

Flintco, LLC  
HSE Manual





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ADDENDUM 1

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Management Statement  
Flintco Ethos



## MANAGEMENTSTATEMENT

The management of Flintco, LLC is committed to the elimination of all jobsite accidents and injuries, property damage, fire damage and occupational illness. These objectives are all of equal importance and must be given equal attention in the implementation of the company safety policy.

The company not only has a legal obligation to provide a safe place to work, but more importantly a moral obligation to all employees of the company, subcontractors' employees, visitors, and the public, as well as the protection of all adjacent property from damage. Each employee has the right to refuse to work in an unsafe condition without fear of retaliation. Nothing less will be accepted.

Supervisory employees must accept as part of their job description the responsibility for the prevention of accidents, the safety of workers under their direction, and the enforcement of company safety requirements.

A handwritten signature in black ink, appearing to read "Peter Kozicz", written over a horizontal line.

Peter Kozicz  
President and CEO  
Flintco, LLC



## Flintco Ethos

I will **honor and respect** the Flintco heritage. I will not let my past successes lead me to believe what we did yesterday is good enough for tomorrow. Complacency is not part of our culture.

I am **committed to the success** of my company, my teammates and myself. I am humble.

I am **results driven** and believe if we are not winning, we are losing. I will undertake all of my responsibilities with the utmost honesty and integrity. I will approach every task with passion, responsibility, creativity and innovation. I will succeed.

I believe that **mediocrity is unacceptable** and my training is never done – there is no finish line. I encourage a flexible approach to accomplishing milestones but I am inflexible in my execution. Safety and quality are paramount.

I will **positively contribute** to our culture and community. I expect leadership at every level. I am in control of my environment because I own my actions. I am accountable.

I believe **it is a privilege** to be a member of the Flintco community. This honor must be earned every day.

**I AM FLINTCO.**

Crisis Flow Form  
Media Statement



# CRISIS FLOW FORM

JOB NAME: \_\_\_\_\_

<u>Project CrisisTeam</u>	
Name	XXX-XXX-XXXX

1. Contact proper emergency agency (Fire / Ambulance / Police)
2. Secure CrisisArea
3. Contact Area SafetyManager
4. Contact Division President / Area Manager / ProjectDirector
5. "Buy time" statement to the Media

<u>Area Safety Manager</u>	
Name	XXX-XXX-XXXX
<u>Backup:</u>	
Area Manager	
ProjectDirector	

1. Contact Corporate Safety Director – Flint Howard 405-255-4054
2. Get tosite
3. Assignduties
4. Contact DivisionPresident(Alternate-Area Manager)
5. Contact EmployeeFamily
6. Contact Owner / Owner Rep
7. Call OSHA

<u>DivisionPresident</u>	
Name	XXX-XXX-XXXX
<u>Backup:</u>	
Area Manager	
ProjectDirector	

1. Call Peter Kozicz (Larry Cheatham if can't reach Peter)
2. Contact Flintco General Counsel Trent Gudge 918-710-3410
3. Dispatch spokesperson - Larry Cheatham 918-346-9495
4. Alternate –CraigSauer314-537-1878

<u>Peter Kozicz</u>	
918-710-2200	
918-706-8030 (Cell)	
<u>Backup:</u>	
LarryCheatham	

1. Call CounterpartsatAlberici
2. E-mail BoardofDirectors
3. Issue CompanyWideStatement

<u>Larry Cheatham</u>	
918-710-2158	
918-346-9495 (cell)	
<u>Backup:</u>	
<u>Craig Saur</u>	
314-733-2352	
314-537-1878 (cell)	

1. Call CraigSaur
2. Call PeterKozicz
3. Call Joe Gallagher – Alberici Risk Manager
4. Follow-up with employee's family(Larry Cheatham)





## MEDIASTATEMENT

### Injury Accident

Flintco's primary concern is for the well-being of those involved. Our thoughts and prayers are with individual(s) and their (family OR families.)

At this time, we are gathering information on the incident in full cooperation with the OSHA inspector and assisting them in their investigation. Safety is the top priority at Flintco, and we will share information once the details have been confirmed.

Contact Larry Cheatham, who will gather your questions and respond as information becomes available. You may reach him at 918-710-2158 or on his cell at 918-346-9495.

Thank you.

### Non-Injury Incident

This is a non-injury incident and our safety management team is in the process of investigating. Please contact Larry Cheatham, director of marketing, who will gather your questions. You may reach him at 918-710-2158 or on his cell at 918-346-9495. Once we have confirmed the information and details of the incident, we will contact you with a statement.

Thank you.

# Emergency Action Plan



## EMERGENCY ACTION PLAN

### (EAP)

#### Purpose

Flintco, LLC and its Subsidiaries are dedicated to the protection of its employees from emergencies such as tornadoes, fires, structural collapse, and chemical releases. When emergencies do occur, our Emergency Action Plan (EAP) is initiated. This EAP is in place to ensure employee safety from emergencies during regular hours and after hours. It provides a written document detailing and organizing the actions and procedures to be followed by employees in case of a workplace emergency.

OSHA's Emergency Action Plan requirements, found at 29 CFR 1926.35, require Flintco, LLC to have a written Emergency Action Plan (EAP). This EAP addresses emergencies that our company expects may reasonably occur at any of our construction sites.

The EAP communicates to employees, policies and procedures to follow in emergencies. This written plan is available, upon request, to employees, their designated representatives, and any OSHA officials who ask to see it.

#### Administrative Duties

\_\_\_\_\_ Flintco, LLC Superintendent or Project Safety Coordinator (or designee) is the EAP administrator, who has overall responsibility for the plan. This responsibility includes the following:

- Developing and maintaining a written Emergency Action Plan for regular and after hours work conditions
- Notifying the proper rescue and law enforcement authorities, and the building owner/superintendent in the event of an emergency affecting the facility
- Taking security measures to protect employees
- Integrating the Emergency Action Plan with any existing general emergency plan covering the building or work area occupied
- Distributing procedures for reporting emergencies, the location of safe exits, and evacuation routes to each employee
- Conducting drills to acquaint employees with emergency procedures and to judge the effectiveness of the plan
- Training of designated employees in emergency response situations such as the use of fire extinguishers and the application of first aid/CPR
- Deciding which emergency response to initiate (evacuate or not)
- Ensuring that equipment is placed and locked in storage rooms or desks for protection
- Maintaining records and property as necessary
- Ensuring that our facility meets all local fire codes, building codes, and regulations.

The Flintco, LLC Superintendent or Project Safety Coordinator is responsible for reviewing and updating the plan as necessary. Copies of this plan may be obtained from the Flintco, LLC Site Administration office.

The Flintco, LLC Superintendent or Project Safety Coordinator has full authority to decide to implement the EAP if he/she believes an emergency might threaten human health. The following potential emergencies might reasonably be expected at this facility and thus call for the implementation of this EAP:

- Fire, Tornado, Lightning, Collapse, Chemical Release, etc.



The following personnel can be contacted regarding further information about the written Emergency Action Plan or an explanation of duties under this plan: The Flintco, LLC Superintendent or Project Safety Coordinator

Key management personnel cell telephone numbers include:

Key management member:	Cell Telephonenumber:

If, after reading this plan, you find that improvements can be made, please contact the Plan Administrator, The Flintco, LLC Superintendent or Project Safety Coordinator. We encourage all suggestions because we are committed to the success of our Emergency Action Plan. We strive for clear understanding, safe behavior, and involvement in the program from every level of the company.

### Alarms

Different emergencies call for different alarms to indicate what actions employees should take. Flintco, LLC has established an employee alarm system using air horn blasts. We use a distinctive alarm capable of identification as a signal whether or not to evacuate for each emergency. We realize that where alarm signals have similar sounds and are used for purposes other than to signal evacuation, they can be confused with the fire alarm signal and either be ignored or cause overreaction. Therefore, we use a distinctive signal for each purpose. We will use the tornado alarm to warn employees of tornado warnings only.

- ▯ *Fire and Evacuation Alarm: Multiple 3-4 second bursts from an air horn*
- ▯ *Lightning Danger Alarm: Multiple 3 short quick bursts from an air horn*
- ▯ *Tornado Alarm: Continuous blast from airhorn*

Because we may use the radio communication system as a means to deliver emergency information, all emergency messages have priority over all non-emergency messages.

We have posted the following emergency telephone numbers near telephones, or emergency notice boards, and other conspicuous locations for use when telephones serve as a means of reporting emergencies:

<b>Emergency responder:</b>	<b>Telephonenumber:</b>
-----------------------------	-------------------------



Ambulance	911 or
Fire Dept.	911 or
Police Dept.	911 or
Hospital	
Physician	

### Emergency Reporting and Weather Monitoring Procedures

*In the Event of an Emergency Requiring Evacuation:*

- The alarm will consist of multiple 3-4 second bursts from an air horn.
- Employees will exit to the nearest safe designated evacuation point.

When employees detect an emergency that requires an evacuation, such as a fire or hazardous release, they should immediately leave the area and notify their supervisor. A supervisor, superintendent, safety personnel, or a member of management will notify the Fire Department.

Our backup method for reporting emergencies that require evacuation includes the following:

- Direct Verbal Communication
- Radio Communication

*In the Event of a Tornado Watch*

- We monitor possible tornadic activity by national weather service alerts
- We monitor possible tornadic storm activity by national weather service radar

Our backup method for monitoring tornadoes includes the following:

- Local weather service alerts
- Local weather radar

*Responding to a tornado alarm:*

- A tornado alarm will consist of a continuous burst from an air horn. This will continue for several minutes.

In the event of a tornado, it is corporate policy to provide emergency warning. Once employees are made aware of a tornado situation, they are to follow these procedures:

- Employees are to seek shelter in the lowest area in the building in a room with no windows.
- Employees that are in a temporary trailer are instructed to leave the trailer and seek shelter in a low lying area free from debris.
- If the building has been constructed, employees should seek shelter in the lowest portion of the stairwells.
- This list will continue to be updated as project construction progresses.

Workers will cease work immediately and safely proceed to the designated safe area. Due to ever-changing work areas the safe area could be moved accordingly. These safe areas are posted in the Flintco, LLC trailers.



Employees are not to leave the shelter or return to their regular duties until the all clear is given.

The Flintco, LLC Superintendent or Project Safety Coordinator or other designee will determine when it is safe for employees to leave their tornado shelter and return to work. At that time, the Plan Administrator will sound an all clear horn and work can be continued.

If anyone is injured or contaminated, the Plan Administrator will activate rescue and first aid actions.

## **Evacuation Procedures**

Some emergencies require evacuation or escape procedures, while some require employees to stay indoors, or in a safe area. Our emergency escape procedures are designed to respond to many potential emergencies, depending on the degree of seriousness. Nothing in these procedures precludes the Plan Administrator's authority in determining whether employees should remain inside or evacuate.

The emergency evacuation procedures and assignments are designed to respond to many potential emergencies that require them, including: fire, explosions, chemical spills, collapse.

Employees need to know what to do if they are alerted to a specific emergency. After an alarm is sounded to evacuate, employees should take the following steps:

- Stop work immediately and proceed to the nearest available and safe exit to leave the facility.
- If a safe exit is unavailable, proceed to a room with an outside window, in the occurrence of fire, close and seal the door.
- Hang something light colored out the window and call or phone for help.
- DO NOT GO TO THE ROOF

Once evacuated, employees are to head toward their designated exterior or safe area, where a head count will be performed, and further instructions given.

### *Procedures to Account for Employees*

Trained evacuation personnel assist in safe and orderly evacuation for all types of emergencies that require evacuation. Once evacuation is complete, they conduct head counts. The employees selected are trained in the complete workplace layout and the various alternative escape routes from the workplace. Before leaving, these employees check rooms and other enclosed spaces in the workplace for employees who may be trapped or otherwise unable to evacuate the area. A list of trained personnel appears below:

- All Frontline Supervisors and/or Superintendents

This list indicates a sufficient number of employees who have been designated by the company and trained to:



- Direct and assist in safe and orderly emergency evacuation
- Provide guidance and instruction for all types of emergency situations
- Be aware of employees with special needs who may require extra assistance
- Use the buddy system
- Avoid hazardous areas during an emergency evacuation.

The list of trained personnel includes at least one person from every area for every shift. This means that every trained evacuation person is responsible for seeing to approximately 15-20 evacuated employees. The trained personnel also serve as a resource of information about emergency procedures and conduct head counts once evacuation is complete.

Frontline supervisors must be aware of the locations of those employees working on a particular day when an emergency occurs, as well as suppliers, customers, and other non-employees on the premises, when an emergency occurs, and be aware of who is absent or otherwise away from the premises. Accounting for employees and non-employees will aid local responding fire/rescue departments in determining whether rescue efforts are necessary. Each department reports to their respective representative as follows:

- Report to your direct supervisor and supervisors will report to management.

Once each evacuated group of employees have reached their evacuation destinations, each trained evacuation employee:

- Takes roll of his or her group
- Makes sure all persons are accounted for
- Reports in to a central checkpoint managed by the Flintco, LLC Site Safety Coordinator
- Assumes role of department contact to answer questions

Head count results should be given to the local Fire Chief or firefighter, if requested.

No employees are to return to the buildings until advised by the Flintco, LLC Superintendent or Project Safety Coordinator or designee (after determination has been made that such re-entry is safe). If anyone is injured or contaminated, the Plan Administrator will activate rescue and first aid actions. If an emergency incident expands, the EAP Administrator may send employees home by normal means or provide them with transportation to an offsite location.

## **Non-Evacuation Emergency Procedures**

Flintco, LLC has the following non-evacuation procedures:

- Small spills or small fires
- Any emergency where it would not be safe for employees to evacuate, or they need not evacuate.
- Responding to a tornado alarm

## **Plan Administrator Duties**



During an emergency, the Flintco, LLC Superintendent or Project Safety Coordinator or other designated personnel will do the following:

- Assess the situation to determine whether an emergency exists, requiring activation of emergency procedures.
- Supervise all efforts, including evacuating employees.
- Call outside emergency services.
- Take all necessary measures to contain the hazard and prevent its spread to other nearby areas, with the assistance of emergency personnel.
- Direct the shutdown of facility operations when required.
- If the emergency is a biological agent, turn off the ventilation system in the building.
- If the emergency is a hazardous material spill, ensure that the hazardous material and any material with which it came into contact (gravel, soil, etc.), is abated by a contractor who is licensed in the removal of hazardous material as required by federal, state, and local regulations and environmental agencies.
- Ensure that the emergency crew restores all emergency equipment to full operational status.
- Assisted by other qualified persons, begin to investigate the cause of the emergency and take steps to prevent a recurrence of such or similar incidents.
- Ensure that the cause of the emergency has been investigated and eliminated and that cleanup and restoration have progressed at least to the point of not jeopardizing the health and safety of the employees, and that EPA, state, and local authorities have been notified, if required.
- Ensure that for spills or releases involving a hazardous substance at or above its reportable quantity, the following necessary information is recorded and reported: name of chemical(s) involved, whether the substance is listed under 40 CFR 302—extremely hazardous substances, estimated quantity of the released substance, time of the release and duration, medium into which the substance was released, health risks associated with the release, precautions taken to respond to the release, name and telephone numbers of persons who can be contacted for further information.

## Rescue and First Aid

Designated first aid responders should provide first aid assistance within their capabilities to employees requiring it during emergency situations. Appropriate first-aid supplies have also been provided.

Professional emergency services responding in an emergency will help with and direct all rescue and medical duty assignments upon their arrival onsite.

## Training

Our Plan Administrator reviews the Emergency Action Plan with each of our employees at the following times:

- Initially when the plan is developed
- Whenever a new employee is hired
- Whenever the employee is assigned initially to a job
- Whenever an employee's responsibilities or designated actions under the plan change
- Whenever new equipment, materials, or processes are introduced into the workplace
- Whenever the layout or design of the facility changes
- Whenever the plan is changed

The information in this plan is not intended for casual reading, but is intended to get the appropriate message across. We present the material for training in the following manner:





- Site orientation

Flintco, LLC and its Subsidiaries perform drills for the following emergencies:

- Fires and Tornados. We hold these drills at least twice annually.

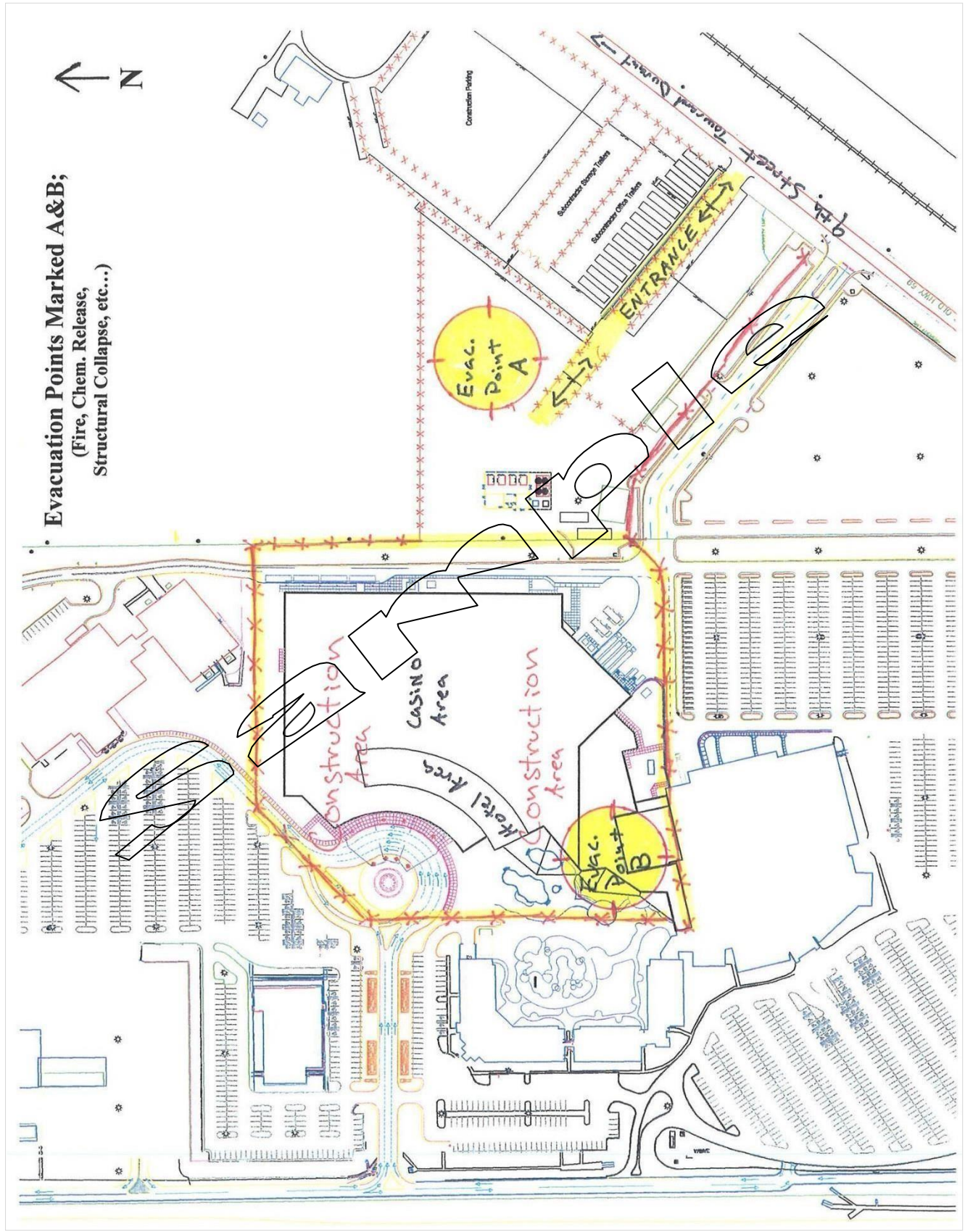
After a drill, the Plan Administrator judges the effectiveness of the plan and reviews any employee input concerning the drill. Employees performing the drill may identify something that did not follow procedure or was ineffective. For example, they may discover doors that would not open; they may enter storage closets instead of exiting; they may get lost and confused or they may carry a suspicious package through the facility. These are the types of things the Plan Administrator needs to hear about after a drill. That way, they can be addressed before a real emergency.

## **Appendices**

We have attached to this Emergency Action Plan, the following documents for reference to ensure a better understanding of our written program:

- Evacuation Checkpoints
- Emergency Equipment Entrance Points

**Evacuation Points Marked A&B;**  
 (Fire, Chem. Release,  
 Structural Collapse, etc...)



## Employee Hiring



## EMPLOYEEHIRING

Prior to new employees starting work, the following steps are to be taken. A new employee is a person who has not worked for the company within the last three months.

1. Call the area office and schedule an appointment for the prospective employee to go in for a pre-employment drug screen and pre-employment functional capacity test.
2. Inform prospective employee that after their collection is over to return to you and bring a copy of their signed chain of custody control form. Fax the chain of custody form along with a cover letter stating the prospective employee's name, social security number, and chain of custody number to Employee Services, attention Jill Lingle at (877)504-8349.
3. Once Employee Services has notified you with a "negative" result, contact the area office to schedule orientation. No prospective employee is to be put to work until steps 1 through 3 have been completed.
4. Each new employee and newly transferred employee will be instructed by the project superintendent in the recognition and avoidance of hazards conditions that is applicable to their work environment.
5. New hires should be assigned to a partner who has been with the company and is aware of the company's safety policy.
6. Project superintendents will issue to the new employee all personnel protective equipment that will be needed by the employee.
7. Project superintendent will inspect or have inspected new employee's personal tools to ensure that all tools are in good condition.
8. New employees should be monitored to ensure they are performing their tasks in a safe manner.
9. Employees hired through a temporary service are to be interviewed by a member of the project team to determine what experience the person has in the construction industry.
10. The temporary employee will be made aware of the company's safety requirements, the employee's responsibility, and the hazards present at the project.

# Employee Training



## EMPLOYEE TRAINING

1. Each employee who will be operating certain equipment must meet the requirements of the company operator's certification program and be conducted by a competent person. The training shall include formal instruction, practical training and operator evaluation in the workplace. Training on the equipment's operator manual will be completed on each piece of equipment. Each operator is re-evaluated at least every two (2) years. The equipment that requires certification including, but not limited to:
  - Cranes (Must be certified by an accredited organization after 5/21/07)
  - Bobcats
  - Forklifts
  - Backhoe
  - Concrete Pump Truck Driver
  - Self-propelled Boom Lift
  - Truck Driver
  - Scissor Lift
  - Personnel Hoist
  - Dozer
  - Moto-grader
  - Rigging
  - Signal Person
2. All temporary employees that operate company vehicles/equipment must have documented proof of training and or certification (if required by standard) and must be tested for proficiency prior to use by a Flintco, LLC competent person (operations staff or safety staff).
3. A Tool Box Safety Training meeting will be held for the purpose of continuing training. Tool box safety training is to be held each and every Monday morning. A topic that reflects site specific issues should be chosen. Pre-Work Meetings are to be scheduled on a daily basis. Daily Pre-Work Meetings are to be documented.
4. Employees who are engaged in certain tasks and operations are required to receive training, i.e., excavation, fall protection, scaffolding work. Consult the following for requirements:
  - 29 CFR 1926
5. Employees will receive re-training when it is evident that an employee is not performing a task in a safe manner or if the employee is involved in an accident.
6. The HSE Department will conduct periodic safety training for supervisors and non-supervisory personnel.
7. Each employee who will be operating equipment or tools that require certification as outlined in the 29 CFR 1926 must be certified before operation of equipment, i.e. power actuated tool, laser equipment, etc.
8. Project Managers, Engineers and Field Office personnel are required to take the OSHA 10 hour course.
9. Superintendents, Assistant Superintendents, and Foremen and are required to take the OSHA 30 hour course.
10. Field personnel are required to take the OSHA 10 hour course.
11. A valid certificate in First Aid/CPR/Blood Borne Pathogens/AED training must be obtained from the American Red Cross, or equivalent training that can be verified by documentary evidence.



Firearm/Weapons  
Free Workplace





## **STATEMENT OF FIREARM, WEAPONS-FREE WORKPLACE POLICY**

### **STATEMENT OF POLICY**

It is the policy of the Company to maintain a work environment that is safe for all persons, including the community, and conducive to attaining high work standards. To achieve these objectives, the company is committed to a strong stand against firearms and weapons in the work environment.

It is the Company's policy to maintain a firearms and weapons free work place and prohibit the possession of firearms and weapons regardless of any license or permit that an individual may have which would otherwise authorize the individual to carry firearms or weapons. The Company will strictly enforce this policy.

### **DEFINITIONS**

- (a) Firearm: A weapon, a pistol or rifle, whether loaded or unloaded, capable of firing a projectile and using an explosive as a propellant. Exception: powder – actuated tools which are manufactured for the use of fastening building materials are not part of this policy.
- (b) Weapons: An instrument of attack or defense.
- (c) Office: All permanent facilities, all mobile facilities, all leased facilities, and any facility designated as an office by the Company.
- (d) Parking lot: All lots at permanent facility, lots at project sites, any lot that the Company designates as a parking lot that is not at a permanent facility or project site.
- (e) Company vehicle: All company-owned vehicles, all company-leased vehicles, all company-rental vehicles, and all personal vehicles for which the owner receives a vehicle allowance, all personal vehicles where the owner receives reimbursement for mileage.
- (f) Company Events: Company sponsored events, sporting events, award banquets, and picnics.
- (g) Search: To examine in order to find something concealed.
- (h) Job sites: Any and all locations where the company conducts business.



## **SIGNS**

- (a) At each entrance to offices, parking lots, and project sites, a sign shall be posted in a location that is conspicuous to all who could enter an office, parking lot, or projectsite.
- (b) Signs shall have wording or pictogram that prohibits firearms and weapons.
- (c) The absence of a sign does not excuse compliance with this policy.

## **COMMUNICATION OF POLICY**

- (a) Each employee of the Company shall receive a copy of this policy at the time of his/her hire and shall sign a copy of the acknowledgment. Employees who were employed before the effective date of this policy shall also receive a copy of this policy and shall sign a copy of the acknowledgment. A copy of the signed acknowledgment shall be maintained in each employee's personnel file.
- (b) A copy of this policy shall be attached to each subcontractor's subcontract, and shall become a part of its subcontract. The subcontractor shall be responsible for communicating this policy to its employees and any employees and any second tier subcontractors that the subcontractor sublets any portion of its contract.

## **PROHIBITED CONDUCT**

- (a) The transportation of firearms or weapons in company vehicles is prohibited. This includes but is not limited to, (1) to and from work, (2) when conducting company business, (3) at all times in company-owned or leased vehicles.
- (b) The carrying of permitted and non-permitted firearms while at company offices, parking lots, sponsored events, and job sites. In certain states, including Oklahoma, Georgia, Indiana, Kansas, Louisiana, Mississippi, and Tennessee, Texas and other states, employees are permitted to store firearms in their personal vehicles in company parking lots so long as the firearm is locked and secured inside the personal vehicle. Laws change frequently on this subject and the policy is deemed to update automatically with the law of the relevant state.
- (c) The carrying of weapons while at company offices, parking lots, sponsored events, and job sites is strictly forbidden.
- (d) Exception: powder actuated tools which are manufactured for the use of fastening building materials are not part of this policy.

## **SEARCH**

- (a) The Company is frequently engaged in work where the owner reserves the right to search all vehicles prior to entering the work site and all persons and their personal effects.



- (b) The Company reserves the right to conduct reasonable, unannounced searches of company premises and personal searches of employees and others while entering, on, or leaving company premises, including, but not limited to, personal effects, vehicles, lockers, desks, tool boxes, clothing, meal containers, and baggage.
- (c) Individuals refusing to allow an inspection will not be detained or forced to submit to the inspection. Refusal violates company policy and constitutes voluntary termination of the employment relationship. Non-employees who refuse to allow an inspection will not be permitted on company premises.

## **DISCIPLINE**

- (a) Violations of any portion of this policy will subject the employee to disciplinary action up to and including termination of employment.
- (b) Violations of by a subcontractor's employee any portion of this policy will constitute insubordination and serious misconduct that will mandate the subcontractor's employee to immediate removal from the Company's premises, and barring future access to any company premises.



**ACKNOWLEDGMENT OF RECEIPT OF POLICY**

I acknowledge that I have received Flintco, LLC Firearms and Weapon Free Workplace Policy and/or that I have thoroughly read the Policy and/or have had it explained to my understanding. I understand that I will abide by all terms of this policy and understand that my failure to comply with this policy will result in disciplinary action up to and including termination of employment.

I understand that compliance with this policy does not guarantee employment for any set or definite term and that my employment remains at-will, which means that either I or the company can terminate the employment relationship at any time, for any reason or no reason, with or without cause.

\_\_\_\_\_

Date

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

## FX Point Criteria

# FX Point Earnings and Deductions

## Objective

Flintco is committed to creating an incident and injury-free environment for all individuals working on our projects. This requires all employees to maintain a constant awareness of their surroundings and a willingness to correct unsafe conditions and behaviors before they result in an incident or injury.

The following criteria is designed to encourage employees to actively participate in creating a culture of safety within Flintco. Point deductions are meant to ensure that all injuries are reported so that we may collectively learn from them and prevent similar incidents.

## How the Program Works

1. Earning Points:
  - a. FX points will be awarded per quarter to each employee for being injury free.
  - b. Additional FX points will be awarded per quarter if the employee's assigned area office the employee goes injury free.
  - c. On-the-Spot FX points can be earned for proactive behavior such as identifying un-safe conditions, participating in safety solutions, etc. On-the-Spot FX points will be awarded at the discretion of Flintco management.

Operations & Field Employee	
Employee Recordable Injury Free	50 FX points / quarter
Area Office Recordable Injury Free	30 FX points / quarter

Office & Corporate Employee	
Employee Recordable Injury Free	25 FX points / quarter
Area Office Recordable Injury Free	15 FX points / quarter

2. Point Deductions:
  - a. FX points will be deducted from the employee's account for failure to report an injury per Flintco policy.
  - b. FX points will be deducted for a Class B safety violation as defined in Chapter 5 of the safety manual.
  - c. FX points will be deducted for a Class C safety violation as defined in Chapter 5 of the safety manual.

Point Deduction Breakdown	
Failure to timely report per policy	-40 FX points
Class B Safety Violation	-40 FX points
Class C Safety Violation	-20 FX points
Area Recordable Injury (Field/Operations)	-30 FX points (one-time loss per quarter)
Area Recordable Injury (Office/Corporate)	-15 FX points (one-time loss per quarter)

## Definitions:

- To be eligible for safety points, an employee must work a minimum of 312 hours per quarter.
- A field employee is someone who has a title that contains "Project", "Superintendent", "Safety", "Office Engineer," or "Quality Control Coordinator" as well as those on the field payroll system (hourly).
- An office employee is any employee not defined as a field employee. This includes Area Managers and above and any non-project based employees.
- A corporate employee is someone who is not part of a specific area office. If any corporate employee across all the offices has a recordable accident within the quarter, it will result in a loss of 15 FX points for all corporate employees for that timeframe.

# Motor Fleet Policy



# Motor Vehicle Policy

Our motor fleet safety program is designed to promote safe driving on and off the job. When properly implemented, this program will help reduce the frequency and severity of incidents and violations in our vehicle operations. Our focus is on reducing the financial burden of incidents and the accompanying human suffering. It is equally important that we present a strong public image of a company that puts safe drivers on the road.

Flintco, LLC considers the use of company provides vehicles and personal vehicles being operated on company business as part of the working environment. Operation of a company vehicle is both a privilege and a responsibility, not a right. Drivers are responsible for operating the company vehicle according to federal and state laws and our company policy. Violation of these laws and rules will result in the removal of driving privileges.

The safety manager is responsible for investigating, documenting, contacting and maintaining communication with our insurance carrier, and following up on automobile claims handling. This program also fits within our modified duty plans for emphasizing a prompt return to work for workplace injuries sustained from motor vehicle incidents, through a transitional duty assignment.

This program has been designed to address vehicles driven by or for:

- Delivery operations
- Transport operations between facilities,
- Related business purposes when using company vehicles or personal transportation

The driver's assigned manager or area manager and area safety manager will review all incidents.

Employees are required to immediately report all incidents and moving violations that occur during work-related activities, if they are driving a company-owned or personal vehicle on company business.

We will provide safe and reliable transportation to authorized drivers, and the resources for properly maintaining company vehicles. It is each driver's responsibility to ensure proper vehicle maintenance, exercise defensive driving habits, maintain a good driving record, and adhere to the company safe driving expectations and objectives of this program.

Employees who are authorized to drive personal vehicles on company business are expected to maintain their vehicles in safe operating condition, as well as provide the fleet coordinator with proof of liability insurance with minimum coverage that aligns with corporate risk management philosophy. All occupants of company vehicles and occupants of personally owned vehicles driven on company business must wear seat belts / restraints at all times.

We will adhere to all federal, state and local laws governing vehicle operation.

\_\_\_\_\_  
(Peter Kozicz, President, CEO)

\_\_\_\_\_  
(Flint Howard, Corporate Safety Director)

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Date)





## **Vehicle Safety Program Elements**

The following driver evaluation, selection, training, and reporting tools will be used to administer a successful safety plan:

See: *Equipment Maintenance Warehouse (EMW) Company Vehicle Policy for procurement, replacement and mileage reimbursement*

## **Driver Selection**

Employees with poor driving records expose our company to potentially significant liability. We will only allow the use of our company vehicles, and the operation of non-company owned vehicles on company business by those drivers who are qualified to drive based on the following criteria:

- Drivers must provide proof of a valid driver's license for the vehicle to be operated which may include a Commercial Driver's License
- Drivers must have an acceptable Motor Vehicle Record (MVR Policy Appendix A)
- Driver will be subject to an annual MVR
- Drivers must be on the company's approved driverlist
- Employee will be alcohol/drug tested at hire, randomly, for cause and post incident in accordance with our Company Substance Free Policy.

Employees who are assigned company vehicles or who regularly operate personal vehicles on company business are expected to maintain acceptable driving records, per our company's Motor Vehicle Policy.

## **Motor Vehicle Record Policy**

It is Flintco policy that every employee who operates a vehicle (company owned or personally owned) does so safely and in accordance this policy and all applicable laws in the jurisdiction of operation.

A copy of a driver's Motor Vehicle Driving Record (MVDR) will be obtained upon employment and annually thereafter to ascertain that an applicant or existing driver has a valid license and to review past driving records.

*Appendix A* of this section will be used to objectively evaluate applicants and existing employees who drive. Drivers with unacceptable driving records will be subject to having privileges revoked and possible removal from positions requiring driving.

A *Motor Vehicle Driving Record Authorization and Release (MVDR)* form and a *Company Vehicle Policy Acknowledgement (CVPA)* form must be completed and sent to the Risk Management Department upon employment and annually thereafter. The forms can be located in the Documents center under the Equipment Maintenance Warehouse\_(EMW)tab.

The following employees are required to submit an annual MVDR and CVPA:

- A company owned or leased vehicle
- A personally owned or leased vehicle used to conduct company business
- A rental vehicle used to conduct company business

## **Company Owned / Leased Vehicles Assigned to an Authorized Driver**

It is the responsibility of the employee/driver to comply with these policies at all times when using the vehicle.

- The employee must have a current signed (Company Owned Vehicle Authorization) COVA on file with the Risk Management Department before using the vehicle.
- If the assigned vehicle is used by any Company employee other than the person assigned to the vehicle, that person must also read these policies and sign the COVA before using the vehicle.



- If the assigned vehicle is used by any Company employee other than the person assigned to the vehicle, that person must also read these policies and sign the COVA before using the vehicle.

### **Company Owned Vehicles Assigned to a Project**

It is the responsibility of the project manager to confirm an approved MVR and COVA is on file with the Risk Management Department for each employee who drives the Company vehicle.

Apportioned vehicles are heavy hauling vehicles specially licensed to drive through multiple states. If an apportioned vehicle is assigned to a project, it is the responsibility of the project manager, in conjunction with the Equipment/Warehouse Manager, to comply with all required regulations and paperwork.

### **Employee Owned /Leased Vehicles Utilized for Company Business**

It is the responsibility of the employee/driver to comply with these policies at all times when using the vehicle.

- Employees must sign a Personally Owned Vehicle Acknowledgement (POVA) before using the vehicle for Company business
- Employee shall provide proof of insurance on a semi-annual basis with limits that meet or exceed the minimum state requirements or those established by the Company. Company requirements are as follows: 100,000/300,000 bodily injury, 100,000 property damage, 300,000 combined single limits

### **Withdrawal of Vehicle Privilege**

The assignment of a Company owned/leased vehicle is a privilege and this privilege may be withdrawn at any time.

Violation(s) of the following nature may result in revocation of the Company vehicle and/or disciplinary measure up to and including termination. The following list is not inclusive of all violations:

- Unacceptable MVR. Refer to the MVR Policy
- Conviction or guilty plea to driving any vehicle under the influence of alcohol or an illegal substance
- Tampering with or disconnecting the odometer or GPS device (if so equipped).
- Road rage.
- Abuse or misuse of the vehicle.
- Failure to comply with the rules and procedures stipulated in Company policy.
- Failure to comply with local, state, and federal laws.
- Possession of weapons, alcohol, or illegal substances
- Failure to comply with the Company Mobile Communication Policy

A combination of and/or multiple violations of the following may result in withdrawal of the privilege to drive a Company vehicle. The list is not inclusive of all violations.

- Speeding or other moving violation.
- Red light camera violation.
- Failure to obey traffic signs.
- Preventable/at-fault accident.
- Misuse of Company fuel card, or fuel paid for or reimbursed by the Company
- Careless and imprudent driving

### **Driver Responsibilities**

Two-thirds of vehicle accidents are a result of driver error, whether caused by inattentiveness, distractions, fatigue or lack of appropriate defensive driving. While driving a vehicle for business purposes, it is the employee's responsibility to remain attentive and drive defensively in an effort to continuously evaluate, recognize and avoid accident producing situations and physical conditions.



Driver fatigue has been identified as a leading contributor to roadway crashes among workers as well as the general population. Fatigue affects driving performance by impairing information processing, attention and reaction times. Fatigue may cause a driver to fall asleep. Time of day, duration of wakefulness, inadequate sleep, sleep disorders and prolonged work hours have all been identified as major causes of fatigue.

- Eligible drivers are responsible for driving their vehicle in a safe and prudent manner.
- Employees must know and abide by all driving laws in areas where they operate a Company vehicle.
- Employees must maintain a valid driver's license for the state in which they are living.
- Notification to the Risk Management Department is mandatory if an employee's driver's license is revoked, suspended or restricted. It is the employee's responsibility to promptly report a revoked, suspended or restricted driver's license. Failure to do so may result in disciplinary action.

### **Safe Driving Performance Expectations**

Driving is a critically important part of the job for those employees assigned company vehicles or operating their own vehicle for company purposes. Evaluations of your job performance will include an evaluation of your driving performance.

The use of seatbelts is mandatory by all occupants of a Company owned vehicle, personally owned vehicle, or Company rental vehicle at all times, without exception. It is the driver's responsibility to ensure that all occupants fasten their seatbelts prior to operating the vehicle. Any malfunctioning seatbelt should be repaired and/or replaced immediately. The Company reserves the right to revoke the driving privilege of any driver not complying with this policy.

All safety-related equipment on each vehicle must be functional at all times. This includes air bags, windshield wipers, defrosters, power steering, headlamps and backup lights, directional signals, horn, glass, mirrors and brakes. Each Company vehicle should be suitably equipped with items for use in an emergency, whether the emergency is a collision or breakdown.

Each vehicle shall have the following standard items:

1. Current insurance verification
2. Fire extinguisher
3. First aid kit
4. Usable spare tire, jack and lug wrench
5. Emergency kit (Yellow bag) containing our incident information forms.
6. Operator's Manual

Safe driving performance also includes responsible use of mobile communications devices. Please make sure to read and follow the policies outlined in our Mobile Device Use Policy for Drivers (Appendix B).

### **Vehicle Maintenance**

Drivers are responsible for ensuring the vehicle is well maintained. The assigned driver is responsible for taking the vehicle to approved service locations for scheduled maintenance. The employee is responsible for reporting any damage, faulty equipment or other needed repairs to his/her supervisor. The employee is responsible for making sure the equipment is safe to operate on the road.

Every employee assigned a Company Owned Vehicle or reimbursed for using a Personally Owned Vehicle is expected to maintain his or her vehicle in a safe operating condition.

Maintenance schedules for Company Owned Vehicles are mileage based.

- Employees are expected to report mileage to the EWM on a monthly basis.
- It is the employee's responsibility to ensure that Company vehicles are properly maintained. Maintenance is managed with the Enterprise Fleet Management program. See Enterprise Fleet Management SOP



- After repairs and fuel, tires are the most costly operating expense. Proper tire inflation requires only a few minutes of work each week and will minimize expenses by extending tire life and enhance the safe operation of the vehicle.
  - a) Maintain the manufacturer's recommended tire pressure.
  - b) Check the pressure once a week, including the spare.
  - c) Carefully inspect tires for uneven wear, cuts, fabric breaks and abrasions.

Employees are expected to keep their vehicles clean and orderly.

Employees are responsible for ensuring all necessary precautions are taken to prevent damage and theft of the Company Vehicle and/or its contents at all times.

- Shut off the ignition and remove the keys.
- Close all windows.
- Lock all doors.
- Do not leave merchandise or equipment in open view inside a vehicle.
- When possible, select an off-street, lighted area close to a business or hotel entrance where normal police surveillance or security protection exists.

### **Vehicle Inspection Procedure**

Drivers are responsible for ensuring the vehicle is well maintained. The assigned driver is responsible for taking the vehicle to approved service locations for scheduled maintenance. The employee is responsible for reporting any damage, faulty equipment or other needed repairs to his/her supervisor. The employee is responsible for making sure the equipment is safe to operate on the road.

The Employee is responsible for keeping the assigned vehicle clean and orderly.

1. Approach Vehicle: look for leaks of coolant, fuel or lubricants under the vehicle.
2. Note body condition
3. Under hood, check battery water level, oil level, transmission fluid level, windshield washer fluid level, belt and hose condition and adjustment.
4. Start engine for warm up. Check for abnormal noise or gauges for normal readings. Try steering wheel for excess play.
5. Depress brake pedal for excessive travel, mushy or hard feel
6. Check horn and windshield wipers
7. Turn on all lights including the emergency flasher. Check high and low beam headlights
8. Check tire inflation and tread
9. Check emergency equipment. Fire extinguisher, first aid kit, emergency triangles, spare tire, jack, spare fuses and bulbs
10. Check parking brake

### **Trailer**

Prior to employment in a position requiring towing a trailer on company business the applicant must be trained in trailering. The use of a trailer with a Company Owned Vehicle is prohibited without prior authorization from the EWM Department

All employees which require trailering in the course of company business are required to complete an online trailering safety video. (Contact EWM)

- Upon completion of the video training, the employee will be required to pass a short test of the material covered in the training for comprehension.
- Employees who have completed the trailering training will be required to sign a Trailering Safety Acknowledgement Form prior to commencing trailering activities.



- Trailer Authorized Drivers are required to complete pre-activity inspection forms to ensure that vehicle and trailering equipment are adequately sized for the intended loading.

Items to review include but are not limited to: trailer brakes and capacities, hitch systems and capacities, receiver hitch and trailer tongue compatibility, working lights, tire pressure, redundant securement, and trailer loading.

All trailering should be performed in accordance with local, state, and federal laws.

### **Acceptable Company Vehicles and Optional Equipment**

When a vehicle is requested, and approval is granted by the Division President and Executive Vice Chairman, it is Company policy to first determine if there is an unassigned vehicle currently available within the Company's vehicle fleet. If an appropriate vehicle is available, it will be assigned to the eligible employee. If none is available, one will be obtained based via the Company Equipment Acquisition Request process.

- Bumper/Window Stickers. No bumper or window stickers should be affixed to a Company Vehicle.
- Non-Standard Equipment. All deviations from the standard vehicle outfitting requires the authorization of the EWM Manager
- Alterations to Company Vehicles. Any alteration to an existing Company Owned Vehicle requires the authorization of the EWM Manager
- Turning in Vehicle. At vehicle turn in, or at the time of an employee's departure from the Company, a determination will be made by the Equipment/Warehouse Manager as to whether the project is responsible for damage considered beyond normal wear and tear. The assigned driver or Project Team should clean the vehicle prior return to the warehouse. All keys should be returned to the Equipment/Warehouse Manager.

### **Company Vehicle Odometers**

Company Vehicle odometers shall be governed in accordance with the following Federal odometer laws and regulations.

Change of mileage indicated on the odometer is prohibited. No person shall disconnect, reset or alter the odometer of any motor vehicle with intent to change the number of miles indicated thereon.

Operation of a motor vehicle with knowledge of disconnected or non-functional odometer is prohibited.

No person shall, with intent to defraud, operate a motor vehicle on any street or highway knowing that the odometer of such a vehicle is disconnected or non-functional.

### **Criminal Penalties**

Any person who knowingly and willfully commits any of the prohibited items listed above is liable to be fined not more than \$50,000 and/or imprisoned not more than one year. Any Company employee who knowingly violates Federal laws specified above will be immediately terminated and the Company may pursue available legal remedies.

### **What to do in the Event of an Accident**

1. STOP! - When involved in a crash, however slight, do not leave the scene until speaking with the other driver, the police, or both.
2. Stay Calm - Remain as calm as possible, avoid any inclination to react in anger, particularly when encountering another driver behaving irrationally.
3. Check yourself and others for Injuries - Call for 911 for emergency medical help if anyone involved in the crash is bleeding, feels lightheaded, or is suffering any physical injury. Always err on the side of caution and call for help. Unless someone at the scene is specifically trained in emergency medical procedures, wait until help arrives before attempting to move a person or perform emergency aid.



4. Keep Safety First – When involved in a minor accident with no serious injuries, move the vehicles and occupants safely to the side of the road, out of the way of traffic. If a vehicle cannot be moved and no injuries have occurred, drivers and passengers should remain in the vehicle with seat belts fastened until help arrives. Turn on hazard lights and if safe to do so, place cones, flares, or warning triangles.
5. Contact the Police – Calling the police from the crash site is the best action. If you cannot contact the local law enforcement, you should instruct someone else to do so. Police officers can address traffic infractions and take notes for the incident record.
6. Do Not Admit Fault – Do not discuss specific details of the accident with anyone except the police. Be polite, but don't admit fault to the other driver or the police, even if the driver's actions led to the crash.
7. Contact Your Supervisor – Call supervisor immediately and area safety manager as soon as possible.
8. Document the Accident – Your vehicle accident kit contains a camera and a tape measure to aid in the documentation. Use your phone or the disposable camera provided in the accident kit to photograph the damage to all vehicles involved. Include photos that reveal the overall context of the crash — road conditions, intersection site, traffic signs or lights, etc.
9. Exchange Information – your vehicle accident kit also contains a card with a contact number on it and information exchange forms. Record in writing all pertinent information concerning the incident, including:
  - The Incident - The time and date, a description and exact location of the accident scene, and any recollection of your vehicle's handling or mechanical functioning immediately prior to the crash.
  - Involved Parties - Names, addresses, telephone numbers, vehicle and driver's license numbers, and their insurance carrier. **Do not give them our insurance card.** Give them the information card that has the safety department phone number on it.
  - Witnesses - Names, addresses, and contact information.
  - Police Officers - Names, badge numbers, where to obtain a copy of the police report, and issuance of any citations.

## Reporting the Accident

All accidents, no matter how seemingly inconsequential, must be reported to your Supervisor and Area Safety Manager immediately and to the Equipment/Warehouse Manager, and Risk Management as soon as possible but no later than 8 hours following the incident.

### Accident Report

- A Vehicle Accident Form, Notification of Incident Form, Property Damage Form, and police investigation information (if applicable), must be completed and submitted to the Equipment/Warehouse Manager, Safety Department and Risk Management within 24 hours of the accident.
- If an employee is involved in an accident while on Company business with their Personally Owned Vehicle, they will be responsible for completing the Vehicle Accident Form and Notification of Incident Form per the Accident Reporting Process, found in Section 7 of the Company Safety Manual. The employee should notify Risk Management as soon as possible, but at least no later than eight hours following the accident.
- Any employee involved in an accident while on Company business will be subject to the company Drug Free Workplace policy.
- Failure to comply may have serious consequences for the employee and may result in disciplinary actions up to and including termination.

### Repair Authorization

- Advance approval from the Equipment/Warehouse Manager must be obtained before you authorize accident repairs and service work in excess of \$50.00.
- Employee must obtain receipts for all work performed on a Company Owned vehicle.



- If employee pays for reimbursable work under \$50.00, the charges should be entered on his/her expense report for reimbursement.
- Employees may authorize emergency repairs required to make the vehicle operational outside of normal business hours. However, the Equipment/Warehouse Manager must be contacted the next business day indicating the repair and service work performed. Employees should be familiar with the vehicle's warranty coverage to prevent unnecessary payment for covered parts and service.

### **Stolen Vehicle**

If the Company Owned Vehicle is stolen, report the theft immediately to the local police, the Equipment/Warehouse Manager, Safety Department and Risk Management.

The employee should keep a copy of the police report for his/her personal files and submit one copy to the Equipment/Warehouse Manager.

Employees should not make accusations or press charges against anyone being held in connection with the theft.

### **Stolen Items**

Any attempted break-in or theft of items from a Company Owned Vehicle must be reported to the local police. The Company requires the following information be provided to the Equipment/Warehouse Manager.

- The name, badge number and precinct number of the police officer(s) responding to your call.
- A list of the stolen items including the model and serial number.
- The date and location of attempted break-in or theft.



## Appendix A

### Motor Vehicle Record (MVR) Policy

It is a Flintco, LLC policy that every employee who operates a vehicle on Company business does so safely and in accordance with the motor vehicle laws of a particular jurisdiction.

MVR's will be examined prior to the assignment of a vehicle and at least annually thereafter. The acceptability of the MVR is evaluated according to the most recent (rolling) 3-year period. An exception is any alcohol related infraction which may extend the evaluation period to 5 years. Risk Management will assess and evaluate every driver's record continuously against point system below:

- |   |        |
|---|--------|
| - Speeding Ticket and Minor Violations                  | 4 pts. |
| - Distracted Driving                                    | 6 pts. |
| - Red Light Camera Violations                           | 6 pts. |
| - Preventable/At Fault Accident                         | 6 pts. |
| - Speeding Ticket in Excess of 20 mph over Posted Limit | 8 pts. |

#### Minor Violations – 4 Points

- Motor Vehicle Equipment, Load or Size Requirement
- Improper/Failure to display license plates (if applicable)
- Failure to sign or display registration
- Failure to have a valid driver's license in possession (if applicable)
- Failure to produce evidence of insurance
- Cited moving violations
- \*Speeding in excess of 20 MPH above the posted limit will result in two violations
- Blocking or retarding traffic.
- Crossing yellow line, driving left of center.
- Disobeying traffic lights, signs, or signals.
- Driving on shoulder.
- Driving uninsured vehicle.
- Driving with an expired or invalid driver license (has not been suspended or revoked).
- Driving with blocked vision or tinted window.
- Driving with expired plates or without plates.
- Driving without registration or without proper registration.
- Driving wrong way on one-way street.
- Failure to display a driver license.
- Failure to have vehicle under control.
- Failure to signal.
- Failure to stop or yield to pedestrian.
- Failure to yield right-of-way.
- Faulty equipment, such as defective exhaust, horn, lights, mirror, muffler, signal device, steering device, tail pipe, or windshield wipers.
- Following too closely.
- Improper backing, such as backing into intersection or highway, backing on expressway, or backing over a crosswalk.
- Improper blowing of horn.





- Improper passing, such as passing on the right, passing in a no-passing zone, passing a stopped school bus, or passing a pedestrian incrosswalk.
- Improper turn.
- Invalid or unofficial inspection sticker, failure to display inspection sticker.
- License plates improperly displayed or notdisplayed.
- Operating overloadedvehicle.
- Racing, dragging, or contestforspeed.
- Seat belt or child restraint violations, unless charged with child endangerment.
- Spilling load on highway.
- Spinning wheels, improper start, zigzagging, or weaving in traffic.
- Violation of noise control ordinance(vehicle).
- Violation of driverlicenserestrictions.
- Violate Promise to appear (not the same as Failure to Appear).

#### Major Violations - 20Points

- Driving under the influence ofalcohol/drugs
- Failure to stop/report anaccident
- Reckless driving/speedingcontest
- Opencontainer
- Making a false accidentreport
- Homicide, manslaughter, or assault arising out of the use of a vehicle
- Driving while license issuspended/revoked
- Careless and imprudentdriving
- Attempting to elude a police officer

**Major violations may disqualify you from driving privileges relative to company vehicles and be subject to additional disciplinary actions up to and including termination.**

\*Note: Other violations (some examples noted above) will be assessed or weighted at the discretion of Risk Management.

Driving records are judged to be **Clear (0 points)**, **Acceptable (1 – 14 points)**, **Borderline (15 – 19 points)**, or **Unacceptable (20 points or more)** over the rolling 3-year evaluation period. Again, 5-year period may be evaluated if an alcohol offense is noted within the MVR.

Anyone scoring 6 points within a 12 month period will be required to take a state approved Defense Driving Class at their expense.

Anyone scoring **Borderline** will attend a meeting the EWM Manager, Area President, Risk Manager, and Chief Administrative Officer to discuss circumstances of the accidents or violations. A written warning will be issued. A new MVR will be ordered no more than 6 months after the meeting.

Anyone scoring **Unacceptable** will attend a meeting the EWM Manager, Area President, Risk Manager, and Chief Administrative Officer to discuss circumstances of the accidents or violations. The employee will be asked to turn in any assigned vehicle and will be expected to use other means of transportation. Major violations may also be subject to additional disciplinary measures, up to and including termination. Any exceptions are at the discretion of the President which will be documented including the circumstances warranting an exception.



## Appendix B

### Mobile Device Use Policy for Drivers

Policy regarding use of cellular phones, personal digital assistants (PDAs), converged devices, texting devices, computers and other mobile electronic devices.

Our company is committed to providing a safe work environment for all our employees. In addition, we strive to prevent injury to third parties while our employees are performing work-related activities.

Using cellular phones, computers, messaging devices, or any other mobile electronic device while operating a motor vehicle is a critical safety concern for Flintco. As research has shown, such devices significantly distract drivers.

Distracted driving increases the likelihood that a crash will occur.

This policy is intended to control the circumstances under which an employee can utilize a cell phone or other remote device while operating a motor vehicle on company business, regardless of whether the vehicle is company-owned or employee-owned.

Flintco requires all drivers on company business and drivers operating a company-owned vehicle for personal use to adhere to the following policy parameters while operating the motor vehicle:

- Employees must comply with federal, state or local laws and regulations that may exist to control usage of mobile devices while operating a motor vehicle.
- If it is necessary to place a cellular phone call at any time while operating a motor vehicle, the employee will safely drive his or her vehicle to an off road location where the vehicle can be stopped without risk to the employee or any third party.
- When pulling over safely is not an option, all mobile phone use must be hands free. Any phone not equipped for hands free operation will not be used while operating a motor vehicle. Focusing on the driving task should be the driver's first priority.
- Drivers will not send or review received text messages, either on a company-owned or personally-owned device.
- Drivers will not operate any other mobile device, including but not limited to a Tablet, iPad, Personal Digital Assistant (PDA), converged device, pocket PC, binaural headset-based audio device, such as an MP3 player or laptop computer, either in a company owned or personally owned vehicle while on company business.
- Navigation systems will be programmed before the trip is started, not while the motor vehicle is in operation.
- Any employee who fails to adhere to this policy may be subject to disciplinary action, including, for example, written warning and/or subsequent restrictions on using a vehicle for company business. Employee safety is a priority at Flintco, and your adherence to these guidelines will help us maintain the personal safety of our employees as well as that of our fellow drivers on the road.

### Driver Receipt

I hereby acknowledge receipt of the **Mobile Device Use Policy for Drivers**. I agree to abide by the directives set forth in this policy and to conduct myself according to the standards established therein.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Date*



## Appendix C

### Preventable Accidents

One in which the driver failed to exercise every reasonable precaution to prevent the accident. This is irrespective of whether or not there is property damage or personal injury, the extent of the loss of injury, to whom it occurred and the location of the accident. In order for a person to avoid being involved in a preventable accident, each driver should understand and practice the concept of defensive driving. "Defensive driving" is driving so as to prevent accidents in spite of the incorrect actions of others and adverse driving conditions; such as light, weather, road, traffic, vehicle condition and your physical and mental state.

The National Safety Council lists the following as preventable accidents:

1. **INTERSECTIONS** - It is the responsibility of all drivers to approach, enter and cross intersections prepared to avoid accidents that might occur through the actions of other drivers. Complex traffic movement, blind intersections, or failure of the "other driver" to conform to law or traffic control devices will not automatically discharge an accident as not "preventable." Intersection accidents are preventable even though the driver has not violated traffic regulations. Failures to take precautionary measures prior to entering the intersection are factors to be studied in making a decision. When a driver crosses an intersection and the obvious actions of the "other driver" indicates possible involvement either by reason of excessive speed, crossing the lane in turning, or coming from behind a blind spot, the decision based on such entrapment should be preventable.
2. **VEHICLE AHEAD** - Regardless of the abrupt or unexpected stop of the vehicle ahead, a driver can prevent rear-end collisions by maintaining a safe following distance at all times. This includes being prepared for possible on the highway, either in plain view or hidden by the crest of a hill or the curve of a roadway. Overdriving headlights at night is a common cause of rear-end collisions. Night speed should not be greater than that which will permit the vehicle to come to a stop within the forward distance illuminated by the vehicle's headlights.
3. **VEHICLE BEHIND** - Investigation often discloses that drivers risk being struck from behind by failing to maintain a margin of safety in their own following distance. Collisions involving the rear of the vehicle, which are preceded by a roll-back, an abrupt stop at a grade crossing, when a traffic signal changes, or when the driver fails to signal a turn at an intersection, should be charged as preventable. Accidents resulting from the failure to signal intentions or to slow down gradually should be considered preventable.
4. **PASSING** - Failure to pass safely indicates faulty judgment and the possible failure to consider one or more of the important factors a driver should observe before attempting a maneuver. Unusual actions of the driver being passed or of oncoming traffic might appear to exonerate a driver involved in a passing accident; however, the entire passing maneuver is voluntary and the driver's responsibility.
5. **BEING PASSED** - Sideswipes and cut-offs involving a driver being passed is preventable when the driver fails to yield to the passing vehicle by slowing down or moving to the right where possible.
6. **ONCOMING** - It is extremely important to check the action of a driver involved in a head-on or sideswipe accident with a vehicle approaching from the opposite direction. Exact location of vehicles prior to and at the point, should be carefully verified. Even though an opposing vehicle enters a driver's traffic lane, it may be possible for the driver to avoid the collision by slowing down, stopping or moving to the right. Failing to signal the opposing driver by flashing the headlights or sounding the horn should also be taken into account.
7. **FIXED OBJECTS** - Collisions with fixed objects are preventable. They usually involve failure to check or properly judge clearances. New routes, strange delivery points, resurfaced pavements under viaducts, inclined entrance to docks, marquees projecting over a traveled section of road, and similar situations are not, in themselves, valid reasons for excusing a driver from being involved in an accident. A driver should be constantly on the lookout for such conditions and make the necessary allowances.
8. **PEDESTRIANS** - Since a driver of a motor vehicle has the responsibility to yield the right of way to pedestrians, primarily due to their vulnerability to injury when involved in an accident, most pedestrian



accidents are preventable. An unusual route of a pedestrian at mid-block or from between parked vehicles does not relieve a driver from taking precautions to prevent such accidents. Whether speed limits are posted or the area is placarded with warning signs, speed may be too fast for conditions. School zones, shopping areas, residential streets, and other areas with special pedestrian traffic should be traveled at reduced speeds equal to the particular situation. Bicycles, motor scooters, and similar equipment are often ridden by young and inexperienced operators. The driver who fails to reduce speed and increase side space cushions when approaching this type of equipment has failed to take the necessary precautions to prevent an accident. When unusual conditions call for voluntary reduction of speed, merely keeping within posted speed limits is not taking the proper precaution.

9. PRIVATE PROPERTY - When a driver is expected to make deliveries at unusual locations, construction site, etc., or on driveways not built to support the weight of the vehicle being driven, it is the driver's responsibility to discuss the operation with the proper authorities and to obtain permission prior to entering the area.
10. PASSENGER ACCIDENTS - Passenger accidents in any type of vehicle are preventable when they are caused by faulty operation of the vehicle. Even though the incident did not involve a collision of the vehicle, it must be considered preventable when a driver stops, turns, or accelerates abruptly. Emergency action by a driver to avoid a collision that results in passenger injury should be checked to determine if proper driving prior to the emergency would have eliminated the need for the evasive maneuver.
11. NON-COLLISION - Many accidents, such as overturning, jack-knifing, or running off the road may result from emergency action by the driver to avoid being involved in a collision. Examination of events prior to the incident may reveal speed too fast for conditions, or other factors. The driver's actions prior to involvement should be examined for possible errors or lack of defensive driving practice.
12. MISCELLANEOUS - Projecting loads, loose objects falling from the vehicle, loose tarpaulins or chains, doors swinging open, etc., resulting in damage to the vehicle, cargo, or other property or injury to persons, are preventable when the driver's action or failure to secure them are evidenced. Cargo damage, resulting from unsafe vehicle operation, is preventable by drivers.
13. PARKING - Unconventional parking locations, including double parking, failure to put out warning devices, etc., generally constitute evidence for judging an accident preventable. Roll-away accidents from a parked position normally should be classified as preventable. This includes unauthorized entry into an unlocked, unattended vehicle, or failure to properly block wheels or to turn wheel toward the curb to prevent vehicle movement.
14. BACKING - Practically all backing accidents are preventable. A driver is not relieved of responsibility to back safely when a guide is involved in the maneuver. A guide cannot control the movement of the vehicle; therefore, a driver must verify all clearances.

# Policy Responsibility

## POLICY RESPONSIBILITY

### HSE Director

- Provide vision and means to accomplish a sound and effective safety program.
- Consult and support policy disciplinary action for employees who willfully disregard the policy.
- Conduct periodic safety observations and file reports.
- Incident analysis and lessons learned.
- Establish procedure for treatment of injuries.
- Establish HSE procedures and provide training for personnel.
- Provide all federal, state, and local safety code requirements.
- Establish and maintain incident reporting programs and recordkeeping.
- Keep current with all regulations and develop new policy as needed.
- Hold quarterly round table meetings with each area office supervisory personnel.
- Once a year the HSE Director and one member of management from each area office shall review the effectiveness of the safety program. This will be done to determine areas of the program that are deemed ineffective or need to be addressed. A decision will be made as to addition to or removal from the existing program.

### Estimating

- Enforce this policy and implement disciplinary action for employees who willfully disregard the policy.
- With regard to safety, be responsible for including the proper amount of materials, safety equipment, and money to properly protect personnel and property.
- Utilize Pre-Bid Safety/ Health/Security Planning for evaluating and controlling costs:
  - Exposure of people
  - Adjacent property
  - Trench safety
  - Fall protection
  - Asbestos
  - Personal Protection Equipment
  - Housekeeping
  - Fire protection
  - Street traffic
  - Pedestrian traffic
  - Lead
  - Scope of proposed operation

### Area Manager

- Enforce this policy and implement disciplinary action for employees who willfully disregard the policy.
- Create uncompromising expectations for the attainment of safety performance excellence
- Integrating attainable leading and lagging performance indicators into business plan
- Establish and reward safety milestone accomplishment
- Develop annual Safety Management Action Plan
- Begin all meetings with safety performance status and areas of concern
- Regularly integrating safety messages into correspondence
- Reaffirm the Flintco 4 LIFE philosophy often
- Provide adequate staffing of the safetyfunction
- Authority to stop work

### Project Director

- Enforce this policy and implement disciplinary action for employees who willfully disregard the policy.
- Create uncompromising expectations for the attainment of safety performance excellence
- Communicate safety expectations to Project Managers and Superintendents
- Provide the necessary support and resources to Project Managers and Superintendents
- Develop action plans to accomplish the goals, address problem areas and problem employees
- Closely measure and monitor supervisory safety performance
- Create uncompromising expectations for the attainment of safety performance excellence
- Begin all meetings with safety performance status and areas of concern
- Monitor Project Manager and Superintendent for one documented safety checklist per day per project/s of supervision
- Evaluate that adequate equipment, tools, and personnel are present to perform the work required.
- Review all accidents within 24 hours that occur on the project in area office jurisdiction with the superintendent whose project the accident occurred on.
- Evaluate operation where the hazards for personal injury are the most likely to occur, such as excavation, elevated work, large scale scaffolding, and operation requiring the use of cranes.
- Strictly enforce pre-employment drug screening and employee orientation.
- Conduct pre-job counseling for all new or promoted foremen in their safety responsibility and accountability.
- Review all new projects for safety sensitive issues.
- Authority to stop work

### Project Manager

- Enforce this policy and implement disciplinary action for employees who willfully disregard the policy.
- Communicate safety expectations
- Provide the necessary support and resources
- Develop action plans to accomplish the goals, address problem areas and problem employees
- Begin all meetings with safety performance status and areas of concern
- Closely measure and monitor supervisory safety performance
- Model desired behaviors
- Assure working safely is a condition of employment
- Impress upon supervisory personnel who report to you their personal responsibility and accountability of everyone to maintain a safe workplace
- Lead incident analysis alongside Project Superintendent
- Participate in all accident analysis, lessons learned, JHA, and pre-task briefings
- Shared responsibility with project Superintendent for one documented safety checklist per day per project/s of supervision
- Check jobsite safety record on a regular basis, noting accident trends.
- At all project meetings, ensure that trade partner's supervisory personnel are aware of Flintco LLC/Oakridge HSE Policy.
- Verify that the project superintendent is maintaining all logs correctly and up-to-date.
- See that pre-construction conferences are held with each trade partner prior to trade partner starting their work.
- Ensure that all safety submittals are on file and current for each trade partner prior to work activities
- Authority to stop work

### Superintendent

- Enforce this policy and implement disciplinary action for employees who willfully disregard the policy.
- Be completely responsible and accountable for on-site safety and record keeping for the project.

- Model desired behaviors
- Begin all meetings with safety performance status and areas of concern
- Assure working safely is a condition of employment
- Conduct JHA and Pre-task safety reviews/briefings
- Make Pre-task planning the most important thing you do
- Educate employees on policies, procedures and accountability for non-compliance
- Frequently observe and discuss individual safety performance
- Shared responsibility with Project Manager for one documented safety checklist per day per project/s of supervision.
- Purchase and make available all necessary personnel protective equipment, job safety materials, and first aid equipment.
- Oversee the compliance of all safety policies and regulations by the companies' employees, trade partners and their employees.
- Instruct the foremen that safe practices are to be followed and safe conditions are to be maintained throughout the duration of the project.
- Participate in all incident analysis and fill out appropriate forms. Superintendent's signature is required on all incident reports.
- Inform the foremen that they are not to require or permit workers under their supervision to work in an unsafe condition, but rather instruct their workers in proper and safe procedures.
- Review all incidents with foremen and see that lessons learned action is taken immediately.
- Establish first aid, fire protection, sanitation, and water facilities.
- Responsible for job layout and inspection of all operations.
- Ensure that a competent person is present where required, such as, excavation, scaffold erection and dismantling.
- Have available copies of company safety manual, material safety data sheet book, all federal, and other applicable regulations at the jobsite office. If a superintendent is transferred prior to the end of the project the outgoing superintendent shall take their manuals with them to their new project. The contents of their material safety data sheet book will be transferred to the incoming superintendent's material safety data sheet book.
- Keep all safety posters and forms posted in the jobsite bulletin board current.
- Be familiar with the laws pertaining to safety and their basic requirements.
- Authority to stop work

#### Project Safety

- Enforce this policy and implement disciplinary action for employees who willfully disregard the policy
- Assist Project Manager and Project Superintendent in performing their activities
- Consult with and support
  - Regulatory compliance
  - Regulatory training
  - Industrial hygiene
- Conduct frequent Flintco 4 LIFE walks for assurance, acknowledgement and contribution
- Participate in all incident analysis, lessons learned, JHA, and pre-task briefings
- Foster a learning environment
- Coach, mentor and educate project management on safety responsibilities
- Make a documented Flintco 4 LIFE walk daily of project or each daily visit if multiple site responsibility.
- Implement safety program as written
- Trend safety and incident data
- Authority to stop work

#### Project Engineer

- Enforce this policy and implement disciplinary action for employees who willfully disregard the policy
- Observe policies and procedures





- Model desired behavior
- Begin all meetings with safety performance status and areas of concern
- Participate in all Incident analysis, lessons learned, JHA, and pre-task briefings
- Recognize good performers and correct poor performers
- Provide employees with the necessary safety resources
- Participate in daily documented safety inspection per project as directed by supervision
- Authority to stop work

#### Assistant Superintendent/ Field Engineer/ Foreman

- Enforce this policy and implement disciplinary action for employees who willfully disregard the policy
- Begin all meetings with safety performance status and areas of concern
- See that the entire safety program is carried out at the work level.
- Participate in all incident analysis, lessons learned, JHA, and pre-task briefings
- Make sure only safe conditions exist in their work area.
- Make sure that necessary protective equipment is on hand and being used.
- Coach, mentor and educate employees in safety procedures and job safety requirements.
- Conduct craft safety training meetings on a weekly basis, and discuss safety in personal contact with employees.
- Participate in daily documented safety checklist per project as directed by supervision.
- Recognize good performers correct poor performers
- See that all injuries are cared for properly and reported to the project superintendent promptly.
- Be familiar with safety regulations pertaining to safety and their basic requirements.
- Authority to stop work

#### Employee

- Enforce this policy and implement disciplinary action for employees who willfully disregard the policy
- Abide by company safety rules and regulations on the job.
- Observe others around you for dangerous working habits or conditions and report such activities to your foreman.
- Make good safety practices a habit.
- Attend all safety training meetings.
- Never hide unsafe conditions.
- Immediately report any accident or near miss to your foreman.
- All levels of Flintco LLC/Oakridge employees as well as employees of all Trade Partners have the authority to correct a hazardous condition that they observe. If the employee does not know the correct procedure to make the correction, then the employee should contact their supervisor for assistance in making such correction.

#### Trade Partner

- Enforce this policy and implement disciplinary action for employees who willfully disregard the policy
- Fill out and turn in daily, a pre-task plan for all work activities
- Conduct JHA and pre-task safety reviews/briefings daily
- Assure that all employees attend a safety training meeting each week.
- Supply and maintain a first aid kit on the jobsite and provide any and all necessary non-emergency transportation for injured employees.
- Immediately notify the general contractor of any incident involving trade partner, employee, vendor, or visitor to the jobsite.

- Provide a copy of the state's First Report of Injury, Trade Partner Accident Form, Injured Employee and Witness Statement to the project superintendent within 24 hours of the accident
- Supply and ensure the use of personnel protective equipment for their employees in accordance with OSHA standards.
- Maintain work area in a neat and orderly manner and remove debris and rubbish on a continuous basis
- Comply with all OSHA standards.
- Provide safety submittals prior to work activities.
- Instruct their employees in the safety procedures and accident prevention.
- Authority to stop work

Pre-bid Safety Health  
Security Planning



## PRE-BID SAFETY/HEALTH/SECURITY PLANNING

Due to the significant costs related to the loss potentials of certain construction activities, it is essential that early identification, evaluation, and planning be utilized to effectively and consistently control such costs. This is to be used as a means of evaluating and controlling these costs.

### Scope of Proposed Operations

- Safety professional salary (percentage included depending on contract requirements).
- Review plan and specifications; type of work; insurance coverage provided.
- Applicable safety standard (OSHA, state, local, contractual, other).
- Soil conditions (soil) borings, studies, analysis, and considered controls.
- Project starting date and duration.
- Subcontract work, certificates of insurance?
- Pre-job Planning and Safety Meeting.

### Exposure to People - Present and Future

1. Walkway(s) needs and conditions (installation and maintenance program for pedestrians).
2. Directions to public (Flagman, warning signs, lighting, fencing, barricading, etc.)
3. Proximity of operations to children and general public (schools, playgrounds, parks, churches, residential areas, hospitals, commercial or business area, etc.)
4. Maintenance of protection during non-working hours and in adverse weather.
5. Consider "attractive nuisances" caused by excavations, water holes, pipes, ladders, scaffolds, heavy equipment.

### Adjacent Property

1. Proximity, type and values of adjacent property exposures. Potential for business interruption exposures?
2. Underpinning, sheeting, freezing, tiebacks, slurry walls, and other excavation procedures. By whom?
3. Vibrations (from pile driving, blasting, concrete breaking, and frost ball operations, compactors, and instrumentation for monitoring vibrations).
4. De-watering and recharging (deep wells, well points, water sources, surface drainage, design criteria - by whom? Monitoring system).
5. Trespassing (employees, material, supplies, equipment operation, spoil disposal parkway, fences, sidewalks, driveways, etc.)
6. Pre-job surveys needed - by whom? Records? Record preservation? Photos? Sketches? Previous settlement? (Evaluation by independent experts may be desirable depending on exposures.)



8. Constant monitoring of elevation points on adjacent structures to detect any evidence of settlement applicable? (Consider Post-job surveys to confirm "Damage" or "No damage").
9. Railroad exposure (proximity, number and type of trains, etc.)
10. Pollution exposures.

#### Exposure to StreetTraffic

1. Plans for approved barricading and lighting. What standards or requirements apply?
2. Construction and maintenance of detour routes (pilot vehicles, Flagman, dust control, weekends, holidays, non-working hours, etc.) Authority (local officials and property owner's consent, etc.).
3. Access and exit (track route, material delivery to site, employee parking, etc.).
4. Plans to clean vehicles to prevent dirt/mud from reaching public roadways.

#### ProjectControls

1. Excavations (required sloping and shoring; soil borings tests design criteria).
2. Correct equipment for the job.
3. Evaluate any superimposed loads on area adjacent to excavation (traffic, retaining walls, material storage, stockpile excavation material, etc.).
4. Ladders and walkways provided for access and exit as applicable?
5. Protection equipment necessary? Design criteria for trench boxes, guard rails, barriers, overhead, etc.
6. Location of waste material in relation to construction area.
7. Dirt and spoil disposal; where and how?
8. Concrete washout.
9. Traffic pattern for truck loading and hauling.
10. Periodic and frequent inspections for hazardous exposure.
11. Safe procedures for installing and removing temporary supports and shores.
12. Effects of weather on various project phases.
13. Blasting required? (Handling of explosives.)
14. Storm Water Pollution Prevention Plan (SWPPP).
15. Sliding Gates at job entrances with Flintco signage.
16. If vertical structure is being built all exterior columns to have inserted tie off points.

#### Utility Exposure - Existing Facilities

1. Overheadlines
2. Underground installations (all)
3. Temporary protection of existing utilities.
4. Notification given to all involved utility companies.
5. Use one call system

#### HousekeepingPractices

1. Housekeeping on a continuous basis.
2. Material storage
3. Equipment storage and care
4. Job layout (owner access, clean-up routes, etc.)



#### Personal Protection

1. Normal protective gear for head, eyes, lungs, etc.
2. Hard hats, gloves, eye protection, safety vest, hearing protection.
3. Special protection requirements.
4. CPR/First aid training and supplies.

#### Public Relations

1. Noise
2. Control of dust and mud
3. Traffic (pedestrian and vehicle)
4. Public notification
5. Driveways
6. Debris
7. Communications (letters, meetings)

# Preconstruction Planning Checklist



## PRE-CONSTRUCTION PLANNING CHECKLIST

This checklist shall be completed prior to the commencement of construction activities and maintained on file for future use.

- 1. Posting Requirements:**
  - a In areas where 911 is not available, the telephone numbers of the physicians, hospitals, fire department or ambulance shall be conspicuously posted.(1926.50)[f].)
  - b Crane signal poster. (1926.550[a][4])
  - c OSHA Poster
  - d Safety Poster
  - e Jobsite Bulletin Board
  - f Specific Local Requirements
  
- 2. First Aid and Medical:**
  - a List of approved doctors or clinics with map for location.
  - b Well stocked first aid kit present on the job site.
  - c At least one person on each shift with valid First Aid/CPR/AED Certificate (1926.50[c]).
  - d At least one litter capable of lowering an injured person from an elevated work site to ground level by crane if necessary available on the jobsite.
  
- 3. Personal Protective Equipment:**
  - a Adequate supply of hard hats. (1926.100[a])
  - b Adequate supply of eye protection. (1926.100[a]) / ANSIZ87.1
  - c ANSI certified reflective/high visibility clothing (vest, jacket, shirt etc...)
  - d Adequate supply of safety harnesses and lanyards.(1926.104)
  - e Adequate supply of hearing protection.(1926.101[a])
  - f Glove/hand protection cut level 2 or greater
  
- 4. Warning and Danger Signs:**
  - a Danger Construction Area Hard Hat Required
  - b Danger Construction Area Keep Out
  - c No Smoking
  - d Flammable
  - e Danger Flammable
  - f Fire Extinguisher
  - g Danger Men Working Above
  - h Safety Data Sheets(SDS)
  - i Danger Electrical Hazard Keep Out
  - j Caution Cylinders Must Be Chained At All Times
  - k Warning Scaffold Under Construction Do Not Use
  - l No Alcohol, Drugs, Firearms
  
- 5. Fall Protection:**
  - a Fall protection and rescue plan
  - b An adequate supply of guardrails, posts, scaffold post brackets, and/or other means to provide fall protection at the slab edge and floor openings is available. (1926.500)





- c. An adequate supply of portable ladders, in good condition and correct height, is available. (1926.1050)
- d. An adequate supply of scaffold grade planking is on the job.
- e. (1926.451[a][10])
- f. Mobile scaffolding is provided with positive locking casters and guardrails. (1926.451[e])
- g. A clear and satisfactory agreement has been reached with the general contractor on guardrails to eliminate unguarded perimeter conditions (1926.500[d])
- h. Adequate safety harnesses.
- i. Adequate lanyards.
- j. Adequate lifeline, retractable lifeline and carabineers.

**6. Falling Material:**

- a. A safe access route to the work site has or will be provided and may include:
  - (1) Covered walkway(s) at entry of multi-story jobs
  - (2) Ramps, stairs, and/or ladders.
  - (3) Personnel hoists. (1926.552[c])
- b. A plan has been developed to keep workmen from the area under form stripping operations by providing a watchman and warning signs, barricades, or roping off area.
- c. A system has been devised to prevent material from accidentally falling from the building.
- d. Red danger tape is to be installed around the area under scaffolding.

**7. Employee Training/Orientation:**

- a. During an initial safety meeting, all employees will be instructed in the recognition and avoidance of unsafe conditions, job safety rules, and individual responsibility for safety as well as the reporting process of unsafe conditions. (1926.21[b][2])
- b. All employees who will be using powder actuated tools (Hilti Gun) have a certificate to verify training (1926.302[e])
- c. All employees who will operate heavy equipment must have a valid driver's license and must be trained on equipment being used. (training documentation must be presented to Flintco, LLC staff to have on file.)

**8. Electrical:**

Personnel safety from electrical shock will be provided by ground fault circuit interrupter (GFCI). Each cord set will be checked for damaged insulation/missing ground pins/insulation pulled out of the end plugs. Each electrical tool will be checked for damaged cord/missing ground pin (except on double insulated tool) /missing guards. Each electrical tool will be checked for damaged cord/missing ground pin (except on double insulated tool)/ missing guards. Each project Superintendent will be responsible to have tools and cords checked.

**9. Housekeeping:**

Scrap containers will be provided and emptied frequently. (1926.25[c])

**10. Fire Prevention:**

- a. A fire prevention plan has been developed for this job site. (1926.150[a]; 151; 152; 154)
- b. Fire extinguishers are available on the job site. (1926.150[c])

**11. Excavations:**

- a. Excavation and protection plan
- b. Adequate shoring on hand.



- c If applicable, certified shoring plan in place.
- d Competent excavation person onsite.

**12 Cranes:** (If under Flintco, LLC control)

- a A qualified employee has been designated to conduct a daily inspection of the crane. (1926.1412[a][1])
- b Rigging equipment of the right type and quantity will be provided and inspected daily. (1926.251)
- c Controls have been instituted that will prevent any crane from coming into contact with any energized electrical lines. (1926.1408)
- d For all type cranes, a barrier with warning signs will be provided to protect the swing radius of the counterweights. (1926.1424)
- e Certified operator onsite.
- f Certified Rigger onsite.
- g Copy of annual inspection and maintenance records on file.

**13 Anticipated Hazards**

- a Picture taken of existing building condition.
- b Picture taken of surrounding area, i.e. streets, business buildings, houses, wells, ponds, shrubbery.
- c In remodel and add-ons, check structure for presence of asbestos.

**14 Miscellaneous**

- a Drawings and Plans showing all formwork details will be available on the job site. (1926.701[a][2])
- b Drawings and plans for scaffolding systems are on the job site. (1926.451[g])
- c Arrangements have been made for work site lighting for form stripping in dark areas and other work during the hours of darkness. (1926.51[a])
- d Arrangements have been made for an adequate supply of drinking water (1926.51[a]) and toilet facilities (1926.51[c][1]).

**15 Demolition**

- a Demo Plan with engineering survey
- b Electric, water, steam, sewer and other service lines
- c Blaster certification
- d Sufficient signage



JOB NAME: \_\_\_\_\_

JOB NUMBER: \_\_\_\_\_

SUPERINTENDENT: \_\_\_\_\_

DATE: \_\_\_\_\_

PROJECTMANAGER: \_\_\_\_\_

DATE: \_\_\_\_\_

(THIS FORM IS TO BE KEPT ON FILE AT THE PROJECT)

# Prescription Eyewear Policy



## Prescription Safety Eyewear Policy

- This program is open to all full time Flintco, LLC employees only and is non-transferable.
- The program does not cover the cost of eye exam or prescription. Safety eyewear can be made from an existing prescription.
- The program covers the purchase of ANSI approved safety eyewear only.
- The program pays a maximum of \$165.00. Any additional cost will be the responsibility of the employee to pay at time of purchase. Additional costs may be color, tint, and polarization.
- The program pays for eyewear every two years from the date of purchase. The program does not pay for broken, lost or stolen eyewear or change in prescription during the two year period. The employee may take eyewear in for change of prescription in existing frames but the cost will be the employee's responsibility. Any renewal or potential cost to the company must be approved prior to purchase. No reimbursement will be made.
- Employee will need to provide to the safety administrator an active project number. The safety administrator will issue the authorization form for the employee to obtain eyewear. An approved authorization form must be presented to the participating company prior to obtaining eyewear.
- This program is a benefit provided by the company at no cost to the employee.
- This program is provided by Industrial Eyes and is accepted at all Lens Crafters and participating Sears Optical and Pearle Vision locations in the US. It is the employee's responsibility to verify acceptance prior to obtaining eyewear. No reimbursements will be made.

Construction Safety Requirements  
Chapter 13



**CONSTRUCTION  
SAFETY  
REQUIREMENTS**

**Chapter 13**

**PROJECT:** \_\_\_\_\_

**SUBCONTRACTOR:** \_\_\_\_\_



## **Contractor's Safety Programs and Site Requirements**

The following are general construction site Health, Safety and Environmental requirements that the Subcontractors and all tiers of Subcontractors shall comply with.

Subcontractor Safety Submittal Package shall be turned into the Area Safety Manager for review PRIOR to the commencement of any construction related activities. The Safety Submittal Package and signature of the subcontractor's Project Superintendent, Project Manager and Safety Representative shall be required attesting that they have read, understand, and will abide by these site requirements and any additional safety requirements of this project as may be required.

### **Site Safety is Your Company's Responsibility**

Each subcontractor and all tiers of subcontractors shall comply with the most stringent requirements established in OSHA/CAL-OSHA, Flintco, LLC policies, all applicable State and Federal Laws, local ordinances, rules, and regulations bearing on the safety of persons and property.

Each subcontractor is completely responsible for compliance of all their subcontractors Health, Safety and Environmental requirements.

Each subcontractor's Project Superintendent has full and complete responsibility for the safety and health of their employees and the employees of all tiers of subcontractors. Subcontractor's Superintendent shall be present to provide total supervision for their sub-tier contractors at all times. In no case will the presence of a Safety Representative relieve the Superintendents of the responsibility. If your company is going to change onsite management (superintendent/foreman), written notice is to be sent to the Flintco, LLC project manager and/or superintendent a minimum of five days prior to the exchange.

### **Safety Programs**

Each subcontractor shall have a written Health, Safety and Environmental Loss Prevention Plan that includes a written Hazard Communication/Employee Right-to-Know Program which conforms to the requirements addressed in OSHA/CAL-OSHA on the job site. This program shall be a part of the Safety Submittal Package.

Each subcontractor's Health, Safety and Environmental Loss Prevention Plan shall be the governing document that all tiers of Subcontractors shall comply with.

Each subcontractor shall file a copy of their program in their safety file located in the Flintco, LLC construction office prior to beginning work on the project. A copy of the program shall be maintained on site and available for employee review.

Each tier of subcontractor shall be provided with a copy of the subcontractor's Health, Safety and Environmental Loss Prevention Plan. The subcontractor's Hazard Communication Program shall be tailored to reflect the specific exposures encountered on the job-site by their employees and the employees of all tiers **of subcontractors**.





## **JHA (Job Hazard Analysis)**

Prior to the start of any construction activity, a Job Hazard Analysis shall be turned in with subcontractors Safety Submittal Package. The Job Hazard Analysis shall identify at a minimum:

- The work steps involved with each specific construction work activity for the entire scope of work.
- Potential and existing hazards with the work activity.
- Controls to eliminate or effectively control the hazard.

Employees shall be given specific training to the Hazard Analysis. The training shall be documented and maintained on file.

Each subcontractor will hold a pre-work meeting prior to the start of work on a daily basis. This meeting shall consist of identifying the tasks/hazards/and controls for the work being performed that day.

PTP (Pre-task Plan) The pre-task plan is to be a supplement to the JHA (Job Hazard Analysis). This is to be completed, documented and signed by all workers in the pre-work meeting by the contractor's supervisor and/or SSR (subcontractor's site safety representative).

## **Record Keeping and Files**

The following required documentation shall be in the subcontractor's Safety Files, located in the Flintco, LLC office. Representatives of Flintco, LLC will review the written Safety and Health Loss Prevention Plan which includes a Job Hazard Communication/Employee Right-to-Know Program as well as the following documents:

- SDS (Safety Data Sheets), site specific, conforming to the Contractor's Hazard Communication Program.
- Job-site weekly safety meeting reports, including lesson plans which detail training.
- Accident investigations, including accident reports, witness statements, involved employee statement, and pictures of the accident scene.
- Daily job-site safety inspections, including documented closure of identified deficiencies.
- JHA (Job Hazard Analysis), along with documented training records of each hazard analysis.
- PTP (Pre-task Plan), shall be documented and signed by each worker daily and posted in the work area and in onsite filing.
- Equipment inspection records.
- Employee orientation training

## **Safety Representatives**

Subcontractors shall designate a safety representative to oversee the subcontractor's health, safety and environmental activities and to perform the duties outlined under safety representative responsibilities. The safety representative will be credentialed as outlined in the section titled (Safety Representative Credentials) of this section. If the safety representative is unable to perform the safety duties to the satisfaction of Flintco, LLC, the subcontractor will replace the safety representative with a full time safety representative who will have no other duties other than those outlined under safety representative responsibilities of this section.

The safety representative shall be present on site during all subcontractor and sub-tier work activities. If overtime,



weekend or double shift work occurs the subcontractor shall provide a written plan outlining how the subcontractor will meet the safety requirements as outlined above. The subcontractor shall identify an alternate safety representative in the event the primary safety representative is absent from the project.

### **Safety Representative Credentials**

Each subcontractor must have a designated safety representative that meets both of the following requirements:

- Minimum of five years of verifiable experience in the work scope that the Safety Representative will be overseeing (i.e. excavation, electrical or masonry etc.) This means, for example in fire protection, installing sprinkler pipe, sprinkler heads, risers, valves, etc. – actual construction work. Office manager type work, site administrative type work or other non-direct construction work does not meet the experience requirement.
- Documentation of completion of the “OSHA 30” hour course specific to the construction industry.

A copy of the Safety Representative’s credentials must be provided with the Safety Submittal Package and maintained on file in each subcontractor’s safety file.

### **Safety Representative Responsibilities**

Each subcontractor’s Safety Representative, Project Manager and Superintendent shall attend a Pre- Construction meeting with Flintco, LLC prior to that subcontractor’s scope of work beginning on the project.

The Flintco, LLC Project Safety Coordinator and/or Superintendent will schedule and chair a monthly Safety Committee Meeting. Each subcontractor’s safety representative is required to attend the monthly Safety Committee Meeting.

Each Safety Representative shall conduct daily documented site inspections of their assigned on-going activities. This daily responsibility shall be focused on the Safety Representative’s own employee activities.

Each Safety Representative will maintain the required Job Hazard Analysis.

Each subcontractor’s “recordkeeping and files” as outlined in the above subsection shall be accurately maintained by each contractor’s onsite Safety Representative.

Each subcontractor’s safety representative will conduct Safety Orientation for their employees prior to the employee’s start of work and access to the jobsite.

Safety Orientation will consist of the review of section 13-006 through 13-0013 and submission of a signed copy of form. (Form – Participant Acknowledgement – attached to policy)

### **Competent Person Requirements**

Each subcontractor shall provide a matrix outlining employee(s) designated as a qualified competent person(s). The qualifications for competent persons are identified in the various Subparts of OSHA/CAL-OSHA. NOTE: Certain subparts of OSHA/CAL-OSHA have interpretations as to the qualifications and training required to be designated as a competent person (i.e. Subpart P-Excavations; Subpart L-Scaffolding; etc.)

Credentials of each individual(s) identified in this matrix shall be attached (i.e. training certificates, resumes outlining years of experience, competent person cards, etc.) in the Safety Submittal Package.



Prior to any work activity beginning in which OSHA/CAL-OSHA requires a competent person, each subcontractor shall identify an individual(s) on the matrix and provide it to Flintco, LLC.

### **Accident Investigations & Incident “Near Miss” Investigations**

All injuries shall be reported by each subcontractor’s Safety Representative to Flintco, LLC immediately. The subcontractor shall complete and submit a project Subcontractor Accident Form for any injury or “near miss”, no matter how minor for their company’s employees and the employees of their subcontractors. A WRITTEN ACCIDENT REPORT SHALL BE COMPLETED WITHIN 24 HOURS OF THE ACCIDENT and forwarded to Flintco, LLC. The following information shall be included with the accident report:

- First report of injury (from applicable state). If it is a subcontractor injury, a management person(s) from the subcontractor needs to sign this form.
- Subcontractor Accident Form
- Employee statement explaining accident.
- Witness statement explaining what they saw or their involvement.
- Pictures of the accident scene.
- RCA (Root Cause Analysis form) for all injury accidents. (see exhibit)

Whenever an accident, incident or “near miss” occurs, the subcontractor shall review the specific Job Hazard Analysis/Pre-task Plan and update it accordingly.

Accident investigations and incident near miss investigations will be discussed by the Safety Committee to determine if the accidents are considered preventable and who is considered the responsible party. The Safety Representative of the respective company shall explain in person why the accident occurred, before the Safety Committee. This explanation shall take place at the closest meeting after the accident.

### **Safety Meetings**

Each subcontractor and all tiers of Subcontractors shall conduct weekly safety meetings on the job-site. Attendees and minutes of the weekly safety meetings are to be documented. This document must be kept in the subcontractor’s Safety File. Records shall be maintained in such a manner to distinguish each Subcontractor and their employees from the Contractor and other Subcontractors. All subcontractors and sub tiers will attend the monthly “All Hands” safety meeting conducted by Flintco, LLC.

### **Job-Site Inspections**

Each subcontractor and all tiers of subcontractors shall conduct and document daily job-site inspections. While these inspections may conform to the requirements of each Subcontractor’s Safety Program, they are subject to safety standards established for the job.

- Inspection follow-up shall be performed by each subcontractor to ensure corrective measures have been accomplished. Documentation of corrective measures with specific actions shall be provided in the subcontractor’s safety files.



- Each subcontractor shall correct all safety and health-related deficiencies during the same working shift in which they were identified.

## Site Requirements

1. Do NOT work alone. Someone should always be around in case of an emergency.
2. It is each employee's responsibility when entering different project work areas to find out what safety precautions are required. Stay alert
3. Safety Glasses with side shields which meet ANSI Z87.1-1989 (this includes prescription eyeglasses with side shields) shall be worn by all personnel at all times outside the area designated as Trailer Row. Using approved safety glasses that fit over prescription glasses will be acceptable. Flimsy plastic side shields shall not be allowed. Prescription glasses with or without side shields, that do not meet ANSI Z87.1-1989 are NOT safety glasses.
4. Face and eye protection must be worn when chipping and grinding or where flying debris activities take place. Examples are but not limited to, powder actuated tools, electric or air-operated grinding tools, electric or air-operated impact tools, chop saws, masonry saws, chain saws, drilling tools going into overhead concrete, etc..
5. ANSI certified high visibility/reflective clothing shall be worn on the construction site. Shirts with sleeves (at least t-shirt length 4") and full-length pants shall be required. No Shorts, No Tennis Shoes, and No Tank Tops.
6. Gloves/Hand Protection - minimum cut level 2 or task appropriate is required to prevent injuries to hands during construction activities.
7. Boots with proper leather uppers above the ankle, and hard soled and any other required or appropriate safety equipment for specified task shall be worn at all times.
8. All employees on site shall wear hard hats that meet the requirements of ANSI Z89.1-1997 at all times outside the area designated as Trailer Row. Hard hats shall be worn in such a manner that the hat brim is positioned in front at all times. This policy includes truck drivers and delivery personnel.
  - Exceptions
    - a. Where allowed by manufacturer to reverse the suspension system.
    - b. To accommodate faceshields.
9. Hearing Protection is required by CFR 1926.101 and shall be used when required.
10. Fall Protection is required when working at heights greater than 6'. The following must be followed on all Flintco, LLC Projects:
  - All employees shall receive documented training pertaining to the recognition and elimination



- of fall hazards
  - Floor and roof openings 2” or greater shall be covered with materials that are capable of supporting at least two times the load expected to be imposed.
  - All floor edges where fall distance is 6’ or greater, and all roof edges shall be protected by a standard guardrail.
  - When employees are working outside a protective guardrail at height greater than 6’, employees must wear a Personal Fall Arrest System (PFAS) that is attached to a designated anchor point.
  - 100% tie off in all aerial and scissor lifts using self-retracting lifelines and/or tethers. 6’ shock absorbing lanyards will not be allowed.
  - PFAS shall be worn while working from a suspended scaffold and connected to an independent lifeline.
  - Safety nets shall be provided when work places are more than 25’ above the ground/floor or where other fall protection devices are impractical.
  - Positioning belts of the two D-ring type SHALL NOT be used for fall protection
11. Respiratory Protection shall be provided when the possibility of occupational diseases are present. Engineering controls shall be implemented to prevent exposure to employees, if engineering controls can’t be utilized then, the employer shall provide other means of respiratory protection.
  12. All employers shall develop, implement, and maintain a written hazardous communication program. Employees must be trained on chemicals they can be exposed to and be able to read and understand the Safety Data Sheet/Label.
  13. All chemical materials used shall have an SDS (Safety Data Sheets) included with the Safety Submittal Package electronically and to be filed at the Flintco, LLC project office in a hard copy indexed, tabbed, in a binder.
  14. All fuels stored in quantities greater than 25 gallons shall be stored at least 20ft from any storage building and have a fire extinguisher within 25 ft.
  15. Only UL-approved metal fuel cans with flame arresters and self-closing pour spouts shall be allowed on site. Fuel cans shall not be stored inside the building, or inside trailers. Cans shall be brought inside the building only to fuel equipment and then removed immediately.
  16. First aid cabinets are to be provided by each contractor in their work area. One employee for each contractor must have a First Aid/CPR Training Certification (Safety Submittal Package)
  17. All vehicles on the construction site including the heavy equipment shall have a fire extinguisher in an accessible location.
  18. Only “ABC” fire extinguishers are allowed on the construction site.
  19. All equipment inside any building shall have an “ABC” rated fire extinguishers mounted in an accessible location.
  20. Outside the buildings, gas-powered equipment, and diesel-powered equipment shall have an “ABC” rated fire extinguisher mounted in an accessible location within 25’ during operation.



21. All "ABC" fire extinguishers shall be fully charged, inspected and tagged for service.
22. Other types of equipment shall have a fire extinguisher as mandated by OSHA/CAL-OSHA
23. Emergency procedures shall be followed. All emergency rally points will be covered in the site specific orientation and Emergency Action Plan.
24. Incident Notification
  - Employees must report all incidents to their supervisor immediately. Examples are recordable, lost time, first aid, near miss, property damage and any situation that requires emergency response or emergency rescue.
  - Supervisors must report all incidents to Flintco, LLC immediately
  - Sub-contractors/Flintco shall conduct an incident investigation after all incidents.
25. Clean up and housekeeping shall be top priority. This project shall be kept clean and orderly at all times. The work area SHALL be cleaned on a continuous basis; no debris or trash will be permitted.
26. All walkways, ramps, stairways, emergency exits, and access points to ladders shall be kept free of debris.
27. All laydown areas, parking lots, and temporary facilities shall be kept clean at all times.
28. All materials on the construction site shall be stored/staged on dunnage. Do not stack material in such a manner that the material could become unstable and topple.
29. There shall be a trash can by all water cans for cup disposal. Water cans must be kept clean at all times with tape around the lid with the current day's date handwritten on the tape.
30. Keep all trash clear from electrical panels
31. Remove slip and trip hazards from the floor. Examples are trash, lumber, extension cords, conduit, pipe and pallets.
32. Impalement Protection
  - All reinforcing steel, grade pins, conduit, copper pipe, and all thread that an employee could fall onto or into (this includes horizontal steel) shall have a protective cap.
  - All protective caps must be in suitable condition and shall not be damaged.
  - Goal post protective caps must have a 2X4 placed on top for protection.
33. Remove all nails and screws from scrap lumber.
34. When lifting heavy or awkward material, get help or use a mechanical device such as a forklift, pallet jack, or team lift.
35. Always keep the walk area clear of debris when carrying material.
36. All ladders must be inspected daily or prior to use. Ladders that are found unserviceable shall be removed from service immediately.



37. All aluminum, metal type or wooden (other than job built per ANSI standard, ANSI A14.4 1992) ladders are prohibited. Ladders shall reach three feet above the landing for safe access. All ladders shall be positioned on a stable surface and secured to prevent displacement.
38. Ladders shall be placed in the work area so that the employee is able to face the ladder. Maintain a "three-point" contact with the ladder when ascending or descending
39. Never carrying tools or material while ascending or descending aladder.
40. Job-made ladders may be utilized on the job-site. Job-made ladders shall be constructed as per the requirements in ANSI A14.4 1992 and have a walk-through handrail which extends three feet above the landing. Offset entrance or gate shall be provided as not to allow direct access to ladder.
41. Always choose the appropriate ladder for the work being performed.
42. Keep stairs free of tripping hazards
43. Metal stair pans must be filled or blocked before use. Unfilled metal stair pans SHALL NOT be used.
44. All scaffolding use must be erected, dismantled, moved, operated, and repaired under the supervision of a Competent Person.
45. All scaffolding and components must be inspected by a Competent Person.
46. All employees working on a scaffold must be trained by a qualified person on the recognition of hazards associated with scaffolds.
47. All scaffolding shall be placed on footing that is sound, ridged and capable of supporting the intended load without settling or displacement. Mud sills shall be used under all supporting legs of scaffold that is erected on the ground. All scaffolding shall be erected plumb and level under the supervision of a qualified competent person. All scaffolds must be erected per manufactures specifications. A qualified competent person shall conduct a documented inspection of all scaffolding prior to each use and tag the scaffolding in an appropriate manner that is visible for all workers to see
48. Guardrail requirements for scaffolding:
  - No guardrail is required when the work platforms are less than 4' above the ground or floor.
  - When the work platforms are between 4' and 6' a guardrail is not required IF the work platform has a minimum horizontal dimension in each direction of at least 45".
  - ALL work platforms 6' or higher shall have a standard guardrail installed on all open sides and ends.
  - All supported scaffold poles, legs, frames and uprights shall bear on base plates that are positively secure to mudsills.
49. All scaffolding must be erected per the manufactures specifications
50. All hand and power tools shall be inspected daily prior to use. Tools shall be maintained in a safe condition (this includes employee furnished tools). Any tool which is not in compliance with any applicable requirement of this part is prohibited and shall be removed from service.
51. Guard(s) on tool(s) shall be in operating condition. Any tool that requires a manufactured guard or handle



shall not be removed from the tool. Tools shall not be altered or used in a manner that it is not intended for.

52. Power operated hand tools shall be of the double insulated type or comply with the grounding requirements in CFR 1926 subpartK.
53. All electrical extension cords and power tool cords shall be inspected before each use.
54. All hand held circular saws, table saws, and radial arm saws shall be locked by means of disconnecting the power source and the male end of the cord tagged or in plain view of the operator at all times while changing the sawblade.
55. Damaged or defective equipment shall not be used.
56. All pneumatic power tools and hoses shall be secured by a positive means at each connection.
57. All fuel operated power tools will be stopped and motors will not be running while refueling is in progress. A 10lb fire extinguisher must be within 5' of all fueling operations.
58. Employees operating Powder Actuated Tools must be trained and have their training certifications in their possession.
59. Saw horses or work benches shall be utilized to secure material prior to using hand held circular saws, grinders, band-saws, drills, and similar tools.
60. All electrical power tools and/or equipment shall be plugged into a GFCI (ground fault circuit protection), at the source of electrical power. All frayed and/or damaged electrical cords shall be removed from service and repaired. Cords & tools will be inspected before use.
61. All portable generators including generator/welders used on the job-site shall have a GFCI that is an integral part of the generator. The GFCI shall function properly. The GFCI when tested shall trip between 3mA and the 7mA settings on a multi-range GFCI tester.
  - A weekly documented inspection of each generator shall be conducted to ensure the GFCI is functioning.
  - Any generator, in which the GFCI does not function, shall be tagged and removed from service immediately.
  - All generators shall have a unique identification number and the Contractor name in a visible location.
62. Electrical Panels and associated devices shall not be accessed by anyone with the exception of those authorized by the electrical contractor(s). Once one area of the job site is energized, all areas of the job site are considered energized. The electrical contractor(s) is responsible for the security of the electrical panels and associated devices to prevent access by unauthorized workers.
63. Only company vehicles, with company insurance shall be allowed on the construction site. The company's name and/or logo shall be visible from a distance of 25 feet away and shall be located on both sides of all company vehicles including heavy equipment.
64. Posted speed limit shall be adhered to at all times. 10 mph will be the site speed limit unless otherwise posted.





65. Sub-contractors on Flintco, LLC projects are responsible for providing drinking water for their personnel.
66. Excavation work shall be performed in accordance with OSHA/CAL-OSHA
67. Prior to any excavation, an excavation plan shall be included in the contractors Safety Submittal Package for review.
68. All soil shall be treated at Class C soil. Soils may be reclassified by a registered professional engineer. The reclassification must be documented and must be specific to a certain work area.
69. Flagging and/or suitable warning devices will be required around all trench and excavation work at least three (3) feet (this distance can be exceeded if site specific requires) from the edge of the excavation.
70. Spoil piles shall be put at least two (2) feet back from the edge of the excavation.
71. A safe means of access and egress shall be provided from excavations regardless of their depth at intervals that provide no more than 25 feet of lateral travel.
72. Excavations with vertical walls 6' or greater will present a fall hazard and workers shall be protected.
73. A qualified competent person shall be present anytime excavation work is performed.
74. All underground utilities shall be located prior to any excavation work occurring. The responsible contractor shall be notified to assist with this location. As-built drawings and utility locators shall be used to locate all underground utilities. Contractors working around overhead utility lines shall ensure that all equipment, materials, and personnel are at least 10 feet from the overhead lines.
75. All employees shall OBEY all posted safety signs and flagging.
76. Flag, barricade, or sign areas to keep employees from exposures to potentially hazardous work conditions. Supervisors contact information to be posted at the flagged, barricaded or other controlled/limited access areas.
77. Contractors or employees shall not remove or bypass any barricades, barriers or other protective devices from tools, equipment, or hazardous locations. All deficiencies shall be reported immediately to the supervisor.
78. Seatbelts shall be worn at all times in vehicles including heavy equipment operated within the limits of construction. All heavy equipment shall have ROPS (roll over protection), and seatbelts. Mules, gators or golf type carts shall have ROPS (roll over protection) and seatbelts for operator and all passengers.
79. All vehicles on the construction site including heavy equipment shall have a fire extinguisher in an accessible location.
80. No one shall ride in a vehicle or mobile equipment unless they are on a seat. Exceptions: Scissors and Boom Lifts. Riding in the back of pick-ups shall not be allowed.
81. Accessories to all mobile equipment (blades, bucket, stringer bits, etc.,) when parked shall be



lowered in the down position with ignition keys removed from switch.

82. All equipment including: cranes, forklifts, skid steer loaders etc. shall have a reverse signal/back-up alarm audible above surrounding back groundnoise.
83. All employees who operate equipment shall be educated in the safe operation of that equipment; documentation of this training shall be maintained on file each contractor's safety records and included in the contractors Safety Submittal Package. Only trained employees shall be allowed to operate that piece of equipment. When mounting or dismounting equipment, employees shall maintain three points of contact.
84. Each fuel storage tank brought onto the construction site shall be provided with its own secondary containment unit. All fuel tanks shall be grounded in accordance with NFPA requirements.
85. All fuel secondary containment will be pumped out after any rain.
86. The following requirements shall be followed for all cranes entering the construction areas, all crane documentation is to be included in the Safety Submittal package: (see safety submittal checklist) 29CFR 1926.1400 – Crane and Derrick Standard
  - All cranes operating on the job-site shall be equipped with a functioning “Anti-Two Block” device and a functioning load moment indicator.
  - The operator shall know the weight of every suspended load, regardless of the size.
  - Stable cribbing shall be used for all lifts with outriggers.
  - Outriggers will be fully extended.
  - All crane operators shall be qualified prior to operating any crane on the job-site. When required by law a copy of the operator's license shall be presented to Flintco, LLC Area Safety Manager included in the Safety Submittal Package.
  - An up-to-date resume detailing the operator's qualifications (i.e., years of experience, previous jobs worked, etc.) shall be maintained in the Contractor's safety files before any operator is allowed to operate a crane on the construction site, the Contractor shall have
    - the operator perform a functional operation appraisal to ensure the operator is qualified. This shall be documented and on file in the Contractor's safety files, including annual inspection.
  - Prior to any lift, all contractors shall provide a lift plan included in the Safety Submittal Package prior to work commencing.
    - Critical lifts, (i.e. blind lift, lift at or exceeding 75% of the cranes capacity or tandem crane lifts or any other non-routine lift), shall have lift plan that is reviewed by the Flintco, LLC Area Safety Manager and the Project Superintendent prior to the execution of the lift.
  - Taglines shall be used on all suspended loads to stabilize the load. Employees shall not use their hands to stabilize the load. All taglines shall be of a continuous length, which are free of knots or other items.
87. Persons working in any aerial boom-type lifts shall be tied off, at all times.
  - Prior to any aerial lift work, a fall protection and rescue plan shall be included in the contractors Safety Submittal Package for review.
  - Documentation shall be provided of worker training and shall be included in the contractors Safety Submittal Package.
  - Workers shall be connected with PFAS (personal fall arrest system) to the manufacturers



- engineered anchor point.
  - PFAS (personal fall arrest system) shall be rigged such that a worker can neither free fall more than 6' or contact any lower level, one of three methods:
    - Use of a tether anchored to the manufacturer's engineered anchor point as fall restraint.
    - Use of a positioning hook connected to the manufacturer's engineered anchor point as fall restraint.
    - Use of a lanyard connected to the manufacturer's engineered anchor point as fall arrest.
  - After the working height has been obtained, shut off all lift motors until ready to relocate.
  - Fire extinguishers, fully charged, inspected and tagged shall be installed in an accessible location in the aerial lift basket.
  - Housekeeping shall be done continuously, employees shall not be allowed to work in lifts cluttered and disorganized.
  - All aerial lifts shall have a unique identification number and the Contractor name posted in a visible location.
  - All aerial lifts shall be operated on a level-working surface. The working surface shall be capable of supporting the weight of the lift without the tires sinking into the surface.
  - No tools or materials shall be suspended from the outside of the aerial lift basket. Only approved manufacturer's attachments shall be used.
88. Only Company vehicles, with company logos, shall be allowed on the construction site. The company's name and/or logo shall be visible from a distance of 25' and shall be located on both sides of the vehicle.
89. As described in each Contractor's Safety Program work permits shall be utilized for those work activities that specifically require them. (Examples are confined space, electrical hot work, welding, painting, work where underground utilities are present, etc.). The use of torches shall not be permitted on formwork/false work at any time. A hot work permit shall be filled out prior to any hot work activity.
90. Lockout and tagging disconnects, circuit breakers and supply valves as well as energy isolating devices shall be used.
91. Any work creating a spark or using a flame is considered to be "Hot Work" and will require a permit provided by Flintco, LLC and signed off by contractor's Site Safety Representative or Superintendent. A fire watch shall be stationed to provide coverage for each welding, cutting, and other hot work operations. A fire watch may cover multiple operations with a 100-foot radius of them. In order for a fire watch to cover multiple operations, they shall have a clear line of sight to each operation and an unobstructed pathway to each operation.
92. There will be no smoking/tobacco products, eating or drinking (with the exception of water) in the building after the installation of finished products begins. The initiation of this policy will be at the discretion of Flintco, LLC. All breaks will be taken in designated locations only.
93. All employees shall conduct themselves in a worker like manner at all times. Any harassment of other personnel, horseplay/fighting or disruptive activities of any kind shall result in immediate dismissal/removal from the job site.
94. No one shall knowingly be permitted to work while their ability or alertness is so impaired by fatigue, illness, or other cause that they may expose the individual or others to injury.



95. Workers shall report unsafe conditions to their supervisors immediately. No worker shall be required or knowingly be permitted to work in an unsafe place, unless for the purpose of correcting the hazard and then only after all safety precautions have been implemented.
96. New employees shall be given safety orientation education and awareness training by their supervisors and/or the Safety Representatives before they start work. This orientation shall apply to general instructions regarding safety rules of the project. A signed employee acknowledgement of such training will be maintained in the contractor's safety files. The Contractor shall conduct all orientations for their lower-tier Subcontractors. See Orientation Acknowledgement.
97. Any person or persons on the jobsite must have either completed the employee orientation program or have filled out a Flintco, LLC visitor release form. In either case, the documentation must be in the Flintco, LLC construction office prior to the person entering the jobsite and must be accompanied by a member of that contractor's firm.
98. Concrete trucks shall have the chute in the raised and locked position while traveling on the job-site.
99. Trailers - no one will be allowed to move a trailer or any other device for living on site unless written approval has been obtained from Flintco, LLC.
100. Glass containers of any kind shall not be brought onto the construction site.
101. All arrivals of trailers, storage containers, and large deliveries must be coordinated with Flintco, LLC at least 3 days in advance. The adjacent streets around the jobsite shall not be blocked at any time without approved signage and certified flagmen in place.
102. Project drug and substance abuse policy
  - The use, possession, sale, transfer, acceptance, or purchase of illegal drugs at any time is strictly prohibited. The use, possession of an open container, personal sale, transfer, or acceptance of alcohol on the property or while performing business on a Flintco jobsite is strictly prohibited. Any violation of this policy will be grounds for immediate termination and may result in a report to the appropriate law enforcement authorities.
  - No prescription drug shall be used by any person, other than to whom it was prescribed. Such substances or non-prescription (over the counter) must be used only as prescribed or indicated.
  - A drug-free" workplace plan shall be established which describes the contractor's commitment to achieving a drug-free workplace as outlined above. Prior to beginning any work activities on site, each contractor shall provide a copy of their "drug-free" plan.
103. Stretch and Flex Program – Start each day by warming up the muscles, which improves elasticity and helps to meet the job's physical demands.
104. Flintco 4 LIFE Essentials:
  1. You have the authority to refuse or stop unsafe work
  2. You must attend safety orientation prior to any work
  3. You must complete a pre-task plan for each task
  4. You must wear a hard hat
  5. You must wear eye protection



6. You must wear high visibility clothing/vest
7. You must wear work boots
8. You must wear hand protection
9. You must use fall protection above 6'
10. You must use lock-out/tag-out procedures on energized systems
11. You must immediately report incidents/accidents
12. You must use continuous clean housekeeping procedures
13. Disabling safety devices or guards is prohibited
14. Drug and alcohol use and/or possession is prohibited
15. Concealed or open carry firearms is prohibited
16. Workplace violence or threat of violence is prohibited

## **CELL PHONE USAGE**

The use of personal cell phones/personal electronic devices while at work presents a hazard and/or distraction to the user and/or co-employees. This policy is meant to ensure that cell phone/personal electronic device use while at work is both safe and does not disrupt business operations.

Therefore, personal cell phones/personal electronic devices are not allowed on any Flintco, LLC jobsite except as described:

Employees of Flintco, LLC on-site project staff is authorized to carry cell phones in accordance with policy below.

Employees of Subcontractors/Suppliers: Any employee that the Subcontractor/Supplier deems necessary to conduct business operations must get written permission from a member of the Flintco, LLC staff prior to use of cell phone on project site. They must then use the cell phone in accordance with policy below.

### **Cell Phone/Personal Electronic Devices Policy:**

Use of cell phones/personal electronic devices is permissible during work hours for company business only. Personal use of cell phones/electronic devices is only permitted during breaks and at lunch time and in designated areas. Before accepting an incoming or making an outgoing call, make sure that such activity will not compromise safety. When operating equipment, driving a vehicle on the jobsite or while performing any jobsite activity that a distraction may cause a potential safety threat, let all incoming calls go unanswered and texting is prohibited. You then may return the call when you have stopped the equipment, pulled the vehicle to a safe area or put yourself and those around you in a safe environment before returning the call.

Violating this policy will result in disciplinary action up to and including removal or termination. Please contact your immediate supervisor should you have any questions or concerns.



## Construction Safety Requirements (Chapter 13) Acknowledgement

I hereby attest by my signature that I have read and understand these Construction Safety Requirements and Site Policies, and I will abide by them. I also understand that at the discretion of Flintco, LLC, there may be site specific amendments or modifications to the Safety Requirements/Site Policies at any time.

Name of Company: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Project Superintendent

\_\_\_\_\_  
Project Superintendent (printed name)

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Project Manager

\_\_\_\_\_  
Project Manager (printed name)

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Lead Safety Representative

\_\_\_\_\_  
Lead Safety Representative (printed name)

## COMPETENT PERSON IDENTIFICATION

Each subcontractor shall designate an employee(s) as a Competent Person(s). The qualifications for competent persons are identified in various Subparts of OSHA.

**NOTE:** Certain subparts have interpretations as to the qualifications and training required to be designated as a competent person (i.e. Subpart P – Excavations; Subpart L – Scaffolding; etc.)

\_\_\_\_\_ is hereby designated as Competent Person for \_\_\_\_\_  
(Name) (Company Name)

on the Flintco, LLC \_\_\_\_\_  
(Project Name)

\_\_\_\_\_ has proven capable of identifying existing and predictable hazards and  
(Name)  
has direct authority to take corrective measures in eliminating them.

Sincerely,

Name \_\_\_\_\_

Title \_\_\_\_\_

Company \_\_\_\_\_

Date \_\_\_\_\_

## SAFETY REPRESENTATIVE IDENTIFICATION

Pursuant to the requirements of Chapter 13 of the Flintco Safety Manual, each subcontractor shall designate a safety representative to oversee the subcontractor's environmental, safety and health activities.

\_\_\_\_\_ is hereby designated as Safety Representative at the Flintco, LLC  
(Name)

\_\_\_\_\_  
(Project Name)

\_\_\_\_\_ has the education and/or experience to perform the tasks as outlined in  
(Name)  
the section titled "Safety Representative Credentials" of Chapter 13 of the Flintco, LLC Safety Manual and employs the following credentials.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The safety representative shall be present on site during all subcontractor work activities. The subcontractor shall identify an alternate safety representative in the event the primary safety representative is absent from the project.

Sincerely,

Name \_\_\_\_\_

Title \_\_\_\_\_

Company \_\_\_\_\_

Date \_\_\_\_\_



# Safety Administration



# SAFETYADMINISTRATION

## Safety Protection Guidelines

### Purpose

Flintco, LLC is committed to achieving an Incident and Injury Free workplace environment. Our mission will encourage and support the growth of a culture dedicated to Flintco 4 LIFE by fostering a learning environment accountable to excellence and continual improvement. Achieving this goal largely depends upon the positive actions and attitudes of all employees and their willingness to contribute to the overall team effort.

Each individual Flintco LLC employee and subcontractor employee, has an obligation to know, work by and obey all applicable safety and health laws, regulatory requirements, codes and project specific requirements as they apply to their scope of work. **Time, money, schedule nor budget** can be used as a defense for violating a safety regulation or policy.

### Class A: Willful – Immediate Termination

A Class A violation is one that the employee intentionally and knowingly commits. The employee is aware that a hazardous condition exists, knows that the condition violates a standard or other obligation of policy, and makes no reasonable effort to eliminate it. It is anything that puts a person or persons in immediate and extreme danger with complete disregard of safety practices and the safety program.

Examples include, but are not limited to: workplace violence, under the influence or in possession of drugs or alcohol, possession of firearms or weapons, or directing someone to perform unsafe act.

*The first Class A offense for an employee may result in immediate termination from all Flintco, LLC projects for a period of up to one year.*

### Class B: Serious – Three-day Suspension and Retraining of Employee

A Class B violation is where there is a substantial probability that death or serious physical harm could result. It is an offense that violates the Flintco 4 LIFE Essentials. A poor judgment, a poor choice or the attempt to “workaround” a safety requirement by anyone on a project where it has been determined the employee has training to know better. Additionally, it is a serious offense when a person in an oversight position has the responsibility for the safety of a crew and fails to correct the recognized hazards inherent to being in a management position.

For example, a supervisor or employee is observed in a threatening or dangerous situation. Examples include but are not limited to: working from a height greater than six feet without using fall protection/prevention, working in a trench deeper than five feet without cave-in protection, performing energized work.

*The first substantiated Class B shall be a suspension from work on Flintco, LLC projects for three consecutive scheduled workdays. After the three-day suspension, and before the employee begins work, the employee shall complete the training requirement and attend another safety orientation for the project.*

*If the employee works without another Class B offense for a period of 12 consecutive months, the employee’s record will be cleared of the offense. The second substantiated Class B Serious offense within the same 12-month period will result in termination of employment from all Flintco, LLC projects for a period of not less than one year.*



## **Class C: Other than Serious – Written Warning**

A Class C violation is one that has a direct relationship to job safety and health, but not likely to cause death, serious physical harm or major property damage. One where as a manager there was ***no willful intent*** to put an employee at risk. Examples of Class C offenses will be discussed upon site specific orientation, the project's first Tool Box talk and monthly Tool Box talks thereafter. Examples may not be all inclusive and Flintco, LLC reserves the sole discretion in making the determination.

The first substantiated Class C offense for an employee will result in a written warning. Duplicates of the employee notice will be sent to Flintco Employee Services department, the Flintco Safety Department and the subcontractor's management representative, if applicable.

The second substantiated Class C offense for an employee within a 12-month period will result in a suspension from work on all Flintco projects for three consecutive scheduled workdays. Upon returning to work after the three-day suspension the employee shall complete another site specific safety orientation.

Prior to returning to work on a Flintco, LLC project, the employee must:

1. Appear before the Flintco, LLC senior project staff (Project Director, Project Manager, and Project Superintendent) to discuss the employee's understanding of Flintco Safety Program.
2. Obtain that group's approval to be reinstated.
3. Upon reinstatement approval, the employee will attend another orientation and conduct the Tool Box talk meeting once a week for one month.

*The third substantiated Class C offense for an employee within the same 12-month period will result in termination of a Flintco, LLC employee and removal of a subcontractor employee indefinitely.*

## **Disciplinary Combinations**

If an employee receives a Class B, with a three-day suspension, and has not taken steps to reduce the Class B to a Class C, and then receives a Class C within the 12-month period, the employee shall receive an additional three-day consecutive suspension from work on all Flintco, LLC projects.

If an employee has received a Class B and a Class C within a 12-month period and then receives a second Class C within that 12-month period, that employee shall receive a six-day consecutive suspension from work on all Flintco projects.

Note: In all cases after each suspension, the employee will be required to attend another orientation of the project safety rules and present the Tool Box talk for four consecutive weeks. The Flintco Safety Department shall lead the effort in training the employee to complete these requirements.

The following additional conditions are for clarification purposes only and are not meant to be all-inclusive. The final discretion in making any determination relating to safety violations will be solely Flintco LLC.

- Offenses can be observed and reported by any employee. Reports of offenses must be given to a member of Flintco, LLC project management staff.
- An offense does not have to be observed to be considered a recordable offense. If an offense can be substantiated by facts, it will be considered a recordable offense. As an example, if an employee falls without wearing a safety harness where one is required, it would be a recordable offense even if no one other than the employee observes the fall.



- The employee or employees who violate Flintco, LLC Safety Program may be charged with an offense regardless of whether their action was willful or unintended. It is the employee's obligation to know the rules and regulations. Flintco, LLC is to respond to the employee's request for information and/or equipment in order to work safely, but in no event is the employee to put him or herself in an unsafe work situation.
- Any supervisory or management employee who observes an offense and does not actively attempt to rectify the offense will be judged as having also committed the offense. If a Flintco, LLC Foreman or Superintendent has an employee in their crew or crews, and under their supervision for 12 months, that has received two Class B's within a 12-month period, that Supervisor shall meet with the business unit Area Manager and the area Safety Manager. The Supervisor shall present the actions that will be taken for raising the level of Safety compliance within that crew, unless that Supervisor has issued one or both of the Class I notices.
- If any employee disputes the determination of an offense or how an offense is classified, the employee may appeal the determination or classification first to the Flintco, LLC Project Director and then to the Flintco, LLC Division President or Vice President.

These disciplinary procedures do not supersede or replace disciplinary actions—including termination of employment—resulting from work rule infractions such as, but not limited to tardiness, excessive absenteeism, insubordination, substance abuse, and related infractions. Suspensions or terminations of Flintco employees are without pay.

### **Project Safety Services Program**

This program is an opportunity for an individual to reduce a Class B Deficiency Notification. A Flintco employee who has received his/her first Class B shall be given the opportunity to reduce that Class B to a Class C, through the Project Safety Service such as Arrowhead Academy or in-house course completion (a subcontractor employee would have to present a course completion certificate from an outside source). The Flintco, LLC employee may request this opportunity from the Project Manager, and if approved by the Project Manager, the individual shall complete the following requirements within two months of the approval. The Flintco, LLC Safety Department shall lead the effort in training the Flintco, LLC employee to complete this requirement. If another Safety Protection Policy Class B or a Class C is written against this individual in a 12-month period, the Project Safety Service shall be cancelled.

The individual, if a Flintco, LLC employee, shall conduct one Tool Box meeting with the Flintco crew on the Project. If the individual is a subcontractor employee, that individual shall conduct a Tool Box talk with each Subcontractor (same Company) crew on site. The content of the Tool Box talk shall be to review the conditions that resulted in the Class B being issued and to reinforce the need for all Project Site employees to understand and practice the commitment to the Project Safety Rules.

The employee shall conduct a Safety Checklist Audit and complete at least five Improvement Observations per week for a period of two months. The observations shall be thorough and fulfill the intent of the process.

The employee shall conduct four Tool Box talks in a two-month period. The meetings shall be attended by a member of Flintco Project Management and shall be documented.

The previous requirements may be altered to meet project conditions and workforce levels. Any deviation to the requirements shall be approved by the safety professional that is monitoring Project Safety.

## Safety Lunch Protocol



## PROJECT SAFETY LUNCH PROTOCOL

GOAL: To have a consistent experience across all offices that educates the attendees and celebrates the milestone.

### When to have one(criteria)

- Safety lunches should be held every 90 days.
- If a recordable incident has occurred during the 90 days, have the subcontractor (foreman, safety rep or the injured worker) give a short 'lessons learned' statement to the group.
- That subcontractor is NOT eligible to win prizes.
- All projects will have safety lunches.

### Preparation

- Make sure the job site is clean.
- Prepare an agenda outlining the subject matter. The agenda should be available in English and Spanish.
- No work should take place during the safety lunch.
- Create a training presentation that applies to the work in progress. The lunches are to be educational in addition to celebratory.
- Use the Flintco, LLC Safety Lunch Checklist
- Have standard fare (i.e. hot dogs/hamburgers); it does not have to be catered.
- Have door prizes.
- Have a sound system.

### Invitees

- Check the availability of the office management prior to scheduling the safety lunch.
- Invite your key contacts, owners, owners' reps, safety reps, architects/principles, engineers and sub tiered consultants as well as the subcontractors. The more we can spread the word about Flintco, LLC and make connections the better.
- Make sure our staff is spread out during the lunch and fellowshiping with all the guests. This is a 'working' event.

### Feedback

- Ask how our safety lunches compare to others so we can evaluate our success.
- Ask if they have seen consistency from one Flintco, LLC site to another.



## SAFETY LUNCHCHECKLIST

**Project:**

**Date/Time:**

Item	Responsibility	Remarks
Location		
Number ofParticipants		
Banner/Job Sign forEvent		
Platform/Stage		
Generator		
Heater		
SoundSystem		
Invitations		
Tables/Chairs/Tablecloths		
Nametags		
RestroomFacilities		
Food/Beverages		
Safety PresentationTopic		
Agenda/Speakers		
Parking Arrangements		
Photographer		
Barricades		
Directional Signageforsite/invite		
Other		

# Smoke Free Workplace





## SMOKE-FREE WORKPLACE POLICY

In keeping with the Company's intent to provide a safe and healthful work environment, and to avoid potentially harmful effects of inhaling passive smoke, lighted tobacco, Vapor or "E" cigarettes use is prohibited throughout the indoor workplace whether work is being performed or not, and no lighted tobacco use shall be allowed within twenty-five (25) feet of the entrance or exit of any indoor workplace facility specified in this Policy. This Policy also includes all "vapor" or "E" cigarette type devices.

The indoor workplace includes, but is not limited to, all company offices, warehouses, job site trailers, employee lounges, restrooms, conference rooms, classrooms, lunchrooms and cafeterias, hallways, any other spaces used or visited by employees and the public. (By definition, a building is considered an indoor workplace once framing is started, whether totally enclosed or not.) Company vehicles and any other facility being utilized either permanently or temporarily for company business operations are to be considered "the workplace".

This policy applies and should be enforced equally to all employees, visitors, customers, subcontractors, and suppliers.

All facilities covered under this Policy will post signs or decals, at least 4"x 2" in size, at each entrance to the building(s) indicating that the site is Smoke/Vapor and E cigarette - Free. Each facility, other than K-12 educational facilities, may have designated smoking areas outside the interior building footprint, no closer than 25 feet from any entrance or exit of any building specified in this Policy.

### **K-12 EDUCATIONAL PROJECTS/FACILITIES**

This Policy also prohibits lighted tobacco products, the use of snuff, dip, chewing tobacco or any other form of tobacco product, including Vapor and "E" cigarettes, in the buildings and/or on the grounds of any educational facility which offers early childhood education programs or in which children in grades kindergarten through twelve are educated. At the discretion of the owner, Career and Technology Centers may designate smoking/tobacco use areas away from general traffic areas and completely out of sight of children less than eighteen (18) years of age.

Violation of the Company Smoke-Free Workplace Policy may result in disciplinary action up to and including termination of employment and/or removal from the project.

A handwritten signature in black ink that reads "Peter Kozicz".

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Peter Kozicz, President & CEO

# Substance Free Workplace



It is the policy of FLINTCO, LLC/Oakridge ("Company") to maintain a work environment that is safe for all persons, including the community, and conducive to attaining high work standards. To achieve these objectives, the Company is committed to maintaining a drug and alcohol free workplace. This includes the misuse of legal drugs, any activity with illegal drugs, the presence of alcoholic beverages or alcohol consumption and other matters prohibited by this policy.

### PROHIBITED CONDUCT

THE COMPANY PROHIBITS THE FOLLOWING CONDUCT IN COMPANY OFFICES, WORKPLACES, JOB LOCATIONS AND COMPANY VEHICLES AT ALL TIMES AND IN ALL PERSONAL VEHICLES WHILE ON COMPANY BUSINESS:

Distributing, dispensing, manufacturing, possessing, selling, using or the presence in the body of illegal drugs or controlled substances including but not limited to marijuana, cocaine, "crack", heroin, PCP, morphine, hydrocodone, oxycodone, hydromorphone, oxymorphone, cocaine, methadone, methaqualone, LSD, narcotics, amphetamines, opiates, barbiturates, and anabolic steroids. Distributing, dispensing, manufacturing, possessing, selling or using drug paraphernalia.;

Distributing, dispensing, manufacturing, possessing, selling or using alcoholic beverages. The presence of alcohol in the body at a blood alcohol level of 0.04% or above during working hours is a violation of this policy.

The possession of alcohol in original and sealed containers given or received as gifts will not be considered a policy violation. Further, the possession and moderate use of alcohol by individuals who are of the legal minimum drinking age or older as part of an authorized Company social function is not prohibited by this policy.

Abuse of legal ("prescribed") drugs including but not limited to distributing, dispensing or selling prescription drugs or being impaired by legal drugs in any manner contrary to the specified restrictions imposed by a valid prescription. An employee is impaired by legally prescribed drugs when use of the drugs adversely affects the employee's ability to perform a job, interact with others, exercise judgment and/or worksafely.

WHERE JOB RELATED AND JUSTIFIED BY BUSINESS NECESSITY IN THE OPINION OF MANAGEMENT, THE COMPANY MAY REQUIRE THAT USE OF PRESCRIPTION AND NON-PRESCRIPTION DRUGS BE REPORTED TO SUPERVISORS.

### DRUG-FREE WORKPLACE COMMITMENT

The Company is frequently engaged in federal work for which the Company is required to comply with the Drug-




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Free Workplace Act of 1988.

As a condition of new and continued employment with the Company, all employees must certify:

1. They will abide by the terms of this policy by refraining from manufacturing, distributing, dispensing, possessing, selling or using illegal drugs and/or controlled substances;
2. Notify the Company in writing of any state or federal criminal drug statute conviction, including a plea of no contest (nolo contendere), for a violation occurring in the workplace, no longer than 5 calendar days after the date of conviction (or entering of the plea). Written notice of a conviction described above must be submitted to the employee's supervisor, foreman or company officer within the 5-day period. Failure to submit this notice to the appropriate person within the 5 day period will automatically result in termination.

Disciplinary action for a conviction will be instituted within thirty (30) days of receipt of notice by the Company.

Any employee who has knowledge of any violation of the Company's Drug-Free Workplace Commitment is required to immediately and fully report the matter to the HSE Corporate Director. Employees who fail to report violations will be subject to discharge.

#### EMPLOYEES AND APPLICANTS WITH VALID STATE MEDICAL MARIJUANALICENSES.

Under this Policy, employees and applicants with valid state medical marijuana licenses who are not covered by federal substance testing requirements will not be discriminated against or penalized solely based upon their status as a medical marijuana license holder. Nor will the Company take action regarding employees and applicants with valid state medical marijuana licenses who are not covered by federal substance testing requirements solely based upon the results of a drug test showing positive for marijuana or its components. However, violation by any employee of the Company's Substance Free Workplace Policy may result in discipline, up to and including termination.

#### TESTING

##### Substances for Which Individuals May Be Tested

Applicants who have been offered conditional employment, and current employees may be subject to testing which will be evaluated for the presence of any or all of the following substances: Marijuana (grass, pot, joint, weed, hash); Opiates/synthetic narcotics including codeine (schoolboy), hydrocodone, hydromorphone (juice, dillies, D=s, No. 2's, No. 4's), meperidine, methadone (dolophine, dolly), oxycodone (percodan, percs), oxymorphone, propoxyphene (darvon, darvocet), heroin (smack, junk, horse, H, gum, dust, Mexican brown, china white), and morphine (morphine sulphate, M., morph, Miss Emma); Cocaine (coke, crack, blow); Phencyclidine (PCP, angel dust, killer weed, supergrass, hog, peace pill); Amphetamines including amphetamines (dexadrine, speed, moth, crystal, dexies, hearts, whites, beauties), methamphetamines (desoxyn, uppers, pep pills, bennies, meth, crank), methylenedioxyamphetamine (ecstasy), methylenedioxymethamphetamine, and phentermine; Barbiturates including amobarbital (nembutal, yellow



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jackets), butalbital (amytal, fiorinal, blue devils), pentobarbital (seconal, reds), and secobarbital (phenobarbital); Benzodiazepines including diazepam (valium), chlordiazepam (librium, tranks, downers), alprazolam (xanax), and clorazepate; Methaqualone; and drugs for which the United States Department of Health and Human Services has established an approved protocol and positive threshold level.

### Laboratory

All testing will be conducted on a monitored and controlled basis by a laboratory certified for forensic testing pursuant to guidelines or regulations of the federal Department of Health and Human Services (NIDA) or be accredited for forensic testing by the College of American Pathologists or other organizations that possess additional certifications or licenses required by applicable state statutes.

Testing shall conform to scientifically accepted analytical methods and procedures. Testing shall include confirmation of any positive test result by gas chromatography, gas chromatography-mass spectroscopy, or an equivalent scientifically accepted method of equal or greater accuracy as approved by applicable state statutes. Testing methods and cutoff levels will be in compliance with any other applicable state statutes.

### Collection

The collection of samples for drug and/or alcohol testing will be performed under reasonable and sanitary conditions by individuals who are qualified by applicable state statutes.

Samples will be collected in sufficient quantity for splitting into two separate specimens, to provide for any subsequent independent analysis in the event of a challenge of the test results of the main specimen. There will be no direct observation of an applicant or employee in the process of producing a urine sample except as allowed by state statutes.

Sample collection will be documented and a written record of the chain of custody of the sample will be maintained from the time of the collection of the sample until the sample is no longer required.

Absent extraordinary circumstances, the inability of an individual to timely submit the required quantity of urine specimen for testing purposes will be deemed a refusal to test and subject the individual to termination.

### Split Sample Retest

After notification of a confirmed positive test result, the applicant/employee has seventy-two (72) hours to make a written request for a retest. Upon such a request, a split sample of the applicant's/employee's original specimen may be retested at a laboratory of the applicant's/employees own choosing. The laboratory chosen by the applicant/employee to perform retesting of the split sample must possess any certifications and licenses required by federal or state statutes. The applicant/employee who requests the split sample retest in order to challenge the results of a positive test result will pay all costs of the split sample retest, unless the split sample test result is negative. In that event, the Company will pay the employee for the cost of the split sample retest.



### Type of Drug/Alcohol Testing

All applicants/employees will be subject to drug and or alcohol testing at the discretion of the company under the following circumstances:

#### 1. Applicant (Pre-hire) Testing

All applicants who receive a conditional offer of employment for a particular job classification may be required to undergo drug testing.

#### 2. Reasonable Suspicion Testing

- a. When there is reasonable suspicion to believe an employee has violated the provisions of this policy, the employee will be subject to drug and/or alcohol testing.
- b. Before an employee is tested for reasonable suspicion, a supervisor and the HSE Corporate Director must substantiate and concur in the decision to test. At least one of the two must have received training for detecting symptoms of drug and /or alcohol use. Any supervisor of the employee and the HSE Corporate Director may substantiate and concur in a decision to test, even though the HSE Corporate Director has not observed behavior of the employee indicating drug and /or alcohol use. The supervisor and HSE Corporate Director may concur byphone.
- c. Any time the Company reasonably believes an individual is under the influence of drugs or alcohol, the Company may require a drug or alcohol test. Circumstances causing the Company to require testing of an individual may include, but are not limited to:
  1. Drugs or alcohol on or about the individual's person or an individual's vicinity;
  2. Conduct on the individual's part that suggests impairment or influence of drugs or alcohol;
  3. A report of drug or alcohol use while at work or on duty;
  4. Information that an individual has tampered with drug or alcohol testing at any time;
  5. Negative performance patterns; or
  6. Excessive or unexplained absenteeism or tardiness.

#### 3. Post-Incident Drug/Alcohol Testing Protocol

If an employee's conduct contributed or could have contributed to an accident while at work which results in an injury to the employee or another person or damage to property, including damage to equipment, the employee may be required to undergo drug and or alcohol testing. If the Company conducts a post-accident test, the Company will require employees whose conduct contributed or could have contributed to the accident to undergo a drug or alcohol test, whether or not they reported an injury.

Screening shall be initiated as soon as possible, but not later than two (2) hours after the incident



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occurrence. Any worker's refusal to submit to screening shall be treated in the same manner as a "positive" finding. Any worker who withholds notification of an incident for longer than one (1) hour after the alleged event shall be evaluated by the Flintco Site HSE Manager and if declared to be negligent shall be subject to being permanently removed from the project.

#### 4. Random Selection Testing

- a. Employees in specific designated job classifications may be required to undergo drug testing on a random selection basis. This includes all regular full time, conditional, part-time and contract employees occupying the designated job classifications.
- b. To assure that the selection process is random, all regular full time, conditional, part-time and contract employees in designated job classifications will be placed in a common random selection pool.
- c. The mechanism for selecting employees for testing will result in an equal probability that any employee from the random selection pool will be selected, and the Company does not have discretion to waive the selection of any employee selected under the mechanism
- d. Management will determine the percentage of employees in the designated job classifications that will be tested every twelve (12) months. All persons in the random selection pool will be subject to be randomly picked more than once or not picked at all during the annual period.
- e. The random selection mechanism will be by a computer program.

#### 5. Scheduled Periodic Testing

- a. Employees in the following specified groups may be required to undergo drug testing that is scheduled routinely for all members of that group.
  1. Corporate officers.
  2. When the Company is required to certify that it maintains a drug free workplace pursuant to any statutes, regulations, bid requirements, contract clauses or agency/ownership requirements, affected groups of employees will be subject to testing.
  3. Employees promoted or transferred to a safety sensitive, security sensitive, management or supervisory position may be administered a drug test prior to assuming the responsibilities and duties of the safety sensitive, security sensitive, management or supervisory position.

#### 6. Post-rehabilitation Unannounced Testing

- a. Any employee who successfully completes to the Company's satisfaction an approved drug and/or alcohol rehabilitation/counseling program will be required to undergo a drug and/or alcohol test prior to returning to work. The drug and/or alcohol test will be at the company's expense. The employee



must contact the HSE Corporate Director who will schedule the return to work test, the collection facility and laboratory.

- b. At the discretion of the Company, employees who have returned to work upon satisfactory completion of a company approved Employee Assistance Program; counseling or rehabilitation program for drug and/or alcohol abuse may be required to undergo unannounced drug and/or alcohol testing. The employee may be required to undergo unannounced drug and/or alcohol testing for a period of two (2) years, based on the written recommendation of the rehabilitation professional.

### Conditions of Initial and Continuing Employment

All applicants and employees are required as a condition of initial and continued employment to comply with the following requirements:

1. Voluntary, written, continuing consent (as required by the Company) authorizing the collection of specimen(s) from the employee for the purpose of testing to detect Company specified levels of drugs and/or alcohol;
2. Submission to any drug and/or alcohol testing, under the terms and conditions imposed by this policy, throughout the employment relationship as a condition of employment;
3. Voluntary, written consent to authorize the testing facility to release all test results and conclusions to the Company;
4. Acknowledge that test results must be negative for drug and/or alcohol detection at the levels specified in the testing criteria and available to employees upon written request.
5. Acknowledge that revocation of any authorization required by this policy constitutes immediate, voluntary termination of employment.
6. Employee and Applicant who receives a positive test for marijuana will be asked to demonstrate they possess a valid state medical marijuana license.

### MEDICAL REVIEW OFFICER

The Medical Review Officer (“MRO”) will be qualified by applicable state statutes, or any other applicable entity, and have knowledge and training to interpret and evaluate an individual’s test results together with the individual’s medical history and any other relevant information. Confirmed positive test results may be reviewed by the MRO. As a part of the review, the MRO will notify the individual who received a confirmed positive test result and afford the individual an opportunity to provide a confidential explanation and evidence, if any, why the result should not be deemed positive.





## CONFIDENTIALITY OF TESTING RECORDS

All drug and/or alcohol testing records and documents generated, as a result of this policy, is confidential and the property of the Company.

1. All test results and related records will be maintained separate from other personnel records.
2. Test results and related records will not be used in any criminal proceeding, or any civil or administrative proceeding, except: in those actions taken by the Company, or in any action involving the individual tested and the Company, or unless the records are ordered released pursuant to a valid court order. Additionally, the employee grants permission to the Company to release testing records and/or results for purposes of unemployment, Workers' Compensation and other employment-related disputes and/or legal actions.
3. Test results and related records will be made available to the applicant or employee for inspection and copying.
3. Test results and related records will not be released to any person other than the applicant or employee unless the individual tested grants permission in writing after the receipt of the test results for such release, or such records are required to be released pursuant to a valid court order.

## INSPECTIONS FOR ALCOHOL AND DRUGS

Reasonable unannounced searches of Company premises and personal searches of employees and others while entering, on, or leaving the premises, including, but not limited to, personal effects, vehicles, lockers, desks, tool boxes, clothing, meal containers and baggage of such persons may be conducted. These searches would be performed by authorized personnel and could include the use of scent trained dogs. Entry upon company premises constitutes consent to such searches. Individuals upon company property have no expectation to privacy to a search of Company property or the individual's personal property.

Individuals refusing to allow an inspection will not be detained or forced to submit to the inspector. Refusal violates Company policy and constitutes voluntary termination of the employment relationship.

Any items prohibited in this Policy which are found during an inspection may be turned over to law enforcement authorities.

## DISCIPLINE

### REFUSAL TO PROVIDE CONSENT AND/OR REVOCATION OF CONSENT, FAILURE OR REFUSAL TO SUBMIT TO TESTING AND/OR INSPECTION

1. An employee's refusal to sign the Company's Consent Form, the revocation of signed Company Consent Form, or the refusal/failure to submit to a drug and/or alcohol test when so requested constitutes insubordination and serious misconduct that will subject the employee to:



Termination of employment;  
 Immediate removal from the premises; and  
 Barring future access to any Company premises and job locations.

2. Any applicant who refuses to sign a Company Consent Form, revokes a signed Company Consent Form, or refuses/fails after a conditional offer of employment to submit to a drug test when so requested is considered to have voluntarily withdrawn his/her employment application.
3. Absent extraordinary circumstances, the inability of an individual to timely submit the required quantity of specimen for testing purposes will be deemed a refusal to test and subject the individual to termination.
4. Refusal to timely permit inspection or search of personal property or areas under the employee's control when requested to do so by management, or to timely produce and submit a substance to management for content testing and evaluation will subject the employee to termination of employment.

### CONFIRMED POSITIVE TEST RESULTS

A "confirmed positive test result" shall mean an illegal or controlled substance level equal to or greater than the threshold limits for a NIDA 5- panel protocol and/or a blood alcohol content of 0.04% or greater.

1. Any employee who receives a confirmed positive test result will be subject to termination and barred from Company premises and job locations.
2. Any applicant who receives a confirmed positive test result will be considered to have voluntarily withdrawn his/her application for employment.
3. Any applicant who receives a confirmed positive test result will not be eligible to reapply for employment for a period of two (2) years after the date of the confirmed positive test result.
4. Employee and Applicant Positive Marijuana Tests: An employee or applicant who receives a positive test for marijuana will be asked to demonstrate they have a valid state medical marijuana license.

### ALL OTHER VIOLATIONS

1. All other violations of this policy by employees which are not specifically noted above will subject the employee to disciplinary action, up to and including termination of employment.
2. Any invitee or employee of any subcontractor who violates any provision of this policy will be subject to penalty action, the severity of which shall be determined in the sole discretion of the Company.

### SUSPENSION PENDING INVESTIGATION

Any employee who is the subject of an investigation regarding possible violation of this policy may be placed on



temporary suspension without pay pending full investigation of the matter. If such an investigation results in a finding of no violation of this policy, the suspended employee will be returned to work and will be paid lost wages during the suspension based on a 40 hour work week.

### APPEAL PROCEDURE

Upon notice that the drug and/or alcohol test result has been confirmed positive by the Medical Review Officer, the individual may appeal the test result by the following procedure.

1. Within seventy-two (72) hours of notice, the individual may request a confirmatory retest of the original sample. The request must be in writing and made directly to the Medical Review Officer or HSE Corporate Director,
2. If the confirmatory retest result is positive and the individual does not believe the test result is valid, the individual may present any evidence why the test result is not valid to the HSE Corporate Director within three (3) working days,
3. If the individual does not believe he/she has violated this policy and is subject to discharge, the individual may present any evidence to support the individual's position to the HSE Corporate Director within three working daysand,
4. If the individual so desires, he/she may have the opportunity to voluntarily resign prior to management's making a final decision regarding the positive drug and/or alcohol test result.

### EMPLOYEE ASSISTANCE PROGRAM (EAP)

The management of the Company strongly encourages all employees to seek outside counseling or help for whatever problems they may have that might affect their ability to perform their job as required. Employees are urged to contact the HSE Corporate Director about the Employee Assistance Program for help in resolving any such problems.

1. Any employee who asks for help will be referred to the Company EAP.
2. Self-referred participation in rehabilitation through the EAP will not result in disciplinary action. However, successful completion of the company-approved program will be required for continued employment pursuant to the Company's policy.

To avoid possible adverse consequences for refusing to take a drug and/or alcohol test or testing positive, self-referral to rehabilitation must be made prior to notification that the individual is scheduled for a drug and/or alcohol test.

Participation in rehabilitation through the EAP will not waive disciplinary action where warranted for violations of rules and regulations.



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### NOT A CONTRACT/GUARANTEE OF EMPLOYMENT

Nothing in this policy is to be construed as a contract or a guarantee of employment for any period or as altering the at-will relationship of the Company and employee, meaning that either party can terminate employment at any time for any reason, or no reason.

### SUBCONTRACTORS/SUPPLIERS

Every subcontractor and supplier and every other person entering the Company's vehicles, offices and work locations shall be required to comply with this policy, to give written certification required by this policy and to supply any other proof requested by the Company from time to time to demonstrate compliance with this policy.

### CHANGES OR MODIFICATIONS

The Company reserves the right to change the provisions of this policy at any time. Written notice of all changes or modifications to the policy will be given to affected employees thirty (30) days prior to implementation of the changes or modifications.

## **MARIJUANA USE, POSSESSION OR IMPAIRMENT POLICY FOR ARIZONA NON-DOT EMPLOYEES**

Arizona employees and applicants with valid registry identification cards who are not covered by Federal substance testing requirements will not be discriminated against or penalized solely based upon their status as a registry identification cardholder. Nor will FLINTCO, LLC/Oakridge (“Company”) take action regarding Arizona employees and applicants with a valid registry identification card who are not covered by Federal substance testing requirements solely based upon the results of a drug test showing positive for marijuana or its components. Please refer to the Company’s Substance Free Workplace Policy.

However, the Company prohibits all employees – including those with valid registry identification cards – from using or possessing marijuana while on the Company’s premises or during the hours of an employee’s employment. This prohibition against marijuana use or possession applies to any of the Company’s properties or work sites, including exterior areas, parking locations, personal vehicles or Company vehicles and during any hours of employment when an employee is performing work or providing services. The prohibition also applies to customer, client or other third party locations or premises where an employee is performing work or providing services. If an employee’s hours of employment include transportation or travel, then the prohibition against marijuana use or possession applies to that transportation or travel time.

The Company prohibits all employees – including those with valid registry identification cards – from being under the influence or impaired by marijuana during any hours of employment, regardless of location. An employee is under the influence or impaired when marijuana use adversely affects ability to perform a job, interact with others, exercise judgment and/or worksafely.

Violation of this Policy may result in discipline up to and including termination. If you have any questions about this Policy or its application please contact your HR Business Partner or the Vice President of Human Resources.

## **MARIJUANA USE, POSSESSION OR IMPAIRMENT POLICY FOR OKLAHOMA NON-DOT EMPLOYEES**

Oklahoma employees and applicants with valid Oklahoma medical marijuana license cards who are not covered by Federal substance testing requirements will not be discriminated against or penalized solely based upon their status as a medical marijuana license holder. Nor will FLINTCO, LLC/Oakridge (“Company”) take action regarding Oklahoma employees and applicants with valid Oklahoma medical marijuana licenses who are not covered by Federal substance testing requirements solely based upon the results of a drug test showing positive for marijuana or its components. Please refer to the Company’s Substance Free Workplace Policy.

However, the Company prohibits all employees – including those with valid Oklahoma medical marijuana licenses – from using or possessing marijuana while on the Company’s premises or during the hours of an employee’s employment. This prohibition against marijuana use or possession applies to any of the Company’s properties or work sites, including exterior areas, parking locations, personal vehicles or Company vehicles and during any hours of employment when an employee is performing work or providing services. The prohibition also applies to customer, client or other third party locations or premises where an employee is performing work or providing services. If an employee’s hours of employment include transportation or travel, then the prohibition against marijuana use or possession applies to that transportation or traveltime.

The Company prohibits all employees – including those with valid Oklahoma medical marijuana licenses – from being under the influence or impaired by marijuana during any hours of employment, regardless of location. An employee is under the influence or impaired when marijuana use adversely affects ability to perform a job, interact with others, exercise judgment and/or worksafely.

Violation of this Policy may result in discipline up to and including termination. If you have any questions about this Policy or its application please contact your HR Business Partner or the Vice President of Human Resources.



ACKNOWLEDGMENT OF RECEIPT OF POLICY

I acknowledge that I have received Flintco/Oakridge’s Statement of Substance-Free Workplace Policy and Marijuana Use, Possession or Impairment Policy for Non-DOT Employees. I certify and promise that I will abide by all terms of this policy and understand that my failure to do so will result in disqualification for employment.

\_\_\_\_\_  
Recipient (PLEASE PRINT)

\_\_\_\_\_  
Recipient Signature

\_\_\_\_\_  
Date

EMPLOYEE/APPLICANT  
CONSENT AND WAIVER

I, \_\_\_\_\_ (PRINT NAME) authorize Flintco, LLC/Oakridge to conduct, through its designated physician or laboratory testing facility, tests to screen for alcohol and/or drugs and understand that this is a requirement for employment and/or continued employment. I voluntarily authorize the release of all test results to the Company and for the Company to use the results for decisions relating to my employment and/or continued employment.

As an applicant, I fully understand and acknowledge that an offer of employment is entirely conditional upon several factors including but not limited to voluntary submission to substance tests(s) and satisfactory test(s) results.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

# Workplace Violence





## WORKPLACE VIOLENCE GUIDELINES

### **Scope:**

Flintco, LLC is committed to provide a workplace that is free from violence by establishing preventative measures against workplace violence, by holding perpetrators of violence accountable, and by providing assistance and support to victims. Violent acts, whether on-duty or off-duty, affect the ability of all employees to perform their jobs. Flintco, LLC will apply all useful management tools to prevent and reduce the effects of violence on victims, as well as hold perpetrators of violence accountable for their actions. Violations of this policy, by any individual, will lead to disciplinary action, up to and including discharge, and/or legal action as appropriate.

### **Prohibited Conduct:**

Prohibited conduct on Flintco, LLC jobsites and facilities includes violent behavior, physical attacks, verbal or physical threats of violence, physical intimidation, stalking, and property damage committed by or against Flintco, LLC staff, contract workers, temporary employees, clients, or anyone else on a Flintco, LLC jobsite or property. Examples of personal situations that could pose a risk of violence in the workplace and should be reported to the appropriate authority at Flintco, LLC include, but are not limited to:

### **Prohibited Behaviors:**

- **Workplace violence** includes, but is not limited to: intimidation, bullying, stalking, threats, physical attack, property damage, or domestic and family violence. This includes acts of violence committed by or against Flintco, LLC staff, contract workers, and temporary employees. Such incidents may also involve clients, visitors or vendors.
- **Intimidation** includes but is not limited to unwarranted behavior intended to frighten, coerce, or induce duress whether by an individual or group of individuals.
- **Physical attack** is unwanted or hostile physical contact including but not limited to hitting, fighting, shoving, restraining, or throwing objects.
- **Property damage** is intentional damage to property and includes property owned by employees, contractors, clients, visitors or vendors.
- **Threat** is the expression of intent to cause physical or mental harm. An expression constitutes a threat without regard to whether the party communicating the threat has the present ability to carry out the threat and without regard to whether the expression is contingent, conditional, or future.
- **Weapons** are any objects that may be used to intimidate, attack, or injure another person or to damage property. Objects understood to have a primary function as a weapon are not allowed on Flintco, LLC jobsites.

### **Support and Protections:**

Flintco, LLC will make efforts to protect victims of workplace violence by offering all feasible security measures. Victims may also need special accommodations or adjustments to their work schedule, work location or working conditions in order to enhance their safety. Flintco, LLC and its contractors will accommodate these requests and needs whenever possible and appropriate.



## **Reporting Workplace Violence:**

### **VIOLENCE IN PROCESS OR IMMEDIATE THREATS: REMOVE YOURSELF FROM THE SITUATION**

Employees subject to violence in progress or immediate threats should quickly remove themselves from the situation, to a safe location. Once away from the violent situation any such incident should be immediately reported to your manager, and/or the Flintco, LLC Site Safety representative for emergency response coordination with local police or other authorities if needed. The reporting party should remain away from the situation until permission to return to work is granted by management.

#### **Examples of Immediate Threats:**

- Fighting
- Destruction of property
- Direct or veiled threats to kill/harm self or others
- Person displays a gun, knife, or other instrument that could cause harm (possession of weapons will result in removal from all Flintco, LLC jobsites)
- Person makes a statement that they will go get a weapon
- Person is out of control by yelling, screaming, flailing arms, or throwing dangerous objects

### **POTENTIAL THREATS OR THREATS OF AN UNCERTAIN NATURE:**

Potential threats of violence or threats of an uncertain nature should be immediately reported to your manager, and Flintco, LLC Site Safety Manager.

#### **Examples of Potential Threats:**

- Preoccupation with violence or weapons
- Confrontational, angry, unpredictable, or agitated behavior
- History of violent, reckless, or antisocial behavior
- Increased stress in personal life, including suspected domestic or family violence
- Substance Abuse

Flintco, LLC will assess the nature of any threat and may refer the reporting party to local police, depending upon the circumstances.

# Injury and Incident Reporting



## INJURY/INCIDENT/NEAR MISS REPORTING PROCESS

All injuries, incidents and near misses by Flintco LLC employee, trade partner employee, any third party, auto injury, and property damage must be reported immediately. Improper reporting will result in employee discipline.

1. All injuries, incidents, near misses and property damage shall be reported immediately to supervisor.
2. Incidents that are not reported immediately to your supervisor are subject to denial of worker's compensation benefits. **DO NOT** seek medical attention (unless life threatening) without contacting your supervisor first.
3. On the day of injury, the project team will call the area HSE Manager, Project Director and Area Manager.
4. The area HSE Manager, Project Director or Area Manager will notify the Division President and the HSE Corporate Director.
5. If the injured is transported by ambulance or is hospitalized notify the Division President and the HSE Corporate Director.
6. Once the injured person has been triaged, the incident analysis will begin.
7. The incident analysis team will be made up of the Project Superintendent, Project Manager, area HSE Manager, Project Director or Area Manager.
8. Prior to the end of the work shift, the appropriate states first notice of injury form and the Notification of Incident form is to be filled out COMPLETELY and emailed to [injury@flintco.com](mailto:injury@flintco.com) by a Flintco, LLC employee.
9. HSE Manager to update OSHA 300 log when applicable.
10. The documentation shall include witness (') statement(s) signed by the witness ('), injured worker(s) statement(s) signed, photos of the scene.
11. The Notification of Incident form is to be filled out COMPLETELY.
12. After the incident analysis has been completed, the incident team will meet with the Area Manager and/or the Division President and review the injuries and determine the "Root Cause" of the incident.
13. All parties will sign the signature page of the Notification of Incident form.
14. After all parties have signed the Notification of Incident form, the form will be emailed to [injury@flintco.com](mailto:injury@flintco.com), by a Flintco, LLC employee, no later than 24 hours after the time of the incident.
15. If the incident results in a case with restrictions and/or lost time days, the HSE Corporate Director will request a telephone conference call to review the incident. The HSE Corporate Director will set day/time for review call. The conference call will be attended by the Division President, Area Manager, Project Director, Project Superintendent, Project Manager, and others at the request of the HSE Corporate Director or Division President for a personal review of the incident with company President and CEO, Peter Kozicz. A completed, signed copy of the Notification of Incident form and completed Root Cause Analysis will be emailed to [injury@flintco.com](mailto:injury@flintco.com), by a Flintco, LLC employee, prior to the conference call. The time frame for corporate review will be no later than three working days after the date of the incident.
16. All other incidents, at the discretion of the HSE Corporate Director, may require conference calls. The Area Manager and Division President will be notified when such conference call is required.
17. All auto incidents must be reported immediately to [injury@flintco.com](mailto:injury@flintco.com), by a Flintco, LLC employee.
18. For incidents that involve property damage, report immediately to [injury@flintco.com](mailto:injury@flintco.com), by a Flintco, LLC employee.
19. When an incident involves a visitor or any third party, a call must be immediately made to the HSE Corporate Director, Division President and/or Area Manger then reported to [injury@flintco.com](mailto:injury@flintco.com), by a Flintco, LLC/Oakridge employee.
20. All forms pertaining to this section are located in the Document Center on the Commons.

# Asbestos Management Program



## Asbestos

The purpose of this program is to ensure that all employees are safeguarded from the occupational health and safety risks associated with asbestos.

### Federal, State, Local Regulations

- NESHAPS 40 CFR Part 61
- EPA 600/4-80-005
- OSHA 29 CFR 1926.1101
- OSHA 29 CFR 1910.134
- EPA 40 CFR 260-265
- OSHA 29 CFR 1910.1001
- Enter project-specific requirements

### 1. Building Owners

- a. Prior to any demolition or renovation activities, the building owner is responsible for conducting an inspection for asbestos in the affected portion of the building.
- b. The owner must notify Flintco, LLC of the presence, location, and quantity of asbestos containing material in the building.
- c. Notification shall be in writing and must be accompanied by an asbestos survey.
- d. If asbestos abatement is conducted under the direction of the owner Flintco, LLC will not allow work to commence until the owner provides Flintco, LLC a clean air report.

### 2. Project Managers

- a. Prior to any demolition or renovation activities, the project manager shall obtain from the building or facility owner a copy of the asbestos survey identifying the presence, location, and quantity of asbestos containing material in the affected area of the building.
- b. The project manager shall provide a copy of the asbestos survey to the superintendent and subcontractors or any other affected party prior to the start of any work.
- c. The project manager shall also review local codes and ensure that we are in compliance with any permitting or notification requirements of that locale.

### 3. Superintendents

- a. Prior to any demolition or renovation activities, the superintendent shall review the asbestos survey and become familiar with the location, type, and quantity of asbestos in all work areas.
- b. The asbestos survey shall be posted and made available to all workers on site.
- c. The results of the survey must be communicated to all Flintco, LLC field labor, subcontractor personnel, and any other affected party prior to start of work.
- d. The superintendent shall ensure that all employees working on site have sufficient asbestos awareness training. The HSE Department shall be contacted to determine the length and scope of the training required. Documentation of such training shall be kept on file and made available for review upon request.



## General Requirements

Flintco, LLC does not and will not perform asbestos abatement related activities under any circumstances. Under normal circumstances Flintco, LLC will not contract directly with a licensed asbestos abatement company, transporter or dumping facility. This policy will not be deviated from without written permission from the Risk Management VicePresident.

### Building Inspections/Surveys

1. All buildings regardless of age shall be inspected for asbestos prior to any demolition or renovation activities.
2. No building shall be considered exempt from the required asbestos inspection based on age or date of last renovation.
3. If during construction activities a suspect material is discovered that was not part of the original inspection, work must be stopped immediately. The area will be cordoned off until an inspection of the material can be completed by a qualified inspector.
4. Individuals engaged in the sampling of suspected asbestos containing material must meet minimum federal and state training requirements including (but not limited to) the possession of a valid Asbestos Inspector License.
5. If the inspection indicates the presence of asbestos-containing material and these materials will be disturbed due to demolition or renovation activities, then they shall be removed by a licensed asbestos abatement contractor.

### Emergency Procedures

1. Every effort will be made to identify the presence and location of all asbestos containing material prior to demolition or renovation activities minimizing the chance of accidental disturbance. Upon identification or accidental release of asbestos containing material or the accidental release should occur, the following steps should be followed immediately:
  - a. Stop work immediately, wet material, and vacate the area.
  - b. Notify supervision of the disturbance.
  - c. Isolate the area to prevent entry by others.
  - d. Post danger signs to inform other personnel of the hazard.
  - e. Shut off or temporarily modify the air handling system to prevent the distribution of asbestos fibers to other areas.
  - f. Do not attempt to clean up debris.
  - g. Suspect material must be evaluated and tested immediately.
  - h. Do not reenter the areas until tests are confirmed.

### Training

1. All workers shall be trained on the hazards associated with asbestos and the procedures for safely working around asbestos materials without endangering themselves, their coworkers, or other building occupants.
2. This is regardless of the fact that the asbestos has already been removed and we are in receipt of a clean building report.
3. Training will include:
  - a. Health effects of asbestos
  - b. The types, properties and uses of asbestos
  - c. The hazards of asbestos fiber inhalation and ingestion
  - d. Types of activities which could release asbestos fibers
  - e. The proper response to fiber release episode

# Bloodborne Pathogen





## BLOODBORNE PATHOGEN PROGRAM

### Purpose

An infection control plan must be prepared for all persons who handle, store, use, process, or dispose of infectious medical wastes. This infection control plan complies with OSHA requirement, 29 CFR 1910.1030, Bloodborne Pathogens. The plan includes requirements for personal protective equipment, housekeeping, training, and a procedure for reporting exposures.

### Responsibilities

- Flintco, LLC HSE Department will conduct the Bloodborne Pathogen Program and maintain records of training and inspections for this program.
- Management will ensure proper conduct of the program through inspections, record keeping and periodic audit.

### Definitions

**Biological Hazard.** The term biological hazard or biohazard is taken to mean any viable infectious agent that presents a risk, or a potential risk, to the well being of humans.

**Medical Wastes/Infectious Wastes.** All waste emanating from human or animal tissues, blood or blood products or fluids. This includes used first aid bandages, syringes, needles, sharps, material used in spill cleanup and contaminated PPE or clothing.

**Universal Precautions.** Refers to a system of infectious disease control that assumes that every direct contact with body fluids is infectious and requires every employee exposed to be protected as though such body fluids were infected with bloodborne pathogens. All infectious/medical material must be handled according to Universal Precautions (OSHA Instruction CPL2-2.44A)

### Hazards

Unprotected exposure to body fluids presents the possible risk of infection from a number of bloodborne pathogens notably Hepatitis and HIV.

### Hazard Control

**Engineering Controls** - prevention of exposure to bloodborne pathogens engineering controls include proper storage facilities and containers, syringes designed to prevent accidental needle sticks, autoclaves and disinfectant equipment.

**Administrative Controls** - prevention of exposure to bloodborne pathogen administrative controls include universal precautions, assignment of PPE, employee training, use of spill kits specifically designed for blood and body fluids, restricted access to waste collection points and waste disposal procedures.



## Reporting and Record Keeping

Any reports required by OSHA will be maintained by the Flintco, LLC HSE Department. All reports (Training Certificates, Notice of HBV Vaccinations, exposure reports) will be maintained for the duration of employment plus 30 years. Occupationally contracted HBV or HIV will be recorded on the OSHA 300 Log of Occupational Injuries and Illnesses as an illness. Exposures to bloodborne pathogens from contact with sharps will be recorded on the OSHA 300 Log of Occupational Injuries and Illnesses if treatment such as gamma globulin, hepatitis B immune globulin or hepatitis B vaccine is prescribed by a Physician.

## Training

Employees will have access to a copy of the exposure control plan at time of hire and anytime thereafter. Access to a copy of the exposure control plan shall be provided in a reasonable time, place, and manner. All personnel assigned duties as EMT, Paramedics, First Aid Station Staff, HAZMAT responders, Custodial Employees (those that clean rest rooms, etc.) will receive initial and annual training by a qualified medical practitioner on the Bloodborne Pathogen Program. Additionally, personnel trained in First Aid shall be offered this annual training. All new and current affected employees will be trained initially and annually thereafter. The content of the training program will include:

1. Company Policy
2. Types and transmission of Bloodborne Pathogens
3. General Safety Rules
4. Universal Precautions
5. Use of Personal Protective Equipment
6. Medical Waste Disposal Procedures
7. Post Exposure Treatment and Procedures
8. HBV Vaccinations

Documentation of training will be by *Control of Bloodborne Pathogens Training Certificate*

All Employees not affected by this Program will receive an overview of the program requirements during scheduled department meetings with documentation.

## Hepatitis-B Virus (HBV) Vaccinations

Occupational Health Professionals and those required to provide first aid or emergency response duties or medical care on a routine basis will be offered Hepatitis-B Virus (HBV) Vaccinations at Company expense. Employees that transfer to a job or their job is reclassified to include exposure to bloodborne pathogens will be offered HBV Vaccinations within 10 working days of the transfer or reclassification.



The choice for HBV vaccination is not mandatory. If an affected employee chooses not to have the vaccination at the initial offering, they will have the opportunity to be vaccinated when they are ready. The Company will document the offer, acceptance or declination, and vaccination dates with the *Notice of HBV Vaccinations Form*.

### **Post Exposure Treatment and Notification Procedures**

Should an affected Employee or an Employee acting as a "Good Samaritan" be occupationally exposed to HIV/HAV/HBV the affected Employee will report the exposure to their immediate supervisor. Flintco, LLC will provide for the employee to be tested for HIV/HAV/HBV at company expense. Following the initial blood test at time of exposure, seronegative employees will be retested at 6 weeks, 12 weeks and 6 months to determine if transmission has occurred. During this period, the employee will follow the recommendations provided by the Physician or the U. S. Public Health Service.

An "occupational exposure" is defined as blood or body fluid contact from an injured or ill Employee to the affected Employee or injury by a contaminated sharp object.

Following the report of exposure, Flintco, LLC or Company Assigned Medical Clinic will contact the exposure source and request that person be tested for HIV/HAV/HBV at company expense. The request is not mandatory and if refused will not effect that employee's future employment.

The source individual's blood is tested as soon as possible and after consent is obtained to determine HBV and HIV infectivity. (Hepatitis B surface Antigen, Hepatitis C Antibody and HIV Screen)

The exposed employee's blood shall be collected as soon as feasible and tested for HBV (Hepatitis B Antibody, Hepatitis C Antibody) and HIV serological status after consent is obtained (Employee Consent for HIV Antibody Testing).

During all phases of Post Exposure, the confidentiality of the affected Employee and exposure source will be maintained on a "need to know basis". The *Bloodborne Pathogens Exposure and Treatment* form is used to document the exposure and offer of medical assistance to the affected Employee and use the *Medical Consent for Bloodborne Pathogens Testing* form for the exposure source. The results of any HIV/HAV/HBV tests conducted will be provided to the exposed and source Employees within 5 business days of receipt.

### **General Procedures**

The following procedures must be followed by personnel when in medical rooms or laboratories. All supervisors must ensure that their staff is trained in proper work practices, the concept of universal precautions, personal protective equipment, and in proper cleanup and disposal techniques.

Resuscitation equipment, pocket masks, resuscitation bags, or other ventilation equipment must be provided to eliminate the need for direct mouth to mouth contact in groups where resuscitation is a part of their responsibilities.

Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is a potential for exposure to any health hazard. Food and drink must not be stored in refrigerators, freezers, or cabinets where blood or other potentially infectious material is stored or in other areas of possible contamination.

According to the level of risk, wearing laboratory or protective clothing may be required for persons entering infectious disease laboratories. Likewise, showers with a germicidal soap may be required before exit.



Gowns, aprons, or lab coats must be worn whenever there is a possibility that body fluids could splash on skin or clothing.

Gloves must be made of appropriate disposable material, usually intact latex or vinyl. They must be used in the following circumstances:

- When the employee has cuts, abraded skin, chapped hands, dermatitis, or similar conditions.
- When examining abraded or non-intact skin of a patient with active bleeding.
- While handling blood or blood products or other body secretions during routine laboratory procedures.

Handwashing facilities shall be readily available at all work locations or antiseptic solutions/ towelettes will be provided for use. Employees must wash their hands immediately, or as soon as possible, after removal of gloves or other personal protective equipment and after hand contact with blood or other potentially infectious materials.

All procedures involving blood or other potentially infectious agents must be performed in a manner that will minimize splashing, spraying, and aerosolization.

### **Medical Wastes**

Medical/infectious waste must be segregated from other waste at the point of origin. Medical/infectious waste, except for sharps (i.e., razor blades, broken glass, needles, etc.) capable of puncturing or cutting, must be contained in double disposable red bags conspicuously labeled with the words "INFECTIOUS WASTE" and "BIOHAZARD."

Used needles or other sharps (razor blades, broken glass, scalpels, etc.) must not be sheared, bent, broken, recapped, or resheathed.

Infectious sharps must be contained for disposal in leak-proof, rigid puncture-resistant containers. Infectious waste contained as described above must be placed in reusable or disposable leak-proof bins or barrels that are conspicuously labeled with the words "INFECTIOUS WASTE" and "BIOHAZARD." These waste barrels are picked up regularly by an outside company licensed to handle infectious wastes.

All infectious agents, equipment, or apparatus must be disinfected in an autoclave or otherwise disinfected before being washed or disposed of. Each individual working with infectious bio-hazardous agents is responsible for disinfection and disposal of these agents.

Biological wastes that do not contain radioactive or hazardous substances may be disinfected by steam sterilization (autoclave) then disposed of in the regular trash.

Liquid bio-hazardous waste may be disposed of in the sewage system following chemical decontamination.

Reusable glassware must be decontaminated in sodium hypochlorite (household bleach) solution (1:9) prior to rinsing and acid washing. The glassware must then be sterilized in an autoclave.

To minimize the hazard to firefighters or emergency response personnel, at the close of each work day and before the building is closed, all infectious or toxic material must be placed in a refrigerator, placed in an incubator, or autoclaved or otherwise disinfected.



Infectious agents must not be placed in an autoclave and left overnight in anticipation of autoclaving the next day.

Floors, laboratory benches, and other surfaces in buildings where infectious agents are handled must be disinfected with a suitable germicide, such as 1:9 sodium hypo chlorite solution (household bleach) as often as necessary as determined by the supervisor.

The surroundings must be disinfected after completion of operations involving planting, pipetting, centrifuging, and similar procedures with infectious agents.

Infectious agents must not be dumped into the building drainage system without prior disinfection.

### **Cuts**

If an employee has a needle stick, cut, or mucous membrane exposure to another person's body fluids he/she must report the incident immediately to the Supervisor on the project and/or HSE Department.

### **Blood Exposure**

All employees exposed to human blood and blood products must report to the HSE Department for information and possible inclusion in the Hepatitis B Immunization Program.

### **Infection Control Plan**

The purpose of the Infection Control Plan is to protect the health and safety of the persons directly involved in handling the materials, Company personnel and the general public by ensuring the safe handling, storage, use, processing, and disposal of infectious medical waste. This plan complies with OSHA requirement proposed for 29 CFR 1910.1030, Bloodborne Pathogens.

**Universal precautions:** Refers to a system of infectious disease control which assumes that every direct contact with body fluids is infectious and requires every employee exposed to be protected as though such body fluids were infected with bloodborne pathogens. All infectious/medical material must be handled according to Universal Precautions (OSHA Instruction CPL2-2.44A).

The following universal precautions must be taken.

1. Gloves must be made of appropriate disposable material, usually intact latex or vinyl. They must be used:
  - A. when the employee has cuts, abraded skin, chapped hands, dermatitis, or the like.
  - B. when examining abraded or non-intact skin of a patient with active bleeding.
  - C. while handling blood or blood products or other body secretions during routine procedures.
2. Gowns, aprons, or lab coats must be worn when splashes of body fluid on skin or clothing are possible.
3. Mask and eye protection are required when contact of mucosal membranes (eyes, mouth or nose) with body fluids is likely to occur (e.g. splashes or aerosolization).
4. Resuscitation equipment, pocket masks, resuscitation bags, or other ventilation equipment must be provided to eliminate the need for direct mouth to mouth contact.



### ***Waste Disposal Plan***

1. Medical/Infectious waste must be segregated from other waste at the point of origin.
2. Medical/Infectious waste, except for sharps (e.g. razor blades, broken glass, needles, etc.) capable of puncturing or cutting must be contained in double disposable red bags conspicuously labeled with the words, "INFECTIOUS WASTE -- BIOHAZARD."
3. Infectious sharps must be contained for disposal in leak-proof, rigid puncture resistant containers.
4. Infectious waste thus contained as described in procedures 2 and 3 above must be placed in reusable or disposable leak-proof bins or barrels which must be conspicuously labeled with the words, "INFECTIOUS WASTE -- BIOHAZARD." These waste barrels are to be picked up regularly by an outside company licensed to handle infectious wastes.
5. Spills/Disinfectants: a solution of sodium hypochlorite (household bleach) diluted 1:9 with water must be used to disinfect, following initial cleanup of a spill with a chemical germicide approved as a hospital disinfectant. Spills must be cleaned up immediately.
6. After removing gloves, and/or after contact with body fluids, hands and other skin surfaces must be washed thoroughly and immediately with soap or other disinfectant in hot water.
7. Other biological wastes that do not contain radioactive or hazardous substances may be disinfected by steam sterilization (autoclave) and then disposed of in the regular trash.
8. Liquid biohazard waste may be disposed of in the sewage system following chemical decontamination.
9. Reusable glassware must be decontaminated in sodium hypochlorite (household bleach) solution (1:9) prior to rinsing and acid washing. Then the glassware must be sterilized in an autoclave.



**Personal Protective Equipment for Worker Protection  
Against HIV and HBV Transmission**

<b>TASK</b>	<b>GLOVES</b>	<b>APRON</b>	<b>MASK</b>	<b>EYEWEAR</b>
Control of Bleeding w/ spurting blood	X	X	X	X
Bleeding control with minimal bleeding	X			
Emergency Child Birth	X	X	X	X
Blood Drawing	X			
Handling & Cleaning Instruments	X			
Cleaning BioSpills	X			
Taking Temperature				
Giving Injection	X			
Measuring Blood Pressure				

**The examples provided in this table are based on application of universal precautions. Universal precautions are intended to supplement rather than replace recommendation for routine infection control, such as hand washing and using gloves to prevent gross microbial contamination of hands (e.g., contact with urine or feces). Appropriate PPE shall be provided at no cost to the employee.**

## Cell Phone and Electronic Devices





## USAGE OF CELLPHONES/ PERSONALELECTRONICDEVICES ON PROJECTS

The use of personal cell phones/personal electronic devices while at work presents a hazard or distraction to the user and/or co-employees. This policy is meant to ensure that cell phone/personal electronic device use while at work is both safe and does not disrupt business operations.

Therefore, personal cell phones/personal electronic devices are not allowed on any FLINTCO, LLC or its subsidiary jobsites except as described:

**Employees of FLINTCO, LLC or its Subsidiaries:** The on-site project staff is authorized to carry cell phones in accordance with policy below.

**Employees of Subcontractors / Suppliers:** Any employee that the Subcontractor / Supplier deems necessary to conduct business operations must get written permission from a member of the Flintco, LLC or subsidiary staff prior to use of cell phone on project site. They must then use the cell phone in accordance with policy below.

**Cell Phone / Personal Electronic Devices Policy:** use of cell phones / personal electronic devices is permissible during work hours for company business only. Personal use of cell phones/electronic devices is only permitted during breaks and at lunch time and in designated areas. Before accepting an incoming or making an outgoing call, make sure that such activity will not compromise safety. When operating equipment, driving a vehicle on the jobsite or while performing any jobsite activity that a distraction may cause a potential safety threat, let all incoming calls go unanswered. You then may return the call when you have stopped the equipment, pulled the vehicle to a safe area or put yourself and those around you in a safe environment before returning the call.

Violating this policy will result in disciplinary action up to and including removal or termination.

Please contact your immediate supervisor should you have any questions or concerns.

# Confined Space



## CONFINED SPACEPROGRAM

### I. Purpose

The purpose of this program is to protect employees including contract employees from the potential hazards of some confined spaces. This is to be accomplished through the use of a permit system that is designed to prevent unauthorized entry into a potentially hazardous confined space and assure that potential hazards have been identified and eliminated or controlled prior to entry.

### II. Definitions

- Confined space – A confined space means a space that:
  1. Is large enough and so configured that an employee can bodily enter and perform assigned work; and
  2. Has limited or restricted means for entry or exit (for example; tanks, vessels, silos, storage bins, man holes, hoppers, vaults and pits);and
  3. Is not designed for continuous employee occupancy.
  
- Non-permit ConfinedSpace  
A non-permit confined space means a confined space that does not contain or, with respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious physical harm.
  
- Permit Required Confined Space  
A permit required confined space means a confined space that has one or more of the following characteristics:
  1. Contains or has a potential to contain a hazardous atmosphere;
  2. Contains a material that has the potential for engulfing an entrant;
  3. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross section;or
  4. Contains any other recognized serious safety or health hazard.
  
- Entry  
Entry means the action by which a person passes through an opening into a permit-required confined space. Entry includes ensuing work activities in that space and is considered to have occurred as soon as any part of the entrant's body breaks the plane of an opening into the space.

### III. General Requirements

1. When planning any type of work involving a confined space the supervisor in charge must determine whether it is a non-permit confined space or a permit required confined space. It must be assumed to be a permit required confined space unless the supervisor can assure that no actual or potential atmospheric hazards exist and all hazards have been eliminated without entry into the space.
2. If a permit required confined space exists at one of our facilities, employees at that facility are to be informed of its existence and location. If it is a permanent confined space this may be done by posting a sign reading “**DANGER – PERMIT REQUIRED CONFINED SPACE, DO NOT ENTER**”.
3. If subcontractors are to be used to perform work that involves a permit required confined space the supervisor in charge must:



- a. Inform the subcontractor that a confined space is involved in the work to be performed;
  - b. Obtain a copy of the subcontractor's confined space program and submit it for review.
  - c. Apprise the subcontractor that potential atmospheric hazards may exist and that the subcontractor is responsible for conducting complete atmospheric evaluation for known and suspected hazards.
  - d. Coordinate entry operations with the subcontractor and our employees
  - e. Debrief the subcontractor at the conclusion of the entry operations regarding any problems that may have been encountered
4. An alternate procedure may be used to enter a permit required confined space provided the following conditions are met:
- a. The only hazard posed by the permit space is an actual or potential hazardous atmosphere;
  - b. Forced air ventilation alone is sufficient to maintain the permit space safe for entry;
  - c. Monitoring and inspection data have been developed to demonstrate that the only hazard is a hazardous atmosphere and that forced air ventilation is sufficient to eliminate that hazard and the data has been documented and made available to each employee at the facility;
  - d. If an initial entry of the permit space is necessary to obtain the data, the entry is made in compliance with the permit required confined space entry procedure;
  - e. Entry into the permit space is performed in accordance with the following alternate procedure.

**IV. Alternate procedure For Permit Required Confined Space Entry**

1. Any conditions making it unsafe to remove an entrance cover shall be eliminated before the cover is removed.
2. When a cover is removed, the entrance must be promptly guarded by a railing or temporary barrier.
3. The internal atmosphere shall be tested with a calibrated direct reading instrument. The following conditions shall be tested in the order given.
  - a. Oxygen content – must be 19.5 to 23.5%
  - b. Flammable gases – must be  $\leq 10\%$  of lower explosive limit (L.E.L.)
  - c. Toxic air contaminants – Hydrogen sulfide (H<sub>2</sub>S) and Carbon Monoxide (CO).
4. There may be no hazardous atmosphere present whenever any employee is inside the space.
5. Continuous forced air ventilation from a clean source shall be used and shall be so directed as to ventilate the immediate areas where an employee is or will be present.
6. The atmosphere within the space shall be continuously tested to ensure a safe environment. If a hazardous atmosphere is detected each employee shall leave the space immediately and the cause of the hazardous atmosphere shall be determined.
7. The supervisor in charge shall verify that the space is safe and this alternate procedure has been followed. The verification shall be made through a written certification signed by the supervisor in charge and shall be made available to each employee entering the space.

If this alternate procedure is followed entrants will not have to be authorized, attendants will not be required and the requirements of CFR 1910.146(k) concerning rescue and emergency services will not be applicable.



## V. Permit Required Confined Space Entry Procedure.

### 1. **Hazard Identification**

If a permit required confined space is involved in the work to be accomplished, then all potential hazards of that particular confined space must be identified. Some of the potential hazards of confined spaces may include:

- a. Oxygen deficiency
- b. Hazardous gases, liquids, or solids
- c. Energy sources
- d. Engulfment
- e. High temperatures
- f. Pyrophoric materials
- g. Hazards outside the confined space

### 2. **Hazard Control**

Once the potential hazards of a confined space have been identified measures must be taken to remove or control them. The methods used will depend upon the confined space to be entered and may include:

#### A.) Control of hazardous gases or liquids by blinding

1. All piping that could potentially carry product or other material into the confined space must be isolated from the space by absolute closure of the pipe by fastening across its bore a solid plate which completely covers the bore.
2. Blinds should be as close as possible to the confined space to be entered.

#### B.) Control of hazardous gases, oxygen deficiency and high temperatures by ventilation

1. Excavations that are to be entered as permit required confined spaces may require air movers to ensure a safe atmosphere.
2. All entry manways to a vessel should be opened for ventilation after the vessel has been properly depressurized, purged, blinded and isolated. Entry during this time is forbidden. Air movers may be necessary to speed up or ensure complete ventilation.
3. Air educators should be used to educt air from vessels. The use of air educators to blow air into vessels should be discouraged.
4. Depending upon ambient temperature and other conditions, the temperature inside a confined space may become elevated. Proper ventilation will aid in improving the working environment.

#### C.) Control of solids engulfment by excavation safety

The potential for solids engulfment by our personnel occurs primarily in excavations. This potential can be eliminated by proper excavation safety. Our personnel will follow the safety procedures outlined in 29 CFR Part 1926.650.

#### D.) Control of energy sources by lockout/tagout

All energy sources associated with the confined space such as isolation valves and electrical circuits must be identified and locked out and/or tagged out as specified in the owner's lockout/tagout procedure (OSHA 1910.147).

#### E.) Control of pyrophoric materials



Certain vessels may contain Iron Sulfide deposits which will spontaneously ignite when dry. Such vessels should be thoroughly cleaned and purged prior to entry.

F.) Control of external hazards

Control of hazards outside the confined space may be controlled by erecting barriers and posting signs.

**3. Atmosphere Testing**

To ensure a safe atmosphere within the confined space prior to entry the following procedure should be followed:

- a. There must be adequate ventilation within the confined space to assure a representative sample of the atmosphere is being tested.
- b. The test instrument used to determine oxygen, combustible gas, and hydrogen sulfide must be calibrated prior to use to ensure accurate results.
- c. Immediately prior to issuing a confined space entry permit the following contaminant levels must be measured in the order stated:
  1. Waste Disposal facilities 0 Oxygen and Combustible Gas
  2. LPG facilities – Oxygen, combustible gas, and hydrogen sulfide
  3. NGL, Crude Oil, and Refined Products facilities - Oxygen, Combustible Gas, Hydrogen Sulfide, and Benzene.
- d. The Oxygen content must be between 19.5 and 22% before entry is permitted.
- e. The Combustible gas level must be not greater than 10% of the lower explosive limit (L.E.L.).
- f. The Hydrogen Sulfide concentration must not exceed 10ppm.
- g. The Carbon Monoxide concentration must not exceed 50 ppm.
- h. The analyzer sample probe must be inserted well into the confined space environment to ensure a representative test of the atmosphere.
- i. Continuous testing of the confined space atmosphere shall be conducted. The frequency of testing shall be the judgment of the employee in charge based on the conditions that exist.
- j. If the prescribed levels for Oxygen, Carbon Monoxide, Hydrogen Sulfide, cannot be obtained then respiratory protection must be used in accordance with our respiratory protection program

**4. Confined Space Entry Permit**

A confined space entry permit shall be completed and signed by the supervisor or other designated employee in charge of work involving a permit required confined space. The permit must include the following information.

- a. Identity of permit space
- b. Purpose of entry
- c. Date of entry
- d. Duration of entry
- e. List of authorized entrants
- f. List of eligible attendants
- g. Hazards of the permit space
- h. Methods to eliminate or control hazards
- i. Acceptable environmental conditions
- j. Testing equipment and procedures used to verify that acceptable environmental conditions are being met



- k. Rescue and other services to be used in case of an emergency and means of communication with those services.
- l. Rescue services to be provided on site if necessary
- m. Personal protective equipment provided such as respirators, clothing, and retrieval lines
- n. Name of person in charge
- o. Signature of person authorizing entry

## 5. Equipment

The person in charge of work to be performed in a permit required confined space shall ensure the following equipment is available as needed based on existing conditions and is in good repair and used by the employees involved.

- Testing and monitoring equipment
- Ventilating equipment
- Communication equipment
- Lighting equipment
- Barriers
- Equipment such as ladders needed for safe ingress and egress
- Personal protective equipment
- Rescue and emergency equipment

## 6. Attendant

1. An attendant must be posted outside the confined space at all times anyone is inside.
2. Maintain an accurate count of entrants during entry.
3. Recognize potential permit space hazards.
4. Monitor activities inside and outside the permit space.
5. Maintain communication with entrants.
6. Order entrants to evacuate the permit space when:
  - a. He observes a condition not allowed in the entry permit.
  - b. He detects behavioral effects of hazard exposure.
  - c. He detects a situation outside the space which could endanger the entrants.
  - d. He detects an uncontrolled hazard within the permit space.
  - e. He must leave the workstation.
7. Summon rescue and other emergency services, if necessary, when entrants need to escape.
8. Prevent unauthorized persons from entering the confined space.
9. Never enter the confined space to attempt rescue.
10. Properly use any rescue equipment provided and perform any other assigned rescue and emergency duties, without entering the confined space.

## 7. Person in charge of or authorizing entry

1. Determine that the entry permit contains the requisite information before authorizing or allowing entry.
2. Determine at appropriate intervals that entry operations remain consistent with the entry permit, and that acceptable entry conditions are present.



3. Cancel the entry authorization and terminate entry whenever acceptable conditions are not present.
4. Assure that permit space is closed off and cancel permit when work is complete.

**8. Rescue Team**

1. If company personnel are used for rescue they must be trained to use personnel protective and rescue equipment.
2. Company personnel used to rescue shall practice making permit space rescues at least once every 12 months. The practice must simulate anticipated types of permit spaces from which rescue are to be performed.

**9. Training**

All employees involved in permit required confined space work shall have received training on the requirements of this program and training appropriate to their assigned position prior to assignment.

Additional training shall be provided whenever there is a change in permit space operations that presents a hazard about which an employee has not previously been trained.

The supervisor in charge shall certify each employee's name, the signature or initials of the trainers, and the dates of training.



# Construction Equipment Aerial and Scissor Lifts



## CONSTRUCTION EQUIPMENT & AERIAL/SCISSORLIFTS

1. Upon delivery, each, piece of equipment shall be checked to insure all safety features are properly operating. If deficiency is found, equipment will be red tagged out of service until repairs are made and equipment is re-checked. This applies to all company-owned, rented and subcontractor's equipment.
2. All vehicles in use shall be checked at the beginning of each shift to assure that the following parts, equipment, and accessories are in safe operating condition and free of apparent damage that could cause failure while in use: service brakes, including trailer brake connections; parking system (hand brake); emergency stopping system (brakes); tires; horn; steering mechanism; coupling devices; seat belts; operating controls; and safety devices. All defects shall be corrected before the vehicle is placed in service. These requirements also apply to equipment such as lights, reflectors, windshield wipers, defrosters, fire extinguishers, etc., where such equipment is necessary.
3. Heavy machinery, equipment, or parts thereof, which are suspended or held aloft by use of slings, hoists, or jacks shall be substantially blocked or cribbed to prevent falling or shifting before employees are permitted to work under or between them. Bulldozer and scraper blades, end-loader buckets, dump bodies, and similar equipment, shall be either fully lowered or blocked when being repaired or when not in use. All controls shall be in a neutral position, with the motors stopped and brakes set, unless work being performed requires otherwise.
4. When equipment is parked the parking brake shall be applied and equipment such as blades and buckets shall be placed on the ground.
5. All equipment including: cranes, forklifts, skid steer loaders, aerial/scissor lifts, etc. shall have a reverse signal/back-up alarm audible above surrounding back ground noise. All equipment with reverse gears shall be equipped with back-up alarm. This will include concrete deliverytrucks.
6. The operator must verify trailer chocks, supports, and dock plates are in place prior to loading/unloading.
7. A fire extinguisher is to be mounted on each vehicle and/or piece ofequipment.
8. At the beginning of each shift, the operator shall check equipment prior to putting into service. All lift controls and equipment is tested/inspected before each use. All equipment will operate per manufacturer standards and training content shall include load capacity, instructions, distances, refueling, ramps, visibility and balancer andcounterbalances.
9. No modifications or additions which affect the capacity or safe operation of the equipment shall be made without the manufacturer's written approval. This includes attachments for lifting personnel.
10. All equipment that is fitted with ROPS (roll over protection system) protection shall also be equipped with seatbelts that shall be worn by operator and allpassengers.
11. All vehicles with cabs that were manufactured with wind shields shall be equipped with wind shields and powered wipers. Cracked and broken windows are to be replaced.
12. Passengers are not allowed to ride on equipment unless a seat with a seatbelt is provided for that purpose.
13. All operators of company-owned, hired or rented equipment or motor vehicles must have a valid, appropriate driver's license, and have training for the piece of equipment they are operating.



14. "Free rigging" to the tines of a forklift is **prohibited**.
15. Load limits of equipment shall not be exceeded at anytime.
16. All employees working in an aerial/scissor lift shall stand firmly on the floor and shall not climb on the rails or the edge of the basket and shall wear PFAS (personal fallarrestsystem).
17. Rated capacity of the lift shall not be exceeded and includes tools and equipment
18. Spotters must be used in close quarters where there is a chance of striking other equipment.
19. Aerial/scissor lifts shall have both platform (upper) and lower controls. Upper controls shall be in or beside the platform within easy reach of the operator. Lower controls shall provide for overriding the upper controls. Controls shall be plainly marked as to their function. Lower level controls shall not be operated unless permission has been obtained from the employee in the lift, except in case of emergency.
20. 100% tie off is required in all aerial and scissor lifts at alltimes.
21. Tying off to an adjacent pole, structure, or equipment while working from an aerial/scissor lift shall not be permitted.
22. All equipment covered by this subpart shall comply with the following requirements when working or being moved in the vicinity of power lines or energized transmitters, except where electrical distribution and transmission lines have been de-energized and visibly grounded at point of work or where insulating barriers, not a part of or an attachment to the equipment or machinery, have been erected to prevent physical contact with thelines:
  - a. For lines rated 50 kV or below, minimum clearance between the lines and any part of the crane or load shall be 10 feet;
  - b. For lines rated over 50 kV, minimum clearance between the lines and any part of the crane or load shall be 10 feet plus 0.4 inch for each 1 kV over 50 kV, or twice the length of the line insulator, but never less than 10 feet;
  - c. In transit with no load and boom lowered, the equipment clearance shall be a minimum of 4 feet for voltages less than 50 kV, and 10 feet for voltages over 50 kV, up to and including 345 kV, and 16 feet for voltages up to and including 750 kV;
  - d. A person shall be designated to observe clearance of the equipment and give timely warning for all operations where it is difficult for the operator to maintain the desired clearance by visual means;
  - e. Cage-type boom guards, insulating links, or proximity warning devices may be used on cranes, but the use of such devices shall not alter the requirements of any other regulation of this part even if such device is required by law or regulation;
  - f. Any overhead wire shall be considered to be an energized line unless and until the person owning such line or the electrical utility authorities indicate that it is not an energized line and it has been visibly grounded;
  - g. Prior to work near transmitter towers where an electrical charge can be induced in the equipment or materials being handled, the transmitter shall be de-energized or tests shall be made to determine if electrical charge is induced on thecrane.



- h. The equipment shall be provided with an electrical ground directly to the upper rotating structure supporting the boom.
- i. Ground jumper cables shall be attached to materials being handled by boom equipment when electrical charge is induced while working near energized transmitters. Crews shall be provided with nonconductive poles having large alligator clips or other similar protection to attach the ground cable to the load.
- j. Combustible and flammable materials shall be removed from the immediate area prior to operations.

# Cranes and Rigging



## CRANES and RIGGING

### Cranes and Rigging

#### Crane Procedure

Cranes are a vital part of any construction operation. To ensure that they handle loads properly, safely and with greatest efficiency, the following guidelines are provided.

#### Operator Qualifications and Operating Procedures

##### Crane Operator Certification Procedure

All crane operators shall be evaluated and certified to operate the crane. Flintco's Crane Operator Certification documents shall be kept in the corporate office, available for review on the share drive and a copy shall be kept onsite.

Certified Crane Operator (CCO) designation shall be required.

However much training an Operator may have, the most important aspect of their work is how safely and efficiently they operate their designated piece of equipment. Crane Operators' skills ***must be field verified*** before their placement on a piece of equipment.

- Cranes shall be operated only by the following personnel:
  - Designated operators who have been licensed by an approved agency or union and meet the requirements of Chapter 5, ANSI B30.5c-1992. Even if there are others on site that are qualified to operate the crane, only the **designated operator assigned by Flintco project staff**.
  - Trainees who are under the direct supervision of the designated operator
  - Inspectors certified for crane inspection
  - Test and maintenance personnel, when necessary
- No one other than the above personnel shall be in or on the crane during operations. Exceptions to the above are oilers, apprentice operators or supervisors whose duties may require their presence on the equipment.

#### Operating Procedures

- The operator shall:
  - Not engage in any practice that may divert his or her attention while engaged in crane operations. This includes talking on a phone, (with or without hands-free equipment) listening to a radio station or listening to or watching television during the activity of moving or operating the crane.
  - Not operate the crane if physically or mentally unfit, or taking prescription drugs that may affect judgment.
  - Not respond to any signal that is unclear or is given by anyone other than appointed signalmen. Exception: The operator shall respond to a stop signal given by anyone.
  - Not permit trainees to make initial lift. The operator shall perform the first lift to determine lift stability, crane function and general safety.
  - Have final responsibility and control over the crane operations. Whenever there is any doubt as to safety, the operator shall have the authority to stop and refuse to handle loads until safety has been assured.
  - Be familiar with the crane and its care, the operator's manual and load charts. He or she shall be responsible for notifying his or her supervisor of any needed adjustments or repairs, and for logging his or her findings in the crane log.



- Shall, upon request, demonstrate his or her ability to determine total load weight and its relationship to the crane loadcharts.

## Mobile Cranes

### Operating procedures

Rated load capacity charts, recommended operating speeds, special hazard warnings, and other essential information must be conspicuously posted in all cranes, hoists and other equipment. Follow them at all times. All written reports on rated load tests showing the test procedures and confirming the adequacy of any repairs or alterations shall be kept on the equipment and in the Corporate Office and confirmed before use of the equipment.

Note: Never attempt to lift more than the rated capacity of any machine or its rigging.

- The operator shall be responsible for:
  - The proper placement of the crane in relationship to the load to be handled and the landing area so as to obtain the best-rated liftcapacity
  - Leveling the crane to within one degree of level and rechecking the level a minimum of three times during the eight-hour work shift
  - The proper placement and use of outriggers for all lifts except where the manufacturer permits otherwise
  - The determination of stable or unstable ground or footing. Should additional floats, cribbing, timbers or other structural members be needed, they shall be of proper design and sufficient to uniformly distribute the load and are discussed in depth after Lattice BoomCranes
  - The installation and maintenance of crane-swing radius protection
  - Assuring the correct load chart is available
  - Daily inspection of the crane beforeuse
  - Maintaining a current inspection approved 20 pound ABC and/or CO<sup>2</sup> fire extinguisher on the crane at all times
  - Reporting any defects and ensuring safety related items are corrected prior to use

Any changes in the setup of a crane on the project sites will be under the supervision of the Operator Superintendent or WarehouseManager.

### Load Rating

- Determination
  - The weight of all auxiliary handling devices, such as hoist blocks, headache balls, hooks and rigging shall be considered as part of the total load. Additionally, the weight of all items added to the load at the site must be determined and added to the totalweight.
  - The operator shall be provided with a copy of the Bill of Lading, with the item weight clearly legible, to determine total load weight.

### Crane Inspection

Cranes are required to be inspected daily, periodically and annually. Daily inspections are to be performed by the Operator prior to the start of any activity involving the use of the crane. The periodic inspection is to be performed by a designated Competent Person. His/her responsibility is to inspect all machinery and equipment prior to use on a monthly basis, or per manufacturer's recommendations, to make sure that it is in safe operating condition. Any defective equipment will be repaired before continued use. A record of the results of this inspection will be maintained by the Operator/Flintco project personnel and must be on record at the project.



A thorough, annual inspection of all hoisting equipment is required to be performed by a Competent Person certified for inspection by an outside third party-agency. A record of the date and result of this inspection must be maintained in job-site records.

Cranes used in marine applications require annual certification by a government-licensed inspector.

All ropes must be thoroughly inspected before crane is used. The inspection must certify by record of date of inspection, ID of the rope inspected and signature of the individual performing inspection.

Cranes shall be inspected:

- After setup and prior to initial lift
  - Before each shift
  - Monthly
  - After every malfunction
  - Completely, on an annual basis
- There needs to be a daily inspection to check:
    - All control mechanisms for maladjustment interfering with proper operation
    - All control mechanisms for excessive wear of components and co-lamination by lubricants or other foreign matter
    - All safety devices for malfunction
    - Deterioration or leakage in air or hydraulic systems
    - Crane hooks with deformation or cracks, sling and chokers for broken strands, fraying or linking
    - Electrical apparatus for malfunctioning, signs of excessive wear, dirt and moisture accumulation
    - Hooks, which must have spring-actuated closures that operate correctly
    - Adequate and readily available fire extinguisher on crane
  - Periodic and annual inspections shall be performed in accordance with the manufacturer's recommendations.
  - Manufacturer's rated load test showing test procedures and confirming the adequacy of all repairs and alterations
  - Record-keeping:
    - All records pertaining to the crane inspections shall be kept in the maintenance shop with a copy on the project site in the contractor's site field office.
    - If, during any safety inspection, the operator or supervisor cannot produce the required crane inspection sheets, the crane shall as soon as possible be shut down and inspected.

## **Lattice Boom Cranes**

### **Assembly and Disassembly**

- 100% tie off policy when working at heights greater than six feet. Use double lanyard and full body harness.
- Use JLG in lieu of climbing on boom lattice work, if available.
- Use ladder to access top of crane cab and maintain tie off with static line.
- Use ladder to access truck beds.
- Worker awareness stressed at morning Safety Meetings.
- Use caution when positioning body to pull wenches or align pins.
- Use pry bar or extension to keep fingers and hands out of pinchpoints.
- Wear substantial work gloves.





- Operator is responsible to barricade swing radius of crane.
- Assembly/Disassembly Director to check all rigging and lift weights/balances prior to assembly of boom or jib sections.
- Inspect all rigging daily, nylon straps; ropes, shackles and chain hook assembly.
- Use tag line to control pieces.
- Keep all persons from underneath load line or in recoil range while stringing load line.
- All equipment movement, truck deliveries of rock, crane pieces or cab movement are to be escorted in and out of assembly area.
- Ensure truck driver is wearing proper PPE when out of his truck.
- Ensure load is stable prior to allowing binders to be released.
- Assembly/Disassembly Director is the designated competent person for erection requirements and stringing. The Assembly/Disassembly Director is in charge of the operation.
- Competent person to check for all lift charts, fire extinguisher, boom angle indicator, overload indicator, load line inspection, brakes, lights, etc. Ensure annual inspection and acceptance inspections are complete.
- Keep all unnecessary personnel out of the assembly area.
- No one is to be underneath a suspended load.
- Operator to barricade swing radius of crane.
- Repeatedly sound horn if load becomes unstable.
- No manual lifting over 50 pounds per person.
- Warm up muscles before driving drift pins.
- Perform morning Stretch Don't Strain routine.
- Keep stair treads and work boots free from mud.
- Use extra caution when getting on and off rig during inclement weather.
- Erect crane on level rock surface; check track compression when test loaded.
- Check crane for level at multiple use positions.
- Engineer to review ground compressive strength for planned picks where crane will be used.
- Identify and protect overhead interferences including power lines.
- Lower boom to 45 degrees and protect from wind as possible during high winds or severe thunderstorms.
- Verify top wind speeds crane is allowed to operate in by manufacturer.
- Work team to have daily safe card meeting.
- Test load-Only personnel involved in testing in immediate area! All other spectators are removed from immediate area.

### **Crane use**

- Competent Person to assess piece weights and assembly sequence prior to lifts. This activity is to be supported by the Site Engineer.
- No employees are required to work beneath a suspended load.
- Connectors may momentarily be under suspended loads in certain conditions.
- Operator shall sound horn before swinging loads over people.
- Complete and submit a Critical Lift Plan for any picks in excess of 75% rated capacity of crane/stick configuration, or if the lift will be a multiple crane lift.
- All rigging inspected and sized by a qualified rigger, IW. Rigger responsible for load balance, wind condition assessments, all elements erecting lift.
- Specialty rigging, i.e. spreaders and multi-choker assemblies to have capacity tags.
- Tag/remove damaged or worn rigging.
- Use mechanical equipment to move rigging as much as possible.
- Use qualified crane operator.
- Inspect crane daily and fill out daily ticket book. Operator is the competent person to inspect crane prior to shift and is fully authorized to stop work for equipment safety deficiencies.



- Operator has last call on allpicks.
- Maintain load chart on board and assess lifts per load weight and reach.
- Responsible to maintain swing radiusbarricades.
- Signals are to come from one designatedperson.
- Where radios are used because of an inability to maintain visual contact with the signal person, maintain a separate channelforcommunications.
- Signals from anyone other than the designated signal person, will be considered a stop signal and the lift stopped, until the unsafe condition has beencorrected.

### **Crane Setup**

One of the critical factors of proper crane setup is a “firm-supporting surface.” For maximum capacity, the crane must be level. To maintain a level condition, however, the ground surface must be adequate to support the dynamic load of a “working” crane. The most common cause of accidents using rough terrain cranes is poor or improper setup. In order to clarify Flintco’s procedure on setup and operation of rough terrain cranes, the following shall apply:

In all cases, the crane manufacturer’s recommendations shall not beexceeded.

A firm, level foundation capable of supporting the load and crane shall be provided. Regardless of the weight of the load, all lifts and sets must be performed with all four outriggers fully extended and holding all tires within the boundary of the outriggers off the ground.

Exception: If, due to configuration or physical location, all outriggers cannot be fully extended and grounded, approval\* must be obtained from the Site Manager or Project Superintendent prior to making the lift or setting the load.

\*Prior to approval from Site Manager or Project Superintendent being rendered under this exception, each individual crane setup must be physically reviewed. This procedure does not allow for blanket approvals to be given by the Site/ProjectManager.

Pick-and-carry operations are allowed within the following guidelines:

- A firm, level foundation that will support the load and the weight of the crane combined is provided.
- On all lifts and sets, all four outriggers must be fully extended and holding all tires within the boundary of the outriggers off the ground, or approval is obtained from the Site/Project Manager.
- Calculations to determine capacity shall be made based on “on rubber” configuration of the load chart. If the manufacturer prohibits lifting “on rubber,” pick-and-carry operations are prohibited.
- Investigate route to be followed for solid and levelfooting.
- During carry, the load shall be secured or lashed to ensure stability.
- An observer must be stationed to warn the Operator while the crane, boom or load is in motion.
- No one must come in contact with the motorized equipment or load while the equipment is in motion.
- All tag lines must be constructed of non-conductive material.
- Another precaution in order to avoid contact with the line includes installation of temporary sleeves on the power line. There is considerable hazard involved in this procedure, and the use of temporary sleeves must be evaluated on a case-by-case basis. Warning flags or other suitable devices may be positioned to define the allowable operating crane of the personnel or equipment.

### **Evaluating Amount of Support Needed**

Four basic elements are to beconsidered:

- Total Imposed Load
- Supporting SurfaceArea
- Pounds per SquareFoot



- Soil Stability

#### Total Imposed Load

- The total imposed load includes the weight of all equipment on the outriggers, including the wind load.

#### Supporting Surface Area

- The total surface of the outrigger area in contact with the ground and weight of the entire unit will determine the bearing pressure the crane and load exerted on the soil. When it is determined that the load bearing pressure exceeds soil stability the bearing area of the soil must be increased by the use of additional cribbing; or the load must be reduced.

#### Cribbing to be used must be:

- Strong enough to withstand the weight of the crane without major deflection, thus actually increasing the bearing surface
- Bolted or secured together to prevent slippage or collapsing
- In complete contact with the soil—no voids, unsupportable areas, etc.

#### Pounds Per Square Foot

- Divide the load by the bearing area. Sample: What do you do with a crane and load that weighs 150 tons?  
Solution: Use four 2 ft.  $\times$  2 ft. floats = 16 sq. ft. = 9.38 tons/sq.ft.

REMEMBER: Here it is assumed that each outrigger float is carrying 25% of the total load. This is not true in all cases. For example, moving the load over the corner outrigger concentrates a greater percentage of the load on that outrigger. The load percentage on each "corner" will vary, depending on the type of crane and operating radius. A good rule to follow is to assume each corner is carrying 85% of the total load. Thus,

$$\text{One 2 ft. } \times \text{ 2 ft. float} = 150 \text{ tons} / 4 \text{ sq. ft.} = 37.5 \times .85 = 31.8 \text{ tons/sq. ft.}$$

#### Soil Stability

In the above step, bearing pressure was determined. This pressure is compared to the load-bearing qualities of the soil. There are basically three types of soils:

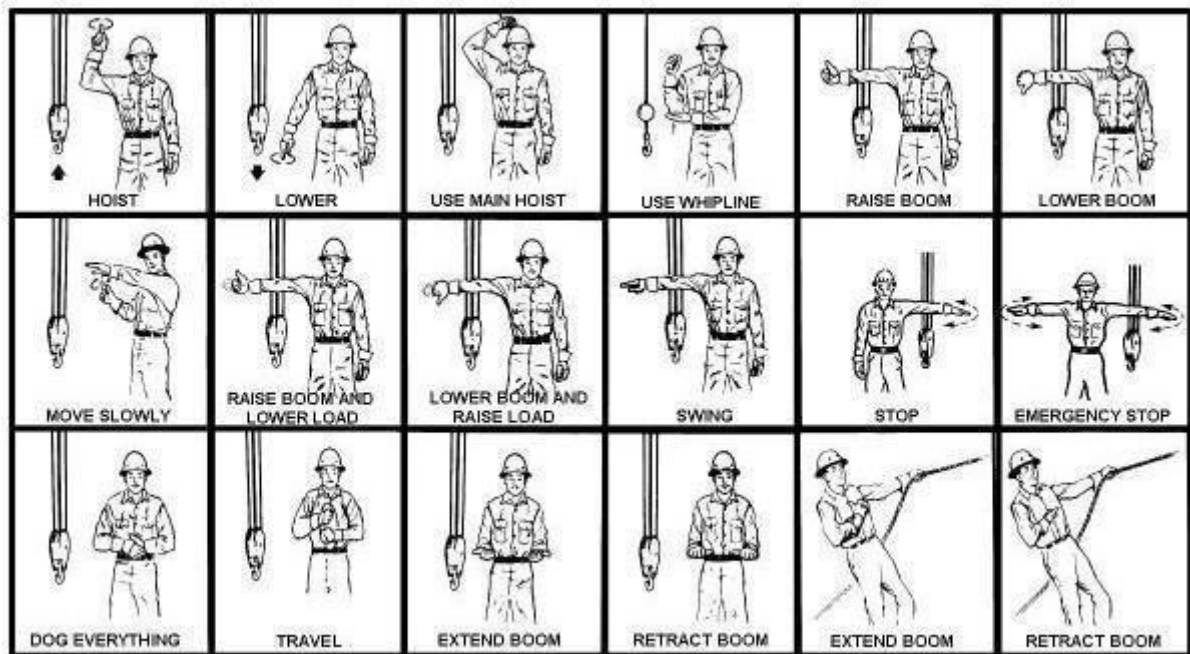
- Granular soils, including sand and gravel
- Fine-grained soils, including silts and clays
- Organic soils, including peat

Different types of soils give different load-bearing pressure capability. When setting up a machine, the competent person should be able to distinguish between the three groups of soil, the approximate mixture of each, their moisture contents and their depth. Factors such as water tables and distance to excavation affect the soil's ability to withstand the pressure without collapsing and must also be considered by the designated person.

Various tables are available that give the relative load-bearing capabilities of the soil types under static loads. Local building code departments are usually a good source for the tables.

## Tower Cranes

1. Tower cranes will be equipped with a working wind gauge, windshield wiper, heater/air conditioner and two-way radio before the crane is placed in operation.
2. Riggers and others using the crane are free to recommend to their superintendent, foreman, project manager and/or the crane operator that crane operations are limited when conditions warrant, but the final decision to limit operation will be made by the Operator using manufacturer's guidelines. **The tower crane operator is responsible for notifying the Project Manager when conditions are nearing the manufacturer's safe operation limits so the Project Manager has the opportunity to decide to limit crane operations before the manufacturer's limits are reached or exceeded. This responsibility should be communicated to the tower crane operator when he or she is first employed and at least annually thereafter.**
3. Tag lines should be limited in length to not more than 20 feet, except as approved by the Safety Director or Project Manager.
4. A means of clear communication must be provided to the operator and ground personnel. Radio communication is required between the operator and the riggers, and should include the project office as well.
5. In some instances, it may be necessary to provide a set of binoculars for the operator, depending on the project site conditions.
6. Provision should be made to rescue the operator in the event of a medical condition or other emergency while he or she is aloft. If the tower crane is to be used for emergency lifting of personnel who are injured, proper rigging must be made available and maintained in good condition.
7. These requirements apply to all tower cranes, whether owned and/or rented.
8. Operators must take signals from only one person. In an emergency, however, a STOP signal can be given by anyone. Only standard hand signals will be acknowledged.



9. Routine maintenance, fueling or repairs must not be performed while the equipment is in use.

## Critical Lift Parameters

Certain situations require additional attention, crew coordination, use of additional equipment and sometimes changing equipment for larger capacity if the current crane in use would be over-loaded for a given load. **These situations always involve the need for approval from Flintco managers before the lift is to be made. Approval is conditional upon the Project Manager's, Equipment Manager's and Crane Operator's**



**signatures on the critical pick document (form 0112, below). The critical pick lifting parameters document must be maintained at the site in the project safetyfiles.**

Project management will need to consider the impact the loss of a load could have on the project:

- Loss of life, property damage, equipment damage;
- Possible shutdown of an operating facility and the ensuing litigation;
- Damaged Flintco reputation, and loss of future work; and
- The inability to meet scheduled deadlines due to lead times for damaged material.

Critical lifts approval shall be requested for all of the following situations;

- Lifts in excess of 75% of the crane's rated capacity;
- Multiple crane lifts, regardless of percent of rated capacity;
- Lifts over "active" *Process Piping*, in excess of 50,000#, **unless the Client's Process Safety Management (PSM) procedures have a stricter limit;**
- Lifts that either due to the extreme lead-time for replacement or value of the material, could adversely impact the project, shall have Critical Pick Lifting Parameters approved prior to proceeding with the lifts.

## Handling the Load

- Load Weight:
  - No crane shall be loaded beyond its rated capacity.
  - Weight of the load must be positively established prior to handling. Check brakes and machine stability when load is still only inches above the ground.
  - When loads that are limited to structural competence rather than by stability are to be handled, the operator and supervisor shall, concurrently, determine that the weight of the load has been determined within plus or minus five percent ( $\pm 5\%$ ) before the load is lifted.
- Attaching the Load:
  - The load shall be attached to the hook by means of slings or other approved devices.
  - Shake out hook are to be used for unloading trucks, and for moving steel in the laydown area only. The material in the laydown area is to be raised only high enough to clear other material.
  - All other hooks will have safety latches installed, or removed from service until they can be replaced.
  - Side loading of the boom is never permitted.
- Moving the Load:
  - The operator shall be responsible for determining that the load is properly secured and balanced before making the hoist.
  - The operator shall position the hook over the load in a manner to prevent load swing.
  - The operator shall determine that the rope is properly seated on the drum and in the sheaves; the load line is non-kinked; and multiple part lines are not twisted around each other.
  - There shall be at least three wraps of line on the drum at all times.
  - Loads shall be controlled by the use of tag lines free of knots, splices or defects.
  - Employee in the area will stand clear of the load being raised.
  - Loads will not be moved over personnel.
  - Operator will repeatedly sound horn if load becomes unstable.
  - Operator shall sound horn before swinging load over people to give them time to move.
- When leaving the control station of a machine, the following precautions should be observed:



- Disengage the master clutch or shut off the engine.
- Lower the crane load to the ground.
- Set safety pawls on all drums where these are manually operated.
- Set the swing brake and both traction brakes and/or locks to prevent machine movement.
- Do not get on or off a machine when it is in motion. Adjustments, repairs or lubrication is not permitted on moving machinery.
- No toolboxes, oil cans, choker racks, water coolers or similar additions may be placed in the barricaded radius of the swing or the counterweight where a person could conceivably be crushed. (Swing radius barricades must be in place.)
- **All crawler type equipment shall not be moved unless a Designated Flagger is in full view of the Operator giving signals.**
- Accessible areas within the swing radius of the superstructure of the crane will be barricaded to prevent an employee from being struck or crushed. Barricading must be substantial enough to prevent an employee from readily passing through the barrier.

### Crane Work Near Overhead Electric Lines

- Using guidelines of 1926.550 (a)(15)(i-vii) lines shall be de-energized or grounded or other protective measures shall be provided before work is started.
- Any overhead line must be considered energized unless it is disconnected and physically grounded.
- No part of motorized equipment, including the load, may be allowed to get closer to bare live circuits or apparatus than the spacing indicated below:

Required Clearances from Live Electrical Lines	
Nominal Voltage, KV (Phase to Phase)	Minimum Required Clearance (in feet)
0-50	10

For voltages over 50KV, the minimum clearance between the lines and any part of the crane is 10 feet + 4 inches for each 1 kV over 50 kV or twice the length of the line insulator but never less than 10 feet.

In transit, with no load and the boom lowered, the equipment clearance is a minimum of 4 feet for voltages less than 50 kV, and 10 feet for voltages over 50 kv up to 345 kV, and 16 feet for voltages above 345 kV up to and including 750 kV.

- When it becomes necessary for a crane boom or any part of a crane or similar equipment to be swung, worked or moved (including in transit between worksites) within the required clearances listed above, the work is to be stopped immediately.
- The Rigging Superintendent, the Site Manager and the Corporate Health and Safety Department are to be contacted.
- These individuals in conjunction with Client personnel will decide which of the following steps must be taken.
- The line must be identified, de-energized and properly tagged and locked out. The line must also be visibly grounded at the point of work.

### Crane or Derrick Suspended Personnel Platforms

The use of crane or derrick suspended personnel platforms is prohibited, except when the erection, use, and dismantling of conventional means of reaching the worksite, such as a personnel hoist, ladder, stair way, aerial lift, elevating work platform or scaffold, would be more hazardous, or is not possible because of structural design or



worksite conditions. All requirements of 29 CFR 1926.550 (g) shall be met prior to use of any Crane or Derrick Suspended Personnel Platform.

## Rigging Requirements

### General

- All rigging equipment shall be inspected prior to each shift and as necessary during the shift to ensure safety. Damaged or defective slings shall be immediately removed from service.
- All rigging devices, including slings, shall have permanently affixed identification stating size, grade, rated capacity and manufacturer.
- Rigging not in use shall be removed from the immediate work area.
- **Rigging, including slings, shall be hung on a rigging frame so that bends and kinks do not set in.**
- Wire rope slings shall be lubricated as necessary during use. Slings shall be lubricated no less than every four months when in storage. On long term projects, an individual must be designated to perform this task.
- "Shop-made" grabs, hooks, clamps or other lifting devices shall not be used unless proof-tested to 125% of their rated load by an approved testing agency. Approved devices shall have the capacity permanently affixed. A letter verifying conformance must be received by the project prior to use.
- Slings shall not be left lying on the ground or otherwise exposed to dirt and the elements.
- Eyes in wire-rope bridles, slings or bull wires shall not be formed by wire clips or knots.
- Protruding ends of strands in splices on slings or bridles shall be covered or blunted.
- All rigging equipment in use shall have a safety factor of five.

### Safe Operating Practice

- Slings shall not be used when shortened by knots, bolts or other makeshift devices.
- When determined by the competent person wire rope and nylon slings shall be padded or softeners used to protect from damage resulting from sharp corners.
- Slings used in a basket hitch shall have the loads balanced to prevent slippage.
- Loads handled by slings shall be landed on cribbing or dunnage so that slings need not be pulled from under or be crushed by the load.
- Slings subjected to shock loading shall be immediately removed from use and destroyed.
- U-Bolts and/or wire-rope clips are not permitted for use on slings.
- Wire rope chokers of known size and capacity for different configurations may be used without capacity tags. Chain slings, and synthetic web slings shall have identification denoting capacity for various sling configurations.
- The rigger must be competent in rigging practices and knowledgeable regarding rigging limitations.

### Inspection and Record keeping

- Thorough inspection of slings in use shall be made on a regular basis, as determined by:
  - Severity of service conditions
  - Frequency of sling use
  - Nature of lifts being made
  - Experience gained on the service life of slings similarly used
- Inspection periods shall not exceed once in 12 months
- A record of inspections shall be maintained

### Inspection Criteria:

- Alloy steel chains shall be removed from service and repaired or replaced when:



- Master links, coupling links or other components are cracked or deformed
- Sling hooks have opened more than 15% of the normal throat opening or twisted more than 10 degrees off center
- Stretch exceeds 5% of the original reach
- They have been exposed to temperatures in excess of 600 degrees
- Only the manufacturer or an equivalent entity shall repair or recondition slings covered in this section
- Mechanical coupling links or "cold sheets," bolts or clevis pins shall not be used for chain repairs
- Any chains used for hoisting must be grade eight or higher
- Wire rope slings shall be removed from service when:
  - There are two randomly distributed broken wires in one rope lay or five broken wires in one strand on one rope lay
  - There is wear or scraping of one-third the original diameter of outside individual wires
  - Kinking, crushing, bird-caging or similar damage results in distribution
  - End attachments are cracked, deformed or worn
  - Exposed to temperatures exceeding 200 degrees Fahrenheit (fiber-core) or 400 degrees Fahrenheit (non-fiber-core)
  - Corrosion of the rope or end attachments occurs
- Natural and synthetic fiber rope slings shall be removed from service when:
  - Abnormal wear is observed
  - Powdered fibers are found between strands
  - Fibers are out or broken
  - There are variations in the size or roundness of strands
  - There is discoloration or rotting
  - There is distortion of sling hardware
  - Exposed to temperatures exceeding 180 degrees Fahrenheit
- Synthetic web slings shall be removed from service when:
  - Subjected to acid or caustic burns
  - Melting or charring of any part of the sling surface occurs
  - Snags, punctures, tears or cuts are observed
  - Stitches are worn or broken
  - Fittings are distorted
  - Exposed to temperatures in excess of 180 degrees Fahrenheit (synthetic web) or 200 degrees Fahrenheit (polypropylene web).

**All lifting and hoisting equipment should be assigned to or through the Warehouse**



# Electrical Work



## ELECTRICAL

No employee or contractor will work on any energized system including but not limited to mechanical, electrical, hydraulic, or pneumatic; until it has been totally de-energized. All de-energized systems must be locked out and tagged out according to Flintco LOTO procedure.

- (1) Safe work practices shall be employed to prevent electric shock or other injuries resulting from either direct or indirect electrical contacts when work is performed near or on equipment or circuits which are or may be energized. Only qualified electrical workers are allowed to work around electrical equipment. Employees who face a risk of electric shock but who are not qualified persons shall be trained & familiar with electrically related safety practices prior to the start of work.
- (2) Breaker panel shall be labeled on the outside cover with the voltage. Each breaker will be numbered with a corresponding number of the receptacle it controls.
- (3) Ground fault circuit interrupter (**GFCI**) will be used on all temporary electrical **15 and 20 amp 120 volts**, this includes cord sets that are plugged into permanent building outlets.
- (4) The **GFCI** system shall be checked on a weekly basis.
- (5) Extension cords shall be of the three wire type and shall be designed for hard or extra hard use.
- (6) Extension cords shall be visually inspected each day prior to use for:
  - a. Missing ground pin
  - b. Cuts in outer insulation
  - c. Proper strain relief at male and female fitting.
- (7) All temporary lighting must be constructed and installed in accordance with OSHA standards, National Electric Code, and manufacture specifications.
- (8) Factory Assembled Temporary Lighting Strings shall be installed in accordance with UL 1088.
- (9) All lamps shall be protected from accidental contact by protective covers.
- (10) Temporary light shall not be suspended by their cords unless the cord and light is designed for this means of suspension.
- (11) All electrical tools shall be inspected each day prior to being put into service.
- (12) When pull boxes, switchboards or panel boards become energized, they shall be equipped with covers or the area will be secured so only qualified persons will have access.
- (13) Where cord sets are routed through floor holes, wall holes, doorway or where subject to potential physical damage, the cord set will be protected from damage by bushing or fittings that will eliminate the possibility of damage.
- (14) All 4-way and 2-way electrical boxes used in conjunction with temporary electrical will be UL approved. Job made boxes are **prohibited**.



- (15) Prior to working on Energized Equipment/Circuits the electrical contractor will complete an Energized Work Permit daily. The Energize Work Permit should be turned into the site superintendent prior to the start of the work.
- (16) When working on or near exposed de-energized parts they are treated as live. Only qualified electrical workers may work on energized parts. All areas where possible energized parts are located shall be protected by a positive barrier to keep all unnecessary employees out of the area.
- (17) When working under overhead lines clearance distance must be provided or lines shall be de-energized and grounded. Unqualified employees must maintain a 10' clearance distance. Qualified employees must adhere to the approach distances in Table S5.
- (18) All vehicular and mechanical equipment must maintain clearance distances of 10 ft. and if this cannot be obtained appropriate protective measures shall be enforced.
- (19) Protective shields, protective barriers or insulating materials as necessary shall be used when working in confined or enclosed work spaces where electrical hazards may exist.
- (20) Conductive apparel shall not be worn unless the items are rendered non-conductive by covering, wrapping or other insulating means.
- (21) Employees may not enter spaces containing exposed energized parts unless proper illumination is provided that enables the employees to work safely.



**ENERGIZED WORKPERMIT**

Equipment/Machine to be Locked Out and Tagged Out \_\_\_\_\_

Equipment and/or Circuits to be worked on energized \_\_\_\_\_

Statement of why equipment could not be de-energized \_\_\_\_\_

Hazards risk to employee and or facility \_\_\_\_\_

Date(s) of work to be performed \_\_\_\_\_

Work to be performed \_\_\_\_\_

Energy Source and Location \_\_\_\_\_

Authorized employees who will be performing the energized work (required 2 individuals as listed below.)

Authorized person to perform work \_\_\_\_\_

Competent Safety Watchperson \_\_\_\_\_

Have affected employees been notified of procedures and hazards? Yes  No   
(Has the Flash Hazard Boundary of a 20 feet radius been roped off?)

Date of Notification \_\_\_\_\_ Authorized person assigned \_\_\_\_\_

**Energized Work Category:** 50 – 250 v  250 – 600 v  ≥ 600 v   
(Contractor only)

**Category of Equipment Required:** \_\_\_\_\_

Date PPE Equipment was last tested \_\_\_\_\_

Attach copy of Job Safety Analysis or Standard Work Procedure for the work to be performed. If a written Job Safety Analysis or Standard Work Procedure does not exist, work shall not be performed until such Job Safety Analysis or Standard Work Procedure has been completed.

Have employee been properly trained on the Standard Work Procedure or Job Safety Analysis? Yes  No

Foreman: \_\_\_\_\_

Date: \_\_\_\_\_

Safety Director: \_\_\_\_\_

Date: \_\_\_\_\_

GC/CM Designee: \_\_\_\_\_

Date: \_\_\_\_\_

Operations Manager: \_\_\_\_\_

Date: \_\_\_\_\_

# Excavations



## EXCAVATIONS

- (1) Excavation work shall be performed in accordance with all OSHA/CAL-OSHA regulations.
  - a. Each employee in an excavation shall be protected from cave-in by adequate protective system in accordance with OSHA Standards at 5 feet or deeper.
  - b. All soil shall be treated at Class C soil. Soils may be reclassified by a professional registered engineer. The reclassification must be documented and must be specific to a certain work area.
  - c. Flagging and/or suitable warning devices will be required around all trench and excavation work at least three (3) feet (this distance can be exceeded if site specific requires) from the edge of the excavation.
  - d. Spoil piles shall be put at a minimum two (2) feet back from the edge of the excavation.
  - e. A safe means of access and egress shall be provided from excavations regardless of depth at intervals that provide no more than 25 feet of lateral travel.
  - f. A competent person shall be present anytime excavation work is performed.
  - g. Backfilling shall progress together with the removal of support systems from excavations
- (2) Prior to starting any excavations the following SHALL be done:
  - a. Contact local one call system and/or affected utility company
  - b. Insure that competent person is on site and performs a daily inspection or an inspection if conditions change (if excavation is part of subcontractors work, secure name of competent person).
  - c. Determine if sloping or shoring method of protection is going to be used.
  - d. Make sure that employees are protected from vehicular traffic and tests are to be conducted for hazardous atmospheres
  - e. Excavations over 20 feet must be designed by a registered engineer
  - f. If shoring method other than that outlined in **1926 subpart P** is to be used
    - a. Has a registered engineer been contacted for shoring design?
    - b. A copy of engineering design must be maintained at the jobsite.
- (3) If ground water is encountered, have equipment available to initiate water removal.
- (4) Establish a daily inspection procedure and procedures for inspecting after rain.
- (5) Each employee that will be associated with the excavation is to be trained to recognize the hazards associated with the excavation.



- (6) Where possible, a means of diverting water run-off from entering the excavation shall be used.
- (7) Where employee or equipment are permitted to use walkways or bridges to cross an excavation, a standard guardrail shall be provided on walkway or bridge.
- (8) All surface encumbrances that create a hazard shall be removed or supported prior to starting the excavation, to make sure all employees are protected against potential falling loads and are not permitted to work under loads of digging equipment where loads mayfall

Figure B-1

SOIL OR ROCK TYPE	MAXIMUM ALLOWABLE SLOPES (H:V)(1) FOR EXCAVATIONS LESS THAN 20 FEET DEEP(3)
STABLE ROCK	VERTICAL (90°)
TYPE A (2)	3/4:1 (53°)
TYPE B	1:1 (45°)
TYPE C	1 1/2:1 (34°)

# Fall Protection





## FALLPROTECTION

- (1) All employees shall receive documented training pertaining to the recognition and elimination of fall hazards. Training shall enable each employee to recognize the hazards of falling & shall train each employee in the procedures to follow to minimize these hazards. Re-training shall be provided when there are deficiencies in training, work place change, or fall protection systems or equipment changes that render previous training obsolete.
- (2) Floor and roof openings shall be covered with materials that are capable of supporting at least two times the load expected to be imposed. The cover shall be identified by signage that says HOLE - DO NOT REMOVE (in languages that employees can fully understand) and secured to avoid displacement. In lieu of a cover, a standard guardrail with toe board can be erected aroundsame.
- (3) All floor edges where fall distance is six (6) feet or greater, and roof edges shall be protected by a standard guardrail, if cable is used in lieu of a wooden guardrail. The cable must be kept taut so that a minimum of two (2) inches deflection from horizontal is maintained including sag, at least ¼ inch in diameter (steel or plastic banding is unacceptable), flagged every six (6) feet or less with a high visibility material if wire rope is used, inspected by supervisor/foreman daily to ensure strength and stability, forty-two (42) inches (plus or minus three (3) inches) above the walking/working level , mid rail and toe board minimum (three) 3 1/2" high (four (4) inches nominal) (adjusted to accommodate the height of stilts, if they are in use), and vertical post to be 8' on centermaximum.
- (4) PFAS (personal fall arrest system) that meets the requirements of applicable ANSI, ASTM, or OSHA requirements shall be worn by all employees when working **six (6)** feet or more above the walking surface when no other type of fall protection is provided. **100%** tie off is mandatory. A rescue plan shall be provide for prompt rescue of employees in the event of a fall or shall assure the employees are able to rescuethemselves.
  - a. Fall protection requirements for ladder to comply with 29 CFR 1926, Subpart X. For California projects see Article 25, Section1669-1672.
  - b. Fall protection requirements for scaffolding to comply with 29 CFR 1926, Subpart L. For California projects see article 16, Section 1621.
  - c. Fall protection for Steel Erection 100% tie-off at six(6)feet.
  - d. SRL (Self Retracting Lifeline) or four (4) foot or less tethers will be utilized at all times in aerial man lifts.
- (5) PFAS (personal fall arrest system) shall be worn by all employees working outside a protective guardrail (100% tie-off).
- (6) PFAS (personal fall arrest system) shall be worn and connected to a designated anchorage point when working out of extensible and articulating boomplatforms.
- (7) PFAS (personal fall arrest system) shall be worn by employee working out of suspended scaffolding. Lanyard will be secured to an independent life line separate from any line that is attached to the scaffolding.
- (8) Safety nets shall be provided when work places are more than twenty five (25) feet above the ground or floor where the use of other fall protection devices is impractical.



- (9) Positioning belts of the **two (2) D ring type** **SHALL NOT** be used for fall protection.
- (10) Fall protection for low pitched roof perimeters during the performance of **BUILT UP** roofing work will be in accordance with **CFR 1926.502(g)**.
- (11) Each employee who will be climbing and or working on concrete forms will be equipped with the following fall protection equipment:
  - a. PFAS (personal fall arrest system) harness with a D ring in the center of the back and side D rings for positioning, a lanyard with locking snaps for attachment to the body harness and to the rope grab, rope grab that will fit 5/8" and 3/4" rope, 5/8" or 3/4" filament nylon rope will be of such length that it will reach the lower surface minus 1', steel carabineer with a throat opening of at least 1 and 3/16" opening and have a positive locking system. Positioning lanyards shall be of proper length for the position of the employee or the use of adjustable rope lanyard. Rebar hooks are to be equipped with locking snaps. In no case shall a knot be tied in the lanyard to shorten the length. When a rebar hook is used the latch shall be hooked only to a member which will allow the latch to fully close and the lock engaged.
  - b. When ascending or descending the forming system, the employee will attach the lanyard to the full body harness and to the rope grab. The rope will be secured to the cable with a carabineer. (In no case shall a knot be tied in the rope to secure the rope to the cable). The rope grab should be moved in a manner that the rope grab stays at or above the D ring in the center of the back. When an employee has reached the point where he connects the positioning lanyard he is to stay connected to the lifeline rope.
  - c. Gang forms are to have a 3/8" or 1/2" steel cable run continuously between the two outside stiff-backs of each individual form section. The cable will be attached to the stiff-backs in a manner that will prohibit the cable from sliding down or up the stiff-back. The cable will lap back over itself on both ends by a minimum of 18" three cable clamps will be evenly spaced on each overlap and torqued to the manufacturer's specifications. The cables should be attached while the forms are still on the ground.
  - d. Column forms are to have one of the following. The manufacture of modular forming systems will have a connection device that can be attached to the form itself. On job-built forms where angle iron clamps are used, a 3/8" or 1/2" cable will be attached to one of the vertical 2x6 framing members by drilling a hole through the plywood on the 2x6 vertical member. The cable is to be run through the drilled hole with the ends overlapping by a minimum of 18" with three cable clamps evenly spaced and torqued to the manufacturer's specifications.
- (12) Hoist/Loading Areas - Guardrail systems or personal fall arrest systems will be used in hoist/loading areas when an employee may fall six (6) feet or more. If guardrail systems must be removed for hoisting, employees are required to use personal fall arrest systems.
- (13) Warning line systems are erected at least six (6) feet from the edge, except in areas where mechanical equipment is in use. When mechanical equipment is in use, warning line systems are erected at least six (6) feet from the parallel edge, and at least ten (10) feet from the perpendicular edge.

# Fire Protection



## FIREPROTECTION

- (1) General fire protection and emergency equipment must be kept free and clear from obstructions at all times and be properly located.
- (2) Fire extinguisher rated not less than **2A** shall be provided for each 3000 sq. ft. of building area and travel distance shall not exceed 100'.
- (3) If fire barrels are substitutes for **2A** fire extinguisher, they must be 55 gallon - open top with 2 each fire pails at each barrel.
- (4) A fire extinguisher rated not less than **10B** must be located within 50 feet of wherever 5 gallons or more of flammable or combustible liquid or gas is being used.
- (5) All flammable or combustible liquids or gases must be stored a minimum of **20'** from all buildings (this includes office trailers).
- (6) Oxygen and acetylene cylinders must be separated by **25'** while in storage (**ANSI Z 49.1-1967**)
- (7) A fire extinguishers shall be located within **5'-0"** of each set of oxygen and acetylene bottles, while welding and cutting operation is being performed. All combustible materials shall be removed to a distance that will not allow heat, sparks or slag to pose a firehazard.
- (8) Outdoor portable fuel storage tanks shall be contained within a diked area with curb of a minimum of **12"** in height around the perimeter of the tanks. Tank shall be provided with emergency venting & other devices as required by **NFPA 30-1969** - a minimum of one (1) portable fire extinguisher having a rating of not less than **20B** will be located not less than **25'** and not more than **75'** from liquid storage area.
- (9) No smoking signs shall be posted at **ALL** flammable storage areas, i.e. fuel tanks, paint storage.
- (10) As warranted by the project, a trained and equipped firefighting (Fire Brigade) organization will be established and maintained.
- (11) cutting/burning and/or welding permit will be required for certain projects. Upon completion, the work area will be examined by the person in whose name the permit is issued to insure that all sparks, or embers are extinguished. The permit will be signed and returned to the Project Superintendent.
- (12) Fire watch shall be required while cutting and burning until all glowing embers are extinguished or a minimum of thirty minutes.
- (13) An alarm system shall be installed to alert employee in the event of an emergency.
- (14) Key employees will be trained in the emergency operation of the alarm system.
- (15) All employees will receive training in the alarm procedure.
- (16) Each subcontractor shall be informed of the alarm code.
- (17) Each subcontractor is to train his/her employees.



- (18) Fire extinguisher use training will be conducted prior to initial assignment and at least annually thereafter. Any person that discharges an extinguisher for other than fire extinguishing or other valid reason will be removed immediately from the project and will subject to immediate termination.
  
- (19) All portable fire extinguishers shall be visually inspected monthly and receive an annual maintenance check.

## First Aid Kit



## FIRST AID KIT

- (1) The first aid kits inventory shall be periodically assessed to ensure the availability of adequate first aid supplies.
- (2) A fully stocked first aid kit is readily available in the project office at all times
- (3) Eye wash shall be available on all projects in the first aid kits, if any situation occurs that the SDS for a product requires a major eye wash station or drenching station one will be provided.

First Aid Kit Contents	51 – 100 Employees	26 – 50 Employees	1 – 25 Employees
Adhesive Tape 1/2" x 5Yards	2	2	2
Ammonia Inhalants	10	10	5
Antiseptic Wipes	30	20	12
Burn Cream	12	6	3
Combine Pad 5" x 9"	2	2	1
Disposable Examination Gloves	6	6	2
Disposable Instant Cold Packs	2	1	1
Elastic Bandages 2" x 5Yards	2	1	1
Eye Wash 4 oz.	5	2	2
First Aid Cream 1/2 oz.	2	1	1
Forceps	1	1	1
3/4" x 3" Strips Box 100 ct	2	1	1
1" x 3" Strips Box 100 ct	2	1	1
1 1/4" Oval Box 100 ct	1	1	1
2" x 3" Patch Box 50 ct	2	1	1
1 1/2" x 3" Knuckle Box 100 ct	2	1	1
Small Finger Tip Box 100ct	1	1	1
Large Finger Tip Box 100ct	1	1	1
PVP Iodine Wipes	100	50	25
Rescue Blanket	1	1	1
Scissors	1	1	1
Sterile Dressing Pads 3" x3"	10	10	5
Stretch Bandage	6	2	2
Triangle Bandage	2	2	2
Biohazard Kit	1	1	1
CPR Micro-mask Kit	2	2	2
<b>NO INTERNAL MEDICATION ALLOWED</b>			

# Hazardous Communication Program





## HAZARD COMMUNICATION WRITTEN PROGRAM

This program has been prepared to comply with the requirements of the Global Harmonization System and Federal OSHA standard 1926.59 to insure that information necessary for the safe use, handling and storage of hazardous chemicals is provided to and made available to employers and employees. The Flintco Hazard Communication Program, a list of chemicals used at our jobsite, and the Safety Data Sheets can be obtained by contacting the job site office.

This program includes guidelines on identification of chemical hazards and the preparation and proper use of container labels, placards and other types of warning devices.

### A. CHEMICAL INVENTORY

1. Flintco, LLC maintains an inventory of all known chemicals in use on this worksite. A chemical inventory is available from the Project Superintendent. All chemical materials used shall have a Safety Data Sheet (SDS) filed with Flintco to be posted in the jobsite office.
2. Hazardous chemicals brought onto the worksite by Flintco, LLC will be included on the hazardous chemical inventory list.

### B. GHS CONTAINER LABELING

1. All chemicals on site will be stored in their original or approved containers with a proper label attached, except small quantities for immediate use. Any container not properly labeled should be given to the Project Superintendent for labeling or proper disposal.
2. Workers may dispense chemicals from original containers only in small quantities intended for immediate use. Any chemical left after work is completed must be returned to the original container or the Project Superintendent for proper handling.
3. No unmarked containers of any size are to be left in the work area unattended.
4. Flintco will rely on manufacturer and or supplier applied labels whenever possible, and will ensure that these labels are maintained. Containers that are not labeled or on which the manufacturer's label has been removed will be relabeled.
5. Flintco LLC will ensure that each container is labeled with the identity of the hazardous chemical contained and any appropriate hazard warnings.
6. Three standardized GHS label elements:
  - a. Symbols (Hazard Pictograms) that convey health, physical, and environmental hazard information assigned to a GHS hazard class and category
  - b. Signal Words "**Danger**" or "**Warning**" used to emphasize hazards and relative level of severity of the hazard and assigned to a GHS hazard class and category
  - c. Hazard Statements which are standard phrases assigned to a hazard class and category that describe the nature of the hazard

## The Basic Parts of A GHS-Compliant Label

**1** → **n-Propyl Alcohol**

UN No. 1274  
CAS No. 71-23-8

**2** → **DANGER**

**3** → Highly flammable liquid and vapor. Causes serious eye damage. May cause drowsiness and dizziness.

**4** → Keep away from heat/sparks/open flames/hot surfaces. No smoking. Avoid breathing fumes/mist/vapours/spray. Wear protective gloves/protective clothing/eye protection/face protection. IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses if present. Continue rinsing.

Fill Weight: 18.65 lbs.      Lot Number: B56754434  
Gross Weight: 20 lbs.      Fill Date: 6/21/2013  
Expiration Date: 6/21/2020

**5** → Acme Chemical Company • 711 Roadrunner St. • Chicago, IL 60601 USA • www.acmechem.com • 123-444-5567

See SDS for further information.

**6** →

1. **Product Identifier** - Should match the product identifier on the Safety Data Sheet.
2. **Signal Word** - Either use "Danger" (severe) or "Warning" (less severe)
3. **Hazard Statements** - A phrase assigned to a hazard class that describes the nature of the product's hazards
4. **Precautionary Statements** - Describes recommended measures to minimize or prevent adverse effects resulting from exposure.
5. **Supplier Identification** - The name, address and telephone number of the manufacturer or supplier.
6. **Pictograms** - Graphical symbols intended to convey specific hazard information visually.

Sample label courtesy of Weber Packaging Solutions • www.weberpackaging.com

GHS Standard Pictograms		
<p><b>Health Hazard</b></p> <ul style="list-style-type: none"> <li>• Carcinogen</li> <li>• Mutagenicity</li> <li>• Reproductive Toxicity</li> <li>• Respiratory Sensitizer</li> <li>• Target Organ Toxicity</li> <li>• Aspiration Toxicity</li> </ul>	<p><b>Flame</b></p> <ul style="list-style-type: none"> <li>• Flammables</li> <li>• Pyrophorics</li> <li>• Self-Heating</li> <li>• Emits Flammable Gas</li> <li>• Self-Reactives</li> <li>• Organic Peroxides</li> </ul>	<p><b>Exclamation Mark</b></p> <ul style="list-style-type: none"> <li>• Irritant Skin and Eyes</li> <li>• Skin Sensitizer</li> <li>• Acute Toxicity harmful</li> <li>• Narcotic Effects</li> <li>• Respiratory Tract Irritant</li> <li>• Hazardous to Ozone</li> </ul>
<p><b>Gas Cylinder</b></p> <ul style="list-style-type: none"> <li>• Gases Under Pressure</li> </ul>	<p><b>Corrosion</b></p> <ul style="list-style-type: none"> <li>• Skin Corrosion</li> <li>• Eye Damage</li> <li>• Corrosive to Metals</li> </ul>	<p><b>Exploding Bomb</b></p> <ul style="list-style-type: none"> <li>• Explosives</li> <li>• Self Reactives</li> <li>• Organic Peroxides</li> </ul>
<p><b>Flame Over Circle</b></p> <ul style="list-style-type: none"> <li>• Oxidizers</li> </ul>	<p><b>Environment</b></p> <ul style="list-style-type: none"> <li>• Aquatic Toxicity</li> </ul>	<p><b>Skull &amp; Crossbones</b></p> <ul style="list-style-type: none"> <li>• Acute Toxicity fatal or toxic</li> </ul>

Multi-Cover Training Form 002913

C. SAFETY DATA SHEETS(SDS)

1. Employees working with a Hazardous Chemical may request a copy of the Safety Data Sheets (SDS). Requests to review SDS's should be made to the Project Superintendent.
2. SDS should be available and standard chemical reference may also be available on the site to provide immediate reference to chemicals safety information.

The diagram illustrates the layout of a Safety Data Sheet (SDS) with five key sections highlighted in orange boxes and labeled with callouts:

- 1.) Product Identifier:** Points to the 'CODE' and 'Product Name' fields at the top left.
- 2.) Pictogram:** Points to two hazard pictograms: a health hazard symbol (silhouette with star) and a flammable liquid symbol (flame).
- 3.) Signal Word:** Points to the word 'DANGER' located below the pictograms.
- 4.) Hazard & Precautionary Statements:** Points to the central text area containing safety instructions such as 'Keep container tightly closed', 'Wear protective gloves', and 'In Case of Fire: use dry chemical (BC) or Carbon Dioxide (CO2) fire extinguisher to extinguish.' It also points to the 'Supplemental Information' section at the bottom right.
- 5.) Supplier Identification:** Points to the 'Company Name' and address fields at the bottom left.

Additional fields and text on the SDS include:

- 'Highly flammable liquid and vapor. May cause liver and kidney damage.' (Associated with the flammable pictogram)
- 'Supplemental Information' section with 'Directions for Use' and fields for 'Fill weight', 'Gross weight', 'Expiration Date', 'Lot Number', and 'Fill Date'.

OSHA 3492-02 2012

D. EMPLOYEE TRAINING

Employees will be trained to work safely with hazardous chemicals. Employee training will include:

- (1) Methods that may be used to detect a release of a hazardous chemical(s) in the workplace,
- (2) Physical and health hazards associated with chemicals,
- (3) A review of protective measures to be taken,
- (4) Safe work practices, emergency responses and use of personnel protective equipment,



(5) Information on the Hazard Communication Standard including

- Explanation of Labeling and warning systems, and
- An explanation of Safety Data Sheets
- A review of chemicals used on site
- Location of work areas using hazardous products

E. PERSONNEL PROTECTIVE EQUIPMENT (PPE)

Required PPE is available from the Project Superintendent. Any employee found in violation of PPE requirements may be subject to disciplinary actions up to and including discharge.

F. EMERGENCY RESPONSE

1. Any incident of over exposure or spill of a hazardous chemical/substance must be reported to the Project Superintendent at once.
2. The foreman or the immediate supervisor will be responsible for insuring that proper emergency response actions are taken in leak/spill situations.

G. HAZARDS OF NON-ROUTINE TASKS

1. Supervisors will inform employees of any special tasks that may arise which would involve possible exposure to hazardous chemicals.
2. Review of safe work procedures and use of required PPE will be conducted prior to the start of such tasks as confined space, unlabeled pipe containing chemicals.
3. Where necessary, areas will be posted to indicate the nature of the hazard involved.



#### H. INFORMING OTHER EMPLOYERS

1. Other on-site employers are required to adhere to the provisions of the Hazard Communication Standard.
2. Information of hazardous chemicals known to be present will be exchanged with other employers during the preconstruction meeting. Employers will be responsible for providing necessary information to their employees.
3. Other on-site employers will be provided with a copy of the hazard communication program of Flintco, LLC.
4. Flintco, LLC will supply central location for SDS so all employees of all contractors will have access.

#### I. POSTING

Flintco, LLC has posted information for employees at this job site on the Hazard Communication Standard. This information can be found at the Project Office.

# Hearing Conservation Plan



## HEARING CONSERVATION PLAN

If engineering controls cannot be used or when engineering controls do not reduce the DBA levels below the permissible exposure level found in 29 CCR 1926.52, Table D2 and/or ANSI S3.19, then employees who are exposed will be fitted with adequate hearing protection. Noise reduction levels should be maintained at 85dba per 8hr work shift.

In order to determine the actual DBA level employees will be exposed to, the project superintendent or competent person appointed by the superintendent shall monitor the DBA level by the use of an analogue sound level meter.

During the monitoring process, all employees including the monitor will be fitted with adequate hearing protection which will reduce the DBA to NRR: 31 and meets ANSI S12.6-1984.

Upon completion of the monitoring period, if the DBA exceeds the permissible noise level for the time duration as outlined in 29 CFR 1926.52, Table D2 and/or ANSI S3.19, all employees who will be exposed shall be issued adequate hearing protection and receive training in proper wearing and fitting per manufacturing instructions.

Any employee who cannot wear ear plugs will not be assigned to an activity that requires the use of ear plugs.

# Heat Stress Prevention





## HEAT STRESS PREVENTION PROGRAM

When "hot weather" approaches, we should be aware of the types, symptoms, first aid measures, and factors of Heat Stress Illnesses and proper hydration of our employees. The following information will be used to instruct our employees on potable water consumption and the recognition of heat stress hazards.

California projects shall follow the Cal OSHA Title 8, Chapter 4, and Section 3395.

### **Potable Water**

All Flintco, LLC project personnel are provided access to the jobsite office at all times throughout the work shift.

1. An adequate supply of water shall be provided for Flintco, LLC personnel in the office.
2. Water will be supplied by a water dispenser, individual bottles of drinking water or a water container.
3. When using a water dispenser or a water container, individual drinking cups will be provided and used.

Subcontractors on Flintco, LLC Projects are responsible for providing drinking water for their personnel. Each Subcontractor shall have and follow their company Heat Stress Program or they may adopt the following guidelines for their personnel.

1. An adequate supply of water shall be provided on all jobsites.
2. A sufficient number of water containers will be kept on each jobsite.
3. Portable water containers shall be capable of being tightly closed.
4. Water shall not be dipped from the containers and the use of a common drinking cup is prohibited.
5. Maintain a supply of new drinking cups, do not recycle drinking cups.
6. Provide a cup dispenser at each water station.
7. Provide a trash container in the immediate area of the drinking water to dispose of used cups.
8. Containers shall be inspected and cleaned prior to each workday.
9. The containers should be cleaned with soda, or another approved sanitary cleaner.
10. The jobsite foreman will assign a person to fill the containers at the beginning of each workday and replenish as needed during the course of the workday.
11. Container lids shall be tightly secured, taped and labeled with current days date.
12. Discuss with your employees the importance of sanitation and cleanliness.

### **Training**

Heat Illness Prevention Training will be provided for Flintco, LLC supervisors and employees. Each Subcontractor is responsible for training their employees. The content of the training will include, but is not limited to:

- The environmental and personal risk factors for heat illness.
- The employer's procedures for complying with the required heat illness prevention plan.
- The importance of frequent consumption of small quantities of water.
- The importance of acclimatization.
- The different types of heat illness and the common signs and symptoms of heat illness.
- The importance of employees immediately reporting to the employer, directly or through their employee's supervisor, symptoms or signs of heat illness they may experience or observe in co-workers.
- The employer's procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary.



- The employer's procedures for ensuring that in the event of an emergency, clear and precise location of the work site can and will be provided as needed to emergency responders.

### **Heat Exhaustion– Types, Symptoms and First Aid**

Heat exhaustion is the body's response to an excessive loss of the water and salt, usually through excessive sweating. Workers most prone to heat exhaustion are those that are elderly, have high blood pressure, and those working in a hot / humid environment. If not treated properly it can result in the individual having a heat stroke.

Symptoms of heat exhaustion include:

- Heavy sweating / fast and shallow breathing
- Extreme weakness or fatigue
- Dizziness, confusion
- Headache/ lightheadedness
- Nausea or vomiting
- Clammy, moist skin
- Pale or flushed complexion / slightly elevated body temperature
- Muscle cramps

First Aid

Treat a worker suffering from heat exhaustion with the following:

- Have them rest in a cool, shaded or air-conditioned area.
- Cool worker with cold compresses/ ice packs
- Have them drink plenty of water or other cool, nonalcoholic beverages.

### **Heat Syncope – Types, Symptoms and First Aid**

Heat syncope is a fainting (syncope) episode or dizziness that usually occurs with prolonged standing or sudden rising from a sitting or lying position. Factors that may contribute to heat syncope include dehydration and lack of acclimatization.

Symptoms of heat syncope include:

- Light-headedness
- Loss of consciousness
- Dizziness
- Fainting

First Aid

Workers with heat syncope should:

- Sit or lie down in a cool place when they begin to feel symptoms to decrease their body temperature.
- Elevate legs to promote blood returning to the heart
- Slowly drink water, clear juice, or a sports beverage.

### **Dehydration – Types, Symptoms and First Aid**



Dehydration occurs when the amount of water leaving the body is greater than the amount being taken in.

Symptoms of Dehydration include:

- Fatigue
- Cramp and tightness in muscles, especially in the legs
- Headaches, dizziness, and confusion
- Reduction in the amount or frequency of urination, with dark colored urine
- Reduced Movement

First Aid

Workers with dehydration should:

- Increase water intake
- Rest in shade/cool environment

### **Heat Cramps – Types, Symptoms and First Aid**

Heat cramps usually affect workers who sweat a lot during strenuous activity. This sweating depletes the body's salt and moisture levels. Low salt levels in muscles cause painful cramps. Heat cramps may also be a symptom of heat exhaustion.

Symptoms

- Muscle pain or spasms usually in the abdomen, arms, or legs.

First Aid

Workers with heat cramps should:

- Stop all activity, and sit in a cool place.
- Drink clear juice or a sports beverage.
- Not return to strenuous work for a few hours after the cramps subside because further exertion may lead to heat exhaustion or heat stroke.
- Seek medical attention if any of the following apply:
  - The worker has heart problems.
  - The worker is on a low-sodium diet.
  - The cramps do not subside within one hour.

### **Heat Stroke – Types, Symptoms and First Aid**

Heat stroke is the most serious heat-related disorder. It occurs when the body becomes unable to control its temperature: the body's temperature rises rapidly, the sweating mechanism fails, and the body is unable to cool down. When heat stroke occurs, the body temperature can rise to 106 degrees Fahrenheit or higher within 10 to 15 minutes. Heat stroke can cause death or permanent disability if emergency treatment is not given.

Symptoms of heat stroke include:



- Hot, dry skin (nosweating)
- Hallucinations
- Fainting
- Chills
- Throbbingheadache
- High body temperature
- Confusion/dizziness
- Slurred speech

#### First Aid

Take the following steps to treat a worker with heatstroke:

- Call 911 and notify their supervisor / MEDICAL EMERGENCY.
- Move the sick worker to a cool shadedarea.
- Drink fluids (preferably water) as soon aspossible.
- Cool the worker using methods suchas:
  - Soak their clothes withwater.
  - Spraying, sponging, or showering them withwater.
  - Fan their body.

#### **PREVENTIVE MEASURES EMPLOYEES CANTAKE**

- Drink small amounts of cool water frequently to preventdehydration.
- Drink throughout the day to relieve thirst and maintain an adequate urine output.
- Plain water is usually adequate without need to take additional salt or minerals beyond those in your diet. A sports beverage can replace the salt and minerals you lose in sweat. (Not company provided)
- Wear appropriateclothing.
- During periods of elevated temperature, employees should wear light-colored, lightweight, loose-fitting cotton clothing that allows ventilation of air to thebody.
- Protect yourself from the sun by wearing a wide-brimmed hard hat or cap style hard hat, and approved safety glasses
- Sunscreen—SPF 15 or higher—are alsorecommended.
- Pace yourself. Start slowly and pick up the pacegradually.
- Stand or sit up slowly. Flex leg musclesbeforemoving.
- Take time to cool down.
- Rest often in shadyareas.
- Take time to acclimate to heat and humidity.

#### **Medical Emergencies**

Employers will identify the First Aid/Competent Persons on each jobsite; and advise employees who to contact in the event of an emergency. Heat related illness and treatment is to be covered in all recognized First Aid Training.

In the event of a heat related illness, immediately summon the jobsite designated First Aid/Competent Person. The First Aid/Competent Person will assess the severity of the illness, designate a responsible individual to call 911 for emergency medical assistance, if deemed necessary; begin first aid treatment until such emergency assistance arrives. The First Aid/Competent Person is to remain with the injured/ill employee until relieved by emergency personnel in response to the 911 call. The First Aid/Competent Person may require a break from rendering treatment, and may do so when relieved by another jobsite First Aid/Competent Person. At no time is the injured/ill employee to be leftalone.



The supervisor responding to the incident is responsible for documenting all pertinent information relating to the emergency. Documentation would include witness statements, details pertaining to the events that led to the employee's heat illness, and the subsequent actions that followed, such as medical treatment rendered, and the outcome.

### HEATCONDITIONS

Condition	Signs/Symptoms	First Aid
Heat Cramps	Painful muscle spasms Heavy sweating	Increase Waterintake Rest in shade/coolenvironment
Heat Syncope	Brief fainting Blurredvision	Increase Waterintake Rest in shade/coolenvironment
Dehydration	Fatigue Reducedmovement	Increase Waterintake Rest in shade/coolenvironment
HeatExhaustion	Pale and clammy skin Possible fainting Weakness, fatigue Nausea Dizziness Heavy sweating Blurredvision Body temp slightly elevated	Lie down in cool environment Water intake Loosenclothing Call 911 to summon ambulance if symptoms continue once in coolenvironment.
Heat Stroke	Cessation of sweating Skin hot and dry Red face High body temperature Unconsciousness Collapse Convulsions Confusion or erratic behavior Life threateningcondition	Medical Emergency! Call 911 Immediately Move Victim to shade, immerse in water

Housekeeping



## HOUSEKEEPING

- (1) Housekeeping shall be done on a continuous basis.
- (2) All walkways, ramps, stairways and access points to ladders shall be kept free of debris.
- (3) All trash and debris shall be cleaned up and disposed of on a daily basis.
- (4) Laydown areas, parking lots and temporary facility shall be kept in a clean and orderly manner at all times.
- (5) All Materials must be kept on dunnage.
- (6) Trash barrels shall be located at each water can location and used cups shall be deposited in trash barrel.
- (7) All combustible material, such as oily rags, shall be kept in fire resistant covered containers until removed from worksite to avoid the possibility of fire.
- (8) No glass bottles are allowed on the jobsite.
- (9) Construction materials such as scrap sheet rock, broken block, brick, and loose conduit shall be picked up on a daily basis.
- (10) All material shall be stacked in a manner to avoid spreading, tilting, falling or rolling.
- (11) If a subcontractor fails to keep his/her portion of work area cleaned, they will be notified by Flintco, LLC. After 24 hours written notice, Flintco, LLC shall perform the necessary clean up and charge the appropriate contractor for the cleanup.
- (12) All scraps that are produced from employee lunches shall be removed from the job site daily by the employee. Employee's failure to comply may result in his/her removal from the project.

# Infection Control





## INFECTION CONTROL POLICY

This infection control policy applies to all facilities that are classified as a medical establishment. A medical establishment includes, but is not limited to; hospitals, clinics, doctor's offices, nursing homes, assisted living centers, rehab treatment centers and laboratories.

Construction activities can affect the environmental stability of a facility, and expose our employees and the occupants of the facility to infection contaminants. To protect the health and safety of all individuals strict adherence to this policy is required.

For the purpose of clarification construction is presented in three levels; Construction Type, Construction Class and Risk Level.

### DEFINITION

#### **Construction Type**

##### **Type A**

Inspection and non-invasive activities include, but are not limited to; removal of ceiling tiles for visual inspection (limited to 1 tile per 50 square feet), painting (but not sanding), removing wall covering, electrical trim work, minor plumbing, and activities which do not generate dust or require cutting of walls or access to ceilings other than for visual inspection.

##### **Type B**

Small scale, short duration (equal to or less than one 8 hour shift) activities which create minimal dust. Includes but is not limited to; installation of telephone and computer cabling, access to chase spaces, cutting of walls or ceiling where dust migration can be controlled.

##### **Type C**

Any work which generates a moderate to high level of dust or requires demolition or removal of any fixed building components or assemblies. This type of construction may include but is not limited to; sanding of walls for painting or wall covering, removal of floor coverings, removal of ceiling tiles and casework, new wall construction, minor duct work or electrical work above ceilings, major cabling activities, and any activity which cannot be completed within a single 8 hour workshift.

##### **Type D**

Major demolition and construction projects. Including but not limited to; activities which require consecutive work shifts, require heavy demolition or removal of a complete cabling system, and new construction.



## ConstructionClass

### Class I

1. Utilize appropriate signage to direct staff, patients, and visitors away from the construction site.
2. Minimize dust production.
3. Wipe up dust with damp cloth when work is complete.
4. Immediately replace any ceiling tile displaced for visual inspection.

### Class II

1. Utilize appropriate signage to direct staff, patients, and visitors away from the construction site.
2. Minimize dust production.
3. At completion, remove all debris and as much dust as possible from site.
4. Wipe up dust with damp cloth using facility approved disinfectant.
5. Damp mop using facility approved disinfectant or vacuum with HEPA filtered vacuum.

### Class III

1. Requires facility infection control department approval before construction begins.
2. Establish construction crew's path of entry and exit from construction area.
3. Place dust mat(s) at entrance/exit of work area. Dust mats are to be HEPA filter vacuumed at least daily and replaced with clean mats at least weekly. The placing and cleaning of dust mats are the contractor's responsibility.
4. Establish a pathway for workers who may need to leave the construction site and enter another area of the facility.
5. **Workers are to remove as much dust as possible from clothing and shoes before leaving construction site to enter another area of the facility. Use a HEPA filtered vacuum for dust removal.**
6. **Complete all critical barriers before construction begins.**
7. **Establish and confirm negative air pressure within the work site.** Negative air pressure is to be maintained within the work site and confirmed on a daily basis or as requested by facility infection control department. Contractor is responsible to document and maintain records of negative air pressure checks and any corrective action taken.
8. Seal unused doors with duct tape.
9. Block/seal air supply and return vents.
10. Seal holes, pipes, conduits, and punctures appropriately.
11. Minimize dust production as much as possible. HEPA vacuum construction site floor daily.
12. Establish path for transportation of construction waste. Transport construction waste in covered containers.
13. Utilize appropriate signage to direct staff, patients, and visitors away from construction site.
14. Do not remove barriers from work area until project is complete and initial cleaning is done.
15. At project completion, remove all debris and as much dust as possible from the construction site. Vacuum flooring and other surfaces with HEPA filtered vacuum.
16. Remove barrier material carefully to minimize spreading of dirt and debris.
17. Wipe work surfaces with facility approved disinfectant.
18. Damp mop flooring or vacuum with HEPA filtered vacuum
19. Approval by the facility infection control department is required upon completion.

### Class IV

#### All of class III recommendations, plus

1. Construct a secondary clean room attached to the exterior of the entrance/exit barrier to the site.
2. All workers and tools must pass through the clean room in order to leave the work site.



3. Workers must wear disposable coveralls that are removed and placed in containers in the clean room each time they leave the work area. Containers are to be lined with plastic bags. Bags are to be tied and removed from the clean room daily for disposal with other construction waste.
4. Workers leaving the work site are to remove as much dust as possible from shoes using HEPA filtered vacuum.
5. Tools and container must be wiped in the clean room before removal from work site.

### **Risk Levels**

As a general standard, the following risk level has been assigned to the areas listed below. Consult the facility infection control department for additional areas of concern and clarification per their policy.

#### **Low Risk**

Office areas, corridors/space adjacent to these areas.

#### **Moderate Risk**

Laboratory, admitting, Pre-admission, doctors' offices, all patient care areas not listed below as high or critical risk, and the corridors/spaces adjacent to those areas.

#### **High Risk**

ER, same day surgery, labor and delivery, newborn nursery, medical-surgical nursing units, and corridors/spaces adjacent to those areas.

#### **Critical Risk**

Surgery, radiology, oncology, critical care units, cardiac-cath lab, dialysis, pharmacy, labor and delivery, surgical sites, and corridors/spaces adjacent to those areas



**SEE TABLE BELOW: Note type and class of construction to determine risklevel**

<b>ConstructionType</b>	<b>Type A: Inspection Non-Invasive Activity</b>	<b>Type B: Small Scale, Short Duration, Minimal DustGenerating Activity</b>	<b>Type C: Generates Moderate To High Levels Of Dust Requires More Than One ShiftTo Complete</b>	<b>Type D: Major DurationAnd Construction Activities Require Multi-Work Shifts</b>
<b>Risk Level</b>	*****	*****	*****	*****
<b>Low Risk</b>	<b>Class I</b>	<b>Class II</b>	<b>Class III</b>	<b>Class III</b>
<b>Moderate Risk</b>	<b>Class I</b>	<b>Class II</b>	<b>Class III</b>	<b>Class III</b>
<b>High Risk</b>	<b>Class II</b>	<b>Class II/III</b>	<b>Class III/IV</b>	<b>Class III/IV</b>
<b>Critical Risk</b>	<b>Class II</b>	<b>Class III</b>	<b>Class IV</b>	<b>Class IV</b>



## **General Requirements**

All company employees and employees of its subcontractors participating in the construction of a Medical Establishment, covered by this policy, will be required to complete training on infection control, as it pertains to this policy.

All participants/employees will receive a copy of the Infection Control Policy, and will sign a certification of acknowledgement (Appendix A.) A copy of the Certification of Acknowledgment will be maintained on file in the Flintco, LLC office.

Violation of any portion of the Infection Control Policy or the policy and practices of the Facility will require the offending employee to repeat the training process.

A second violation of the Infection Control Policy will require removal of the offending employee/participant.

Compliance monitoring inspections will be conducted and documented (Appendix B) at the start and end of each shift.

A Life Safety Inspection shall be conducted and documented (Appendix C) on a weekly basis.

## **Training**

At no time should an employee pick up or touch any medical equipment such as needles, syringes, containers or bodily fluids.

If an employee should discover any medical equipment or bodily fluids they are to immediately contact their supervisor. Supervisors are to immediately report such findings to the Facilities Infection Control Department for proper removal.

For their own personal safety, employees must consult with their Supervisor before entering the work site if they have open cuts or wounds. The supervisor will consult with the safety department prior to giving permission to the employee to enter the worksite.

Each employee will be instructed as to the pathway they are to use to and from the work area.

Each employee will be instructed where they are to park/workers parking.

Each employee will be instructed on how to clean tools prior to entering and exiting the work site.



Each employee will receive instruction to secure and cover materials in containers prior to leaving the work site.

Each employee will receive instruction to identify the pathway for use in removing debris and materials to and from the work site, and the location of the dumpster.

Each employee will be instructed, prior to entering the work site, when special clothing or covering is required.

Each employee will be instructed to identify contractor facilities such as lunch and break area, smoking and toilet facilities.

Each employee will receive instruction for special procedures such as dust removal from shoes, clothing, carts and equipment prior to exiting the worksite.

Each employee will be instructed of any restrictions associated with specific work activities, such as the time of day it can be conducted.

Each employee will be instructed to use specific elevators and stair wells designated for construction employees.

Each employee will be instructed on the location of emergency contact names and phone numbers in case of emergency.

### **Equipment**

- Negative air machines with supply of filters
- Negative air flow meter with alarm
- Sticky mats with removable strips
- Dump carts with lids
- Trash bags with ties
- Disposable coveralls (if working in a critical risk class IV area)
- Rubber gloves
- Double strap dustmask
- Directional signage
- Mop and mop bucket
- HEPA filtered vacuum
- Facility approved disinfectant
- Clean room ( area large enough to accommodate one person and one dump cart at a time)
- Wipe cloths
- Disinfectant handwipes
- Self-contained wash facility
- Disinfectant for cleaning up (approved by Facility I. C. Department)



### **Monitoring**

- Establish an air quality baseline prior to starting contract work
- Document negative air pressure as shown on negative air machine meter
- Continually monitor areas outside of work area for dust
- Check containment barrier for leaks
- Check air quality at work completion after final cleanup is complete and prior to removal of barriers
- All monitoring results are to be on file at the Flintco, LLC office.

### **Start-Up Requirements**

- Hook up negative air machine
- Install temporary partitions to the deck
- Cap off existing air supply and air return vents
- In class IV operation install secondary cleanroom
- Install door closers on doors in temporary barrier walls
- Install sticky mats at entrance and exit doors

### **Continuing Requirements**

- Cover dump carts when hauling materials out of work area
- Clean and mop daily (more often as needed)
- Replace sticky mats if mats no longer remove all dust from shoes

## Lead Written Program





## LEAD PROGRAM (NOT SITESPECIFIC)

1. PERMISSIBLE EXPOSURE LIMIT(PEL)  
The standard sets a permissible exposure limit (PEL) of 50 micrograms of lead per cubic meter of air (50 ug/m<sup>3</sup>), averaged over an 8-hour workday which is referred to as a time-weighted average (TWA). This is the highest level of lead in air to which an employee may be permissibly exposed over an 8-hour workday. However, since this is an 8-hour average, short exposures above the PEL are permitted so long as for each 8-hour workday the average exposure does not exceed this level.
  
2. EXPOSUREASSESSMENT  
If lead is present in the workplace in any quantity, Flintco, LLC is required to make an initial determination of whether any employee's exposure to lead exceeds the action level (30 ug/m<sup>3</sup> averaged over an 8-hour day). Employee exposure is that exposure which would occur if the employee were not using a respirator. This initial determination requires Flintco, LLC to monitor workers' exposures unless Flintco, LLC has objective data which can demonstrate conclusively that no employee will be exposed to lead in excess of the action level.  
Where objective data is used in lieu of actual monitoring Flintco, LLC must establish and maintain an accurate record, documenting its relevancy in assessing exposure levels for current job conditions. If such objective data is available, Flintco, LLC need proceed no further on employee exposure assessment until such time that conditions have changed and the determination is no longer valid. Objective data may be compiled from various sources, e.g., insurance companies and trade associations and information from suppliers or exposure data collected from similar operations. Objective data may also comprise previously – collected sampling data including area monitoring. If it cannot be determined through using objective data that worker exposure is less than the action level, Flintco, LLC must conduct monitoring or must rely on relevant previous personal sampling, if available. Where monitoring is required for the initial determination, it may be limited to a representative number of employees who are reasonably expected to have the highest exposure levels. If Flintco, LLC has conducted appropriate air sampling for lead in the past 12 months, Flintco, LLC may use these results, provided they are applicable to the same employee tasks and exposure conditions and meet the requirements for accuracy as specified in the standard. If this initial determination shows that a reasonable possibility exists that any employee may be exposed, without regard to respirators, over the action level, Flintco, LLC must set up an air monitoring program to determine the exposure level representative of each employee exposed to lead at the workplace. In carrying out this air monitoring program, Flintco, LLC is not required to monitor the exposure of every employee, but Flintco, LLC must monitor a representative number of employees and job types. Enough sampling must be done to enable each employee's exposure level to be reasonably represent a full shift exposure. In addition, these air samples must be taken under conditions which represent each employee's regular, daily exposure to lead. This standard lists certain tasks which, may likely result in exposures to lead in excess of the PEL and, in some cases, exposures in excess of 50 times the PEL.

Reference Table 1 for the appropriate respiratory protection for each task.

1. Until Flintco, LLC performs an employee exposure assessment as required above and documents that the employee's lead exposure is not above the PEL, Flintco, LLC shall treat the employee as if the employee were exposed to lead above the PEL AND NOT IN EXCESS OF 500 UG/M(3) (10 X PEL) and shall implement



employee protective measures as described below. The tasks covered by this requirement are:

- a. Where lead containing coating or paint are present: Manual demolition of structures (e.g., dry wall), manual scraping, manual sanding, heat gun applications, and power tool cleaning with dust collection systems;
  - A.Spray painting with lead paint.
2. Until Flintco, LLC performs an employee exposure assessment as required above and documents that the employee performing any of the listed tasks is not exposed in excess of 500 ug/m (3), Flintco, LLC shall treat the employee as if the employee were exposed to lead in excess of 500 us/m(3) and shall implement employee protective measures as prescribed below. Where Flintco, LLC does establish that the employee is exposed to levels of lead below 500 ug/m(3), Flintco, LLC may provide the exposed employee with the appropriate respirator prescribed for such use at such lower exposures, in accordance with Table 1 of this section. The tasks covered by this requirement are:
  - a. Using lead containing mortar; leadburning
    - A.Where lead containing coatings or paint are present; rivet busting; power tool cleaning without dust collectionsystems;
    - B.Cleanup activities where dry expendable abrasives are used; and abrasive blasting enclosure movement andremoval.
3. Until Flintco, LLC performs an employee exposure assessment as required above and documents that the employee performing any of the listed tasks is not exposed to lead in excess of 2,500 ug/m(3), (5X PEL), the employer shall treat the employee as if the employee were exposed to lead in excess of 2.500 ug/m(3) and shall implement employee protective measures as
4. Prescribed in paragraph (d) (2) (b) of this section. Where Flintco, LLC does establish that the employee is exposed to levels of lead below 2,500 ug/m(3), Flintco, LLC may provide the exposed employee with the appropriate respirator prescribed for use at such lower exposures, in accordance with Table 1 of this section. Interim protection as described in this paragraph is required where lead containing coatings or paint are present on structures whenperforming:
  - a. Abrasive blasting
  - b. Welding
  - c. Cutting
  - d. Torch burning



**TABLE 1. – RESPIRATORY PROTECTION FOR LEADAEROSOLS**

Airborne concentration of lead	Required respiratory (1) or condition of use
Not in excess of 500 ug/m(3)...	½ mask air-purifying respirator with high efficiency filter (2) (3). ½ mask supplied air respirator operated in demand (negative pressure) mode.
Not in excess of 1,250 ug/m(3)...	Loose fitting hood or helmet powered air purifying respirator with high efficiency filters (3) Hood or helmet supplied air respirator operated in a continuous-flow mode – e.g., type CE abrasive blasting respirators operated in a continuous-flow mode.
Not in excess of 2,500 ug/m(3)...	Full face piece air purifying respirator with high efficiency filters (3). Tight fitting powered air purifying respirator with high efficiency filters (3). Full face piece supplied air respirator operated in demand mode. ½ mask or full face piece supplied air respirator operated in a continuous-flow mode. Full face piece self-contained breathing apparatus (SCBA) operated in demand mode.
Not in excess of 50,000 ug/m(3)...	½ mask supplied air respirator operated in pressure demand or other positive-pressure mode.
Not in excess of 1000,000 ug/m(3)...	Full face piece supplied air respirator operated in pressure demand or other positive-pressure mode-e.g., type CE abrasive blasting respirators operated in a positive-pressure mode.
Greater than 1000,000 ug/m(3) unknown Concentration, or firefighting...	Full face piece SCBA operated in pressure demand or other positive-pressure mode.

Footnote (1) Respirators specified for higher concentrations can be used at lower concentrations of lead.  
Footnote (2) Full face piece is required if the lead aerosols cause eye or skin irritation at the use concentrations.  
Footnote (3) A high efficiency particulate filter (HEPA) means a filter that is a 99.97 percent efficient against particles of 0.3 micron size or larger.

If employee is performing any of these tasks, Flintco, LLC must provide employee with appropriate respiratory protection, protective clothing and equipment, change areas, hand washing facilities, biological monitoring, and training until such time that an exposure assessment is



conducted which demonstrates that employee's exposure is below the PEL. If employee is exposed to lead and air sampling is performed, Flintco, LLC is required to notify employee in writing within 5 working days of the air monitoring results which represent employee's exposure. If the results indicate that the employee's exposure exceeds the PEL (without regard to employee's use of a respirator), then Flintco, LLC must also notify employee of this in writing, and provide employee with a description of the corrective action that has been taken or will be taken to reduce employee's exposure. Employee's exposure must be rechecked by monitoring, at least every six months if employee's exposure is at or over the action level but below the PEL. Flintco, LLC may discontinue monitoring for employee if 2 consecutive measurements, taken at least 7 days apart, are at or below the action level. Air monitoring must be repeated every 3 months if employee is exposed over the PEL. Flintco, LLC must continue monitoring for employee at this frequency until 2 consecutive measurements, taken at least 7 days apart, are below the PEL but above the action level, at which time Flintco, LLC must repeat monitoring of employee's exposure every six months and may discontinue monitoring only after employee's exposure drops to or below the action level. However, whenever there is a change of equipment, process, control, or personnel or a new type of job is added at employee's workplace which may result in a new or additional exposure to lead, Flintco, LLC must perform additional monitoring.

### 3. METHODS OF COMPLIANCE

Flintco, LLC is required to assure that no employee is exposed to lead in excess of the PEL as an 8 – hour TWA. The interim final standard for lead in construction requires employers to institute engineering and work practice controls including administrative controls to the extent feasible to reduce employee exposure to lead. Where such controls are feasible but not adequate to reduce exposures below the PEL they must be used nonetheless to reduce exposures to the lowest level that can be accomplished by these means and then supplemented with appropriate respiratory protection.

Flintco, LLC is required to develop and implement a written compliance program prior to the commencement of any job where employee exposures may reach the PEL as an 8-hour TWA. The interim final standard identifies the various elements that must be included in the plan. For example, employers are required to include a description of operations in which lead is emitted, detailing other relevant information about the operation such as the type of equipment used, the type of material involved, employee job responsibilities, operating procedures and maintenance practices. In addition, Flintco, LLC compliance plan must specify the means that will be used to achieve compliance and where engineering controls are required, include any engineering plans or studies that have been used to select the control methods. If administrative controls involving job rotation are used to reduce employee exposure to lead, the job rotation schedule must be included in the compliance plan. The plan must also detail the type of protective clothing and equipment, including respirators, housekeeping and hygiene practices that will be used to protect the employee from adverse effects of exposure to lead. The written compliance program must be made available, upon request, to affected employees and their designated representative, the Assistant Secretary and the Director. Finally, the plan must be reviewed and updated at least every 6 months to assure it reflects the current status in exposure control.

### 4. RESPIRATORY PROTECTION

Flintco, LLC is required to provide and assure employee's use of respirators when employee's exposure to lead is not controlled below the PEL by other means. Flintco, LLC must pay the cost of the respirator whenever employee requests one.



Flintco, LLC is also required to provide employee a respirator even if employee's air exposure level is not above the PEL. The employee might desire a respirator when, for example, the employee has received medical advice that employee's lead absorption should be decreased. Or, employee may intend to have children in the near future, and want to reduce the level of lead in the employee's body to minimize adverse reproductive effects. While respirators are the least satisfactory means of controlling employee's exposure, they are capable of providing significant protection if properly chosen, fitted, worn, cleaned, maintained, and replaced when they stop providing adequate protection. Flintco, LLC is required to select respirators from the types listed in Table I of the Respiratory Protection section of the standard. Any respirator chosen must be approved by the Mine Safety and Health Administration (MSHA) or the National Institute for Occupational Safety and Health (NIOSH). This respirator selection table will enable Flintco, LLC to choose a type of respirator which will give the employee a proper amount of protection based on employee's airborne lead exposure. Flintco, LLC may select a type of respirator that provides greater protection than that required by the standard; that is, one recommended for a higher concentration of lead than is present in the workplace. Flintco, LLC has a Respiratory Protection Program. This program included written procedures for the proper selection, use, cleaning, storage, and maintenance of respirators. Flintco, LLC must assure that employee's respirator face piece fits properly. Proper fit of a respirator face piece is critical. Obtaining a proper fit on each employee may require Flintco, LLC to make available two or three different mask types. In order to assure that the employee's respirator fits properly and that the face piece leakage is minimized, Flintco, LLC must give employee either a qualitative fit test or a quantitative fit test (if employee uses a negative pressure respirator). Any respirator which has a filter, cartridge or canister which cleans the workroom air before employees breathe it, and which requires the force of employee's inhalation to draw air through the filtering element is a negative pressure respirator. A positive pressure respirator supplies air to employee directly. A quantitative fit test uses a sophisticated machine to measure the amount, if any, of test material that leaks into the face piece of employee's respirator. Employee must also receive from Flintco proper training in the use of respirators. Flintco, LLC must test the effectiveness of employee's negative pressure respirator initially and at least every six months thereafter with a "qualitative fit test." In this test, the fit of the face piece is checked by seeing if the employee can smell a substance placed outside the respirator. The standard provides that if the employee's respirator uses filter elements, the employee must be given an opportunity to change the filter elements whenever an increase in breathing resistance is detected. The employee also must be permitted to periodically leave their work area to wash their face and respirator face piece whenever necessary to prevent skin irritation. If the employee is every having difficulty in breathing during a fit test or while using a respirator, Flintco, LLC must make a medical examination available to the employee to determine whether the employee can safely wear a respirator. The result of this examination may be to give the employee a positive pressure respirator (which reduces breathing resistance) or to provide alternative means of protection.

## 5. PROTECTIVE WORK CLOTHING AND EQUIPMENT

If the employee is exposed to lead above the PEL as an 8-hour TWA, without regard to employee's use of a respirator, or if employees are exposed to lead compounds such as lead arsenate or lead azide which can cause skin and eye irritation, Flintco, LLC must provide employee with protective work clothing and equipment appropriate for the hazard. If work clothing is appropriate for the hazard. If work clothing is provided, it must be provided in a clean and dry condition at least weekly, and daily if employee's airborne exposure to lead is greater than 200 ug/m(3). Appropriate



protective work clothing and equipment can include coveralls or similar full-body work clothing, gloves, hats, shoes or disposable shoe coverlets, and face shields or vented goggles. Flintco, LLC is required to provide all such equipment at no cost to employee. In addition, Flintco, LLC is responsible for providing repairs and replacement as necessary, and also is responsible for the cleaning, laundering or disposal of protective clothing and equipment. The interim final standard requires that Flintco, LLC assure that employees follow good work practices when the employees are working in areas where employees exposure to lead may exceed PEL. With respect to protective clothing and equipment, where appropriate, the following procedures should be observed prior to beginning work: 1. Designated changing areas; 2. Use work garments of appropriate protective gear, including respirators before entering the work area; and 3. Store any clothing not worn under protective clothing in the designated changing area.

Workers should follow these procedures upon leaving the work area: 1. HEPA vacuum heavily contaminated protective work clothing while it is still being worn. At no time may lead be removed from protective clothing by any means which result in uncontrolled dispersal of lead into the air; 2. Remove shoe covers and leave them in the work area. 3. Remove protective clothing and gear in the dirty area of the designated changing area. 4. Remove protective respirators last; and 5. Wash hands and face. Employees should follow these procedures upon finishing work for the day. (in addition to procedures described above): 1. Where applicable, place disposal coveralls and shoe covers with the abatement waste; 2. Contaminated clothing which is to be cleaned, laundered or disposed of must be placed in closed containers in the change room. The containers of contaminated protective clothing and equipment required of this section are labeled as follows:

**DANGER: CLOTHING AND EQUIPMENT CONTAMINATED WITH LEAD. MAY DAMAGE FERTILITY OR THE UNBORN CHILD. CAUSES DAMAGE TO THE CENTRAL NERVOUS SYSTEM. DO NOT EAT, DRINK OR SMOKE WHEN HANDLING. DO NOT REMOVE DUST BY BLOWING OR SHAKING. DISPOSE OF LEAD CONTAMINATED WASH WATER IN ACCORDANCE WITH APPLICABLE LOCAL, STATE, OR FEDERAL REGULATIONS.**

3. Clean protective gear, including respirators, according to standard procedures; 4. Wash hands and face again. If showers are available, take a shower and wash hair. If shower facilities are not available at the work site, shower immediately at home and wash hair.

## 6. HOUSEKEEPING

Flintco, LLC must establish a housekeeping program sufficient to maintain all surfaces as free as practical of accumulation of lead dust. Vacuuming is the preferred method of meeting this requirement, and the use of compressed air to clean floors and other surfaces is generally prohibited unless removal with compressed air is done in conjunction with ventilation systems designed to contain dispersal of the lead dust. Dry or wet sweeping, shoveling, or brushing may not be used except where vacuuming or other equally effective methods have been tried and do not work. Vacuums must be used equipped with a special filter called a high-efficiency particulate air (HEPA) filter and emptied in a manner which minimizes the reentry of lead into the workplace.

## 7. HYGIENE FACILITIES AND PRACTICES – Paragraph(1)

The standard requires that hand washing facilities are provided where occupational exposure to lead occurs. In addition, change areas, showers (where feasible) and lunch rooms or eating areas are to be made available to workers exposed to lead above the PEL. Flintco, LLC must assure that except in these facilities, food and beverage is no present or consumed, tobacco products are not present or used, and cosmetics are not applied, where



airborne exposures are above the PEL. Change rooms provided by Flintco, LLC must be equipped with separate storage facilities for your protective clothing and equipment and street clothes to avoid cross-contamination. After showering, no required protective clothing or equipment worn during the shift may be worn home. It is important that contaminated clothing or equipment be removed in change areas and not be worn home or employee will extend employee's exposure and expose employee's family since lead from employee's clothing can accumulate in employee's house, care, etc... Lunchrooms or eating areas may not be entered with protective clothing or equipment unless surface dust has been removed by vacuuming, down draft booth, or other cleaning method. Finally, employees exposed above the PEL must wash both their hands and faces prior to eating, drinking smoking or applying cosmetics. All of the facilities and hygiene practices just discussed are essential to minimize additional sources of lead absorption from inhalation or ingestion of lead absorption from inhalation or ingestion of lead that may accumulate on employee, employee's clothes, or employee's possessions. Strict compliance with these provisions can virtually eliminate several sources of lead exposure which significantly contribute to excessive lead absorption.

## 8. EMPLOYEE INFORMATION AND TRAINING

Flintco, LLC is required to provide an information and training program for all employees exposed to lead above the action level or who may suffer skin or eye irritation from lead compounds such as lead arsenate or lead azide. The program must train these employees regarding the specific hazards associated with their work environment, protective measures which can be taken, including the contents of any compliance plan in effect, the danger or lead to their bodies (including their reproductive systems), and their rights under the standard. All employees must be trained prior to initial assignment to areas where there is a possibility of exposure over the action level. This training program must also be provided at least annually thereafter unless further exposure above the action level will not occur.

## 9. SIGNS

The standard requires that the following warning sign be posted in work areas where the exposure to lead exceeds the PEL:

DANGER  
LEAD WORK AREA  
MAY DAMAGE FERTILITY OR THE UNBORN CHILD  
CAUSES DAMAGE TO THE CENTRAL NERVOUS SYSTEM  
DO NOT EAT, DRINK OR SMOKE IN THIS AREA

These signs are to be posted and maintained in a manner which assures that the legend is readily visible.

## 10. RECORDKEEPING

Flintco, LLC is required to keep all records of exposure monitoring for airborne lead. These records must include the name and job classification of employees measured, details of the sampling and analytical techniques, the results of this sampling, and the type of respiratory protection being worn by the person sampled. Such records are to be retained for at least 30



years. Flintco, LLC is also required to keep all records of biological monitoring and medical examination results. These records must include the names of the employees, the physician's written opinion, and a copy of the results of the examination. Medical records must be preserved and maintained for the duration of employment plus 30 years. However, if the employee's duration of employment is less than one year, the employer need not retain that employee's medical records beyond the period of employment if they are provided to the employee upon termination of employment. Recordkeeping is also required if employee is temporarily removed from employee's job under the medial removal protection program. This record must include the employee's name and social security number, the date of the employee's removal and return, how the removal was or is being accomplished, and whether or not eh reason for the removal was an elevated blood lead lever. Flintco, LLC is required to keep each medical removal record only for as long as the duration of an employee's employment. The standard requires that if the employee requests to see or copy environmental monitoring, blood lead level monitoring, or medical removal records, they must be made available to the employee or to a representative that they authorize. Medical records other than BLL'S must also be provided upon requires to the employee, to the employee's physician or to any other person who the employee may specifically designate.



# Lock Out – Tag Out Program



## Lockout/Tagout – 29 CFR 1910.147 Control of Hazardous Energy

No employee or contractor will work on any energized system including but not limited to mechanical, electrical, hydraulic, or pneumatic; until it has been totally de-energized. All de-energized systems must be locked out and tagged out according to Flintco LOTO procedure.

### Policy

All equipment, pipelines, pumping units, pumps, compressors, vessels, or systems containing hazardous substances, mechanical, hydraulic, pneumatic, electrical, chemical thermal, or other sources of energy that could cause injury to personnel shall be rendered inoperative during repair, cleaning, modification, servicing and maintenance activities. Lockout and tagging disconnects, circuit breakers and supply valves as well as energy isolating devices shall be used.

### Purpose

The purpose of this procedure is to establish the minimum requirements necessary to insure the physical safety of all personnel required to perform work on any energy source. It shall be used to insure that machines or equipment are isolated from all potentially hazardous substances and energy.

### Scope

This standard shall apply to all locations and employees in all instances where work occurs on or inside equipment with moving parts, or which could contain dangerous vapors, chemicals, pressure, temperature or electricity.

### Responsibility

It is the responsibility of all levels of supervision to assure that the requirements set forth in this standard are followed without deviation. Employees authorized to lockout and tagout shall be instructed in the safety significance of lockout/tagout procedures. (Employees authorized for group lockout – see attachment “A”). Each new or transferred affected employee whose work operations are, or may be in the area shall be instructed in the purpose and use of the lockout/tagout procedures. (See attachment “A”).

### Definitions

Lockout/Tagout – The placement of a lock/tag on the energy isolating device in accordance with an established procedure indicating that the energy isolating device shall not be operated until removal of the lock/tag in accordance with the procedure.

Note All equipment significantly repaired or modified or installed after 10/31/89 must accept a lockout device.

Lockout Device – A device that utilizes a lock and key to hold an energy isolating device in the safe position for the purpose of protecting personnel. Each lock shall be identified and assigned to individual craft personnel as required.



Tagout Device – A prominent warning device that is capable of being securely attached and that, for the purpose of protecting personnel forbids the operation of any energy isolating device and identifies the applier or authority that has control of the procedure. Minimum information required on a tag shall be the name and department of the person attaching the tag, date and time of attachment.

Energy Source – Any electrical, mechanical, hydraulic pneumatic, chemical, thermal, pipeline, pumping units, pumps, compressors, a system containing hazardous substances or other energy source that could cause injury to personnel.

Energy Isolating Device – A physical device that prevents the transmission or release of energy, including but not limited to the following: a manually operated electrical circuit breaker, a disconnect switch, a slip blind, blind flange, a line valve, blocks, chains and similar device with a visible indication of the position of the device. (Push button, selector switches, and other control-circuit devices are not energy isolating devices).

Affected Employee – A person whose job includes activities such as erecting, installing, constructing, repairing, adjusting, modifying, inspecting, operating, or maintaining the equipment/process.

Supervisor – Any person having direct first line supervisory responsibilities over the work location, as defined. The term shall also mean any knowledgeable person designated by the first line supervisor to accept the responsibility of complying with this procedure.

Authorized Individual – A knowledgeable person to whom the authority and responsibility to perform a specific assignment has been given by his/her supervisor.

#### Standard

- a. On each individual job, make a survey to locate and identify all energy sources to be isolated and to be certain which switch(s), valves(s) or other energy isolating devices apply to the equipment to be locked and/or tagged out. More than one energy source such as electrical, mechanical, pressure, etc. or others may be involved. Questionable energy source problems shall be resolved with applicable supervision (operations or maintenance), before lockout/tagout commences and the job continues.
- b. Notify all affected employees that a lockout/tagout system is going to be utilized and the reason therefore. The authorized employee shall know the types and magnitude of the energy that the machine or equipment must identify and list the numbers of energy isolation devices either on work permits or attachment to work permit.
- c. Each department/craft will have separate color coded locks and will be controlled by the first line field supervisor of that department or group (see attachment "A").
- d. Lockout padlocks shall be made available to authorized personnel who must clean, modify, perform maintenance on, or otherwise work onequipment.
  1. Padlocks shall be tamperproof.
  2. If duplicate keys are desired, they must be kept in a central location and closely supervised to prevent unauthorized removal.
- e. "Danger Do Not Operate" tags (attachment "b") shall be used in connection with the padlock.



1. Each time an employee uses a padlock, he shall attached a completely filled out "DANGER DO NOT OPERATE." tag to the lock.
- f. The following minimum requirements shall be met when shutting down equipment for repair or servicing.
1. The employee shall assure, through proper positioning of valves, switches, or other mechanical devices, that the equipment or system is rendered inoperable. The machine or equipment shall be turned off or shutdown using the procedures established for the machine orequipment
  2. Each employee or group who will be working on the equipment or system must place his lock and tag on the proper disconnect, circuit breaker, or valve, etc...
  3. After locking out, the employee shall operate the switch, valve or other energy isolating device so that employee is sure equipment is isolated from energy sources. Stored energy such as that in springs, elevated machine members, rotating flywheels, hydraulic system, and air, stream, gas or water pressure, etc., must be dissipated or restrained by methods such as repositioning, blocking, bleeding down, etc.
  4. If work on the equipment is to be halted for any length of time during a shift or will not be resumed until the following day, no change in the tags or locks would be necessary if it is expected the same workers will bereturning.
  5. If work on the equipment extends into the following shift or day, or the worker is removed from the job permanently, then he must remove the "DANGER DO NOT OPERATE" tag and lock as he leaves, the person relieving him must attach his own tag and lock in its place.
- g. Minimum requirements which shall be met when returning the equipment or systems back to operations.
1. As each worker or group of workers finishes with their portion of the job, they shall remove their "DANGER" tags and locks and notify the operatingsupervisor of this action.
  2. When the employee who attached the lock and tag is not available, the first line field supervisor of the person signing the tag will have authority to remove the tag and lock after taking the following precautions.
    - a. Determining the reason for lock andtag.
    - b. Determining the status of thejob.
    - c. Inspecting the equipment or systeminvolved.
    - d. Assuring himself that it is safe to remove the energyisolatingdevice.
  3. After all the locks and "DANGER" tags have been removed, the equipment or system must be checked for proper operations by the operator or supervisor. If a problem still exists, then all steps in the procedure should befollowedagain.

#### Selection of ProtectiveMaterials/Hardware

The requirement for tags, chains, blinds, locks adapters, pins, blocks and the life shall be determined for each work location by the operations and maintenance supervisor assigned to the work location, with the suggestions and assistance of the Safety Department. An adequate supply of the above listed devices shall be maintained, distributed, or assigned as needsdictate.

Lockout/tagout devices shall be of a distinctive design and appearance, and shall be used solely for the purpose of providing personal protection.



Lockout devices shall be attached in such a manner as to hold the energy isolating devices in a safe position. Tagout devices shall be attached in such a manner as to hold the energy isolating devices in a safe position. Tagout devices shall be attached in such a manner as to forbid the operation of energy isolating devices.

#### Periodic Inspections

It shall be the responsibility of the supervisor and the maintenance supervisor at each work location to verify, through regular and periodic inspections, each location's compliance with this procedure. The periodic inspections shall be documented. A certified review of the inspection including date, equipment, employees & the inspector must be documented. Annual inspections shall be conducted to ensure procedures and requirements are being followed.

Individual jobs shall be audited, on a random basis, for compliance to this lockout/tagout procedure by management and the Safety Department. Non-conformance to establish procedures will result in disciplinary action.

#### Training

Each employee who is authorized or affected by lockout/tagout procedures will go through initial program implementation training and annual documented training thereafter. Retraining is required when there is a change in machines, a change in the energy control procedures, or a new hazard is introduced. Retraining is required when there is a change in job assignments, in machines, a change in the energy control procedures, or a new hazard is introduced. See (attachment "C") for outline of training. New employees and reassigned employees will receive lockout/tagout training.

NOTE: All equipment significantly repaired or modified after 10/31/89 must accept a lockout device.

#### Contractors

Contractors working on the company's equipment must be notified of the company's lockout/tagout procedure. All equipment requiring isolation must first be locked out and tagged out by a company employee. It is the responsibility of the contractor to comply with all aspects of OSHA 1910.147 lockout/tagout procedure.



## TrainingOutline

### **Lockout/TagoutProcedure**

#### Topic:

Control of Hazardous Energy (Lockout/Tagout)

#### Content Overview:

Practices, Procedures for the use of lockout and tagout devices

#### Objective:

After completing this training, employeewill:

- 1) Know the hazards involved in unexpected energized or startup of machines and equipment.
- 2) Know the importance of lockout/tagout
- 3) Understand procedures used inlockout/tagout.
- 4) Know the devices used inlockout/tagout

#### Handouts:

TrainingOutline

#### OtherMaterials:

Samples of lockout and tagoutdevices.

#### Audiovisual:

½" VHS

#### Training ActivityOutline:

- 1) The purpose of the Standard andHazards.  
What Hazardous Energyis.  
Specific Sources of Hazardous Energy at thisFacility.  
The Purpose of theStandard.
- 2) When the Standardapplies.  
Unexpected Energizing during servicing or maintenance.  
Normal Production Operation NotCovered.  
Exceptions to theRule



- 3) Definitions.
  - Authorized and affected employees.
  - Other specific definitions applicable to your operation.
- 4) Equipment used for Lockout/Tagout Locks and Tags.
  - Standardized appearance.
- 5) Personal identification on tags.
  - Lockout/Tagout procedures.
  - Preparation for shutdown.
  - Type and magnitude of the energy hazards to be controlled.
  - Method or means of control.
  - Notification of affected employee's shutdown.
  - Isolation from all energy sources.
  - Physical blocking and securing if necessary.
  - Placement of lockout/tagout devices.
  - Release of stored energy.
  - Testing to verify effectiveness of energy control.
  - Release from Lockout/Tagout.
  - Inspection of the work area.
  - Nonessential items removed.
  - Equipment operationally intact.
  - Employees safely positioned and notified of re-energization, release of employee who applied device is no longer at facility.
- 6) Special rules to Tagout System.
  1. Warning devices, not physical restraints not to be removed, bypassed or ignored.
  2. All signage or pictograms to be made legible and understandable.
  3. Materials.
  4. Attachment.
  5. Personal identity of employee using tag.
  6. Group Lockout and Tagout.
  7. Types of groups.
  8. Application

Masonry





## MASONRY

1. Prior to the start of masonry walls, a Limited Access Zone (LAZ) will be established:
  - A. The limited access zone shall be the height of the wall plus 4'-0".
  - B. Limited Access Zone shall run the full length of the wall.
  - C. Limited Access Zone shall be on the un-scaffold side of the wall.
  - D. Only employees who are actively engaged in the construction of the wall are permitted to enter the Limited Access Zone.
  - E. Limited Access Zone will remain in place until the wall is adequately braced.
2. All masonry walls over 8'-0" high shall be adequately braced to prevent overturning or collapse until permanent supporting elements of the structure are in place.
3. Concrete mixers shall be equipped with guards on all moving parts.
4. At no time shall an employee attempt to clean out the hopper until the power to the equipment has been shut off and locked out by an authorized individual.
5. Concrete sacks are to be disposed of properly not to create a housekeeping issue.
6. Mixer operator shall wear proper personal protective equipment while performing mixing operation.
7. Employees operating masonry saws will wear both ANSI Z87 approved safety glasses with side shields and full face shield.
8. Cutting of masonry will be performed in a wet cut method unless the saw is equipped with a dust collection system.
9. The area around the masonry saw shall be kept free of cut off masonry units to prevent trip hazards.
10. Masonry saws shall be guarded with a semicircular enclosure over the blade.
11. The motor frame on all stationary electrical saws shall be grounded.
12. Masonry units shall not be stacked that exceed 7 feet in height. All stockpiles over 4'-6" shall be stepped back at least 1" per foot above 4'-6".

# Mold Protocol



## MOLD PROTOCOL

### Water Infiltration

- Any employee who observes unintended water infiltration into a completed building (or ongoing construction site) should immediately report the condition to the Project Superintendent.
- The Project Superintendent should take immediate steps to investigate the source of the water infiltration, identify the responsible party, and devise a procedure to eliminate the infiltration.
- If the water infiltration persists or cannot be corrected within 12 hours, the Project Superintendent should contact the Project Director and Corporate Safety Director for further instruction.

### Water Damaged Building Materials

- All building materials delivered to the construction site should be closely inspected for pre-existing water damage and/or mold growth.
- If installed construction materials become wet, the Project Superintendent should be notified immediately and will determine whether or not the work must be removed, replaced, or allowed to dry. If the choice is to allow the material to dry, the Project Director and Corporate Safety Director should be immediately notified.
- Under no circumstances will new or additional construction be placed over, or otherwise enclose wet building materials.

### Visible Mold

- Any employee who observes any substance that appears to be mold or other fungal growth (or other unidentified substance) within a completed building or an ongoing construction site shall immediately suspend all construction operations in the area and report the condition to the Project Superintendent.
- The Project Superintendent shall immediately contact the Project Director and Corporate Safety Director to discuss the appropriate course of action. No one shall be allowed back into the affected area without the permission of the Corporate Safety Director.
- If an environmental consultant and/or remediation contractor is required, they must be pre-qualified by the Corporate Safety Director.



## Enclosed Spaces

- Project Superintendents and Project Managers shall review all plans and specifications in an effort to determine whether the building design creates any tightly enclosed spaces or other conditions that could create water or humidity problems on the project. Particular attention must be paid to the movement of air within the enclosure, including the use or lack of ventilation.
- If such conditions are discovered, they shall be brought to the attention of the owner and architect for resolution and/or direction.
- If a lack of ventilation or moisture build-up is discovered during construction, the Project Superintendent must take steps to ventilate the area and immediately bring the issue to the attention of the Project Director and Corporate Safety Director.
- If the actions of the owner and/or architect do not resolve the matter to the Corporate Safety Directors satisfaction, or if the water/humidity problems persist, the Project Director and Corporate Safety Director shall immediately bring the matter to the attention of the Area Vice President.

## Vinyl Wall Covering

- The installation of vinyl wall covering on exterior walls is not to be done, unless the Owner or the Owner's Representative has signed a Vinyl Wall Coverings – Exterior Wall Waiver, releasing Flintco, LLC of all liability with regard to mold growth between the vinyl wall covering and the drywall.
- Sample Waiver(attached)



## WAIVER

### Vinyl Wall Coverings – Exterior Walls

This waiver is intended to hold Flintco, LLC and its associated subcontractors harmless for the effects of mold and mildew growth from the installation of vinyl wall coverings on exterior walls. Owner(s) \_\_\_\_\_ has been informed that vinyl wall coverings on exterior walls create the proper conditions for mold and mildew growth in sheetrock behind the vinyl wall coverings. It is Flintco, LLC policy to not install vinyl wall coverings on exterior wall without the express written consent of the Owner.

The Owner(s) \_\_\_\_\_ has directed Flintco, LLC to install the wall coverings on exterior walls regardless of the warning of mold growth anticipated for this type of application.

\_\_\_\_\_

\_\_\_\_\_  
Name Title Date

\_\_\_\_\_  
Name Title Date

# OSHA Inspection Policy



## OSHA INSPECTIONPOLICY

1. Ask for his/her credentials. If the inspector does not object, make a copy of his/her identification card. If a copy cannot be made, write down inspector's I.D. number and name.
2. Ask the reason for the inspection. If the answer includes an employee complaint, request a copy.
3. Ask if there is a complaint. If a complaint has been filed, ask for a copy of the complaint.
4. Tell the inspector that you are not denying entry, but it is the company's policy that you contact the company's authorized representative.
5. Do not ask the inspector for a warrant. This issue of a warrant will be discussed during the phone conversation with the company representative.
6. To protect our rights to the fullest extent when entry is permitted, under warrant, we will advise the inspector that such permission is being granted under protest.
7. A management person (escort) will accompany the inspector at all the times while he/she is on the jobsite, or in the plant, and make notes of everything the inspector does. The escort will carry a copy of the warrant during this time. The escort should be the same person throughout the inspection.
8.
  - a. Do not answer any general "fishing" type questions.
  - b. Do not demonstrate any equipment, machinery, or apparatus during the inspection. Do not let anyone else do so either. Do not tell the inspector whether or not it is operable, or when it will be in operation, or when it has operated in the past.
9. During the walk around on a routine inspection, the escort is to stay with the inspector.
10. Any time the inspector takes pictures, the escort should take a picture from the same angle plus at least two from different angles.
11. The inspector has the right to interview any employee in private. Do not attempt to stop such interview; however, the escort should ask the employee if the employee has any objection to the escort being present and listening to the interview. Assuming the employee has no objection; the escort may attend the interview, if the inspector will allow, and should listen and take notes.
  - a. Never attempt to stop an OSHA inspector physically.
12. When the inspector has left the job, notify the Area Safety Manager and Area Manager, complete the OSHA Inspection Form. Be specific. The more information, the better.

# Personal Protection Equipment





## PERSONAL PROTECTIVEEQUIPMENT

- (1) Hard hats are required at **ALL** times except in designated break rooms and office trailers. Hard hats shall meet American National Standards Institute **Z 89.1 - 2014**. Hard hats will be unaltered and shall be worn with the bill in front.
- (2) Construction work boots shall be worn at all times during construction activities. Tennis shoes, track shoes, sandals, loafers or athletic shoes are not considered proper footwear for a construction site. Steel-toed boots or foot guards will be required for certain construction activities - i.e. operating hand operated compaction equipment, operating jack hammer or when the hazard of foot injury exists.
- (3) Eye and face protection shall be utilized in accordance with **CFR 1926 102 Table E1. Z87.1-2010** rated Safety glasses with side shields shall be worn at all times. Clear, non-tinted, safety glasses shall be worn indoors. Contact your area Safety Manager, Regional Safety Director or Corporate Safety Director for information and documents to order prescription safety glasses.
- (4) ANSI certified high visibility/reflective vest, shirt, or jacket shall be worn at all times. Variances will be at the discretion of the area Safety Manager, Regional Safety Director or Corporate Safety Director.
- (5) Shirts with at least 4" sleeves are required. Tank tops, muscle shirts and sleeveless shirts are prohibited on construction site. Loose fitting garments, jeans with holes in them, shirt tails or floppy sleeves shall be contained at alltimes.
- (6) Long pants are required at alltimes.
- (7) Hearing protection per **CFR 1926.101** shall be used as required.
- (8) Safety belts or harnesses shall be used where required. Double D ring positioning belts are not to be used for fall protection.
- (9) Gloves, cut level 2 or task appropriate shall be worn at alltimes.
- (10) Burns from wet concrete will cause painful and serious injury to skin. Skin can be protected by wearing either disposable type pants or rain gear pants over your regular work pants. Tape the protective pant cuffs on the outside of rubber boots. Wear rubber gloves and proper eye protection. Refer to the material specific Safety Data Sheets (SDS) for additionalPPE.
- (11) All employees will receive documented training on proper PPE usage and retrained when required by change of task.
- (12) All PPE will be maintained in a sanitary and reliable condition; this includes employee owned equipment.
- (13) Selected PPE must be fitted to each affected employee. Any damaged or defective equipment shall be taken out of service andreplaced.
- (14) Protective equipment as outlined in the Safety Data Sheet (SDS) shall be worn when working with hazardous materials that are under the guidelines of **CFR1926.59**.

# Respiratory CrystallineSilica



## CRYSTALLINE SILICA

### General Requirements

Silica is the main component found in sand, quartz and granite rock. During concrete operations, excessive amounts of silica dust may be generated during activities such as: hand held/ walk-behind saws, hand held/ stand-mounted drills, jackhammers, hand held grinders and walk-behind milling machines.

In order to determine whether a product contains silica, the Safety Data Sheet shall be obtained. In the event silica is present, the following safe working procedures shall be followed to eliminate or control silica dust.

- (1) Prior to the start of silica operations the following must be established:
  - a. Supervisor to prepare, review and maintain Pre Task Plan with all employees in a language they understand and all to sign off.
- (2) Employees shall inspect all tools and equipment before use.
- (3) All employees shall be trained to perform the task they have been assigned.
- (4) Engineering controls shall be utilized to eliminate the hazard whenever feasible.
- (5) Air tests or historical data are required unless engineering controls are properly implemented.
- (6) Wet down dry materials and surfaces before cutting, chipping, grinding, sanding, sweeping or cleaning.
- (7) Use power tools with integrated water delivery system or built-in dust extraction units to capture the dust before it is released.
- (8) Respirators are required where specified in *Table 1* below or where exposures above the Permissible Exposure Limit (PEL) are likely to persist despite full and proper implementation of the specified engineering and work practice controls.
  - o PEL = 50 µg/m<sup>3</sup> as an 8-hour Time Weighted Average (TWA)
  - o Action Level = 25 µg/m<sup>3</sup> as an 8-hour TWA

For each employee engaged in a task identified, shall fully and properly implement the engineering controls, work practices, and respiratory protection specified.

<b>Table 1: Specified Exposure Control Methods When Working With Material Containing Crystalline Silica</b>			
Equipment /Task	Engineering and Work Practice Control Methods	Required Respiratory Protection and Minimum Assigned Protection Factor (APF)	
		≤ 4 hours / shift	≥ 4 hours / shift
Handheld powersaws	Use saw equipped with integrated water delivery system that continuously feeds water to the blade. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. – When used outdoors. – When used indoors or in an enclosed area.	None APF 10	APF 10 APF 10
Walk-behind power saws	Use saw equipped with integrated water delivery system that continuously feeds water to the blade.		

	<p>Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</p> <ul style="list-style-type: none"> <li>- When used outdoors.</li> <li>- When used indoors or in an enclosed area.</li> </ul>	<p>None</p> <p>APF 10</p>	<p>None</p> <p>APF 10</p>
Handheld and stand-mounted drills	<p>Use drill equipped with commercially available shroud or cowl with dust collection system. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism. Use a HEPA-filtered vacuum when cleaning holes.</p>	<p>None</p>	<p>None</p>
Jackhammers and handheld power chipping rocks	<p>Use tool with water delivery system that supplies a continuous stream or spray of water at the point of impact.</p> <ul style="list-style-type: none"> <li>- When used outdoors.</li> <li>- When used indoors or in an enclosed area.</li> </ul> <p>OR</p> <p>Use tool equipped with commercially available shroud and dust collection system. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide the air flow</p>	<p>None</p> <p>APF 10</p>	<p>None</p> <p>APF 10</p>

	<p>recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism.</p> <ul style="list-style-type: none"> <li>- When used outdoors.</li> <li>- When used indoors or in an enclosed area.</li> </ul>	<p>None</p> <p>APF 10</p>	<p>None</p> <p>APF 10</p>
Handheld grinders for other than mortar removal	<p>For tasks performed outdoors only: Use grinder equipped with integrated water delivery system that continuously feeds water to the grinding surface. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</p> <p>OR</p> <p>Use grinder equipped with commercially available shroud and dust collection system. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide 25 cubic feet per minute (cfm) or greater of airflow per inch of wheel diameter and have a filter with 99% or greater efficiency and a cyclonic pre-separator or filter-cleaning mechanism.</p> <ul style="list-style-type: none"> <li>- When used outdoors.</li> <li>- When used indoors or in an enclosed area.</li> </ul>	<p>None</p> <p>None</p> <p>None</p> <p>None</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p>
Walk-behind milling machines and floor grinders	Use machine equipped with integrated water delivery system that continuously feeds	None	None



	<p>water to the cutting surface. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</p> <p>OR</p> <p>Use machine equipped with dust collection system recommended by the manufacturer. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide the air flow recommended by the manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism. When used indoors or in an enclosed area, use a HEPA-filtered vacuum to remove loose dust in between passes.</p>	None	None
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\*For complete Table 1 Equipment List: <https://www.osha.gov/silica/>

**Training**

Individuals with silica containing products shall be trained in the hazardous effects of being exposed to silica dust. All individuals performing tasks involving chipping, cutting, sawing, drilling, grinding, sanding, and crushing of concrete, brick, block, rock, and stone are required to be trained in the proper use of such tools, in addition to the proper methods of reducing or eliminating silicadust.

When respiratory protection is required the employee shall be trained in accordance with 29 CFR1910.134.

Rigging



## **RIGGING**

1. All rigging and hardware will be selected to safely handle the weight of the load.
2. Rigging is to be inspected daily. All defective rigging is to be red tagged and taken out of service.
3. Only personnel who are qualified will be allowed to perform rigging tasks. No employee will be allowed under a suspended load.
4. Rigging shall be stored in a manner that will protect rigging from damage. Rigging equipment, when not in use, shall be removed from the immediate work area.
5. Both the weight of the load and the center of gravity shall be known prior to the lift being performed.
6. Tag lines are to be attached to all loads except on duty cycle operation, i.e., concrete buckets.
7. Latches will be in place on all hooks, eliminating the hook throat opening.
8. Rigging that is used in conjunction with personnel baskets are not to be used for any other purpose.
9. "Free Rigging" on forklift tines prohibited.
10. Wire rope sling facts.
11. Hand Signals.



## User's Guide to Lifting

RISK MANAGEMENT	TERMINOLOGY	INSPECTION OF FITTINGS
<b>Definition</b>	<b>Will</b>	<b>Deformation</b>
Comprehensive set of actions that reduces the risk of a problem, a failure, an accident	The maximum mass of force which the product is authorized to support in a particular service.	Crosby recommends that no significant deformation be allowed
<b>You Need</b>	<b>Proof Test</b>	<b>Wear</b>
<ul style="list-style-type: none"> <li>• Product Knowledge</li> <li>• Application knowledge</li> <li>• Manufacturer of known capability</li> <li>• Products that are clearly identified with the following:               <ul style="list-style-type: none"> <li>• Manufacturer's Name and logo</li> <li>• Load Rating or size that referenced ratings</li> <li>• Traceability Code.</li> </ul> </li> </ul>	Test applied to a product solely to determine injurious material or manufacturing defects.	<u>Acceptable Limits:</u> 5% Wear in the throat and eye of hooks and other critical sections of all fittings.  10% Wear in other areas.
<b>A Good Risk Management Program Recognizes</b>	<b>Ultimate Strength</b>	<b>Cracks</b>
<ul style="list-style-type: none"> <li>• Performance requirements include the following               <ul style="list-style-type: none"> <li>• Load Rated Products</li> <li>• Quench and Tempered</li> <li>• Ability to deform when overloaded</li> <li>• Ability to withstand real world loading in day to day use toughness</li> </ul> </li> </ul>	The average load or force at which the product fails or no longer supports the load.	Remove fittings from service with cracks.
	<b>Design Factor</b>	<b>Welding and Modifications</b>
	An industrial term denoting a product's theoretical reserve capability; usually computed by dividing the catalog ultimate load by the working load limit. Generally expressed as a ratio, e.g., 5 to 1.	Do not weld on or modify fittings or blocks.



## Wire Rope Sling Facts

<b>INSPECTION AND REPLACEMENT PER ANSIB30.9</b>		
<b>INSPECTION</b>		
<p>All slings shall be visually inspected by the person handling the sling each day they are used. In addition, a periodic inspection shall be performed by a designated person, at least annually, and shall include a record of the inspection.</p> <ul style="list-style-type: none"> <li>• Distortion of the rope in the sling such as kinking, crushing, un-stranding, birdcaging, main strand displacement or core protrusion, loss of rope diameter in short rope lengths or unevenness of outer strands should provide evidence the sling should be replaced.</li> <li>• General Corrosion</li> <li>• Broken or cut strands</li> <li>• Number, distribution, and type of visible broken wires.</li> </ul>		
<b>REPLACEMENT</b>		
<p>Condition such as the following should be sufficient reason for consideration of sling replacement</p> <ul style="list-style-type: none"> <li>• For strand laid and single part slings ten randomly distributed broken wires in one rope lay, or five broken wires in one rope strand in one rope lay.</li> <li>• Severe localized abrasion or scraping</li> <li>• Kinking, crushing, birdcaging, or any damage resulting in distortion of the rope structure.</li> <li>• Evidence of heat damage</li> <li>• End attachments that are cracked, deformed, or worn to the extent that the strength of the sling is substantially affected, hooks should be inspected in accordance with <b>ANSI B30.10</b></li> <li>• Severe corrosion of the rope or end attachments</li> </ul>		
<b>Multi-part Removal Criteria For Cable Laid And Braided Slings</b>		
Sling Body	Allowable Broken Wire Per Lay <u>Or One Braid</u>	Allowable Broken Strands <u>Per Sling Lay</u>
Less than 8 per braid	20	1
Cable Laid	20	1
8 Parts and More	40	1
<b>Refer to ANSI B30.9 For Full Details</b>		



**Wire Rope Sling Capacities (LBS.) – Flemish Eye – ANSI B 30.9**

6 x 9 and 6 x 37 Improved Plow Steel – IWRC 5/1/DesignFactor							
Refer to ANSI B30-9 For FullDetails							
Horizontal Sling Angles Of Less Than 30 Degrees Are NotRecommended							
Wire Rope Size	Minimum Shackle Size For A D/d> 1 At Load Connection	Vertical	Chocker	TWO LEG	60 Degree Sling Angle	45 Degree Sling Angle	30 Degree Sling Angle
1/4	5/16	1120	820	2200	1940	1500	1100
5/16	3/8	1740	1280	3400	3000	2400	1700
3/8	7/16	2400	1840	4800	4200	3400	2400
7/16	1/2	3400	2400	6800	5800	4800	3400
1/2	5/8	4400	3200	8800	7600	6200	4400
9/16	5/8	5600	4000	11200	9600	7900	5600
5/8	3/4	6800	5000	13600	11800	9600	6800
3/4	7/8	9800	7200	19600	16900	13800	9800
7/8	1	13200	9600	26400	22800	18600	13200
1	1-1/8	17000	12600	34000	30000	24000	17000
1-1/8	1-1/4	20000	15800	40000	34600	28300	20000
1-1/4	1-3/8	26000	19400	52000	45000	36700	26000
1-3/8	1-1/2	30000	24000	60000	52000	42400	30000



## Chain Sling Capacities (LBS) – ANSI B30.9 Design Factor 4/1

<b>Chain – Facts</b>	<b>TABLE 1</b>						
<p>Inspection and removal from service per <b>ANSI N30.9</b> frequent inspection</p> <ul style="list-style-type: none"> <li>• Normal Service – Monthly</li> <li>• Severe service – Daily to Monthly check chain and attachments for wear, nicks, cracks, breaks, gouges, stretch, bends, weld spatter; discoloration from excessive temperature, and throat openings of hooks.               <ol style="list-style-type: none"> <li>1. Chain links and attachments should hang freely to adjacent links.</li> <li>2. Latches on hooks, if present should hang freely and seat properly without evidence of permanent distortion</li> </ol> </li> </ul> <p>Periodic Inspection – Inspection Records Required</p> <ul style="list-style-type: none"> <li>• Normal service – Yearly</li> <li>• Severe Service – Monthly</li> </ul> <p>This inspection shall include everything in a frequent inspection plus each link and end attachment shall be examined individually, taking care to expose inner link surfaces of the chain and chain attachments.</p> <ol style="list-style-type: none"> <li>1. Worn links should not exceed values given in <b>Table 1</b> or recommended by the manufacturer.</li> <li>2. Sharp transverse nicks and gouges should be rounded out by grinding and the depth of the grinding should not exceed values in <b>Table 1</b>.</li> <li>3. Hooks should be inspected in accordance with <b>ANSI B30.10</b>.</li> <li>4. If present, latches on hooks should seat properly, rotate freely, and show no permanent distortion.</li> </ol>	MAXIMUM ALLOWABLE WEAR AT ANY POINT OF LINK						
	Normal Chain or Coupling Link Cross Section	Maximum Allowable Wear Diameter Inches					
	9/32	.037					
	3/8	.052					
	1/3	.069					
	5/8	.064					
	3/4	.105					
	7/8	.116					
	1	.137					
	1-1/4	.169					
	<b>Refer to ANSI B30.9 for full details Horizontal sling angles of less Than 30 degrees are not recommended</b>						
Chain Gr-8 Design Factor 4/1	Vertical	Two Leg	60 Degree Sling Angle	45 Degree Sling Angle	30 Degree Sling Angle	Single Leg Master Link Size	Double Leg Master Link Size
1/4 – (9/32)	3500	7000	6100	4900	3500	1/2	1/2
3/8	7100	14200	12300	10000	7100	3/4	3/4
1/2	12000	24000	20800	16950	12000	1	1
5/8	18100	39200	31300	25500	18100	1	1-1/4
3/4	28300	56600	49000	40000	28300	1-1/4	1-1/2
7/8	34200	68400	59200	48350	34200	1-1/2	1-3/4
1	47700	95400	82600	67450	47700		
1-1/4	72300	144600	125200	102200	72300		



## Web Sling Capacities – ANSI B30-9 – Design Factor 5/1

### Web Sling Inspection and Removal From Service Per ANSI B30.9

**Frequent Inspection**

This inspection shall be made by the person handling the sling each day the sling is used.

**Periodic Inspection:** Written inspection records should be kept for all slings. This inspection should be conducted by designated personnel, frequency of the inspection should be based on the following

1. Frequency of Sling use
2. Severity of service conditions
3. Experience gained on the service life of Sling used in similar applications
4. At least ANNUALLY

**Removal Criteria**

1. Acid or caustic burns
2. Melting or charring of any part of the Sling
3. Broken, tears, cuts or snags.
4. Broken or worn stitching in load bearing splices
5. Excessive abrasive wear.
6. Knots in any part of the Sling
7. Excessive pitting or corrosion, or cracked distorted or broken fittings
8. Other visible damage that causes doubt as to the strength of the Sling.

<b>Vertical</b>	<b>Choker</b>	<b>Two Leg or Basket</b>	<b>60 Degree Sling Angle</b>	<b>45 Degree Sling Angle</b>	<b>30 Degree Sling Angle</b>
100 % of Single Leg	80 % of Single Leg	200 % of Single Leg	170% of Single Leg	140 % of Single Leg	Same as Single Leg



## Sling Angles

<b>Two Legged Sling – Wire Rope, Chain, Synthetics</b>													
<p>A = Horizontal Sling Angle</p> <p>Load on each leg of sling = Vertical load x load angle factor</p>	<p>Horizontal Sling Angle (A) Degrees</p> <p>90 60 50 45 30</p>	<p>Factor = L/H Factor = L/H</p> <p>1,000 1,155 1,305 1,414 2,000</p>											
<b>Choker Hitches WireRope</b>	<b>Choker Hitches Wire Rope, Chain and Synthetics</b>	<b>Basket Hitches</b>											
<p>Angles of Choke</p> <p>120 – 180 90 – 119 60 – 89 30 – 59</p>	<p>Sling Rated Load percentage of Single Leg Sling Capacity</p> <p>75% 65% 55% 40%</p>	<p>A choker hitch has 75% of the capacity of a single leg only if the corners are softened and the horizontal angle is greater than 30 degrees. Use blocks to prevent angles less than 30 degrees.</p>	<p>Wire Rope A basket hitch has twice the capacity of a <b>Single Leg <u>only</u> if D/d Ratio is <u>25/1</u> and it is vertical.</b></p> <p style="text-align: center;"><b>Wire Rope, Chain &amp; Switches</b></p> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: left;">Angles Degrees</th> <th style="text-align: left;">Percentage of Single Leg Capacity</th> </tr> </thead> <tbody> <tr><td>90</td><td>200%</td></tr> <tr><td>60</td><td>170%</td></tr> <tr><td>45</td><td>140%</td></tr> <tr><td>30</td><td>100%</td></tr> </tbody> </table>	Angles Degrees	Percentage of Single Leg Capacity	90	200%	60	170%	45	140%	30	100%
Angles Degrees	Percentage of Single Leg Capacity												
90	200%												
60	170%												
45	140%												
30	100%												

## Load Distribution –Rigging

<b>Loadwalking</b>	<b>Unequal Legs</b>	<b>Triple and Quad LegSling</b>
<p style="text-align: center;"><u>Load on SlingCalculated</u></p> <p>Tension 1 = Load x D2 x S1/H(D1 + D2)</p> <p>Tension 2 – Load x D1 x S2/H(D1 + D2)</p>	<p style="text-align: center;"><u>Load on SlingCalculated</u></p> <p>Tension 1 = Load xD2 x S1/H(D1+D2)</p> <p>Tension 2 = Load xD1x S2/H(D1 +D2)</p>	<p>Triple leg Slings have 50%more capacity than double leg onlyif the center of gravity is incenter of connections point and legsare adjusted properly (equal shareof the load).</p> <p>Quad leg Slings offerimproved stability but does notprovide increased liftingcapacity.</p>
<p style="text-align: center;"><b>Types of Hitch Consideration</b></p>		<p style="text-align: center;"><b>Reeving Increases Loads</b></p>
<p><u>Load Control</u> The ability of the Sling to control the movement of the load being lifted.</p> <p><u>Capacity</u> The load capacity of theSling and type of hitch</p> <p><u>Type of sling</u> The location of the center of the load's weight.</p>		<p>Reeving through connections to load increases load on connections fittings by as much as twice.</p> <p style="text-align: center;"><b><u>DO NOT REEVE!!!</u></b></p>



## RIGGING HARDWARE

Shackles		Quenched and Tempered			Hooks			Quenched and Tempered		
Screw, Pin & Bolt Type	Carbon Shackle Design Factor 5/1	Alloy Shackle Design Factor 5/1			Shank Hook, Swivel Hook, Eye Hook					
Nominal Size (IN) Diameter R of Bows	Carbon Maximum Working Load Tons	Alloy maximum Working Load Tons	Inside Width At Pin (Inches)	Diameter of Pin	Carbon Maximum Working Load Tons	Code	Alloy Maximum Working Load Tons	Code	Throat Opening (Inches)	Deformation Indicator or A-A
3/16	1/3		.38	.25	3/4	DC	1	DA	.88	1.50
1/4	1/2		.47	.31	1	FC	1-1/2	FA	.97	1.50
5/16	3/4		.53	.38	1-1/2	GC	2	GA	1.00	2.00
3/8	1	2	.66	.44	2	HC	3	HA	1.12	2.00
7/16	1-1/2	2.6	.75	.50	3	IC	4-1/2/5	IA	1.06	2.50
1/2	2	3.3	.81	.63	5	JC	7	JA	1.50	3.00
5/8	3-1/4	5	1.06	.75	7-1/2	KC	11	KA	1.75	4.00
3/4	4-3/4	7	1.25	.88	10	LC	15	LA	1.91	4.00
7/8	6-1/2	9.5	1.44	1.00	15	NC	22	NA	2.75	5.00
1	8-1/2	12.5	1.69	1.13	20	OC	30	OA	3.25	6.50
1-1/8	9-1/2	15	1.81	1.25	25	PC	37	PA	3.00	7.00
1-1/4	12	18	2.03	1.38	30	SC	45	SA	3.38	8.00
1-3/8	13-1/2	21	2.25	1.50	40	TC	60	TC	4.12	10.00
1-1/2	17	30	2.38	1.73						



### Wire Rope Clips

SIZE	EFFICIENCY	NUMBER OF CLIPS	TURNBACK LENGTH (IN)	TORQUE FT – (LBS)
1/8	80%	2	3-1/4	4.5
3/16	80%	2	3-3/4	7.5
1/4	80%	2	4-3/4	15
5/16	80%	2	5-1/4	30
3/8	80%	2	6-1/2	45
7/16	80%	2	7	65
1/2	80%	3	11-1/2	65
9/16	80%	3	12	95
5/8	80%	3	12	95
3/4	80%	4	18	130
1	90%	5	26	225

**Apply U-Bolt over dead end of the wire rope, live end of the rope rests in the saddle. A termination is not complete it has been re-torqued a second time NEVER SADDLE ADEAD HORSE!**

## Turnbuckle

SIZE	WORKING LOAD LIMIT JAW AND EYE FITTINGS 5/1 DESIGN FACTOR	WORKING LOAD LIMIT HOOK END FITTING 5/1 DESIGN FACTOR (LBS)
1/4	500	400
5/16	800	700
3/8	1200	1000
1/2	2200	1500
5/8	3500	2250
3/4	5200	3000
7/8	7200	4000
1	10000	5000
1-1/4	15200	5000
1-1/2	21400	7500

**THE USE OF LOCKNUTS OR MOUSING IS AN EFFECTIVE METHOD OF PREVENTING TURNBUCKLES FROM ROTATING.**

## Rigging Hardware

Shank Diameter	Working Load Limits In Line Pull (LBS)	Working Load Limits 60 Degree Sling Angle (LBS)	Working Load Limits 45 Degree Sling Angle (LBS)	Working Load Limits Angle Less Than 45 Degrees (LBS)
1/4	650	420	195	160
5/16	1200	780	360	300
3/8	1550	1000	465	380
1/2	2600	1690	780	650
5/8	5200	3380	1560	1300
3/4	7200	4680	2160	1800
7/8	10600	6890	3180	2650
1	13300	8645	3990	3325
1-1/4	21000	13600	6300	5250
1-1/2	24000	15600	7200	6000

### SHOULDEREYEBOLTS

- NEVER EXCEED WORKING LOADLIMITS
- NEVER USE REGULAR NUT EYEBOLTS FOR ANGULARLIFTS
- ALWAYS USE SHOULDER NUT EYEBOLTS FOR ANGULARLIFTS
- FOR ANGULAR LIFTS, ADJUST WORKING LOAD ASFOLLOWS
- ALWAYS TIGHTEN NUTS SECURELY AGAINST THE LOAD
- ALWAYS APPLY LOAD TO EYE BOLT IN THE PLANE OF THE EYE



**Swivel Hoist Ring**  
Design Factor 5/1

<b>Working Load Limit Pull Full 180 Degree Pivot (LBS)</b>	<b>Thread Shank Size U.N.C.</b>	<b>Torque FT – (LBS)</b>
800	5/16	7
1000	3/8	12
2500	1/2	28
4000	5/6	60
7000	3/4	100
8000	7/8	160
10000	1	230
15000	1-1/4	470
24000	1-1/2	800
30000	2	1100

**Swivel Hoist Ring**

**When using lifting slings of two or more legs make sure the forces in the leg are calculated.  
Select the proper size swivel hoist ring to allow for load in sling leg.**

# Scaffolding

## SCAFFOLDING

- (1) All scaffolding that is (assembled in place), shall be placed on footing that is sound, ridged and capable of supporting the intended load without settling or displacement.
- (2) Baseplates shall be used and fastened to mud sills under all supporting legs of scaffold that is erected on the ground. Unstable objects such as bricks, concrete blocks and similar materials shall not be used to support the mud sill or scaffold legs.
- (3) All scaffolding shall be erected plumb and level, under the supervision of a competent person.
- (4) Guardrail requirements for scaffolding:
  - (a) No guardrail is required when the work platforms are less than **4'** above the ground or floor.
  - (b) When the work platforms are between **4' and 6'** a guardrail is not required **IF** the work platform has a minimum horizontal dimension in each direction of at least **45"**.
  - (c) **ALL** work platforms **6'** or higher shall have a standard guardrail installed on all open sides and ends.
- (5) All scaffolding planks shall be scaffolding grade or equivalent. Any scaffolding planks that are damaged shall be taken out of service immediately.
- (6) All planking of platforms shall be overlapped a minimum of **12"** or secured from movement.
- (7) Scaffolding planks shall extend over their end supports by a minimum of **6"** and maximum of **12"**.
- (8) Safe access shall be provided to the scaffolding platform, specifically a ladder with a safe means of access to the platform from the ladder. Climbing of the scaffold rungs is **STRICTLY FORBIDDEN**.
- (9) To prevent movement the scaffolding shall be secured to the structure at intervals not to exceed **30'** horizontally and **20'** vertically.
- (10) The use of shore or lean-to scaffolds is **prohibited**.
- (11) Manually propelled mobile scaffolding shall meet the following requirements:
  - (a) The height of free standing towers shall not exceed **four times** the minimum base dimension.
  - (b) All casters shall be equipped with positive locking devices and in the locked position when employees are on the working platform.
  - (c) Scaffolding shall have all cross braces in position including a horizontal diagonal brace as close to the bottom of the scaffold to insure the scaffold is square.
  - (d) No employee shall be allowed to ride a mobile scaffold when scaffold is being moved.
  - (e) All work platforms will be planked solid, no matter what the height of the work platform.
- (12) All carpenter brackets, scaffolds platform shall consist of not less than **two (2) 2" x 10"** nominal size planks.



- (13) Employees working on suspended scaffolds shall wear a PFAS (personal fall arrest system) with lanyards attached to an independent lifeline.
- (14) All employees working on scaffold shall receive training prior to beginning work. The training program must include hazards (fall, electrical, falling objects), fall protection, use and load capacity. Retraining shall be required if scaffold type changes or any other deficiencies are determined by safety representative.
- (15) Prior to erection, a competent person is to inspect all scaffolding and components. Any scaffolding that is defective shall be taken out of service. A tag system shall be implemented stating if scaffold is complete or has deficiencies.
- (16) When scaffolding erection has been completed, a competent person shall check the scaffolding and all its components to insure proper erection.
- (17) When angel wing type devices are used, employees will utilize PFAS (personal fall arrest systems) attached to independent structures, not the angel wing device.

## Signs, Signals and Barricades





## Signs, Signals and Barricades

1. Signs, signals and barricades shall be visible at all times where a hazard exists.
2. Signs, signals and barricades shall be removed when the hazard no longer exists.
3. Barricades and warning lines are to be tagged showing ownership and contact information.
4. Where the general public is exposed to hazards, all signs, signals and barricades will be checked at the start of the work shift and at the end of the work shift.
5. When signs, signals and barricades are removed for short periods of time, a flagman shall be posted until signs, signals and barricades are replaced.
6. Prior to installing signs, signals and barricades along highway right of way, the proper authority will be contacted.
7. Flagman shall wear ANSI certified reflective/high visibility clothing while flagging.
8. Flagman at night will wear reflective material garments.
9. When hand signaling by flagman a red flag at least 18" sq. or a sign paddle will be used and in low level light or at night, a red light.
10. When using a controlled access or limited access zone (CAZ/LAZ) the supervisors name and contact information shall be posted.

## Stairways and Ladders



## STAIRWAYS AND LADDERS

- (1) A stairway or ladder will be provided where there is a break in elevation of **19"** or more if no ramp, runway or sloped embankment will be provided.
- (2) When only one point of access between levels is provided, the access area **SHALL** be kept clear at all times.
- (3) All metal pan landings and metal pan treads **SHALL** be filled either with concrete, wood or other solid materials prior to being put into use.
- (4) Stairways having 4 or more risers or rises more than **30"** whichever is less **SHALL** be equipped with a stair-rail system or a handrail system to enclose the stairway.
- (5) The height of stair-rail shall be no more than **37"** or less than **30"**.
- (6) The minimum clear distance between side rails for all portable ladders (this includes job built ladders) shall be **11 1/2"**. All ladder rungs must be uniformly spaced or meet OSHA/ANSI specifications.
- (7) All spacer blocks on job built wooden ladders, **SHALL** be installed between each rung to include the bottom rung. **DO NOT** cut into the side rail to receive the ladder rung.
- (8) The top or top step of a stepladder **SHALL NOT** be used as a step along with any other step the manufacturer states to not use.
- (9) All non-self-supporting ladders shall extend **3'** above the landing and ladder will be secured to avoid displacement. Ladders shall be placed at a 4:1 ratio.
- (10) Aluminum, metal type or wooden (other than job built) ladders are prohibited.
- (11) When descending or ascending a ladder, employee will face the ladder.
- (12) Carrying tools or material up or down a ladder is **prohibited**.
- (13) A rope shall be installed at all ladders for the purpose of hoisting tools and materials.
- (14) All ladders shall be inspected each day prior to use. Any ladders that are damaged or defective shall be removed from service and tagged Out of Service/Do Not Use.
- (15) Each employee shall receive training in the following areas:
  - (a) The nature of fall hazards
  - (b) The correct procedures for erecting, maintaining and disassembling of fall protection systems
  - (c) The maximum intended load carrying capacity of ladders
  - (d) Ladders should be used for intended purpose, and not as walking planks, etc.
  - (e) The contents of **1926.subpart X**.

# Steel Erection



## STEELERECTION

- (1) Prior to commencement of steel erection, written notification must be provided to the Erection Contractor that the concrete footing, piers, walls or mortar in masonry piers and walls have attained either 75% of the intended minimum compressive design strength or sufficient strength to support loads imposed during steel erection. Test will be based on appropriate ASTM standard.
- (2) Prior to start of work activities a Fall Protection and a Fall Rescue plan must be submitted and approved by the project team.
- (3) Written notification of repairs, replacement or modifications to anchor bolts. All repairs, replacement, or modification must be approved by the project structural engineer of record.
- (4) Site layout plan will be established prior to steel erection and delivery. The site plan will address access roads for movement of trucks, cranes and other equipment, and will include a firm, properly graded, drained and readily accessible access to the storage area.
- (5) Suspended loads shall be routed to minimize employee exposure to overhead hazards. Employees shall not work directly below a suspended load.
- (6) Decking holes and openings shall not be cut until essential to the construction process. When holes and openings are cut into the decking, they shall be immediately protected with either covers or guard rails.
- (7) All employees performing work in the erection process and decking process shall be protected from falls at or above 6 feet.
- (8) All loads that are hoisted shall have a tag line attached, with no knots, in a manner that the employee receiving the load can control the load while not being under the suspended load.
- (9) Climbing of steel is strictly forbidden.
- (10) The riding of headache ball, hook, or load is strictly forbidden.
- (11) Safety latches on hooks shall not be deactivated or made inoperable.
- (12) Before Flintco, LLC will accept control of the cable guardrail system installed by the steel erection contractor, the following installation requirements must be met.
  - a. 3/8" cable or larger shall be used and flags installed at 6' intervals.
  - b. Each termination end of cable will have 2 clamps per end and shall have a torque to manufacturer's requirements
  - c. The length of run of cable will be no more than 100' straight run, and will have at least one tension device for each cable top rail and mid-rail
  - d. Erection contractor will coordinate with Flintco, LLC for location of material feed points.
  - e. The top rail will have no more than two inches deflection in any direction
  - f. Documented sign off acceptance from the Flintco, LLC Superintendent.

See 29 CFR 1926 Subpart "R" for other regulations for steel erection.

Tools Hand and Power



## TOOLSHAND/POWER

- (1) All hand and power tools shall be inspected daily prior to use. Tools will be maintained in a safe condition (this includes employee furnished tools). Any tool which is not in compliance with any applicable requirement of this part is prohibited and shall be identified as unsafe by tagging or locking the controls to render them inoperable
- (2) Guard(s) on tool(s) shall be in operating condition. Any employee operated tool that requires a guard shall not be removed, altered or in any manner render the guard inoperable. If an employee disregards the above requirements, the employee will **IMMEDIATELY** be dismissed from employment.
- (3) Power operated hand tools shall be of the double insulated type or comply with the grounding requirements in **CFR 1926 subpartK**.
- (4) All cords on electrical power operated tools will be checked each day prior to use to insure that the cord does not have damaged outer sheath insulation and that the ground pin is in place. Extension cords must be 12 gauge or larger and designated for hard or extra hard usage.
- (5) All hand held circular saws, table saws, and radial arm saws shall be locked out by means of disconnecting the saw from power source and the male end of the cord tagged or in plain view of the operator at all times while changing the sawblade.
- (6) All pneumatic power tools and hoses shall be secured by a positive means at each connection.
- (7) All fuel powered tools will be stopped and motors will not be running while refueling is in progress. A fire extinguisher rated at not less than **10B** will be available for immediate use (within **5'** of fueling operation).
- (8) Only employees with appropriate experience or training will be allowed to operate power tools.
- (9) Only employees who have received training by a powder actuated tool (P.A.T.) manufacturing representative and have in their possession a certification card will be allowed to operate powder actuated tools.
- (10) Compressed air hose connection fitting(s) shall be safety wired or protected with whip check device prior to use to avoid accidental disconnection which will cause a whipping action.
- (11) Saw horses or work benches shall be utilized to secure material prior to using hand held circular saws, grinders, band-saws, drills and similar tools.

## Welding - Cutting





## WELDING AND CUTTING

- (1) Cylinders shall be in an upright position at all times.
- (2) A cylinder truck with steadying device shall be used while cylinders are in use.
- (3) When hoisting cylinders, they shall be secured on a cradle, slingboard or pallet, **NEVER** use valve protection cap for lifting of cylinder.
- (4) Torches shall be lighted by a friction lighter. The use of matches, hot work or butane lighter to light a torch is **FORBIDDEN**.
- (5) Proper eye protection shall be used when welding and cutting. For welding operation, a flash shield shall be used when other employees may be exposed to flash and arcburn.
- (6) Prior to transporting cylinder, the gauges shall be removed and valve protection caps will be in place.
- (7) Cylinders containing oxygen or acetylene or other fuel gas shall not be taken into confined space. All work areas must be determined safe by a supervisor prior to hot work to make certain all procedures are used when evolution of hazardous fumes, gases, or dust is possible. Any welding, cutting or burning of lead base metals, zinc, cadmium, mercury, beryllium or exotic metals or paints not listed here shall have proper ventilation or respiratory protection.
- (8) Gauges, torches and hoses shall be inspected at the beginning of each work shift. Defective gauges, torches and hoses shall be taken out of service. Equipment operators must report equipment defects and discontinue use until it has been repaired or replaced.
- (9) Only cables free of repairs and splices will be used for a minimum distance of **10'** from the cable end which the electrode holder is attached. All other cable may be spliced or repaired with rubber and friction tape, or other equivalent insulation.
- (10) A hot work permit must be filled out and posted in the work area prior to start of welding or cutting activity. This shall be filled out and signed by the subcontractor performing this work, their supervisor or by Flintco, LLC.
- (11) A firewatch with proper fire extinguishing equipment shall be provided during all Hot Work activity. All supervisors, welders and fire watch shall receive documented training in the use of fire extinguishing equipment. A fire watch will remain in the work area 30 minutes after completion of hot work or until all embers are extinguished.
- (12) All fire hazards must be relocated prior to hot work. If the object to be welded or cut cannot readily be moved, all moveable fire hazards should be removed. If the hazard cannot be relocated, then guards shall be used to confine the heat, sparks and slag and to protect the immovable fire hazards.
- (13) If at any time the welding cannot be conducted safely the welding and cutting shall not be performed.



# ADDENDUM 1

# FORMS



## FORMS

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## Cell Phone and Electronic Devices



**AUTHORIZATION FOR USE OF CELL PHONE / ELECTRONIC DEVICES**

The individual(s) listed below have been authorized by their employer to carry and operate a Cell Phone or Electronic Device in order to conduct and maintain necessary business operations; in compliance with FLINTCO, LLC policy.

Name: (Please Print Clearly)	Name: (Please Print Clearly)

Project Name: \_\_\_\_\_ Job# \_\_\_\_\_

Employer Name: \_\_\_\_\_

Authorized by: \_\_\_\_\_ Title: \_\_\_\_\_

Cc: Project File

## Competent Person Identification



## COMPETENT PERSON IDENTIFICATION

Each subcontractor shall designate an employee(s) as a Competent Person(s). The qualifications for competent persons are identified in various Subparts of OSHA.

**NOTE:** Certain subparts have interpretations as to the qualifications and training required to be designated as a competent person (i.e. Subpart P – Excavations; Subpart L – Scaffolding; etc.)

\_\_\_\_\_ is hereby designated as Competent Person for \_\_\_\_\_  
(Name) (Company Name)

on the Flintco, LLC \_\_\_\_\_  
(Project Name)

\_\_\_\_\_ has proven capable of identifying existing and predictable hazards and  
(Name)  
has direct authority to take corrective measures in eliminating them.

Sincerely,

Name \_\_\_\_\_

Title \_\_\_\_\_

Company \_\_\_\_\_

Date \_\_\_\_\_



Confined Space Certification  
Entry Permit

**FLINTCO, LLC**  
(The Company)

**CONFINED SPACE CERTIFICATION**

I certify that the only known hazard or potential hazard in

---

is a hazardous atmosphere and  
(Confined Space)

that hazard has been determined by testing to be controlled or  
eliminated by the use of continuous forced air ventilation.

---

Date

---

(Person in Charge)

FLINTCO, LLC  
(The Company)

**CONFINED SPACE ENTRY PERMIT**

Identification of Confined Space: \_\_\_\_\_

Date \_\_\_\_\_ Valid from: \_\_\_\_\_ to \_\_\_\_\_

Purpose of Entry \_\_\_\_\_

Authorized Entrants:

_____	_____
_____	_____
_____	_____

(Authorized entrants are interchangeable with attendants)

**A List the hazards to be controlled or eliminated for entry.**

1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

**B List the PPE and safety equipment required to perform the entry and job duties in the confined space.**

1. _____	_____
2. _____	_____
3. _____	_____

**C List the safety precautions required to perform the job.**

1. _____
2. _____

**D. List the atmospheric tests required and the results.**

TEST	P.E.L.	YES	NO	DATE TIME	DATE TIME	DATE TIME	DATE TIME	DATE TIME	DATE TIME
%Oxygen	19.5 Min 22.0 Max								
% of L.E.L.	10% Max								
Carbon Monoxide	50 ppm								
Hydrogen Sulfide	10 ppm								
Other									

- P.E.L. Permissible EntryLevel  
L.E.L. Lower Explosive Limit

Atmosphere Tester \_\_\_\_\_  
 Instrument Used \_\_\_\_\_ Type \_\_\_\_\_ ID\* \_\_\_\_\_  
 Instrument Used \_\_\_\_\_ Type \_\_\_\_\_ ID\* \_\_\_\_\_  
 Instrument Used \_\_\_\_\_ Type \_\_\_\_\_ ID\* \_\_\_\_\_  
 Instrument Used \_\_\_\_\_ Type \_\_\_\_\_ ID\* \_\_\_\_\_

**E List the equipment necessary for a rescue**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**F. Tell how aid will be called to respond to an emergency**

\_\_\_\_\_  
 \_\_\_\_\_

Attendant(s)	Employee #

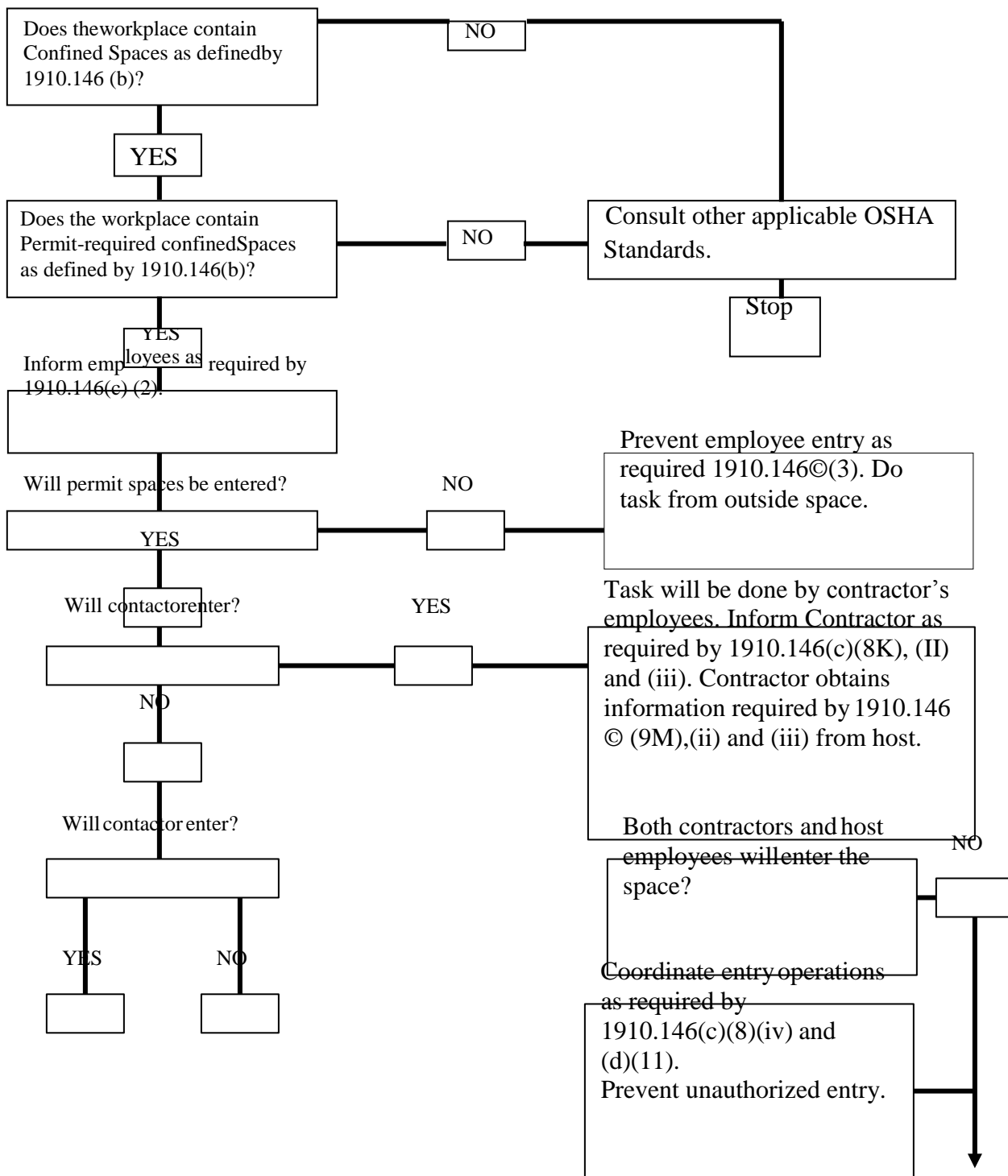
Person AuthorizingEntry \_\_\_\_\_

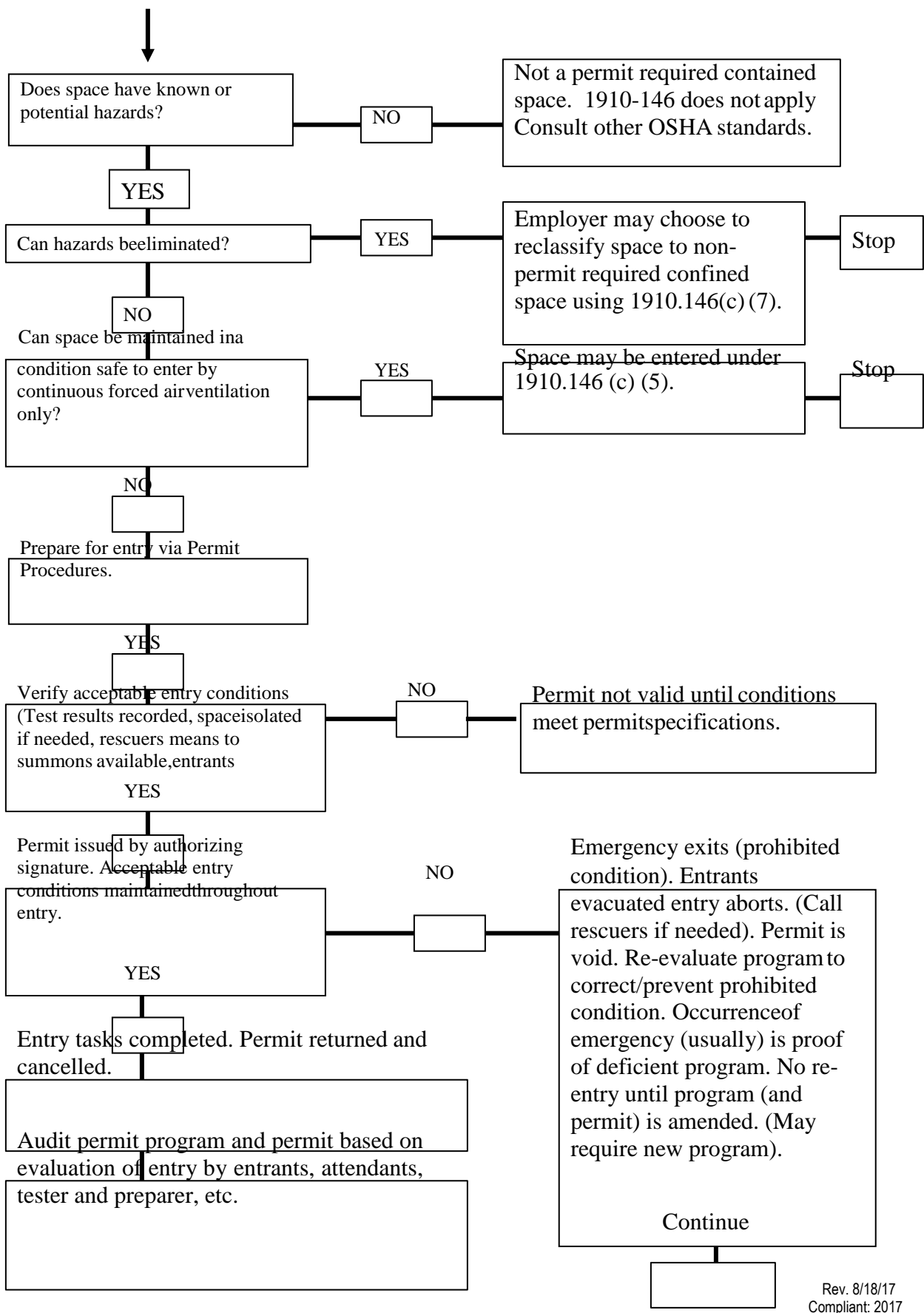
All Permit ConditionsSatisfied \_\_\_\_\_

Person in Charge ofEntry \_\_\_\_\_

**Appendix A to 1910.146  
Permit Required Confined Space**

**Decision FlowChart**





# Daily Site Inspection



## Daily Site Inspection

CompanyName:

The safety checklist is meant to assist the onsite safety representative for each subcontractor in their duties and responsibilities. It is meant as a guide only. All OSHA/Cal-OSHA Flintco/Oakridge policies, State and Local laws and ordinances, rules and regulations shall be complied with at all times.

	YES	NO	N/A	COMMENTS
All employees have been through orientation?	Yes	No	N/A	
Proper PPE being worn including high visibility clothing?	Yes	No	N/A	
Employees have reviewed and signed the daily Pre-task Plan before beginning work?	Yes	No	N/A	
Necessary permits have been filled out, filed and posted (hot work, LOTO, etc.)?	Yes	No	N/A	
Employees who operate tools/equipment have been trained, qualified and/or certified?	Yes	No	N/A	
SDS training been provided?	Yes	No	N/A	
Drinking water, cup dispensers and trash receptacles provided?	Yes	No	N/A	
Electrical cords and equipment been inspected and color coded?	Yes	No	N/A	
Extension cords routed to prevent cuts, pinch points and trip hazards, etc.?	Yes	No	N/A	
Electrical tools & equipment are GFCI protected?	Yes	No	N/A	
Protruding hazards protected? (rebar, grade stakes and conduit, etc.)?	Yes	No	N/A	
Housekeeping on a continuous basis?	Yes	No	N/A	
Fire extinguishers (ABC) fully charged, inspected, tagged and located in all equipment?	Yes	No	N/A	
Do all ladders meet OSHA/Cal-OSHA requirements (no metal or wooden ladders other than ANSI standard job built)?	Yes	No	N/A	
Competent person(s) present and all required inspections complete (Scaffolding, Excavations, etc.)?	Yes	No	N/A	
Has weekly safety meeting been conducted?	Yes	No	N/A	
Weekly GFCI inspection being conducted and documented? (temporary power, generator's, etc.)	Yes	No	N/A	
<b>****Temporary Power/Packs....Electricians Only****</b>	Yes	No	N/A	
Only UL approved metal fuel cans being used?	Yes	No	N/A	
Has damaged or defective equipment been red tagged or removed?	Yes	No	N/A	
List all other safety concerns:				
Signature and Date				



# Employee Disciplinary Report



### EMPLOYEE DISCIPLINARY REPORT

Subcontractor       Flintco

Class A Offense       Class B Offense       Class C Offense

Date of Notice: \_\_\_\_\_ Job Name: \_\_\_\_\_ Job #: \_\_\_\_\_

Observed by: \_\_\_\_\_ Date of Observation: \_\_\_\_\_

The following warning and disciplinary action was issued today and is made a part of the personnel file for:

Employer's Name: \_\_\_\_\_ Employee's Name: \_\_\_\_\_

Position: \_\_\_\_\_ SS#: \_\_\_\_\_  
LAST 4 DIGITS

(A) Offense:

\_\_\_\_\_

(B) Facts leading to the warning or suspension (by specific date and time, witness(s) and detailed explanation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(C) Corrective action to be taken by employee:

\_\_\_\_\_

(D) Next disciplinary steps that will be taken:

\_\_\_\_\_

(E) Suspension:

3 days  Start date: \_\_\_\_\_ End date: \_\_\_\_\_

1 year  Start date: \_\_\_\_\_ End date: \_\_\_\_\_

(F) Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor: \_\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_\_

**Send Copy to Corporate Safety Director**

# Energized Work Permit



**ENERGIZED WORKPERMIT**

Equipment/Machine to be Locked Out and Tagged Out \_\_\_\_\_

Equipment and/or Circuits to be worked on energized \_\_\_\_\_

Statement of why equipment could not be de-energized \_\_\_\_\_

Hazards risk to employee and or facility \_\_\_\_\_

Date(s) of work to be performed \_\_\_\_\_

Work to be performed \_\_\_\_\_

Energy Source and Location \_\_\_\_\_

Authorized employees who will be performing the energized work (required 2 individuals as listed below.)

Authorized person to perform work \_\_\_\_\_

Competent Safety Watchperson \_\_\_\_\_

Have affected employees been notified of procedures and hazards? Yes  No

(Has the Flash Hazard Boundary of a 20 feet radius been roped off?)

Date of Notification \_\_\_\_\_ Authorized person assigned \_\_\_\_\_

**Energized Work Category:** 50 – 250 v  250 – 600 v  ≥ 600 v   
(Contractor only)

**Category of Equipment Required:** \_\_\_\_\_

Date PPE Equipment was last tested \_\_\_\_\_

Attach copy of Job Safety Analysis or Standard Work Procedure for the work to be performed. If a written Job Safety Analysis or Standard Work Procedure does not exist, work shall not be performed until such Job Safety Analysis or Standard Work Procedure has been completed.

Have employee been properly trained on the Standard Work Procedure or Job Safety Analysis? Yes  No

Foreman: \_\_\_\_\_

Date: \_\_\_\_\_

Safety Director: \_\_\_\_\_

Date: \_\_\_\_\_

GC/CM Designee: \_\_\_\_\_

Date: \_\_\_\_\_

Operations Manager: \_\_\_\_\_

Date: \_\_\_\_\_

# Excavations



## EXCAVATIONS CHECKLIST

This checklist shall be completed prior to the commencement of construction activities and maintained on file for future use.

### Pre-Task Plan

Y N N/A

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is Pre-Task Plan documented, reviewed, and signed by all workers?              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Has Pre-Task Plan been posted in workarea?                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Have employees been trained in accordance with Subpart P of the OSHA Standards |

### General Inspection

Y N N/A

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is there a qualified Competent Person present during all excavation activities?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is the qualified Competent Person performing and documenting inspections?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Has soil type been determined?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are excavations, adjacent areas, and protective systems inspected by the Competent Person daily, prior to the start of work? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Does the Competent Person have the authority to remove workers from the excavation immediately?                              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are surface encumbrances supported or removed?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are employees protected from loose rock or soil that could possibly pose a hazard by falling or rolling into the excavation? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are spoils, materials, and equipment set back a minimum of 2' from the edge of the excavation?                               |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all walkways and bridges over excavations 4' or more in depth equipped with guardrails?                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are barriers provided at all remote excavations, wells, pits, shafts, etc.?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are employees prohibited from working on the faces of sloped or benched excavations above other employees?                   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is a warning system established and utilized when mobile equipment is operating near the edge of an excavation?              |

### Utilities

Y N N/A

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Have the utility companies (one call system) been contacted and utilities located?                               |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are the exact location of utilities marked?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are underground installations protected, supported, or removed when the excavation is open?                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Have building, utility poles, trees or any other object or destabilization forces been taken into consideration? |



### Means of Access and Egress

Y N N/A

- Is the lateral travel distance to a means of egress 25' or less, for excavations 4' or more in depth?
- Are ladders extend 3' above the edge of the trench and secured?
- Are structural ramps used by employees designed by a Competent Person?
- Are structural ramps used for equipment designed by a Registered Professional Engineer (RPE)?
- Are ramps constructed of materials of uniform thickness, securely cleated together on the bottom, and have a non-slip surface?
- Are employees protected from cave-ins while entering, working in, or exiting excavation?

### Wet Conditions

Y N N/A

- Have precautions been taken to protect employees from accumulation of water?
- Is water removal equipment monitored by a Competent Person?
- Is surface water controlled or diverted?
- Are inspections made after each rain storm?

### Hazardous Atmosphere

Y N N/A

- Has atmosphere been tested when there is a reasonable possibility of oxygen deficiency, or buildup of other hazardous gases, that may expose an employee to a hazard?
- Is the Oxygen content is between 19.5% and 21%?
- Is ventilation provided to prevent flammable gas from building up to 20% of the lower explosive limit of the gas?
- Is testing conducted to ensure that atmosphere remains safe?
- Is Emergency Response Equipment readily available where a hazardous atmosphere could or does exist?
- Are employees trained on the use of Personal Protective and Emergency Response Equipment?
- Are safety harnesses and life lines individually attended when employees are entering a deep confined excavation or bell bottom pier?

### Protective Support Systems

Y N N/A

- Are materials and/or equipment selected on soil analysis, expected loads, and trench parameters?
- Are materials and equipment inspected and in good condition?
- Are materials and equipment not in good condition removed from service and not returned until repaired, inspected, and approved by a Registered Professional Engineer (RPE)?



- Are protective systems installed without exposing employees to hazards to cave-ins, collapses, or from being struck by materials or equipment?
- Are members of Protective Support System securely fastened?
- Are adjacent structures securely supported?
- Are excavations below the footing of base approved by a Registered Professional Engineer (RPE)?
- Does the backfill process progress with the removal of the support system?
- Is material excavated no greater than 2' from the bottom of the Protective Support System, and only if system is designed to support the calculated loads?
- Is a shield system placed to prevent lateral movement?
- Are employees prohibited from remaining in a trench box when being moved vertically?

**JOB NAME:** \_\_\_\_\_

**JOB NUMBER:** \_\_\_\_\_

**FOREMAN:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**SUPERINTENDENT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**PROJECT MANAGER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**(THIS FORM IS TO BE KEPT ON FILE AT THE PROJECT)**



Firearm/Weapons  
Free Workplace



**ACKNOWLEDGMENT OF RECEIPT OF POLICY**

I acknowledge that I have received Flintco, LLC Firearms and Weapon Free Workplace Policy and/or that I have thoroughly read the Policy and/or have had it explained to my understanding. I understand that I will abide by all terms of this policy and understand that my failure to comply with this policy will result in disciplinary action up to and including termination of employment.

I understand that compliance with this policy does not guarantee employment for any set or definite term and that my employment remains at-will, which means that either I or the company can terminate the employment relationship at any time, for any reason or no reason, with or without cause.

---

Date

---

Print Name

---

Signature

# First Aid Treatment Log

# FIRST AID TREATMENT LOG

**Job #**

**Job Name:**

DATE	EMPLOYEE'S NAME	COMPANY NAME	ADMINISTERED BY	INJURY	TREATMENT

**Post In First Aid Box, Record Each Treatment, Send Copy By 3rd Of Each Month To Tulsa Office, Attn: Corporate Safety Director - Tulsa**

# Heat Stress Prevention



## HEAT RELATED ILLNESS – EMERGENCY CONTACTS

JobsiteAddress: \_\_\_\_\_

First AidResponder: \_\_\_\_\_

Jobsite Superintendent TelephoneNumber: \_\_\_\_\_

Safety Manager/Regional Safety Director Telephone number: \_\_\_\_\_

Telephone Number at the Jobsite Trailer: \_\_\_\_\_

Office TelephoneNumber: \_\_\_\_\_

Urgent Care Clinic Phone Number: \_\_\_\_\_

Ambulance TelephoneNumber: \_\_\_\_\_

Fire Department TelephoneNumber: \_\_\_\_\_

Police TelephoneNumber: \_\_\_\_\_

# Hot Work Permit



## HOT WORK PERMITFORM

*Instructions:* Complete all fields on this form. This form must be in the possession of the Hot Work crew until the job is completed, then it must be in the possession of the FLINTCO PROJECT OFFICE.

IN CASE OF FIRE CALL -911

Date Permit Valid:	From	To		Start Time	End Time:
Name of Company performing work:					
Supervisor:			Person Performing HOT WORK(Name):		
Location of Work Site:					
Description of Hot Work:					
<b>FIRE PREVENTION AND SITE PREPARATION (Check All That Apply)</b>					
Change There are no combustibles within 30 feet of the work area.					
<input checked="" type="checkbox"/> Combustibles within 30 feet of the work area have been shielded from sparks and open flames.					
<input type="checkbox"/> Exposed combustible wall studs or surfaces have been shielded from sparks and open flames.					
<input type="checkbox"/> A suitable Water or Dry Chemical ABC fire extinguisher is within 30 feet of the work area.					
<input type="checkbox"/> The work area is clear of debris, shavings, and trash.					
<input type="checkbox"/> The Fire Alarm System has been protected to prevent accidental activation.					
<input type="checkbox"/> Gas Cylinders are not corroded or damaged.					
<input type="checkbox"/> Gas Cylinders are properly marked for the material they contain.					
<input type="checkbox"/> Gas Cylinders valves are in good condition.					
<input type="checkbox"/> Gas Cylinders regulators are in good condition and are working properly.					
<input type="checkbox"/> Gas Cylinders internal pressures are normal (not over pressurized).					
<input type="checkbox"/> Gas Cylinders hydrostatic test period has not expired.					
<input type="checkbox"/> Gas hoses are in good shape and properly connected.					
<input type="checkbox"/> Torches are properly attached and work properly.					
<input type="checkbox"/> Electrical Arc welding equipment is in good condition.					
<input type="checkbox"/> Electrical Arc welding machine is properly grounded.					
<input type="checkbox"/> Electrical Arc connections fit properly and correct.					
<input type="checkbox"/> Electrical Arc electrodes are of the proper type and sized for the work.					
<input type="checkbox"/> Electrical Arc electrode holders are in good condition.					
<input type="checkbox"/> Electrical Arc wires are not frayed and are in good condition.					
<input type="checkbox"/> Personnel using equipment are wearing proper attire for the work selected.					
<input type="checkbox"/> The appropriate eye protection is being used by ALL personnel.					
Firewatcher Name (minimum 30 minutes after Hot Work is complete):			Time Started:		Time Ended:
Hot Work permit authorized by subcontractor supervisor- Print Name: OR If Hot Work is being performed by FCO- authorized supervisor- Print Name:				Subcontractor Signed:	
				FCO Signed:	
Title:				Date:	



# Infection Control



Appendix A

Certificate of Acknowledgment  
Infection Control Policy

I, \_\_\_\_\_

Have received instructions regarding the Infection Control Policy presented on behalf of FLINTCO, LLC and/or the Infection Control Policy associated with the project Facility. I acknowledge that I have received a copy of the Infection Control Policy for my personal records.

I agree to abide by all provisions of this policy. I understand that failure to abide with the provisions of this policy may result in my removal from the worksite.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Appendix B**

Infection Control  
Compliance and Monitoring Inspection

Project / Facility Name: \_\_\_\_\_

Inspection Date: \_\_\_\_\_

Inspected by: \_\_\_\_\_

Location	Standard	YES	NO	NA	Responsible Person /Company
	Contractors wearing required identification				
	Construction personnel wearing required PPE				
	Air pressure barriers active (e.g. negative pressure maintained, exhaust fans functioning, air quality adequate, no excess fumes/vapors)				
	Contractors following safe work practices				
	Walk-off mats clean & adequate to contain construction dust				
	Construction barriers appropriate for patient population				
	Construction area secure				
	Patient care equipment & item removed from construction area				
	Construction entry & adjacent areas free of dust & debris				
	Construction carts covered during transport of materials				
	Construction personnel & materials transported on dedicated elevators				
	Materials utilized are fireproof				
	Ceiling tiles replaced when space above ceiling not being accessed				



**Appendix C**

Life Safety Inspection

Project / FacilityName: \_\_\_\_\_

Inspection Date: \_\_\_\_\_

Inspected by: \_\_\_\_\_

Location	Standards	Not Met	Met	NA	Responsible Person /Company
	Signage in appropriate place				
	Contractors aware of egress routes				
	Alternate access for public and emergency use				
	Temporary fire protection in place				
	Additional firefighting staff and equipment available				
	Smoke detectors covered and uncovered each day				
	Construction site clean and orderly				
	All exits free and unobstructed paths at egress				
	Temporary , but equivalent system in place when any portion of fire alarm, or suppression system is beingrepaired				
	Storage, housekeeping, debris removal monitored in order to minimize flammables and combustibles				

# Job Hazard Analysis



## Job Hazard Analysis

COMPANY/PROJECT NAME or ID/LOCATION(City/State)		DATE	NEW/REVISED		
			<input type="checkbox"/> NEW <input type="checkbox"/> REVISED		
WORKACTIVITY(Description):					
DEVELOPMENTTEAM	POSITION/TITLE	REVIEWEDBY	POSITION/TITLE		
MINIMUMREQUIREDPERSONALPROTECTIVEEQUIPMENT(SEECRITICALACTIONSFORADDITIONALSTEP-SPECIFICREQUIREMENTS)					
<input checked="" type="checkbox"/> Hard Hat <input checked="" type="checkbox"/> Safety Glasses: Clear or tinted <input checked="" type="checkbox"/> Safety Boots—Over the ankle, leather upper with puncture resistant sole <input checked="" type="checkbox"/> ANSI Clothing <input type="checkbox"/> Secondary Eye Protection		<input type="checkbox"/> Goggles <input type="checkbox"/> Face Shield <input type="checkbox"/> Hearing Protection <input type="checkbox"/> Air purifying respirator <input type="checkbox"/> Supplied respirator	<input type="checkbox"/> Harness <input type="checkbox"/> Lanyard <input type="checkbox"/> 6 Ft <input type="checkbox"/> SLR <input type="checkbox"/> Lether	<input type="checkbox"/> Gloves— <input type="checkbox"/> Leather <input type="checkbox"/> Cut Resistant <input type="checkbox"/> Rubber <input type="checkbox"/> Other <input type="checkbox"/> Other—Specify:	
<b>REMINDER:</b> Complete a Pre-Task Checklist at start of, and continuously evaluate throughout job/task to identify additional and/or changed conditions. Review manufacturer's recommendations and operating instructions for all tools and equipment.					
<sup>1</sup> <b>JOB STEPS</b> - Beware of being too detailed, record only the information needed to describe each job action. Rule of thumb, no more than 10 steps/task being evaluated	<sup>2</sup> <b>POTENTIAL HAZARDS-</b> HAZARD CLASSIFICATION CATEGORIES: Stuck By/Against, Caught In/Between, Slip, Trip, or Fall, Overexertion, Ergonomic (Awkward Postures, Excessive Force, Vibration, Repetitive Motion)	<sup>3</sup> <b>CRITICAL ACTIONS TO MITIGATE HAZARDS - HAZARD CONTROL CATEGORIES:</b> Engineer Out (New Way to Do, Change Physical Conditions or Work Procedures, Adjust/Modify/Replace Work Station Components/Tools, Decrease Performance Frequency), Personal Protective Equipment (PPE), Training, Improve Housekeeping			

- <sup>1</sup> Each Job or Operation consists of a set of steps. Be sure to list all the steps in the sequence that they are performed. Specify the equipment or other details to set the basis for the associated hazards in Column 2
- <sup>2</sup> A hazard is a potential danger. What can go wrong? How can someone get hurt? Consider, but do not limit, the analysis to: **Contact** - victim is struck by or strikes an object; **Caught** - victim is caught on, caught in or caught between objects; **Fall** - victim falls to ground or lower level (includes slips and trips); **Exertion** - excessive strain or stress / ergonomics / lifting techniques; **Exposure** - inhalation/skin hazards. Specify the hazards and do not limit the description to a single word such as "Caught"
- <sup>3</sup> Aligning with the first two columns, describe what actions or procedures are necessary to eliminate or minimize the hazards. Be clear, concise and specific. Use objective, observable and quantified terms. Avoid subjective general statements such as, "be careful" or "use as appropriate".

## Near Miss Notification



## Near Miss Notification

Flintco

Incident Date:		Time:	
EmployeeName:		Trade:	
Employee#:		Project#:	
ProjectName:			
CompanyName:			

Supervisor:	
Investigation By:	

**Description:**

(Tell what happened: Date/Time/Who/What/When/How/Any details leading up to the near miss)

--

**Findings:**

(Unsafe condition, at risk behavior, jobsite conditions, details)

--

**CorrectiveActions:**

(Actions to be taken to ensure this does not happen again)

--

\*\*\* Distribution: Area Safety Manager & Site Safety File.



# Accident Investigation Reporting



# NOTIFICATION OF INCIDENT

PLEASE TYPE OR PRINT CLEARLY SUBMIT TO AREA SAFETY MANAGER  
WITHIN 24 HOURS OF INCIDENT

Subcontractor  Employee

Information Only  First Aid  Recordable  Restricted  Lost Time

Date: \_\_\_\_\_

Time: \_\_\_\_\_ a.m.  p.m.

Flintco Project No.: \_\_\_\_\_

Flintco Project Name: \_\_\_\_\_

Company: \_\_\_\_\_

Injured Employee Name: \_\_\_\_\_

Job Title/Trade: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

\_\_\_\_\_

Date of Hire: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Employee #: \_\_\_\_\_

Subcontractor NAICS Code: \_\_\_\_\_

Subcontractor SIC Code: \_\_\_\_\_

Brief Description of Incident: \_\_\_\_\_

Immediate Supervisor's Name: \_\_\_\_\_

Employee statement of incident (filled out by employee):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Subcontractor Supervisor's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Flintco Project Manager Signature (PrintName)

\_\_\_\_\_  
Flintco Superintendent Signature (PrintName)

\_\_\_\_\_  
Flintco General Foreman Signature (PrintName)

\_\_\_\_\_  
Flintco Foreman Signature (PrintName)



### ROOT CAUSE ANALYSIS AND LESSONS LEARNED

*Purpose: To obtain factual knowledge regarding injury/incident in order to implement corrective actions if necessary, in an effort to prevent recurrence. Include photos at the end of this form.*

FCO/ORB Employee    Information Only    First Aid    Doctor's Case    Subcontractor

Date/Time of Post Incident Drug Screen	/ /	AM <input type="checkbox"/> PM <input type="checkbox"/>		
Project Insurance	OCIP: <input type="checkbox"/>	CCIP: <input type="checkbox"/>	Safety Reporting	OSHA: <input type="checkbox"/> N/A <input type="checkbox"/>
Witness Name			Company of Witness	

Describe Employee Injury: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name all persons involved in incident: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What was employee doing when this incident, injury, accident occurred? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Was this task/activity identified in a PTP/JHA? Yes  No  N/A   
If no, explain \_\_\_\_\_
- Was the PTP/JHA reviewed and signed off by the employee(s) indicating he/she understood? Yes  No  N/A
- Did the PTP/JHA identify the potential hazards? Yes  No  N/A
- Did employee fully understand the potential hazards and safe work expectations regarding this task? Yes  No  N/A
- Did this employee complete the site-specific orientation? Yes  No  N/A
- How long has this employee been on the project? \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Days
- How long has employee been in this trade? \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Days
- Has project management conveyed to employees that they are empowered to stop work if they see something unsafe, feel unsafe or unclear about instructions? Yes  No  N/A
- Does this employee understand he/she can stop work if they see unsafe activity, feel unsafe or unclear about instructions? Yes  No  N/A
- Has this type of injury/accident occurred previously on this project? Yes  No  N/A
- Will a Lessons Learned be developed and will a stand down be conducted to convey to crews regarding corrective actions? Yes  No  N/A



12. Was a workplace/tool inspection performed before task began? Yes  No  N/A   
 If yes, who performed it? \_\_\_\_\_  
 If no, explain \_\_\_\_\_
13. Did an unsafe condition contribute to or cause this injury/accident? Yes  No  N/A   
 If so, name the condition: \_\_\_\_\_
14. If applicable, was the employee trained/certified to use the equipment being operated? Yes  No  N/A   
 If no, explain \_\_\_\_\_
15. Was the correct equipment, tool, or rigging, used to perform this task? Yes  No  N/A   
 If no, explain \_\_\_\_\_
16. Was employee properly wearing the correct PPE for performing this task? Yes  No  N/A
17. Has employee had previous incidents, injuries with Flintco? Yes  No  N/A

**Root Cause**

From this investigation, identify the items/issues that contributed to this injury/accident.

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Name the Lessons Learned: \_\_\_\_\_

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<b>List participants in Root Cause Investigation: (Please print)</b>
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Name: _____	Title: FCO Project Manager
Name: _____	Title: FCO Superintendent
Name: _____	Title: FCO General Foreman
Name: _____	Title: FCO Foreman
Name: _____	Title: FCO Safety Professional
Name: _____	Title: _____



**Employee statement of incident (filled out by employee):**

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**Witness statement of incident (filled out by witness):**

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# Operator CertificationApplication



## OPERATOR CERTIFICATION APPLICATION

### Select Area Office:

Albuquerque	Oklahoma City	Austin	Tulsa	Oakridge	Springdale	Memphis
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Select Equipment Type:

Bobcat	Backhoe	Rough Terrain Fork Lift	Scissor Lift	Boom Lift
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Practical Operation Evaluation

Description	Pass	Fai
Pre-Start up inspection	<input type="checkbox"/>	<input type="checkbox"/>
Familiar with Controls	<input type="checkbox"/>	<input type="checkbox"/>
Understanding of load charts (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Smoothness of operation	<input type="checkbox"/>	<input type="checkbox"/>
Understands limitation of equipment	<input type="checkbox"/>	<input type="checkbox"/>
Reviewed operator manual	<input type="checkbox"/>	<input type="checkbox"/>
Overall evaluation	<input type="checkbox"/>	<input type="checkbox"/>
Years of experience in operation of equipment?		

**Name of Applicant:** \_\_\_\_\_

The applicant named above has completed an observed equipment evaluation for each piece of equipment marked on this application. The applicant has demonstrated that he/she is capable of safe and competent operation of each piece of equipment noted on application.

**Observer:** \_\_\_\_\_      **Date:** \_\_\_\_\_

(EMAIL COMPLETED APPLICATION TO Safety Administrative Assistant.)

# OSHA Inspection Policy





**OSHA INSPECTION FORM**

1. Who did the inspector first contact at the job site?  
Name \_\_\_\_\_ position \_\_\_\_\_.
2. Did the inspector talk with workers/other personnel before showing his/her credentials? Yes \_\_\_\_\_ No \_\_\_\_\_
3. Did the inspector take any pictures before he/she arrived and introduced himself/herself? Yes \_\_\_\_\_ No \_\_\_\_\_
4. Were other company's personnel working at the job site, and did the inspector ask for them to be present at the opening conference?  
Yes \_\_\_\_\_ No \_\_\_\_\_
5. Name these other companies inspected and whether subcontractors, vendors, or other.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Who was present at the opening conference? Include those in 5 above if they were present.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. What was the purpose of the visit as explained by the inspector?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Was there a complaint? \_\_\_\_\_
9. Were you given a copy of the complaint? Yes \_\_\_\_\_ No \_\_\_\_\_
10. Did the inspector review record-keeping under OSHA?  
Yes \_\_\_\_\_ No \_\_\_\_\_
11. How were employee representatives selected?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
12. What trades did they represent?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
13. Other Comments: \_\_\_\_\_  
\_\_\_\_\_



14. Who was present during walkaround?

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15. Were they paid for the time spent? Yes \_\_\_\_\_ No \_\_\_\_\_

16. Comments by inspector? Briefly list them.

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17. Were pictures taken? Yes \_\_\_\_\_ No \_\_\_\_\_. Write down exact locations and of what?

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18. Was any portion of the job shutdown? Yes \_\_\_\_\_ No \_\_\_\_\_

19. If "Yes" for how long?

Comments: \_\_\_\_\_

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20. Who was present at the closing conference?

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21. Did the inspector allege that violations took place?

Yes \_\_\_\_\_ No \_\_\_\_\_?

22. If yes, name them:

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23. SERIOUS

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24. OTHER-THAN-SERIOUS

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---

25. COMMENTS:

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OSHA INSPECTION FORM

TIME SCHEDULE OF INSPECTION

Time Inspector arrived \_\_\_\_\_

Time opening conference began \_\_\_\_\_

Time opening conference ended \_\_\_\_\_

Time inspection began \_\_\_\_\_

Time inspection ended \_\_\_\_\_

Time closing conference began \_\_\_\_\_

Time closing conference ended \_\_\_\_\_

JOB NAME & NUMBER: \_\_\_\_\_

SITE LOCATION: \_\_\_\_\_

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

## Project Orientation Log



# PROJECT SAFETY ORIENTATION LOG

Project Name/Number:

Project Location:

Date	Time	Company	Employee Name	Employee Signature	Hard Hat Sticker Number

# Project Orientation English



Name: \_\_\_\_\_  
Badge ID or Hard Hat # \_\_\_\_\_  
Date of Orientation: \_\_\_\_\_

**SAFETY ORIENTATION – Project Name \_\_\_\_\_**

**Trainer's Name:** \_\_\_\_\_  
**Contractor / Employer's Company Name:** \_\_\_\_\_  
**Company Foreman:** \_\_\_\_\_ **OSHA 10/30:** \_\_\_\_\_  
**Other Certifications:** \_\_\_\_\_  
**Experience in trade:** \_\_\_\_\_

**1. Review General Purpose of Rules**

- a.  DO NOT work alone

**2. Personal Protective Equipment (PPE)**

- a.  Safety Hard Hats (Brim forward)
- b.  Eye Protection (Z87.1, prescription w/ side shields, No shades inside, 100%)
- c.  Additional Eye / Face Protection; safety glasses and face shield will be used while cutting metal / steel, chipping concrete and while cutting lumber at shoulder level and above and hammer drilling at shoulder height and above
- d.  Feet / Hands / Clothing / Protection (No loose or offensive clothing)
- e.  Hearing Protection
- f.  Fall Protection; fall protection is required at all times when exposed to a fall of 6' or greater
- g.  Respiratory Protection
- h.  Special Protection; Additional PPE shall be in accordance with product SDS

**3. Hazard Communication (also known as Right to Know)**

- a.  General Plan
- b.  Major Chemicals on Site (Must be kept in a secondary containment)
- c.  Hazard Labels (Gas cans, form oil, and etc.)
- d.  Safety Data Sheet (SDS)
- e.  Location of SDS
- f.  Safe Task Training Requirements

**4. Emergency Equipment (Location and Use)**

- a.  First Aid Station
- b.  Fire Extinguisher (25 ft of fossil fueled equip., 5 ft fueling)
- c.  Eye Wash Station (readily available)
- d.  AED

**5. Emergency Procedures**

- a.  Medical / Injury Incident
- b.  Fire Incident (Location of safe area)
- c.  Weather / Evacuate (Location of safe area)
- d.  Violence, Protest, Spill, Explosion (Location of safe area)
- e.  SWPPP

**6. Incident Notification/Reporting**

- a.  Tell Supervisor Immediately
- b.  Help / Look for Help / Stay out the way
- c.  Giving Information
- d.  You are authorized to stop work for any unsafe acts or conditions
- e.  Report Unsafe Acts or Conditions



## **7. Daily Issues**

- a.  Housekeeping should be done on a continuous basis
- b.  Slippery Surfaces and Tripping Hazards
- c.  Obstructions to Emergency Equipment
- d.  Blocked Walk Paths / Paths of Egress (Do not block)
- e.  Fire Hazards (Trash – Flammables)(Containers)
- f.  Puncture / Impalement Hazards
- g.  Unstable Materials (Pinch Points)
- h.  Manual Lifting (Anything over 50lbs get help or use machinery)
- i.  Ladders and Stairs (Tied off, 3 points, facing forward, 3 feet above)
- j.  Scaffolding (Competent & Qualified person to oversee erection, scaffolding parts all the same)
- k.  Tools and Portable Equipment (All must be inspected everyday)
- l.  GFCI and Electrical Power (Daily color coded inspection – tape)
- m.  Surface and Site Ground Conditions (Mud and Tracking)
- n.  Overhead Exposures (Other workers and Powerlines)
- o.  Drinking Water shall be provided at all times with disposable cups and dedicated trash container. Water containers will be kept clean and sanitary
- p.  PTP (Filled out, communicated, signed by all workers prior to work starting)
- q.  Daily Stretch and Flex

## **8. Motorized Equipment Operations**

- a.  All equipment shall be inspected prior to use and/or in accordance to the manufacturers recommendations. Only authorized and trained operators shall utilize equipment
- b.  Crane and Rigging Operations (Tag Lines/Lift Plan)
- c.  Lifting Platform Equipment (Scissor lifts and Boom lifts)
- d.  Company and Personnel Vehicles
- e.  Elevator Exterior /Interior

## **9. Special Operations (Permits)**

- a.  Concrete placement / pumping operations
- b.  Decking / Roofing; fall protection required when exposure to a fall of 6' or greater
- c.  Steel and Precast Erection
- d.  Lock-out / Tag-out of Energized Systems
- e.  Hot Work Permits/ Burn Permits (Blankets, Fire Watcher, & Welding rods)
- f.  Critical Shut-down

## **10. Miscellaneous Issues**

- a.  Smoking
- b.  Signs, Barricades, Handrails
- c.  Traffic, Pedestrians, Neighbors
- d.  Drugs, Alcohol, and Weapons
- e.  Weekly "all hands" safety meeting, tool box talks
- f.  Enforcement (1<sup>st</sup> Verbal, 2<sup>nd</sup> Written and 3<sup>rd</sup> Removal from Flintco Jobsite)

## **11. Flintco 4 LIFE ESSENTIALS**

- a.  You have the authority to refuse or stop unsafe work
- b.  You must attend safety orientation prior to any work
- c.  You must complete a pre-task plan for each task
- d.  You must wear a hard hat
- e.  You must wear eye protection
- f.  You must wear high visibility clothing/vest
- g.  You must wear work boots
- h.  You must wear hand protection
- i.  You must use fall protection above 6'
- j.  You must use lock-out/tag-out procedures on energized systems
- k.  You must immediately report incidents/accidents
- l.  You must use continuous clean housekeeping procedures





- m. \_\_\_\_\_Disabling safety devices or guards is prohibited
- n. \_\_\_\_\_Drug and alcohol use and/or possession is prohibited
- o. \_\_\_\_\_Concealed or open carry firearms are prohibited
- p. \_\_\_\_\_Workplace violence or threat of violence is prohibited

**I hereby attest by my signature that I have completed the required Project Orientation and understand these Safety Requirements and Site Policies and I will abide by them. I also understand that these may be site specific, amended or modified at any time at the discretion of Flintco, LLC.**

**EmployeeSignature\_\_\_\_\_Date\_\_\_\_\_**

**Emergency Contact Name\_\_\_\_\_Phone Number\_\_\_\_\_**



## **SUBCONTRACTOR PRECONSTRUCTION CONFERENCE EEO POLICIES CHECKLIST**

Contractually, Subcontractor has agreed to be bound by the same policies and provisions as the Contractor. For purposes of this conference that includes, but is not limited to:

**1. DISCRIMINATION (Executive Order 11246)**

- a. \_\_\_ Subcontractor will not discriminate against any applicant or any employee because of race, color, religion, gender, age, national origin, disability, or veteran status.
- b. \_\_\_ Subcontractor will not tolerate discrimination by his employees toward any project personnel or visitors to the site.

**2. HARASSMENT (Flintco)**

- a. \_\_\_ Flintco will not tolerate Harassment of any kind.
- b. \_\_\_ Subcontractor will not tolerate Harassment by his employees toward any project personnel or visitors – whether sexual in nature or any other form.

**3. GRAFFITI (Flintco)**

- a. \_\_\_ Graffiti is often racial and / or gender offensive, and therefore the company considers all graffiti to be acts of harassment.
- b. \_\_\_ Subcontractor will not tolerate any attempts by its employees to write, paint, draw, carve or otherwise deface or contaminate jobsite property or equipment, including but not limited to mobile restroom facilities.

**Employee Signature:** \_\_\_\_\_

# Project Orientation Quiz

## English



## Orientation Quiz –English

1. It is OK to work alone when:
  - a. It is the weekend
  - b. All the time
  - c. After regular hours
  - d. It is never OK
  
2. Proper PPE for this site includes:
  - a. Proper boots
  - b. ANZI Z78.7 approved eyeprotection
  - c. Hard hat
  - d. All of the above
  
3. Chemicals need to be labeled with name and NFPA diamond:
  - a. True
  - b. False
  
4. I do not need to report an accident as long as I do not need to go to the clinic.
  - a. True
  - b. False
  
5. If there is a fire I should:
  - a. Go home for the day
  - b. Evacuate to the designated area
  - c. Keep working
  
6. I need fall protection when:
  - a. I get to the jobsite
  - b. I am 6 feet or higher
  - c. I am on an unprotected leading edge
  - d. B and C
  
7. Before I leave the job site I should:
  - a. Clean up my work area
  - b. Leave my trash in someone else's area
  - c. Sit in the port-a-toilet for 15 minutes
  - d. Talk on the phone
  
8. I need to inspect my electrical cords:
  - a. Once a week
  - b. When the safety guy unplugs me
  - c. Everyday
  - d. Only week days
  
9. A driver's license is all I need to operate motorized equipment on this site:
  - a. True
  - b. False



10. Extension cords should be:
  - a. Strung all over the place
  - b. Hung neatly out of the way
  - c. Used with cuts and nicks
  
11. Gloves need to be worn:
  - a. When handling paper
  - b. When handling rough material and/or sharp objects
  - c. When handling blunt objects
  - d. Always
  
12. Hearing protection is needed when:
  - a. Working around loud noise
  - b. Sleeping
  - c. Sweeping the floor
  - d. Always
  
13. Face shields are required when:
  - a. When using any power saw
  - b. When using a grinder or hammer drill
  - c. When using a jackhammer
  - d. All of the above
  
14. When bringing chemicals on site:
  - a. A SDS needs to be provided
  - b. A label with the NFPA diamond needs to be on it
  - c. I need to be trained how to properly use the chemicals
  - d. All of the above
  
15. To weld all that is required is a fire extinguisher
  - a. True
  - b. False
  
16. If someone operates equipment who is not authorized, they will be:
  - a. Given a second chance
  - b. Sent home immediately



17. If I need to lift something over 50 lbs., I should:
  - a. Get help or use a mechanical device
  - b. Suck it up and do it myself
  - c. Go home
  
18. If I get hurt on the job I should:
  - a. Contact Flintco immediately
  - b. Go to the clinic myself
  - c. Go home for the day
  
19. When climbing a ladder that doesn't reach my work area safely I should:
  - a. Get the proper ladder
  - b. Do my work anyway
  - c. Go talk on the phone
  
20. Water coolers need to have tape around the top, dated and signed to ensure the water is clean.
  - a. True
  - b. False

# Project Orientation Spanish



Nombre: \_\_\_\_\_

Tarjeta de Identificación

Número De Casco #: \_\_\_\_\_

Fecha De Orientación: \_\_\_\_\_

**Orientación de Seguridad - Nombre del Proyecto:** \_\_\_\_\_

**Nombre del Instructor:** \_\_\_\_\_

**Nombre de la Empresa o Empleador:** \_\_\_\_\_

**Nombre de su Supervisor o Capataz:** \_\_\_\_\_ **\_ OSHA 10/30:** \_\_\_\_\_

**Otros Certificaciones:** \_\_\_\_\_

**Años de Experiencia:** \_\_\_\_\_

**1. Revisión de Reglas Generales**

- a.  Nunca Trabaje Solo.

**2. Equipo de Protección Personal (PPE)**

- a.  Casco de Seguridad (La ala Del sombrero de voltear hacia adelante)
- b.  Protección De Ojos (Z87.1, Prescripción con Escudos Laterales), No Lentes Oscuros, 100%)
- c.  Protección adicional para los ojos / la cara; Se usarán gafas de seguridad y protección facial mientras se corta metal / acero, se astilla concreto y se corta madera a la altura del hombro y arriba y se perfora con martillo a la altura del hombro y más arriba.
- d.  Protección de Pies (Botas de trabajo no botines) / Manos (Use guantes adecuados para su asignación) / Ropa ( No ropa floja u ofensiva) Ropa Reflectante o Chaleco puesto 100%
- e.  Protección para los Oídos (Tapones para los Oídos)
- f.  Protección Contra Caídas - Se requiere protección contra caídas en todo momento cuando se expone a una caída de pies o más.
- g.  Protección Respiratoria – Mascaras N95 deben ser usadas o Mascaras aprobadas y ajustadas (trabajadores deben ser entrenados para usar mascara con filtros. El empleador del trabajador es responsable por el entrenamiento y certificación.
- h.  Protección Especial; Los PPE adicionales deberán estar de acuerdo con los productos hojas de datos de seguridad (SDS)

**3. Comunicación de Peligros – También Conocido Como Derecho A Saber**

- a.  Plan General
- b.  Químicos Peligros en el trabajo (Debe mantenerse en un contenedor secundario)
- c.  Etiquetas de Información Peligrosos (Botes de gasolina, aceite para formas, etc.)
- d.  Hojas De Datos De Seguridad(SDS)
- e.  Localización De Las Hojas SDS
- f.  Requisitos de Entrenamiento de Tareas Seguras

**4. Equipo de Emergencia (Ubicación y Uso)**

- a.  Estación de Primeros Auxilios
- b.  Extintor de Fuego
- c.  Estación para Lavarse los ojos y cara
- d.  DEA – Desfibrilador Externo Automático – Ingles (AED)

**5. Procedimientos de Emergencia**

- a.  Incidente Medico / Lesiones – No reportar lesiones inmediato es una póliza de cero tolerancia de Flintco. Suspensión de 3 días hasta 1 año.
- b.  Incidente de Incendios (Ubicación de Área Segura)
- c.  Tiempo / Evacuación (Ubicación de la Zona de Seguridad)
- d.  Violencia, Protesta, Derrame, Explosión (Ubicación del área segura)
- e.  SWPPP - Plan de prevención de la contaminación de aguas pluviales

**6. Notificación de Incidente/Reporte**

- a.  Abísele al supervisor inmediatamente
- b.  Ayuda / Buscar ayuda / Manténgase fuera del camino
- c.  Dando información – Medios de comunicación
- d.  Usted está autorizado a dejar de trabajar por cualquier acto o condición inseguro
- e.  Reporte de Actos o Condiciones Inseguras



## **7. Cuestiones Diarios**

- a.  La limpieza debe hacerse de forma continua
- b.  Superficies resbaladizas y peligros de tropezar
- c.  Obstrucciones a equipos de emergencia
- d.  Caminos de acceso bloqueados / caminos de salida (no bloquear)
- e.  Peligros de incendios (Basura - Inflamables)(Contenedores)
- f.  Riesgos de perforación / empalme – Tapas anejadas
- g.  Materiales Inestables (puntos de pellizco)
- h.  Levantamiento Manual (cualquier cosa más de 50 libras obtener ayuda, usar un dispositivo mecánico, o utilizar una maquinaria con un persona certificada para operar)
- i.  Escaleras (Empate, 3 pies arriba, 3 puntos, mirar hacia adelante) Inspeccionar antes de usar. Las etiquetas deben ser legibles.
- j.  Andamios (Persona competente y calificada para supervisar la erección, piezas de andamiaje todo lo mismo). Etiquetas verde y roja. No es permitido de surfear o navegar un andamio. Todos trabajadores deben bajar del andamio antes de moverlo a otra localización.
- k.  Herramientas y equipos portátiles (Todo debe ser inspeccionado todos los días antes de usar no debe de haber ningún daño).
- l.  Interruptor de Tierra / Energía Eléctrica(GFCI)
- m.  Superficie y condiciones del terreno del sitio (lodo y seguimiento) Limpiar llantas antes de salir a la calle.
- n.  Exposiciones Generales. (Otros trabajadores y líneas eléctricas) Nunca trabaje o cruce debajo de nadie.
- o.  Se proveerá agua potable en todo momento con vasos desechables y contenedor de basura dedicado. Los contenedores de agua se mantendrán limpios e higiénicos.
- p.  Pre Plan Tareas - PTP (Lleno, comunicado, firmado por todos los trabajadores antes del inicio del trabajo)
- q.  Estirar y Flexionar Diario

## **8. Operaciones de Equipo Motorizado**

- a.  Todo el equipo deberá ser inspeccionado antes de su uso y / o de acuerdo con las recomendaciones del fabricante. Solo los operadores autorizados y capacitados utilizarán
- b.  Operaciones de grúas y aparejos- Plan de Ascensor, Cuerdas (Persona calificada de la señal y aparejador)
- c.  Equipo de Plataformas Elevadas – Scissor Lifts / Boom Lifts
- d.  Automóviles Personales / Compañía – Automóviles Personales no son permitidos en el sitio de trabajo.
- e.  Elevadores Exterior / Interior

## **9. Operaciones Personales y Permisos**

- a.  Operaciones de colocación / bombeo de hormigón (pompa de cemento)
- b.  Entablar (Dequeo) / Techos; Protección contra caídas es requerido cuando la exposición a una caída de 6' o mayor. Todo personal deben estar 15 pies retirados de toda la orilla del techo.
- c.  Erección de Estructura / o de Concreto
- d.  Programa de bloquear sistemas de fuera de servicio y sistemas Energizados
- e.  Permisos de Trabajo Caliente – Cualquier trabajo que cause chispas o llamas de fuego es requerido llenar un permiso caliente. Trabajar sin un permiso caliente es una póliza de cero tolerancias resultando en una suspensión de 3 días hasta un 1 año. (Vigilante de Fuego es responsable de asegurar de que nada se incendie, mantas o cobijas para incendios).
- f.  Cierre de trabajos críticos

## **10. Otras Situaciones**

- a.  Fumar
- b.  Señales / Barreras / Pasamanos
- c.  Trafico / Peatones / Vecinos
- d.  Drogas / Alcohol / Armas de Fuego – *Póliza de Cero Tolerancia*
- e.  Reunión semanal de seguridad "todas las manos" – Tool box Talks
- f.  Enforzamiento (1ª Verbal, 2ª Escrita y 3ª Remoción de Flintco)

## **11. Política de Cero Tolerancia – Suspensiones de 3 días hasta un 1 año de todos los proyectos de Flintco y Oakridge.**

- a.  Usted tiene la autoridad para rechazar o detener el trabajo inseguro
- b.  Debe asistir a la orientación de seguridad antes de cualquier trabajo
- c.  Debe completar un plan previo a la tarea para cada misión
- d.  Debes usar un casco
- e.  Debe usar protección para los ojos
- f.  Debe usar ropa / chaleco de alta visibilidad
- g.  Debes usar botas de trabajo
- h.  Debe usar protección para las manos

- i.  Debe usar protección contra caídas por encima de 6'
- j.  Debe usar procedimientos de bloqueo / etiquetado en sistemas energizados
- k.  Debe informar inmediatamente incidentes / accidentes
- l.  Debe usar procedimientos de limpieza continua
- m.  Se prohíbe la desactivación de dispositivos de seguridad o guardias
- n.  Se prohíbe el uso y / o posesión de drogas y alcohol
- o.  Se prohíbe portar armas de fuego ocultas o abiertas
- p.  La violencia en el lugar de trabajo o la amenaza de violencia están prohibidas

**Certifico por mi firma que he completado la Orientación de Proyecto requerida y entiendo los Requisitos de Seguridad y Políticas del Sitio y cumpliré con ellos. También entiendo que estos pueden ser específicos del sitio, enmendados o modificados en cualquier momento a discreción de Flintco LLC.**

**Firma del Empleado:** \_\_\_\_\_ **Fecha:** \_\_\_\_\_

**Nombre del contacto de Emergencia:** \_\_\_\_\_ **Número de Teléfono:** \_\_\_\_\_

**LISTA DE COMPROBACION DE LAS POLITICAS DE LA CONFERENCIA EEO DE LA CONSTRUCTION  
PREVIA DEL SUBCONTRATISTA**

Contractual, el subcontratista ha acordado ser limitado por las mismas políticas y provisiones que el contratista. Para el propósito de esta conferencia que incluya, pero no se limita a;

**1. DISCRIMINACION (Decreto 11246)**

- a.  El subcontratista no discriminará contra ningún aspirante o ningún empleado debido a la raza, el color, la religión, el sexo, la edad, el origen nacional, la inhabilidad, o el estado del veterano.
- b.  Los Subcontratista no toleraran a la discriminación de los empleados hacia los visitantes del proyecto.

**2. ACOSO (Política de Flintco / Oakridge)**

- a.  Flintco y Oakridge tiene cero tolerancias para el acoso de cualquier clase.
- b.  El subcontratista no tolerará el acoso de sus empleados hacia ningunos personales o visitantes del proyecto - si es sexual en naturaleza o de otra forma.

**3. PINTADA (Política de Flintco / Oakridge)**

- a.  La pintada siempre es ofensiva racial del género, y por lo tanto la compañía considera toda la pintada ser actos del acoso o racismo.
- b.  El subcontratista no tolera ninguna tentativa de sus empleados de escribir, pintar, dibujar, tallar o de otra manera de desfigurar o de contaminar la característica o el equipo del lugar de trabajo, incluyendo a los baños portables

**Nombre del Empleado:** \_\_\_\_\_

**Firma del Empleado:** \_\_\_\_\_

# Project Orientation Quiz

## Spanish



## Cuestionario de Orientación del Proyecto

1. **¿Está bien trabajar solo?**
  - a. Si es el fin de semana
  - b. Todo el tiempo
  - c. Después de las horas regulares
  - d. Nunca es aceptable
  
2. **¿Equipo de protección personal adecuado para este sitio incluye?**
  - a. Botas de trabajo
  - b. Lentes aprobados para los ojos ANSI Z87.1
  - c. Casco
  - d. Todo lo que fue mencionado
  
3. **Contenedores de químicos deben de tener etiquetas con el nombre del producto y el diamante NFPA?**
  - a. Cierto
  - b. Falso
  
4. **¿No necesito reportar un incidente si no necesito ir a la clínica?**
  - a. Cierto
  - b. Falso
  
5. **¿Si hay un fuego o incendio debo de?**
  - a. Irme para mí hogar o casa el resto del día.
  - b. Evacuar al área designada
  - c. Seguir trabajando
  
6. **¿Necesito protección contra caídas cuándo?**
  - a. Llego al trabajo
  - b. Estoy 6 pies o más alto de una caída
  - c. Alrededor de una orilla más alta de síes pies
  - d. B y C
  
7. **¿Antes de irme del trabajo debo de?**
  - a. Limpiar mi área de trabajo
  - b. Dejar mi basura en el área de otras personas
  - c. Sentarme en el baño los últimos 15 minutos
  - d. Hablar por teléfono
  
8. **¿Tengo que inspeccionar mis extensiones eléctricas?**
  - a. Una vez por semana
  - b. Cuando el representante de seguridad me desenchufa
  - c. Diario
  - d. Sólo días laborables
  
9. **¿Una licencia para manejar es todo lo que necesito para operar la maquinaria en este trabajo?**
  - a. Cierto
  - b. Falso
  
10. **¿Las extensiones deben estar:**
  - a. Tiradas y estiradas por todo el lugar.
  - b. Colgadas perfectamente fuera del camino
  - c. Usadas con cortes y mellas o muescas



- 11. Los guantes deben ser usados:**
  - a. Al manipular papel
  - b. Al manipular material áspero y / u objetos afilados
  - c. Al manejar objetos afilados
  - d. Nunca
  
- 12. ¿Se debe de usar protección para los oídos cuándo?**
  - a. Trabajan cerca de ruido constante
  - b. Al dormir
  - c. Barriendo un área polvorienta
  - d. Siempre
  
- 13. ¿Deben de usar una careta cuándo?**
  - a. Mientras usa cualquier sierramotorizada
  - b. Al cortar con la graneadora o un taladro para perforar (agujerar)
  - c. Cuando se usa el martillo de aire
  - d. Todo lo que fue mencionado
  
- 14. ¿Cuándo trae productos químicos en el sitio?**
  - a. Proporcionar las hojas de MSDS
  - b. El contenedor debe de tener una diamante NFPA
  - c. Necesito estar capacitado para usar correctamente los productos químicos
  - d. Todo lo que fue mencionado
  
- 15. ¿Cuándo uno va hacer un trabajo caliente lo único que se requiere es un extinguidor de fuegos?**
  - a. Cierto
  - b. Falso
  
- 16. ¿Si alguien opera una maquinaria sin tener autorización, será?**
  - a. Dado una segunda oportunidad
  - b. Mandado para la casa
  
- 17. ¿Si tengo que levantar una carga más de 50 libras debo:**
  - a. Conseguir ayuda o buscar un dispositivo mecánico
  - b. No quejarme y hacerlo
  - c. Irme para la casa
  
- 18. ¿Si me lesiono o lastimo en el trabajo que debo de ser?**
  - a. Contractar a la compañía de Flintco inmediatamente
  - b. Irme a la clínica yo mismo
  - c. Irme para la casa el resto del día
  
- 19. Cuando me subo a una escalera que no alcanza mi área de trabajo debo de:**
  - a. Bajar y Conseguir la escalera adecuada
  - b. Seguir haciendo mi trabajo de todos modos
  - c. Ir a hablar por teléfono
  
- 20. Hieleras para agua necesitan tener cinta alrededor de la tapadera, fechada y firmada para asegurar que el agua está limpia:**
  - a. Cierto
  - b. Falso

# Property Damage Report



PROPERTY DAMAGE REPORT

Incident Date:		Time:	
Employee Name:		Trade:	
Employee #:		Project #:	
Project Name:			
Company Name:			

Supervisor:	
Investigation By:	

Description:

Attachments

Findings:  Unsafe Condition OR  At-Risk Behavior

Action:

Signature:

\*\*\* Distribution: Area Safety Manager, Project Manager, [injury@flintco.com](mailto:injury@flintco.com) & Site Safety File

Pre Task Plan  
ENGLISH



<b>STEP 1.</b> Jobsite:	Company Name:	Date:
Competent Employee (filling out PTP):		Job Task:
PPE Required During This Task: <input type="checkbox"/> Hardhat <input type="checkbox"/> Safety Shoes/Boots <input type="checkbox"/> Safety Glasses <input type="checkbox"/> Fall Protection <input type="checkbox"/> Atmospheric/Gas Monitor <input type="checkbox"/> Respiratory Protection <input type="checkbox"/> Hand Protection <input type="checkbox"/> Other: _____		

**\* Every person has the right and responsibility to STOP any task that is believed to be unsafe or could lead to environmental impact.**

**STEP 2. Hazard Assessment (check all that apply)**

This table of Hazards and Controls can assist the work group to manage hazards for the proposed work. Determine the Hazards that are present for the task and identify the Controls to be implemented.

<p><b>* The table does not include all possible hazards. It is expected that the required PPE for the activity and work conditions will be used.</b></p>				
<input type="checkbox"/> Material Handling 	<input type="checkbox"/> Slips, Trips and Falls 	<input type="checkbox"/> Work At Heights 	<input type="checkbox"/> Equipment and Tools 	<input type="checkbox"/> Ignition Sources 
<input type="checkbox"/> Assess manual handling task and identify clearpath <input type="checkbox"/> Hand positioning <input type="checkbox"/> Limit load size to 50 lbs. or less <input type="checkbox"/> Proper lifting technique <input type="checkbox"/> Confirm stability of load <input type="checkbox"/> Get assistance when necessary <input type="checkbox"/> Limit exposure times with vibrating equipment <input type="checkbox"/> Other: _____	<input type="checkbox"/> Identify and shield uneven surface or projections <input type="checkbox"/> Appropriate footwear <input type="checkbox"/> Secure or cover hoses, cables, cords, and tubing <input type="checkbox"/> Adequate housekeeping <input type="checkbox"/> Barricade or rope-off openings and holes <input type="checkbox"/> Inclement weather measures <input type="checkbox"/> Other: _____	<input type="checkbox"/> Discuss working at heights safe work practice <input type="checkbox"/> Verify fall restraint and arrest equipment certification/inspection <input type="checkbox"/> Verify rescue plan <input type="checkbox"/> Secure tools (tie-off) <input type="checkbox"/> Verify safe access/egress <input type="checkbox"/> Other: _____	<input type="checkbox"/> Inspect equipment and tools <input type="checkbox"/> No use of modified tools <input type="checkbox"/> Use protective guards <input type="checkbox"/> Use correct tools and equipment for task <input type="checkbox"/> Protect or remove sharp edges <input type="checkbox"/> Machine guards in place <input type="checkbox"/> Other: _____	<input type="checkbox"/> Identify all sources <input type="checkbox"/> Remove, isolate, or contain combustible materials <input type="checkbox"/> Fire extinguisher readily available <input type="checkbox"/> Bond or ground for static electricity or cathodic protection <input type="checkbox"/> Complete/Verify Hot Work Permit <input type="checkbox"/> Other: _____
<input type="checkbox"/> Mobile Equipment 	<input type="checkbox"/> Lifting Equipment 	<input type="checkbox"/> Lifting Equipment (cont.) 	<input type="checkbox"/> Personnel 	<input type="checkbox"/> Excavation/Trenching 
<input type="checkbox"/> Assess equipment condition <input type="checkbox"/> Operator is approved to operate equipment <input type="checkbox"/> Limit and monitor proximity to live equipment or cables <input type="checkbox"/> Manage overhead hazards <input type="checkbox"/> Adhere to road and site rules <input type="checkbox"/> Verify spotter used at all times <input type="checkbox"/> Fire extinguisher located inside equipment <input type="checkbox"/> Verify seat belt use <input type="checkbox"/> Other: _____	<input type="checkbox"/> Confirm lifting equipment condition and certification <input type="checkbox"/> Verify operator certification <input type="checkbox"/> Have a documented and approved lift plan <input type="checkbox"/> Use signs and barriers to restrict access <input type="checkbox"/> Horn/whistle prior to pick	<input type="checkbox"/> Verify/Review lift plan <input type="checkbox"/> Overhead hazard protection (i.e., power lines) <input type="checkbox"/> Verify adequate lifting capabilities <input type="checkbox"/> Other: _____	<input type="checkbox"/> Verify all personnel have completed orientation <input type="checkbox"/> Manage multiple languages <input type="checkbox"/> SSE's (Short Service Employees) have been identified <input type="checkbox"/> Verify Qualifications <input type="checkbox"/> Other: _____	<input type="checkbox"/> Verify OneCall (811) <input type="checkbox"/> Complete/Verify Excavation/Trenching Checklist <input type="checkbox"/> Locate underground pipes by hand digging <input type="checkbox"/> Verify Competent Person <input type="checkbox"/> Implement confined space entry controls <input type="checkbox"/> Other: _____
<input type="checkbox"/> Confined Space 	<input type="checkbox"/> Electrical Equipment 	<input type="checkbox"/> Electrical Equipment (cont.) 	<input type="checkbox"/> Emergency Response 	<input type="checkbox"/> Other Hazards 
<input type="checkbox"/> Discuss confined space entry safe work practice <input type="checkbox"/> Verify rescue plan <input type="checkbox"/> Complete/Verify Confined Space Permit <input type="checkbox"/> Complete/Verify Declassification Permit <input type="checkbox"/> Assign roles as per permit <input type="checkbox"/> Verify Competent Person <input type="checkbox"/> Other: _____	<input type="checkbox"/> Inspect equipment for condition prior to use <input type="checkbox"/> Implement continuous gas monitoring <input type="checkbox"/> Protect electrical leads from impact or damage <input type="checkbox"/> Verify grounding/bonding <input type="checkbox"/> Use proper PPE <input type="checkbox"/> Signage utilized <input type="checkbox"/> Perform isolation -LO/TO <input type="checkbox"/> Other: _____	<input type="checkbox"/> Overhead power lines identified <input type="checkbox"/> Authorized personnel working on equipment above 50v <input type="checkbox"/> Restrict access to authorized personnel only <input type="checkbox"/> Bring electrical equipment to zero energy state <input type="checkbox"/> Observe safe work distances for live cables <input type="checkbox"/> Verify daily color code <input type="checkbox"/> Other: _____	<input type="checkbox"/> First Aid kits available <input type="checkbox"/> Emergency Response Plan specific to location <input type="checkbox"/> Have a rescue plan in place <input type="checkbox"/> Muster points identified <input type="checkbox"/> Keep emergency alarm, fire equipment, and shutdown locations unobstructed <input type="checkbox"/> Notification list <input type="checkbox"/> Other: _____	<input type="checkbox"/> Potential hand hazards identified <input type="checkbox"/> Heat/Cold stress precautions identified <input type="checkbox"/> Animal or Insect Hazards <input type="checkbox"/> Other: _____

**STEP 3. Permits/Plans/Checklist Needed:**

Confined Space   
  Excavation/Trenching   
  Hotwork   
  Critical Lift   
  LOTO   
  Other: \_\_\_\_\_

**\*\*\* STOP - NECESSARY FORMS MUST BE OBTAINED AND COMPLETED FOR CHECKED PERMITS/PLANS/CHECKLISTS**

**STEP 4. Hazard Management Form**

Complete Task Steps / Potential Hazards / Hazard Controls prior to the job.

Note: If the scope of work or the conditions change, **STOP.THINK!** Revise the PTP to address the hazards before proceeding.

**Step 4 Continued onBack:**

Task Steps	Potential Hazards	Hazard Controls

Employee Signatures

**Employee Signatures**


Pre Task Plan  
SPANISH



# Spanish PTP (Pre TaskPlan) Pre PlanTareas

<b>PASO #1</b> Sitio de Trabajo:	Nombre de Compañía:	Fecha:
Nombre del Empleado Competente (llenando el PTP):		Descripción de la Tarea o Misión:
PPE requerido durante esta tarea: <input type="checkbox"/> Lentes de Seguridad / Lentes prescripción de seguridad deben tener protecciones laterales o usar sobre lentes de seguridad encima de lentes prescripción. <input type="checkbox"/> Casco <input type="checkbox"/> Zapatos de Seguridad o Botas <input type="checkbox"/> Protección Contra Caídas <input type="checkbox"/> Monitor de presión Atmosférica / Gas <input type="checkbox"/> Protección Respiratoria <input type="checkbox"/> Protección de Manos <input type="checkbox"/> Otro tipo de PPE: _____		
* Toda persona tiene el derecho y el deber de DETENER cualquier tarea que se cree que es insegura o podría dar lugar a impacto ambiental.		

Esta tabla de Peligros y Controles puede ayudar al grupo de trabajo para gestionar los riesgos para el trabajo propuesto. Determinar los Riesgos a que están presentes en la tarea e identificar los Controles que deben aplicarse.

La tabla no incluye todos los posibles peligros. Se espera que se utilizara el equipo protector personal requerido para las condiciones de trabajo y actividad.

<input type="checkbox"/> Manipulación de materiales 	<input type="checkbox"/> Resbalones, tropezones y caídas 	<input type="checkbox"/> Trabajos en altura 	<input type="checkbox"/> Equipos y herramientas 	<input type="checkbox"/> Fuentes de ignición 
<input type="checkbox"/> evaluar ruta de acceso y tareas de manipulación manual <input type="checkbox"/> mano posicionamiento <input type="checkbox"/> limitar carga tamaño a 50 libras o menos <input type="checkbox"/> adecuada técnica de levantamiento <input type="checkbox"/> confirmar la estabilidad de la carga <input type="checkbox"/> obtener asistencia cuando sea necesario <input type="checkbox"/> limitar tiempos de exposición con equipos de vibración <input type="checkbox"/> otro: _____	<input type="checkbox"/> identificar y escudo irregular y proyecciones <input type="checkbox"/> calzado apropiado <input type="checkbox"/> seguro o cubierta de las mangueras, cables, cables y tubería <input type="checkbox"/> Limpieza adecuada <input type="checkbox"/> barricada o cuerda de aberturas y agujeros <input type="checkbox"/> Medidas inclemencias del tiempo <input type="checkbox"/> otro: _____	<input type="checkbox"/> Discutir en prácticas de trabajo seguro de alturas <input type="checkbox"/> Verificar caída restricción y detención de certificación e inspección de equipos <input type="checkbox"/> Verificar plan de rescate <input type="checkbox"/> Herramientas seguridad (amarre) <input type="checkbox"/> Verificar que el acceso y salidas estén claras y seguras. <input type="checkbox"/> Verificar inspecciones para la escalera. <input type="checkbox"/> Mantener 3 puntos de contacto. <input type="checkbox"/> otro: _____	<input type="checkbox"/> inspeccionar equipos y herramientas <input type="checkbox"/> no usar herramientas modificadas o modificar herramientas <input type="checkbox"/> usar las guardias de protección <input type="checkbox"/> utilizar correctamente herramientas y equipos para la tarea <input type="checkbox"/> proteger o quitar filos <input type="checkbox"/> protectores de la máquina en lugar <input type="checkbox"/> otro: _____	<input type="checkbox"/> identificar todas las fuentes <input type="checkbox"/> eliminar, aislar o contener materiales combustibles <input type="checkbox"/> extintor disponible <input type="checkbox"/> Enlace o tierra para electricidad estática o protección catódica <input type="checkbox"/> permiso de trabajo caliente completa/verificar <input type="checkbox"/> otro: _____
<input type="checkbox"/> Equipo móvil 	<input type="checkbox"/> Equipos de elevación 	<input type="checkbox"/> Levantamiento (cont.) 	<input type="checkbox"/> Personal 	<input type="checkbox"/> Excavación /Zanjas 
<input type="checkbox"/> evaluar estado de equipo <input type="checkbox"/> operador está aprobado para operar equipo <input type="checkbox"/> limitar y monitorear cerca de cables o equipos en vivo <input type="checkbox"/> gestionar riesgos generales <input type="checkbox"/> se adhieren a las reglas de ruta y sitio <input type="checkbox"/> verificar que un observador o banderero este en todo momento <input type="checkbox"/> otro: _____	<input type="checkbox"/> confirmar la condición de equipo de elevación y certificación <input type="checkbox"/> verificar certificación de operador <input type="checkbox"/> tiene un plan de transporte documentado y aprobado <input type="checkbox"/> Uso señales y barreras para restringir el acceso	<input type="checkbox"/> Verifique y revisión plan de levante <input type="checkbox"/> protección de peligro de sobrecarga (es decir, líneas de energía) <input type="checkbox"/> verificar las capacidades de elevación adecuadas <input type="checkbox"/> otro: _____	<input type="checkbox"/> Verificar que todo el personal ha asistido a la orientación de seguridad. <input type="checkbox"/> gestionar varios idiomas <input type="checkbox"/> ESC (Empleados de Servicio Corto) han sido identificados. <input type="checkbox"/> verificar calificaciones <input type="checkbox"/> otro: _____	<input type="checkbox"/> Verificar OneCall(811) <input type="checkbox"/> Completar /Verificar Excavación/ excavación de zanjas. Lista de verificación <input type="checkbox"/> Localización de tuberías subterráneas por escarbar mano <input type="checkbox"/> Verificar la Persona Competente para excavaciones. <input type="checkbox"/> Implemente el espacio confinado controles de entrada <input type="checkbox"/> otro: _____
<input type="checkbox"/> Limitado espacio 	<input type="checkbox"/> Equipo eléctrico 	<input type="checkbox"/> Equipo eléctrico (cont.) 	<input type="checkbox"/> Respuesta de emergencia 	<input type="checkbox"/> Otros peligros 
<input type="checkbox"/> Hablar de espacio confinado práctica de seguridad en el trabajo de entrada <input type="checkbox"/> verificar plan de rescate <input type="checkbox"/> Permiso de espacio confinado completo/verificar <input type="checkbox"/> Autorización de desclasificación completo/verificar <input type="checkbox"/> asignar funciones según permiso <input type="checkbox"/> verificar QI <input type="checkbox"/> otro: _____	<input type="checkbox"/> Inspeccione el equipo antes de la condición a utilizar <input type="checkbox"/> implementar el monitoreo continuo de gas <input type="checkbox"/> protección eléctrica conduce de impacto o daño <input type="checkbox"/> verificar puesta a tierra/vinculación <input type="checkbox"/> Use PPE adecuado <input type="checkbox"/> señalización utilizada <input type="checkbox"/> realizar aislamiento - Bloqueo y Etiquetado LO/TO, cegamiento o la derrota <input type="checkbox"/> otro: _____	<input type="checkbox"/> líneas eléctricas aéreas identificadas <input type="checkbox"/> Personal autorizado para trabajar en equipo más de 50 v <input type="checkbox"/> restringir el acceso al personal autorizados solamente <input type="checkbox"/> poner el equipo eléctrico a cero energía del estado. <input type="checkbox"/> observar distancias de seguridad en el trabajo para cables de vivo <input type="checkbox"/> otro: _____	<input type="checkbox"/> Botiquines de primeros auxilios disponibles <input type="checkbox"/> Plan de Reacción para Emergencias esta específico para la localización. <input type="checkbox"/> Tiene un plan de Rescate en posición. <input type="checkbox"/> Áreas de reunificación <input type="checkbox"/> Mantenga las alarmas de emergencia, el equipo de fuego, y ubicaciones de cerrar desbloqueados. <input type="checkbox"/> Lista de notificación <input type="checkbox"/> otro: _____	<input type="checkbox"/> Posibles peligros de mano identificados <input type="checkbox"/> Precauciones de estrés por calor/ frío identificados <input type="checkbox"/> Riesgos de Animales o insectos <input type="checkbox"/> otro: _____

**PASO #3. Permisos / Planes / Lista de Verificación Necesaria:**

Espacio Confinado  
  Excavaciones y Zanjas  
  Permisos para trabajos calientes  
  Bloqueo Y Etiquetado LO/TO  
  Levantamiento Critico  
  otras: \_\_\_\_\_

\*\*\*PARAR- FORMULARIOS NECESARIOS DEBEN SER OBTENIDOS Y COMPLETADOS PARA PERMISOS PLANES/ LISTAS DE VERIFICACION COMPRABADOS.



# Spanish PTP (Pre TaskPlan) Pre PlanTareas

**Paso 4 Continúa en la parte de atrás:**



**PASO 4. Forma de gestión de riesgo**

Complete los Pasos de la Tarea / Peligros Potenciales / Controles de Peligro antes del trabajo.

Nota: Si el alcance del trabajo o las condiciones cambian, PARAR y PENSAR! Revise el PTP para tratar los peligros antes de proceder.

**Pasos de la Tarea Misión**

**Peligros Potenciales**

**Controles de Riesgo**


**Firmas De Los Empleados**


## Safety Representative Identification



## SAFETY REPRESENTATIVE IDENTIFICATION

Pursuant to the requirements of Chapter 13 of the Flintco Safety Manual, each subcontractor shall designate a safety representative to oversee the subcontractor’s environmental, safety and health activities.

\_\_\_\_\_ is hereby designated as Safety Representative at the Flintco, LLC  
(Name)

\_\_\_\_\_  
(Project Name)

\_\_\_\_\_ has the education and/or experience to perform the tasks as outlined in  
(Name)  
the section titled “Safety Representative Credentials” of Chapter 13 of the Flintco, LLC Safety Manual and employs the following credentials.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The safety representative shall be present on site during all subcontractor work activities. The subcontractor shall identify an alternate safety representative in the event the primary safety representative is absent from the project.

Sincerely,

Name \_\_\_\_\_

Title \_\_\_\_\_

Company \_\_\_\_\_

Date \_\_\_\_\_



# Silica Exposure Control Plan

## English



# Silica Exposure Control Plan

Date: \_\_\_\_\_ Project: \_\_\_\_\_ Silica Competent Person: \_\_\_\_\_

Task Description	
Location: _____	<input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor
Duration: # of shifts: _____	<input type="checkbox"/> < 4 hours/shift <input type="checkbox"/> > 4 hours/shift
List materials that may contain silica, tools that may create airborne dust, and a description of the work process:	

Table 1 Compliance
Can this task be performed according to Table 1, with the specified controls fully and properly implemented? <input type="checkbox"/> Yes <input type="checkbox"/> No (Air monitoring or objective data required. Consult Safety.)

Objective Data & Air Monitoring
Select the justification method for exposure controls. Air monitoring and objective data must reflect work conditions for this task (e.g. equipment, processes, material, % silica, environment). Attach documentation or maintain on file. <input type="checkbox"/> Objective Data will be used <input type="checkbox"/> Table 1 will be used <input type="checkbox"/> Air monitoring data will be used Description & Source: _____ <input type="checkbox"/> Air monitoring data not available

Engineering & Work Practice Controls
Prior to use, tool and equipment must be inspected for damage, secure hose connections, holes, kinks/pinches, leaks, clean filters, and properly fitting shrouds/cowls. Equipment must be operated, cleaned and maintained in accordance with manufacturer's instructions to minimize dust emissions. <input type="checkbox"/> Dust Collection <input type="checkbox"/> Exhaust Ventilation w/HEPA <input type="checkbox"/> Wet Methods: _____ <input type="checkbox"/> Integrated Water Feed <input type="checkbox"/> Enclosed Cab, Cabin Filter <input type="checkbox"/> Other: _____

Housekeeping
Compressed air and dry sweeping shall not be used to remove dust and debris containing silica. Dispose of silica-containing vacuum bags, dust and debris in a sealed container (e.g. sealed garbage bag). <input type="checkbox"/> Wet Sweeping <input type="checkbox"/> HEPA Vacuum <input type="checkbox"/> Water/Wet Washing <input type="checkbox"/> Sweeping Compound <input type="checkbox"/> Other: _____

WORK AREA ACCESS
Restrict access to the area(s) near the work where respirable crystalline silica exposure could reasonably be expected to exceed the action level of 25ug/m <sup>3</sup> . <input type="checkbox"/> No Restrictions <input type="checkbox"/> Signs <input type="checkbox"/> DANGER Barricade & Sign/Tag <input type="checkbox"/> Spotter <input type="checkbox"/> Enclosure (sealed tent) <input type="checkbox"/> Other: _____

Respiratory Protection
Verify respiratory training and fit testing for respiratory protection users. Medical surveillance is required for individuals who use respirators under the silica rule for 30 or more days per year. <input type="checkbox"/> N/A <input type="checkbox"/> ½ Face APR with P100 <input type="checkbox"/> Full Face APR with P100 <input type="checkbox"/> Other: _____

Additional Comments

Supervisor Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Silica training and a review of this Silica Exposure Control Plan are required for employees involved in and directly supporting the silica work activity. Review of this plan is required annually and when work conditions change.

**Table 1**

When performing multiple Table 1 tasks whose combined duration is greater than 4 hours, the respiratory protection specified in the >4 hours/shift column must be used for each respective task. Table 1 originates in 29 CFR 1926.1153(c)(1).

Equipment/task	Engineering and work practice control methods	Required respiratory protection and minimum assigned protection factor (APF)	
		≤ 4 hours/shift	>4 hours/shift
(i) Stationary masonry saws	Use saw equipped with integrated water delivery system that continuously feeds water to the blade Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions	None	None
(ii) Handheld power saws (any blade diameter)	Use saw equipped with integrated water delivery system that continuously feeds water to the blade Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions:  -When used outdoors  -When used indoors or in an enclosed area	None  APF 10	None  APF 10
(iii) Handheld power saws for cutting fiber-cement board (with blade diameter of 8 inches or less)	For tasks performed outdoors only: Use saw equipped with commercially available dust collection system Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency	None	None
(iv) Walk-behind saws	Use saw equipped with integrated water delivery system that continuously feeds water to the blade Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions:  -When used outdoors  -When used indoors or in an enclosed area	None  APF 10	None  APF 10
(v) Drivable saws	For tasks performed outdoors only:  Use saw equipped with integrated water delivery system that continuously feeds water to the blade Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions	None	None
(vi) Rig-mounted core saws or drills	Use tool equipped with integrated water delivery system that supplies water to cutting surface Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions	None	None
(vii) Handheld and stand-mounted drills (including impact)	Use drill equipped with commercially available shroud or cowling with dust collection system	None	None

and rotary hammerdrills)	Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism Use a HEPA-filtered vacuum when cleaning holes		
(viii) Dowel drilling rigs for concrete	For tasks performed outdoors only: Use shroud around drill bit with a dust collection system. Dust collector must have a filter with 99% or greater efficiency and a filter cleaning mechanism Use a HEPA-filtered vacuum when cleaning holes	APF 10	APF 10
(ix) Vehicle-mounted drilling rigs for rock and concrete	Use dust collection system with close capture hood or shroud around drill bit with a low-flow water spray to wet the dust at the discharge point from the dust collector OR	None	None
	Operate from within an enclosed cab and use water for dust suppression on drill bit	None	None
(x) Jackhammers and handheld powered chipping tools	Use tool with water delivery system that supplies a continuous stream or spray of water at the point of impact: -When used outdoors -When used indoors or in an enclosed area OR Use tool equipped with commercially available shroud and dust collection system	None APF 10	APF 10 APF 10
	Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism: -When used outdoors -When used indoors or in an enclosed area	None APF 10	APF 10 APF 10
(xi) Handheld grinders for mortar removal ( <i>i.e.</i> , tuckpointing)	Use grinder equipped with commercially available shroud and dust collection system Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions Dust collector must provide 25 cubic feet per minute (cfm) or greater of airflow per inch of wheel diameter and have a filter with 99% or greater efficiency and a cyclonic pre-separator or filter-cleaning mechanism	APF 10	APF 25
(xii) Handheld grinders for uses other than mortar removal	For tasks performed outdoors only: Use grinder equipped with integrated water delivery system that continuously feeds water to the grinding surface	None	None



Silica Exposure Control Plan

	<p>Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions</p> <p>OR</p> <p>Use grinder equipped with commercially available shroud and dust collection system</p> <p>Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions</p> <p>Dust collector must provide 25 cubic feet per minute (cfm) or greater of airflow per inch of wheel diameter and have a filter with 99% or greater efficiency and a cyclonic pre-separator or filter-cleaning mechanism:</p> <p>-When used outdoors</p> <p>-When used indoors or in an enclosed area</p>	<p>None</p> <p>None</p>	<p>None</p> <p>APF 10</p>
(xiii) Walk-behind milling machines and floorgrinders	<p>Use machine equipped with integrated water delivery system that continuously feeds water to the cutting surface</p> <p>Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions</p> <p>OR</p> <p>Use machine equipped with dust collection system recommended by the manufacturer</p> <p>Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions</p> <p>Dust collector must provide the air flow recommended by the manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism</p> <p>When used indoors or in an enclosed area, use a HEPA-filtered vacuum to remove loose dust in between passes</p>	<p>None</p> <p>None</p>	<p>None</p> <p>None</p>
(xiv) Small drivable milling machines (less than half-lane)	<p>Use a machine equipped with supplemental water sprays designed to suppress dust. Water must be combined with a surfactant</p> <p>Operate and maintain machine to minimize dust emissions</p>	<p>None</p>	<p>None</p>
(xv) Large drivable milling machines (half-lane and larger)	<p>For cuts of any depth on asphalt only:</p> <p>Use machine equipped with exhaust ventilation on drum enclosure and supplemental water sprays designed to suppress dust</p> <p>Operate and maintain machine to minimize dust emissions</p> <p>For cuts of four inches in depth or less on any substrate:</p>	<p>None</p>	<p>None</p>
	<p>Use machine equipped with exhaust ventilation on drum enclosure and supplemental water sprays designed to suppress dust</p> <p>Operate and maintain machine to minimize dust emissions</p>	<p>None</p>	<p>None</p>

	<p>OR</p> <p>Use a machine equipped with supplemental water spray designed to suppress dust. Water must be combined with a surfactant</p> <p>Operate and maintain machine to minimize dust emissions</p>	None	None
(xvi) Crushing machines	<p>Use equipment designed to deliver water spray or mist for dust suppression at crusher and other points where dust is generated (e.g., hoppers, conveyers, sieves/sizing or vibrating components, and discharge points)</p> <p>Operate and maintain machine in accordance with manufacturer's instructions to minimize dust emissions</p> <p>Use a ventilated booth that provides fresh, climate-controlled air to the operator, or remote control station</p>	None	None
(xvii) Heavy equipment and utility vehicles used to abrade or fracture silica-containing materials (e.g., hoe-ramming, rock ripping) or used during demolition activities involving silica-containing materials	<p>Operate equipment from within an enclosed cab</p> <p>When employees outside of the cab are engaged in the task, apply water and/or dust suppressants as necessary to minimize dust emissions</p>	None	None
(xviii) Heavy equipment and utility vehicles for tasks such as grading and excavating but not including: Demolishing, abrading, or fracturing silica-containing materials	<p>Apply water and/or dust suppressants as necessary to minimize dust emissions</p> <p>OR</p> <p>When the equipment operator is the only employee engaged in the task, operate equipment from within an enclosed cab</p>	None	None

Silica Exposure Control Plan  
Spanish

Fecha: \_\_\_\_\_ Proyecto: \_\_\_\_\_ Sílice Persona Competente: \_\_\_\_\_

Descripción de tarea otrabajo		
Ubicación: _____	<input type="checkbox"/> Interior	<input type="checkbox"/> al Aire libre
Duración: # de turnosde trabajo: _____	<input type="checkbox"/> < 4 horas	<input type="checkbox"/> > 4 horas
Lista de material que contiene sílice, herramientas que pueden crear polvo en el aire, y descripción del proceso de trabajo:		
_____		
_____		

Tableta 1 conformidad
¿Se puede realizar esta tarea de acuerdo con la Tabla 1, con los controles especificados completamente y correctamente implementados?
<input type="checkbox"/> Si <input type="checkbox"/> No (Se requiere control de aire o datos objetivos. Consulte la seguridad)

Datos objetivos y monitor de aire
Seleccione el método de justificación para los controles de exposición. El monitoreo del aire y los datos objetivos deben reflejar las condiciones de trabajo para esta tarea (por ejemplo, equipo, procesos, material, % sílice, ambiente). Adjunte documentación o mantenga en archivo.
<input type="checkbox"/> Objetivo de datos será usado <input type="checkbox"/> Tableta 1 será usado <input type="checkbox"/> Se utilizarán datos de monitoreo del aire
Descripción: _____ <input type="checkbox"/> No se dispone de datos de monitoreo aéreo

Ingeniera y control de prácticas de trabajo
Antes de su uso, la herramienta y el equipo deben ser inspeccionados para detectar daños, asegurar las conexiones de manguera, agujeros, torceduras / pellizcos, fugas, filtros limpios y cubiertas / carenados apropiadamente. El equipo debe ser operado, limpiado y mantenido de acuerdo con las instrucciones del fabricante para minimizar las emisiones de polvo.
<input type="checkbox"/> Recolección depolvo <input type="checkbox"/> Ventilación de escape con HEPA <input type="checkbox"/> Métodos húmedos: _____
<input type="checkbox"/> Alimentación Integrada de agua <input type="checkbox"/> Cabinas Cerrada, Filtro de Cabina <input checked="" type="checkbox"/> Otros: _____

Limpieza
El aire comprimido y el barrido en seco no se utilizarán para eliminar el polvo y los desechos que contengan sílice. Deseche las bolsas de vacío que contienen sílice, el polvo y los residuos en un recipiente sellado (por ejemplo, una bolsa de basura sellada).
<input type="checkbox"/> Barrer Húmedo <input type="checkbox"/> Aspiradora HEPA <input type="checkbox"/> Lavar con agua
<input type="checkbox"/> Compuesto parabarrer <input type="checkbox"/> Otros: _____

Acceso área de trabajo
Restringir el acceso a la (s) zona (s) cercana (s) al trabajo donde razonablemente se podría esperar que la exposición al silicio cristalino respirable exceda el nivel de acción de 25 ug / m3.
<input type="checkbox"/> No hay restricciones <input type="checkbox"/> Signos <input type="checkbox"/> Barricadas de Peligro o Etiquetas
<input type="checkbox"/> Observador-vigilante <input type="checkbox"/> Encierro (Carpa Sellada) <input type="checkbox"/> Otros: _____

Protección respiratoria
Verificar el entrenamiento respiratorio y las pruebas de ajuste para los usuarios de protección respiratoria. Se requiere vigilancia médica para las personas que usan respiradores bajo la regla de sílice durante 30 o más días al año.
<input type="checkbox"/> N/A <input type="checkbox"/> 1/2 cara con APF 10 <input type="checkbox"/> Cara completa <input type="checkbox"/> Otros: _____

Comentarios adicionales
_____
_____





**Nombre de Supervisor:** \_\_\_\_\_ **Firma:** \_\_\_\_\_




El entrenamiento de sílice y una revisión de este Plan de Control de Exposición de Sílice son requeridos para empleados involucrados en y directamente apoyando la actividad de trabajo de sílice. Revisión de este plan se requiere anualmente y cuando las condiciones de trabajo cambian.



**Tabla 1**



Cuando se realizan varias tareas de la Tabla 1 cuya duración combinada es superior a 4 horas, se debe utilizar la protección respiratoria especificada en la columna > 4 horas / turno para cada tarea respectiva. La Tabla 1 se origina en 29 CFR 1926.1153 (c) (1).

Tabla 1: Métodos específicos de control de exposición cuando se trabaja con materiales que contienen sílice cristalina			
Equipo / Tarea	Métodos de control de prácticas de ingeniería y trabajo	Protección respiratoria requerida y Factor de Protección Mínimo Asignado (FPA)	
		≤ 4 horas / turno	≥ 4 horas / turno
(i) Sierras de mampostería estacionarias (i) Stationary masonry saws 	Utilice sierra equipada con sistema de suministro de agua integrado que alimenta continuamente agua a la cuchilla.  Operar y mantener la herramienta de acuerdo con las instrucciones del fabricante para minimizar las emisiones de polvo.	Ninguna	Ninguna
(ii) Sierras de mano (cualquier diámetro de la hoja) (ii) Handheld power saws (any blade diameter) 	Utilice una sierra equipada con un sistema integrado de suministro de agua que alimenta continuamente agua a la cuchilla. Utilice y mantenga la herramienta de acuerdo con las instrucciones del fabricante para minimizar las emisiones de polvo. <ul style="list-style-type: none"> <li>• Cuando se usa al aire libre.</li> <li>• Cuando se usa en interiores o en un área cerrada.</li> </ul>	Ninguna  FPA 10	FPA 10  FPA 10



<p>(iii) Sierras eléctricas portátiles para tablero de fibrocemento de corte (con diámetro de la hoja de 8 pulgadas o Menos)</p> <p>(iii) Handheld power saws for cutting fiber-cement board (with blade diameter of 8 inches orless)</p> 	<p>Para tareas realizadas sólo al aire libre:</p> <p>Utilice una sierra equipada con un sistema de recogida de polvo disponible en el comercio.</p> <p>Operar y mantener la herramienta de acuerdo con las instrucciones del fabricante para minimizar las emisiones depolvo.</p> <p>El colector de polvo debe proporcionar el flujo de aire recomendado por el fabricante dela herramienta o mayor y tener un filtro con un 99% o más de eficiencia.</p>	<p>Ninguna</p>	<p>Ninguna</p>
<p>(iv) Sierras de marcha atrás.</p> <p>(iv) Walk-behind saws.</p> 	<p>Utilice sierra equipada con sistema de suministro de agua integrado que alimenta continuamente agua a la cuchilla.</p> <p>Operar y mantener la herramienta de acuerdo con las instrucciones del fabricante para minimizar las emisiones depolvo:</p> <ul style="list-style-type: none"> <li>• Cuando se usa al aire libre.</li> <li>• Cuando se usa en interiores o en un área cerrada</li> </ul>	<p>Ninguna</p> <p>FPA 10</p>	<p>Ninguna</p> <p>FPA 10</p>
<p>(v) Sierras conductoras</p> <p>(v) Drivable saws</p> 	<p>Para tareas realizadas sólo al aire libre:</p> <p>Utilice sierra equipada con sistema de suministro de agua integrado que alimenta continuamente agua a la cuchilla.</p> <p>Operar y mantener la herramienta de acuerdo con las instrucciones del fabricante para minimizar las emisiones depolvo.</p>	<p>Ninguna</p>	<p>Ninguna</p>



<p>(vi) Sierras de núcleo montadas en plataforma y Taladros</p> <p>(vi) Rig-mounted core saws or drills</p> 	<p>Utilice una herramienta equipada con un sistema integrado de suministro de agua que suministre agua a la superficie de corte.</p> <p>Operar y mantener la herramienta de acuerdo con las instrucciones del fabricante para minimizar las emisiones de polvo.</p>	<p>Ninguna</p>	<p>Ninguna</p>
<p>(vii) Taladros portátiles y montados en pie (incluidos los taladros de impacto y martillo rotativo)</p> <p>(vii) Handheld and stand-mounted drills (including impact and rotary hammer drills)</p> 	<p>Utilice taladro equipada con las cubiertas disponibles comercialmente o carenado con el sistema de recolección de polvo.</p> <p>Operar y mantener la herramienta de acuerdo con las instrucciones del fabricante para minimizar las emisiones de polvo.</p> <p>El colector de polvo debe proporcionar el flujo de aire recomendado por el fabricante de la herramienta, o superior, y tener un filtro con un 99% o más de eficiencia y un mecanismo de limpieza del filtro</p> <p>Utilice una aspiradora filtrada por HEPA para limpiar agujeros.</p>	<p>Ninguna</p>	<p>Ninguna</p>
<p>(viii) Plataformas de perforación para hormigón</p> <p>(viii) Dowel drilling rigs for concrete</p> 	<p>Para tareas realizadas sólo al aire libre:</p> <p>Utilice la envoltura alrededor de la broca con un sistema de recogida de polvo. El colector de polvo debe tener un filtro con una eficiencia del 99% o mayor y un mecanismo de limpieza del filtro.</p> <p>Utilice una aspiradora filtrada por HEPA para limpiar agujeros</p>	<p>FPA 10</p>	<p>FPA 10</p>
<p>(ix) Plataformas de perforación montadas</p>	<p>Utilizar el sistema de recolección de polvo con una estrecha campana</p>	<p>Ninguna</p>	<p>Ninguna</p>



<p>en vehículos para roca y hormigón</p> <p>(ix) Vehicle-mounted drilling rigs for rock and concrete</p> 	<p>captura o cubierta alrededor de la broca con un bajo flujo de pulverización de agua para humedecer el polvo en el punto de descarga del colector depolvo.</p> <p>O</p> <p>Opere desde dentro de una cabina cerrada y use agua para suprimir el polvo en la broca.</p>	<p>Ninguna</p>	<p>Ninguna</p>
<p>(x) Martillos neumáticos y herramientas de astillado de mano</p> <p>(x) Jackhammers and handheld powered chipping tools</p> 	<p>Utilice una herramienta con un sistema de suministro de agua que suministre una corriente continua o un chorro de agua en el punto de impacto:</p> <ul style="list-style-type: none"> <li>❖ Cuando se usa al aire libre.</li> <li>❖ Cuando se usa en interiores o en un área cerrada.</li> </ul> <p>O</p> <p>Utilice una herramienta equipada con un sistema de recogida de polvo y colector disponible en el mercado.</p> <p>Operar y mantener la herramienta de acuerdo con las instrucciones del fabricante para minimizar las emisiones de polvo.</p> <p>El colector de polvo debe proporcionar el flujo de aire recomendado por el fabricante de la herramienta o mayor y tener un filtro con un 99% o más de eficiencia y un mecanismo de limpieza del filtro:</p> <ul style="list-style-type: none"> <li>❖ Cuando se usa al aire libre</li> <li>❖ Cuando se usa en interiores o en un área cerrada</li> </ul>	<p>Ninguna</p> <p>AFP 10</p> <p>AFP 10</p> <p>Ninguna</p> <p>AFP 10</p>	<p>AFP 10</p> <p>AFP 10</p> <p>AFP 10</p> <p>AFP 10</p>
<p>(xi) Graneadora para la eliminación de mortero (es decir, colocación de punteado)</p>	<p>Utilice una graneadora equipada con un sistema de protección y recolección de polvo disponible en el mercado</p>	<p>AFP 10</p>	<p>AFP 25</p>

<p>(xi) Handheld grinders for mortar removal (i.e., tuck-pointing)</p> 	<p>Operar y mantener la herramienta de acuerdo con las instrucciones del fabricante para minimizar las emisiones de polvo.</p> <p>El colector de polvo debe proporcionar 25 pies cúbicos por minuto (cfm) o más de flujo de aire por pulgada de diámetro de rueda y tener un filtro con 99% o más de eficiencia y un pre-separador ciclónico o mecanismo de limpieza de filtro.</p>		
<p>(xii) Graneadoras de mano para usos distintos de la eliminación de mortero</p> <p>(xii) Handheld grinders for uses other than mortar removal.</p> 	<p>Para tareas realizadas sólo al aire libre:</p> <p>Utilice una graneadora equipada con un sistema integrado de suministro de agua que alimenta continuamente agua a la superficie de molienda.</p> <p>Operar y mantener la herramienta de acuerdo con las instrucciones del fabricante para minimizar las emisiones de polvo.</p> <p>O</p> <p>Utilice un triturador equipado con un sistema de protección y recolección de polvo disponible en el mercado</p> <p>Operar y mantener la herramienta de acuerdo con las instrucciones del fabricante para minimizar las emisiones de polvo.</p> <p>El colector de polvo debe proporcionar 25 pies cúbicos por minuto (cfm) o más de flujo de aire por pulgada de diámetro de rueda y tener un filtro con un 99% o más de eficiencia y un pre-separador ciclónico o mecanismo de limpieza de filtro:</p> <ul style="list-style-type: none"> <li>❖ Cuando se usa al aire libre.</li> <li>❖ Cuando se usa en interiores o en un área cerrada.</li> </ul>	<p>Ninguna</p> <p>Ninguna</p> <p>Ninguna</p> <p>Ninguna</p>	<p>Ninguna</p> <p>Ninguna</p> <p>APF 10</p> <p>Ninguna</p>
<p>(xiii) Maquinas Fresadoras y rectificadoras de piso</p> <p>(xiii) Walk-behind milling machines and floorgrinders</p>	<p>Use una máquina equipada con un sistema integrado de suministro de agua que alimenta continuamente agua a la superficie de corte.</p>	<p>Ninguna</p>	<p>Ninguna</p>



	<p>Operar y mantener la herramienta de acuerdo con las instrucciones del fabricante para minimizar las emisiones de polvo.</p> <p>O</p> <p>Utilizar una máquina equipada con sistema de recogida de polvo recomendado por el fabricante</p> <p>Operar y mantener la herramienta de acuerdo con las instrucciones del fabricante para minimizar las emisiones de polvo.</p> <p>El colector de polvo debe proporcionar el flujo de aire recomendado por el fabricante, o mayor, y tener un filtro con un 99% o más de eficiencia y un mecanismo de limpieza del filtro.</p> <p>Cuando se usa en interiores o en un área cerrada, use un vacío filtrado con HEPA para eliminar el polvo suelto entre pasadas.</p>	<p>Ninguna</p>	<p>Ninguna</p>
<p>(xiv) Pequeño fresado manejable máquinas (menos de la mitad de carril)</p> <p>(xiv) Small drivable milling machines (less than half-lane)</p> 	<p>Use una máquina equipada con aerosoles de agua suplementarios diseñados para suprimir el polvo. El agua debe combinarse con un tensioactivo.</p> <p>Operar y mantener la máquina para minimizar las emisiones de polvo.</p>	<p>Ninguna</p>	<p>Ninguna</p>
<p>(xv) Gran fresado manejable máquinas (medias carriles y más grandes)</p> <p>(xv) Large drivable milling machines (half-lane and larger)</p>	<ul style="list-style-type: none"> <li>• Para cortes de cualquier profundidad solamente en asfalto:</li> </ul> <p>Utilice una máquina equipada con ventilación de escape en el tambor y rociadores de agua</p>	<p>Ninguna</p>	<p>Ninguna</p>

	<p>suplementarios diseñados para suprimir el polvo.</p> <p>Operar y mantener la máquina para minimizar las emisiones de polvo.</p> <ul style="list-style-type: none"> <li>• Para cortes de cuatro pulgadas de profundidad o menos sobre cualquier sustrato:</li> </ul> <p>Utilice una máquina equipada con ventilación de escape en el tambor y rociadores de agua suplementarios diseñados para suprimir el polvo.</p> <p>Operar y mantener la máquina para minimizar las emisiones de polvo</p> <p>O</p> <p>Utilice una máquina equipada con un aerosol de agua suplementario diseñado para suprimir el polvo. El agua debe combinarse con un tensioactivo.</p> <p>Operar y mantener la máquina para minimizar las emisiones de polvo</p>	<p>Ninguna</p> <p>Ninguna</p>	<p>Ninguna</p> <p>Ninguna</p>
<p>(xvi) Máquinas trituradoras</p> <p>(xvi) Crushing machines</p> 	<p>Utilice equipo diseñado para suministrar agua pulverizada o neblina para suprimir el polvo en la trituradora y otros puntos donde se genera polvo (por ejemplo, tolvas, transportadores, tamices / componentes de tamaño o vibración y puntos de descarga)</p> <p>Operar y mantener la máquina de acuerdo con las instrucciones del fabricante para minimizar las emisiones de polvo.</p> <p>Utilice una cabina ventilada que proporcione aire fresco controlado por el clima al operador o la estación de control remoto.</p>	<p>Ninguna</p>	<p>Ninguna</p>
<p>(xvii) Equipos pesados y vehículos utilitarios utilizados para raspar o fracturar materiales que contienen sílice (por ejemplo, trituración de azada, rasgadura de roca) o utilizados durante actividades de demolición que implican materiales que contienen sílice.</p>	<p>Operar el equipo desde una cabina cerrada</p> <p>Cuando los empleados fuera de la cabina participen en la tarea, aplique agua o supresores de polvo según sea necesario para minimizar</p>	<p>Ninguna</p> <p>Ninguna</p>	<p>Ninguna</p> <p>Ninguna</p>

<p>(xvii) Heavy equipment and utility vehicles used to abrade or fracture silica-containing materials (e.g., hoe-ramming, rock ripping) or used during demolition activities involving silica-containing materials.</p> 	<p>las emisiones de polvo.</p>		
<p>(xviii) Equipos pesados y vehículos utilitarios para tareas como la clasificación y excavación, pero sin incluir: Demolición, abrasión o fracturado de materiales que contienen sílice.</p> <p>(xviii) Heavy equipment and utility vehicles for tasks such as grading and excavating but not including demolishing, abrading, or fracturing silica-containing materials.</p> 	<p>Aplique agua y / o supresores de polvo según sea necesario para minimizar las emisiones de polvo.</p> <p>O</p> <p>Cuando el operador del equipo es el único empleado que participa en la tarea, haga funcionar el equipo desde una cabina cerrada.</p>	<p>Ninguna</p> <p>Ninguna</p>	<p>Ninguna</p> <p>Ninguna</p>



Stop Work Order



**STOP WORK ORDER**

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

FLINTCO - JOB#: \_\_\_\_\_

DESCRIPTION OF SAFETY VIOLATION(S): \_\_\_\_\_

NUMBER OF PHOTOS TAKEN: \_\_\_\_\_

FLINTCO'S REPRESENTATIVE: \_\_\_\_\_

SUBCONTRACTOR'S REPRESENTATIVE: \_\_\_\_\_

**CORRECTIVE ACTION TAKEN**

\_\_\_\_\_

**START WORK ORDER**

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

FLINTCO REPRESENTATIVE: \_\_\_\_\_

SUBCONTRACTOR'S REPRESENTATIVE: \_\_\_\_\_

## Stretch and Flex Program



## STRETCH AND FLEXPROGRAM

An on site stretching program should encourage all employees to participate. Participation in the stretching programs should be conducted during the morning safety briefing. The stretch and flex component should not exceed 10 minutes. Employees should exercise judgment to the extent that their physical capabilities allow and they should not perform motions that may aggravate previous injuries or other physical conditions. A discussion with your medical provider is highly recommended before participating in any stretch & flex program.

Initially, your safety manager should conduct an introduction to the program and overview of strains and sprains. Subsequently, a designated volunteer should then lead the daily stretching program, at the start of the shift, by using the examples provided below. As mentioned above, the stretching should not exceed 10 minutes, and will typically last 5-10 minutes. During any of the stretch & flex exercises, you should never bounce or have quick movements. Only stretch to a point of mild tension.

### Introduction

The stretches diagramed on the subsequent page, can prepare the body for everyday work stresses. This is done through stretching and strengthening the specific muscles that are commonly associated with strains and sprains. If performed correctly and regularly, these exercises may reduce the incidences of muscle strain and sprains.

Stretching is important in maintaining the muscle's pliability and length. When a muscle shortens, the ability to perform a task involving that muscle decreases which can then increase the risk of injury. This is especially noticeable in the low back region. Tightness of the upper back, lower back, hamstrings, and calves can increase the risk of pain and injury to the spine. Maintaining the muscle's proper length and pliability allows the body to maintain the proper biomechanical position, and decreases the possibility for injury. Stretches should be performed slowly and deliberately.

Stretch, do not bounce, until mild tension is felt. Hold the stretch position 15 to 30 seconds. Then relax. Repeat stretches on the opposite side. You may choose to repeat the same stretch two or three times. All movements are gently but progressively increased. Remember "No quick or bouncy movements"! Be as relaxed as possible. It is easier to stretch and strengthen a relaxed muscle versus a tight one. Stretch until you feel mild tension. Never take a stretch past the point of tension strain or pain.

# Daily Stretch Routine

Hold for 15-30 seconds - Repeat each side

## Neck Stretch

- Tilt head sideways without twisting the neck.
- Using your hand, reach across head and move ear toward shoulder,
- Do not pull head, use weight of arm alone.
- Extend other arm.



## Thigh Stretch(Quadriceps)

- Lift one leg and grasp with your arm.
- Pull up on leg at ankle to stretch thigh.
- Maintain balance by extending your opposite arms sideways.



## Calf Stretch

- Get into a lunge position bending the back knee.
- Lift toes on your front leg and grasp them with your hand.



## Stretches inner thigh, groin

- Stand with feet pointed straight ahead, a little more than shoulder-width apart.
- Bend right knee slightly and move left hip downward toward right knee.



## Chest Pull

- Lace fingers together behind your back.
- Roll shoulders back while pulling hands back a few inches behind your back.



## Forearms and Wrist Stretch

- Extend one arm forward keeping the elbow straight.
- Bend the wrist upward, and use the other hand to gently pull fingers back toward you, stretching the muscles in the bottom of your forearm and wrist.
- Then release and bend the same wrist downward, gently pulling it down and toward you.



## Shoulder and Back of Upper Arm Stretch

- Stand and place right hand on left shoulder.
- With left hand, pull right elbow across chest toward left shoulder and hold.



## Lower Back

- Stand upright with your feet shoulder width apart.
- Twist and lean forward to touch your toe with opposite hand.
- Extend other arm up into the air behind you.



# Substance Free Workplace



**ACKNOWLEDGMENT OF RECEIPT OF POLICY**

I acknowledge that I have received Flintco LLC's Statement of Substance-Free Workplace Policy. I certify and promise that I will abide by all terms of this policy and understand that my failure to do so will result in disqualification for employment.

\_\_\_\_\_  
Recipient (PLEASE PRINT)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Recipient (Signature)

-----  
**EMPLOYEE/APPLICANT  
CONSENT AND WAIVER**

I, \_\_\_\_\_ (PRINT NAME) authorize Flintco, LLC to conduct, through its designated physician or laboratory testing facility, tests to screen for alcohol and/or drugs and understand that this is a requirement for employment and/or continued employment. I voluntarily authorize the release of all test results to the Company and for the Company to use the results for decisions relating to my employment and/or continued employment.

As an applicant, I fully understand and acknowledge that an offer of employment is entirely conditional upon several factors including but not limited to voluntary submission to substance tests(s) and satisfactory test(s) results.

\_\_\_\_\_  
Date

Applicant: \_\_\_\_\_  
(Signature)

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

Zip: \_\_\_\_\_

SSN#: \_\_\_\_\_

Job #: \_\_\_\_\_

Witness:

\_\_\_\_\_  
And/or Supervisor's Name:

# Vehicle Accident Form





### VEHICLE ACCIDENTFORM

#### SUPERVISOR'S INVESTIGATIONREPORT \*\*\* MUST BE COMPLETED WITHIN 24 HOURS \*\*\*

Date of Accident			Day of Week			Hour of Day AM PM					
Location of Accident											
City :			County:			State:					
Weather at Time of Accident:											
Type of Road Surface:											
Speed of Your Vehicle:			MPH:		Other Vehicle:			MPH:			
Was Your View Blocked:			Yes <input type="checkbox"/> No <input type="checkbox"/>		Our Unit#						
Your Name(1)					Other Drivers Name(2)						
Home Address:			Home Phone: ( )		Home Address:			Home Phone: ( )			
Business Address:			Business Phone: ( )		Business Address:			Business Phone: ( )			
D.L. Expires MO/YR		State	Driver License#		D.L. Expires MO/YR		State	Driver License#			
Age:	Race:	Sex:	Date of Birth:		Age:	Race:	Sex:	Date of Birth:			
Vehicle Color:	Model-Year;	Make:	Body Type:		Vehicle Color:	Model-Year;	Make:	Body Type:			
Vehicle License NO:		State:		Year:		Vehicle License NO:		State:		Year:	
Owners Name:					Owners Name:						
Home Address:					Home Address:						
Home Ph: ( )			Business Ph: ( )			Home Ph:( )			Business Ph:( )		
Insurance Company:			Policy NO:		Insurance Company:			Policy NO:			
Insurance Agency:			Phone No:		Insurance Agency:			Phone No:			
Did Police Officer Investigate Accident Scene? Yes <input type="checkbox"/> No <input type="checkbox"/>					Officers Name:						



Officers BadgeNo:	Agency:	City:	State:
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**VEHICLE ACCIDENT  
SUPERVISOR'S INVESTIGATIONREPORT  
\*\*\* MUST BE COMPLETED WITHIN 24 HOURS \*\*\***

Injured Person	Age	Sex	Nature of Injury	V#

WitnessName:	Address:	Home Ph :	BusinessPh:
		( )	( )
		( )	( )
		( )	( )
		( )	( )
		( )	( )

State BrieflyWhatHappened:

WitnessName:	Address:	Home Ph :	BusinessPh:
		( )	( )
		( )	( )
		( )	( )
		( )	( )
		( )	( )
		( )	( )

Was Citation Issued? Yes <input type="checkbox"/> No <input type="checkbox"/>	Driver No 1: Yes <input type="checkbox"/> No <input type="checkbox"/>	Driver No 2: Yes <input type="checkbox"/> No <input type="checkbox"/>
--	--	--



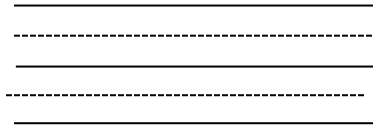
What Was Citation:

Signature:

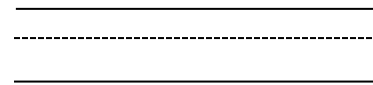
Date:

Time  
AM  
PM

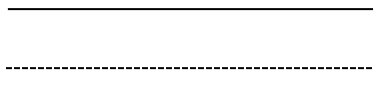
**VEHICLE ACCIDENT  
SUPERVISOR'S INVESTIGATION REPORT  
\*\*\* MUST BE COMPLETED WITHIN 24 HOURS \*\*\***



A.

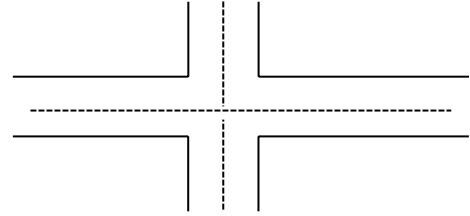


B.

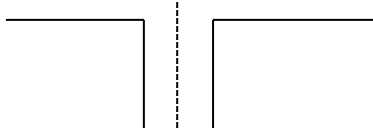


C.

INDICATE ROADTYPE



D.



E.

Diagram of Accident		Road Type
<i>North</i>		
<b>Reviewed by: (Signed)</b>	<b>Comments:</b>	<b>Date:</b>
Division Manager:		



Safety Director/Dir FieldOps		
President, FlintcoCompanies		
President, FlintIndustries		
<b>Distribution: completed form must reach Flint Industries within 24 hours of the accident. For internal use only; do not send to insurance company, adjuster, commission orboard.</b>		

**VEHICLE ACCIDENT  
SUPERVISOR'S INVESTIGATIONREPORT  
\*\*\* MUST BE COMPLETED WITHIN 24 HOURS \*\*\***

Date: \_\_\_\_\_ Job Name: \_\_\_\_\_ Job No# \_\_\_\_\_  
 Name of Injured/Owner: \_\_\_\_\_  
 Accident Reported on Form: SA- 1 \_\_\_\_\_ or SA - 2 \_\_\_\_\_  
 WitnessName: \_\_\_\_\_  
 Address: \_\_\_\_\_ Apt. #: \_\_\_\_\_ City: \_\_\_\_\_  
 \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: ( ) \_\_\_\_\_

In the event witness moves, contact person who will be able to reach them is:

ContactPerson: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: : ( ) \_\_\_\_\_

**WITNESSSTATEMENT:**

\_\_\_\_\_

**WITNESSSIGNATURE:**

\_\_\_\_\_ DATE

# Visitors General Release



## Visitors GeneralRelease

ProjectName \_\_\_\_\_

Location \_\_\_\_\_

ConstructionManager \_\_\_\_\_

ProjectOwner \_\_\_\_\_

On behalf of FLINTCO, LLC we welcome you to the project. As you know, a construction project can be dangerous and hazardous to employees and visitors. FLINTCO, LLC is willing to allow you to visit the Project but only under the conditions that you obey the directions and instructions of FLINTCO, LLC personnel, that you observe and follow all safety procedures (including any warning signs or safety instructions posted on or about the premises) and that you execute this release.

Therefore, in consideration of the permission granted by FLINTCO, LLC for you to visit the Project, you hereby waive, release, hold harmless and forever discharge the Owner, FLINTCO, LLC and its contractors, and their agents and employees (the "Released Parties"), from all claims which you, or your heirs, executors or administrators, shall or may have, because of bodily injury to, or death of you or damage to your property resulting from any act or omission of the Released Parties.

You also agree to indemnify, defend and hold harmless the Released Parties for any bodily injury to, or death of others or damage to other property caused by your acts or omissions while visiting the Project. You are not agreeing, however, to release the Released Parties from their gross negligence.

Agreed to this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Witness