integral part of their job.

Each employee is expected to follow established safety rules and procedures.

For this program to be effective, the company requires the cooperation of all employees. Any observed unsafe conditions must be reported. Fellow employees that need help should be assisted.

Any injury that occurs on the job, no matter how slight, must be reported immediately. Under no circumstances, except in an emergency, should an employee leave work without reporting an injury.

Although everyone is ultimately responsible for safety on the job, the Company Safety Director is responsible for implementing and managing the Company's Injury and Illness Prevention Program. **Mike Leathers** is the Company's Safety Director.

Accidents and injuries can be prevented. When an accident occurs, everyone suffers: employees, their families, dependents and the company. Let's work together safely.

Very truly yours,

Kirk Jackson
President

Responsibilities

Management Responsibilities

The management Committee of Jackson & Blanc must demonstrate a positive attitude toward the achievement of a strong Injury & Illness Prevention Program, with the objective of reducing personal injury and property damage. To aid in the realization of a strong Injury & Illness Prevention Program, management will do the following:

- Create a safe work environment for all employees.
- Make the necessary appropriations to meet the requirements of an effective Injury & Illness Prevention Program.
- Include the discussion of safety issues at staff meetings and other appropriate occasions.
- Carry out and enforce the Injury & Illness Prevention Program.
- Direct special safety activities, such as award programs.
- Assure development of policies and programs to meet the legal requirements of the Federal Occupational Safety and Health Act and applicable state/local regulations.
- Use personal protective equipment where necessary, obey all applicable safety rules, and
- Demand the same of all members of management.
- Delegate responsibility for safety to front-line supervisory personnel and annually review their progress in this area.

Safety Director's Responsibilities

The Safety Director is responsible for the development and implementation of a thorough, practical, and effective Injury & Illness Prevention Program.

- Develop and implement safety policies and procedures designed to assure compliance with the rules and regulations of federal, state, and local regulatory agencies. Provide uniform direction of accepted safety practices throughout the corporation.
- Manage the administration of the Injury & Illness Prevention Program, and coordinate all safety activities as a representative of management.
- Develop and coordinate employee safety training programs.
- Maintain injury and illness statistics.
- Monitor the performance of the safety program to be aware of trends, potential problems, predominant loss types and overall progress of the program. Assist management with solving persistent accident problems and other non-routine safety difficulties.
- Consult with safety representatives of insurance companies to coordinate their services with the Injury & Illness Prevention Program.
- Direct the investigation of all accidents, and if necessary, visit the scene of the accident to assure that measures are undertaken to prevent their reoccurrence.
- Be familiar with applicable safety codes and construction industry safety standards.
- Keep abreast of current information regarding OSHA regulations.
- Maintain central records for safety-related issues (i.e. Bi-monthly toolbox meetings, Safety Committee meeting minutes, personnel training, etc.).
- Undertake prompt corrective action on any safety recommendation. If any unsafe condition is out of the control of the Company, issue written notification of the unsafe condition to the owner/general contractor.
- Assist in the procurement and distribution of appropriate personal protective equipment and ensure enforcement regarding the use of same.

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- Ensure that properly maintained and inspected tools, machinery, or equipment are provided to our projects.
- Conduct periodic safety inspections of project jobsites for recognition and correction of safety hazards.
- Review and advise personnel on new equipment, procedures, or operations as they relate to the prevention and control of accidents.
- Provide leadership to the Safety Committee.
- Assure that new employees receive proper orientation ensuring consistency of information to all new employees regarding safety policies, procedures, and related information.
- Assure that the weekly toolbox meetings are held with all employees, and that the proceedings are recorded.
- Maintain a library of reference manuals and materials.

Human Resources Responsibilities

- Prepare necessary accident records. Assure prompt filing of required reports with the insurance carrier, state and/or local authorities.
- Process injury reports, medical bills, and record keeping according to OSHA and state requirements.
- Establish and maintain a record keeping system that meets all regulatory requirements.
- Monitor medical reports and progress with employee and workers' compensation carrier, and make recommendations on an early return to work program or appropriate alternative actions.
- Maintain injury and illness statistics.

Superintendent's Responsibilities

The success of the Injury & Illness Prevention Program is in direct proportion to the emphasis placed upon it by the Superintendent. The Superintendent is responsible for the implementation and enforcement of the Injury & Illness Prevention Program at the jobsites.

The Superintendent has the following responsibilities:

- Carry out and enforce the Injury & Illness Prevention Program.
- Comply with federal, state and local safety regulations.
- Give due consideration to safety factors during pre-job planning, involving the Safety Director with any unique or unusual safety problems. (See Pre-Job Planning section of this program, which identifies safety factors to consider.)
- Assist in the preparation of necessary accident reports. Assure prompt filing of required reports with the insurance carrier, state or local authorities.
- Assure that all accidents on the project are investigated.
- Require subcontractors to abide by our Injury & Illness Prevention Program.
- Consult with the Safety Director during jobsite surveys to review and evaluate any problems or recommendations.
- Undertake prompt corrective action on any safety recommendation. If any unsafe condition is out of the control of the Company, give written notification of the unsafe condition to the owner/general contractor.
- Ensure that new employees receive a proper orientation to the Injury & Illness Prevention Program. (See Page 23 of this Section)

General Foreman/Foreman's Responsibilities

Most employees look upon their supervisor as a direct representative of management, and therefore, they interpret the safety attitude of the individual foreman as that of the Company.

Our Injury & Illness Prevention Program operates on the basis that accident prevention is essential for an efficient operation. Foreman, therefore, will be held accountable for the accidents that occur on their jobsites. They shall have a thorough knowledge of the job hazards, and how these hazards can be minimized. Responsibilities are as follows:

- Ensure that each jobsite has the following:
 - Fire extinguishers, First Aid kit.
 - Various state and federal posters & Emergency number sign- posted
 - Injury & Illness Prevention Program and required forms:
 - Workers' Compensation Claim Form
 - MSDS Log Book (or access to one maintained at Jackson & Blanc Warehouse)
 - Records of Safety Meetings;
 - Jobsite Inspections and
 - current OSHA 300 log
- Affect an attitude that safety is important.
- Carry out and enforce the Injury & Illness Prevention Program.
- Comply with federal, state, and local safety regulations.
- Ensure that all necessary personal protective equipment is maintained and used correctly.
- Instruct all employees under their supervision in safe working procedures and job safety requirements
- Correct unsafe work habits as soon as possible.
- Correct unsafe conditions detected in their work area as soon as possible. If the condition is out of the control of the superintendent/foreman, notify the Safety Director immediately.
- In the event of an accident, provide immediate care for the injured employee and notify the Safety Director immediately.
- Investigate all accidents and correct the cause of the accident immediately.
- Ensure that machinery, equipment and tools are maintained in a safe working condition and operated properly. Require equipment operators to inspect their equipment on a daily use basis.
- Maintain good housekeeping at all times.
- Conduct weekly toolbox sessions with the employees under their supervision.
- Conduct safety inspections on the job.
- Establish a comprehensive jobsite emergency action plan to ensure employee safety from fire and other emergencies.
- Ensure that sub-contractors comply with federal, state, and local safety regulations.

Supervisor's Responsibilities (Office)

Some of the Supervisor's responsibilities are as follows:

- Keep informed about safety and health regulations affecting the operations they supervise.
- Make sure that each employee is able to -- and understands how to -- complete each task to which they are assigned in a safe manner.
- Make sure that machines and equipment are maintained in safe operating condition.
- Make sure that employees follow all safety and health regulations and work practices, including using required personal protective equipment.

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- Investigate accidents that may occur, identify the corrective action necessary to prevent a similar accident from occurring.
- Report without delay, any unsafe or unhealthful conditions which they cannot correct.

Project Manager's Responsibilities

The Project Manager's responsibilities are as follows:

- Use personal protective equipment where necessary, obey all applicable safety rules, and demand the same of all members of management.
- Observe and comply with the Injury & Illness Prevention Program and all applicable federal, state, and local safety regulations.
- Act as liaison between Jackson & Blanc, Inc and the General/Sub- contractors in matters concerning safety.
- Correct unsafe acts or conditions within the scope of your position.
- Report any unsafe acts or conditions to the project foreman. If any unsafe condition is out of the control of the Company, issue written notification of the unsafe condition to the owner/general contractor.
- Issue stop notice if condition is not corrected by the responsible party.

Employee's Responsibilities – All Employees!

Employees are reminded that safety is an integral part of the operations of Jackson & Blanc. With this in mind, each employee shall observe all safety rules and regulations. Employees' safety responsibilities are as follows:

- Work safely in such a manner as to ensure your own safety, as well as that of co-workers and others.
- Observe and comply with the Injury & Illness Prevention Program and all applicable federal, state, and local safety regulations.
- Request assistance when unsure about how to perform any task safely.
- Correct unsafe acts or conditions within the scope of your position.
- Report any uncorrected unsafe acts or conditions to their supervisor.
- Use and maintain all safety devices provided and replace when necessary.
- Report all accidents to their supervisor immediately, regardless of the seriousness.
- Actively participate in safety activities such as Bi- monthly toolbox meetings.
- Read and understand Code of Safe Practices within the Injury & Illness Prevention Program.

Subcontractor's Responsibilities

Because subcontractors of the Company act as independent contractors, it is their responsibility to comply with the applicable federal, state, and local safety regulations. However, it is our responsibility to monitor their safety activities. This is done not with the intention of dictating the safety program of our subcontractors, but rather to provide for the well being of all parties involved on our projects. The Company will require the following:

- All subcontractors of the Company must cooperate and comply with the established loss prevention activities so as not to create hazards or conditions, which could result in injury to our employees.
- Every subcontractor must furnish their own safety equipment to their individual employees.
- Every subcontractor must have their own Injury & Illness Prevention Program and submit a hard copy to J&B for its file.

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- The Company's subcontract agreement must be executed prior to the subcontractor commencing activities at the jobsite.

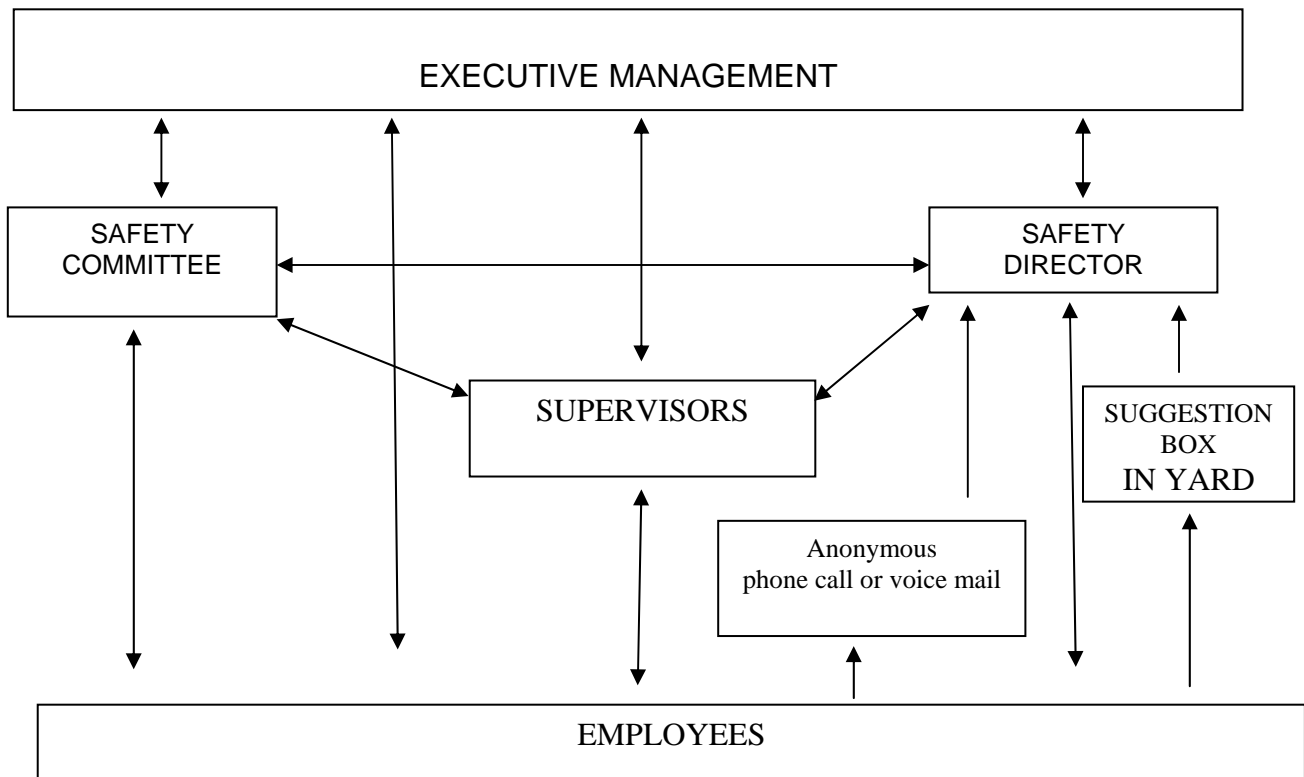
Communication

Policy

It is our company policy that there shall be open two – way communication between management and employees. No procedures or work practices shall impede the communication process.

Unless a system for communicating safety matters down – and up – throughout the organization is established, workers may not understand management’s policies and intentions, and management may not get unfiltered communication from the workers about safety hazards or their needs.

Our company is organized to enhance this communication process.



Our Injury Prevention Program is designed to allow - and encourage – employees to communicate with various levels of management on safety and health matters and also to provide the necessary mechanism for management to keep employees informed regarding matters important to their health and safety. All pertinent health and safety information shall be forwarded to all involved employees.

All employees are encouraged to inform their supervisor of any concern they have about the potential hazards of their workplace. In addition, employees may also inform the Safety Committee, Executive Management, or the Safety Director either personally or anonymously.

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There are many methods that management can use to inform employees of health and safety matters. However, whatever method is used, management is responsible to assure that employees understand the situation and what action or changes both management and the employee must take.

New Employee Orientation

Our company policy is the foundation of our Injury Prevention Program and must be clearly communicated to all employees from the first day of employment. Safety rules go hand in hand with 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 disciplinary program as it applies to repeated violation of safe work practices. Like company policy, it must be clearly communicated to employees from their first day of employment

All employees are to be given a copy of the Summary of the Injury & Illness Prevention Program and Code of Safe Practices at their new employee orientation. These rules are to be reviewed with the employee and the employee must indicate he or she understands them. The Safety Director is responsible for communicating the importance of safety to all new hires. In the absence of the superintendent, the Human Resources Director shall handle the orientation.

Safety Posters/ Signs

Although safety posters can bring attention to an immediate hazard or serve as a general reminder, posters are one of the least effective of communication and shall only be used as reminders or to identify a specific job hazard. Additionally, each jobsite shall have all required Cal/OSHA posters. Foremen are to contact the Safety Director to obtain them.

Safety Committee

The Committee will be comprised of the Safety Director plus select members of management and field employees. Members will rotate on a schedule established by the committee. The Committee meets on a monthly basis. Items discussed will be documented and communicated to all supervisory personnel. Superintendents/foremen are responsible for reviewing these items in conjunction with the Bi-weekly toolbox meetings.

Mission Statement

- To create and maintain a values driven safety culture. To act as representatives of all Company employees. To aid and advise employees on matters of safety and health which pertain to Company operations.

Goals

- To reduce the frequency and severity of accidents and injuries.
- To educate employees on proper safety practices.
- To make safety "A Way of Life."

Responsibilities

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- Make systematic inspections and report on unsafe conditions and practices.
- Solicit fellow workers' safety suggestions and concerns.
- Review accidents and recommend corrective action.
- Review accident statistics to identify possible trends and to evaluate program performance.
- Discuss possible new methods of accident prevention.
- Pursue safety education through films, demonstrations, videos, training, etc.
- Develop and revise company policies and procedures to comply with all safety regulations (federal, state, and local).
- Discuss and review trends in personal protective equipment.
- Develop incentives to improve safety awareness.
- Discuss and review progress of the Safety Committee.

Suggestion Box

We have a Suggestion Box in the yard to make it easy for any Employee to report a safety hazard or make a suggestion to improve safety and health conditions in the workplace. We expect supervisors to encourage and welcome suggestions, but have provided the Suggestion Box as an alternative route for employees to communicate safety matters to the Safety Director and management.

The Safety Director is responsible to respond to safety related issues from the Suggestion Box on a frequent basis. Urgent items are to be acted upon immediately, and action taken is to be reviewed at the next Safety Committee meeting. Items not of an urgent nature may be deferred for review and action at the next Safety Committee meeting.

The Safety Committee will respond – in writing – to the person making the suggestion, indicating what action has been taken, if the suggestion is not anonymous.

Training

Training in safety and health matters is an important and ongoing part of our communication system. Certain training is required by law, such as training about hazardous materials being used in the workplace. All training is to be documented.

Bulletins

From time to time we will issue safety and health information or reminders to employees in the form of bulletins or payroll envelope stuffers.

Code of Safe Work Practices

The purpose of the Jackson & Blanc Code of Safe Practices is to assist in making safety a regular part of work habits. This is a minimum guide to help identify employee responsibility for safety. Supervisors are obligated to hold employees responsible for safety by enforcing these rules and by providing a safe place to work.

- Immediately report to your supervisor all accidents or near misses and injuries that occur on the job, no matter how slight.
- Cooperate with and assist in investigation of accidents to identify the causes and to prevent recurrence.
- Report all unsafe acts, practices, or conditions that you observe to your immediate supervisor.
- Become familiar with and observe safe work procedures during the course of work activities.
- Keep work areas clean and orderly at all times.
- Avoid engaging in any horseplay and avoid distracting others.
- Obey all safety rules and follow published work instructions.
- Wear personal protective equipment when working in hazardous areas.
- Inspect all equipment prior to use and report any unsafe conditions to your immediate supervisor.
- Make any suggestions for accident prevention which may assist in improved working conditions or work practices to your immediate superior.
- Refrain from smoking in unauthorized locations only.
- Do not bring onto the job, have in possession or in car, any weapons or ammunition of any kind.
- Do not have in possession, use, or introduce any kind of intoxicating liquor or illegal drugs on any customer's property, work area or facility, or accept immediate discharge for these illegal actions.
- Do not come to work under the influence of intoxicating liquor or illegal drugs, and realize that you will not be allowed to start work and will be immediately discharged for this action.

1. PERSONAL PROTECTIVE EQUIPMENT

- a) Hard Hats are required and must be worn at all times on all jobs. An approved hard hat may be obtained from your supervisor. Metal hard hats, damaged or altered hard hats are not allowed on any Jackson & Blanc jobs. Hardhats may not be worn backward.
- b) Eye Protection consisting of safety glasses, goggles or face shields is available from your supervisor and is mandatory.
- c) Hearing Protection is required when working in excessively noisy areas (above 85 dba) and may be obtained from you supervisor.
- d) Hand Protection - Gloves are available from your supervisor and are to be worn when handling material with sharp edges, hot or cold items or as required by your supervisor. Finger rings and wristwatches are a constant hazard and all workers are encouraged to remove them while on the job.

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- e) Welding Helmets are required when performing welding tasks as well as hard hats. At no time is it appropriate or authorized to weld without the use of a hard hat.
- f) Respiratory Equipment for nuisance dust may be obtained from your supervisor (disposable paper type masks). However, for hazardous dusts or chemicals or for unknown atmospheres, more elaborate protection would be required along with specific training and physical examinations. Under these conditions, special arrangements will be made to ensure that you will receive the proper training and equipment before you are exposed to those environments.
- g) Shirts that extend to the belt-line with sleeves a minimum of 4" long (T-shirts) must be worn by all employees while on the job. No loose or ragged clothing will be permitted.
- h) Pants with full legs that extend to the ankles that completely cover the skin are required. Loose or ragged clothing that exposes the skin will not be permitted.
- i) Safety Harness and lanyard are available from your supervisor and must be worn when job conditions require it.
- j) Foot Protection that provides ankle support and guards against puncture and toe wounds must be worn at all times (i.e. boots). Tennis shoes or loafers are not permitted.
- k) Orange Vests or Other Garments must be worn by workers who are exposed to moving heavy equipment or automobile traffic.

2. HAZARDOUS MATERIALS

- a) Cement Burns are a constant hazard in construction work particularly in warm weather. Ensure that cement does not get inside your boots or gloves. Use protective hand cream on your hands and wrists. Wash off any cement or concrete that gets onto your skin. Immediately report any burns no matter how slight to your supervisor.
- b) Hazardous Materials are often used in construction. Material Safety Data Sheets (MSDS) are available for you to review in each jobsite office, should you have any questions regarding a specific substance or product on the job. You will receive training consisting of proper storage, labeling, handling, spill containment, clean-up and the necessary safety apparel, if needed, for working around the substances should the occasion require.

3. FIRE PREVENTION

- a) Fire Extinguishers are provided on all mobile equipment and throughout each jobsite. You are expected to know their locations and to respond to a fire should the need arise, so long as you can do so without compromising your personal safety or that of your co-workers.
- b) All Gasoline and Diesel Fuel must be stored in approved Type II safety cans only. The safety cans must be stored in approved vented, fire proof cabinets or they may

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- be stored in a containment area capable of holding all of the contents of the safety cans, should they all be ruptured or leak at the same time. The storage area must be provided with a liner or other means of preventing the material from contacting the surrounding soil.
- c) Fueling - All equipment engines must be shut off and cooled before fueling, oiling, cleaning or adjusting. Do not use gasoline for cleaning parts and tools.
 - d) Oxygen and Acetylene Equipment can be extremely dangerous. Unless you are qualified and authorized to use this equipment, leave it alone. Cylinders shall always be positively secured from falling, and kept in an upright position regardless of whether full or empty.
 - Never use oil on fittings of oxygen or acetylene bottles.
 - Always replace safety caps on bottles when not in use.
 - Never allow open flame or spark to come into contact with bottles, hoses, or regulators.
 - Never use oxygen or acetylene bottles when lying on the ground or in a horizontal position.
 - e) When storing, oxygen and acetylene bottles, a distance of 20' must be maintained between them or a non-combustible wall may separate them.
 - Never use oxygen/acetylene to blow dust from your clothing.
 - Anti-Flashback valves must be installed on all torches.

4. EMERGENCIES

- a) Telephones are located in each jobsite office and are available in case of emergency. They are not to be used for personal business.
- b) First aid kits are always located in each jobsite office. We have ensured that each jobsite supervisor is trained and currently certified in first aid and CPR care.
- c) Always report all accidents, injuries, near misses and unsafe conditions immediately to your supervisor.

5. GENERAL SAFETY

- a) **VIOLATION** of any of the following items will subject you to disciplinary action which may lead to suspension up to and including termination:
- i) VIOLATION of OSHA regulations.
 - ii) VIOLATION of Company safety rules.
 - iii) Coming to work or trying to work while under the influence, or in possession of, intoxicating substances or narcotics.
 - iv) FIGHTING or provoking a fight.
 - v) HORSEPLAY in any form -- scuffling, pranks, wrestling, throwing material at others, etc.
 - vi) REMOVAL of any safety device.
 - vii) REMOVAL and non-replacement of guard railing.
 - viii) ENTERING an improperly shored or unsafe trench 5' or deeper.
 - ix) ACCESSING or working from an unsafe scaffolding (not adequately cross-braced, planked, guard railed, with toe boards, or properly supported, etc.).
- b) **Disciplinary Action Policy** - Safety Violations will not be tolerated. Should any employee violate statutory or Company safety standards or by any act jeopardize the safety of any other worker or the public in general, that employee will be disciplined as follows:
- i) FIRST OFFENSE: Verbal Warning
 - ii) SECOND OFFENSE: Written Warning
 - iii) THIRD OFFENSE: Disciplinary action, dependent on severity.
- c) Good Housekeeping promotes safe and efficient work. Do not allow trash, scrap, or boards with protruding nails to lie in your work area. Keep walkways, exits, stairs and landings clear of debris.
- d) All electrical equipment must be grounded. Three-pronged plugs and receptacles are required on extension and all electrical power supply cords. Cheaters are not permitted at any time. Electrical tape may not be used to repair damaged power supply cords.
- e) Never operate a power tool with the safety guards removed or otherwise made inoperative.

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- f) Electrical Lockout/Tagout - Before attempting to work on any electrically powered equipment, ensure that the power is properly locked and tagged out. It is not sufficient to merely turn off the power switch of the equipment. Note: Only authorized persons are to repair electrical equipment.
- g) Cranes, derricks, hoists, and lifts are never to be operated within 25' of electrical transmission lines and / or by unauthorized personnel.
- h) Never point compressed air hoses at yourself or at anyone else. Cleaning of clothes with compressed air is strictly prohibited.
- i) Always ensure that all compressed air hose fittings are connected properly and safety tie wire is used.
- j) Mobile Equipment - A maximum of three persons may ride in the cab of a pick-up truck or larger capacity truck at one time. Seat belts must be worn at all times while vehicle is in operation.
- k) Riding on mobile equipment fenders, steps, running boards, tailgates, bumpers, etc., is prohibited.
- l) Material or equipment being transported by truck must be safely loaded, cinched, and flagged when required. The truck shall be driven only by authorized, licensed Company employees.
- m) Stay Out From Under and in front of loads on cranes, forklifts, etc. Do not cause or permit a load to be carried over workers who are unaware or who cannot get clear.
- n) Do Not Attempt To lift objects that are too heavy for you to lift alone. Ask for help. Remember proper lifting techniques: Use your legs to lift items - NOT YOUR BACK.

6. LADDERS

- a) All Ladders Must Be Inspected prior to the start of each job and prior to use.
- b) Ensure that each ladder is free of cracks, is equipped with safety feet and has not been painted or otherwise damaged. All damaged ladders must be discarded when found.
- c) Ladders must be on a firm, level foundation, lashed or tied-off to the structure and must extend at least 36" above the top landing.
- d) Never climb or descend a ladder with anything in your hands; use a hand line for tools and equipment.
- e) Never stand on the top two rungs of an A-frame ladder.
- f) Never work on a ladder that isn't secured or in an open position with the spreaders locked.

7. SCAFFOLDING

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- a) Wood Scaffolds must be of good sound lumber certified by OSHA and so stamped, not less than two planks wide and not less than 2" x 10" material, adequately overlapped, supported and secured.
- b) Wheels on scaffolds must be equipped with locks.
- c) Guard Rails must be provided on all open ends and sides of scaffolding more than 7.5' in height. Never remove guard rail from scaffolding!
- d) Toe Boards must be provided on all scaffolding where employees pass below.

8. FALL PROTECTION: ROOFS, DECKS, AND PERIMETERS OF BUILDINGS

- a) Safety Harnesses with lanyards or the use of standard railing are required when working at levels where a potential fall of more than 6' in height could occur.
- b) All openings in floors must be provided with standard railing or must be covered, secured and properly labeled or identified as fall hazard.
- c) Wall openings must be protected by guard rails and toe boards.
- d) Rebar protection caps are required on all unprotected ends of rebar at ground level.
- e) When working above rebar, caps are not legal. Engineered troughs or other means shall be used to cover rebar.

9. EXCAVATIONS AND TRENCHES

- a) All Open Excavations which present a serious hazard must be guarded by barricades and/or flagging.
- b) Trenches more than 5' deep shall be shored, sloped, or benched or a trench shield used in accordance with OSHA requirements.
- c) All Excavated Material shall be stored at least two feet from the edge.
- d) Trenches more than 4' deep shall have ladders extending 36" above the trench and within 25' of workers in the trench.
- e) On Any Trench 5' or deeper an excavation permit must be obtained from OSHA prior to excavating.
- f) On Any trench 5' or deeper contact the Operations Manager or the Safety Manager who are qualified, trained "Competent Persons" as defined by CAL/OSHA.

10. OPERATION OF COMPANY VEHICLES

Driving a company vehicle is based on a satisfactory driving record and acknowledgment of the rules listed below.

- a) Proper maintenance of the vehicle at all times, which includes cleanliness, preventative maintenance, and arranging for timely repairs.
- b) Exercise defensive driving habits at all times.
- c) Prompt payment of parking or traffic citations.
- d) Drive all company vehicles in a safe manner at all times. Always wear your seat belt.
- e) Responsible for the security of the vehicle and control of vehicle keys.
- f) All valuables are to be kept out of view in unattended parked Company vehicles.
- g) Prompt reporting to your supervisor of all traffic citations, which occur when driving a Company vehicle for either business or approved personal use or when driving any other vehicle on Company business.
- h) Smoking in Company owned vehicles is prohibited.
- i) All occupants must wear safety belt

Acts of serious misconduct may require immediate termination of employment. Some examples of serious misconduct are:

- a) *Driving while under the influence of drugs or alcohol,*
- b) *reckless driving,*
- c) *failure to stop and report an accident,*
- d) *driving in excessive speeds,*
- e) *repeated traffic citations and/or accidents*
- f) *using a company vehicle for side work*
- g) *Or any other conduct which tends to show a disregard for the safety or property of others.*

ENFORCEMENT PROCEDURES

Violations of safety rules are considered unsatisfactory job performance and will be treated accordingly. Any employee who violates the policies and procedures as outlined in the Injury & Illness Prevention Program or the Safety Rules and Procedures as provided in the labor agreement will be subject to the following disciplinary action.

Procedure

Our system of ensuring compliance starts with that policy. Our system relies on good management practices and resorts to discipline (in the traditional sense) as a last resort.

If the disciplinary process is required to correct unsafe employee behavior, make sure the employee understands our safety rules and correct work procedures that are required to do the job in a safe and healthy manner. The employee is to be reminded of the consequences of violation of safety rules. This was covered during the NEW EMPLOYEE ORIENTATION.

Supervisors must make sure our disciplinary policy is clear and uniformly enforced. This means that everyone is aware of our policy and everybody is treated equally. There are no exceptions to the rules.

When disciplinary measures must be used, the following four step procedures MUST be followed:

- First Offense: Verbal warning. Notification to personnel file and instructions on the proper procedure that must be followed in order to avoid another violation.
- Second Offense: Written warning: Copy to personnel file and instruction on the proper procedure that must be followed in order to avoid another violation.
- Third Offense: Disciplinary action which could include discharge for cause.

Based on the severity of the violation, the verbal and/or written warning may be bypassed and the employee may be discharged for cause.

Identifying and evaluating workplace hazards

It is the policy of Jackson & Blanc that all employees report all workplace hazards to their immediate supervisor. All supervisory personnel shall consider safety of the highest importance when planning work. Conditions that have the potential to cause harm shall be evaluated for seriousness of injury or illness possible as well as likelihood of occurrence.

Procedure

a. Inspection of Workplace by Job Foreman

Inspection of the workplace is our primary tool to identify unsafe conditions and practices. The Job Foreman or his/her designee will conduct an inspection of the workplace on a daily basis. The findings are to be documented on the JOBSITE INSPECTION LIST at least Bi- monthly. Office areas, which present special safety hazards, will also be inspected. Copies of the inspections are to be maintained onsite and upon project completion, forwarded to and filed by the Safety Director for a period of one year.

The jobsite inspection is of no value unless immediate action is taken to eliminate or control the identified unsafe condition or correct the unsafe act that was taking place.

If any unsafe conditions that are identified are out of the control of Jackson & Blanc, the Safety Director, project manager, or superintendent/foreman shall notify the owner/general contractor of the unsafe condition.

b. Inspection of Workplace by Safety Director

The Safety Director will conduct an inspection of the jobsites as required. The safety committee will discuss the inspections and make recommendations to prevent hazards in the future. The inspection findings are to be documented in the Safety Director's daily log.

c. Inspection of Equipment by Operators

Inspection of major equipment prior to its daily use is essential in identifying the potential hazards to both equipment and workers. The availability of equipment will be maximized through appropriate preventive maintenance inspections. Daily visual inspections are best performed by the operators. Any defects found on equipment shall be tagged identifying the hazard and returned to the shop for repair.

d. Inspection of Equipment by Shop Personnel

Shop personnel are responsible for inspecting equipment and making necessary repairs or replacement prior to sending it back to the field.

The periodic inspection of equipment is necessary to provide an efficient and safe jobsite. Regular inspection and proper preventive maintenance on each unit will provide adequate lead-time to repair or replace worn components without delaying the project.

Section 1. Injury and Illness Prevention Program

e. Pre-Job Planning by Foreman

The foreman will identify and plan for any hazards or exposures that may occur during the course of construction. The following items shall be considered by the foreman in planning for the project:

- Consideration of Owner, Company and federal, state, and local safety requirements.
- Hazards involving Company employees, equipment and materials:
- Hazardous materials, including asbestos, lead, waste, etc.
- Personal protective equipment.
- Preventative maintenance of equipment.
- Material storage and handling.
- Fire prevention and fire fighting equipment.
- Ladders and scaffolds.
- First aid and medical services.
- Vehicular traffic patterns.
- Trenching and shoring.
- Temporary electrical power.
- Hazards involving members of the public and their property:
- Public vehicular traffic exposures — need for signs, barricades and flagmen.
- Public pedestrians and children — need for temporary walkways, overhead protection, securing equipment and fencing.
- Railroads — notification to railroads of our operations, securing train schedules, flagmen, warning signals and special insurance.
- Utilities (underground and overhead) — locating and marking, de-energizing or moving lines, shoring and blocking and special insurance.
- Order safety equipment and supplies to arrive ahead of need.
- Inform employees of:
 - Any operations in their work area where hazardous materials are present.
 - The jobsite emergency action plan and specific evacuation procedures.
 - The location and availability of the written safety programs.
 - Training employees on jobsite-specific hazards.

f. Review of our OSHA Log

The Safety Director will make regular and frequent reviews of our OSHA Log to identify certain areas of our workplace which are unsafe or specific job tasks which involve an unsafe practice.

g. Accident Investigation

If an accident occurs in a supervisor's area of responsibility, the Accident Report and Workers' Comp. Claim Form will be completed and forwarded to the Safety Director within 24 hours. Specific to the identification of hazard, all factors that may have caused, or contributed to, the accident are to be noted in the appropriate section of this report, and corrected.

Correcting Unsafe Conditions and Work Practices

No supervisor shall knowingly allow a hazardous condition to exist that may result in injury or occupational illness.

To maintain a safe and healthful workplace requires correcting identified potentially hazardous workplace conditions. Knowing and failing to correct potentially hazardous situations is against Company policy.

Guidelines for Actions

Engineering or mechanical controls or job redesign - This is the preferred method since it usually eliminates or reduces the hazard and is a permanent solution. Cal/OSHA requires us to use this solution whenever possible.

Training - Once a safe job procedure has been established, employees can be trained in the proper (safe) method to do the job. While training is always desirable (and is required by law), the problem with this solution is that it requires constant supervision to make sure employees continue to do the job in the manner in which they have been trained to do.

Administrative Control - For instance, we can limit the amount of time an employee is exposed to a repetitive operation, or exposed to a noisy environment. This type of control involves rotating employees between jobs and is difficult to administer.

Personal Protective Equipment - It is vital to use hearing protection for noisy areas, proper gloves for material handling or exposure to chemicals, etc. Once again, this solution requires constant supervision to make sure the equipment is used properly. If engineering controls are possible, Cal/OSHA says we can only use personal protective equipment until such time as we can implement the permanent controls.

Once we have determined that an unsafe condition or work practice exists, and have evaluated the seriousness of this hazard, we need to decide what to do about it -- and, get it done.

Procedures for all employees

Employees should make recommendations for changes in the workplace or in work practices which will improve job safety and performance. Employees may make these recommended changes when these changes are within their level of authority and expertise, and the change does not adversely affect operations or personnel. All changes made, must be documented and submitted to the committee for review, final acceptance and implementation into the IIPP.

Procedures for Supervisors

Each person responsible for corrective action must have a plan for correcting unsafe or unhealthful conditions or work practices; select priorities and correct hazards in order of potential seriousness; inform the Safety Committee of actions taken and outcomes.

Procedures for Supervisors post accident

Section 1. Injury and Illness Prevention Program

Our policy requires that supervisors notify the Safety Director immediately whenever an accident occurs and assist in the first-aid of any victims. The supervisor shall begin the accident investigation and when corrective action is under the supervisor's control, the supervisor will indicate what is being done and also note the approximate date the condition will be corrected on his/her daily log and forward it to the Safety Director.

Procedures for Safety Committee

The Safety Director shall share his daily log findings of the safety violations observed during the prior month and the Committee will identify trends and corrective measures. All findings shall be recorded on the minutes and shared with the foreman at the Quarterly Foremen Meeting.

Safety Training

It is our policy to provide training in safe work practices for all of our employees. No one should do a job unless he or she knows how to do it safely, and understands the hazards involved. We will provide several different types of safety training to our employees:

- A general safety orientation to all new employees.
- Specific training on how to do their assigned job.
- Special training when they work with hazardous materials (see Hazard Communication) or certain types of machinery or other equipment.

Training on how to use any personal protective equipment provided, such as respirators.

These requirements are based upon the assumption that when employees know how to do their job properly and know the hazards of the job, they will work safely.

Procedure- New Employee Orientation

The Safety Director will meet with the new employee to review the Injury & Illness Prevention Program. The New Employee Orientation Checklist (Appendix A) will be used for documentation purposes. Upon completion of the orientation, the employee will report to the jobsite superintendent/foreman (see next page). The superintendent/ foreman will be responsible for providing training on jobsite specific hazards (e.g. required personal protective equipment, hazardous substances, fall protection, etc.). The New Employee Orientation course shall include:

- Giving the employee a copy of the Summary of the Injury & Illness Prevention Program and Code of Safe Practices.
- Familiarization with the general safety rules and enforcement policies.
- The requirement for immediately reporting all injuries along with information on available medical treatment.
- The necessity for reporting all unsafe conditions to their supervisor.
- A clear statement that no employee should attempt to do a job that appears to be unsafe.

- Documentation of training.

Procedure for Supervisors - Specific Job Training

After a person is assigned to a job, the responsibility for safety education and training passes to the immediate supervisor. The supervisor should continue the safety instructions by discussing the safety rules of the department in which the employee will work. This should be followed by instructions in the hazards associated with the specific job to which the worker is being assigned. As an example, if personal protective equipment is required on the job, it should be issued and instructions given in the use of this equipment. It is most desirable to follow this initial instruction by a complete review within a week or two after assignment to the job. This will assure that the new employee fully understands the information given at the time of employment and at the time of assignment to the job.

Procedure for Jobsite Foreman – Bi- weekly Safety Meetings

Bi- weekly toolbox meetings are a very important part of our safety program, however, the success of these meetings will only be as good as the effort you put forth in conducting them. With this in mind, please review and use the following guidelines for conducting meaningful Bi- monthly toolbox meetings.

- Contact the Safety Director to obtain the Jackson & Blanc toolbox meeting. Recent jobsite accidents and preventative measures are also good topics of discussion and must be discussed at the first meeting following their occurrence.
- Take the time to read and understand what is covered in the toolbox meeting. Since each job is unique, feel free to make changes you feel are necessary.
- Try to present the topic using your own words. The prepared meeting topic can be used as a guideline to follow. It is much more interesting and effective if you use your own words instead of reading word for word from a prepared statement.
- Meetings should be conducted on Mondays at start time. Attendance is mandatory.
- Start the meeting on time and present the Jackson & Blanc, toolbox meeting and any supplemental topic(s) you have selected. Once you have completed your discussion, ask if there are any questions or comments, however, do not encourage a "gab" session about unrelated topics. Be sure document any comments on the toolbox meeting form and to follow up in correcting any hazards that are brought to your attention.
- Upon completion of the meeting, make sure you and all attendees have signed the form. Forward one copy to the Safety Director and keep the original in your jobsite files.

I. OCCUPATIONAL INJURY MANAGEMENT PROGRAM

In the event that there is a work-related accident, we will make sure that the injured employee is cared for and receives appropriate medical attention, if necessary. In addition, the accident will be investigated to determine the cause(s) and to ensure that corrective action is taken to prevent a recurrence.

Management supports the philosophies of “early return to work” and will make every effort to accommodate an injured employee. We will encourage the injured employee to return to work, as soon as he/she is medically able, either in a modified duty capacity, or in another position that remains within the physical limitations as determined by the medical provider.

The Safety Director will be responsible for ensuring that all administrative procedures are followed when an injury occurs, including coordinating the return to work with the superintendent/foreman, insurance carrier, injured employee, and the medical provider.

The following procedures are designed to ensure that the injured employee receives prompt medical care and to promote a rapid recovery and return to work.

Immediate Care of Injured Employee

- Employees must report all accidents and injuries to their superintendent/foreman. Upon notice of an accident or injury, the superintendent/foreman or other responsible person shall determine the severity of the injury.
- If the injury is life threatening, call 911 immediately.
- Notify the Safety Director for support.
- If the injury is not life threatening, but requires medical attention, the superintendent/foreman shall escort the employee to the nearest Medical Clinic.
- At the time of the injury, the employee may not need medical treatment. If at a later date the employee decides that a medical opinion is necessary, the employee is to advise his or her superintendent/foreman.

Accident investigation

- The investigation must be initiated by the foreman in charge of the injured employee or having responsibility for the property that was damaged.
- The investigation must begin immediately after the occurrence of the accident.
- Preserve the accident scene without moving evidence. The Safety Director shall be contacted to complete the investigation; however, the foreman must take photographs if the scene must be disturbed.
- The foreman conducting the investigation shall record the results on their daily report and forward it to the Safety Director.
- The daily report shall indicate the corrective action that has been taken or is being recommended to prevent future recurrences.
- When conducting the investigation, the purpose is not to place blame, but rather to find out how a similar accident can be avoided in the future.
- The actual investigation must proceed as follows:
 - If possible, discuss the accident with the injured employee.
 - Question other employees who may have witnessed the accident.
 - Take into consideration the following factors:

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- What was the employee doing just prior to and at the time of the accident?
- Was this in pursuit of the employee's regular duties?
- Was the employee properly instructed as to the manner in which to perform the duties?
- Did the employee follow instructions?
- Were other employees involved in the accident?
- Was the equipment or machinery the employee was using in good condition?
- Was the equipment properly guarded?
- Was the equipment suited for the purpose for which it was used?
- Was the work area adequately lighted?
- Were proper housekeeping conditions maintained?
- How was the same work done by other employees?
- Is there a safer way in which the work could be accomplished?
- Was the employee in good health when reporting to work on the day of the accident?
- If an unsafe condition was involved, determine what changes can be made to prevent a similar recurrence.
- All investigation forms will be reviewed by the Safety Director to assure that a complete investigation has been made, accident cause determined and corrective action taken.

Return to Work

After the injured employee has received medical treatment, he or she must return to the jobsite with a medical report from the treating physician, advising the company of the employee's medical status.

- The foreman will review the report with the employee to determine if the employee can return to his or her regular job or a modified job.
- The foreman will monitor the employee during the workday to determine if the employee is capable of performing the job and to make sure that the restrictions are being followed.
- The foreman will report the injured employee's progress to the Safety Director on a regular basis.

Delayed Return to Work

- An injured employee who is unable to return to work will be contacted by the Safety Director or another company representative. Any questions or concerns that the employee may have will be addressed.
- If the injured employee is disabled from work for an extended period of time, a company representative will contact or visit the injured employee on a regular basis.

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OSHA

Inspections

The Occupational Safety and Health Act of 1970 authorizes the Secretary of Labor to carry out work place inspections and investigations to determine if employers are complying with safety and health standards. The Company policy is to cooperate with OSHA.

In the event of an OSHA inspection:

1. Notify the Superintendent and Safety Director immediately.
2. Gather all employees at the trailer for an opening conference.

Record keeping

The OSHA 300 Log will be maintained by the Safety Director. The purpose of this form is to provide information measuring the Company's accident record. This form is usually reviewed by an OSHA compliance officer during an inspection.

The OSHA 300 Log is to be kept on a calendar-year basis. On December 31, the OSHA 300 Log should be totaled and signed by the President. The completed OSHA 300 Log is to be posted at every jobsite trailer or bulletin board no later than February 1 of the following calendar year. On May 1, the form can be taken down and permanently filed.

Hazard Communication Program

List of hazardous substances

The Safety Director will prepare and keep current an inventory list of all known hazardous substances present in our workplace. Specific information on each noted hazardous substance can be obtained by reviewing the MSDSs (see Attachment C, "Hazardous Substance Inventory List").

Proposition 65 list of chemicals

The Safety Director is responsible for obtaining updates of Proposition 65 listed chemicals and providing new information to affected employees. In the case of newly added chemicals to the Proposition 65 list, warning requirements take effect 12 months from the date of listing.

Material Safety Data Sheets (MSDSs)

The Safety Director is responsible for obtaining the MSDSs, reviewing them for completeness, and maintaining the data sheet system for Jackson and Blanc. In the review of incoming data sheets, if new and significant health/safety information becomes available, this new information is passed on **immediately** to the affected employees by additional training sessions, posting of memos, and other means of communication.

Legible MSDS copies for all hazardous substances to which employees of this company may be exposed are kept at the jobsites or in the main office. MSDSs are readily available for review to all employees in their work area and during each work shift. If MSDSs are missing or new hazardous substance(s) in use do not have MSDSs, or if an MSDS is obviously incomplete, please contact *the Safety Director* immediately and a new MSDS will be requested from the manufacturer.

If we are unable to obtain the MSDS from the vendor within 25 calendar days of the request, we will either call our local Cal/ OSHA compliance office or write to:

Division of Occupational Safety and Health
Deputy Chief of Health and Engineering Services
P. O. Box 420603
San Francisco, CA 94142-0603

Labels and other forms of warning

Before hazardous substance containers are released to the work area, it is the policy of Jackson and Blanc that *the Safety Director* will verify that all primary and secondary containers are labeled as follows:

<i>Label Information</i>	<i>Primary Container</i>	<i>Secondary Container</i>
Identity of the hazardous substance(s)	✓	✓
Applicable hazard warnings	✓	✓
Name and address of the manufacturer	✓	

To address exposures to Proposition 65 chemicals, *the Safety Director* will provide clear and reasonable warnings to individuals prior to exposure by means of posting signs conspicuously, labeling consumer products, and training employees.

If applicable, *the Safety Director* will arrange for labels, signs, and other warnings to be printed in other languages.

Employee information and training

Employees are to attend a health and safety training session set up by *the Safety Director* prior to starting work. This training session will provide information on the following:

- The requirements of the hazard communication regulation, including the employees' rights under the regulation
 - The location and availability of the written hazard communication program
 - Any operation in their work area, including non-routine tasks, where hazardous substances or Proposition 65 carcinogens/reproductive toxins are present and exposures are likely to occur
 - Methods and observation techniques used to determine the presence or release of hazardous substances in the work area
 - Protective practices the company has taken to minimize or prevent exposure to these substances
 - How to read labels and review MSDSs to obtain hazard information
 - Physical and health effects of the hazardous substances
 - Symptoms of overexposure
 - Measures employees need to put into practice to reduce or prevent exposure to these hazardous substances by engineering controls, work practices, and use of personal protective equipment
 - Emergency and first-aid procedures to follow if employees are exposed to hazardous substances
 - The location and interpretation, if needed, of warning signs or placards to communicate that a chemical known to cause cancer or reproductive toxicity is used in the workplace
- Employees will receive additional training when a new hazard is introduced into the workplace or whenever employees might be exposed to hazards at another employer's work site.

Hazardous non-routine tasks

Periodically, our employees are required to perform hazardous non-routine tasks. Prior to starting work on such projects, affected employees will be given information by their supervisor on hazards to which they may be exposed during such an activity.

This information will cover:

- Specific hazards
- Measures the company has taken to reduce the risk of these hazards, such as providing ventilation, ensuring the presence of another employee, providing a respiratory protection program, and establishing emergency procedures
- Required protective/safety measures

Labeled/unlabeled pipes (if applicable)

Above-ground pipes transporting hazardous substances (gases, vapors, liquids, semi-liquids, or plastics) shall be identified in accordance with T8 CCR, Section 3321, and "Identification of Piping."

Other above-ground pipes that do not contain hazardous substances but may have associated hazards if disturbed or cut (e.g., steam lines, oxygen lines) shall be addressed as follows:

Before employees enter the area and initiate work, (*persons/position*) will inform them of:

- The location of the pipe or piping system or other known safety hazard
- The substance in the pipe
- Potential hazards
- Safety precautions

Lockout/Tagout Program

This program establishes the minimum requirements for the control of hazardous energy. It shall be used to ensure that the machine, equipment, or circuit is isolated from all potentially hazardous energy, and locked and tagged out before employees perform any servicing or maintenance activities where the unexpected energization, startup, or release of stored energy could cause injury. The only true protection from electrical injury is isolation from the electrical circuit, and we feel the following Lockout/Tagout Program is the best way to achieve this isolation.

Responsibility

Purchasing Department

The Equipment Manager must ensure that all service trucks are issued a lockout-tagout kit consisting of 3 locks; 5 reusable tags; 2 single pole lockout devices and 2 hasps. Jobsites will be issued kits once requested.

Foreman

Foreman must be sure that:

- they fully understand these procedures and shall inform the Safety Director if further training is required.
- each employee who may be affected by the system lockout is instructed in the purpose and use of these procedures.
- only qualified personnel who have been trained in these procedures shall participate in them.
- they inspect the work to verify compliance and correct deficiencies.
- they complete a Lockout/Tagout Survey (page 59) and maintain its record until project is complete.
- they request appropriate Lockout/Tagout materials from the Purchasing Department.

Safety Director

The Safety Director shall ensure that proper training is provided to the Foreman. The Safety Director shall enforce the procedures herein. The Safety Director is responsible for the annual review of this program and completing surveys (page 59).

Preparation for Lockout

Foreman or designee shall survey to locate and identify all isolating devices to be certain which switches, valves, or other energy-isolating devices apply to the equipment to be locked out. More than one energy source (electrical, mechanical, or others) may be involved.

Sequence of Lockout System Procedure

- The foreman or designee shall notify all affected employees that a lockout system is going to be used and the reason for it. The authorized employee shall know the type and magnitude of energy that the machine or equipment uses and shall understand the hazards.
- If the machine or equipment is operating, shut it down by the normal stopping procedure (depress top button, open toggle switch, etc.)
- Operate the switch, valve, or other energy-isolating devices so that the equipment is isolated from its energy sources. Stored energy (such as that in springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as repositioning, blocking, bleeding down, etc.
- Lockout the energy-isolating device with assigned individual locks and tags.

- After ensuring that no personnel are exposed — and as a check on having disconnected the energy sources — operate the pushbutton or other normal operating controls to make certain the equipment will not operate. Return operating controls to “neutral” or “off” position after the test.
- Using voltage test equipment that has been checked using a known live source, check the locked out circuit to verify no voltage.

Restoring Machines or Equipment to Normal Production Operations

- After the servicing and/or maintenance are complete and equipment is ready for normal production operations, check the area around the machines or equipment to ensure that no one is exposed.
- After all tools have been removed from the machine or equipment, guards have been reinstalled and employees are in the clear, remove all lockout devices. Operate the energy-isolating devices to restore energy to the machine or equipment.

Procedure Involving More Than One Person

In the preceding steps, if more than one individual is required to work on a system, each shall place his/her own personal lockout device and completed tag on the energy-isolating devices. When an energy-isolating device cannot accept multiple locks, a multiple lockout device (hasp) should be used. When lockout is used, a single lock may be used to lockout the machine or equipment with the key being placed in a lockout box or cabinet which allows the use of multiple locks to secure it. Each employee will then use his/her own lock to secure the box or cabinet. As each person no longer needs to maintain his or her lockout protection, that person will remove his/her lock from the box or cabinet.

Respirator Program

In the control of those occupational diseases caused by breathing air contaminated with gases or aerosols, the primary objective is to prevent harmful exposures. This is accomplished as far as feasible by accepted engineering control measures (i.e. general/local ventilation, enclosure, etc.). When effective engineering controls are not feasible, or while they are being instituted, appropriate respirators may be required.

The practices and procedures described here constitute the program under which respirators are effectively utilized at Jackson & Blanc

Responsibility

Safety Director

- Determining the need for respirators and selecting the appropriate types.
- Periodically monitoring work conditions to ensure a healthful environment.
- Medical evaluations of employees who are required to use respirators and maintain records of the evaluation.
- Establishing fit test procedures.
- Implementing training and instruction programs.
- Ensuring that the operation standards include the requirement for respirator use where necessary.
- Administrating and evaluating the respirator program.

Superintendents/foremen are responsible for:

- Ensuring that respirators are available as needed.
- Ensuring that employees wear respirators as required.
- Inspection of respirators on a regular basis.

Employees are responsible for:

- Using the respirator supplied to him/her in accordance with instructions and training.
- Performing a user seal check each time a respirator is donned.
- Inspecting and storing his/her respirator.
- Reporting a respirator malfunction to his/her superintendent/foreman.

Respirator Selection

Respirators are selected by the Safety Director. The selection is based on the physical, chemical and physiological properties of the air contaminant and on the concentration likely to be encountered. The quality of fit and the nature of the work being done also affects the choice of respirators. The capability of the respirators chosen is determined from appropriate governmental approvals, manufacturer's tests, and experience with the respirators.

Distribution

Disposable respirators are issued to individuals whenever practical. Each respirator which is individually assigned is identified in a way that does not interfere with its performance. The Safety Director will perform a fit test of the respirator and document this on the Issuance/Fit Documentation form.

Inspection, Maintenance, Cleaning and Storage

- Inspection:

All respirators are inspected routinely by the user before and after each use to check condition of face piece and headbands. The Safety Director will periodically spot check assigned respirators. The Random Compliance/Maintenance form will be used to document the inspection.

- **Maintenance:**
Disposable respirators which do not pass inspection are replaced immediately. No attempt will be made to replace components or make adjustments, modifications or repairs beyond the manufacturer's recommendations. Disposable respirators that no longer function properly shall be discarded and replaced with new.
- **Cleaning and storage:**
Only minor cleaning will be performed by the user of individually assigned disposable respirators. Any disposable respirator with any significant amount of cleaning needed shall be discarded and replaced with new. After inspection and minor cleaning, disposable respirators are stored to protect against dust, sunlight, heat, cold, excessive moisture, or damaging chemicals.

Training

Every employee who is required to wear a respirator must be trained in the proper use of the respirator. This training includes:

- Description of the respirator.
- Intended use and limitations of the respirator.
- Proper wearing, adjustments and fit.
- Cleaning and storage methods.
- Inspection and maintenance procedures.

This training is repeated annually to ensure that employees remain familiar with the proper use of respiratory protection. The Respiratory Training Meeting form will be used to document the training. The training program is evaluated at least annually by the Safety Director to determine its continued effectiveness.

Records

The following records are maintained by the Safety Director.

- The number and types of respirators in use.
- A record of employee training programs.
- Medical certification that the employee is capable of wearing a respirator.

Medical Evaluations

Initially, and periodically thereafter, an individual determination will be made for each employee who may be required to wear respiratory protection as to whether or not that employee can wear the required respirator without physical or psychological risk. In all cases, a physician or designee, with knowledge of pulmonary disease and respiratory protection practices, should determine what medical factors are pertinent, what tests will be performed, and ultimately whether or not an employee may wear a respiratory protection device. Copies of the medical evaluation on each potential wearer of respiratory equipment will be filed or the Respirator Release form can be used in place of the medical evaluation forms.

Confined Space Program

This section prescribes minimum standards for preventing Jackson & Blanc Electric employee exposure to dangerous air contamination and/or oxygen deficiency in confined spaces, as defined below.

More stringent requirements may augment this policy for any situation. If a special need or problem is encountered, consult with the Safety Director before proceeding.

This program was written to strictly comply with the California Code of Regulations, Title 8, §5158 Other Confined Space Operations, which governs confined space work for construction activity.

Definitions

- (1) **Confined Space.** A space defined by the concurrent existence of the following conditions:
 - (A) Existing ventilation is insufficient to remove dangerous air contamination and/or oxygen deficiency, which may exist or develop.
 - (B) Ready access or egress for the removal of a suddenly disabled employee is difficult due to the location and/or size of the opening(s).

- (2) **Dangerous Air Contamination.** An atmosphere presenting a threat of causing death, injury, acute illness, or disablement due to the presence of flammable and/or explosive, toxic, or otherwise injurious or incapacitating substances.
 - (A) Dangerous air contamination due to the flammability of a gas or vapor is defined as an atmosphere containing the gas or vapor at a concentration greater than 20 percent of its lower explosive (lower flammable) limit.
 - (B) Dangerous air contamination due to a combustible particulate is defined as a concentration greater than 20 percent of the minimum explosive concentration of the particulate.
 - (C) Dangerous air contamination due to the toxicity of a substance is defined as the atmospheric concentration immediately hazardous to life or health.

Note: This definition of dangerous air contamination due to the toxicity of a substance does not preclude the requirement to control harmful exposures, under the provisions of Article 107, to toxic substances at concentrations less than those immediately hazardous to life or health.

- (3) **Oxygen Deficiency.** An atmosphere containing oxygen at a concentration of less than 19.5 percent by volume.

Operation Procedures and Employee Training.

- (1) **Operating Procedures.**
 - (A) These operating and rescue procedures shall be provided to affected employees.
 - (B) Surveillance of the surrounding area to avoid hazards such as drifting vapors from tanks, piping and sewers, harmful exhaust from generators and traffic shall be conducted before

Section 5. Confined Space Program

any entry to ensure that no harmful conditions could arise from conditions outside the space.

- (2) Employee Training. Employees, including standby persons required by subsection (e) (1) (D), should be trained in the operating and rescue procedures, including instructions as to the hazards they may encounter (section (f)). The Safety Director is responsible for training foreman in this program. Foreman who are trained are responsible for training the

Pre-entry.

The applicable provisions of this subsection shall be implemented before entry into a confined space.

- (1) Lines which may convey flammable, injurious, or incapacitating substances into the space shall be disconnected, blinded, or blocked off by other positive means to prevent the development of dangerous air contamination and/or oxygen deficiency within the space. The disconnection or blind shall be so located or done in such a manner that inadvertent reconnection of the line or removal of the blind are effectively prevented. *Exception: This does not apply to public utility gas distribution systems.*

NOTE: This subsection does not require blocking of all laterals to sewers or storm drains. Where experience or knowledge of industrial use indicates materials resulting in dangerous air contamination may be dumped into an occupied sewer, all such laterals shall be blocked.

- (2) The space shall be emptied, flushed, or otherwise purged of flammable, injurious or incapacitating substances to the extent feasible.
- (3) The air shall be tested with a calibrated Jackson & Blanc Electric Gas Meter. A written record of such testing results shall be made on the Confined Space Checklist and kept at the work site for the duration of the work.
 - (A) Never enter the space to conduct the air test. It is the best practice to sample the space with a probe through the weep hole initially, to prevent exposure to potentially dangerous or deadly vapors that may have built up under the manhole cover.
 - (B) Once it has been determined safe to open the confined space, the remote sampling tube may be lowered into the space or the meter may be lowered on a rope. A thorough sampling of the space at the lowest level, a mid point and towards the top is necessary because gasses may stratify in the space. That is, some gasses are heavier than air and will sink to the bottom and others are lighter and will tend to be found near the top of the space.
- (4) Where interconnected spaces are blinded off as a unit, each space shall be tested and the results recorded, as in (d) (3) above, and the most hazardous condition found shall govern procedures to be followed.
- (5) If dangerous air contamination and/or oxygen deficiency does not exist within the space, as demonstrated by tests performed in accordance with subsection (d) (3), entry into and work within the space may proceed subject to the following provisions:
 - (A) Testing with a Gas Meter shall be conducted with sufficient frequency to ensure that the development of dangerous air contamination and/or oxygen deficiency does not occur during the performance of any operation and should follow these guidelines:

Section 5. Confined Space Program

1. When initial testing indicates an atmosphere with oxygen levels between 20% and 21% and no other dangerous air contamination exists, testing shall be conducted every two hours and recorded.
 2. When initial testing indicates an atmosphere with oxygen levels between 20% and 19.5%, testing shall be continuous unless a blower is used full time.
 3. The atmosphere of a space can change rapidly, therefore, testing must be performed when re-entering a space after only a one-hour break.
- (B) If the development of dangerous air contamination and/or an oxygen deficiency is imminent, the requirements prescribed by subsection (e) shall also apply.
- (6) Where the existence of dangerous air contamination and/or oxygen deficiency is indicated by the Gas Meter, ventilation of the space with a blower is mandatory. The blower inlet must be at least twenty feet from any engine exhausts. The hose of the blower must extend to the bottom of the space to enable complete air changes and the blower shall run continuously.
 - (7) When continuous ventilation has removed dangerous air contamination and/or oxygen deficiency as demonstrated by additional testing conducted (and recorded) with the Gas Meter, entry into and work within the space may proceed so long as the space is tested with a Gas Meter continuously (and recorded) and the existence of dangerous air contamination and/or oxygen deficiency is not indicated.
 - (8) No source of ignition shall be introduced until the implementation of appropriate provisions of this section have ensured that dangerous air contamination due to flammable and/or explosive substances does not exist.
 - (9) Whenever oxygen-consuming equipment such as salamanders, plumbers' torches or furnaces, and the like, are to be used, measures shall be taken to ensure adequate combustion air and exhaust gas venting.
 - (10) To the extent feasible, provision shall be made to permit ready entry and exit.
 - (11) Where it is not feasible to provide for ready exit from spaces equipped with automatic fire suppression systems employing harmful design concentrations of toxic or oxygen-displacing gases, or total foam flooding, such systems shall be deactivated. Where it is not practical or safe to deactivate such systems, the provisions of subsection (e) related to the use of respiratory protective equipment should apply during entry into and work within such spaces.

Confined Space Operations.

- (1) Entry Into and Work Within Confined Spaces. The requirements of this subsection apply to entry into and work within a confined space whenever an atmosphere free of dangerous air contamination and/or oxygen deficiency cannot be ensured through the implementation of the applicable provisions of subsection (d), or whenever, due to the existence of an emergency, it is not feasible to ensure the removal of dangerous air contamination and/or an oxygen deficiency through the implementation of the applicable provisions of subsection (d).
 - (A) Tanks, vessels, or other confined spaces with side and top openings shall be entered from side openings when practicable. *Note: side openings are those within 3 1/2 feet of the bottom.*

Section 5. Confined Space Program

- (B) Appropriate, approved respiratory protective equipment, in accordance with Section 5144, shall be provided and worn.
 - (C) An approved safety harness with an attached line shall be used. The free end of the line shall be secured outside the entry opening. The line shall be at least 1/2-inch diameter and 2,000-pounds test. *Exception: Where it can be shown that a safety harness and attached line would further endanger the life of the employee.*
 - (D) At least one employee shall stand by on the outside of the confined space ready to give assistance in case of emergency. At least one additional employee who may have other duties shall be within sight or call of the standby employee(s).
 - 1. The standby employee shall have appropriate, approved, respiratory protective equipment, including an independent source of breathing air, which conforms to Section 5144(e), available for immediate use.
 - 2. A standby employee (or employees) protected as prescribed by subsection (e) (1) (D) may enter the confined space but only in case of emergency and only after alerting at least one additional employee outside of the confined space of the existence of an emergency and of the standby employee's intent to enter the confined space.
 - (E) When entry must be made through a top opening greater than five feet above the working level, a hoisting device shall be provided for lifting employees out of the space unless three or more employees are present to pull the employees out by hand using a rope.
 - (F) Work involving the use of flame, arc, spark, or other source of ignition is prohibited within a confined space (or any adjacent space having common walls, floor, or ceiling with the confined space) which contains, or is likely to develop, dangerous air contamination due to flammable and/or explosive substances.
 - (G) Only approved lighting and electrical equipment, in accordance with the Low-Voltage Electrical Safety Orders, shall be used in confined spaces subject to dangerous air contamination by flammable and/or explosive substances.
 - (H) Employees working in confined spaces which have last contained substances corrosive to the skin or substances which can be absorbed through the skin shall be provided with, and shall be required to wear, appropriate personal protective clothing.
- (2) Precautions for Emergencies Involving Work in Confined Spaces.
- (A) At least one person trained in first aid and cardiopulmonary resuscitation (CPR) shall be immediately available whenever the use of respiratory protective equipment is required subsection (e) (1).
 - (B) An effective means of communication between employees inside a confined space and a standby employee shall be provided and used whenever the provisions of subsection (e) (1) require the use of respiratory protective equipment or whenever employees inside a confined space are out of sight of the standby employee(s). All affected employees shall be trained in the use of such communication system and the system shall be tested before each use to confirm its effective operation.

Confined Space Hazards.

Confined space incidents are usually caused by multiple factors. There are two primary categories of hazards: atmospheric and physical. It is critical to identify all the hazards in a space and determine how they can impact the health and safety of those who enter.

(1) Atmospheric Hazards

- (A) Flammable or explosive gas, vapor, mist in a concentration greater than 20 percent of its lower flammable limit (LFL) or lower explosive limit (LEL).
- (B) Combustible dust suspended in air, which obscures vision at a distance of five feet or less.
- (C) Atmospheric oxygen concentration levels below 19.5% or above 23%.
Symptoms of low levels are:

1.	Impaired judgment and breathing	@	16%
2.	Faulty judgment and rapid fatigue	@	14%
3.	Difficult breathing, death in minutes	@	6%

Above 23% might be encountered when a cylinder of hose nearby is leaking. Above 23% creates an extreme fire hazard. Oxygen must never deliberately be released into a space to increase low oxygen levels.

- (D) Carbon monoxide (CO) results from gasoline engines. CO is colorless and odorless gas that can cause headaches, dizziness, unconsciousness, asphyxiation, and death.
- (E) Hydrogen Sulfide (H₂S) is encountered in sewers, sewage treatment plants, near landfills or other locations where organic material (dead animals, leaves, etc.) decomposes. It has a distinct odor of rotten eggs at low concentrations but can cause a deadened sense of smell at high concentrations, leading one to believe that there is no H₂S when actually it would be high enough to kill. Symptoms are lack of consciousness and death.
- (F) Methane (CH₄) is a natural gas produced from the decay of organic matter. It can displace oxygen, causing unconsciousness. Methane is also flammable, colorless, odorless and explosive.

(2) Physical Hazards

- (A) Mechanical Hazards including moving equipment parts and energized or pressurized systems can be dangerous.
- (B) Entrapment hazards such as air plenums or engulfment hazards associated with sand or grain
- (C) Thermal hazards caused by excessive heat or cold (Subpart e must be followed in the event thermal hazards).
- (D) Noise from tools and heavy machinery can be magnified within the space. This could create a hazard if the entrant or attendant cannot hear verbal communication or warning alerts from the meter.

Section 5. Confined Space Program

- (E) Animals could cause a threat as well. Snakes, rodents or spiders combined with poor light could be deadly.

Electrical Safe Work Practices

Safety-related work practices shall be employed to prevent electrical 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.

Live parts to which an employee may be exposed shall be deenergized before the employee works on or near them, unless Jackson & Blanc can demonstrate that de-energizing introduces additional or increased hazards or is unfeasible due to equipment design or operational limitations. Live parts that operate at less than 50 volts to ground need not be deenergized if there will be no increased exposure to electrical burns or to explosion due to electrical arcs. Examples of increased or additional hazards include:

- Interruption of life support equipment.
- Deactivation of emergency alarm systems.
- Shutdown of hazardous ventilation equipment.
- Removal of illumination for an area.

If the exposed live parts are not deenergized, 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. The work practices that are used shall be suitable for the conditions under which the work is to be performed and for the [voltage level](#) of the exposed electrical conductors or circuit parts.

Only qualified workers shall work on or near exposed electrical equipment, circuits, and/or lines.

Qualified Person

The definition of a qualified person is an employee who can safely work on an energized circuit and shall be familiar with the proper use of special precautionary techniques, personal protective equipment, insulating and shielding materials, and insulated tools.

Unqualified Person

The definition of an unqualified person is an employee who has little or no background or training in exposed electrical areas/situations. This may include new functions that a previously qualified person may be unfamiliar with.

Procedures

De-energizing Equipment

- Safe procedures for de-energizing circuits and equipment shall be determined before circuits and equipment are deenergized by the qualified person.
- The circuits and equipment to be worked on shall be disconnected from all electrical energy sources. Control circuit devices such as pushbuttons, selector switches, and interlocks may not be used as the sole means for de-energizing circuits or equipment. Interlocks for electrical equipment may not be used as a substitute for lockout and tagout procedures.
- Capacitors shall be discharged and high capacitance elements shall be short circuited and grounded if the stored electrical energy might endanger personnel.

- Stored non-electrical energy and devices that could reenergize electric circuit parts shall be blocked or relieved to the extent that the circuit parts could not be accidentally energized by the device.
- A lock and tag shall be placed on each disconnecting means used to deenergize circuits and equipment on which work is to be performed. The lock shall be attached so as to prevent persons from operating the disconnecting means unless they resort to undue force or the use of tools. Lockout/tagout procedures shall be followed from the lockout/tagout program.
- Stored electrical energy, which might endanger personnel, shall be released.

Energized Electrical Work

- Work shall not be performed on exposed energized parts of equipment or systems until the following conditions are met.
 1. Responsible supervision has determined that the work is to be performed while the equipment or systems are energized.
 2. Involved personnel have received instructions on the work techniques and hazards involved in working on energized equipment.
 3. Suitable personal protective equipment and safeguards (i.e., approved insulated gloved or insulated tools) are provided and used. Rubber insulated gloved shall meet the provisions of the American Society for Testing Materials (ASTM) D 120-95, which is hereby incorporated by reference. Insulated tools shall meet the provisions of the American Society for Testing Materials (ASTM) F 1505-94, Standard Specification for Insulated and Insulating Hand Tools, which is hereby incorporated by reference.
- Employees working on energized parts/circuits that operate at more than 50 volts to ground shall follow specific safety-related practices to protect themselves from electrical hazards.
- Clarification for Service Technicians.
 1. Employees/Service Technicians performing service on energized equipment with voltages exceeding 50 volts to ground, for purposes of testing and diagnostic work are required to wear the protective clothing/equipment as outlined in section 6, page 37 sub paragraph 3, but need not notify their supervisor/foreman. Service testing and diagnostic work is defined as: operations necessary to evaluate the operational status of equipment and/or electrical circuits. This testing may include, but is not limited to: taking amperage readings, voltage readings, pressure readings and other general service procedures that must be performed while the unit is energized. Under no circumstances shall energized equipment/circuits be repaired, tightened or adjusted.
 2. Employees/Service Technicians required to repair, tighten or adjust energized equipment/electrical circuits must notify their field supervision/foreman or service manager prior to performing work as outlined in IIPP, section 6, page 39, sub paragraph 3 and follow all requirements.
- Only qualified persons may work on equipment, circuits and/or parts that are energized. Qualified persons shall be capable of working safely on energized circuits using:
 - Special precautionary techniques.

Section 6. Electrical Safe Work Practices

- Designated personal protective equipment.
- Insulating and shielding equipment.
- Insulated tools.
- Supervisor/Foreman must be notified prior to any energized work (see service clarification).
- A second qualified person shall be called to standby when:
 - Voltages exceed 480/277.
 - In isolated equipment/electrical rooms where 480 is present.
- In the event a breaker opens, never attempt to reset the breaker until a thorough investigation of the circuit and equipment has been made.
- In the process of troubleshooting, only one person or team in constant contact shall work in a panel at a time, and lockout-tag out protocols shall be followed.
- Personal protective equipment/tools will be available for qualified personnel working on energized equipment and circuits.
- Only low voltage work will be done by Jackson & Blanc personnel (0 to 600).
- Personal protective Equipment shall be suitable for the conditions under which the work is to be performed and for the voltage level of the exposed electrical conductors or circuit parts.
- PPE shall include:
 - 500 volt gloves (includes glove bag, glove dust)
 - Earplugs.
 - Hard Hat with visor frame attachment.
 - Visor frame.
 - Visor.
 - FR rated uniform or clothing.
- Low voltage (0 to 600) insulated tool kits shall include:
 - 9 inch side cutting pliers.
 - 8 inch long nose.
 - 8 inch diagonal.
 - 10 inch alligator pliers.
 - 4 inch slotted screwdriver.
 - 6 inch slotted screwdriver.
 - 4 inch # 2 phillips screwdriver.
 - 5 piece nut driver set (7/32, 1/4, 5/16, 3/8, 1/2).
 - Wire stripper/cutter.
 - Voltage tester.

 - 3/8 inch Drive Ratchet/Socket Set.
Includes: 5/16, 3/8, 1/2, 7/16, 9/16, 5/8, 3/4 inch sockets. 5 & 10 inch extensions and 7/4 inch rev ratchet.

 - Open End Wrench Set.
Includes (1/4, 5/16, 3/8, 7/16, 1/2, 9/16, 5/8, 3/4 inch) open-end wrenches.

 - These tools will be carried by the individual, or be available for checkout for the particular job.

Section 6. Electrical Safe Work Practices

- Employees shall use electrical protective equipment that is appropriate for the specific parts of the body to be protected and for the work performed. Protective equipment shall be maintained in a safe reliable condition and shall be periodically inspected and tested.
- When working near exposed energized conductors or circuit parts, employees shall use insulating equipment and materials to prevent electric shock, arc, or flash.
- Employees shall insulate themselves from ground to prevent electric shock.
- Visually inspect circuits, conductors, parts and other electrical items for defects to prevent electric shock. Use insulating tools or handling equipment if they may make contact with such conductors or parts.
- Portable ladders used shall have non-conductive side rails.
- Conductive articles of jewelry and clothing (such as watchbands, bracelets, rings, ear-rings, body piercing jewelry of any kind, key chains, necklaces, aprons, cloth with conductive thread, metal headgear etc.) must not be worn when working on energized circuits, parts.
- Where energized parts present an electrical contact hazard, employees must not perform housekeeping duties at such close distances to the parts that there is a possibility of contact, unless adequate safeguards are provided.
- Where lack of illumination or an obstruction precludes observation of the work to be performed, employees must not perform tasks near or enter spaces exposed to energized parts. Employees may not reach blindly into areas, which may contain energized parts.

Overhead Lines

- If work is to be performed near overhead lines, the lines shall be deenergized and grounded, or other protective measures shall be provided before work is started.
- If lines are to be deenergized, arrangements shall be made with the person or organization that operates or controls the electrical circuits involved to deenergize and ground them.
- Any protective measures provided such as guarding, isolating, or insulating shall prevent employees from contacting such lines directly with any part of their body or indirectly through conductive materials, tools, or equipment.
- Any vehicle or mechanical equipment capable of having parts of its structure elevated near energized overhead lines shall be operated so that a clearance of 10 feet is maintained. If the voltage is higher than 50 kV, the clearance shall be increased 4 inches for every 10 kV over that voltage. However, under any of the following conditions the clearance may be reduced:

Section 6. Electrical Safe Work Practices

- If the vehicle is in transit with its structure lowered, the clearance may be reduced to 4 feet. If the voltage is higher than 50 kV, the clearance shall be increased 4 inches for every 10 kV over that voltage.
- If insulation barriers are installed to prevent contact with the lines, and if the barriers are rated for the voltage of the line being guarded and are not a part of or an attachment to the vehicle or its raised structure, the clearance may be reduced to a distance within the designed working dimensions of the insulating barrier.
- If the equipment is an aerial lift insulated for the voltage involved, and the work is performed by a qualified person, the clearance may be reduced to the distance given in the table below.
- When an unqualified person is working in a position near overhead lines, location shall be such that the person is not closer than 10 feet. For voltages over 50 kV, the unqualified person should be 10 feet plus 4 inches for every 10 kV over 50 kV.
- When a qualified person is working in the vicinity of overhead power lines, the person may not approach or take any conductive object without an approved insulating handle closer to the exposed energized parts shown on the table below.

APPROACH DISTANCES FOR QUALIFIED EMPLOYEES - AC

<u>Voltage Range (phase to phase)</u>	<u>Minimum Approach Distance</u>
300V and less	Avoid contact
Over 300V, not over 750V	1 foot - 0 inches
Over 750V, not over 2kV	1 foot - 6 inches
Over 2kV, not over 15kV	2 feet - 0 inches
Over 15kV, not over 37kV	3 feet -0 inches
Over 37kV, not over 87.5kV	3 feet -6 inches
Over 87.5kV, not over 121kV	4 feet -0 inches
Over 121kV, not over 140kV	4 feet -6 inches

TRAINING

- Employees shall be trained and familiar with the safety-related work practices discussed throughout this written program and OSHA regulations.
- Qualified persons shall, at a minimum, be trained and familiar with the following:
- The skills and techniques necessary to distinguish exposed live parts from other parts of electric equipment.
- The skills and techniques necessary to distinguish the nominal voltage of exposed live parts.
- The clearance distances specified in the corresponding voltages to which the qualified person will be exposed.

Motor Vehicle Safety Program

Jackson & Blanc's Motor Vehicle Safety Program has been instituted to promote safe driving by our drivers, reduce the frequency and severity of losses associated with our vehicle operations, and promotes customer and public relations.

It is our policy to provide safe and reliable transportation for authorized drivers. However, it is the driver's responsibility to ensure proper vehicle maintenance, exercise defensive driving practices at all times, and maintains a good driving record.

An Authorized driver is an individual scoring average or above per the Driver Evaluation Form. Drivers scoring less than average, require the approval of the Safety Director prior to being classified as an authorized driver. Such drivers may be required to abide additional driving restrictions, rules, training, etc.

DRIVER REQUIREMENTS

For those employees assigned company vehicles or operating their own vehicles for company purposes, driving is an integral part of their job. Company vehicles are not to be used for personal business. We expect our drivers to perform in accordance with the following objectives.

Conditions of Use

Company vehicles may not be used for personal business such as side jobs.

All drivers of company and personal vehicles used for company purposes shall:

1. Possess a valid CA driver's license for type of motor vehicle driven.
2. Advise your supervisor and the Safety Director immediately if your driver's license is revoked or limited.
3. Comply with all traffic laws and practice defensive driving techniques.
4. Avoid vehicle abuse by proper vehicle use, care, and maintenance.
5. Exercise courtesy to other drivers and pedestrians.
6. Never drive a company vehicle under the influence of alcohol or drugs.
7. Check with a doctor on possible adverse effects of prescription drugs and their affect on driving ability.
8. Always lock an unattended vehicle and set parking brake.
9. Not have un-accommodated physical impairments that prevent safe driving or be in violation of state law.
10. Maintain satisfactory driving records per Jackson & Blanc's driver evaluation criteria.
11. Satisfactorily complete training courses when required.
12. Always use and properly maintain safety belts/shoulder straps and any other safety equipment provided with the vehicle.
13. Ensure that passengers use seatbelts.
14. Report all accidents and moving violations, regardless of severity to your supervisor immediately.
15. Maintain company vehicles in a safe driving condition in accordance with the Company's vehicle maintenance program.
16. Permit no one to drive assigned company vehicles. An unauthorized driver may hold the assigned driver liable for total accident damage or loss if he/she consented to vehicle use.
17. Be sure UPDATED registration and insurance papers are in vehicle.

DRIVING RECORDS

1. With each employment application or assignment of a Company vehicle, the employee must provide driver's license information. Each employee should understand that the Company has the right to obtain and review his/her motor vehicle registration reports on at least an annual basis, with the understanding that any employee's right to use a vehicle can be revoked if this motor vehicle report is determined to show irresponsible driving practices. The Driver Evaluation Form will be utilized to assess an employee's driving performance.
2. All prospective applicants whose jobs will require driving a company vehicle or personal vehicle for company use must provide drivers license information in order that a current motor vehicle record is obtained and reviewed per the Driver Evaluation Form criteria.

DISCIPLINARY ACTION

Per the Driver Evaluation Form, the following point criteria will be used to determine appropriate disciplinary action for employees driving a company vehicle or personal vehicle for company use.

POINTS

- 1-3 = Verbal Warning**
4-5 = Written Warning
Over 5 = 12 Month Suspension of Driving Privileges or Termination

Disciplinary action will take place as soon as Jackson & Blanc is informed of a violation. Employees arrested for type "B" (see Driver Evaluation Form) moving violation offenses will not be eligible to drive a company vehicle pending legal resolution of their case.

VEHICLE MAINTENANCE

Employees operating company vehicles are expected to make a safety check on their vehicles before driving them. The daily inspection should include, at a minimum, lights, horns, turn signals, brake lights and adjustment of rearview mirrors. Inspection of oil level, coolant level, tire pressure and condition shall be conducted whenever the vehicle is fueled. Operators of commercial motor vehicles shall document the safety inspections on the daily driver's inspection report.

VEHICLE ACCIDENT PROCEDURES

All company vehicles should contain an accident reporting kit and a camera in the glove box. Pictures of all vehicles and parties involved shall be taken.

At a minimum, the following information should be obtained:

- The name and address of each driver, passenger, and witness.
- The owner's name and address if it is one other than the above.
- The license number of each vehicle involved.
- The name of the insurance company and policy number for each vehicle involved.
- A diagram of the accident.

In addition, the following should be observed:

- Be courteous - do not argue - keep calm.
- Do not talk about the accident, except to a police officer, your supervisor, or the claims adjuster.
- Make no settlements or offers of settlements to anyone at any time.

Workplace Violence Program

Jackson & Blanc is committed to maintaining a safe, healthful, and efficient working environment where employees and customers are free from the threat of workplace violence.

Prohibited behavior

In keeping with this policy, Jackson & Blanc prohibits any employee from engaging in any act, either on company premises, or during the performance of work-related duties, that:

- Threatens the safety of an employee and/or customer.
- Affects the health, life, or well-being of an employee and/or customer.
- Results in damage to company, employee, or customer property.

Such acts include, but are not limited to:

- Threatening, intimidating, coercing, harassing, or assaulting an employee or customer.
- Sexually harassing an employee or customer.
- Carrying concealed weapons on company property, or concealing a weapon on company property.
- Allowing unauthorized person's access to the building without management permission.
- Using, duplicating, or possessing keys to the building or offices within the building without authorization.
- Stealing, or attempting to steal, property of the company, an employee, or customer.
- Damaging, or attempting to damage, property of the company, an employee, or customer.

Reporting and investigation procedures

Any employee (including a supervisor or manager) who has been threatened, is a victim of a violent act, witnesses any threats or violent acts, or learns of any threats or violent acts, is to report such activity to Human Resources immediately.

Each report will be promptly evaluated and investigated by the Threat Assessment Team to determine what follow-up actions are necessary. The Threat Assessment Team shall consist of the Human Resources Manager, the President, the Vice President of Operations and any of their designees. The Threat Assessment Team has the authority to request law enforcement intervention if it is thought to be necessary.

Confidentiality

Information about an incident or threat will be disclosed on a need-to-know basis only, so that a fair and thorough investigation can be conducted, and/or appropriate corrective action can be taken. Additionally, the company will make every effort to ensure the safety and privacy of the individuals involved.

Discipline

An employee who engages in prohibited conduct will be subject to appropriate disciplinary action, as determined by the findings of the investigation. Such discipline may include warnings, reprimand, suspension, or immediate termination. In addition, certain actions may cause the employee to be held legally liable under state and/or federal law.

Section 8. Workplace Violence Program

Retaliation

Episodes of workplace violence can only be eliminated if employees are willing and able to report threats, violent acts, and other unsafe conditions. To encourage employees to come forward without the fear of retaliation, Jackson & Blanc promises to promptly investigate all complaints of retaliation, and impose appropriate disciplinary action, up to and including termination.

Training and awareness

Jackson & Blanc will conduct annual awareness training for all of its employees, including supervisors and managers. These sessions will explain the company's policy on workplace violence, as well as cover procedures for reporting and investigating threats, violent acts, and unsafe workplace conditions. In addition, employees will be informed of their responsibilities, and of the measures they can take to protect themselves and their co-workers from episodes of workplace violence.

To further employee awareness, Jackson & Blanc will provide each employee with a copy of this policy. The Company will also maintain a library of materials that address the issues of workplace security and personal safety.

Workplace Monitoring

The Threat Assessment Team will routinely monitor the effectiveness of the company's violence prevention strategies. Changes will be made, as necessary, to correct deficiencies and reflect changing workplace conditions.

Employee Suggestions

All employees are encouraged to take an active role in creating a safe work environment. Any suggestions for improving this policy or the security of the workplace should be directed to Human Resources.

Jackson & Blanc Injury and Illness Incident Report

Information about the employee:

1. Full name
2. Date of birth
3. Home street address
city
state
Zip
phone
4. Social Security #
5. Date hired
6. Employee gender

Information about the physician or other health care professional:

7. Name of the physician who treated the employee
8. Name and complete address of the facility where the employee received treatment (if applicable)
9. Was the employee treated in an emergency room (yes or no)?
10. Was the employee hospitalized overnight as an in-patient (yes or no)?

Information about the case:

11. The date of the injury or illness (mm/dd/yy) cannot be determined
12. Time employee began work AM/PM
13. Time of the event AM/PM cannot be determined
14. Description of what the employee was doing just before the incident occurred. Examples: "climbing a ladder while carrying a box of materials"; "holding a stainless steel box cover while drilling it"; "making up in a panel."

15. What happened? Tell us how the injury occurred. Examples: "When ladder slipped on wet floor, worker fell 20 feet"; "Worker's hand was cut when drill seized and spun the plate in his hand"; "Worker developed soreness in wrist over time."

16. The specific injury/illness, part(s) of the body affected, and medical diagnosis if available. Be more specific than "hurt," "pain," or sore." Examples: "strained back"; "laceration, left hand"; "carpal tunnel."

17. Identify the object or substance that directly harmed the employee. Examples: "concrete floor"; "stainless steel plate"; "hand tools."

18. If the employee died, the date of death

Information about the person completing form:

19. The name of the person the form was completed by
20. The title of the person who completed the form
21. The phone number of the person who completed the form _____

"ATTENTION: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes." Reference: Section 14300.29 (b)(6)-(10) "Within 7 days of receiving information that a recordable work-related injury or illness has occurred, you must fill out this form or the Cal/OSHA Form 301."

(office use only) **Case number matching the Cal/OSHA Log 300 entry:** _____

**JACKSON & BLANC
JOBSITE AUDIT LIST**

Job Name: _____ **Foreman :** _____

Auditor: _____ **Audit Date:** _____

Check items passing inspection, line out items not inspected, and any item needing attention must be circled and explained in the comments section. Always indicate the action taken (i.e. repaired, removed, tagged for service, notified John Doe and Warned our employees). The job foreman must file this audit at the jobsite. Notify the Safety Director for assistance.

OFFICE

- Safety Programs
- Copies of MSDS
- OSHA 200
- OSHA Posters
- Jobsite Address Posted
- Clinic Address & Phone
- Weekly Safety Meetings
- First Aid Kits
- Daily Log Book
- Trailer Access
- Security

HOUSEKEEPING

- Housekeeping
- Trashcans
- Portable Johns
- Dumpsters

FIRE PROTECTION

- Labels
- Storage
- Gas Containers
- Fire Extinguishers
- Oxy./Act. Cylinders
- Propane Cylinders
- Signage
- Smoking

ELECTRICAL

- Temp. Lighting
- Panels Covered
- GFCI
- Double Insulated Tools
- Power Cords
- Power Lines

MATERIAL HANDLING

- Proper lifting practiced
- Storage, Clear Passage
- Pallet Jacks
- Rolling Carts

COMMENTS:

EXCAVATION

- Utilities Called
- Barricaded
- Spoils - 2 Feet Back
- Protection adequate for Soil Type
- Ladder Access
- Shoring
- Adjacent Structures
- Water Control
- Inspection

LADDERS

- Condition of Ladder
- Tied Off
- 3' Above Deck
- Cleated
- On Good Ground
- Open Step Ladders
- 4:1 Ratio

STAIRS

- Handrail
- Access
- Landings - Every 12'

EQUIPMENT

- Inspected
- Controls clearly marked
- Controls working properly
- Safe guards in place and used

SCAFFOLDS

- Physical Damage
- Pinned Together
- Cross Bracing
- Guardrails, Toe boards
- Access
- Complete deck –scaffold grade
- Wheels Locked
- On Firm Ground
- Height: base < 3:1 or secured
- Base Plates

P.P.E.

- Hearing Protection
- Hard Hats
- Foot Protection
- Hand Protection
- Eye Protection
- Respirator
- Face Protection
- Fall Protection
- Clothing

TOOLS

- Free from defect
- Double Insulated
- Cords
- Air Hoses/Tied
- Powder Activated
- Guards

FALL PROTECTION

- Guardrails
- Warning Lines
- Monitor System
- Tie-Off
- Controlled Access Zones
- Hole Covers
- Fall Protection Plan
- Training
- Rebar Protection
- Anchor Point

ENVIRONMENTAL

- Carbon Monoxide
- Roofing Tar
- Painting/Fireproofing
- Silica
- Asbestos
- Lead
- Secondary Containment
- Dusts
- Confined Spaces

**JACKSON & BLANC
LOCKOUT/TAGOUT SURVEY**

Person Inspecting: _____ **Date:** _____

Other Employees Included in the Inspection:

Equipment:

Type of Control (Lockout / Tagout / Both):

How:

When Controlled:

Who:

Changes Made:

Signature: _____

**JACKSON & BLANC
RESPIRATORY MEDICAL RELEASE**

_____ has been examined by me and is medically able to wear
(Employee Name)
Respiratory protective equipment as part of his/her job function.

Signature of Doctor

Date

Name of Doctor: _____

Address: _____

Phone Number: _____

Additional Comments: _____

Employee Name

Employee Social Security Number

**JACKSON & BLANC
RESPIRATORY TRAINING MEETING**

On _____, I attended a training meeting concerning respiratory protection. To determine the proper fit,

A(n) _____ fit test was performed. Topics discussed at the meeting were as follows:

- 1) Need for respiratory protection.
- 2) Types of cartridges and/or filters and pre-filters used for contaminants utilized within my facility.
- 3) Cleaning and care of respiratory equipment.
- 4) Need for the wearer to utilize the respiratory equipment correctly.
- 5) Instructions on the simple qualitative fit test "Negative and Positive Pressure Check" to assure proper fit each time the face piece is worn.
- 6) Limitations of the respirator.
- 7) Specifications as they apply to the job.

These topics were explained to me and I understand the needs and applications of respiratory equipment as it pertains to my specific job function.

Type of respirator, filter and/or cartridge issued.

To be used while (contaminant application):

Employee Name

Safety Director

Employee Signature

Safety Director Signature

RECERTIFICATION DATES (Refresher Training, Fit Testing):

Date of Recertification	Employee Signature	Safety Director Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**JACKSON & BLANC
RANDOM COMPLIANCE INSPECTION/MAINTENANCE REPORT**

Date: _____

Department: _____

Mask Issued To: _____

Date of Issuance: _____

Hazard Protected Against: _____

TRAINING

Date of Last Certification: _____

SELECTION

Type of Respirator in Use: Half Face _____ Full Face _____

Type of Filter, Pre-Filter, Cartridge: _____

USE

Positive/Negative Fit Test: Pass _____ Fail _____

CLEANING/MAINTENANCE

Method of Cleaning: _____

Frequency of Cleaning: _____

General Condition of Mask: _____

Any Parts Needing Replacement: _____

Inspector Name

Inspector Signature

Title

**JACKSON & BLANC
CONFINED SPACE ENTRY RECORD**

The checklist must be displayed at the worksite in a visible manner for the duration of the work. Calibration of testing and monitoring equipment shall be maintained and calibrated according to manufacturer's instructions.

Location _____ Date of Entry _____

Time Issued _____ Expiration Date _____

Employee(s) assigned to enter _____

Description of known hazards present in confined space _____

	Initial sample	Post ventilation	1 hour	2 hour	3 hour	4 hour	5 hour	6 hour	7 hour
A Atmospheric test – as often as required by program.									
1. Oxygen (19.5% to 23%)									
3. Explosive Gases (less than 20% LEL)									
3. Carbon Monoxide (less than 35 ppm)									
2. Hydrogen Sulfide (below 20 ppm)									
B Designated person performing testing (print): _____									
C Ventilate	CHECK ONE								
	yes <input type="checkbox"/>				no <input type="checkbox"/>				
D Protective equipment/procedures for entry/rescue	CHECK ONE								
1. Harness and lifeline on entrant	yes <input type="checkbox"/>				no <input type="checkbox"/>				
2. Worker(s) wearing monitor	yes <input type="checkbox"/>				no <input type="checkbox"/>				
3. Worker wearing proper respiratory equipment	yes <input type="checkbox"/>				no <input type="checkbox"/>				
4. SCBA (5 min. or more) with worker	yes <input type="checkbox"/>				no <input type="checkbox"/>				
5. Spare harness and lifeline with observer	yes <input type="checkbox"/>				no <input type="checkbox"/>				
6. Spare SCBA (15 min. or more) with observer	yes <input type="checkbox"/>				no <input type="checkbox"/>				
7. Communication signals understood	yes <input type="checkbox"/>				no <input type="checkbox"/>				
8. Emergency procedures understood	yes <input type="checkbox"/>				no <input type="checkbox"/>				

Description of any additional hazards that may be expected to be generated by the entrance activities in the space and action taken to correct condition.

Emergency Procedures

**JACKSON & BLANC
DRIVER EVALUATION FORM**

Name: _____ Title: _____
 Vehicle: _____ Date: _____

Instructions:

1. Review the employee's or prospective employee's MVR and assign appropriate points for each violation in the score box.
2. Review the employee's personal file for complaints reported by the public.
2. If prospective driver has a driver evaluation score of 6 or greater, serious re-consideration should be given to his/her qualifications prior to hiring.

	<u>Points</u>	<u>Score</u>
A. <i>Number of accidents</i> (within the last 3 years)		
● None	0	_____
● 1	1	_____
● 2	2	_____
● 3	6	_____
B. <i>Moving violations</i> (within the last 3 years)		
● Hit and run, leaving the scene of an accident	6 each	_____
● Driving under the influence of alcohol or drugs	6 each	_____
● Any felony, homicide or manslaughter involving use of a motor vehicle	6 each	_____
● License suspension or revocation	6 each	_____
● Implied consent refusal (refusal to take blood alcohol test)	6 each	_____
● Racing or excessive speeds (20 mph over limits)	4 each	_____
● Reckless, negligent or careless driving	4 each	_____
● Speeding	2 each	_____
C. <i>Moving violations</i> (within the last 3 years)		
● None	0	_____
● 1 or 2	1 each	_____
● 3 and over	1 each	_____
D. <i>Moving Violations</i> (within the last 3 Years)		
● Operating a motor vehicle without a valid drivers license.	Terminate/ Revoke/ Do Not Hire	
E. <i>Public Complaints</i> (calls received by Jackson & Blanc regarding <i>poor</i> driving performance within the last year)		
● 1 or 2	1 each	_____
● 3 and over	Terminate/ Revoke	

Grading

circle	Best 0-1	Average 2-3	Questionable 4-5	Poor 5+
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Completed by: _____