



**GREEN ACRES  
CONTRACTING**

# **SAFETY & HEALTH PROGRAM**



**SAFETY & HEALTH PROGRAM**

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## SAFETY & HEALTH PROGRAM

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### COMPANY SAFETY & HEALTH POLICY

Green Acres Contracting Company, Inc. (GAC) places great emphasis on safety. We strive to conduct our business operations in a responsible manner that ensures the safety and well-being of all of our employees, our customers, and the communities in which we operate day-to-day.

Green Acres Contracting Company, Inc. is committed to be an industry leader in safety and health by setting aggressive goals and continually measuring our performance. We will continually work to achieve a workplace free from recognized safety and health hazards and in full compliance with Federal, State and Local safety requirements.

As a condition of employment, we expect and insist that each of our employee's work in a safe and responsible manner at all times, and to share in our philosophy that every accident and injury is preventable. Each employee must take the responsibility to give the highest priority to safety and health on the job. Your commitment, attitude and behavior will be the most important factors in preventing injuries and illnesses, and preserving your health. Together we can achieve these goals.

Doug Riley  
Green Acres Contracting

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### SAFETY & HEALTH MANAGEMENT SYSTEMS

This Safety & Health Program was prepared by Green Acres Contracting (GAC) to assist in the prevention of injuries, illnesses, property damage and the environmental impact on our jobsites. The Program is intended to be a reference guide for our project management, supervision, and workers in understanding the health and safety expectations and requirements for GAC on our jobsites. Compliance of this Program is expected and a condition of employment on all of our Projects.

#### COMPETENT PERSON(S):

A Competent Person, as defined by OSHA 29CFR Part 1926.32(f) is required where GAC and/or our subcontractors are performing any of the activities listed below. The Competent Person is responsible for inspection of the operations for which he/she is listed as the Competent Person, as well as identification and correction of the hazards.

• Aerial Lifts	• First Aid / CPR	• Excavation / Trenching
• Cranes / Derricks	• Ladders	• Forklift Trucks
• Fall Protection	• Material Handling	• Rigging
• Hearing Conservation	• Welding / Cutting	

GAC will designate the Foreman on the job site as the Competent Person.

#### ROLES AND RESPONSIBILITIES :

##### GAC Safety Director:

1. Shall enforce compliance with the Site-Specific Safety & Health Program, OSHA Standards, General Contractor's Requirements, and all other federal, state and local regulations.
2. Shall assist the Supervisor in compiling and reviewing safety related bid documents prior to start of work.
3. Shall develop and implement a Site-Specific Safety & Health Program as necessary.
4. Shall assist Supervisors and Foremen in pre-planning their operations to prevent personal injury and property damage.
5. Shall receive all safety-related correspondence and copies of all incident reports and toolbox talks.
6. Shall assist in the investigation of accidents, incidents and near misses in conjunction with our Supervisor, Foreman, and General Contractor.
7. Shall conduct formal documented safety inspection of the project on a periodic basis.

##### GAC Supervisor / Foreman:

1. Has the overall responsibility and authority for management of the safety program for assigned workers.

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2. Shall enforce compliance with the Site-Specific Safety & Health Program, OSHA Standards, or General Contractor's safety requirements, and all other federal, state and local regulations.
3. Shall pre-plan operations to prevent personal injury and property damage.
4. Shall ensure that employees under his command have the adequate training and knowledge to complete the task at hand.
5. Shall investigate all accidents, incidents and near misses.
6. Shall ensure each employee's attendance at the Project Safety Orientation if applicable.
7. Shall conduct jobsite specific safety huddles with assigned workers.
8. Shall conduct documented weekly Toolbox Safety Talks with assigned workers. (Foreman)
9. Shall conduct documented monthly Jobsite Safety Reviews that include a Toolbox Safety Talk with assigned workers.

### **GAC Project Employees and Subcontractors:**

1. Shall attend the Project Safety Orientation prior to beginning work on the Project as applicable
2. Shall perform their work in a safe manner for prevention of accidents to themselves, fellow employees, the general public, and property for all concerned.
3. Shall attend and participate in safety huddles and weekly Toolbox Safety Talks.
4. Shall alert and notify their foreman of hazards and unsafe acts.
5. Shall comply with the Site-Specific Safety & Health Program, OSHA Standards, General Contractor's safety requirements, and all other federal, state and local regulations.
6. Shall wear project-required personal protective equipment (PPE) at all times when working in areas where there is a possible danger of injury.
7. Shall report ALL injuries, no matter how minor to their foreman immediately and seeking treatment promptly.
8. Shall stop and ask questions if ever in doubt about the safety of any operation.

### **SAFETY REGULATIONS:**

GAC encourages all project staff to develop a thorough knowledge of OSHA Regulations as they apply to Federal and/or State levels. GAC will incorporate, at a minimum, OSHA 29 CFR 1926 Construction Safety Standards, OSHA 29 CFR 1910 General Industry Standards (as applicable), specific client rules and regulations, other specific governmental regulations and requirements, and this safety and health program when determining the safe work practices and protection of our employees.

### **NOTIFICATION OF UNSAFE OR HAZARDOUS CONDITIONS:**

Each employee has the right and responsibility to notify project supervision of any unsafe or hazardous condition that may be present without fear of retribution. Project supervision shall take immediate action to correct or remove any hazard brought to their attention.

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### WORK SITE SAFETY INSPECTION:

The GAC Safety Director will periodically perform safety inspections of the work in progress and the work of any subcontractor under our direction. These safety inspections will be documented and maintained by the GAC Safety Director. In addition to these inspections, the project Supervisor and/or Foremen will be performing daily walkthroughs of the jobsite and will correct any unsafe conditions that may be observed. Violations observed shall be corrected promptly before work resumes. Serious violations repeated shall be cause for disciplinary action against the affected employee.

### DISCIPLINE AND ENFORCEMENT PROGRAM:

GAC seeks to establish and maintain standards of employee conduct and supervisory practices which will support and promote safe and effective business operations. These supervisory practices include administering corrective action when employee safety performance or conduct jeopardizes this goal. This policy sets forth general guidelines for a corrective action process aimed to document and correct undesirable employee behavior. At-risk behavior or serious safety violations that could contribute to an incident or injury will not be tolerated. Each worker has an individual responsibility to work safely, and each supervisor is responsible to correct at-risk behavior or workers under their discretion. At-risk behaviors that may result in immediate termination, consist of, but are not limited to:

• Failure to follow the Fall Protection Policy	• Fighting, horseplay or practical joking
• Failure to follow the Substance Abuse Policy	• Entering, or allowing to enter, a confined space without following procedures
• Possession of firearms, explosives or dangerous weapons	• Unsafe and/or reckless operation of motorized vehicles or equipment
• Theft and other criminal activity	• Entering or allowing to enter an unprotected trench or excavation

For those acts or practices not considered *Immediately Dangerous to Life and Health*, the following will apply:

1. **First occurrence:** Verbal, written warning (**Appendix C**) and/or re-training
2. **Second occurrence:** Written warning, re-training, (3) day suspension or termination
3. **Third occurrence:** Termination

Please note that GAC reserves the right to immediately terminate the employment of any employee based on seriousness of the safety violation.

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### SAFETY TRAINING AND ORIENTATION

Safety awareness is the key to affecting and managing safety related compliance on GAC jobsites. Providing this awareness to employees gives them the tools necessary to manage the control of risk and ultimately prevent loss associated with non-compliance.

#### GENERAL REQUIREMENTS:

1. Training requirements shall comply with 29 CFR Part 1926.21, other applicable requirements and the requirements of this Safety & Health Program, at a minimum.
2. GAC will maintain records of training, and these records may be produced upon request. Where employees demonstrate an inadequate level of training or understanding, we will conduct additional training.
3. GAC Supervisors and Foreman shall possess at least an OSHA 10-Hour Construction Safety Outreach Training card. GAC Supervisors and Foreman should progress to obtaining an OSHA 30-Hour Construction Safety Outreach Training Card. These training cards shall also be copied and submitted to the Safety Director.

#### SAFETY ORIENTATION:

Each employee selected for work in the field shall be trained on the safety policies and procedures contained in the Project Safety & Health Program. The recognition and avoidance of unsafe acts and conditions on the jobsite will be communicated by the GAC Foreman prior to beginning work on the site.

1. Emergency evacuation policy / procedures
2. Site characteristics and associated hazards
3. General work rules
4. Accident reporting procedures
5. Hazard Communication

#### HEALTH AND SAFETY TRAINING:

In addition to the safety orientation program for new employees, workers will receive specific task training. GAC will communicate the health and safety policies, rules and procedures to all workers involved on the project. Training topics shall address and review the following items, at a minimum:

• Aerial lift / scissor lift use	• Traffic control (applicable employees)	• Electrical safety
• Emergency response	• Equipment safety	• Excavation and trenching
• Fall protection	• Hazard communication	• Housekeeping
• Flagger safety (applicable employees)	• PPE use and limitations	• Scaffold requirements



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### **FIRST AID / CPR TRAINING PROGRAM:**

Each GAC jobsite shall have at least two (2) foreman or crew member certified in first aid and CPR. Universal precautions are to be instituted and appropriate medical supplies shall be available in the GAC foreman's vehicle or field office trailer. GAC will provide first aid equipment and supplies immediately available to our employees. Each jobsite shall maintain their own first aid supplies adequate for the type and amount of work they will be performing and sufficient for the manpower anticipated for the project.

### **SAFETY HUDDLE AND TOOL BOX TALK TRAINING PROGRAM:**

GAC Foremen will conduct a safety huddle upon arrival at each jobsite and before work starts. The safety huddle is a brief discussion to alert the crew to any unique potential hazards on this jobsite and remind crew of routine safe work expectations.

The GAC Foreman will conduct weekly Toolbox Talk Safety Talks with all site employees. This weekly meeting shall cover a project-related safety topic. The meeting shall be documented on the attendance sheet. This program shall focus on job specific information and communicate current issues involving injuries/illnesses, safety concerns and new hazards that may appear on the project.

The Foreman shall submit the completed and signed topic sheets to the office so they may be forwarded to the Safety Director for review and filing.

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### GENERAL SAFE WORK PRACTICES

Clean and safe working conditions are critical for achieving a safe working environment. Each worker on this project is valued not only for what they do, but for who they are. Everyone must maintain a strong personal desire to think and act safely, in an effort to create a safe working environment.

The following general safe work rules are a partial list of the rules that apply to each worker on this jobsite. There will be no tolerance for any worker who carelessly disregards these rules of the other applicable safety and health policies.

1. All project employees shall comply with the GAC Safety & Health Program and all Federal, State and Local Codes and Regulations.
2. All project employees shall appropriately wear, at all times, personal protective equipment which comply with applicable OSHA Standards and include, at a minimum:
  - a) Hard Hat
  - b) Safety Glasses
  - c) Class II reflective apparel (Day) Class III reflective apparel (Night)
  - d) Sturdy leather work boots
  - e) Full Shirt – no tank tops, half or mesh shirts permitted.
  - f) Long pants – No cut-off jeans or shorts permitted.
  - g) Gloves – Task Specific
  - h) Face Shield when using a cutoff saw or hand held disc grinder – Task Specific
  - i) Respiratory Protection when exposed to silica dust or lead paint – Task Specific
  - j) Chaps when using a chain saw.
3. It is the responsibility of each worker to perform their assigned duties so as to provide:
  - a) Safety for themselves
  - b) Safety for their fellow worker
  - c) Protection of the general public and all other workers
  - d) Protection of equipment, materials and tools
4. It is the responsibility of each worker to report all unsafe acts and conditions to their foreman.
5. No worker shall work 6' or greater above the working surface without proper fall protection.
6. No worker shall attempt to work under conditions that appear to be unsafe.
7. All equipment shall be checked daily before use for safety compliance. Equipment shall not be left, at any time, in an unsafe condition.
8. No worker shall use damaged tools or equipment. Damaged tools or equipment must be reported to the project supervisor and removed from service immediately.
9. It is every worker's responsibility to maintain his or her work area in a clean and orderly manner.
10. Tools and equipment shall not be operated without proper guards and safety devices in place.

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11. Each worker shall report work-related injuries or illnesses immediately to their foreman.
12. If a worker is unsure as to the safe performance of their work, they shall request instruction from their supervisor.
13. No worker shall enter a confined space without authorization and training.
14. No worker shall attempt to operate equipment or machinery or any specialty tool unless authorized and properly trained.
15. No worker shall cut, weld, grind, chip, or perform other tasks where the danger of flying debris exists without wearing proper eye and face protection.
16. Workers shall use safe lifting techniques when required to lift material or other loads.
17. No worker shall be under the influence of drugs/alcohol or engage in any horseplay or fighting of any form.

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### EMERGENCY PREPAREDNESS

GAC has incorporated this Emergency Preparedness Program to prepare for the possibility of an unplanned, unwanted crisis, or catastrophe. While we do everything we can to avoid a crisis or catastrophe, we want our employees and subcontractors to be as prepared as possible to control the situation should one occur.

### PROCEDURES:

#### EVENT OF AN EMERGENCY EVACUATION:

1. Upon an evacuation, all personnel must evacuate their work areas and proceed to designated muster points.
2. All foremen shall make a quick sweep of their work area.
3. All supervisory personnel notified, shall then inform all workers including our subcontractors, of the order to evacuate and direct them to the appropriate muster point.
4. All equipment must be secured at this time – all cranes must lower their loads and all equipment ignitions are shut off.
5. Personnel should not attempt rescue, as emergency responders are already on their way to the Project.
6. At the muster point, all supervisors are responsible for the accountability of their crew.
7. Supervisors must notify the General Contractor once all employees have been accounted for.
8. Employees are not permitted to return to work until the “All Clear” has been given by the General Contractor.

#### MAJOR ACCIDENTS:

The Emergency Notification Plan shall be implement as follows:

1. If the emergency is a serious injury, do not move that individual unless there is a risk for further injury.
2. Notify a supervisor with a phone or other means to immediately contact emergency services.
3. State that you have a 9-1-1 emergency Provide the following information clearly and concisely:
  - a. Nature of incident – personal injury, fire or other
  - b. Location of incident – exact location
  - c. # of injured person(s)
  - d. Be prepared to answer questions to 9-1-1 operators
4. After the emergency services have been contacted, contact General Contractor supervisory personnel. Insist that all non-essential traffic cease until the emergency is under control.
5. Ensure that the GAC Safety Director is promptly notified so that a thorough investigation can be conducted.

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6. Efforts to preserve the scene and to gather information will be made by GAC, as well as those designated to assist, until they are relieved of that responsibility by law enforcement or other agencies having jurisdiction.
7. In the event of a fatality (death on the jobsite) or catastrophe (accident resulting in hospitalization of three or more workers for 24-hours) contact the Safety Director. The Safety Director will in turn report it to the local OSHA Office within 8-Hours after the occurrence.
8. All questions from the Media will be referred to the Main Office.

### MINOR INJURIES:

1. Injuries, no matter how small they seem, must be reported to a foreman immediately.
2. Minor injuries such as sprains, cuts requiring stitches, etc. during the workday require that the patient be transported to the nearest occupational health facility or hospital.

### FIRE:

1. *Report all fires or emergencies immediately to your supervisor.*
2. All employees should be familiar with their work area and know where their emergency exits are located.
3. If you are on a jobsite and smell smoke or see a fire, get out quickly if you are not able to extinguish the fire.
4. Workers shall not attempt to put a fire out unless they have received special instruction.
5. After reporting a fire, workers will evacuate the work area and report to the pre-determined muster point.

### IN CASE OF SEVERE WEATHER:

1. Should weather conditions, such as severe thunderstorms or tornadoes develop around or near this project, workers will follow the direction of their immediate supervisor.
2. Workers may be directed to a safe area where they will remain until weather conditions improve.
3. The following procedures shall be followed in case of severe weather:
  - a) Employees should take shelter from glass, outside windows and doors.
  - b) Do not go outside to your car or between buildings
  - c) Seek protection under a desk, table or other object if you are caught in a windowed or exposed area.
4. The Foreman will inform employees when the emergency situation has passed and employees may resume normal operations and/or additional actions that are necessary.

### CHEMICAL SPILLS:

1. Immediately report all spills which occur at the jobsite to your supervisor. If you have been trained, contain the spill.

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### INCIDENT INVESTIGATION AND REPORTING PROCEDURES

GAC will prepare all reports associated with incidents or injuries occurring on, or related to our Projects. ***GAC Foreman must complete the Incident Report form and submit it to the office, complete with 12 pictures of the incident/scene.*** The Foreman shall submit a copy of this report to GAC via [incidentreports@greenacrescontracting.com](mailto:incidentreports@greenacrescontracting.com) by the end of the day the incident occurred. Additionally, all incident, accident or injury reports shall be sent to the required insurance company, per their policy guidelines, by GAC Safety Department.

#### WORKER'S COMPENSATION – INJURY TO GAC EMPLOYEES:

1. All GAC employees are required to report injuries to their supervisor immediately.
2. If injuries require medical attention beyond first aid rendered at the jobsite, notify GAC Safety Director.
3. The Foreman shall complete the **Incident Report**.
4. Any injury to a GAC employee that results in medical attention beyond first aid, lost time, restricted activity, changes to job assignment due to an accident, or loss of consciousness is recorded on the OSHA 300 log by GAC Safety Department.

#### INJURY TO NON-GAC EMPLOYEES ( PEDESTRIANS, VISITORS):

1. The Foreman shall complete the **Incident Report**, regardless of the severity.
2. Any injury requiring medical attention other than first aid requires notification to GAC Safety Department.

#### PROPERTY INCIDENTS:

Incidents resulting in property damage such as vehicle, fire, water, environmental damage, etc., require investigation by jobsite staff. The Foreman on the jobsite shall notify the Safety Department ASAP. Attempts should be made to secure the incident area until an investigation is initiated and appropriately documented including photographs as necessary.

In addition to reporting procedure noted above, vehicle incidents and accidents involving GAC vehicles or any incident which may result in auto insurance claims against GAC, must be reported to the Safety Department.

#### NEAR MISS INCIDENTS:

Near miss incidents are incidents that could have resulted in injury or damage to property. When determining whether a near miss is significant enough to require reporting, the supervisor/foreman should decide whether sharing such information might prevent incident or injury on another GAC jobsite.

Near miss incidents must be investigated by the Foreman on the jobsite and corrective action taken. If the assistance is needed to help determine appropriate corrective action, contact the Safety Director.

### INCIDENT INVESTIGATION:

The primary purpose of the *Incident Report Form* is to secure information concerning the incident that will lead to recommendations to prevent future occurrences. It is also critical to gather and document all available facts in case the circumstances of the incident come into question at some future point. It is important to determine the sequence of events leading up to the incident by using the available facts. Speculation and attributing incidents to employee error should be avoided. Witness statements, pictures, and diagrams enhance the process of communication and may be invaluable in preventing recurrences.

The detail of any investigation will be determined by the investigators' interpretation of the significance of the incident. While not all incidents seem to require detailed investigations, thorough assessment of the incident must be made by GAC. Often times, minor incidents may be indicators of potentially dangerous situations or practices. Apparent minor injuries can later lead to extensive lost-time or large claims.

Separating witnesses and getting independent statements as quickly as possible will help ensure the accuracy of the statements. Where possible, ask the witness for a handwritten statement. Preservation and documentation of the incident scene may reveal important details to the investigator. When incidents occur involving equipment, tools or other materials, it is important to preserve the materials involved in the accident. Nothing should be removed from the site or discarded until the investigation is complete.

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### OCCUPATIONAL HEALTH

At any given time on a GAC project, workers have the potential to be exposed to chemical, physical, biological and/or ergonomic hazards. Exposure occurs through inhalation, ingestion, absorption and/or vibration.

GAC shall comply with all applicable OSHA, NIOSH, and other regulatory standards applicable to the hazards associated with our assigned tasks. Exposure to industrial hygiene hazards may present either acute or long-term hazards that may not be readily apparent.

The most effective method for eliminating/reducing the exposure is implementation of engineering controls, followed by administrative controls and, finally, personal protective equipment (PPE). GAC shall consider the following engineering controls prior to implementing administrative controls or allowing the use of PPE.

### CONTROLS:

#### ENGINEERING CONTROLS:

Engineering controls eliminate or reduce the hazard through applying engineered systems, either by design specifications or by implementing methods of substitution, isolation, enclosure or ventilation. The following are suggestions on engineering controls:

1. Ventilation – such as local exhaust to remove a contaminant at the source and prior to the chemical entering the breathing zone
2. Substitution – replace a hazardous chemical with a harmless chemical
3. Shielding – to create a physical barrier between the worker and the hazard
4. Install mufflers on pneumatic tools to reduce noise levels

#### ADMINISTRATIVE CONTROLS:

If engineering controls are not feasible or do not reduce the exposure to acceptable levels, then administrative controls should be implemented to assist with reducing the exposure. Administrative controls include, but are not limited to, reducing the time that one is exposed or transfer employees to a different area to eliminate exposure.

#### PERSONAL PROTECTIVE EQUIPMENT (PPE):

PPE should only be used when implementing both engineering and administrative controls does not effectively reduce/eliminate a person's exposure below permissible limits. PPE shall be used in conjunction with engineering and administrative controls. PPE does not reduce or eliminate that hazard and is only reliable when properly used by trained workers. PPE creates a protective barrier between the person and the hazard. Selection of the appropriate PPE and training is crucial for preventing exposures.

**Respiratory Protection** – Respirators come in a wide variety of styles with varying purposes and levels of protection. Respiratory protection may range from N95 dust masks, which are



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effective for controlling nuisance dusts and minimal particulate exposures, to supplied air respirators that may be designed to protect from atmospheres that are immediately dangerous to life and health. Regardless the type, style or intended use, workers shall be trained in the effectiveness and proper use of the equipment.

### **HEALTH AND ENVIRONMENTAL HAZARDS:**

Health hazards are classified by one of the four categories – chemical, physical, biological and ergonomic.

#### **CHEMICAL:**

Chemicals that pose hazards include, but are not limited to, solvents, curing compounds, adhesives, pesticides, and fungicides. Chemicals are present as a liquid, solid, gas, or they may change due to environmental conditions such as with a hot or cold environment. Some chemicals have strong odors below the exposure limits (natural gas), while others do not have any warning indicators (carbon monoxide). Early signs that indicate an exposure include, but are not limited to, headaches, dizziness, light headedness, nausea, and irritation to the eyes, throat, skin and respiratory tract. To better understand the hazards associated with a chemical, refer to the Material Safety Data Sheet (MSDS) or contact the manufacturer.

#### **PHYSICAL:**

Exposure to certain tasks increases the probability that a person will become injured due to a physical stress. Physical hazards include, but are not limited to, noise, ionizing and non-ionizing radiation, extreme pressures and temperatures and physical stresses.

Noise is unwanted sound caused by vibration through solids, liquids or gases. The effects of noise range from annoyance/irritation to interfering with communication to noise induced hearing loss. There are many ways to determine if noise is a problem at the job. Equipment used to monitor noise includes dosimeters, sound level meters, and octave band analysis. However, the following are means to determine if noise levels are above the PEL and might cause hearing loss:

1. If employees complain of ringing in their ears at the end of each day.
2. If you stand approximately three feet from another person and have to speak loudly to communicate. Conversation becomes difficult at 70dBA.
3. If employees complain that music or speech sounds muffled at the end of the day, but it is fine in the morning or at the beginning of each shift.

The action level for noise is 85dBA and the PEL is 90dBA. An employer must take action to prevent hearing loss when an employee is exposed to noise equal to or greater than 85dBA. This includes offering hearing protection and appropriate training. If noise levels equal or exceed 90dBA, the employer must implement a hearing conservation program.

#### **HEAT AND COLD STRESS:**

The human body is designed to burn calories to generate energy. As the body creates energy, it must give off heat to sustain normal function. The body functions normally within a narrow

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temperature range of 98.6 degrees (+ 3 degrees above 98.6, -2 degrees below 98.6). To avoid temperature related stresses, the body requires proper fluid intake, clothing and rest out of the affected area. Heat and cold related stress could result in loss of productivity and death.

The body attempts to cool itself down by increasing the heart rate and size of the capillaries to allow for rapid blood flow. Exposure to a hot working environment may lead to heat exhaustion, heat cramps, and heat stroke.

1. Heat exhaustion – signs include mildly elevated temperature, weak pulse, dizziness, profuse sweating, and cool, moist skin.
2. Heat cramps – muscle cramps.
3. Heatstroke – The body can no longer cool itself and begins to shut down.
4. Hypothermia – Hypothermia, a potentially fatal condition, occurs when body temperature falls below 95°. Signs include shivering or shaking and loss of skin color due to reduction in blood flow.

Remember three simple words to prevent heat related illnesses: water, rest, & shade. Drinking water often, taking breaks, and limiting time in the heat can help prevent heat illness. GAC foremen should stress these prevention steps in worksite training and plans. Employees must gradually build up to heavy work in hot conditions. This helps you build tolerance to the heat – or become acclimated. Foremen should take steps that help workers become acclimated, especially workers who are new to working outdoors in the heat or have been away from work for a week or more. Foremen should gradually increase workloads and allow more frequent breaks during the first week of work. Also, it's important to know and look out for the symptoms of heat illness in yourself and others during hot weather. Plan for an emergency and know what to do — acting quickly can save lives.

### **BIOLOGICAL:**

Biological agents include, but are not limited to viruses, bacteria and mold. Viruses include Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV) and Influenza (flu). Viruses can be spread via contact with blood and body fluids. The Hepatitis B vaccine will prevent contracting of HBV if there is an exposure incident. If there is an exposure incident, refer to the Bloodborne Pathogens Policy.

### **ERGONOMIC:**

Ergonomic hazards cause damage to muscles, tendons and ligaments due to vibrations (jack hammering which could cause “dead fingers” or “white fingers”), improperly lifting and/or repetitive work (swinging a hammer continuously for 8-hours/day). The effects on the body range from excessive pressure on blood vessels and nerves, tendonitis (carpal tunnel) to pulled/strained muscles. In order to protect workers, rotate the employees so that no one person does the hazardous task for more than four-hours and use PPE, use material handling devices, and avoid awkward positions for long periods of time.

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### **AIR MONITORING REQUIREMENTS:**

Certain activities may require GAC to conduct personal air monitoring or monitoring of spaces for the detection of hazards. GAC shall provide personal air monitoring programs in accordance with OSHA and other regulatory agencies where activities include extended exposure to silica, entry into a permit-required confined space, and exposure to fumes of heavy metals. Activities requiring personal air monitoring or the use of gas meters shall be supervised by a competent person capable of full understanding of the functioning of equipment and its limitations. All equipment shall be calibrated in accordance with the manufacturer's recommendations.

### **ABATEMENT PROCEDURES:**

**Silica** – Exposure to airborne silica dust is recognized to cause cancer (carcinogen). Activities that generate airborne silica dust should be kept to a minimum. If the activity is required, the proper planning, training and use of PPE are required. Activities that generate airborne silica dusts include, but are not limited to, concrete cutting, grinding or chipping, drilling, etc. At a minimum, employees shall be trained on the hazards of silica and methods to protect themselves. The minimum PPE required includes safety glasses or goggles, hearing protection, and an N-95 two strap disposable respirator. There are no special disposable requirements for silica waste.

### **BLOODBORNE PATHOGENS POLICY (BBP):**

GAC shall strive to ensure the safety of all employees, workers that are affected, and members of the public by instituting the following policy. In conjunction with our commitment to providing an injury-free workplace and ensuring the protection of all persons that are affected by our work, GAC requires all supervisors to maintain a current certification in CPR and First Aid. In instances where medical attention is not available within five minutes, GAC shall be prepared to provide CPR/First Aid as qualified first responders.

Recognizing potential hazards to first responders and other CPR/First Aid Certified employees, GAC requires that a policy of Universal Precautions be taken, i.e., any blood, body fluid or other potentially infectious material shall be considered infectious and handled and disposed of accordingly. Responders and workers with potential exposures shall be provided with and required to wear protective goggles, gloves, face shields, Tyvek clothing resuscitation masks, etc. as appropriate.

### **PERSONAL HYGIENE FACILITIES:**

At all times, personnel shall have access to clean restroom facilities in accordance with OSHA requirements. All personnel shall have a place to properly wash their hands to reduce the possibility of transmitting disease. Facilities shall be provided with running water and soap to disinfect, paper towels to dry, and a waster disposal bin. Where such facilities are not possible, port-a-johns shall be provided with a supply of waterless antibacterial hand soap.

### OSHA INSPECTION REQUIREMENTS

It is the policy of GAC to admit any delegated representative of OSHA who requests to conduct either a safety or health compliance inspection at our projects, provided the proper credentials are presented.

#### ***Before Conducting the Site Inspection:***

1. On arrival at the jobsite, the OSHA compliance officer should present his/her credentials. The proper credential is an identification that is similar to a passport with a photograph, which lists the compliance officer's name and an identification number.
2. Notify the General Contractor that OSHA has arrived on the jobsite.
3. Document all events of the inspection using the **OSHA Inspection Form in Appendix G**.
4. The compliance officer should state one of the following as a reason for the inspection:
  - a. Scheduled Inspection: Based on the Dodge Report
  - b. Complaint: OSHA received a complaint from an employee or an employee representative on site who alleges an unsafe condition. These complaints usually are anonymous, but the nature of the complaint must be specific.
  - c. Accident Investigation: The compliance officer is conducting an investigation of an accident that occurred at the project.
5. At this point the GAC Safety Director should be notified. Be prepared to discuss the information above.
6. GAC Foreman should request that the OSHA Compliance Officer wait for GAC Safety Director or Supervisor to arrive before inspecting GAC work areas.

#### ***Opening Conference:***

1. The opening conference is a meeting that should be attended by a Supervisor / Foreman.
2. The compliance officer discusses the reason for the inspection and provides information regarding employer and employee rights during the inspection.
3. The compliance officer requests that informational forms be completed. The forms provide the compliance officer with general information about the company. Generally, the compliance officer requests a copy of the company's safety program, hazard communication program, OSHA 300 Log, or safety meeting minutes. Provide all information for viewing only; it should be returned. Any request made by compliance officer for copies of company material should be placed in writing. GAC safety Director will address any written request from OSHA.
4. Refer requests for contractual information to the GAC Safety Director.
5. At the opening conference, decide who will accompany the compliance officer for the site inspection. Under no circumstances shall a compliance officer inspect a GAC work area without the GAC Supervisor or Foreman present at all times.
6. Take notes of what the compliance officer recognizes as non-compliance and pictures of those items the compliance officer photographs.

## **SAFETY & HEALTH PROGRAM**

### ***Inspection of the Jobsite:***

1. The compliance officer asks to review all working areas of the project. The compliance officer should be taken to areas where work is in progress.
2. Advise the compliance officer if an alleged unsafe condition is created by another contractor.
3. Under no circumstances should GAC admit any fault during the inspection.
4. Imminent Danger: If the compliance officer states that a particular area or operation poses an imminent danger to any GAC employee, GAC should respond to eliminate the alleged imminent danger condition.
5. Record each area the compliance officer inspects.
6. The compliance officer has the right to discuss safety and health with any employee on the project. A certain amount of time will be taken by the compliance officer for employee interviews. Record any information that the compliance officer records as a result of employee interviews, particularly if an employee voices a complaint during the inspection. Allow the compliance officer to interview any employee privately, if a request is made to do so, but the employee should know his/her right to have a representative (Supervisor, Foreman, or Safety Director) present during interviews.
7. If the compliance officer takes a photograph, generally it is the result of an alleged unsafe condition. Take the identical photograph from the same location (if applicable), or document the picture being taken. Ask the compliance officer if an alleged unsafe condition exists and record all comments.
8. If the compliance officer is planning to conduct environmental sampling such as air or noise level monitoring, all field staff shall comply with this request.

### ***Referral, Complaint, Follow-Up, Accident Investigation:***

1. All guidelines listed above shall apply to this section.
2. We are obligated to take the compliance officer or the OSHA investigator to the area of the accident or to the area of referral or complaint.
3. Take the compliance officer to the site of the accident, referral, complaint or follow-up via the most direct route. OSHA has the right to inspect other areas of the site if violations are in plain view of the compliance officer. Then, we are subject to OSHA citations.
4. If the compliance officer plans to expand the original scope of the inspection, contact the GAC Safety Director immediately.
5. An additional opening conference should be conducted if the original scope of the inspection is expanded.

### ***Closing Conference:***

1. After the completion of an inspection, the compliance officer conducts a closing conference. The results of the inspection are discussed and the alleged violations are described.
2. A GAC representative should be present at the closing conference that is conducted by the compliance officer.
3. Notify the compliance officer that any citation issued to GAC should be addressed to the GAC Safety Director.

## SAFETY & HEALTH PROGRAM

### RETURN-TO-WORK PROGRAM

It is the intent of GAC's Return-To-Work Program to provide temporary modified-duty for employees who sustain a work-related illness or injury. Each jobsite will attempt to accommodate employees who cannot perform the basic duties of their job. This policy provides guidelines for administering a modified duty program to limit the number of lost workdays an injured or ill employee may incur by providing meaningful work of a restricted or limited nature.

GAC will make every effort to bring ill or injured employees back to work as long as this will not cause any harm to the employee, others or company property. GAC shall strive to assist the employee to return to his or her former position, and to cooperate in the employee's rehabilitation.

The objectives of GAC's Return-To-Work Program are to:

1. Allow the employee to remain in the workforce and resume productive employment as soon as possible
2. Enable the worker to gradually overcome medical restrictions through a transitional period of modified-duty, work reconditioning assignments
3. Comply with all applicable parts of the Americans with Disabilities Act and will all appropriate parts of the Family and Medical Leave Act
4. Comply with all applicable state laws

#### TYPE OF WORK:

GAC will provide temporary transitional duty whenever possible and practical, and will cooperate in every way possible to provide regular duties on a limited basis, modified duty, and/or special assignments for the recovering employee. Whenever possible, attempts will be made to allow the employee to remain in his or her original job function with modified duties.

Special assignments and/or modified duties in addition to regular duties will be determined by the Supervisor and by the foreman the employee will be working for after taking into consideration the employee's medical restrictions.

GAC maintains the right to assign employees on modified duty to any job within the scope of work that will not exceed their restrictions and they are capable of doing. Employees on modified duty may be assigned to work on any project at the discretion of the company. **While modified duty employees may not be able to work or be assigned to work a full-time schedule, in no case shall modified duty employees work overtime.**

#### MEDICALLY UNABLE TO REPORT:

Any employee who is unable to report for work due to a work-related injury or illness must check in with GAC's Safety Department, at least weekly. The injured employee will be asked to produce appropriate medical documentation on his or her condition to verify there has or has not been a change in their physical status as it affects returning to work. At the discretion of

## **SAFETY & HEALTH PROGRAM**

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GAC, the employee may be asked to see a physician that GAC or our insurance provider designates.

### **EMPLOYEE'S RESPONSIBILITIES:**

The employee shall be responsible to report all job-related injuries and any medical restrictions to their foreman. The employee shall keep their foreman informed of any change in job-related restrictions.

The employee shall adhere to all medical advice and directives as prescribed by the treating physician, nurse, or other medically qualified professional. GAC will question any medical directives which may not be clearly understood. Failure to adhere to any medical restrictions may result in disciplinary action.

The employee shall not perform any activity which is not in accord with job-related restrictions, both on-and-off the job. If the employee feels that tasks have been assigned which violate these restrictions, he or she should immediately inform his or her foreman or the Safety Director. Failure to adhere to any work-related medical restrictions may result in disciplinary action.

### **DOCTOR'S APPOINTMENTS:**

GAC's notification policy regarding doctor's appointments will also apply to employees undergoing rehabilitation. If the employee requires follow-up treatment or a doctor's appointment, it should be scheduled during his or her non-working time, GAC will not compensate the employee for any time lost from work due to said treatment or appointment beyond what may be available to them as paid time off, under that policy.

### **FAILURE TO PARTICIPATE:**

Employees who are assigned to modified duty are expected to keep medical appointments and participate in follow-up rehabilitation treatment as necessary. Failure of the employee to participate in medical and rehabilitation treatment may be considered a violation of work rules and may result in disciplinary action.

### **FOREMAN'S RESPONSIBILITIES:**

The foreman for the project that the injured employee is assigned for modified-duty shall ensure that the employee is complying with job-related restrictions as noted on the modified-duty form.

## SAFETY & HEALTH PROGRAM

### PROGRAM COORDINATION:

GAC's Human Resources Department will coordinate the Return-To-Work Program. This includes the responsibility to review and update the program as needed to ensure that it meets the needs of GAC and its employees. Decisions regarding the appropriateness of modified-duty and contacts with the affected employee, the employee's foreman, and medical personnel shall be made by GAC's Human Resources and Safety Department.

#### GAC's Human Resources Department will:

1. Arrange for temporary work assignment for modified-duty employees where no appropriate work is available within the employee's regular work crew.
2. Be the primary contact with all physicians and medical professionals, and shall provide information on an injured employee's current job description, the modified duty policy, and the types of modified-duty which are available.



## SAFETY & HEALTH PROGRAM

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### WORKPLACE DRUG AND ALCOHOL PROGRAM

Green Acres Contracting Company, Inc, hereinafter referred to as the Company, is committed to maintaining a safe and drug-free workplace and to providing a quality service to our customers. Successful attainment of these goals is directly dependent upon the establishment and maintenance of a workplace that is free from the adverse effects of drug and alcohol abuse/misuse. Consistent with these goals, our policy on drugs, alcohol, and controlled substances which applies to all of the employees, hereinafter referred to as the employee, and applicants, is as follows:

#### **APPLICABILITY/COMPLIANCE:**

The Company requires that all employees comply with this policy as a condition of employment. Employees include: full-time, part-time, seasonal, and temporary employees; paid and unpaid interns; volunteers.

In addition, this policy applies to all applicants who have been made a conditional offer of employment for drug testing purposes only. Any applicant who has been given a conditional offer of employment must receive a negative drug test result.

#### **CONTRACT DISCLAIMER:**

This policy is designed to serve as guidelines for management action. It is not intended to create any contract or binding agreement between the Company and any employee. This policy is subject to change or modification at the Company's discretion at any time that particular circumstances warrant.

#### **EMPLOYMENT-AT-WILL DISCLAIMER:**

This policy is not intended to create a contract binding the employee or the Company to an agreement of employment for a specific period of time. Either the employee or the Company can terminate an employee's employment at any time, for any lawful reason, with or without notice. No representative or agent of the Company can authorize or sign an employment agreement contrary to the above terms or otherwise make any binding offer of employment for a specific term, and then only in writing.

#### **REPORTING VIOLATIONS:**

Each employee is required to immediately report any violations to the Company's Policy on Alcohol, Drugs, and Controlled Substances to his/her supervisor. Any employee who fails to report such violations is subject to disciplinary action, up to and including discharge.

#### **DRUG/ALCOHOL AWARENESS EDUCATION:**

In order to maintain a drug/alcohol free workplace the Company is committed to the following:

The Company is committed to educating our employees in the following practices:

## SAFETY & HEALTH PROGRAM

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1. Discuss the drug, alcohol, and controlled substance abuse policy during employment selection and orientation process.
2. Develop and maintain a qualified drug and alcohol training program for our supervisors and employees.
3. Educate our employees on the dangers of drug and alcohol abuse in the workplace.

### TERMS AND DEFINITIONS:

For the purpose of this policy, the following terms and definitions are provided.

**Alcohol** means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

**Alcohol Test Positive** means an alcohol test will be considered “positive” when the alcohol concentration level registers 0.02 or greater.

**Alcohol concentration (or content)** means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test under this part.

**Alcohol use** means the drinking or swallowing of any beverage, liquid mixture or preparation (including any medication), containing alcohol.

**BAT** refers to a Breath Alcohol Technician which is a person who instructs and assists employees in the alcohol testing process and operates an evidential breath testing device.

**Company** means in this policy refers to **Green Acres Contracting Company, Inc.**

**Company Business** includes, but is not limited to, work performed on or in a non- company vehicle being used for company business, and the term also includes meal and break times.

**Confidentiality and Privacy** includes that the Company will attempt to insure all aspects of the testing process are as private and confidential as reasonably practical.

**Confirmation (or confirmatory) drug test** means a second analytical procedure performed on a urine specimen to identify and quantify the presence of a specific drug or drug metabolite.

**Confirmation (or confirmatory) validity test** means a second test performed on a urine specimen to further support a validity test result.

**Confirmed drug test** means a confirmation test result received by a Medical Review Officer (MRO) from a laboratory.

## SAFETY & HEALTH PROGRAM

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**Consortium/Third Party Administrator (C/TPA)** means a service agent that provides or coordinates one or more drug and/or alcohol testing services. C/TPAs typically provide or coordinate the provision of a number of such services and perform administrative tasks concerning the operation of the employers' drug and alcohol testing programs. This term includes, but is not limited to, groups of employers who join together to administer, as a single entity, a drug and alcohol testing programs of its members (e.g., having a combined random testing pool). C/TPAs are not "employers" for purposes of this part.

**Controlled substances** mean the following five drugs.

- Marijuana metabolites
- Cocaine metabolites
- Amphetamines
- Opioids
- Phencyclidine (PCP)

**Designated Employer Representative (DER)** is an individual identified by the employer as able to receive communications and test results from service agents and who is authorized to take immediate actions to remove employees from safety-sensitive duties and to make required decisions in the testing and evaluation processes. The individual must be an employee of the company. Service agents cannot serve as DERs.

**Discipline** means the consequences an employee may encounter when caught in the following situations:

- possessing
- using
- selling
- buying or transferring drugs or alcohol

**Direct Observation (DO)** means the collector or another person that the collection site approves of, being of same gender as the employee, must instruct the employee to raise clothing, just above the navel; lower clothing, to mid-thigh; then turn around to show the same gender observers they do not have prosthetic devices for beating the tests. If no device is detected, the employee is permitted to return clothing to its proper observed-collection position. Then the observed collection will take place.

**Employee Training Program** means educating an employee of the Company drug policy & procedures.

**Employer** means a person or entity employing one or more employees (including an individual who is self-employed) that is subject to testing. Service agents are not employers for the purposes of this part.

## SAFETY & HEALTH PROGRAM

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**Licensed Medical Practitioner** means a person who is licensed, certified, and/or registered, in accordance with applicable Federal, State, local, or foreign laws and regulations, to prescribe controlled substances and other drugs.

**MRO** refers to a Medical Review Officer who is a Licensed Medical practitioner and who is in compliance with all certification and continuing education requirements.

**Performing a safety-sensitive function** means all job requirements are considered performing a safety-sensitive function during any period in which he or she is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions. All company employees fall into this safety-sensitive function area.

**Refuse to submit (to an alcohol or controlled substances test)** means that an employee:

1. An employee admits to the collector that he or she adulterated or substituted their specimen.
2. The employee behaves in a confrontational way that disrupts the collection process.
3. The employee fails to follow the observer's instructions to raise and lower their clothing and to turn around to permit the observer to determine if the employee has a prosthetic or other device that could be used to interfere with the collection process.
4. The employee possesses or wears a prosthetic or other device that could be used to interfere with the collection process.
5. The employee refuses to wash his or her hands – after being directed to do so.
6. Failing to provide adequate breath for an alcohol test without a valid medical explanation,
7. Failing to submit to a test as directed,
8. Engaging in any conduct which clearly obstructs the testing process.
9. Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer, after being directed to do so by the employer.
10. Fail to remain at the testing site until the testing process is complete. Provided, that an employee who leaves the testing site before the testing process commences a pre-employment test is not deemed to have refused to test;
11. Fail to provide a urine specimen for any drug test required by this part. Provided, that an employee who does not provide a urine specimen because he or she has left the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test;

## SAFETY & HEALTH PROGRAM

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12. In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of the employee's provision of a specimen.
13. Fail to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
14. Fail or declines to take a second test the employer, MRO or collector has directed the employee to take;
15. Fail to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER. In the case of a pre-employment drug test, the employee is deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment;
16. Fail to cooperate with any part of the testing process (e.g., refuse to empty pockets when so directed by the collector, behave in a confrontational way that disrupts the collection process, refuse a direct observation test, refuses to wash hands when directed by the collector ); or
17. Is reported by the MRO as having a verified adulterated or substituted test result.

**Safety-sensitive function** means all time from the time an employee begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. All company employees fall into this safety-sensitive function category.

**Screening test (or initial test)** means:

1. In drug testing, a test to eliminate "negative" urine specimens from further analysis or to identify a specimen that requires additional testing for the presence of drugs.
2. In alcohol testing, an analytical procedure to determine whether an employee may have a prohibited concentration of alcohol in a breath or saliva specimen.

**Under the Influence** means, with respect to drugs, the presence in an employee's system of any detectable amount of a drug, or its metabolites, and speech, actions or an appearance which lead a supervisor to reasonably suspect the employee's ability to perform his or her job safely and effectively has been impaired by drugs.

**Voluntary Treatment and Counseling** means that an employee who feels he or she may have a substance abuse problem and is seeking assistance through the Self Identification Program.

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### **PROHIBITED CONDUCT:**

Employees may not possess, use, purchase, sell, or transfer illegal drugs, alcohol, or controlled substances of any amount on the Company's property (including parking lots). Illegal drugs or substances are those, which cannot be legally obtained, including controlled dangerous substances and controlled substance analogues, as well as those drugs, which, although legal, have been obtained illegally (i.e., prescribed drugs not being used as prescribed).

Drug testing will be performed through urinalysis and will test for the presence of drug and/or metabolites of the following controlled substances: Marijuana metabolites, Cocaine metabolites, Opioids, Amphetamines and Phencyclidine (PCP).

Employees may not consume alcohol, illegal drugs, or substances on or off the Company's property during working hours, lunch periods, breaks or relief periods.

Employees may not report to work under the influence of alcohol. "Under the influence" means reporting for duty or remaining on duty with an alcohol concentration of .02 or greater.

Employees are prohibited from possessing any amount of **alcohol (INCLUDING POSSESSING MEDICATIONS WHICH CONTAIN ALCOHOL)** while on duty or driving.

Off-the-job illegal drug use which could adversely affect an employee's job performance, jeopardize the safety of others, the public, or Company equipment, or adversely impact the Company's reputation, is proper cause for disciplinary action up to and including termination of employment.

Employees who are convicted of off-the-job drug or alcohol-related activity may be considered to be in violation of this policy. In deciding what action to take, management will take into consideration the nature of the charges, the employee's present job assignment, and the employee's record with the Company and other factors relating to the impact and circumstances of the employee's arrest.

Employees may not report to work with any illegal drugs or substances in his/her system.

Employees are required, as a condition of employment, to submit to a Pre-Employment, Post-Accident/Incident/Injury/Near Miss, Reasonable Suspicion/Cause, Randoms, Return-to-Duty, Follow-up alcohol and/or drug test when required. Refusal to test will result in immediate termination of employment.

Employees performing "safety-sensitive functions" shall not use alcohol while performing such functions or during the four hours prior to performing such functions. "**Safety-sensitive functions**" include all on-duty time, i.e., the entire time from the moment an employee begins to work or is required to be in readiness for work until the time he/she is relieved from work and all responsibilities of work.

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Employees are required to take a Post-Accident drug and alcohol test. Employees are prohibited from using alcohol for eight hours following an incident or until the testing procedure has been completed.

Employees are prohibited from testing positive for drugs and/or alcohol.

Claiming the ingesting of hemp food products will not be an acceptable defense of a positive in a drug test.

Medicinal Marijuana usage is not an acceptable defense of a positive drug test.

Employees shall not violate any applicable federal and/or state requirement governing the use of drugs or alcohol.

Employees shall not do anything to obstruct the Company's goals with respect to drug and alcohol testing.

### **DILUTE SPECIMEN**

A dilute specimen is when abnormally large quantities of fluids are consumed (in vivo) the urine becomes dilute and the creatinine levels are substantially reduced, as well as other urine constituents including drugs and their metabolites.

**Positive Dilute Result:** When the Company receives a result from the MRO that states Positive Dilute, the Company shall treat the result as a verified positive result. The employee shall not be able to take another drug test based on the fact that the specimen was dilute. See Violation section of the policy for consequences.

**Negative Dilute:** When the Company receives a result from the MRO that states a Negative Dilute drug test the company shall do the following:

*The Company shall direct the employee to take another unannounced test immediately. Recollection of the specimen shall not be collected under direct observation unless there is another basis to support a directly observed collection.*

When the Company receives the second result after the initial Negative Dilute result and the result is again Negative Dilute the Company shall accept this result, unless the MRO asks for another collection under direct observation. If the MRO requires another recollection the employee must do so immediately.

The employee shall comply with the MRO and the Company or this shall constitute a refusal to test with immediate voluntary termination.

### **INSPECTION OF LOCKERS, POSSESSIONS, AND VEHICLES:**

Where Company has reason to believe that an employee is in violation of Company drug and alcohol policy, he/she may be asked to submit immediately to a search of his/her person and/or to make his/her locker, lunch box, briefcase, purse, packages, personal belongings, desk, vehicles, or any other receptacle he/she uses or has access to, available for inspection. Such search or inspection shall always be conducted in the presence of at least one witness other than the Company representative performing the search or inspection, and the contents resulting from such a search or inspection shall be inventoried. Entry onto company premises (including parking lots and job sites) constitutes consent to search and inspection. Refusal to consent to search or inspection shall constitute immediate voluntary termination.

### **VIOLATION OF THE POLICY – CONSEQUENCES:**

Any employee who violates the provisions of this policy or engages in prohibited conduct as set forth herein may be subject to:

First violation: The employee shall be immediately and indefinitely suspended pending an employability review by the Human Resources Department. This review may result in consequences up to and including termination. The employee will be encouraged to seek counseling through a Substance Abuse Professional and/or a separate Counselor at the employee's expense.

Counseling may be a requirement to be considered for return to work or rehire. Upon completion of the counseling, the employee will be evaluated by the Human Resources Department who will determine if the employee is capable of returning to work and not jeopardize their safety nor that of fellow employees.

Second violation: Immediate, irrevocable termination.

### **LEGAL PRESCRIPTIONS AND OVER-THE-COUNTER MEDICATIONS:**

An employee shall inform his/her supervisor, prior to commencing work, if he/she is taking any prescription or over-the-counter medications, which could interfere with their ability to perform his/her job functions safely. If the employee does not notify the Company/supervisor this shall be grounds for termination.

It is the employee's responsibility to make sure that the medication that is prescribed to the employee will not have adverse effects that will compromise the employee's safety while working. If the employee is taking a prescription or over-the-counter medication that has warnings on the medication, the employee will be sent for a fit for duty physical. The employee also will need a letter from the prescribing physician that the employee is capable and safe to work along with the fit for duty physical from a physician that is chosen by the Company.



## SAFETY & HEALTH PROGRAM

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If the employee is not capable of working safely then the Company shall try to find an alternate job for the employee, if one exists. If one does not exist, the employee will be required to take time off and the employee may use any time off the employee has accrued until the employee is safe to return to work.

### **SELF-IDENTIFICATION AND REHABILITATION PROGRAM:**

#### *Rehabilitation following self-identification:*

1. Employees who believe they may have a drug and/or alcohol problem are encouraged to seek help (“self-identify”) from the management of the Company. An employee who seeks help voluntarily, and is not currently in the process of being evaluated for testing as defined in this policy, will not be disciplined for any involvement with drugs and/or alcohol, which he or she admits to in connection with his or her initial request for help.
2. An employee who self-identifies may be eligible for and/or be required to take a leave of absence (using paid time off, to the extent available, and thereafter, unpaid time) and will be permitted to return to work subject to the terms, conditions and restrictions set forth by the Company.
3. The employee must be evaluated within seven days, from the date on which he/she self-identified to the Company. A certified Substance Abuse Professional associated with a supervised drug and alcohol treatment program must do the evaluation.
4. Before the employee can return to work, the employee must comply with the following terms and conditions:
  - The employee must be cleared by the Substance Abuse Professional who must certify to the Company in writing that the employee has complied with his or her treatment plan, if applicable, and is physically and mentally fit to Return-to-Duty.
  - The employee must submit to and test negative on a drug and/or alcohol test.
  - The employee must comply with any ongoing treatment recommended.
  - The employee must submit to unannounced Follow-up testing for drugs and/or alcohol for up to sixty months. There will be a minimum of six Follow-up tests in the first twelve months following the employee’s return to work.
5. The employee will be terminated immediately in the event he/she:
  - Refuses to comply with the treatment plan recommended for him/her, if applicable, either before or after he/she returns to work.

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- Tests positive for drugs and/or alcohol and/or refuses to submit to a drug and/or alcohol test on the date and time required.
- Otherwise fails to meet the Company's expectations for performance or behavior.
- Is identified for termination under any other circumstances deemed appropriate by the Company.

### TESTING:

The Company has implemented six circumstances for drug testing:

1. Pre-Employment testing
2. Post-Accident/Injury/Incident/Near Miss
3. Reasonable Suspicion / Cause
4. Random
5. Return-to-Duty (Self Identification Program or Return from Suspension)
6. Follow-up

The Company has implemented five circumstances for alcohol testing:

1. Post-Accident/Injury/Near Miss
2. Reasonable Suspicion / Cause
3. Random
4. Return-to-Duty (Self Identification Program or Return from Suspension)
5. Follow-up (Self Identification Program or Return from Suspension)

### REFUSAL TO TEST:

Refusal to submit to the types of drug and alcohol tests employed by the Company will be grounds for refusal to hire applicants, and will result in the termination of employment of existing employees. Refusal to test will be considered a voluntary resignation. A "refusal to test" is defined as any conduct, which would obstruct the proper administration of a test. A delay in providing a specimen may constitute a refusal. If an individual cannot provide a sufficient specimen, a physician of the Company's choice will evaluate the employee. If the physician cannot find a legitimate medical explanation for the inability to provide a specimen, the individual will be considered to have refused the test. All refusals will result in termination.

### EMPLOYEE RESPONSIBILITY:

Employees and prospective new hires are required to provide a specimen for testing, as a condition of employment. Employees acknowledge to the Company, and its selected vendors for any testing required as prescribed in this policy, and for the release of information, concerning these tests results and/or the successful participation in a treatment program approved by the Company. If an individual refuses the test, adulterates, or substitutes the specimen of another person, or refuses to cooperate in the testing process in such a way that prevents completion of the test, the employee will be terminated or the employment candidate will not be hired.

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When a company management representative has concerns that an employee requested/required to undergo drug and/or alcohol testing may currently be under the influence, and their ability to operate a motor vehicle may be impaired, they may be provided with transportation to the appropriate testing facility and to their home at the Company's expense. The Company will not and does not condone individuals operating motor vehicles when a question exists regarding the possibility of impairment.

### **TYPES OF TESTING:**

#### **Pre-Employment:**

This test shall be completed prior to an applicant being hired. The applicant will be informed to report for a drug test. All offers to hire an applicant are contingent upon the applicant taking the required drug test and having negative result.

#### **Post-Accident/Injury/Incident:**

1. An employee involved in a work-related accident resulting in a lost time injury, or injury requiring medical attention to themselves, or another employee may be required provide a Drug and Alcohol test if reasonable suspicion exists. In the event that an employee is so seriously injured that he/she cannot provide a specimen at the time of the accident, the employee must provide necessary authorization to the Company to obtain medical records or other documents that may be necessary in and attempt to determine whether controlled substances or alcohol were present in the employee's system at the time of the accident that would indicate that he/she was in violation of the provisions of this policy.
2. Any employee who damages company property may be required to provide a drug and alcohol test if reasonable suspicion exists.
3. Any incident that is perceived by the Company that presents or could have presented a risk to safety or any other business interest of the Company.
  - Any employee who is subject to this policy and subject to post-accident testing and fails to remain readily available for such testing, including, but not limited to, notifying the supervisor of his/her location if he/she leaves the scene of an accident prior to such testing, will be considered as having refused to submit to testing. An employee who is seriously injured and cannot be tested at the time of the accident must provide the necessary authorization for the Company to obtain hospital reports and other pertinent documents that might indicate whether there were drugs in his/her system.
  - This post-accident testing requirement is NOT intended to delay necessary medical treatment for injured people following an accident or to prohibit an employee subject to this policy from leaving the scene of an accident to obtain medical assistance for others or for personal medical assistance.

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- In the event that an employee is so seriously injured that he/she cannot provide a specimen at the time of the accident, the employee gives consent and authorization to the Company to obtain medical records or other documents that may be necessary in an attempt to determine whether controlled substances or alcohol were present in the employee's system at the time of the accident that would indicate that he/she was in violation of the provisions of this policy.

### Random:

The Company conducts random drug and alcohol testing for all employees. The random selection provides an equal chance for each employee to be selected each time a random selection occurs. Random selection shall be conducted throughout the year. The Company is a member of WORKNET Drug & Alcohol Services [herein and referred to as the Consortium]. The Consortium, which is comprised of many different companies, shall select the drug test(s) at a minimum of 50% of the average number of employee positions in each calendar year. The Consortium shall select a minimum number of employees for the random alcohol testing.

Random selection, by its very nature may result in employees being tested in successive random selections or more than once in a calendar year. Alternatively, some employees may not be selected in a calendar year.

Individuals selected for Random testing will be notified by the Company. **Once notified, every action the individual takes must lead to a collection. If a randomly selected individual engages in conduct, which does not lead to urine collection and/or breath sample, the Company shall consider this a refusal to test. The Company will not pre-notify any random selection employee in advance.**

### Reasonable Suspicion / Cause:

Any affected employee must report to a collection site and provide a specimen if, in the opinion of a company official (who has received training covering the indications of probable drug and/or alcohol abuse), there is reasonable cause to suspect the use of drugs and/or alcohol. Their observations must be documented.

Specimen collection for reasonable suspicion testing will take place under the following circumstances:

- when an employee's error appears, on the basis of a preliminary investigation, to have caused an accident, injury or damage to Company or employee property or vehicle(s)
- based upon their appearance, speech, body odor or actions, a supervisor reasonably suspects that the employee's ability to work may be impaired by alcohol and/or drugs, or the withdrawal effects of alcohol and/or drugs.

Employees who refuse to be tested shall be terminated

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An agent of the Company will escort the employee to the collection site and arrangements will be made for them to be transported to his/her home after the specimen is collected.

An employee who is directed to take a reasonable suspicion test will be placed on unpaid suspension pending the test results. If the result is negative the employee will be reimbursed for the time of suspension.

Employees will be required to undergo testing when his/her conduct and/or actions cause concern that he/she may be unfit for duty. When possible, observations will be determined by two members of supervision/management. Numerous supervisors have been trained in detecting signs, symptoms, and characteristics of drugs and/or alcohol abuse.

### **Return-to-Duty (or for Self Identification Program):**

An employee, who has self identified to the company or has a positive test, regarding a Drug and/or Alcohol problem, will be required to submit to a return-to-duty test and achieve a negative result, provide a course of treatment plan and be provided a release from the certified substance abuse professional before he/she can return to work.

### **Follow-up Testing (or for Self Identification Program):**

Following a determination that an employee is in need of assistance in resolving problems associated with alcohol misuse and/or use of controlled substances, an employee will be required to submit to unannounced follow-up testing for Drug and/or Alcohol for up to (60) sixty months. If the results are positive, the employee will be immediately terminated.

## **Testing Procedures**

### **Drug Testing:**

Drug testing will be performed through urinalysis and will test for the presence of drugs and/or metabolites of the following controlled substances

#### **10 Panel Urine Drug Test**

1. Marijuana
2. Cocaine
3. Opioids
4. Amphetamines
5. Phencyclidine (PCP)
6. Barbiturates
7. Benzodiazepines
8. Methadone
9. Methaqualone
10. Propoxyphene

PLUS OXYCODONE AND/OR MDMA aka Ecstasy.

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Split sample urine specimens will be collected at a designated collection site. Urine specimens will be sealed in the presence of the applicant/employee and sent to the designated United States federally certified laboratory along with the custody and control form (CCF) for testing. Detailed records will be kept to prevent misidentification of samples.

The following protocol will apply to all specimen collections:

The applicant/employee will provide a urine sample at the assigned collection site at the appointed time.

The applicant/employee will participate in the custody and control procedures in order to insure accurate collection by:

- collection site providing photo identification.
- following the urine specimen guidelines for all urine collection procedures in cooperation with the site.

Under split specimen procedures, the donor must provide 45 ml. in a specimen container. The collector will pour 30 ml. into one bottle and seal it; the remaining sample of 15 ml. will be sealed in a second bottle. Both bottles will be sent to the laboratory. The bottle with the 30 ml. will be the primary specimen and the second bottle will be held by the laboratory and analyzed only after a verified positive by the MRO and the employee requests the analysis within 72 hours of notification by the MRO. If the applicant/employee refuses to provide the specimen for the drug testing, the situation will be considered equal to a positive test and the same consequences will apply.

All positive urine screens will be confirmed through GC/MS testing (Gas Chromatography/Mass Spectrometry) before any discipline is imposed or hiring decisions are made.

A Medical Review Officer (MRO) will review all drug tests performed by the laboratory. The MRO is to determine whether positive test results indicate illegal drug use or whether other medical explanations could account for the result. The MRO will inform the employee of his findings.

On all "positive" drug screen results, the MRO/MRO Assistant will make three attempts within a twenty-four hour period to contact the applicant/employee and review his findings. If the applicant/employee cannot be reached during the above-mentioned time frame, the company management will be contacted and informed to contact the applicant/employee and have such a person make themselves available to be contacted by the MRO to review his findings. If the applicant/employee does not make themselves available to be contacted by the MRO, the consequences to the applicant/employee will be equal to that of a positive test result, which is immediate termination.

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Individual test results will be released to the Company and will be kept confidential, an individual who has submitted to drug testing under this policy is entitled to receive the tests results. Requests should be made in writing.

All specimens shall be collected and split into two vials (split specimen collection). Employees testing positive may request to have the split specimen tested at another federally certified laboratory. The testing of the split specimen will be for the presence of the drug that was deemed positive, with no cut-off levels. If the result of the split specimen test is negative the MRO will cancel the test. Such requests must be made within 72 hours of the individual being notified of the positive result from the MRO. The employee is responsible for the payment of the split specimen test.

The Company requires urine specimen collection(s) to be performed in accordance with 49 CFR Part 40 and the Urine Specimen Guideline from the Office of Drug and Alcohol along with any updates, if amended.

### **Alcohol Tests:**

All alcohol tests conducted under this Policy require that the employee provide a breath specimen. The employee must take either a breath or blood specimen, as directed by a law enforcement officer after an accident. Alcohol tests will be administered using a breath specimen, taken by a breath alcohol technician (BAT) using an approved breath testing device (EBT), except in cases of on-scene post-accident testing conducted by federal, state or local officials.

Before being tested by the Company, each employee will be required to (i) present his/her personal identification, and (ii) execute an Alcohol Testing Form provided by the BAT. An employee, who refuses to provide his/her identification, refuses to execute the Alcohol Testing Form, or who otherwise refuses or fails to cooperate, will be treated as though he or she has tested positive and will be terminated.

Prior to each alcohol breath test conducted by the Company, the BAT will instruct the employee on how the test will be performed. To protect each employee, the BAT will attach to the testing device an individually sealed mouthpiece in the employee's view. The employee will then be directed to blow forcefully into the breath-testing device until an adequate amount of breath has been maintained.

In the event that an employee is unable to provide an adequate amount of breath for the initial or confirmatory test after several attempts to do so, the employee will be required to submit to an evaluation by a licensed medical physician to determine whether a valid medical condition exists. If the physician determines that a valid medical condition does exist, the test result will be reported to the Company as "negative". If the physician determines that a valid medical condition does not exist, the result will be reported to the Company as a "confirmed positive".

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In the event that the employee provides an adequate breath specimen and the initial test registers as alcohol concentration level that is less than 0.02, the test result will be recorded, as a “negative” and no additional test will be required at that time.

In the event that an employee provides an adequate breath specimen and the initial test registers an alcohol concentration level of 0.02 or greater, a confirmatory test will be performed. In the event that the employee provides an adequate breath specimen and the confirmatory test registers less than 0.02, the test result will be reported to the Company as “negative”.

Company requires that all breath alcohol testing is in accordance with 49 CFR Part 40 along with any updates, if amended.

### **CONFIDENTIALITY AND PRIVACY:**

The Company will attempt to insure that all aspects of the testing process are as private and confidential as reasonably practical. Actual test results will be provided to supervisors and managers who have a need to know such information, to the person tested and any person permitted or required by law or regulation to receive such information. Except as required by law, test results will not be disclosed to co-workers, an employee’s family, uninvolved supervisors, or law enforcement authorities without the specific permission of the person tested.

The Company will, however, inform the police of trafficking in illegal drugs by employees and will turn over any illegal drugs confiscated on Company property to the police.

### **DISCIPLINE FOR POSSESSING, USING, SELLING, BUYING OR TRANSFERRING DRUGS OR ALCOHOL:**

Employees caught possessing, using, selling, buying or transferring drugs or alcohol while at work, on Company premises, or while using Company Vehicles will be terminated.

Employees arrested for selling drugs to, or buying them from another employee will be suspended without pay, and if convicted, terminated. Depending on the circumstances, employees arrested for and convicted of other drug offenses may also be terminated.

### **FMCSA DRUG AND ALCOHOL CLEARINGHOUSE:**

Beginning in January 2020, FMCSA regulations require that the following personal information collected and maintained under 49 CFR Part 382, Controlled Substance and Alcohol Use Testing, shall be reported to FMCSA’s Clearinghouse:

- a. A verified positive, adulterated or substituted drug test result;
- b. An alcohol confirmation test with a concentration of 0.04 or higher;
- c. A refusal to submit to any test required by sub-part C of this part;
- d. An employer’s report of actual knowledge, as defined at §382.107;



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- i. On duty alcohol use pursuant to §382.205;
- ii. Pre-duty alcohol use pursuant to §382.207;
- iii. Alcohol use following an accident pursuant to §382.209; and  
Controlled substance use pursuant to §382.213;
- e. A substance abuse professional (SAP as defined in §40.3 of this title) report of the Successful completion of the return-to-duty process;
- f. A negative return-to-duty test; and
- g. An employer's report of completion of follow-up testing.

Employment at Green Acres Contracting Co., Inc. establishes consent to conduct a limited query of the FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse (Clearinghouse) to determine whether drug or alcohol violation information exists in the Clearinghouse.

If the limited query conducted by Green Acres Contracting Co., Inc. indicates that drug or alcohol violation information exists in the Clearinghouse, FMCSA will not disclose that information to Green Acres Contracting Co., Inc. without first obtaining additional specific consent.

Refusal to provide specific consent for Green Acres Contracting Co., Inc. to conduct a required full query of the Clearinghouse, Green Acres Contracting Co., Inc. must prohibit employees from performing safety-sensitive functions, including driving a commercial motor vehicle, as required by FMCSA's drug and alcohol program regulations.

If a full query contains drug and/or alcohol violation information, Green Acres Contracting Co., Inc. must prohibit employees from performing safety-sensitive functions, including driving a commercial motor vehicle, as required by FMCSA's drug and alcohol program regulations. In addition, the employee will be referred to an SAP and will not be eligible to return to active duty without successful completion of the mandatory return-to-duty drug and/or alcohol rehabilitation process.

### **MISCELLANEOUS:**

This policy is not intended to create a contract of employment, whether expressed or implied, or to alter the employment relationship insofar as employment is to be considered terminable by the Company at will, with or without cause.

The Company reserves the right to grant exceptions to, modify, add, and/or cancel its policies, procedures, and/or benefits at any time.

### **QUESTIONS:**

If you have any questions, please direct them to your immediate supervisor or designated employer representative.

### Cranes AND RIGGING

Cranes are a vital part of any construction operation. To ensure they handle loads properly, safely and with greatest efficiency, the following procedures shall be followed along with applicable OSHA and other codes, rules and regulations.

#### DEFINITIONS:

1. **Critical lift:** Any hoisting operation where the load weight exceeds 75% of the lifting device's net capacity, where hoisting over a publicly-occupied structure, where two lifting devices are used in tandem to hoist a load, or where non-standard rigging practices are employed.
2. **Gross capacity:** The capacity of a lifting device, excluding the weights of the main hook block, auxiliary hook / block, slings and rigging, main/auxiliary wire rope from boom tip to block, the stored jib weight, and the auxiliary boom head.
3. **Net capacity:** The capacity of a lifting device, inclusive of the weights of the main hook block, auxiliary hook / block, slings and rigging, main/auxiliary wire rope from boom tip to block, the stored jib weight, and the auxiliary boom head.
4. **Operator:** The person(s) whose task assignment requires that he/she operate or control a piece of equipment or tool.
5. **Rigger:** The person responsible for configuring and rigging a load to be hoisted.
6. **Tag person:** The person responsible for handling a hoisted load, whether through physical contact, or communication with an equipment operator.

#### GENERAL REQUIREMENTS:

1. At a minimum, the use, inspection, set-up and maintenance of cranes and hoisting equipment shall comply with 29 CFR 1926.1400, the most current version of ANSI B30.3-2009 or B30.5-2011 (for the respective crane type), and the manufacturer's recommendations and requirements.
2. The hoist path for all hoisting operations shall be pre-determined to ensure that adequate clearance is given around hoisting operations.
3. All crane lines, including main and auxiliary lines, shall have an anti-two block device attached.
4. All safety devices (anti-two block, limits, etc.) shall be tested prior to each shift, as part of the equipment inspection.
5. All loads shall have tag lines attached in order to control the load, unless it is determined that tag lines pose a greater risk to the safety of the load (entanglement of the tag line). It is assumed that tag lines are feasible, and entanglement hazards can be minimized through coordination of the hoisting path.
6. Tag lines shall consist of a minimum 5/8" rope and shall be free of knots. Tag lines shall be of sufficient length to maintain control of the load where there is any potential for striking either the boom or a fixed object.
7. Suspended loads shall not be left unattended, nor shall loads be suspended overnight.

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8. Clear communication between the operator and the tag person shall be maintained at all times during hoisting operations. The methods of communication shall be pre-determined and agreed upon by the operator and tag person. Only one tag person shall signal a crane at a time.
9. GAC will only use Qualified Operators. A Qualified Crane Operator is an operator assigned to the equipment after it has been determined the operator is **NCCCO** qualified and has the appropriate crane license for the jurisdiction where we are operating.

### PRE-LIFT CONSIDERATIONS:

1. Operators of cranes and motorized hoisting equipment shall possess a valid state crane operator license, for the type of equipment that they operate. Documentation of these licenses/certifications shall be submitted to GAC prior to the use of the hoisting equipment.
2. All hoisting activities that meet the definition of a Critical Lift require the completion of a Critical Lift Plan.
3. No hoisting will be allowed during times when wind gusts or sustained winds are in excess of those permitted by the manufacturer, the lifting charts, lift plan or ANSI B30.5 standards, whichever is less. In all such cases, the safety of persons, property and operations will prevail over the progress of work.

### CRANE SETUP:

1. Cranes and hoisting equipment shall be set-up on a firm, supporting surface. This surface shall be in compliance with the manufacturer's recommendations for the type of equipment and configuration used. Sub-surface conditions (duct banks, tunnels, utility vaults, tanks) must be assessed.
2. Cribbing shall be placed beneath the outriggers of all cranes (excluding crawlers) Cribbing shall be at least (3) times the size of the outrigger pad, and shall consist of solid members. No voids shall be present beneath or between the cribbing.
3. The crane or hoisting equipment shall be level within 1-degree or within the manufacturer's specifications. The levelness shall be reexamined during the course of the work shift.
4. The swing radius shall be free and clear of obstructions, and shall be cordoned off using either danger tape or high-visibility flagging and signs.

### CRANE INSPECTION:

1. Each crane shall have been inspected within the last year by an independent third party inspection agency.
2. The inspection for GAC cranes will be maintained in the shop. Rental crane inspection documents must be submitted to GAC prior to its use on-site.
3. Each crane or hoisting equipment shall be inspected by the operator after set-up and prior to its initial lift, before each shift and after any malfunction. This inspection shall comply with the manufacturer's inspection guidelines and shall be documented. All inspection documents shall be maintained and available for review on the project.
4. If a near miss, incident or unplanned event occurs at any time during the course of work, the hoisting operation shall stop, and the crane or hoisting equipment shall be re-inspected.

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5. If crane tipping, shock-loading, side-loading, boom contact with any object or drum/sheave binding occurs, the crane shall be taken out of service and re-inspected by a certified, independent testing agency.

### **LOAD RATINGS AND CAPACITY:**

1. For hoisting operations that exceed 75% of the crane's net capacity, considering boom length, angle and load radius, a Critical Lift Plan (Appendix I) must be completed.
2. Computerized or electronic capacity-indicating or load-indicating devices, whether integral to the crane or not, shall not be used to determine the capacity of the crane. These instruments shall only be used to verify and confirm the capacities listed on the load chart.
3. The crane's capacity shall be determined using the shortest tipping access (i.e., over-the-side) that will be encountered during the hoisting operation.
4. The use of any outrigger configuration other than fully-extended is not allowed unless the manufacturer specifically allows otherwise, and a load chart is supplied for the configuration. Where outriggers are used in other than the fully-extended position, and where the manufacturer does not recognize its use, capacities shall be based on the "on-rubber" load rating.

### **OPERATOR RESPONSIBILITIES:**

1. The operator is responsible for proper crane mobilization, set-up, inspection, use, and ensuring that the crane's capacity is within the tolerances prescribed above.
2. The operator must be involved in the pre-planning effort, including information the complete crane lift plans. The operator shares in the responsibility to ensure that the load(s) are properly rigged, the hoisting path is clear and the communication from / to the tag person is clear and understood.
3. The operator must not engage in any activity that may divert his / her attention from the hoisting operation (use of cell phones / radios).
4. The operator is responsible to immediately stop the hoisting operation if any condition or circumstance presents itself that may jeopardize the safety of personnel or property, or the integrity of the crane or hoisting equipment.
5. The crane operator shall:
  - a) Ensure all defects or deficiencies are reported to project management before making crane lifts;
  - b) Maintain inspection and service records on the crane;
  - c) Ensure load charts and operators manual are inside their crane;
  - d) Only operate cranes to which they have been assigned;
  - e) Operate cranes safely according to this program;
  - f) Perform all necessary visual inspections. OSHA requires a minimum pre-shift and monthly plus any additional based on the manufacturer requirements on the crane to which they are assigned;
  - g) Practice good housekeeping in and around the crane to which they are assigned;

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- h) Have the authority to stop and refuse to handle loads, whenever there is a concern as to safety, until a qualified person has determined that safety has been assured;
- i) Operate the crane in accordance with the capacity charts, rigging drawings, and wire rope chart applicable to that crane;
- j) Document thorough pre-shift visual inspections and have repaired or replaced any deficiency or defective part effecting safe operation before continued use;
- k) Use a signal person when traveling or maneuvering where it is difficult for the operator to see;
- l) Avoid swinging over people whenever possible;
- m) Use taglines to control loads when necessary;
- n) Never attempt to drag a load;
- o) Never leave the cab with a load suspended;
- p) Never pick loads of unknown weight; and
- q) Do not alter the machine by adding extra counterweight;

### **RIGGER RESPONSIBILITIES:**

1. The rigger is responsible for the daily inspection of rigging equipment, and for the proper configuration and use of rigging equipment for our hoisting operations.
2. The rigger is responsible for knowing and identifying the weight of items to be hoisted, and for ensuring that the rigging used is of sufficient capacity.
3. If defects/damages are observed in any part of the rigging equipment being used, the rigger is responsible for removing this equipment from service.
4. The rigger is responsible for immediately stopping the hoisting operation if any condition or circumstance presents itself that may jeopardize the safety of personnel or property, or the integrity of the crane or hoisting equipment.

### **TAG PERSON RESPONSIBILITIES:**

1. The tag person is responsible for ensuring that the hoist path remains free and clear of obstructions and that no personnel are allowed to walk or work under a hoisted load.
2. The tag person is responsible for ensuring that the signaling method used between him/herself and the operator is appropriate and agreed upon, and for maintaining constant communication with the operator.
3. The tag person is responsible for immediately stopping the hoisting operation if any condition or circumstance presents itself that may jeopardize the safety of personnel or property, or the integrity of the crane or hoisting equipment.
4. The operator must not engage in any activity that may divert his/her attention from the hoisting operation (cell phone use / radio use).

### **RIGGING EQUIPMENT:**

1. At a minimum, the use and inspection of rigging equipment shall comply with 29CFR Part 1926.251 and the manufacturer's recommendations and requirements.

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2. The hazards and hazard controls associated with the use of rigging equipment, specific to the operation at hand shall be reviewed with the workforce prior to commencement of activities.
3. All rigging equipment shall be visually inspected prior to its use by the designated Competent Person. Defective and/or worn equipment shall be removed from service.
4. Custom-designed or shop-fabricated lifting devices or rigging equipment, including scale pans and lifting beams shall be designed by a registered Professional Engineer and shall be proof-tested to at least 125% of its rated capacity.
5. The rated capacity shall be permanently affixed to the custom-designed or shop-fabricated lifting devices or rigging equipment.
6. Where lifting eyes or loops are provided on the equipment or material to be hoisted, slings shall not be choked directly to the lifting eye or loop. Shackles should be used.
7. All hooks shall have a self-closing safety latch which prevents attached slings from becoming inadvertently freed.
8. Tie-Wire is not an approved rigging method when handling reinforcing steel.
9. All steel in contact with vertical lift points shall be tied using double figure eight ties.

### CRANE SIGNALING:

#### Signal Person Qualification:

1. The NCCCO (National Commission for the Certification of Crane Operators) certification or internal Qualified Person training for signal persons.
2. Current policy is all signals to cranes must be per the ANSI/OSHA signals;
3. Qualified signal person training requirements are:
  - a) Know and understand signals to be used as well as all forms of signals i.e. verbal, hand, etc.;
  - b) Be competent in application of the types of signals to be used;
  - c) Have basic understanding of crane operation and limitations, including the crane dynamics involved in swinging and stopping loads and boom deflection from hoisting loads;
  - d) Must be able to effectively communicate to crane operator (i.e., English-English, Spanish-Spanish, etc.);
  - e) Signals are always given in the orientation of the operator, (Operators right or left);
  - f) Hand signals used for signaling cranes must be the OSHA approved hand signals;
  - g) Only Designated qualified signal persons may signal crane operations;
  - h) Only one signal person is to signal at any one time;
  - i) The signal person must be either in full view of the operator or in constant uninterrupted radio contact at all times;
  - j) The signal person must warn others in the area when loads are hoisted. He must also keep all unauthorized persons outside the load's radius;
  - k) Constant communication must be kept between the signal person and the crane operator, either visually with hand signals or audibly by radio; and

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- l) If the operator loses contact with the signal person for any reason, he must stop the movement of the crane until communication is restored.
4. If conditions warrant the use of radios, spare batteries must be available on-site before lifting begins.
5. Radio communication from the signalperson must be constant from the beginning of the lift until the load is safely landed and secure.
6. If communication is lost by the operator, he/she is to cease operation, signal by horn, and not resume operation until clear, unimpeded communication is restored.

### POWERLINES:

1. If any part of the crane can reach or encroach within 20 ft of a powerline, a dedicated site specific plan shall be completed by the Project team.
2. If the chart is used to determine encroachment distance, then the utility operator must provide voltage information within two working days of request;
3. All lines must be assumed energized, unless confirmation is given from utility operator;
4. There must be at least one electrocution hazard warning sticker conspicuously placed in the cab;
5. Powerline - Assembly/Disassembly:
  - a) No part of crane, line or load may operated within 20 feet of a powerline during assembly or being disassembled;
  - b) If any part of the crane could get within **20** feet from the powerline, then;
  - c) A mandatory planning meeting must be conducted to determine;
  - d) The utility operator confirm that the line has been de-energized and visibly grounded or;
  - e) A dedicated powerline spotter is used to prevent encroachment or;
  - f) Other methods to prevent encroachment are used such as proximity alarm, device limiting the range of movement, elevated warning line or barricade, etc;
6. No part of the crane is allowed below a powerline during assembly/disassembly unless the utility operator has confirmed it is de-energized and proper grounded;
7. Powerline Crane Operations:
  - a) A planning meeting and job survey must be made of all high-voltage lines within the job limits prior to beginning work;
    - Identify crane work zone and either mark boundaries, use range limiting devices or range control warnings;
    - Determine if any part of crane, line or load could get within 20 feet;
  - b) If less than 350kV
  - c) 50 foot minimum clearance for all lines over 350kV
8. To use table A (ANSI Table), for minimum powerline clearance;

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9. The utility operator, or PE qualified in electrical power transmission, determines the minimum clearance distance that must be maintained. Factors include conditions affecting atmospheric conductivity, time necessary to bring the equipment to a stop, wind conditions, etc.
  - a) A planning meeting with the utility operator must be held to determine the procedures that will be followed to prevent electrical contact such as:
  - b) Deactivate the device that automatically reenergizes the circuit in the event of a powerline contact
  - c) Use of a dedicated spotter

10. Powerline Crane Operations Table A:

- a) The minimum clearance distance cranes must be from powerlines is 20 unless the conditions above are met;

Voltage (kV)	Minimum clearance (feet)
Up to 50	10
50 to 200	15
200 to 350	20
350 to 500	25
500 to 750	35
750 to 1000	45
Over 1000	as established by line owner

- b) On all jobs where cranes are in use, all POWERLINES crossing the work area, shop areas and access roads will be signed;
  - c) Signs must be placed on either side of the POWERLINES (and on both sides of roads) denoting "Overhead Lines – Boom Down";
  - d) Supervisors, operators, and signal person should be instructed that booms will not be raised while the crane is located between the signs;
  - e) Flagging should be suspended from a rope or wire strung between the signs;
  - f) Where traffic is anticipated to be heavy or continuous, serious consideration should be given to the use of messenger cables;
  - g) They should be suspended across the road, on either side of the high line, at a height 20 feet below that of the energized powerline; and
  - h) They should also be of sufficient distance from the powerline to give adequate warning that the equipment or load is too high to allow proper clearance of the powerline.
11. If it is necessary to work a crane in close proximity to energized electrical conductors, the following will also apply:
- a) In cases where the power company will not relocate powerlines at their expense, serious consideration should be given to relocating the lines at our expense not only in the interest of safety, but to greatly increase the efficiency of a long-term operation;



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- b) If it is not possible to have the lines de-energized, consideration must be given to the use of one or more of the following:
- The erection of physical barriers to prevent any portion of the rig or load making contact with the line;
  - The use of cage-type boom guards, boom insulators, insulated hooks, proximity warning devices, swing limiters, and positive tie-downs to prevent swinging into the lines; and
  - The nature of your operation, the length of time and the number of powerlines in the area should dictate which device or devices are to be used.

Caution: the use of any of the devices described above does not mean that you can relax your procedures. Since these devices are not fail-safe, the same precautions normally used in these circumstances must be followed regardless of what safety devices may be installed on your equipment.

### LOAD HANDLING:

1. All loads are to be properly rigged to prevent the dislodgment of any part;
2. Suspended loads must be securely rigged and properly balanced before set in motion;
3. The load must be kept under control at all times. Guide or tag lines may be used on loads to prevent rotation and maintain control of the loads;
4. Loads must be safely landed and properly blocked before removing the rigging;
5. Any lifting device used must be plainly marked with its weight, designed working load (WLL), and should only be used for its designed purpose;
6. The hoist rope must never be wrapped around the load. The load should be attached to the hook by other slings or other rigging devices that are adequate for the load being lifted;
7. Multiple part lines must never be twisted around each other;
8. The load line must be brought over the center of gravity of the load before the lift is started;
9. If a slack rope condition has occurred, it must be determined that the rope is properly seated on the drum and in the sheaves prior to continuing with the pick;
10. Keep hands away from any pinch points at all times and especially when the slack is being taken out of the hoist rope;
11. Wear leather gloves when handling wire rope;
12. Make all people aware of loads being hoisted by using horns and audible alarms whenever load is in motion within the determined fall zone
13. Never ride on a load that is being lifted;
14. Synthetic slings must be protected from abrasive, sharp or acute edges and configurations that could cause a reduction of slings rated capacity. Manufacturers instruction, limitations and specifications must be followed
15. Never work under a suspended load unless the load has been adequately supported from the floor and the supervisor in charge of the operations has approved all conditions;

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16. Remove or secure all loose material from the load before it is moved.

17.

### RENTAL CRANES:

Before rental cranes are brought onto site, the following shall be done:

1. A copy of the annual 3<sup>rd</sup> party inspection report by a qualified inspector to GAC Safety Director.
2. Copy of the operator's crane license for the individual that will operate the crane.
3. Crane shall have an anti two-block device.
4. Operator will inspect the crane daily prior to each use and supply GAC with a copy of the daily inspection report.
5. The weights of materials / equipment to be hoisted shall be determined.
6. The crane rating (based on the crane's load chart/radius) for the heaviest pick shall be identified.
7. Critical lifts (i.e. > 75% capacity, tandem crane picks or specialty rigging operations) shall be identified on a **Critical Lift Plan** that can be found in **Appendix I**.

### EMPLOYEE TRAINING:

1. *Signal persons* – GAC will verify that all employees to be assigned to work as a signal persons have certification either through our internal training program or NCCCO.
2. *Overhead powerlines* – GAC will make sure that all employees working in proximity to overhead powerlines are trained per requirements specified in § 1926.1408(g) and § 1926.1410(m) in the topics listed in § 1926.1408(g).
3. *Competent persons and qualified persons* – GAC will train each competent person and each qualified person regarding the requirements of 1926.1400 for their respective roles.
4. *Crush/pinch points* – GAC will train each employee who works with the equipment to keep clear of holes, and crush/pinch points and the hazards addressed in § 1926.1424 (Work area control).

### ELECTRICAL

#### GENERAL REQUIREMENTS:

1. The responsibility for the installation, testing and maintenance of all permanent and fixed temporary electrical services and components shall be considered within the scope of the Electrical Subcontractor.
2. All electrical work and practices shall comply with OSHA 29CFR 1926.400-.449, NFPA 10- National Electrical Code and, NFPA 70E – Standard for Electrical Safety in the Workplace. Where codes, regulations or requirements conflict, the more stringent guidelines shall apply.
3. The Competent Person shall ensure that all employees potentially exposed to electrical hazards possess the knowledge and skills required to perform the duties for which they are assigned.
4. Only qualified electricians shall perform work on electrical equipment, systems or circuits.
5. Each GAC employee is responsible for the inspection, maintenance and use of portable electric power tools, equipment, extension cords, welding machines, and welding leads.
6. Electrical equipment shall not be opened, serviced, repaired or otherwise handled until it has been de-energized, locked and tagged out, and verified to conduct zero energy.

#### TEMPORARY POWER:

1. All 125-volt 15, 20 and 30 amp temporary power receptacles shall be protected by a ground fault circuit interrupter (GFCI) at the receptacle.
2. Receptacles other than 125-volt 15, 20 and 30 amp shall be protected by a GFCI either at the breaker or the receptacle.
3. Portable electric power units (spider boxes) shall have a GFCI at the unit receptacle, and cord supplying the power from outlet shall be SO type. The maximum length of power supply cords from the outlet to the spider box is 100-feet. Spider box power cords shall be protected from vehicular and pedestrian traffic, and shall be routed so as not to pose a tripping hazard.
4. Portable generators shall have GFCI protection at the receptacle.
5. Permanent power receptacles used during construction shall require the use of a portable GFCI, plugged into the receptacle, or replacement with a GFCI outlet.
6. The electrical contractor is responsible to inspect all project-fixed temporary GFCI receptacles and breakers.

#### POWER CORDS AND TOOLS:

1. All power tools and extension cords must be grounded, unless double insulated.
2. All power tools, equipment and extension cords must be inspected for damage by the user prior to the tool's use. Any tool, equipment or cord found to be damaged shall be tagged and removed from service until repairs have been made or discarded.

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3. Flexible cords shall not be routed through holes in the floor or wall. Where cords are routed through a door or window, protection shall be provided that prevents damage to the cord.
4. Flexible cords, including portable electric power unit (spider box) cords shall not be run across a walkway, aisle, and stair or ladder entrance.
5. Flexible cords shall be protected from vehicular and pedestrian traffic, and shall be routed so as not to pose a tripping hazard.

### FALL PROTECTION

#### DEFINITIONS:

1. **Anchorage:** A secure point of attachment for lifelines, lanyards or deceleration devices. The anchorage point should be positioned on an independent structure and used for securing a lifeline or lanyard. An anchorage point should be located above the worker to avoid unnecessary swing in the event of a fall. The anchorage point should be capable of supporting a 5000# minimum strength, and limit free falls up to 6'. Anchorage points must be engineered by a qualified person.
2. **Body Harness:** Straps that may be secured about the person in a manner that distributes the fall-arrest forces over at least the thighs, pelvis, waist, chest and shoulders with a means for attaching the harness to other components of a personal fall arrest system
3. **Guardrail System:** A barrier erected to prevent employees from falling to lower levels
4. **Hole:** A void or gap 2-inches or more in the least dimension in a floor, or other walking/working surface
5. **Lanyard:** A flexible line of rope, wire rope or strap that generally has a connector at each end for connecting the body harness to an anchorage point
6. **Lifeline:** A component consisting of a flexible line for connection to an anchorage at one end to hang vertically or for connection to anchorages at both ends to stretch horizontally and that serves as a means for connecting other components of a personal fall arrest system to the anchorage
7. **Personal Fall Arrest System:** A system including, but not limited to an anchorage, connectors, and a body harness used to arrest an employee in a fall from a working level.
8. **Positioning Device System:** A body harness system rigged to allow an employee to be supported on an elevated vertical surface, such as a wall, and work with both hands free while leaning backwards.
9. **Self-Retracting Lifeline:** A deceleration device containing a drum-wound line which can be slowly extracted from, or retracted onto, the drum under minimal tension during normal employee movement, and which, after onset of a fall, automatically locks the drum and arrests the fall. The device contains a cable or webbing lifeline which extends and automatically retracts as the worker climbs up or down. The retractable device operates on the same principle as an automatic seatbelt. The device is activated at the moment a fall occurs limiting the workers' free fall approximately 24" and thereby reducing the forces applied at impact. Self-retracting lifelines shall be installed for use above shoulder height. When accessing vertical formwork systems, the self-retracting lifeline should be secured at the highest point of climb.
10. **Snap hook:** A connector consisting of a hook-shaped member with a normally closed keeper, or similar arrangement, which may be opened to permit the hook to receive an object and when released automatically closes to retain the object
11. **Unprotected Sides and Edges:** Any side or edge of a walking/working surface where there is no wall or guardrail system at least 39-inches high

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### GENERAL REQUIREMENTS:

1. All work and practices shall comply with 29CFR 1926.500-503, and the manufacturer's requirements and recommendations for any equipment and tools used on our projects.
2. Any person observed utilizing fall protection in an unsafe manner shall be cause for the foreman to immediately stop the operation, and conduct re-training, at a minimum.
3. The Competent Person shall ensure that all employees potentially exposed to fall or falling object hazards possess the knowledge and skill required to perform the duties for which they are assigned.
4. Where a personal fall arrest system is used, the Competent Person shall calculate the total fall distance to ensure that the employee will not contact lower levels or objects below the elevated surface.
5. Fall prevention and protection systems are required for all project employees that are potentially exposed to falls equally to or greater than six (6) feet.
6. Where a ladder or stairs are the only means for access into a controlled access zone, danger signs informing project personnel of the fall hazard and the requirement for PFAS use shall be posted at the ladder / stair access point.
7. The use of safety monitoring systems is not allowed for fall protection purposes on our projects.

### FALLING OBJECT PROTECTION:

1. All personnel working or walking on our jobsites are required to wear hard hats compliant with ANSI Z89.1.
2. Toe boards shall be equivalent to 1x4" material to prevent objects from falling below. No material storage is allowed above the height of the top rail of the guardrail system.
3. Where work is taking place in areas where no falling object protection is provided, or where work is taking place at or over the edge of the elevated work area, the area(s) below the work operation shall be cordoned off with danger tape. Signage shall be posted at the area perimeter informing project personnel of the overhead hazard.

### GUARDRAIL CONSTRUCTION:

1. Guardrail construction shall comply with the requirements listed in 29CFR 1926.502(b), including Appendix B to Subpart M, at a minimum.
2. Guardrails shall be installed immediately following (or prior to, if possible) construction of the walking or working surface. No employees other than those directly involved in the construction of the walking or working surface shall be allowed to access the walking/working surface until the guardrail systems have been installed.
3. Where guardrails are installed at an elevation lower than the future finished floor elevation, the guardrail height shall be set so as to accommodate the finished floor elevation, so long as the top rail height will be maintained between 39-45" at both the unfinished and finished floor elevations. Where this is not feasible, a second set of guardrails set at a height of 39-45" above the finished floor elevation shall be installed prior to placement of the finished floor system.
4. Where wire rope and steel stanchions are installed for guardrail construction, the wire rope

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shall be at least 1/4" in diameter. Turnbuckles shall be installed at all turns in the direction of the guardrail. At least three forged steel wire rope clips shall be installed on all eyelets. The use of lap joints is prohibited.

5. Employees shall not be allowed to use guardrails as an anchor point for personal fall arrest or prevention systems, unless the guardrail system has been designed and engineered as such.

### UNPROTECTED SIDE OR EDGE:

1. Example of an unprotected side or edge may be a parapet wall less than 39-inches in height or a wing wall that has no fall protection erected on it.
2. A guardrail system should be in place in these areas.
3. If the guardrail system is removed, GAC employees must use other protection if the falls from heights exposure is greater than 6-foot to a lower level.
4. Other protection may consist of a restraint device or personal fall arrest system.
5. GAC employees must remember that distance from an unprotected side or edge is not a means of fall protection. This means that some means of fall protection (e.g. guardrail system, horizontal lifeline system, personal fall arrest system, etc.) must be utilized.
6. Warning line systems placed on an unprotected side or edge must be 15-feet from the edge. GAC employees working beyond the warning line system near an exposed or unprotected edge must have a means of fall protection (e.g. portable guardrail system, restraint system, or personal fall arrest system).

### HOIST AREAS:

1. Areas where equipment and materials are hoisted or loaded onto an elevated level from another level shall be designated as such.
2. Removable guardrails or lockable gates/doors shall be installed at each loading area. These guardrails or gates/doors shall remain in place and secured when the loading area is not in use.
3. A controlled access zone shall be established far enough from the loading area so that all materials and equipment hoisted in can be temporarily stored within the controlled access zone, until such time as the guardrail or gate/door is re-secured at the loading area.
4. Employees in the controlled access zone shall be protected from falling by personal fall arrest or prevention systems at all times when the guardrail or gate/door is removed.
5. The area(s) below the hoisting area shall be protected from falling objects.

### HOLE OPENINGS:

1. Employees shall be protected from falling, tripping and stepping into holes by means of guardrails or covers.
2. When guardrails or covers must be removed, a controlled access zone shall be established around the hole prior to removing the guardrail or cover.
3. Employees inside the controlled access zone shall be protected from falling by a personal fall arrest or prevention systems at all times when the guardrail or cover is removed.
4. The area below the hole shall be protected from falling objects.
5. Covers shall be capable of supporting, without failure, at least twice the weight of

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employees, equipment and materials that may be imposed on the cover at any one time. No materials or equipment shall be stored or placed on any cover or hole.

6. Covers shall be positively secured to prevent accidental displacement by wind, equipment or employees.
7. Covers shall be marked with the word "HOLE" or "COVER" and shall be remarked as necessary to ensure that the markings are clear and understood.

### WALL OPENINGS:

1. Employees exposed to falls equal to or greater than 6' through wall openings shall be protected by guardrails or personal fall arrest or prevention systems.

### LADDER USE:

1. Employees will be allowed to perform work from portable ladders without the use of fall protection when all of the following criteria are met:
  - a) The working height of the employee (the step or the rung height on which the employee is standing) is less than 10';
  - b) The work can be performed without the employee having to reach over the vertical side rails;
  - c) The ladder is properly tied off, or in the case of a stepladder, the spreaders are fully extended and locked;
  - d) The ladder is erected no closer than 15' from an open edge, window, hole or shaft;
  - e) The employee can safely maintain three points of contact continuously while ascending or descending the ladder.

### LADDER OPENINGS:

1. Guardrail openings at points of ladder access must be equipped with a gate or an offset opening so that employees can't walk directly into the openings
2. All ladder openings shall be equipped with a rope, secured at the top of the ladder of ladder opening, to be used to manually hoist tools and materials up the ladder. The rope shall be capable of supporting at least twice the maximum anticipated load that could be hoisted.
3. Ladders constructed and placed for general trade use shall be the type that allows the user to walk through the rails at the top of the ladder.
4. Ladder extensions may be used on extension ladders for access to formwork staging platforms.

### LIFELINE USE:

1. All lifeline training, installation and use shall be in strict compliance with the manufacturer's recommendations and requirements.
2. Vertical lifelines shall be connected to their anchor points with a locking, self-closing snap hook, as defined in 29CFR 1926.500. Knots shall not be used to secure lifelines to anchor points.
3. Horizontal lifelines shall be either part of a manufactured system, used in the manner for which it was designed, or shall be designed by a Professional Engineer. Documentation of this design shall be kept on site at any time the equipment is being used, and available upon



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request.

4. All horizontal lifelines are to be installed and used under the supervision of a qualified person.

### STAIRWAYS:

1. Stairway construction and use shall comply with the requirements outlined in 29CFR 1926.1050-1052.
2. Stairways under construction shall not be used, except those employees directly engaged in the construction of the stairway. Employees engaged in stairway construction who are exposed to falls equal to or greater than 6' shall be protected from falling by a guardrails, safety nets, or personal fall arrest or prevention systems.
3. Stairways used during construction shall be kept free and clear of materials, equipment and debris.
4. Where work is performed in or from an active stairway, the stairway may remain open so long as a minimum travel width of 30" is maintained, and no other hazards requiring special protection are present (welding/cutting, fall hazards, overhead work, etc). The work area on the stair shall be cordoned off using caution tape. Where a 30" travel width cannot be maintained, the stair shall be closed and cordoned off, so long as an alternate means of egress is provided.
5. Work within active stairs must be coordinated so that alternate means of egress is continuously maintained.

### RESCUE PROVISIONS AND PLAN:

1. Each operation that involves the use of personal fall arrest systems will be assessed for rescue needs, should the user of the PFAS fall. Rescue provisions shall be reviewed with the entire crew as part of a safety meeting.
2. Where self-rescue is utilized as an option, a secondary rescue plan shall be utilized in the event that the employee is unable to self-rescue (unconscious or incapacitated).

### INCIDENT REVIEW:

1. In the event that an employee falls or there is a near miss, this plan shall be reviewed to determine if additional practices, procedures, or training need to be implemented to prevent similar types of falls or incidents from occurring.

### FIRE PREVENTION AND PROTECTION

This procedure is intended to inform all GAC employees on the hazards and training to make sure all areas are clear of fire hazards.

#### COMPRESSED GAS CYLINDERS:

1. All cylinders shall be marked with the name and CAS identification number of their contents.
2. Cylinders, when in use, shall be positively secured in the upright position.
3. Twenty and thirty pound propane tanks shall be secured in a cart, case or placed into a milk crate to prevent tipping. Propane tanks larger than thirty pounds shall be secured in a cart or against a solid structure.
4. Cylinder storage:
  - a. Cylinder storage in vehicles:
    - Cylinders shall be stored upright, positively secured and valve caps shall be on when not in use.
    - Oxygen and acetylene cylinders not in use must be separated by a 5-foot partition with a ½ hour fire rating.
  - b. Cylinder storage at the shop and in storage yards:
    - Shall consist of manufactured cages (open-ventilation type) with roofs
    - Cages shall be stored in a designated area protected against physical damage from vehicles and equipment.
    - Cylinders shall be separated according to their hazard classes, and signs shall be posted at storage areas warning employees of the hazards.
    - Oxygen and flammable gases shall be separated by at least 20-feet, while in storage.
    - Cylinders shall be stored upright, positively secured and valve caps shall be on.
    - Cylinders not in use shall be removed from the work area and returned to the cylinder storage area.
    - Under no circumstances shall cylinders be stored in gang boxes, trailers or shacks.
  - c. A minimum of (1) twenty-pound ABC dry chemical fire extinguisher shall be located at each cylinder storage area.
5. Cylinders shall not be hoisted using slings, chains, ropes or by the valve caps. Use only carts or racks specifically designed for hoisting.
6. The use and storage of propane gas shall comply with the requirements listed in 29CFR 1926.153, as well as the local fire department regulations.

#### FIRE PROTECTION EQUIPMENT:

1. Fire extinguishers shall be provided and maintained in the following areas:
  - a) Within 50-feet of a location where more than 5 gallons of flammable or combustible liquids or 5-lbs. of flammable gases are being used.
  - b) An open storage within 75-feet of uninterrupted travel
  - c) All flammable or combustible liquid storage areas.

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- d) On all motorized equipment.
- e) Temporary field offices or trailers.
2. Fire extinguishers shall be conspicuously inspected, and clear access to each shall be maintained.
3. GAC will provide multi-purpose dry chemical portable fire extinguishers at each compressed gas and flammable/combustible liquid storage area, construction trailer/shack, at each temporary heating operation and at each hot work operation. The minimum size for fire extinguishers shall be twenty (20) pound.
4. Fire extinguishers shall be replaced immediately after discharge with another fully-charged extinguisher.
5. Employees shall be trained and knowledgeable in the use of fire extinguishers for the purpose of fighting early developing fires.

### FLAMMABLE AND COMBUSTIBLE LIQUIDS:

1. Flammable and combustible liquids use and storage shall comply with 29CFR 1926.152 and the manufacturer's recommendations and requirements. Flammable and combustible liquids include, but are not limited to: gasoline, diesel fuel, kerosene, oil, solvents, etc. When not in use, liquids shall be stored in cabinets.
2. Flammable and combustible liquid storage containers shall consist of UL-listed metal storage cabinets. No more than 60 gallons of flammable liquids or 120 gallons of combustible liquids shall be stored in a single cabinet.
3. Cabinets shall be stored in designated areas.
4. Storage areas shall be protected against physical damage from vehicles and equipment.
5. Signs shall be posted at each storage area, warning employees of the hazards.
6. Only metal safety cans shall be used to handle flammable and combustible liquids.
7. Our cans are color coded – Red = Gasoline, Yellow = Diesel, and Blue = Kerosene – according to their product and shall be labeled with their contents.
8. Under no circumstances shall flammable and combustible liquids be stored in gang boxes, shacks, or trailers.

### HOT WORK OPERATIONS:

1. If the General Contractor has implemented a Hot Work Permit Program on the project, GAC and our subcontractors will obtain a Hot Work Permit from the General Contractor.
2. Pressure regulation valves on oxygen, acetylene and propane tanks shall be inspected and tested prior to each use. Defective or damaged equipment shall be immediately removed from service.
3. Oxygen and acetylene tanks shall have flashback arrestor.
4. Welding leads shall be inspected prior to use each day. Damaged welding lead insulation shall be repaired or sealed with epoxy or vulcanizing insulation with an insulation valve at least equal to that of the conductor. Electrical tape shall not be used to repair lead insulation.

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### **HOUSEKEEPING:**

1. General trash shall not be allowed to accumulate in our work areas. It is the Foreman's responsibility to enforce this requirement. Debris shall be removed from all areas of our worksites daily, at a minimum.
2. General trash shall be disposed of in trash cans.
3. Access walkways, roadways and fire lanes will not be blocked with materials, tools, ladders, or electrical cords.
4. All food waste shall be thrown out in trash containers.
5. Spillage of any liquids will be cleaned up to avoid slipping, falling or possible fire.

### FLAGPERSON QUALIFICATIONS AND SAFETY

Flaggers are in a very dangerous, yet extremely responsible position and play a critical role in Temporary Traffic Control. The safety of workers, motorists, and pedestrians is dependent on the flaggers performance. It's extremely important that the flagger be alert, properly dressed, in the correct location, and facing traffic while flagging. The job of the flagger requires proper training.

We have therefore established guidelines that all employees who are involved with traffic control shall be aware of.

#### Qualification For Flaggers:

Because flaggers are responsible for public safety and make the greatest number of public contacts of all highway workers, they shall have the following minimum qualifications:

1. Sense of responsibility for the safety of the public and workers.
2. Training in safe traffic control practices.
3. Good physical condition, including sight and hearing.
4. Mental alertness and the ability to react in an emergency.
5. A courteous but firm manner.
6. A neat appearance.

#### GENERAL REQUIREMENTS:

1. Our flaggers are required to wear hard hats, safety glasses, long pants, shirts, workshoes, and a Class II yellow/green reflective vest.
2. Flaggers are required to use Stop/Slow (S/S) paddles as hand signaling devices. Flags are generally only allowed for emergencies. S/S paddles are required to meet all MUTCD requirements specified in Section 6e-4 (shall be octagonal in shape, round not allowed; any border around the Slow side shall be black, blue not allowed). S/S paddles shall be a minimum of 24" x 24" at all times with minimum 8" high letters and are required to have encapsulated sheeting at all times (both day and night). A rigid handle should be provided.
3. Flag use should be limited to emergency situations and at low-speed and /or low-volume locations which can best be controlled by a single flaggers. Flags used for signaling shall be a minimum of 24" square, made of a good grade of red material, and securely fastened to a staff about 3 feet long. The free end shall be weighted so the flag will hang vertically, even in high winds. When used at night, flags shall be retro reflective red.
4. Flaggers shall be allowed to have a break to be able to maintain the high concentration level needed to provide a safe work area. We suggest that the required break should be a minimum of 15 minutes every 2 hours or alternate personnel in and out of the flagging position every hour.
5. Flaggers observed not performing their job properly shall be subject to retraining, company disciplinary procedures, or both.
6. Uniformed law enforcement officers may be used as flaggers in some locations, such as an urban intersection, where the enforcement of traffic movements is important. They may also

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be used on freeways where traffic is channeled around a work site and it is necessary to assure that advisory and regulatory speeds are being enforced.

### Hand-Signaling Procedures:

The following method of signaling with a Stop/Slow paddle shall be used:

1. To Stop Traffic-The flagger shall face traffic and extend the stop sign paddle in a stationary position with the arm extended horizontally away from the body. The free arm should be raised with the palm toward approaching traffic.
2. To Direct traffic to Proceed-The flagger shall face traffic with the Slow paddle held in a stationary position with the arm extended horizontally away from the body. The flagger should motion with the free hand for traffic to proceed.
3. To Alert or Slow traffic-The flagger shall face traffic with the Slow sign paddle held in a stationary position with the arm extended horizontally away from the body. The flagger may motion up and down with the free hand, palm down, indicating that the vehicle should slow down.



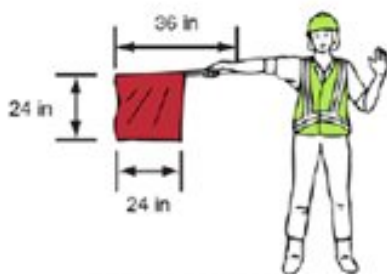
**TO STOP TRAFFIC**



**TO LET TRAFFIC PROCEED**



**TO ALERT AND SLOW TRAFFIC**



**TO STOP TRAFFIC**



**TO LET TRAFFIC PROCEED**



**TO ALERT AND SLOW TRAFFIC**

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### Flagger Stations:

Flagger stations shall be located far enough ahead of the work space so that approaching traffic has sufficient distance to stop before entering the work space. All flagger stations must be preceded by the appropriate work area signs (which can be found in PennDOT Publication 213). In addition, flaggers should be visible to approaching motorists from a distance, in feet, equal to 10 times the posted speed limit.

IF THE SPEED LIMIT IS:	BE VISIBLE AT
25 MPH	250 FEET
30 MPH	300 FEET
35 MPH	350 FEET
40 MPH	400 FEET
45 MPH	450 FEET
50 MPH	500 FEET
55 MPH	550 FEET
60 MPH	600 FEET
65 MPH	650 FEET

This distance is related to approach speeds, friction factors, and pavement and tire conditions. These distances may be increased for downgrades.

Flaggers should stand either on the shoulder adjacent to the traffic being controlled or in the barricaded lane. At a "spot" obstruction, a position may have to be taken on the shoulder opposite the barricaded section to operate effectively. A flaggers should stand only in the lane being used by moving traffic after traffic has stopped, and the flagger needs to be visible to other traffic or to communicate with drivers. Because of the various roadway geometrics, flaggers should be clearly visible to approaching traffic at all times. For this reason the flagger should stand alone. Other workers are not permitted to congregate around the flagger station. Flagger stations shall be preceded by the proper advance warning signs. At night, flagger stations shall be illuminated.

At two-way, usually low-volume and/or usually low speed short lane closings where adequate sight distance is available for the safe handling of traffic, the use of one flagger may be sufficient.

### Work on Two-Lane Roadway:

When one lane is closed on a two-lane, two way road, the remaining lane must be used by traffic traveling in both directions. The short two-way traffic taper (50 feet minimum) is used to slow traffic as it approaches the work space. Alternate one-way traffic control may be affected by the following means:

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1. Two flaggers, one at each end of the work area;
2. One flagger can assign right-of-way at a short work area with low volumes;
3. For very short work areas at a spot location where the traffic volumes and speeds are very low, the movements may be self-regulating. This method is not satisfactory near sharp hills and curves.
4. A pilot car or two-way radio; and
5. Temporary traffic signals for long-duration projects.

If work area ends near the curve or hill, a flagger should be stationed at both ends of the work area. The transition area should be adjusted so that the flagger and the entire taper will be visible before the curve or hill for an adequate stopping sight distance.



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### HAND AND POWER TOOLS

This policy is intended to assure that all tools, whether hand or powered, used on a GAC project are in safe working condition.

#### GENERAL REQUIREMENTS:

1. All hand and power tools are to be operated according to the manufacturers instructions and guidelines and the personal protective equipment appropriate for the hand or power tool will be worn.
2. Never yank the cord or hose to disconnect it from its receptacle.
3. Keep cords and hoses away from heat, oil and sharp edges.
4. Disconnect tools before servicing, and when changing parts such as blades, bits and cutters.
5. Keep all non-associated personnel without the proper PPE at a safe distance from the affected work area.
6. Avoid accidental starting – do not hold fingers on the switch button while handling a plugged tool.
7. Maintain tools with care. Keep them sharp and clean for efficient performance.
8. Maintain a solid footing when operating a power tool.
9. Loose clothing or jewelry shall be removed since it has the potential to get caught in moving parts.
10. Immediately remove all damaged portable electric tools from service and mark it “Do Not Use” or “No Good”

#### SAFETY SWITCHES AND GUARDS:

1. Belt gears, shafts, pulleys, drums, fly wheels, chains, or other reciprocating, rotating or moving parts or equipment shall be guarded if a worker has the potential to come in contact with them.
2. Guards shall be provided to protect the operator and others from point of operation, rotating parts, nip-points, flying chips or sparks.
3. Safety guards shall never be removed when that tool is operational.
4. A retractable lower guard shall cover the teeth of the saw, except when it makes contact with the working material.
5. The lower guard shall automatically return to the protective position when the tool is withdrawn from the work.
6. The following power tools shall be equipped with momentary contact on/off control switches:
  - a. Drills, angle grinders with wheels larger than 2” in diameter, disc and belt sanders, reciprocating saws, table saws.
  - b. These tools may also be equipped with a lock-on control, if it allows the worker to also shut off the control in a single motion using the same finger or fingers
7. The following power tools shall be equipped with a constant pressure switch that will shut off the power when the pressure is released:
  - a. Circular saws, percussion tools, chain saws

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### **ELECTRIC TOOLS:**

1. To protect workers from shock, tools have to be either three-wired cord with grounding pin, be double insulated, or be powered by a low voltage isolation transformer.
2. Any time an adapter is used to accommodate a two-holed receptacle, the adapter wire shall be attached to a known ground.
3. The third prong shall never be removed from a plug.
4. The following safe work practices shall be followed when using electric tools:
  - a. Operated within their design limitations
  - b. Gloves and proper PPE are recommended
  - c. Not to be used in damp or wet locations.
  - d. Operated in a well lit area
  - e. Stored in a dry place when not in use
  - f. Cords shall be elevated off the ground
  - g. Inspect tools and cords before every use

### **PORTABLE ABRASIVE WHEEL TOOLS:**

1. All grinding machines shall be supplied with sufficient power to maintain the spindle speed at safe levels under operation.
2. The RPM rating on all grinding machine motors must not exceed the speed rating of the grinding wheel attachment.
3. Guards shall not be removed.
4. Portable grinders shall be equipped with safety guards or protection flanges, of a type and design and properly assembled so that the pieces of the wheel will be retained in case of accidental breakage and be used in accordance with the manufacturer's instructions.
5. All abrasive wheels shall be closely inspected and ring-tested prior to use to ensure that they are free from cracks and defects.
6. The spindle nut shall be tightened only enough to hold the wheel in place.
7. PPE shall be worn, including eye and face protection.

### **PNEUMATIC TOOLS:**

1. The main danger when using pneumatic tools is getting hit by one of the tool attachments or by some fastener attached to the tool
2. Pneumatic tools that shoot nails, rivets, or staples operated on pressures more than 100 lbs PSI, must be equipped with a special device to keep fasteners from being ejected unless the muzzle is pressed against the work surface.
3. Proper PPE such as safety glasses, face shields, hearing protection and gloves are required.
4. Clips, whips or retainers are required at each air hose coupling and to prevent attachments from being ejected from the tool.
5. Hose couplings shall be secured to prevent displacement.
6. Pneumatic nail guns shall be disconnected from the air supply when unattended.

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### GAS-POWERED TOOLS:

1. All fuel-powered tools must be stopped and turned off while being refueled, serviced or maintained.
2. Fire extinguishers shall be posted in the immediate area.
3. Only approved gasoline containers with flashback arrestors and a pressure relief cap are to be used.
4. Fuel dispensers and containers shall be electrically bonded to prevent static discharge
5. If fuel-powered tools are used in an enclosed space, ensure ventilation is provided to prevent carbon monoxide buildup.

### POWDER ACTUATED TOOLS:

1. Workers will be trained to operate a powder actuated tool by the manufacturer.
2. Fired cartridges are not to be discarded on the floor but placed in a container or bucket and properly disposed of.
3. The powder actuated tool must not be able to fire until it is placed against the surface with a force of 5-lbs or greater.
4. Misfire cartridges are to be placed in water for five minutes.
5. Proper PPE shall be worn, including eye protection and ear protection.
6. Feeder attachments shall have the feed rolls or other moving parts covered or guarded so as to protect the operator from hazardous points.

### CHAIN SAW USAGE:

Operating a chain saw is inherently hazardous. Potential injuries can be minimized by using proper personal protective equipment and safe operating procedures.

#### Before Starting a Chain Saw:

1. Check controls, chain tension, and all bolts and handles to ensure that they are functioning properly and that they are adjusted according to the manufacturer's instructions.
2. Make sure that the chain is always sharp and the lubrication reservoir is full.
3. Start the saw on the ground or on another firm support. Drop starting is never allowed.
4. Start the saw at least 10 feet from the fueling area, with the chain's brake engaged.

#### Fueling a Chain Saw:

1. Use approved containers for transporting fuel to the saw.
2. Dispense fuel at least 10 feet away from any sources of ignition when performing construction activities. **No smoking during fueling.**
3. Use a funnel or a flexible hose when pouring fuel into the saw.
4. Never attempt to fuel a running or HOT saw.

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### Chain Saw Safety tips:

1. Clear away dirt, debris, small tree limbs and rocks from the saw's chain path. Look for nails, spikes or other metal in the tree before cutting.
2. Shut off the saw or engage its chain brake when carrying the saw on rough or uneven terrain.
3. Keep your hands on the saw's handles, and maintain secure footing while operating the saw.
4. Proper personal protective equipment must be worn when operating the saw, which includes hand, foot, leg (e.g chaps), eye, face (e.g. face shield), hearing and head protection.
5. Do not wear loose-fitting clothing or jewelry.
6. Be careful that the trunk or tree limbs will not bind against the saw.
7. Watch for branches under tension, they may spring out when cut.
8. Gasoline-powered chain saws must be equipped with a protective device that minimizes chain saw kickback.
9. Be cautious of saw kick-back. To avoid kick-back, do not saw with the tip. If equipped,
10. keep tip guard in place.

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### HAZARD COMMUNICATION PROGRAM

The OSHA Act requires that each employee potentially exposed to hazardous chemicals be advised of the potential hazards and how to guard against those hazards. GAC will provide a Safety Data Sheet (SDS) for each material brought onto site, and train all potentially exposed personnel on the hazards and controls for all identified compounds. These steps are outlined below. Employee training will consist of toolbox talk meetings to all affected site employees.

#### APPROACH:

The method used to inform employees of hazards on the jobsite include:

1. Safety Data Sheets (SDS)
2. Employee Information and Training
3. Container Labeling

#### DETERMINING CHEMICAL HAZARDS:

GAC Supervisors and the Safety Director are responsible for reviewing and identifying chemical hazards from Safety Data Sheets (SDS) provided by chemical manufacturer's and distributors. This review process is used to determine if any new hazards exist that will require additional employee training and revised procedures and practices.

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### SAFETY DATA SHEETS (SDS):

SDS information is prepared and distributed by manufacturers and distributors of hazardous materials. All chemical manufacturer and distributors must obtain or develop an SDS for each hazardous material they produce or import. A hazardous material is one that either a physical hazard (flammable, oxidizer, etc.) or a health hazard (causes acute or chronic health effects). GAC will maintain a list of hazardous chemicals utilized within our scope of work on our website [www.greenacrescontracting.com/hazcomm.htm](http://www.greenacrescontracting.com/hazcomm.htm). Employees will be able to access this information and the specific SDS for chemicals utilized in their work areas. All questions relating to other subcontractors operations shall be directed to the Construction Manager. SDS information is provided in English and contains the following information:

1. Identity of the chemical
2. Physical and chemical characteristics
3. Physical and health hazards
4. Primary route of entry
5. Exposure limits
6. Precautions for safe handling
7. Controls to limit exposure
8. Emergency and first aid procedures
9. Name of manufacturer or distributor

### EMPLOYEE INFORMATION AND TRAINING:

GAC will ensure that all new and present employees are provided information regarding the requirements of the Hazard Communication Program, the hazardous chemicals in their work place, and the physical and health risks associated with these chemicals. This requirement may be met through weekly toolbox talks. The information and training will include the following elements:

1. Symptoms of overexposure to the chemicals
2. How to determine the hazardous presence or release of a chemical in the workplace
3. Methods to reduce or prevent the exposure to hazardous chemicals, such as control procedures, work practices or PPE.
4. Procedures to follow in the event of an exposure to hazardous chemicals and the location of the log containing the SDS which apply to their work place as well as the location of the written Hazard Communication Program.
5. How to review a SDS to obtain the hazard information for the chemical, and how to read the labels, which are required on the chemical containers, will be reviewed. When a new chemical is obtained for use, each employee who could be exposed will be given the information and training as described above. The SDS for all chemicals used on site will be available to all employees during each work shift and can be obtained through GAC or the Construction Manager or General Contractor. Employees also have the right to receive a copy of any SDS requested.
6. Proper disposal procedures of waste materials shall be enforced. Labeling of waster containers and disposal of hazardous materials by a licensed disposal facility is required.

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### **CONTAINER LABELING:**

All chemical containers at the site must be clearly labeled as to the contents, the hazards involved, and the name and address of the manufacturer. All secondary containers of hazardous chemicals are to be clearly labeled with the same information as the original container. GAC is responsible for ensuring that its chemicals are maintained in properly labeled containers.

### **HAZARDOUS NON-ROUTINE TASKS:**

In the event an employee is assigned to perform a hazardous task, non-routine to their work, or is assigned to work in an area involving exposure to hazardous chemicals, the employee will be given the additional information and training related to the hazardous chemicals which may be encountered in the non-routine task. The Foreman or Safety Director will provide this information and training. The information will include the specific chemical hazards of the task, the controls and protective measures required, the types of PPE required, how to use the PPE, the nature of other work being performed in or near the non-routine task, and what emergency procedures are involved with the task.

### **DEMOLITION / REHABILITATION PROJECTS:**

GAC will stop the work if material reasonably believed to be lead or other hazardous material is encountered in the area.

Unless the Owner or General Contractor provides a specific lead-paint inspection to GAC, we shall assume that any paint surface that we come in contact with is coated with lead-based paint. Therefore, GAC shall not perform any intrusive, dust-generating work on painted surfaces (i.e. drilling, cutting, brazing, scraping, demolition), unless the surface has confirmed to be non-lead.

Any painted surfaces that have loose, flaking, chipping or otherwise non-intact paint should not be impacted by our work.

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### HOUSEKEEPING

The purpose of this procedure is to inform all GAC employees that the need for housekeeping is essential for the safety of the job to protect workers from work-related injuries. In addition, GAC will comply with 29 CFR 1926, Construction Industry Regulations, Subpart C – General Safety and Health Provisions.

#### GENERAL REQUIREMENTS:

1. Housekeeping practices shall comply with 29CFR 1926.25 and our Safety & Health Program, at a minimum.
2. All working and walking surfaces on our projects shall be kept free of debris, waste and trash, as well as other tripping or fire hazards.
3. Foreman shall ensure by daily walkthroughs of the site, that housekeeping is maintained so as not to pose a hazard to project employees.
4. Where housekeeping issues arise that are not related to our work, the Foreman shall notify the General Contractor of the issue.
5. Where ice and/or snow have accumulated on walking / working surfaces, they shall be promptly cleared. Sand or equivalent shall be placed on the surface to prevent slip hazards.
6. Debris and trash shall be maintained as its generated. Maintenance includes deposit directly into a receptacle or can, piling into an area so as not to pose a slip/trip/fall hazard to project employees, or deposit directly into a dumpster.
7. All cords in use shall be maintained so as not to pose a slip or trip hazard to project employees. Specifically, cords shall not be run or laid across walkways, stairs or ladder bases.
8. Cords must be maintained to be protected from damage from vehicles or equipment.
9. Food waste shall be placed in trash receptacles with attached lids or covers that prevent rodent intrusion.
10. Each employee is responsible for maintaining eating / break areas free of trash and debris.



### LADDERS AND STAIRWAYS

Many accidents in construction are related to falling from poor access. GAC takes the following provisions to ensure worker safety and health.

#### GENERAL REQUIREMENTS

1. Ladders, stairs or ramps shall be provided where there is a change in elevation of 19 inches or greater.
2. Stairways having four or more risers or rising 30-inches or more shall have stair rail system 36-inches high on each unprotected side.
3. Workers shall be trained on the safe use of ladders.
4. Ladders shall extend past the bearing point no less than 36 inches
5. Ladder landings shall remain clear of all obstacles and obstructions to allow easy access on and off the ladder.
6. When ladders are used to access levels, they shall be secured at the base and at the top by tying to prevent displacement.
7. All ladders shall be extra heavy-duty type with a minimum capacity rating of 300lbs.
8. All straight or extension ladders used by GAC must have rubber feet.

#### STEPLADDERS:

1. Stepladders shall not be used as straight ladders.
2. Stepladders shall only be used with the spreaders fully extended and spreader bar locked in place.
3. Workers shall not stand on the top or top step of a stepladder.
4. Workers shall face their work while using a stepladder, not leaning sideways.

#### STRAIGHT/EXTENSION LADDERS:

1. Ladders shall be set up so the horizontal distance at the bottom is not less than  $\frac{1}{4}$  of the vertical distance to the bearing point.
2. All straight ladders shall have non-skid feet at the base to protect the ladder from sliding out.
3. The top of a ladder shall extend at least three feet above the supporting object when such a ladder is used as access to an elevated work area.
4. Verify that the safety latches are engaged and that the extension rope is secured to a rung on the base section.
5. Extension ladders shall not be taken apart and each section used separately.

#### STAIRWAYS:

##### *Requirements for Stairs:*

1. Stairways that are used in construction must be designed, constructed and maintained in accordance to the following OSHA guidelines.
2. Stairways that will not be part of the permanent structure on which construction is being performed must have landings at every 12" or less of vertical rise.

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3. Each landing must measure at least 30" long and at least 22" wide.
4. Stairs must be installed at an angle between 30-degrees and 50-degrees from horizontal
5. Riser height and tread depth must be uniform within each flight of stair, including any foundation structure used as one or more treads of the stair. In any stairway system, variations in riser height or tread depth must not be more than  $\frac{1}{4}$ ".
6. All parts of the stairway must be free from hazardous objects, such as protruding nails or rebar.

### ***Stair Rails or Hand Rails:***

1. Hand rails shall be provided on all stairways having four or more risers or more than 30" above a lower level, whichever is less. The stair shall be equipped with at least one handrail and one stair rail along each unprotected side or edge.
2. Stair rails shall be at least 36" high.
3. Handrails shall be between 30" – 37".
4. When the top edge of a stair rail also serves as a handrail, its height cannot be more than 37", nor less than 36".
5. All open sides of a stairway system shall have a proper guardrail system on all open sides.

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### LEAD EXPOSURE AND CONTROL PLAN

#### SOURCE OF LEAD EXPOSURE

This project specific lead compliance plan covers GAC's Inc. work on the \_\_\_\_\_ project.

#### Scope of Work:

Work to be completed includes the \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Lead Exposure:

The existing steel was initially coated with lead-based paint. Rehabilitation or removal of these steel members under the scope of work for the project will generate lead-based paint debris/emissions and possibly result in lead exposures above the OSHA PEL for lead. The following activities will involve the disturbance of painted surfaces and, therefore, could involve 3 possible lead exposure to workers:

- Torch cutting lead-based coated steel members
- Removal of lead-based paint from designated cut locations
- Cleaning-up lead-based debris from work areas

*Note: This Lead Compliance Plan only addresses work that will be self-performed by GAC personnel. Subcontractors performing work involving possible lead exposure will be required to develop a lead compliance plan for their operations.*

Due to the nature of the work, the crew sizes and assignments may vary from day to day. The hours worked and the work performed by craft employees will be recorded on each Foreman's Daily Report and kept on file.

#### ENGINEERING AND WORK PRACTICE CONTROLS:

To reduce the possibility of employee lead exposure levels above the OSHA Action Level (AL) of 30 micrograms per cubic meter of air (30 ug/m<sup>3</sup>), engineering and work practice controls, including administrative controls, were reviewed. The following controls will be used:

1. Prior to beginning any cutting or welding (hot work) on the existing lead-based painted structural steel, the paint will be removed for a minimum distance of four (4) inches on each side of center-line of the hot work.
2. Any paint removal work as described above will be conducted utilizing vacuum containing paint removal equipment which:

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- Is capable of removing all existing paint from the surface
  - Will collect and contain the removal material and all abrasives employed
  - Does not permit the release of visible quantities of dust or debris into the atmosphere
  - Will not vaporize existing paint into the atmosphere
3. A good housekeeping program will be utilized and involves a regular schedule of housekeeping activities to remove accumulations of lead dust and lead containing debris.
  4. The work area will be cleaned of paint/lead dust and debris at all times. The dust and debris will be cleaned using a vacuum with HEPA filters. Debris will be contained and labeled for proper disposal.
  5. Where feasible, lead-containing debris and contamination items accumulated for disposal will be wet-misted before handling. Such materials will be collected and put into sealed impermeable bags or other closed impermeable containers, and properly labeled.

### RESPIRATORY PROTECTION:

If all feasible controls that can be implemented are not sufficient to reduce employee exposure levels to or below the OSHA permissible exposure level (PEL) of 50 micrograms per cubic meter of air (50 ug/m<sup>3</sup>), respiratory protection will be used in addition to these controls in order to keep actual employee exposure levels below the PEL.

1. Removal of lead-based Paint with HEPA Vacuum Tools:  
When employees are using HEPA vacuum tools to remove lead-based paint from the structure, employees shall wear a ½ face or full face respirators with P – 100 filters unless exposure monitoring clearly shows below the PEL (e.g. 3M low maintenance respirators with P – 100 filters). This respirator has an assigned protection factor of 10.
2. Housekeeping of lead-based paint debris:  
When employees are performing housekeeping activities involving removal of lead-based paint debris from the work areas, employees shall wear a ½ face or full face respirators with P – 100 filters unless exposure monitoring clearly shows below the PEL (e.g. 3M low maintenance respirators with P – 100 filters). This respirator has an assigned protection factor of 10.
3. Cutting/Welding Steel:  
When employees are cutting/welding structural steel (where lead based paint has been removed at least 4 inches on either side of the center-line of the hot work), employees shall wear at least a ½ face PAPR respirator with P–100 filters until such time as exposure monitoring shows a respirator with a lower protection factor can be work. A ½ face PAPR respirator has an assigned protection factor of 50.
4. Respirator Use Requirements:

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- a) Employees shall receive a medical evaluation and medical clearance before receiving a fit test or being allowed to use a respirator. GAC will provide medical clearance. Initial fit testing of respirators will be performed by a competent person.
- b) All employees assigned a ½ mask negative pressure or PAPR respirator shall receive a quantitative fit test at the time of initial fitting and annually thereafter. If a PAPR is worn, fit tests are to be performed with the PAPR while in a negative pressure mode.
- c) All fit tests will be documented and kept on file.
- d) Employees shall be instructed on the proper way to conduct a negative/positive pressure seal check. Employees shall be instructed that they should perform a seal test each time they put on the respirator.
- e) Respirator face pieces shall be cleaned by employees on a daily basis. Respirator wipes shall be made readily available to employees so that they may clean their respirators as necessary during the working day.
- f) When not in use, respirators shall be stored in individual clean containers (i.e., container supplied with the respirator or a plastic bag) and kept in a clean and sanitary location.
- g) If requested by an employee, a powered air purifying respirator (PAPR) respirator shall be provided in lieu of a negative pressure respirator.

### Approach:

### Air Monitoring:

Initial employee exposure monitoring will be conducted of designated lead exposure tasks. Air Monitoring will be used to conduct employee exposure monitoring.

1. Follow-up air monitoring will be conducted as follows, and when work operations change from those operation that were previously monitored:

Exposure Levels	Frequency
< 30 ug/m <sup>3</sup>	No further monitoring required
> 30 ug/m <sup>3</sup> but < 50 ug/m <sup>3</sup>	Every six months
> 50 ug/m <sup>3</sup>	Quarterly

2. Written notification shall be given to all employees of the results of the air exposure monitoring within 5 working days of receipt by GAC of the monitoring results. Notification will be made by posting and/or providing each employee with a copy of the monitoring results.
3. Copies of employee exposure results shall be kept on file at the project office and copies also maintained at the Corporate Safety Office.

### PROTECTION WORK CLOTHING:

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Protective jacket/pants (Tyvex or reusable FR jacket/pants or coveralls) will be worn during interim period (the period prior to obtaining the results of IH worker exposure monitoring) and will continue to be worn if all feasible controls that can be implemented are not sufficient to reduce employee exposure levels to or below the PEL of 50 ug/m<sup>3</sup>.

1. A clean change of clothing is to be provided at least weekly.
2. Employees shall be required to change into their protective clothing at the start of the work shift and remove such clothing when leaving the work site, prior to eating, and at the end of the workday
3. Containers of contaminated protective clothing that is to be laundered by an outside company shall be labeled as follows: *“Caution – Clothing contaminated with lead. Do not remove dust by blowing or shaking. Dispose of lead contaminated wash water in accordance with applicable local, state or federal regulations.”*

### HYGIENE FACILITIES AND PRACTICES:

For work operations involving worker lead exposure levels above the PEL of 50 ug/m<sup>3</sup>, the following will be implemented:

1. Change areas shall be provided. Lead Contaminated work clothes shall be kept separate from street clothing to prevent possible cross contamination. Change areas shall be cleaned on a regular basis.
2. Employees are to be instructed that they must not leave the workplace wearing protective clothing or equipment that was contaminated with lead.
3. Hand and face washing arrangements shall be made at each work location and be readily available and used by employees prior to eating, drinking or smoking and at the end of the workday. (NOTE: This is required whenever lead is present during work operations and is not dependent on airborne exposure levels.) Hand was stations shall be provided outside work areas. As a minimum, waterless cleaner, paper towels and facial/hand wipes shall be located at each work location.
4. Showers will be provided when exposures exceed the PEL. Verification that employees whose exposures exceed the PEL shower prior to leaving the project will be monitored. All hygiene water will be contained and filtered until it can be disposed of as non-hazardous, or discharged into the sanitary sewer system if allowed by the POTW after testing. An approval letter from the POTW will be obtained before discharged into the system.
5. Designated eating areas will be established away from possible lead exposures.
6. Employees will be instructed that food, beverage or tobacco products are not to be carried or consumed when in lead exposure work areas.
7. Vehicles driven to the job site should be parked where they will not be contaminated with lead. Employees are not permitted to drive their vehicles until they have removed their contaminated clothing and washed-up.

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### MEDICAL SURVEILLANCE

Medical surveillance arrangements will be established prior to work on the jobsite.

1. Initial blood lead level and ZPP tests shall be taken of all workers prior to possible lead exposures.
2. If air exposure levels are not at or above the action level (AL) of 50 ug/m<sup>3</sup>, follow-up blood lead and ZPP testing will be done monthly, as a minimum.
3. Employees shall be notified in writing of their test results within five (5) working days from receipt of the test results. Notification will be made by giving each employee a copy of his or her test results.
4. Copies of the blood lead results will be kept on file at the project office and a copy sent to the Corporate Safety Office.
5. In addition to blood lead and ZPP tests, medical examination and consultation shall be conducted as follows:
  - Annually for each employee who, during a 12-month period, has a blood lead level at or above 40 ug/dl
  - As soon as possible upon notice that an employee has developed symptoms of lead poisoning
  - When an employee desires advice concerning the past effects of lead on reproductive capacity
  - When an employee is removed from exposure due to health or as required by a physician
  - When an employee has demonstrated difficulty in breathing during a respirator fit test or during use.
6. Whenever the results of a blood lead level test is at or above 50 ug/dl (also shows as 50 ug/100g), a second test must be conducted within one (1) day of receiving test results. If the second test is at or above 50 ug/dl, the employee must be removed from exposure to lead at or above the OSHA action level (AL) or 30 ug/m<sup>3</sup>. The employee cannot return to work in exposure areas at or above the AL until two (2) consecutive blood tests indicate that the employee's blood lead level is at or below 40 ug/dl. During this removal period, blood lead and ZPP tests shall be taken monthly, as a minimum.
7. An exit blood test will be conducted for each employee upon completion of activities involving lead exposure. A log shall be kept to document the removal period showing the following:
  - Employee's Name
  - Employee's social security number
  - Date of removal
  - Date of return
  - Assignment during removal period
  - Reason for removal

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### POSTING OF SIGNS

Lead warning signs stating “*Warning – Lead Work Area – Poison – No Smoking or Eating*” shall be posted in all areas where lead exposures are at or above the permissible exposure level (50 ug/m<sup>3</sup>). See sample warning sign at the end of this program.

### WASTE SAMPLING:

All waste streams generated will be sampled and analyzed for TCLP lead content. Anticipated waste streams include disposable clothing and paint dust collected by the HEPA vacuum system. If results are greater than or equal to 5mg/L, the waste will be disposed of as hazardous waste.

### EMPLOYEE TRAINING:

1. Employees will be provided with training on the hazards of lead exposure, the requirements of the OSHA lead standard, and the requirements of this lead plan. The following will be used to assist in employee training:
2. Handout titled “Working with Lead in Construction”
3. Lead hazard training video titled “Lead Safety Training for the Construction Site”
4. Employees will be instructed of all work on the project that may result in lead exposures above the OSHA Action Level.
5. Training will be conducted prior to lead exposures.
6. Follow-up training will be performed periodically during weekly tool-box safety training meetings and as part of daily site observations.

### MULTI-CONTRACTOR ARRANGEMENTS:

All subcontractors shall be informed of our work operations that may result in lead exposures to their personnel. In return, GAC employees shall be instructed on locations of subcontractor’s work areas that will involve exposures to lead above the AL of 30 ug/m.

### COMPETENT PERSON:

GAC Inc. Lead Compliance Plan will be implemented by the Competent Person on-site.

### PERIODIC REVIEW:

The OSHA lead standard requires that lead compliance plans be reviewed every six (6) months and updated as necessary to reflect changes in work and lead compliance procedures/methods.



### MANUAL MATERIAL HANDLING

GAC has developed this program to protect our employees from the hazards of improper lifting techniques and overexertion during lifting. In general, manual material handling is the largest single cause of on-the-job injuries. This program is intended to help minimize the potential for a musculoskeletal injuries caused by lifting heavy objects by assisting in identifying, assessing, and controlling risks associated with manual handling tasks; reducing the incidence of manual handling injuries; and establishing an effective system for manual material handling.

#### MECHANICAL AIDS:

Alternative material-handling techniques for carrying or moving loads are to be used whenever possible to minimize lifting and bending requirements. These alternate techniques include the use of hand trucks, dollies, forklifts, well-wheels, wheelbarrows, and cranes. Although mechanical aids are used, safe lifting procedures should still be followed by maintaining the natural curvature of the back, using the legs for any lifting that is encountered and avoiding twisting of the back.

#### GENERAL LIFTING TECHNIQUES:

Whether it is during leisure activities or as a part of paid work, everyone lifts, holds, carries, pushes and pulls on a daily basis. Manual material handling involves lifting light, heavy and awkward objects. Safe lifting is a critical aspect of daily activities and should be the focus of any manual material handling. Before you lift, remember the following:

1. Size up the load – Seek assistance if you think you need it
2. Get close to the load, with one foot alongside the load, and one foot behind it for balance. Get a firm grip on the object, with your palms, not your fingers
3. If possible, squat to the load, keeping your back straight-not necessarily vertical, just straight
4. Draw the load close to you, with the weight centered over your feet. Test to see that its not too heavy
5. Lift by straightening your legs, avoiding quick, jerking motions. Your legs should provide most of the power to lift, not your back
6. Avoid twisting with a load, shift and move your feet instead
7. When lifting above waist height, set the load down on a table or bench, shift your grip, and then lift again
8. Lifting comfortably is most important. Judge the most comfortable position for yourself

***Preparing for the Lift:*** Some suggestions on preparing for the lift are as follows:

1. Size up the load, its weight, shape and position
2. Determine if the load is too large, too heavy or too awkward to move alone
3. Get help from a co-worker or use a mechanical aid device to help with the lift when necessary
4. Decide on the route to take – Check for any problems or obstacles such as slippery conditions or cluttered work areas that create slip, trip and fall hazards

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5. Investigate the location where the load is going to be placed in order to anticipate any difficulties
6. Always exercise or warm-up your body's muscles prior to lifting
7. Stand comfortably as close as you can to the load, with your feet apart for balance
8. If the load becomes too heavy or clumsy to lift on your first try, don't attempt to lift again
9. If possible, squat to the load, keeping your back straight. Try to avoid bending
10. Wear gloves that provide a good grip. Grasp the load firmly with your hands, with your fingers beneath the load if possible. Test it first to see that it's not too heavy

**Carrying Loads:** Carrying objects not only exposes you to possible injury, but also to other workers on the jobsite. Consider the following:

1. Use two people if needed and agree in advance on how a load will be moved
2. Keep the load close to the center of your body to take full advantage of the mechanical leverage of your body
3. Do not change your grip on the load unless it is weight supported
4. Avoid twisting your body without pivoting your feet at the same time
5. If you must change direction, move your feet in that direction instead of twisting your trunk in that direction
6. Make sure you can see over the load
7. Move carefully toward your destination
8. If a heavier load is carried for some distance, consider storing it closer

**Carrying Loads Up and Down Stairs:** Some points to consider when carrying objects up and down stairs/stair towers:

1. Be sure handrails, even temporary ones, are in place
2. Check to see how adequate the lighting is. Take extra time on stairways. Make sure there are no loose nails, tools, or cords on the stairs to trip over.
3. Walk with your knees and feet pointing outward at an angle while descending stairs, instead of walking with feet and knees pointing straight ahead. Going straight ahead with feet and legs puts unnecessary strain on the knees

**Placing the Load:**

1. Face the final resting spot for the load you're carrying with your whole body. Do not twist the load into its final place
2. Don't forget where your fingers and toes are. Allow enough room to place the load so you can move all of you out of the way. Put one corner of the load down first, so your fingers can be removed from beneath the load
3. Reverse the lifting motion by bending your knees and squatting down with the load, keeping it close to your body, again without bending your back

**Pushing and Pulling:** Pushing and pulling objects are preferable to lifting and carrying them. But, there is still potential for injury. Below are some recommendations to prevent injuries:

1. Push whenever possible instead of pulling

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2. Push or pull at waist height and try to avoid bending
3. Be sure you can see over and around the material being moved
4. Avoid steep ramps whenever possible

**Team Lifts** are used when objects are too heavy, too large or too awkward for one person to lift. Team lifts should be performed as follows:

1. Work with someone of similar build and height if possible;
2. Choose one person to direct the lift (e.g., “lift on the count of three”);
3. Always keep the load at the same level while carrying;
4. Move smoothly and in unison;
5. Set the load down together

**Overhead Lifts** should be conducted as follows:

1. When lifting or lowering objects from above the shoulders, lighten the load whenever possible;
2. Stand on something sturdy such as a step stool or platform to decrease the vertical distance;
3. When you are lowering objects from above the shoulders, slide the load close to your body, grasp the object firmly, slide it down your body and proceed with your move

### STORING MATERIALS:

Where and how materials are stored affects both safety and the efficiency on a jobsite. Size things up first and plan ahead when finally storing the material. Instead of placing materials throughout the jobsite, try to use logic as to where materials, tools, equipment and other items should be unloaded and stored for safety and convenience.

Especially watch the storage of materials in tiers: secure various layers to prevent falling. That includes wood, formwork, rebar, etc.

The unloading of supplies can be one of the most dangerous tasks on our jobsites. Only qualified employees shall be involved with cranes and rigging operations. Key suggestions are as follows:

1. Store materials, equipment and tools out of the way, in the most convenient location possible
2. Keep aisles and passageways-outside and inside-from being blocked by materials. Stored materials must not block exits and emergency equipment
3. Used lumber, when stacked, should have nails removed
4. Combustible/flammable materials should be stored in a manner that will minimize any fire potential. They shouldn't be in the way of mobile equipment, or in a place where workers might perform any hot work. All smoking should be permitted, and a fire extinguisher should be readily available
5. Scaffolding platforms must not be used to store or accumulate piles of material or debris. There should only be as much material stored as can be used by the immediate operations

### **WORK RESTRICTIONS AND RETURN-TO-WORK:**

When employees are not able to conduct their task fully due to a work-related injury, they could be placed on work restrictions that may contain weight or lifting restrictions. If an employee is placed on any weight restrictions, they may not handle or lift any object heavier than what they have been restricted to until they are cleared to return to full-duty. If a re-evaluation has been conducted and the weight restriction has been modified or lifted, the employee must follow the new restrictions.

If employees have experienced a non-work related injury, they will receive care from their primary care provider, or another health care professional. Employees should follow the treatment regimen of their providers. Supervisors should be promptly notified of any work restrictions given by their physician due to a non-work related injury.

### PERSONAL PROTECTIVE EQUIPMENT (PPE)

We all know that the best way to avoid dangerous working conditions is to engineer them out of the workplace or to establish rules that keep employees from committing risky job practices. But sometimes, there is simply no way for a worker to avoid spending time in a dangerous atmosphere, doing a job in a loud environment, or being exposed to other conditions that could cause an occupational injury or illness.

#### GENERAL REQUIREMENTS:

OSHA standards require that protective clothing be provided, used and maintained in a sanitary and reliable condition wherever it is necessary due to hazards of processes or environment, chemical hazards encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation, or physical contact.

#### HEAD PROTECTION:

1. Non-conductive hardhats meeting the requirements of ANSI Z.89.1 shall be worn at all times on the project.

#### EYE AND FACE PROTECTION:

1. GAC requires our employees to wear safety glasses that meet ANSI Z-87 requirements at all times while on a job site.
2. Additional eye and face protection (e.g., face shields, burning goggles, etc.) will be made available for all employees on site as necessary for the use of saws, grinders, torches, etc.
3. Operations that require the employee to look in an upward direction, including drilling, cutting, etc., require the use of tight-fitting goggles for the prevention of falling debris.

#### WORK APPAREL:

1. Appropriate work clothing shall be worn at all times to minimize exposures including lacerations, abrasions, sun, cold, and contact with contaminants
2. Shirts which cover the shoulders and torso. Shirts or alternate protection, which covers the entire arm, may be required in certain circumstances.
3. Long pants are required. Shorts are prohibited.
4. Loose clothing or jewelry that may catch or become entangled is prohibited.
5. Class II apparel meeting ANSI standards must be worn at all times on the jobsite.

#### FOOT PROTECTION:

1. Firm sole leather work shoes with rubber soles maintained in good condition are required.
2. Sneakers or athletic-style footwear will be prohibited.

### **HAND PROTECTION:**

1. Hand, arm and finger protective equipment is available to any GAC employee. Gloves help protect against chemicals, surface heat, radiant heat, extreme cold, splinters, abrasion, cuts and electrical shock.
2. It is presumed that all employees' hands are exposed to hazards when being used to touch or handle tools, equipment, materials or debris. GAC recommends gloves to be worn by employees to protect employees' extremities whenever it is necessary by reason of hazards of processes or the environment.
3. Where puncture or contact with sharp objects is possible, cut-resistant type gloves are recommended.
4. Where dermal contact with substances known or anticipated to cause adverse reactions with the skin (concrete work), or where skin absorption of a hazardous material is possible, chemical-resistant type gloves are recommended.
5. Hand protection shall not be worn while using certain rotating or reciprocating-type equipment as it may cause a hazard of the glove becoming entangled in the equipment

### **HEARING PROTECTION:**

1. GAC requires employees to wear approved-hearing protection as specified in posted areas on our jobsites and while working with or around high-noise level producing machines, tools or equipment.
2. Exposure to impulsive or impact noise will not exceed 140dB noise level.
3. Waxed cotton, foam or fiberglass wool earplugs are self-performing. When properly inserted, they work as well as molded earplugs that are individually fitted by a professional.
4. Our earplugs are disposable, and are to be used one time and then thrown away.
5. Earmuffs need to make a perfect seal around the ear to be effective.

QUICK REFERENCE GUIDE TO TYPICAL CONSTRUCTION NOISE LEVELS

Duration Per Day (Hours)	Sound Level dBA Slow Response
8	90
6	92
4	95
3	97
2	100
1 ½	102
1	105
½	110
¼ or less	115

IMPULSIVE OR IMPACT NOISE	
Equipment or Tools	Sound Level Created
Pneumatic Chip Hammer	103-113
Jack Hammer	102-111
Concrete Joint Cutter	99-102
Chop Saw	88-102
Stud Welder	101
Bulldozer	93-95
Crane	90-96
Hammer	87-95
Backhoe	84-93
<b><i>Above hearing exposures based on an 8-Hour exposure</i></b>	

**RESPIRATORY PROTECTION:**

1. Where engineering or administrative controls fail or are inadequate to prevent potentially harmful inhalation exposures to our employees, we will comply with our Respiratory Protection Program.
  2. Where employees are not required to wear respiratory protection, but do so voluntarily for their own comfort or perceived protection, the guidelines listed in 29CFR 1910.134, Appendix D shall be followed.
- ❖ *Personal protective equipment that has been changed in any manner so as to reduce its effectiveness, shall be recalled, repaired or destroyed. Personal protective equipment worn or used previously shall not be issued to another employee until the article has been cleaned and sterilized.*

### RESPIRATORY PROTECTION

It is the policy of GAC to protect its employees from hazardous atmospheres through a comprehensive respiratory program which includes the recognition and evaluation of these hazards, providing engineering, administrative and work practice controls, and providing adequate personal protective equipment including respirators.

#### SITE INSPECTION & HAZARD EVALUATION:

Prior to employees being assigned and work being performed, a hazard evaluation will be accomplished at each specific worksite to identify respiratory hazards and conditions, and to select appropriate respirators for use. This evaluation will include:

1. A review of the work processes to determine where potential exposures to hazardous substances may occur
2. The identification and listing of all hazardous substances used in the workplace by department, job, or process
3. Identification of each contaminant's chemical state and physical form
4. An estimate of employee exposure to respiratory hazards

#### ESTIMATING EMPLOYEE EXPOSURE MONITORING:

GAC will make a reasonable estimate of employee exposure to airborne contaminants to determine if respirators are required. The most accurate (and preferred) method for monitoring employee exposure to specific substances is personal monitoring. Personal monitoring for known substances will be performed by contract with licensed analytical testing agencies. In some cases, fixed location monitoring or the use of published studies by trade associations, manufacturers, or independent testing agencies may be used to estimate employee exposure.

GAC will select the best monitoring method that does not underestimate employee exposure to respiratory hazards. When conducting short-term sampling in fixed locations, worst-case conditions will be assumed to assure employee safety. In using any previous studies from trade associations, manufacturers, or independent testing agencies, the company will ensure that the conditions in the study are similar to those on the jobsite and represent the highest contaminant exposures that are likely to occur.

#### RESPIRATOR SELECTION:

After a site-specific evaluation has been performed, the Safety Director will select an appropriate respirator that will comply with the following:

1. For atmospheres that are not IDLH, employees must receive an appropriate respirator to protect them from any routine or reasonably foreseeable hazards
2. For protection against gases and vapors, employees must receive;
  - a. An atmosphere-supplying respirator, or
  - b. An air purifying respirator



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3. For protection against particulates, an employee must receive;
  - a. An atmosphere-supplying respirator, or
  - b. An air purifying respirator with a certified high efficiency particulate air (HEPA) filter or with a NIOSH-certified filter for particulates.
4. Only NIOSH-certified respirators will be selected and used
5. Required respirators will be provided free of charge to employees

### CHANGE SCHEDULES FOR AIR-PURIFYING RESPIRATORS:

Either an end-of-service life indicator (ESLI) or an established change schedule must be used with each air-purifying respirator to ensure that cartridges and canisters are changed in time on a regular schedule. Although employees must be trained to recognize that abnormal odor or irritation is a possible indication that a respirator cartridge needs replacement, employees cannot rely solely on odors or irritation to know when a cartridge or filter needs replacing.

### FIT TESTING:

Before any employee is permitted to use a respirator with a negative or positive pressure tight-fitting face piece, the employee must be fit-tested with the same make, model, and size respirator that he or she will actually wear on the job. In addition, fit tests must be performed at least annually after the initial test and whenever changes in the work environment make a new test necessary.

Fit testing will be performed by a qualified, designated representative, to include contract agencies if deemed appropriate. Qualitative or quantitative fit-testing will be performed that complies with Appendix A, of 29 CFR 1910.134

### RESPIRATOR ASSIGNMENT:

Where practical, respirators will be assigned to individual workers for their exclusive use. Employees will be responsible for the maintenance, care, and storage of their issued respirators. All issued respirators remain the property of GAC, and must be returned to the Company upon termination of employment or upon request.

### RESPIRATOR FACE-PIECE SEAL CHECKS:

For all tight-fitting respirators, employees must perform a user seal check *before* each use. This test must be either a positive or negative pressure check as, or other procedures recommended by the respirator manufacturer that are equally effective.

Respirators must not be worn when conditions prevent a good face-seal. In addition, glasses, goggles, and other required personal protective equipment must be worn in a way that does not interfere with the seal of the face-piece.

### TRAINING:

Respirator training will be conducted for each worker required to perform duties in work areas with hazardous atmospheres. Training will be conducted initially, *before* an employee is

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permitted to wear a respirator in a hazardous environment and at least annually thereafter. Training will provide the employee with an opportunity to physically handle the respirator, have it fitted properly, test its face-piece seal, and wear it in normal air and in test environments. Users will be instructed and thoroughly trained in:

1. The respiratory hazards to which they may be exposed to during both routine and emergency situations
2. Why respirator usage is important and necessary
3. The indications for the proper use of respirators and their limitations
4. How improper fit, usage, or maintenance can be dangerous
5. Inspection, application, removal and proper seal checking of respirators
6. How to identify respirator cartridges/filters and select the correct cartridge or filter for the hazards encountered
7. How to determine when respirator is not working properly and when cartridges or filters require replacement
8. How to maintain, care for, and store the respirator when not in use
9. Recognition of the medical signs and symptoms that impede effective use of respirators
10. The requirements of OSHA's respiratory protection standard

### **MEDICAL EVALUATIONS:**

A medical evaluation must be performed on all employees who will be required to wear a respirator *before* they are permitted to wear a respirator under any circumstances. This medical evaluation will be performed by a licensed medical testing agency contracted by GAC and qualified to make this determination, and at the Company's expense.

The determination as to whether or not an employee can wear the required respirator without physical or psychological risk is based on the overall health of the individual and specialized medical tests (Pulmonary Function Studies, EKG, etc.) as recommended by the examining physician. Medical questionnaires will be utilized to provide baseline information to the evaluating physician prior to making the medical determination. The medical questionnaire will be administered using the following guidelines:

1. The questionnaire will be administered confidentially during normal work hours or during another time that is convenient and agreeable to the employee
2. GAC will ensure the privacy rights of the employee by not obtaining or examining any medical evaluation records of the employee without their prior written consent
3. All employees will receive a copy of the questionnaire to fill out on company time, and a stamped and addressed envelope to mail the questionnaire to the designated physician or health care professional, or be permitted to carry the questionnaire with them to the evaluation as appropriate.
4. Upon request, the employees may speak with the physician or licensed health care professional who performs their evaluation.

Upon request, GAC will provide the physician or other licensed health care professional conducting the evaluation with the following (as needed):

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1. A copy of the written Respiratory Protection Program
2. A copy of OSHA's Respiratory Protection Standard
3. A list of hazardous materials the employee will likely be exposed to
4. Each employee's work area, job description, and proposed respirator type
5. Each employee's expected length of time required to wear a respirator
6. Each employee's expected physical work load and expected exposure to temperature and humidity extremes
7. Any additional protective clothing/equipment required by the job

GAC will receive notification of an employee's clearance, restrictions, or specific conditions for the wear of respirators only. In the event that an employee is not medically cleared for the wear of a respirator, he/she will not be permitted to perform duties in hazardous atmospheres where the use of a respirator is required. The employee will be given the opportunity to obtain a follow-up medical evaluation by a physician of their own choosing and at their own expense, in an effort to obtain medical clearance for the use of a respirator. The medical practitioner selected by the employee will be provided with all the necessary information as indicated above to assist in the re-evaluation.

After an employee has been cleared to wear a respirator, additional medical evaluations may be required if their need is indicated by:

1. An employee experiencing shortness of breath, dizziness, chest pains, or wheezing;
2. Changes in the work environment significant enough to increase the physical burden imposed on an employee
3. Recommendations or reports from physicians;
4. Recommendations from supervisors;
5. Observations made during fit-testing or program evaluations

### INSPECTIONS:

Respirators used routinely will be inspected by the user before each use and during periodic cleaning. Worn or deteriorated parts will be replaced.

### CLEANING AND DISINFECTING RESPIRATORS:

Respirators must be regularly cleaned and disinfected, or by equally effective procedures as recommended by the manufacturer. Cleaning and disinfecting material will be available to employees from the shop tool room during normal hours. Cleaning and disinfection will be performed according to the following table (as a minimum):

If a respirator is...	Then...
Issued for the exclusive use of an individual employee.	The equipment must be cleaned and disinfected as often as necessary to be maintained in a clean and sanitary condition.
Used by more than one employee.	The equipment must be cleaned and disinfected before being used by different

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	individuals.
Maintained for emergency use, or for testing and training exercises.	The equipment must be cleaned and disinfected after each use and prior to storage.

### **MAINTENANCE AND REPAIR OF RESPIRATORS:**

Respirators must be properly maintained at all times to ensure that they function properly when needed. No repairs will be made beyond those recommended by the manufacturer.

### **STORAGE OF RESPIRATORS:**

Respirators issued for individual use must be stored in a clean and sanitary location away from sunlight and damaging environmental conditions such as chemicals, dirt, extreme temperatures, etc. Storage containers will be provided to employees who are issued respirators for their individual use. Respirators must not be stored in tool bags/boxes without adequate protection.

Un-issued and general use respirators, will be stored in appropriate containers in the maintenance department until needed.

### **RECORDKEEPING AND DOCUMENTATION:**

The following records will be maintained in the Safety Director's office:

1. This Program and the related OSHA Standards
2. Employee training records
3. Employee fit-testing records
4. Employee medical clearance determinations

### SCAFFOLDS & AERIAL LIFTS

While working at heights poses many hazards, the use of proper equipment and personnel can substantially reduce those hazards. Scaffolding is defined as a temporary elevated work platform. Used properly, this can be a very safe way of working at heights.

#### DEFINITIONS:

1. *Scaffold*: Any temporary elevated platform (supported or suspended) and its supporting structure (including points of anchorage), used for supporting materials or employees or both.
2. *Welded-Frame Scaffold*: Are made of basic pre-fabricated end frames, cross bracing and frame connecting devices to hold the parts firmly in place
3. *Tube-and-Coupler Scaffold*: Are made of various lengths of tubing clamped together by special patented couplers to support working platforms of various shapes
4. *Mobile Scaffold*: Assembly supported by casters and move manually
5. *Competent Person*: One who is capable of identifying existing and predictable hazards in the surroundings or working conditions while care unsanitary, hazardous or dangerous to employees, and who has the authority to take prompt, corrective measures to eliminate them.
6. *Qualified Person*: One who is, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training and experience, has successfully demonstrated his/her ability to solve or resolve problems related to the subject matter, the work or the project.

#### GENERAL REQUIREMENTS:

##### CAPACITY:

1. Scaffolds must be erected and dismantled under the supervision of a competent person.
2. Scaffolds and their components must be able to support at least four times the maximum intended load.
3. All scaffolds shall be rated to hold the minimum requirements of 25 lbs/ft<sup>2</sup>.

##### SCAFFOLD PLATFORM CONSTRUCTION:

1. Each working platform on a scaffold must be fully decked or planked with no more than a 1" gap between planks.
2. Work platforms shall be at least 18" wide or be provided with proper fall protection
3. The front face of the platform shall be no more than 14" off the face of the work
4. All planks or platforms must be cleated or overlap a minimum of 6", but no more than 12".
5. Scaffold components from different manufacturers may be intermixed as long as they fit together without force and scaffold integrity is maintained.

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### **SUPPORTED SCAFFOLDS:**

1. Supported scaffolds with a height-to-base width ratio exceeding 4:1 must be stabilized from tipping by a solid connection such as guy wires, bracing, tying or other equivalent means.
2. Guys, ties and bracing shall be installed according to the scaffold manufacturers recommendations or at the closest horizontal member to the 4:1 height and be repeated vertically:
3. Every 20' for scaffolds 3' wide or less at the base
4. Every 26' for scaffolds greater than 3' wide at the base
5. Tie scaffold into the structure every 30' horizontally
6. Never remove ties until scaffold is properly secured by other means through the use of a competent person
7. Scaffold poles, legs, posts, frames and uprights must be placed on base plates, mudsills or other adequate firm foundations.

### **SCAFFOLD ACCESS:**

1. When scaffold platforms are more than 2' above or below a point of access, safe access must be provided. Cross-bracing must never be used as a means of access.
2. Stair rails and handrail systems must be smooth surfaced so as to prevent lacerations or puncture wounds.
3. A competent person must evaluate and decide whether a ladder or other safe means of access is feasible during the erection and dismantling of scaffolds.
4. Ladders or other means of safe access shall be provided as soon as scaffold erection has progressed to a point that allows safe installation.

### **SCAFFOLD USE:**

1. Scaffolds and scaffold components must never be loaded in excess of their maximum intended loads or rated capacities, whichever is less.
2. A competent person must inspect each scaffold before every shift and after any occurrence that may affect its structural integrity.
3. Scaffolds cannot be erected, moved, dismantled or altered except under the supervision of a competent person.

### **FALL PREVENTION:**

1. Each employee on a scaffold more than 6' above a lower level shall be protected from falling to that level.
2. All open sides of scaffolds shall be fully protected by the use of a guardrail system.
3. Guardrails are required and must be 42-inches  $\pm$  3-inches in height. Midrails must be half the distance from the top rail height to the platform deck. Toe boards should be installed to prevent objects from falling below.
4. If guardrails are not used, users shall use a personal fall arrest system

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5. The use of fall prevention devices are required during the erection or dismantling of a scaffold.
6. When vertical lifelines are used, they must be protected from surface abrasion.

### ***FALLING OBJECT PROTECTION:***

1. The area below a working scaffold must be barricaded to protect employees from a falling object hazard.

### ***WELDED FRAME SCAFFOLDS:***

1. Frames and panels must be braced by cross, horizontal or diagonal braces.
2. Frames and panels must be joined together vertically by stacking pins or equivalent couplings.
3. Frame scaffolds, in excess of 125-feet, must be designed by a registered professional engineer.

### ***MOBILE SCAFFOLDS:***

1. The height of the scaffold shall not exceed four times the minimum base dimension of the scaffold.
2. Casters must be strong enough to support four times the maximum intended load. All casters shall be provided with a positive locking device to hold the scaffold in position.
3. The work platform shall be tightly planked the entire width of the scaffold except for an entrance opening.
4. A ladder or stairway shall be built into the scaffold and located in such a manner that its use shall not cause the scaffold to tip.
5. No employees shall ride a moving scaffold unless:  
The surface is level, smooth and free of obstruction  
The casters are equipped with rubber or resilient tires  
All tools and materials are secured or removed from the work platform.

### ***AERIAL LIFTS / SCISSOR LIFTS:***

1. Training, by a qualified person, shall be provided for all employees required to operate or work in or from aerial and scissor lifts.
2. Operators and occupants of aerial and scissor lifts shall carry verification of their training and shall be produced upon request.
3. Aerial and scissor lifts shall be inspected by the operator each day prior to use, in accordance with the manufacturer's requirements.
4. Any person observed utilizing an aerial or scissor lift in an unsafe manner shall be cause for the foreman to immediately stop the operation and conduct re-training at a minimum.
5. The area(s) below the basket or platform of aerial and scissor lift shall be cordoned off using Danger tape. Signs informing project personnel of the overhead hazard will be posted at the area perimeter.
6. Any aerial or scissor lift operating on inclined/declined surfaces shall have its wheels chocked to prevent movement.

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7. Aerial and scissor lifts shall not be used to hoist / raise / position materials outside of the basket or platform. The sum weight of all tools / materials / personnel shall not exceed the maximum load rating for the equipment being used.
8. Operators or occupants shall not exit the basket or platform of an aerial or scissor lift when in a raised position, unless ALL of the following conditions are met:
  - a. The platform must rest on a stable surface
  - b. 100% fall protection must be available and utilized
  - c. The manufacturer does not prohibit the use of the equipment for this purpose
9. Modifications to aerial and scissor lifts are allowed only with the written approval of the manufacturer or manufacturer's authorized representative
10. Employees must use personal fall arrest systems when working within an aerial lift.
11. Employees must keep both feet on the floor of the basket and not stand on the railing during operation.
12. All guardrails, chains and gates shall be secured on lifts before elevating.

### ***ADDITIONAL REQUIREMENTS:***

1. Scaffolds shall be cleaned off upon completion of work or at the end of each work shift
2. Any scaffold accessories such as braces, trusses, legs or ladders that are damaged shall be immediately repaired or replaced.
3. A rolling scaffold height cannot exceed (4) times that minimum base dimension. The wheels shall be locked when employees are on the scaffold. Employees shall not ride the scaffold.
4. Scaffolds and their components shall be capable of supporting without failure, at least (4) times the maximum intended load.
5. All scaffolds shall be built complete where possible, including a standard 42" high handrail, and a mid rail (21" from work platform) both rigidly secured, with complete decking and toeboards.
6. When providing access to a working platform where a ladder is attached, the use of a ladder extension system shall be provided.
7. Any snow or ice shall be removed before using the scaffold.

### ***SCAFFOLD INSPECTIONS:***

1. Visually inspect all components of the scaffold for defects prior to each day's use and following any occurrence that could affect the scaffolds structural integrity.
2. A Competent Person must inspect the scaffold daily prior to use
3. Immediately discard any defective components
4. Inspections should include:
  - a) Handrails, midrails, cross-bracing, and steel tubing for damage, especially near the center span, and for signs that welding arcs may have struck the equipment
  - b) Weld zones on the scaffold for cracks
  - c) The ends of tubing for splits or cracks
  - d) Manufactured decks for loose bolts or rivet connections and bent, kinked or dented frames



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- e) Plywood surfaces for softening due to rot or wear and for peeling at the edges or laminated layers
- f) Safety planks for rot, cracks, cuts, and other external damages
- g) Tie rods or bolts and angle iron cleats
- h) Cams, springs, threaded connections, toggle pins, or other quick connecting devices
- i) Casters for rough rolling surfaces, “sticky” swivels, and defective locks

### SILICA EXPOSURE CONTROL PLAN

The purpose of this program is to establish procedures to protect employees from the health hazards associated with exposure to respirable crystalline silica, (“silica”), generated by various construction activities. Due to the amount of work we do pulverizing, drilling or cutting rock, concrete and asphalt, our workers have the potential for silica exposures. Through performance of these certain tasks, silica can be released into the air, breathed by employees and potentially cause silicosis.

#### Applicability

1. This Exposure Control Plan applies to exposures to “silica”.
2. The OSHA Permissible Exposure Limit (PEL) is 50 µg/ M3. The OSHA Action Level is 25 µg/ M3

#### Definitions

**Action Level:** means a concentration of airborne respirable crystalline silica of 25 µg/M3, calculated as an 8-hour TWA

**Competent person:** means an individual who is capable of identifying existing and foreseeable “silica” hazards in the workplace and who has authorization to take prompt corrective measures to eliminate or minimize them. The competent person must have the knowledge and ability necessary to fulfill the responsibilities set forth in 29 CFR 1926.1153(g) and this plan.

**Employee exposure:** means the exposure to airborne “silica” that would occur if the employee were not using a respirator.

**High-efficiency particulate air [HEPA] filter:** means a filter that is at least 99.97 percent efficient in removing mono-dispersed particles of 0.3 micrometers in diameter.

**Objective data:** means information, such as air monitoring data from industry-wide surveys or calculations based on the composition of a substance, demonstrating employee exposure to “silica” associated with a particular product or material or a specific process, task, or activity. The data must reflect workplace conditions closely resembling or with a higher exposure potential than the processes, types of material, control methods, work practices, and environmental conditions in the employer's current operations.

**Physician or other licensed health care professional [PLHCP]:** means an individual whose legally permitted scope of practice (i.e., license, registration, or certification) allows him or her to independently provide or be delegated the responsibility to provide some or all of the particular health care services required.

**Respirable crystalline silica:** means quartz, cristobalite, and/or tridymite contained in airborne particles that are determined to be respirable by a sampling device designed to meet the characteristics for respirable-particle-size-selective samplers.

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**Permissible exposure limit:** (PEL). The employer shall ensure that no employee is exposed to an airborne concentration of “silica” in excess of 50 µg/M<sup>3</sup>, calculated as an 8-TWA.

### **Responsibilities**

Safety Director shall:

1. Evaluate the effectiveness and appropriateness of this program, and all Worksite Specific Respiratory Plans as required.
2. Designate Jobsite Respiratory Program Administrator.

Project Management Shall:

1. Evaluate, and plan, for work activities identified as posing a potential exposure to “silica”.
2. Institute one or more of the following controls: engineering, work practice (e.g. administrative) and or personal protective equipment as a first line of protection to reduce “silica” exposures.
3. Ensure engineering controls are maintained in a functioning condition and instituted as a control for exposures in the work environment
4. Institute work practice controls to reduce “silica” exposures when feasible and when engineering controls have been explored and ruled out;
5. Monitor and evaluate construction plans and activities for compliance; and
6. Provide training when employees are exposed to “silica” hazards.
7. The crew Foreman or acting Foreman shall serve as the Competent Person on all Green Acres Contracting jobsites.

Employees Shall:

1. Follow construction plans that identify and detail engineering and work practice controls to reduce their exposure to “silica”;
2. Wear respiratory protection to reduce their exposure to “silica” when deemed necessary by the program.
3. Participate in air monitoring program when required;
4. Participate in training; and
5. Not eat, drink, use tobacco products, or apply cosmetics in areas where there is dust containing “silica”.

## SAFETY & HEALTH PROGRAM

### Exposure Controls

#### Engineering Controls:

All engineering controls assume the task is being done outdoors. Contact the Safety Director if task is being performed indoors or enclosed area to formulate an acceptable procedure.

The table below identifies mandatory engineering controls to be followed for our common silica producing activities to comply with OSHA 1926.1153

No.	Equipment/Task Being Performed	Required Engineering Control	Required Respiratory Protection Required
1.	Handheld power saws (any blade diameter)	Use saw equipped with integrated water delivery system that continuously feeds water to blade.	None*#
2.	Walk-Behind Saw	Exempted Via Atmospheric Testing <sup>^</sup>	None*
3.	Drivable Saws	Concrete: Use integrated water delivery system with continuous feed to blades. Asphalt: Use integrated vacuum system engaged when sawing.	None*
4.	Handheld and stand mounted drills (including impact and rotary hammer drills.)	Exempted Via Atmospheric Testing <sup>^</sup>	None*#
5.	Vehicle-Mounted drilling rigs for rock and concrete.	Use integrated water delivery system with spray to wet the dust.	None*
6.	Jackhammers and handheld powered chipping tools.	Exempted Via Atmospheric Testing <sup>^</sup>	None*#
7.	Jackhammers and handheld powered chipping tools.	Exempted Via Atmospheric Testing <sup>^</sup>	None*#

<sup>^</sup> Atmospheric tests for respirable silica and respirable nuisance dust were taken for these tasks. The results of these tests revealed that all samples were below the new OSHA permissible exposure limit (PEL). Results of test available upon request.

\* P-100 respirators are always an option on a voluntary basis.

# No Green Acres employee is permitted to perform this task for more than 4 hours/shift.

The required engineering control for certain tasks may be amended if air monitoring data proves the exposure is below the permissible exposure limit.

Contact Safety Director if you are performing any task or question if you're performing a task not covered above.

### Work Practice Controls (Administrative)

1. Work practice controls will be used supplemental to engineering controls;
2. Where engineering controls cannot be utilized, or are not effective to sufficiently reduce exposure to “silica”, work practice controls will be used to reduce the time of exposure for employees;
3. Work practice controls include using water to wet down dust before sweeping or using the water flow rate recommended by the manufacturer for a tool with water controls.
4. Work controls include, but are not limited to:
  - a. Worker Rotation.
  - b. Keeping employees on the upwind side of potential “silica” exposure by checking wind direction.
  - c. No eating, drinking, smoking and/or applying cosmetics shall be allowed; and
  - d. Where exposure limits are at or above the action level, personal protective equipment shall be given to each employee.
5. While working from an enclosed cab around “silica”, ensure that all windows and doors are closed to maintain positive pressure supplied through fresh air delivered by the equipment’s heating and cooling system.
6. To mitigate or eliminate exposures to “silica” for our housekeeping activities. Employees use sweeping compound designed to minimize dust and high efficiency particulate arresting/high efficiency particulate air (HEPA) vacuums equipped with HEPA filters to control exposures.
7. When Green Acres Contracting personnel are engaged in an activity which could produce “silica”, we do not allow non-essential personnel to work in the affected areas.

### Personal Protective Equipment

1. Respiratory protection is required when specified by OSHA Table 1 and/or Green Acres Contracting Exposure Controls Table, with an Assigned Protection Factor (APF) of 10 or 25 as specified in OSHA table 1 and/or Green Acres Contracting Exposure Controls Table.
2. Medical surveillance is required for each employee who will be required to use a respirator for 30 or more days per year.

### TRAFFIC CONTROL

#### GENERAL REQUIREMENTS – TEMPORARY TRAFFIC CONTROL:

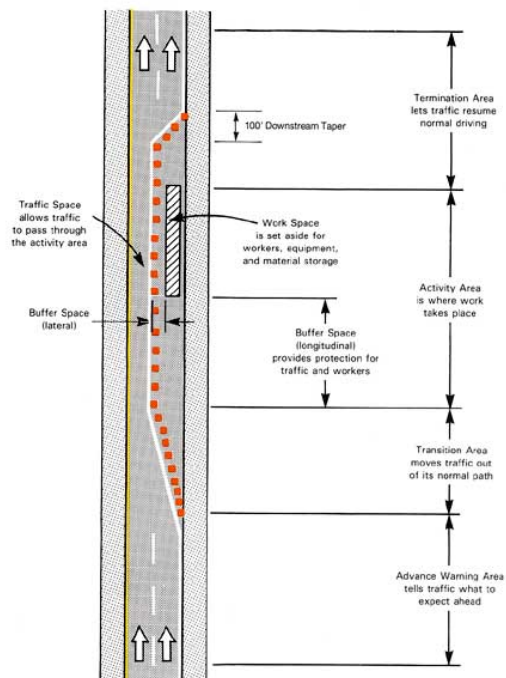
1. GAC shall refer to applicable requirements in the jurisdiction being worked in to select the appropriate work zone temporary traffic controls for each phase of construction. Work zone situations which are not addressed shall conform to the guidelines set forth in Section 6 of the MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES FOR STREETS AND HIGHWAY (MUTCD).
2. When GAC is responsible for the setup of temporary traffic control, GAC will have an ATSSA Certified Traffic Control Supervisor on site.
3. Each phase of construction, including the follow up restoration operations shall be provided with appropriate work zone traffic controls.
4. Road closure shall require additional temporary traffic controls including advance notification, approach, and detour signage, as approved by Traffic Engineering Design and Operations Section.
5. All sidewalk closures shall require the approval and may require additional temporary traffic controls and/ or temporary sidewalk by-pass. Any work affecting sidewalk shall be specified and a proper pedestrian detour shall be shown on plans and submitted for review. Sidewalk closures shall be limited to occur only during the actual work activity. During closure, sidewalks shall be barricaded to physically prevent pedestrian passage and appropriate pedestrian detours shall be posted. During all other times, provisions for safe pedestrian access through the work area, via a temporary walkway shall be provided.
6. Construction activity, loading or unloading of equipment shall not block any traffic lane other than those delineated within the work zone.
7. Access shall be maintained to all driveways unless permission for closure is granted by the property owner/manager. However, accessibility for emergency vehicles shall be maintained at all times.
8. If any temporary traffic control signs are to be placed along a roadway or within the limits of an incorporated area, GAC will notify the appropriate agency of signage to be installed.
9. All existing traffic control devices (i.e. signs, marking, etc.) that must be removed shall be replaced in their proper location prior to the completion of the project.
10. All temporary traffic control devices shall conform to the most recent edition of the MUTCD. All signs, traffic drums and cones shall be fully reflectorized with high intensity,

## SAFETY & HEALTH PROGRAM

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reflective sheeting as per the MUTCD.

11. Provision shall be made for safe maintenance of pedestrian and bicycle traffic.
12. Signage, traffic drums, traffic cones, and arrow panels shall be placed in accordance with the appropriate typical and spacing chart.
13. Appropriate distances for sign legends are "AHEAD", "500 FT", "1000 FT", "1500 FT", or "1/2 MILE". For distances less than 500 feet, "AHEAD" shall be used.
14. All warning signs, unless otherwise specified, shall be a minimum of 48" X 48", black symbol or legend on orange background and diamond shaped. All warning signs not applicable to the actual situation shall be removed or covered during non-applicable periods. All portable signs shall be mounted a minimum of one (1) foot above the level of the roadway, with higher mounting heights desirable.
15. During nighttime operations traffic drums shall be used. However, for emergency work activities where traffic drums are not readily available, reflectorized traffic cones that are a minimum of twenty eight (28) inches in height and having six (6) inch and four (4) inch reflective collars within the top sixteen (16) inches of the cone may be used. All work areas left unattended at night shall be delineated with traffic drums.
16. All temporary work zones shall be setup per Publication 213 requirements. The foreman shall make sure the advanced warning area, transition area, activity area, and termination area are setup properly.



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17. All Temporary Traffic Control (TTC) devices shall be removed as soon as practical when they are no longer needed. When work is suspended for short periods of time, TTC devices that are no longer appropriate shall be removed or covered.
18. At the completion of work activities, conditions within the public space shall be fully restored to those that existed prior to the work activity.



### TRENCHING AND EXCAVATION PROGRAM

#### DEFINITIONS:

1. *Benching*: A method of protecting employees from cave-ins by excavating the sides of an excavation to form one or a series of horizontal levels or steps, usually with vertical or near-vertical surfaces between levels.
2. *Competent Person*: One who is capable of identifying existing and predictable hazards in the surroundings, or working conditions which are unsanitary, hazardous or dangerous to employees, and who has authorization to take prompt corrective action to eliminate them.
3. *Excavation*: Any manmade trench, cut, cavity, or depression in an earth surface formed by earth removal.
4. *Shield*: A structure that is able to withstand the forces imposed on it by a cave-in and thereby protects employees within the structure. Shields can be permanent structures or can be designed to be portable and moved along as work progresses. Also known as a trench box or trench shield.
5. *Shoring*: A hydraulic, mechanical or timber system that supports the sides of an excavation and which is designed to prevent cave-ins.
6. *Sloping*: A method of protecting employees from cave-ins by excavating to form sides of an excavation that is inclined away from the excavation so as to prevent cave-ins. The angle of varies with differences in such factors as the soil type, environmental conditions of exposure, and application of surcharge loads.
7. *Trench*: A narrow excavation (in relation to its length) made below the surface of the ground. In general, the depth is greater than the width, but the width of a trench is not greater than 15-feet. If forms or other structures are installed or constructed in an excavation as to reduce the dimension measured from the forms or structure to the side of the excavation to 15-feet or less, the excavation is also considered to be a trench.

#### GENERAL REQUIREMENTS:

Prior to entry into a trench or excavation, the following requirements shall be in place:

1. The Competent Person shall ensure that all employees potentially exposed to excavation or trenching hazards possess the knowledge and skill required to perform the duties for which they are assigned.
2. The walls and faces of all excavations and trenches greater than five feet deep, in which employees are required to enter, shall be protected by a trench box, shoring or sloping system. **TYPE C SOIL CANNOT BE BENCHED.**
3. A registered professional engineer must design all excavations and protective systems over 20-feet in depth.
4. All trenches and excavations six-feet or more in depth shall have proper fall protection in place.
5. All excavated materials need to be set at a minimum of 2' from the edge of excavation.
6. Adequate access and egress must be maintained at all times during trenching or excavating activities. When ladders are used, they shall be placed such that no worker travels more than 25' of lateral travel in any direction.

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7. All GAC employees will be trained in the procedures specific to the project.
8. Atmospheric monitoring must be documented and conducted by a qualified person with knowledge in the use of monitoring equipment.

### SOIL TYPES:

1. Type A: Most stable: clay, silt clay, and hardpan (resists penetration). No soil is Type A if it is fissured, is subject to vibration of any type, has previously been disturbed, or has seeping water.
2. Type B: Medium stability: silt, sandy loam, medium clay and unstable dry rock; previously disturbed soils unless otherwise classified as Type C; soils that meet the requirements of Type A soil but are fissured or subject to vibration.
3. Type C: Least stable: gravel, loamy sand, soft clay, submerged soil or dense, heavy, unstable rock and soil from which water is freely seeping.
4. Layered: The soil must be classified on the basis of the soil classification of the weakest soil layer. Each layer may be classified individually if a more stable layer lies below a less stable layer (i.e., where a Type C soil rests on top of stable rock).

### TESTING METHODS:

The competent person in charge of the excavation shall be responsible for determining the soil type. The competent person shall use a visual test coupled with one or more manual tests.

1. Visual Tests: The competent person shall perform a visual test to evaluate the conditions around the site. In a visual test, the entire excavation site is observed, including the area adjacent to the excavation and the soil being excavated. The competent person also checks for signs of vibration.
2. During the visual test, the competent person shall check for crack-line openings along the failure zone that would indicate tension cracks, look for existing utilities that indicate that the soil has been previously disturbed, and observe the open side of the excavation for indications of layered geological structuring.
3. Manual Tests:
  - a) *Thumb Penetration*: Attempt to press the thumb firmly into the soil in question. If the thumb penetrates no further than the length of the nail, it is probably Type B soil. If the thumb penetrates to the full length of the thumb, it is Type C soil.
  - b) *Dry Strength Test*: Take a sample of dry soil. If it crumbles freely or with moderate pressure into individual grains, it is considered granular (Type C soil). Dry soil that falls into clumps that subsequently breaks into smaller clumps; it is probably clay in combination with gravel, sand or silt (Type B soil).
  - c) *Plasticity or Wet Thread Test*: Take a moist sample of the soil. Mold it into a ball and then attempt to roll it into a thin thread approximately 1/8" in diameter by two-inches in length. If the soil sample does not break when held by one end, it might be considered Type B soil.

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### **ACCESS AND EGRESS:**

1. Trenches 4-feet or more in depth shall be provided with a fixed means of egress.
2. Spacing between ladders or other means of egress must be such that a worker will not have to travel more than 25-feet laterally to the nearest means of egress.
3. Ladders must be secured and extend a minimum of 36-inches above the landing.

### **EXPOSURE TO VEHICULAR TRAFFIC:**

GAC employees exposed to vehicular traffic and/or site equipment will be provided with and required to wear reflective vests or other suitable garments marked with or made of high-visibility materials.

### **EXPOSURE TO FALLING LOADS:**

1. All GAC employees on an excavation site will wear hardhats at all times.
2. GAC employees are not allowed to work under raised loads.
3. GAC employees are not allowed to work under loads being lifted or moved by heavy equipment used for digging or lifting.
4. GAC employees are required to stand away from equipment that is being loaded or unloaded to avoid being struck by falling materials or spillage.

### **HAZARDOUS ATMOSPHERE AND CONFINED SPACES:**

GAC employees shall not be permitted to work in a hazardous and/or toxic atmosphere. Such atmospheres include those with:

1. Less than 20.5% oxygen
2. A combustible gas concentration greater than 2% of the lower flammable limit, and
3. Concentrations of hazardous substance that exceed those specified in the threshold limit values for airborne contaminants established by the ACGIH.

All operations involving such atmospheres must be conducted in accordance with OSHA requirements for occupational health and environmental controls for personal protective equipment and for lifesaving equipment. Engineering controls such as ventilation and respiratory equipment may be required.

If there is a possibility that the trench or excavation could contain a hazardous atmosphere, atmospheric testing must be conducted prior to entry. Conditions that warrant atmospheric testing would be if the excavation was made in a landfill area or if the excavation was crossed by, was adjacent to or contained pipelines containing a hazardous material. In addition, the use of any gasoline or fuel-powered equipment in the excavation can cause a hazardous atmosphere.

Testing shall be conducted before employees enter the trench and shall be continuous to ensure that the trench remains safe while any work is taking place within it.

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### **BENCHING, SLOPING, SHORING AND SHIELDING REQUIREMENTS:**

1. All excavations or trenches 5-feet or greater in depth shall be appropriately benched, shored or sloped according to the procedures and requirements set for in OSHA's Excavation Standard, 29 CFR 1926, Subpart P.
2. Excavations or trenches 20-feet deep or greater must have a protective system designed by a registered professional engineer.
3. Excavations under the base of footing of a foundation or wall require a support system designed by a registered professional engineer.
4. All shoring or shielding devices must have drawings designed and stamped by a registered professional engineer, manufacturer's certificates, etc. prior to being used in an excavation or trench.

### **SLOPING:**

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

<b>Soil Type</b>	<b>Height / Depth Ratio</b>	<b>Slope Angle</b>
Stable Rock	Vertical	90-Degress
Type A	¾ : 1	53-Degrees
Type B	1 : 1	45-Degrees
Type C	1 ½ : 1	34-Degrees

### **BENCHING:**

There are two basic types of benching, single and multiple, which can be used in conjunction with sloping. In Type B soil, the vertical height of the benches must not exceed 4-feet. Benches must be below the maximum allowable slope for that soil type. Benching is not allowed in Type C soils.

**APPENDIX A: WRITTEN SAFETY VIOLATION NOTICE FORM**

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<b>Name:</b>	<b>Job Name:</b>	<b>Trade:</b>
<b>Date:</b>	<b>Time:</b>	<b>Location of Violation:</b>
<b>Foreman:</b>	<b>Issued By:</b>	<b>Job No.:</b>

**Violation:**

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Performance of unsafe acts or violations of the GAC Safety Policy whether intentional or not, shall be just cause for disciplinary action, including termination.

I acknowledge that I have been advised on the above action:

<b>Employee Signature:</b>	<b>Date:</b>	<b>Foreman Signature:</b>	<b>Date:</b>

**Distribution:**

**APPENDIX B:  
Acknowledgement Form  
Drug & Alcohol Policy & Procedure**

I have received a copy of the Company's Substance Abuse and Alcohol Policy and Procedure, dated **June1, 2014**. I have read this document, I hereby certify I have full understanding all of its contents and agree to conform to all of its provisions as stated.

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Company Representative's Signature

\_\_\_\_\_  
Date

**This form, once signed, is to be a permanent part of the employee's file.**

**Appendix C:  
OSHA INSPECTION FORM**

This *OSHA Inspection Form* shall be started at the beginning of any OSHA inspection conducted on our jobsites and completed immediately after an inspection.

<b>Project:</b>	<b>General Contractor:</b>
<b>GAC Supervisor:</b>	<b>GAC Foreman:</b>
<b>Inspection Date(s) / Time:</b>	

<b>I. PRE-INSPECTION</b>			
Names of OSHA Compliance Officer(s) and their Area Office:			
	Name(s)	Office	
Did inspector show his credentials?		Yes	No
What was the reason for the inspection?			
	Employee complaint?	Yes	No
If yes, attach copy. OSHA is required by law to give you a copy.			
	Random scheduled inspection?	Yes	No
	Other (comment):		
Did OSHA review recordkeeping?		Yes	No
If yes, which of the following records were reviewed?			
Required OSHA poster, was it posted?		Yes	No
GAC Safety & Health Program?		Yes	No
OSHA 300 Forms?		Yes	No
Weekly Tool Box Talks?		Yes	No
Copies of safety inspections?		Yes	No
Hazard Communication Program?		Yes	No
Other (comments)?			
_____			
_____			
<b>II. OPENING CONFERENCE:</b>			
Names of representatives and titles of contractors present (Attach list)			
<b>III. INSPECTION TOUR:</b>			
Who from GAC accompanied the OSHA inspector?			
Who else joined the OSHA inspection group? (Attach list)			
Did the inspector take any photographs?		Yes	No
Did GAC take the same photographs?		Yes	No
Were safety hazards and unsafe acts observed?		Yes	No
<b>APPENDIX G CONT</b>			
If yes, what were they and who had the responsibility?			

**SAFETY & HEALTH PROGRAM**

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Was immediate corrective action taken?	Yes	No
If no, comments:		
<hr/> <hr/> <hr/> <hr/>		
Any other comments regarding inspection?		
<hr/> <hr/> <hr/> <hr/>		
<b>IV. CLOSING CONFERENCE:</b>		
Did OSHA hold closing conference?	Yes	No
What alleged OSHA violations were discussed and with whom? (Attach list)		

**Supervisor**

**Date**