



RUSSELL HINTON CO.

Safety Manual

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Table of Contents:

- 1. Injury and Illness Prevention Introduction 7
- 2. Responsibility 8
- 3. Compliance 10
 - A. Discipline Policy..... 10
 - 1) Consequences:..... 10
 - 2) Safety Improvement Notices from Foremen..... 11
- 4. Communications 13
 - A. Tool Box Safety Meetings 13
 - 1) Tailgate Meeting Outline for Employees Working Alone 13
 - 2) Foreman’s Tailgate Meeting Outline 14
 - 3) Tailgate Meeting Reports 14
 - Sample Tool Box Meeting Report Form 15
 - B. Safety Committee 16
- 5. Hazard Assessment and Inspections..... 17
 - A. Daily Jobsite Inspections and Planning 17
 - 1) Small Crews 17
 - 2) Large Crews - Planning 17
 - B. Conducting the Daily PTP Meeting 17
 - C. Large Project Job Start Up Hazard Analysis 20
- 6. Accidents..... 27
 - A. Foreman’s Procedure for Treating Injuries - When a worker is injured on your job:..... 29
 - B. Accident Reporting Procedure for Injured Employees 30
 - Employee Accident Report Form 31
 - C. Accident Investigation..... 32
 - 1) Supervisors’ Accident Reports..... 32
 - 2) Supervisor’s Accident Investigation Form 33
 - 3) Incident Investigation Report 34
- 7. Hazard Correction 37
- 8. Training and Certification..... 38
 - A. General Training..... 38
 - B. Certification..... 38
 - C. Documentation 38
- 9. Respirable Crystalline Silica Exposure Control Plan 40

| | | |
|-----|---|----|
| A. | Controls and Procedures..... | 40 |
| 1) | Engineering Controls | 40 |
| 2) | Administrative Controls..... | 40 |
| 3) | Personal Protective Equipment..... | 40 |
| B. | Dust Collection Device Usage | 40 |
| C. | Housekeeping Practices | 40 |
| 10. | Recordkeeping | 42 |
| 11. | Code of Safe Practices Introduction..... | 43 |
| 12. | Housekeeping: | 44 |
| 13. | Emergency Planning and Response | 45 |
| A. | Training | 45 |
| 1) | Emergency Procedure Training | 45 |
| 2) | First Aid / CPR Training | 45 |
| B. | Medical Treatment Information and Supplies..... | 45 |
| 1) | Requirements | 45 |
| 2) | First Aid Kits | 45 |
| 14. | Respiratory Protection Program | 48 |
| A. | Introduction: | 48 |
| B. | Program Responsibilities:..... | 48 |
| C. | Hazard Assessment and Selection Procedures: | 49 |
| D. | Preparations for Respirator Use | 50 |
| E. | General Use Procedures: | 53 |
| F. | Fit Testing..... | 53 |
| G. | Maintenance:..... | 53 |
| H. | Atmosphere-Supplying Respirator Requirements..... | 56 |
| I. | Program Evaluations: | 56 |
| J. | Documentation and Record Keeping:..... | 56 |
| 15. | Electrical Safety:..... | 60 |
| A. | Electrical Powered Tools..... | 60 |
| B. | Electrical Shock | 60 |
| 16. | Forklifts | 61 |
| A. | Training: | 61 |
| B. | Daily Inspection:..... | 61 |
| C. | Attachments and Modifications..... | 61 |
| D. | Forklift Safe Operation Rules | 62 |

| | | |
|------------|---|-----------|
| E. | Site Orientation:..... | 63 |
| 17. | Fall Protection Program | 66 |
| A. | Introduction | 66 |
| B. | Policy..... | 66 |
| C. | Procedures | 66 |
| 1) | Fall Exposure Assessment..... | 66 |
| 2) | Choosing Fall Protection System | 66 |
| 3) | Training..... | 68 |
| 4) | Foreman’s Fall Protection Planning and Implementation Procedure | 68 |
| | Fall Arrest Training Guide Sheet | 70 |
| 18. | Fitness for Work:..... | 72 |
| A. | Introduction | 72 |
| B. | Stretch and Flex | 72 |
| C. | Stretching Your Back..... | 72 |
| D. | Leg Stretches..... | 72 |
| E. | Upper Body Stretches | 73 |
| 19. | Fire Prevention..... | 74 |
| A. | Fire Extinguishers | 74 |
| B. | Fire Extinguisher Training | 74 |
| C. | HOW TO USE A FIRE EXTINGUISHER | 77 |
| D. | FIRE EXTINGUISHER TRAINING QUIZ..... | 79 |
| E. | Flammable and Combustible Materials/Liquids | 81 |
| 20. | Hand Tool Safety | 82 |
| 21. | Heat Illness Policy | 83 |
| A. | Application | 83 |
| B. | Preparing to Prevent Heat Stress..... | 83 |
| C. | Preventing Heat Stress While Performing the Work | 84 |
| D. | Training About Heat Stress | 86 |
| E. | Heat Illness Training Handout..... | 87 |
| F. | Supervisor Training for Heat Illness (Competent Person) | 89 |
| | Heat Illness Quiz | 90 |
| 22. | Asbestos Awareness | 95 |
| A. | Asbestos Class III Work Procedure..... | 95 |
| 23. | Confined Space Policy & Procedures for Construction new | 97 |
| A. | Definitions of Confined Spaces | 97 |

| | | |
|-----|---|-----|
| B. | How to Recognize a Confined Space..... | 97 |
| 24. | Ladder Safety: | 99 |
| 25. | Hazardous Communications Program | 100 |
| A. | Purpose | 100 |
| B. | Location of Russell Hinton Hazard Communication Materials | 100 |
| C. | Labeling | 100 |
| D. | Safety Data Sheets | 101 |
| 1) | SDS Inventory: | 101 |
| 2) | Maintaining the Inventory:..... | 102 |
| E. | Worker Information and Training | 102 |
| 1) | Hazardous Communication Training Records | 102 |
| F. | Multi-Employer Work Sites..... | 103 |
| G. | SDS Binder and List of Hazardous Chemicals..... | 103 |
| H. | Russell Hinton GHS Hazard Communication Test..... | 104 |
| 26. | Material Handling: | 110 |
| A. | Lifting Procedures | 110 |
| 2) | When Lifting: | 110 |
| 27. | Scissor and Boom Lifts: | 112 |
| 28. | Drug Free Workplace Policy..... | 113 |
| A. | Purpose and Goal..... | 113 |
| 1) | Covered Workers..... | 113 |
| 2) | Applicability | 113 |
| 3) | Prohibited Behavior | 113 |
| B. | Substance Abuse Testing | 114 |
| C. | Shared Responsibility..... | 114 |
| D. | Communication..... | 115 |
| 29. | Motor Vehicle Safety Program..... | 116 |
| A. | Purpose | 116 |
| B. | Policy..... | 116 |
| C. | Responsibilities | 116 |
| 1) | Drivers..... | 116 |
| 1) | Fleet Manager..... | 116 |
| 2) | Safety Director..... | 116 |
| 3) | Safety Committee..... | 116 |
| D. | Vehicle Safety Rules..... | 117 |

E. Company Drivers..... 118

- 1) Assigning Vehicles..... 118
- 1) Using Company Vehicles for Personal Purposes 118
- 2) Using Personal Vehicles on Russell Hinton Business..... 119

F. Vehicle Requirements..... 119

- 1) Selection 119
- 2) Maintenance..... 119
- 3) Inspection 119

G. Incident Reporting and Investigation..... 119

- 1) Incidents 119
- 2) Reporting 120
- 3) Discipline..... 121

1. Injury and Illness Prevention Introduction

Russell Hinton Company is committed to providing a safe worksite to all Employees, Subcontractors, Clients, and any person visiting its worksites. This Injury, Illness and Prevention Program (IIPP) outlines key Russell Hinton policies for providing a safe workplace including guidelines to promote and maintain safety. It is Russell Hinton Co.'s intent to have all employees, subcontractors and any person at the worksite comply with this IIPP and all Federal, State, local, and client safety and health regulations.

This IIPP along with many other safety resources are available on line at www.russellhintonsafety.com. All the forms included in this IIPP or in the Russell Hinton Code of Safe Practices are available for download.

Russell Hinton and each Subcontractor, is required to comply with the requirements and intent of the California Code of Regulations, Title 8, Sections 3203 (8CCR 3203 & 1509) in the implementation of all facets of occupational safety and health and including all additions and revision to date, as well as all Federal, State and Local requirements and Russell Hinton's or another employer's IIPP. Everyone is required to comply with these rules and regulations.

2. Responsibility

1. President

Jordan Satrap is the company's President and serves as the Corporate Safety Officer. He is responsible for the safety of all employees. He holds his managers accountable for their safety responsibilities. He will ensure his management team adheres to and complies with all Federal, State and other regulatory agencies.

As Safety Officer, he will delegate specific safety responsibilities to effectively implement the Safety Program

2. Safety Director

The Safety Director is appointed by the Safety Officer and is to implement the IIPP and Code of Safe Practices. He will work with the Superintendents and Foreman to ensure a safe work area for Employees, Subcontractors, Clients and/or any person visiting the worksite. While working with the employees, he will ensure they are accountable for the safety of themselves and their work areas.

3. Safety Consultants

The Safety Officer shall appoint one or more Safety Consultants (including Loss Control Representatives from Insurance Brokers or Carriers) and assign their responsibilities. The Consultant shall be available for incident investigations and disciplinary actions. The Consultant shall make regular inspections of jobsites and provide written reports of findings and recommendations. The Consultant shall serve on the Safety Committee. The Consultant shall be responsible for evaluating the Safety Program on an ongoing basis and recommending changes as needed to address concerns or legal and client requirements.

4. Foremen

All Foremen are responsible for assuring that all Employees are operating safely and that they are aware of the hazards associated with the Employee's daily duties. Foremen managing projects perform safety tasks as assigned in this IIPP or by their Superintendent.

5. Superintendents

Superintendents shall work in conjunction with the Safety Director and others to provide a safe working environment and open communications to relay safety concerns. Superintendents shall hold the employees accountable for safe practices at work sites. Each Superintendent shall be a member of the Safety Committee.

Superintendents shall hold the Foremen and other employees accountable for safe practices at work sites. They shall be responsible for the safety disciplinary process. Superintendents will issue safety citations and supervise disciplinary actions taken by Foremen. Superintendents review all Safety Citations immediately with the Safety Director and Safety Consultant and discuss them with the Safety Committee.

6. Contract Managers

Contract Managers shall cooperate with Superintendents and Foremen. They shall supply safety tools, equipment and service as needed. Contract Managers may be assigned by the Safety Director to implement portions of this IIPP.

7. Employees

All employees have direct responsibility for their own safety. Employees must plan for safety, recognize hazards or unsafe acts, and eliminate them. Employees must comply with this IIPP, with the Code of Safe Practices, and with requirements from our clients or government agencies.

We expect and encourage our employees to communicate about safety. Report any accident to your supervisor immediately. **Prompt reporting is a condition of continued employment.**

Inform your supervisor of any hazards, concerns or ideas that will improve safety. It is never a problem to remind anyone of his or her safety responsibilities. **Your communications about safety are highly encouraged and are protected from any discipline or retaliation.**

8. Safety Committee

Each Safety Committee member will maintain communication with field employees to ensure the safety issues of the workers are heard. They will review and discuss past and present safety issues and investigate accidents and incidents. They will find ways to prevent the reoccurrence of the accidents / incidents.

3. Compliance

Russell Hinton has established policies and programs to be compliant with California's Occupational Safety and Health Administration. The written policies and programs are designed to give guidance to Management and Employees to ensure the safety of all.

Jobsites will be audited regularly to ensure safe work practices are being followed. During the audit, any worker found to be deficient in their safety work performance will be counseled in the proper methods. Workers who are found to be working in an exceptionally safe manner will be recognized.

A. Discipline Policy

Russell Hinton expects all employees to work together to create a safe work place. Whenever an employee violates this IIPP or the Code of Safe Practices, Supervisors must notify that employee. Supervisors must tell the employee what he or she is doing wrong and be sure the behavior is corrected. Supervisors can document the violation with a Safety Improvement Notice

Safety Improvement Notices are intended to help employees, not to punish them. We want these notices to help us take care of one another. However, when violations of Safety requirements are repeated, flagrant or serious, Supervisors must discipline as well as notify the offending employee. Employees who violate any safety policies are subject to consequences that may include the loss of their job. To maintain safety under the tight schedules and rapid pace of our projects, Russell Hinton Company may not always be able to use progressive discipline.

1) Consequences:

- Minor or First Violations:

The minimum response to safety violations is verbal notice and instruction by a supervisor. Document notifications in the Foreman's Log, in the employee's file, or with a Safety Improvement Notice. (Sample below)

- Serious or Second Violations:

The minimum consequence for repeat or more serious violations is a written Safety Improvement Notice. Depending on the severity and circumstances of the violation, further consequences may include probation, time off without pay, required training, or other penalties including loss of employment.

- Flagrant or Multiple Violations:

A third violation usually causes termination of employment, as may single instances of extremely serious violations including:

- Intentionally not disclosing any injury to company supervisors.
- Intentionally harming other persons or damaging property.
- Intentionally disregarding direct instructions from supervisors except for questioning the safety of the instruction.
- Intentional disregard of safe practices about which the Employees has been specifically notified.

All written warnings, Safety Improvement Notices or Terminations are kept in the employee's personnel file.

| 2) <u>Safety Improvement Notices from Foremen</u> |
|--|
| When an employee violates a safety policy, first make sure that unsafe actions or conditions are stopped or corrected. |
| Discuss the safety issues with the employee. Be sure he or she understands the policy and how to follow it. |
| On the Safety Improvement Notice (Sample below), fill out the names, date and time and complete a description of the safety issues and concerns how to correct and prevent them. |
| Decide on the appropriate consequences. For serious issues or for penalties that require loss of time, consult with Safety Officer. |
| Inform the employee of the consequences and complete the consequence section of the form. |
| Have the employee sign the form. <ul style="list-style-type: none"><li data-bbox="370 940 1258 1010">➤ The employee is only signing for receipt of the form, not admitting any responsibility. |
| Copies go to the employee, the job files and the Safety Director. |

SAFETY IMPROVEMENT NOTICE

Employee Name: _____

Date: _____

Job Location: _____

Job # _____

| | |
|---|---|
| <input type="checkbox"/> Employee not wearing required PPE | <input type="checkbox"/> Employee performing unsafe work practice – Describe: |
| <input type="checkbox"/> Equipment/Tool guard or other safety feature removed or compromised | <input type="checkbox"/> Flagrant disregard of RHC Safety Program |
| <input type="checkbox"/> Operating equipment not certified, inspected, or in unsafe condition | <input type="checkbox"/> Employee performing job duties not trained or authorized to do |
| <input type="checkbox"/> Other reason for safety violation | <input type="checkbox"/> |

DETAILS of VIOLATION (refer to specific RHC Safety Codes if applicable):

DISCIPLINARY ACTION TAKEN:

- Minor or 1st Violation – Employee verbally warned and/or violation form issued.**
- Serious or 2nd Violation – An Improvement form issued and employee may be given a suspension and/ or probation**
- Flagrant or repeated Violation – A violation form issued and disciplinary action - Employee may be terminated.**
- Other**

SPECIFIC DISCIPLINE – NOTES:

EMPLOYEE COMMENTS:

Employee Signature
Signature for receipt

Person Issuing Violation Signature

4. Communications

Russell Hinton recognizes that open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace. Russell Hinton encourages all employees to communicate about safety. All safety related communications are protected. No employee shall be disciplined, retaliated against, or otherwise be penalized for safety communications.

The following system of communications is designed to facilitate a continuous flow of safety and health information between management and staff in a form that is readily understandable and consists of one or more of the following items:

- New Hire Orientation including a discussion of safety and health policies and procedures. (See Training Section of this IIPP)
- Review of our IIPP Program (See Training Section of this IIPP)
- Workplace safety and health training programs for specific hazards as they are encountered or planned for (See Hazard Assessment and Control Section of this IIPP)
- Regularly scheduled toolbox meetings, occurring bi-weekly at a minimum (See procedure below)
- Pre-Task planning and inspection procedures (See Hazard Assessment and Control Section of this IIPP)
- Effective verbal communication of safety and health concerns between workers and superintendents.
- Posted safety information, including OSHA 300, Safety Committee Meeting Minutes and Safety Notices
- A Safety Suggestion Box is available in the office to allow anonymous suggestions.
- Employees may also communicate in writing or email either anonymously or not with any Manager or Superintendent.

A. Tool Box Safety Meetings

The Safety Director provides a weekly Safety Topic form with the paycheck for each employee. Use this Topic as the basis for your weekly Tailgate Safety Meeting.

- Employees Working Alone:

| 1) <u>Tailgate Meeting Outline for Employees Working Alone</u> |
|---|
| Review the weekly topic carefully. |
| If any other RH employees are on site, discuss the Topic with them. |
| Sign the weekly topic form and return it to the office. |

- Jobsites with a Foreman and other employees:

2) Foreman's Tailgate Meeting Outline

Discuss the scheduled Topic that all employees receive with their paychecks, or discuss a specific safety situation on your job.

Hold the meeting wherever the employees report for work,

Make your meeting brief, 15 to 20 minutes.

Review the Daily Pre-Task Plan and Inspection form for the week.

Discuss any accidents, jobsite problems or safety procedures needed.

Ask everyone for comments or questions. Encourage participation.

Respond to employee suggestions or questions. If you cannot answer for the Company, write the question on the "Tailgate Meeting Report Form" and note that a response is needed.

3) Tailgate Meeting Reports

At the end of the meeting, have each employee sign the Tool Box Meeting Report Form

Remind the employees that they can communicate directly with Safety Officer or other managers in the office by mail, telephone or email.

Send the report to the office with timecards.

Legally, each employee must attend a Safety Meeting at least every other week.

WEEKLY TOOL BOX MEETING

Date: _____ **Presented By:** _____

Note & discuss uncorrected hazards or exposures:

Training Topic:

(Or attach copy of outline)

Discussion / Questions:

First Meeting Each Month Inspect: First Aid Kits

ATTENDANCE

Name

Signature

Sample Tool Box Meeting Report Form

B. Safety Committee

The safety committee continuously reviews and improves Russell Hinton's safety programs and performance. Members are charged with communicating with both field workers and management to be sure all safety concerns are addressed. Safety Committee responsibilities include:

- Review and discuss past and present safety issues and investigate accidents and incidents.
- Identify and implement ways to prevent the reoccurrence of the accidents / incidents.
- Track the corrections of identified hazards.
- Track the completion of Pre-Job Hazard Assessment steps
- Evaluate the safety performance of Russell Hinton Foremen.

The Safety Committee shall consist of the President, the Safety Director, the Superintendents and Consultants, and others as appointed by the Safety Director.

The Safety Committee shall meet quarterly. The Safety Director is responsible for meeting, agendas and minutes. Minutes shall be distributed to the Safety Committee and all Foremen.

5. Hazard Assessment and Inspections

Russell Hinton expects all employees to be aware of conditions in their workplace, to recognize safety hazards, and to eliminate hazards before continuing their work.

The procedures for identifying and planning to control hazards include:

Daily job site inspection

Daily pre-task planning

Pre-job Hazard Assessment

Non-periodic Hazard assessments which includes

- When new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace
- When new or previously unidentified hazards are recognized
- When occupational injuries and illnesses occur
- When we undertake new tasks the safety of which has not been assessed.

A. Daily Jobsite Inspections and Planning

1) Small Crews

Job Foremen or Lead Worker inspect projects daily to identify any exposures or changed conditions that affect our employees' safety. Use the Daily Pre-Task Plan and Inspection form (sample below) to guide your inspection and to document any hazards. Plan your work for the day to eliminate our exposure to these hazards. Note your plan on the Daily Pre-Task Plan and Inspection Form. If you are not able to control any hazard right away, then note the problem found on your Daily Pre-Task form and check with your Superintendent before proceeding. (See Correcting Hazards procedure in Section 6.)

2) Large Crews - Planning

Foremen working on large projects conduct a planning meeting each morning. Each crew meets together with their Foreman and completes the Daily Pre-Task Plan for the work to be done that day.

A single form can be used each day for a week. If conditions change, add information to blank rows on the form. Each employee initials the form every day. The Foreman sends the completed forms to the office each week.

B. Conducting the Daily PTP Meeting

Hold the meeting the first thing each morning. Each crew gathers at their gang-box or work location.

Line out the work planned for the day and the workers' assignments.

Review potential safety hazards listed on the Form. Be sure to add any job specific hazards that are not listed.

As you identify potential hazards, consider how to correct the hazard. Use the most effective method of correction possible:

B. Conducting the Daily PTP Meeting

ELIMINATE: Eliminate the risk by completely removing the hazard.
No danger of injury remains.

SUBSTITUTE: Use less dangerous methods or materials.
The level of danger or likelihood of injury can be significantly reduced.

ENGINEERING CONTROL: Contain the hazard with, barriers, guards or ventilation.
Hazard is still present. Faulty or bypassed guards can lead to injury.

ADMINISTRATIVE CONTROL: Limit exposure with procedures and training.
Hazard is still present. Failure to follow procedures can lead to injury.

PPE: Use Personal Protective Equipment to prevent contact with hazards.
Hazard is still present. Injury can occur if PPE is not used or breaks.

Review each hazard and control with the affected worker(s). Plan to implement the Control and to obtain any equipment, procedure or training needed.

➤ DO NOT START WORK UNTIL ALL CONTROLS ARE IMPLEMENTED.

| | | | | | | | | | | | | | | | |
|--|----------|------------|------------|------------|------------|------------|------------------------------------|----------------------------------|--|------------|--|------------|------------|------------|------------|
| Job Number: | Job Name | | | | | | Completed by | | | | | | Date: | | |
| Today's Hazards – Plan for and Inspect daily: | | | | | | | RHC Exposed? Where and how? | | | | Plan for Safe Work / Corrections Needed | | | | |
| PPE needed? Hard Hats / Eye Protection / Gloves / Footwear / Clothing / Safety Vest / Other | | | | | | | | | | | | | | | |
| Housekeeping: Exits/Stairs/Pathways - Area clean and Organized / | | | | | | | | | | | | | | | |
| Slips, Trips and Falls: Inspect for and mitigate | | | | | | | | | | | | | | | |
| Materials: Storage - Access & Stacking / Equipment for Handling Heavy Items / Containers Labeled | | | | | | | | | | | | | | | |
| Roll and Fold Stages and Ladders: Inspected - Clear space around | | | | | | | | | | | | | | | |
| Guardrails: Perimeter / Shafts / Stairs & Ramps / Openings | | | | | | | | | | | | | | | |
| Extension Cords: Damaged / Exposed to traffic / Trip Hazard | | | | | | | | | | | | | | | |
| Fire Protection: Storage of Flammable Material or Debris | | | | | | | | | | | | | | | |
| Electrical: GFCI - Damaged Temp. power boxes | | | | | | | | | | | | | | | |
| Abrasive power equipment grinders / sanders | | | | | | | | | | | | | | | |
| Tools: Condition / Cords / Guards in Place / Air Hoses and Connectors | | | | | | | | | | | | | | | |
| Evacuation Plan Up-dated - Medical Poster | | | | | | | | | | | | | | | |
| Scaffolds: Users trained - Competent Inspector | | | | | | | | | | | | | | | |
| Motorized Equipment (incl. forklifts / scissor lifts) Operated by RHC | | | | | | | | | | | | | | | |
| New construction access: 2 stairway exits over 3 stories – Man-lift over 5 stories | | | | | | | | | | | | | | | |
| Hazardous Materials: Asbestos / Lead / Silica and other dust | | | | | | | | | | | | | | | |
| Other: | | | | | | | | | | | | | | | |
| Other: | | | | | | | | | | | | | | | |
| Other: | | | | | | | | | | | | | | | |
| Crew Names: Initial Daily | | Mon | Tue | Wed | Thu | Fri | Sat | Crew Names: Initial Daily | | Mon | Tue | Wed | Thu | Fri | Sat |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |

C. Large Project Job Start Up Hazard Analysis

Job safety performance begins before workers start on the site. Forethought and planning are needed to prepare to succeed.

Before work starts on large projects, the Foreman meets with the Superintendent and completes the Job Start Up Hazard Analysis Form. The Safety Officer takes part in the meeting. The Safety Officer is responsible for deciding which projects will use this procedure and scheduling the meeting(s).

The Safety Officer or Superintendent leads the meeting. Fill out the form as you go.

To complete Section 2, think about each major phase of the work. Breaking the job down into parts of work that represent one crew's work is the key to analyzing the project. Always think about the specifics of your project and visualize the work as you fill out the form.

If you need more information or find any plans or equipment that are needed but not available, note each item on the list at the end of the Form. The Superintendent will follow up to finish any action required.

On very large jobs it is useful to repeat the assessment before each major phase of construction begins.

JOB START UP HAZARD ANALYSIS

Job Name: _____ Job #: _____ Date: _____

Attending:

| | |
|-------------------|----------------|
| Foreman: | Superintendent |
| Safety Consultant | Safety Officer |

1. Project Description

| Y/N | CHECK PROJECT SCOPE | CREW SIZE |
|-----|---------------------|-----------|
| | Painting | |
| | Dry Wall | |
| | Other: | |
| | Other: | |

2. Project Phases and Activities

Review the Project plans and schedule. Identify and note the major phases of the work schedule: e.g. Mobilization, Demolition, Studs. Identify phases based on the crew doing the work.

For each major Phase, list the basic work activities. As you identify activities, note any hazards that are likely to be present. As specifically as possible, describe how to protect Russell Hinton workers and from the potential hazards. Note any Codes of Safe Practice that should be followed.

Complete the following table. The sample below lists some possible concerns and controls. Start with a blank form to include only Project specific information.

| PHASE OF WORK | POTENTIAL HAZARDS | PLAN FOR SAFETY |
|--|--|--|
| Mobilization/deliveries/staging Steps: | Struck by vehicle _____ Other | _____ _____ |
| Demolition, Cutting, Patching Existing Steps: | Flying / falling objects _____ Heavy Lifting _____ Trips and Falls _____ Hazardous Materials: Asbestos / Lead / Mold _____ Other | _____ Handling Equipment? _____ Pre-Work Abatement? _____ Other |
| | | |
| | | |

| PHASE OF WORK | POTENTIAL HAZARDS | PLAN FOR SAFETY |
|---------------|-------------------|-----------------|
| | | |
| | | |
| | | |
| | | |
| | | |

3. Overall Hazard Identification

a) Emergency Information: If available attach printed information, otherwise plan to obtain (See Medical Provider List on www.russelhintonsafety.com)

| Attached | INFORMATION | PLAN TO OBTAIN |
|----------|---|----------------|
| | Site Map – Evacuation Routes | |
| | Medical Clinic / Map / Directions / Phone | |
| | Emergency Room - Map / Directions / Phone | |

b) Hazardous Materials

Consider the hazardous materials that Russell Hinton will use on the Project. Be sure all materials that require an SDS are included in the Russell Hinton SDS Inventory on www.russelhintonsafety.com. List highly hazardous or unusual materials below. Review the SDS and note precautions that our workers must take.

| MATERIAL | QTY | PLAN FOR SAFETY |
|----------|-----|-----------------|
| | | |
| | | |
| | | |
| | | |

c) General Fire Prevention

List any Russell Hinton work that presents a fire hazard or where we may be exposed to hot work from others. For each operation describe the precautions needed. Consider fire watch, extinguisher, fire blankets, and Hot Work Permits if required

| HOT WORK AND AREA | PRECAUTIONS |
|-------------------|-------------|
| | |
| | |
| | |

4. Personal Protective Equipment

What types of Personal Protective Equipment will be needed? Consider exposures and check off items needed.

| | | | | | |
|----------|-------------------------------------|--|-----------------------------------|--|----------------------------|
| X | Safety Glasses (Always Required) | | Hard Hats | | High Visibility Vests |
| | Gloves appropriate to task | | Face Shield (Always for grinding) | | Knee Pads |
| | Goggles | | Dust Masks | | Respirators |
| | Personal Fall Arrest | | Hard Toe Boots | | Hearing Protection - type: |
| | Foul Weather Gear | | Chemical resistant Clothing | | Nomex Clothing |

5. Codes of Safe Practice Required

If any of the following will be encountered on the Job, review the Code of Safe Practice and note any actions required. Also, address any notes or questions listed below for any specific Code or indicate plan to complete.

| Y/N | EXPOSURE / POLICY | AREA AND ACTION NEEDED |
|-----|------------------------------|--|
| | Asbestos / Lead / Other | Special Training |
| | Transport Hazardous Material | |
| | Respirator | Pre-Use physical and fit test - Plan |
| | Confined Space | Written Plan / Crew Training |
| | Fork Lift | Certified Operator – Name: |
| | Scissor / Boom Lifts | Operator Training |
| | Fall Protection | Written Plan- Fall Arrest Training if used |
| | Heat Illness | Written Plan |
| | Scaffold | User Training and Competent Inspector |
| | Other / Special Procedure | |

6. Safety Action Required

Note uncompleted planning, corrections, or equipment and materials needed. The Safety Director will follow up on completion. and report on the status of uncompleted items at each Safety Committee Meeting.

| ACTION NEEDED | RESPONSIBLE | DONE |
|---------------|-------------|------|
| | | |

| | | |
|--|--|--|
| | | |
| | | |
| | | |
| | | |

6. Activity Hazard Analysis (AHA)

| | | | | | | |
|---|--|--------------------|--------|------------|--------|--------------------------------|
| Activity/Work Task: | Overall Risk Assessment Code (RAC) (Use highest code) | | | | | RAC |
| Project Location: | Risk Assessment Code (RAC) Matrix | | | | | |
| Contract Number: | Severity | Probability | | | | |
| Date Prepared: | | Frequent | Likely | Occasional | Seldom | Unlikely |
| Prepared By (Name/Title): | Catastrophic | E | E | H | H | M |
| | Critical | E | H | H | M | L |
| Reviewed By (Name/Title): | Marginal | H | M | M | L | L |
| | Negligible | M | L | L | L | L |
| Notes: (Field Notes, Review Comments, etc.) | Step 1: Review each "Hazard" with identified safety "Controls" and determine RAC (See above) | | | | | RAC Chart |
| | Step 2: Identify the RAC (Probability/Severity) as E, H, M, or L for each "Hazard" on AHA. | | | | | E = Extremely High Risk |
| | "Probability" is the likelihood to cause an incident, near miss, or accident and identified as: Frequent, Likely, Occasional, Seldom or Unlikely | | | | | H = High Risk |
| | "Severity" is the outcome/degree if an incident, near miss, or accident did occur and identified as: Catastrophic, Critical, Marginal, or Negligible | | | | | M = Moderate Risk |
| | Annotate the overall highest RAC at the top of AHA | | | | | L = Low Risk |

| Job Steps | Hazards | Controls | RAC |
|-----------|---------|----------|-----|
| | | | |

| Equipment to be Used | Training Requirements/Competent or Qualified Personnel Name(s) | Inspection Requirements |
|---|--|--|
| | | |
| Hazards Checklist | | |
| <ul style="list-style-type: none"> • Can someone be struck or contacted by anything while doing this job? | <ul style="list-style-type: none"> • Can someone slip, trip or fall? | <ul style="list-style-type: none"> • Can someone fall into anything? |
| <ul style="list-style-type: none"> • Can someone strike against or make contact with any physical hazards? | <ul style="list-style-type: none"> • Can someone strain or overexert? | <ul style="list-style-type: none"> • Can damage to equipment occur? |
| <ul style="list-style-type: none"> • Can someone be exposed to any hazardous conditions? | <ul style="list-style-type: none"> • Can someone be caught in anything? | <ul style="list-style-type: none"> • Can someone injure someone else? |
| Approvals (Sign/Date) | Approvals (Sign/Date) | Approvals (Sign/Date) |
| Approvals (Sign/Date) | Approvals (Sign/Date) | Approvals (Sign/Date) |

7. Accidents

A. Foreman’s Procedure for Treating Injuries - When a worker is injured on your job:

1. Eliminate hazards to others.
2. Assess the injury.

☒ Only for a medical emergency, call 911

| MEDICAL EMERGENCIES (911 call) | |
|--|---|
| <ul style="list-style-type: none"> • LOST CONSCIOUSNESS • NOT BREATHING • HEAVY BLEEDING • HEART ATTACK / STROKE | <ul style="list-style-type: none"> • LARGE BURNS • OBVIOUS BONE FRACTURES • SPINE or NECK INJURY • EYE, PHYSICAL DAMAGE – (penetrating object, chemicals, trauma) |
| STROKE? ACT FAST | <u>F</u> ace: Ask the person to smile. Does one side droop? <u>A</u> rms: Ask them to raise both arms. Does one arm drift down? <u>S</u> peech: Can the person repeat a sentence correctly? <u>T</u> ime: If they show any of these symptoms, speed is vital |

3. For any other injury call:

ON-SITE HEALTH & SAFETY
 FIRST AID
(866) 998-2750
 24 HOURS / 7 DAYS
 ALTERNATE NUMBERS:
 (925) 525-9851- (925) 525-9855

4. Get the estimated arrival time from the On-Site dispatcher. Keep the injured employee comfortable and stay with them until the First Aid technician arrives. Provide ice for pain and compression / bandage for bleeding.
5. After calling On-Site or 911, IMMEDIATELY call a Company Superintendent or Safety Supervisor:

➔ Do not leave a message. Call Jordan Satrap – 415 722-5635 if you cannot reach anyone.

6. If the On-Site dispatcher or Technician recommends medical treatment, call a Superintendent or Safety Supervisor first and then take the worker to the clinic. The Clinic location will be noted on your Injury Instruction Poster or found on the RHC Safety Website.

☒ Medical Provider for Downtown San Francisco
 Concentra Occupational Health Clinic -
Hours of Operation: (Mon. - Fri.) 7am - 6pm (Sat.) 9am - 3pm
 26 California Street, San Francisco, CA 94111, Phone: 415.781.7077

🔑 Stay at the clinic until the employee’s treatment is finished. Be sure the clinic staff knows that Company offers modified duty in most cases.

7. Follow the Accident Reporting Procedure below.

B. Accident Reporting Procedure for Injured Employees

If the injured worker remains on site or returns after treatment, have them complete the Employees Accident Report Form (below).

To provide prompt and adequate medical attention it is very important that you report all job-related injuries to your Superintendent immediately. Failure to report injuries is a cause for termination.

If you are injured, tell your Superintendent or Foreman right away. In the case of an injury, notify other workers in the area that you need assistance. Protect an injured employee from further injury. Inform your supervisor of the nature of the emergency as soon as is possible.

If you are involved in or witness an accident, please cooperate with the Safety Director by helping to determine what caused the accident. Your ideas about what caused the accident may help to prevent a similar occurrence. Safety is everybody's business. SAFETY IS NOT ACCIDENT. Company must be notified of any injury or property damage immediately.

Supervisors are to notify the Safety Director immediately of any Injuries or Property Damage.

Instructions: Employees shall use this form to report all work-related injuries or illnesses, *no matter how minor*. This helps us to identify and correct hazards before they cause serious injuries. This form shall be completed by the injured employee as soon as possible and given to a supervisor for further action. The Supervisor will complete the form if the employee is unable to.

C. Accident Investigation

Russell Hinton's policy is to take immediate action when an incident or accident occurs. First and foremost, provide emergency rescue and medical help for all the persons involved and take action to prevent or minimize the risk of harm to others.

Procedures for investigating workplace accidents and hazardous substance exposures include:

- Visiting the accident scene as soon as possible
- Interviewing injured workers and witnesses
- Examining the workplace for factors associated with the accident/exposure
- Determining the cause of the accident / exposure
- Taking corrective action to prevent the accident / exposure from reoccurring
- Recording the findings and corrective actions taken

The investigation will be performed by the Safety Director and assistants as necessary, depending on the severity of the incident. Information gathering will begin as soon as possible after the incident. This will include, taking samples, taking photographs and interviewing the employees directly involved and witnesses that observed the incident.

Russell Hinton will use a form that allows different levels of completion and detail, depending on the severity of the incident, the complexity of the causes, and the requirements of our clients. The form is designed to allow the determination of how factors played into the cause of the incident. They are methodologies / procedures followed by the employee, equipment – tools, work environment and personal preparedness.

The form allows employees or supervisors suggestions on how to prevent the incident / exposure from reoccurring. The Safety Committee will review the findings and give corrective actions to ensure the incident does not reoccur. These actions will be recorded in the minutes of the meeting and distributed to all employees.

1) Supervisors' Accident Reports

When Supervisors learn of an accident or injury they first provide treatment for injured workers and eliminate any continuing hazards. As soon as possible Supervisors contact the Safety Officer, Safety Director, or a Superintendent for instructions.

Supervisors should discuss accidents only with company managers. Any communication with clients or inspectors should be handled by company managers or superintendents.

Supervisors use the form that follows to guide and document their investigation. Follow management instructions on what portions of the form to complete. Send the completed form to the Safety Director as soon as possible

2) Supervisor's Accident Investigation Form

Name of Injured Person _____

Date of Birth _____ Telephone Number _____

Address _____

City _____ State _____ Zip _____

What part of the body was injured? Describe in detail. _____

What was the nature of the injury? Describe in detail.

Describe fully how the accident happened? What was employee doing prior to the event? What equipment, tools being using? _____

Names of all witnesses:

Date of Event _____

Time of Event _____

Exact location of event: _____

What caused the event? _____

Were required safety procedures, equipment, or tools in place and used? If not, what was wrong?

Doctor's Name _____

Hospital Name _____

Recommended preventive action to take in the future to prevent reoccurrence.

Supervisor Signature _____

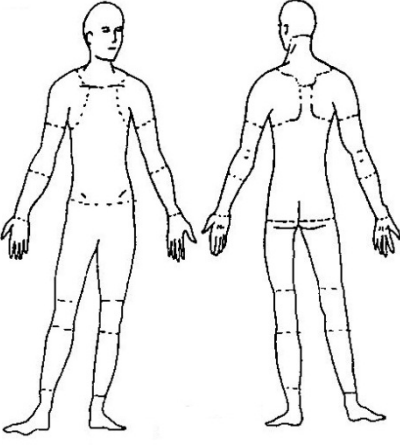
Date _____

Continue with Investigation on the following page if directed to do so by a Safety Committee member.

3) Incident Investigation Report

Instructions: Complete this form as soon as possible after an incident that results in serious injury or illness. (Optional: Use to investigate a minor injury or property damage that *could have resulted in a serious injury or illness.*)

| | |
|---|--|
| This is a report of a: <input type="checkbox"/> Death <input type="checkbox"/> Lost Time <input type="checkbox"/> Dr. Visit Only <input type="checkbox"/> First Aid Only <input type="checkbox"/> Property Damage | |
| Date of incident: | This report is made by: <input type="checkbox"/> Employee <input type="checkbox"/> Supervisor <input type="checkbox"/> Team <input type="checkbox"/> Other _____ |

| Step 1: Injured employee (complete this part for each injured employee) | | | |
|---|--|---|--|
| Name: | Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female | Age: | |
| Department: | Job title at time of incident: | | |
| Part of body affected: (shade all that apply)  | Nature of injury: (most serious one) <input type="checkbox"/> Abrasion, scrapes <input type="checkbox"/> Amputation <input type="checkbox"/> Broken bone <input type="checkbox"/> Bruise <input type="checkbox"/> Burn (heat) <input type="checkbox"/> Burn (chemical) <input type="checkbox"/> Concussion (to the head) <input type="checkbox"/> Crushing Injury <input type="checkbox"/> Cut, laceration, puncture <input type="checkbox"/> Hernia <input type="checkbox"/> Illness <input type="checkbox"/> Sprain, strain <input type="checkbox"/> Damage to a body system: <input type="checkbox"/> Other _____ | This employee works: <input type="checkbox"/> Regular full time <input type="checkbox"/> Regular part time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary | |
| | | Months with this employer | |
| | | Months doing this job: | |
| | | | |

| Step 2: Describe the incident | |
|--|-------------|
| Exact location of the incident: | Exact time: |
| What part of employee's workday? <input type="checkbox"/> Entering or leaving work <input type="checkbox"/> Doing normal work activities <input type="checkbox"/> During meal period <input type="checkbox"/> During break <input type="checkbox"/> Working overtime <input type="checkbox"/> | |

| | |
|--|--|
| Why did the unsafe acts occur? | |
| Is there an attitude (such as “the job can be done more quickly” or “the product is less likely to be damaged”) that may have encouraged the unsafe conditions or acts? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, describe: | |
| Were the unsafe acts or conditions reported prior to the incident? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Have there been similar incidents or near misses prior to this one? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| | |
|--|--|
| Step 4: How can future incidents be prevented? | |
| What changes do you suggest to prevent this incident from happening again? | |
| <input type="checkbox"/> Stop this activity <input type="checkbox"/> Guard the hazard <input type="checkbox"/> Train the employee(s) <input type="checkbox"/> Train the supervisor(s) <input type="checkbox"/> Redesign task steps <input type="checkbox"/> Redesign work station <input type="checkbox"/> Write a new policy/rule <input type="checkbox"/> Enforce existing policy <input type="checkbox"/> Routinely inspect for the hazard <input type="checkbox"/> Personal Protective Equipment <input type="checkbox"/> Other: _____ | |
| What should be (or has been) done to carry out the suggestion(s) checked above? | |
| Continue description on attached sheets: <input type="checkbox"/> | |

| | |
|---|--------|
| Step 5: Who completed and reviewed this form? (Please Print) | |
| Written by: | Title: |
| Department: | Date: |
| Names of investigation team members: | |
| Reviewed by: | Title: |
| | Date: |

8. Hazard Correction

Correct unsafe or unhealthy work conditions, practices or procedures in a timely manner based on the severity of the hazards. Hazards will be identified by inspections and observations of the employees and supervisors. When possible the hazards will be corrected by elimination, substitution, or engineering controls. If those corrections are not possible, the hazard will be controlled by training or PPE methods.

When an imminent hazard is observed, the employee is to immediately notify their Supervisor or Superintendent. That person will remove all exposed workers from the area except those necessary to correct the condition and those workers shall be provided with the necessary protection.

Non-imminent hazards shall be corrected in a timely manner. For hazards that are not immediately controlled, the person who discovered the hazard notifies the Safety Director in writing of the hazard. The Safety Director assigns correction of the hazard to a responsible party, usually a Superintendent or Safety Consultant. The responsible person notifies the Safety Director in writing when the correction is completed.

The Safety Director follows up with the responsible party until the correction is completed. The Safety Director includes all corrections made since the last Safety Committee Meeting and all uncorrected hazards on the agenda for each Safety Committee meeting for review.

9. Training and Certification

Russell Hinton employees, including managers and superintendents, shall have training and instruction in general and job-specific safety and health practices. Training and instruction shall be provided as follows:

- To all New Hires;
- To each employee given a new job assignment for which training has not previously provided;
- To specific or all employees, when new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.
- Whenever a new or previously unrecognized hazard becomes known.
- To superintendents, to familiarize them with the safety and health hazards to which workers under their direction and control may be exposed and to safety and protection procedures.
- To each employee with respect to hazards specific of their job assignment.

Task specific training is required for many tasks before performing work. Such training requirements are specified in the Codes of Safe Practice.

A. General Training

General workplace safety and health practices and training shall include but not limited to the following:

- Overview of our IIPP Program – On Hiring and Annual Review
- Noise issues – When First Exposed and Annual Review
- Confined Spaces Awareness – On Hiring and Annual Review
- Scaffolding – Before exposure and Annual Review
- Fall Protection – Before exposure and Annual Review
- Emergency Preparedness / Medical Services – On Hiring and Annual Review
- Fire Protection / Prevention – On Hiring and Annual Review
- PPE / Appropriate Clothing – On Hiring and Annual Review
- Ergonomics / Proper Lifting – On Hiring and Annual Review
- Hazardous Communication – On Hiring and Annual Review
- Heat Illness – On Hiring and Annual Review

B. Certification

Some tasks require certification to ensure proper training is accomplished. On those work assignments, only properly certified personnel are allowed to operate that piece of equipment or perform that task.

These include:

- Forklift (certification every 3 years, reviews and observed every year)
- CPR / First Aid (Every 2 years) for foreman
- Torch (Annual Review)
- Powder Actuated Tools (Annual Review)
- Boom or Scissor Lift (Every 3 years)

C. Documentation

All training provided to Russell Hinton employees must be documented in writing. The Trainer uses the Employee Training and Documentation Form (below) to note what training has been given. The Employee must sign the form on completion of the training. The Form is pre-labeled with New Hire, New Job Assignment and Annual Refresher training topics. The Trainer checks the boxes when complete.

There are open spaces to note and describe other task specific training when provided.

EMPLOYEE TRAINING DOCUMENTATION FORM

Name of Employee: _____ Date: _____

Name of Trainer: _____

| | | |
|---|---|-------|
| Job Name: | | Job # |
| <u>Training required for newly hired employees:</u> | | |
| <input type="checkbox"/> The COMPANY Injury and Illness Program and Code of Safe Practices. | | |
| <input type="checkbox"/> Disciplinary procedures: Discipline Policy and Substance Abuse Policy. | | |
| <input type="checkbox"/> Injury reporting requirements and the Company's Medical Provider Network. | | |
| New Hire Orientation Videos and specific training for: | | |
| <input type="checkbox"/> Confined Spaces Awareness | <input type="checkbox"/> Fall Protection awareness | |
| <input type="checkbox"/> PPE / Appropriate Clothing | <input type="checkbox"/> Fire Protection / Prevention | |
| <input type="checkbox"/> Ergonomics / Proper Lifting | <input type="checkbox"/> Hazardous Communication: SDS & GHS | |
| <input type="checkbox"/> Heat Illness | | |
| <u>Annual Refresher Training</u> | | |
| <input type="checkbox"/> Overview of our IIPP Program | <input type="checkbox"/> Emergencies / Medical Services | |
| <input type="checkbox"/> Confined Spaces Awareness | <input type="checkbox"/> Fall Protection awareness | |
| <input type="checkbox"/> PPE / Appropriate Clothing | <input type="checkbox"/> Fire Protection / Prevention | |
| <input type="checkbox"/> Ergonomics / Proper Lifting | <input type="checkbox"/> Hazardous Communication: SDS & GHS | |
| <input type="checkbox"/> Heat Illness | <input type="checkbox"/> Scaffolding | |
| <input type="checkbox"/> Noise issues | <input type="checkbox"/> | |
| <u>Training Required for Workers Newly Assigned to Jobs</u> | | |
| <input type="checkbox"/> The site evacuation and emergency warning procedures. | | |
| <input type="checkbox"/> The hazards of any chemicals on site, the right to information on Safety Data Sheets | | |
| <input type="checkbox"/> The use of personal protective equipment required for this work. | | |
| <input type="checkbox"/> The potential hazards this jobsite and for the specific job assignment | | |
| <input type="checkbox"/> The right to ask any questions or talk about Safety without any fear of reprisal. | | |
| <u>Specific Training for work assignments:</u> | | |
| <input type="checkbox"/> Topic: | Training Material | |
| <input type="checkbox"/> Topic: | Training Material | |
| <input type="checkbox"/> Topic: | Training Material | |
| <input type="checkbox"/> Topic: | Training Material | |

I acknowledge this training and agree to comply with the Russell Hinton IIPP and Code of Safe Practices.

Employee Signature: _____ Date: _____

10. Respirable Crystalline Silica Exposure Control Plan

A. Controls and Procedures

Effective control options must be used to eliminate or reduce the risk to workers from the hazards of silica dust exposure. When standard procedures or a site-specific assessment requires protection from silica dust, follow the Exposure Control Plan below for standard sanding of silica containing material or develop a similar procedure for other task exposures

1) Engineering Controls

Where feasible, silica dust exposure must be controlled through engineering controls and work practices in preference to respiratory protection. Russell Hinton Co. provides commercially available dust collection attachment devices as available for sanding devices for use whenever feasible when sanding any silica containing substance. See below for instructions on use of dust collection devices.

However, when sanding silica containing drywall compound Russell Hinton Co. requires the use of respirators along with engineering and administrative controls.

2) Administrative Controls

Russell Hinton Co. requires that when sanding any silica containing material when it is not feasible to use a dust collection device, no employee shall work more than 1 hour per day at that task.

3) Personal Protective Equipment

Russell Hinton Co. requires that appropriate respirators be used whenever employees are exposed to dust from sanding silica containing materials. Safety glasses are also required when sanding.

⚠ Respirators alone are not sufficient protection from silica dust hazards.

B. Dust Collection Device Usage

Set Up: Prior to the use of the dust collection device, or any tool, the employee shall perform a visual inspection of the equipment to ensure it is safe for use. As required by manufacturer's instructions, the dust collection device shall be properly attached to the tool.

Cleaning: The dust collection device is equipped with a HEPA filter and collection tray. Per the manufacturer's recommendation the filter is disposable and should be discarded as directed. If the collection tray becomes full of dust and restricts use, the tray shall be cleaned in the following manner on the worksite:

Disconnect power source from the device then remove the collection tray. If needed discard the filter. If the filter is still usable place it to the side.

Place the collection tray in a sealable plastic bag and shake the dust from the tray.

Allow the dust to settle before opening the bag and removing the tray. Any residual dust can be cleaned from the tray with only a damp cloth. Allow the tray to dry before reinstalling.

Reinsert the filter into the tray and replace it onto the device.

A thorough cleaning of the collection tray shall be performed when the device is returned to the shop.

A thorough cleaning consists of clearing dust with a HEPA vacuum and washing with water or damp cloth.

C. Housekeeping Practices

To further reduce the exposure of crystalline silica dust in the worksite, use the following housekeeping practices:

- Dry sweeping, and dry brushing of in affected work areas are not permitted by

Russell Hinton Co. employees.

- Use of compressed air to clean clothing or surfaces in affected work areas are not permitted by Russell Hinton Co. employees.
- A HEPA vacuum or wet method will be used for all silica containing dust cleanup.

11. Recordkeeping

Russell Hinton Company maintains Safety related records required by regulations and as needed to measure and improve safety performance. Records are kept in the office at:

580 Irwin St,
San Rafael, CA 94901.

The following records are maintained:

| RECORD | LOCATION | RETENTION |
|--|------------------------------------|--------------------------------|
| The current IIPP and Code of Safe Practices | Safety Files | Indefinitely |
| Accident Report and Investigation Forms filed by date of occurrence) | Claim files with W. Comp. Policies | Indefinitely |
| Current SDS files | Safety Files | 5 Years |
| Safety Inspection Checklist and other inspection reports | Safety Files | 5 Years |
| Tailgate Safety Meeting Reports | Safety Files | 5 Years |
| Other Job Related Safety Documents | Safety Files | 5 Years |
| Hazard Correction Reports | Safety Files | 5 years |
| Employee Safety Suggestion Forms | Safety Files | 3 Years |
| Individual Employee Training Documentation Forms | Personnel Files | 1 year from end of Employment |
| Group training sign-in sheets | Safety Files | 10 years |
| Discipline Warning and Termination forms | Personnel Files | 3 years from end of Employment |
| Medical records (respirator tests, etc.) | Maintained by physician | |
| Employee Exposure Records | Safety Files | 30 Years |
| Cal OSHA 300, 300A and 301 Forms | Safety Files | 5 years |

12. Code of Safe Practices Introduction

All persons shall follow these safe practices and policies, render every possible aid to safe operations and report all unsafe conditions or practices to the superintendent(s).

- Alcohol and Drugs WILL NOT BE TOLERATED. If you are under the influence during working hours you will be terminated immediately.
- Work shall be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment.
- No one shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness or other causes that it might unnecessarily expose the employee or others to injury.
- Unnecessary and excessive haste is the cause of many accidents. Exercise caution at all times. WALK, DO NOT RUN!
- Horseplay, running, fighting or any activity that may result in an injury will not be tolerated and you are subject to immediate termination.
- Material and equipment shall be stored so that sharp projectiles will not interfere with the walkway.
- Personal protective equipment must be used as follows:
 - **Eye Protection:** Shall be worn whenever one has a tool in their hand, working on ladders or lifts in ceiling grids, cutting, sawing, grinding, welding
 - **Hard hats:** During all construction with open ceilings, on ladders or lifts
 - **Gloves:** When handling metal studs, pulling wire, handling chemicals or hazardous substances, Welding, grinding or cutting
 - **Work Boots / shoes:** Must be leather with hard non-slip soles. No tennis shoes.
 - **Clothing:** Russell Hinton t-shirts must be worn at all times on a jobsite. If you need additional shirts, please ask your superintendent. In addition, tapers and painters must wear white pants per their respective CBAs.

13. Housekeeping:

- Spilled liquids or other materials must be cleaned up immediately.
- Work areas are to be kept clean and orderly. Tools, wire, supplies, materials and loose objects are not to be left in disorder during the workday, at the end of the workday, or at the end of the project.
- Clean paths, without obstruction, of entry to and from egress from work area are to be maintained at all times.
- Sharp protruding nails and wire must be removed or bent.
- Employees may not perform housekeeping duties at close distance to energized electrical contact hazards, unless adequate safeguards are in place.

14. Emergency Planning and Response

A. Training

1) Emergency Procedure Training

- Employees are trained on this Emergencies and Medical Treatment Policy when hired and when assigned to each new job as part of the Orientation training. Employees must be familiar with the Emergency Information form posted at each work site
- Foremen are trained in this Policy before their first assignment as a Foreman as part of their Safety training.
- The Safety Director files training records in each employee's Personnel Safety File. Use the Russell Hinton Training Documentation Form (see Training Section of the IIPP).

2) First Aid / CPR Training

- All Russell Hinton Foremen must be trained and certified to provide First Aid and CPR. Each Foreman must have a valid certificate in first-aid training from the American Red Cross or equivalent.
- At least annually and as needed, Russell Hinton presents a First Aid / CPR class for Foremen to be certified or re-certified.
- The Safety Coordinator files training certification documents in the employee's Personal Safety File, tracks the date that each employee requires recertification and schedules classes.

⚠ It is company policy that employees are not trained to provide emergency medical services involving serious injury and/or loss of blood. Should employees choose to respond to such emergencies, it is on a "Good Samaritan" basis. Follow the Foreman's Procedure for Treating Injuries above.

B. Medical Treatment Information and Supplies

1) Requirements

Each jobsite maintains

- First Aid Kit and supplies
- List of Medical Providers and Hospital with directions for the site and emergency cell phone number. Make sure you know the location and directions to the nearest emergency medical facility. For this list, please visit www.russellhintonsafety.com

2) First Aid Kits

- A first aid kit is provided for each crew. The kit shall meet the minimum requirements of ANSI Z308Z.1 – 2015: Class B. The container shall be ANSI Type IV. Preferably the kit will contain all the items listed below and comply with Cal-OSHA 1512 (c) as well, but a kit meeting ANSI Class B is acceptable. Items noted as "extra" do not need to be provided in the same container as the rest of the 1st aid kit.

⚠ Kits should be close enough to any injured worker to be available within 3 to 4 minutes.

| item | qty | |
|---|-----|-------|
| Adhesive Bandage 1x3 in. | 50 | |
| Adhesive Tape 1 inch wide by 2.5 yd | 2 | |
| Antibiotic Application 0.5 gram | 25 | |
| Antiseptic towelettes with 0.5 gram | 50 | |
| Breathing Barrier for CPR | 1 | |
| Burn Dressing (gel soaked) 4x4in | 2 | |
| Burn Treatment 1/32 oz | 25 | |
| Cold Pack, 4x5 in | 2 | |
| Eye Covering, with means of attachment 2.9 sq. in | 2 | |
| Eye/Skin Wash 2 fl. oz for individual use (or one 4 oz.) | 2 | |
| First Aid Guide | 1 | |
| Gloves Medical Exam pairs | 4 | |
| Hand Sanitizer 1/32 oz | 10 | |
| Roller Bandage 4 inch by 4 yd | 1 | |
| Roller Bandage 2 inch by 4 yd | 2 | |
| Scissors | 1 | |
| Splint, 4.0 x24 in | 1 | |
| Sterile pad, 4x4 in. | 4 | |
| Sterile pad 3x3 in | 6 | |
| Tourniquet 1 in. (width) | 1 | |
| Trauma pad 5x9 in | 4 | |
| Triangular Bandage 40x40x56in. with safety pins | 2 | |
| Tweezers | 1 | |
| Adhesive Bandage 1x3 in. | 50 | extra |
| Adhesive Bandage 2x3 in. | 50 | extra |
| Adhesive Bandage knuckle | 50 | extra |
| Analgesics (oral) | 25 | extra |
| Antihistamine oral | 25 | extra |
| Bio-Hazard Bag w/tie - 24" x 24" | 1 | extra |
| Burn Dressing (gel soaked) 4x4in | 2 | extra |
| cotton swabs (q-tofs) | 50 | extra |
| Electrolyte replacement - powder for 1 qt / meets W.H.O. requirement (Reduced Osmolality Oral Rehydration Salts) | 10 | extra |
| Eye/Skin Wash 2 fl. oz for individual use | 8 | extra |
| Foil blanket | 1 | extra |
| Forceps - Plastic | 1 | extra |
| Hydrocortisone 1 gram or Sting Relief Wipe | 10 | extra |

- First Aid Supplies container shall be:
 - Moisture resistant

- Equipped with a carrying handle
- Able to be mounted in a fixed position
- Corrosion resistant
- Maintenance of 1st Aid Kit
Foremen inspect their first aid supplies after the first Tailgate meeting of each month. If any items are missing, order a new kit from the Superintendent and return the old one.
- Kit Contents are color-coded per ANSI standard

| Colors | Items |
|---------------|--|
| Yellow | Bandages, Gauze Dressings |
| Blue | Antiseptics |
| Red | Burn products |
| Orange | CPR, Blood borne Pathogen, Personal Protection |
| Green | Miscellaneous |

15. Respiratory Protection Program

A. Introduction:

Russell Hinton works in some areas where its employees may be exposed to airborne concentrations of hazardous substances at or above established action levels. The purpose of this program is to protect our workers at such job sites from respiratory hazards.

Russell Hinton attempts to protect our workers by eliminating the hazardous levels of exposure with “engineering” controls such as ventilation or temporary enclosures. Only when such control is not feasible Russell Hinton uses appropriate respirators to protect its workers.

This respiratory protection program applies to all Russell Hinton employees who are required to wear respirators while working and to those who choose to wear respirators on a voluntary basis. Russell Hinton employees who voluntarily wear dust masks are not subject to the medical evaluation, cleaning, storage and maintenance provisions of this program.

Russell Hinton provides all respirators and related items to employees who are required to wear respirators. Employees who choose to wear respirators where respiratory protection is not required must provide their own respirators.

B. Program Responsibilities:

Program Administrator Responsibilities:

- Assessing respiratory hazards
- Selecting appropriate respiratory protection
- Training Superintendents and Foremen in the requirements and implementation of this program
- Arranging and/or conducting companywide respirator user training.
- Directing proper storage and maintenance of respiratory protective equipment
- Arranging fit testing and retaining fit test provider.
- Administering the medical surveillance program
- Maintaining records required by the program.
- Evaluating the program
- Updating the written program as needed.

The Safety Director is the designated Program Administrator for Russell Hinton.

Superintendent Responsibilities:

- Identifying work areas, processes or tasks that require workers to wear respirators and assessing the hazards.
- Monitoring respirator use to ensure that respirators are used in accordance with their certifications
- Arranging and/or conducting site-specific respirator user training.
- Ensuring that employees using respirators understand and follow the program
- Ensuring that Russell Hinton employees using respirators have received respirator use training, fit testing and an annual medical evaluation.

- Ensuring the availability of respirators and accessories
- Enforcing the proper use of respiratory protection when required
- Ensuring that respirator users properly clean, maintain and store their respirators.

Foreman Responsibilities

- Identifying possible exposures to airborne contaminants and notifying The Safety Director or the Superintendent (the Designated Supervisors)

➔ Check for exposures during Daily and weekly jobsite inspections

- Watch for removal of paint.
 - Watch for demolition, concrete cutting and other dust creating operations.
 - Be careful around paints, glues and solvents.
 - Look out for fumes from welding other installation processes or vehicles.
 - Be aware of contaminants from the facility operations.
 - Check your SDS list.
- Enforcing the proper use of respiratory protection when required
 - Ensuring that respirator users properly clean, maintain and store their respirators.
 - Providing adequate facilities for employees to clean and store respirators.
 - Identifying changes in the work place that may change the workers' exposure and notifying the Designated Supervisor of the changes.
 - Cooperating with supervisors to comply with this policy

Employee Responsibilities:

- Wearing a respirator when and where required.
- Wearing the respirator in the manner described during training.
- Maintaining and cleaning the respirator as instructed.
- Storing the respirator in a clean and sanitary location
- Informing the site supervisor if respirator no longer fits and requesting a new one.
- Informing a supervisor of any concerns regarding respiratory protection

C. Hazard Assessment and Selection Procedures:

The Designated Supervisor selects respirators to be used based on the hazardous exposures and in accordance with all OSHA standards. The Designated Supervisor conducts a hazard assessment and completes a Respiratory Protection Program Checklist for each potential exposure to airborne contaminants. The hazard assessment responsibilities include:

The Designated Supervisor completes the following:

- Identify and document any hazardous substances that could be airborne in our work area.
- Review the SDSs for all such substances.
- Review our planned work operations to determine where exposures to these hazardous substances may occur.

- Retain a qualified subcontractor to monitor and to quantify potential hazardous exposures when needed to properly assess the hazard.
- Select respirators that properly protect the workers in accordance with all Cal-OSHA requirements (see Section 1544 (d)). Follow all steps in the “Appropriate Respirator” section of the Respiratory Protection Program Checklist.

➔ In situations where respiratory failure would pose an immediate threat to life, irreversible health effects or would impair emergency escape (IDLH), The Safety Director notifies everyone involved that special procedures are required. The Safety Director develops and implements such special procedures in accordance with Cal-OSHA regulations.

- Document the results of the assessment and directing the jobsite supervisor in the respiratory protection procedures to follow.
- Use the Respirator Checklist to document your steps. Documentation of the assessment includes:
 - The hazardous contaminant(s) present.
 - Symptoms of exposure
 - Description of the work and the source of contaminants
 - Procedures used in any air monitoring.
 - Any results of air monitoring

➔ If the owner or client does air monitoring be sure to get a written copy of the results.

- The type of respirator and any cartridge required.
- Update the assessment whenever work site conditions change in a way that workers’ exposure may be altered.

Give a copy of the completed Checklist to the site supervisor and keep a copy in the job file. (See sample below)

D. Preparations for Respirator Use

Respirator Selection:

The Designated Supervisor chooses the appropriate respirator based on the Hazard Assessment.

Russell Hinton uses only respirators certified by the National Institute for Occupational Safety and Health (NIOSH). All filters, cartridges and canisters used by Russell Hinton employees must be labeled with NIOSH certification labels.

Filters, cartridges and/or canisters that have missing or defaced NIOSH certification labels must be removed from service immediately and discarded.

Medical Evaluations:

Employees who are either required to wear respirators, or who choose to wear air-purifying respirators voluntarily, must have a medical evaluation before using the respirator. The Safety Director retains a qualified Physician or Licensed Health Care Professional to perform medical evaluations for Russell Hinton employees who will use respirators.

The Safety Director, the Superintendent or the Foreman ensures that the Physician or Licensed Health Care Professional has sufficient information to evaluate our employees including:

- A copy of this Respiratory Protection Program;
- Cal-OSHA's current Respiratory Protection Standard;
- A list of the hazardous substance or substances found during the Hazard Assessment;
- The name and job description of each respirator user;
- The type and weight of the respirator assigned to each user;
- The estimated length of time each user will be required to wear a respirator;
- The expected physical work load (light, moderate, heavy);
- Potential temperature and humidity extremes
- Information about any additional personal protective equipment and/or clothing each employee will be required to wear.

Medical evaluation procedures:

- The medical evaluations are conducted in accordance with Subsection (e) of Section 5144 of Cal-OSHA's General Industry Safety Regulations.
- Each employee must be questioned and examined in person by a qualified Physician or Licensed Health Care Professional
- Medical evaluations are performed on Russell Hinton time.
- Specify use of a powered air-purifying respirator for any employee whose medical condition requires one.
- Perform additional medical evaluations if:
 - The employee reports signs and/or symptoms related to his or her ability to use a respirator such as shortness of breath, dizziness, chest pains or wheezing.
 - The Physician or Licensed Health Care Professional believes the employee needs to be reevaluated.
 - Information from this program, including observations made during fit-testing and program evaluation, indicates a need for reevaluation;
 - A change occurs in workplace conditions that may result in an increased physiological burden on the employee.
- All examinations and questionnaires are to remain confidential between the employee and the Physician or Licensed Health Care Professional.

Fit-Testing:

Fit testing is mandatory for employees who are required to wear respirators with tight fitting face pieces. The Safety Director retains and monitors a qualified provider to perform fit testing for Russell Hinton.

Fit testing is required:

- Before starting work requiring the use of a respirator;
- Annually thereafter; and

- When there are changes in the employee's physical condition that could affect respirator fit such as obvious changes in body weight, facial scarring, extensive dental work, etc.

Fit testing procedures:

- All fit testing must comply with the requirements of Appendix A of Section 5144 of Cal- OSHA's General Industry Safety Regulations
- Fit-test employees with the make, model and size respirator that they will actually be wearing.
- Provide employees with several models and sizes of respirators so that they can find the best and most comfortable fit possible.
- When an employee must use a powered, air-purifying respirator, fit testing must be done in the negative pressure mode.

Training:

A Designated Supervisor or Site Supervisor monitors their training by the Medical Evaluator or Fit Test Provider in:

- This Respiratory Protection Program
- Their responsibilities under the program
- Cal-OSHA's Respiratory Protection Standard
- The respiratory hazards identified at this job site and symptoms of exposure.
- The proper selection and use of the respirators to be used
- Limitations of respirators
- Respirator donning
- Positive and negative fit checks.
- Fit-testing
- Signs that filters or cartridges need to be replaced.
- Emergency procedures
- Maintenance and storage
- Medical signs/symptoms limiting the effective use of respirators

Employees are retrained annually or as needed, for instance when a different type of respirator is required. Employees must demonstrate their understanding of the topics covered in the training through hands-on exercises.

Voluntary Respirator Use:

No employee may wear a respirator voluntarily unless the Safety Director has determined that doing so will not create a hazard. The Safety Director provides each employee participating in voluntary respirator use with a copy of Appendix D of Section 5144 of Cal-OSHA's General Industry Safety Regulations.

Where voluntary respirator use is permitted, employees who choose to wear respirators must provide their own respirators. Employees participating in voluntary respirator use wearing a half-face piece air-purifying respirator are required to comply with the procedures in this program for medical evaluation (at their own expense), respirator use, cleaning, maintenance and storage.

E. General Use Procedures:


The Site Supervisor documents all respirator users on the Respiratory Protection Checklist.

- List each employee in a space provided on the Checklist.
- Note dates of the medical evaluation and the fit test.
- Note the type and size of the respirator required.
- Have the employee sign to confirm the evaluation, fit test and training.

F. Fit Testing

Each employee using a respirator conducts a user seal check each time he or she wears the respirator. Employees may use either the positive or negative pressure check depending on which works best for them. All seal tests are performed in accordance with Appendix B-1 of Section 5144 of Cal-OSHA's General Industry Safety Regulations (below):

- A. Positive pressure check. Close off the exhalation valve and exhale gently into the face piece. The face fit is considered satisfactory if a slight positive pressure can be built up inside the face piece without any evidence of outward leakage of air at the seal. For most respirators, this method of leak testing requires the wearer to first remove the exhalation valve cover before closing off the exhalation valve and then carefully replacing it after the test.
- B. Negative pressure check. Close off the inlet opening of the canister or cartridge(s) by covering with the palm of the hand(s) or by replacing the filter seal(s), inhale gently so that the face piece collapses slightly, and hold the breath for ten seconds. The design of the inlet opening of some cartridges cannot be effectively covered with the palm of the hand. The test can be performed by covering the inlet opening of the cartridge with a thin latex or nitrile glove. If the face piece remains in its slightly collapsed condition and no inward leakage of air is detected, the tightness of the respirator is considered satisfactory.

 Employees are not permitted to wear tight-fitting respirators if they have any condition, such as facial scars, facial hair, missing dentures or any other condition that prevents them from achieving a good seal.

G. Maintenance:

Respirators must be properly maintained at all times. The employee using the respirator inspects it for cleanliness and defects before each use. The Superintendent and /or Safety Director also inspects each respirator before issuing it to a job.

If the user finds worn or deteriorated parts or other defects he or she obtains a replacement from the site supervisor. The Site Supervisor tags the defective respirator and returns it to the shop for repair.

If the Superintendent finds defects or receives defective respirators from the field, the Superintendent makes or returns the respirator to the manufacturer for repairs.

- ➔ Do not replace or repair components except when recommended by the manufacturer.
- ➔ The manufacturer must conduct repairs to regulators and/or alarms of atmosphere-supplying respirators.

Inspect respirators for defects including:

Face pieces:

- Cracks
- Tears
- Holes
- Distortion
- Cracked or loose lenses/face shields

Head straps:

- Breaks
- Tears
- Broken Buckles

Valves:

- Residue/dirt
- Cracks
- Tears

Filters/Cartridges:

- NIOSH approval designation
- Gaskets
- Cracks in housing
- Dents in housing
- Appropriate cartridge for hazard

Air Supply Systems:

- Breathing air quality/grade
- Condition of supply hoses
- Hose connections
- Settings on regulators
- Settings on valves

Air-Purifying Respirator Malfunction:

For any malfunction of an air-purifying respirator, such as breakthrough, face piece leakage, defective valves etc., the respirator user leaves the exposure area immediately and reports the malfunction to the Site Supervisor. The Supervisor provides a replacement and returns the defective respirator to the Superintendent.

Atmosphere-Supplying Respirator Malfunction:

Employees who use atmosphere-supplying respirators must work with a “buddy.” The buddy assists his or her partner in case of a malfunction. Buddies must be in direct contact and able to respond at once. The buddy must be using a Self-Contained Breathing apparatus or be able to don one immediately. After putting on the SCBA, the partner physically assists the buddy from the exposure area.

Cleaning:

- The Site Supervisor designates the location(s) for respirator cleaning and storage and provides supplies and equipment required.
- Respirator users clean the respirator issued to them as needed and at least daily. Clean and disinfect Atmosphere Supplying or emergency escape respirators after each use.
- The procedure to clean and disinfect respirators includes:
 - Disassemble respirator.
 - Wash the face piece and associated parts in a mild detergent with warmwater.
 - Rinse thoroughly in clean warm water.
 - Wipe the respirator with disinfectant wipes of 70% isopropyl alcohol.
 - Let the respirator dry in a clean area.
 - Reassemble the respirator and replace any defective parts.
 - Place the respirator in a clean, dry plastic bag.

Respirator Storage:

The Site Supervisor establishes appropriate storage areas where each user stores his or her equipment. Provide:

- Clean, dry area in accordance with the manufacturer’s recommendations (Designated, protected shelf in a gang box, cabinet in change shacketc.)
- Protective bags or boxes to place the cleaned and bagged respirator in. Bags or boxes are marked with the user’s name and used only to store that employee’s respirator
- Atmosphere-supplying respirators must be stored in a dedicated locker or cabinet under the direct control of the Site Supervisor.

Cartridge Change Schedules:

Employees using respirators with any type of cartridges are responsible for changing cartridges:


- Any time they begin to have trouble breathing.
- Any time they smell or taste a chemicals substance
- At any other time recommended by the manufacturer

Time for Cleaning and Maintenance

Employees are permitted to leave their work when they must in order to:

- Clean their respirators.
- Change filters or cartridges.

- Inspect their respirators when they detect leakage or for any other damage to the respirator
- Wash their faces and respirator face pieces when skin irritation occurs.
- Replace filter, cartridge or canister.

 Employees must tell their supervisor before leaving the work area.

H. Atmosphere-Supplying Respirator Requirements

- For supplied air respirators, only Grade D breathing air may be used in cylinders. The Safety Director ensures that our suppliers certify that the air in all cylinders supplied for use with respirators meets the specifications of grade D air.
- The Site Supervisor maintains a minimum air supply of one fully charged replacement cylinder for each supplied air respirator unit on the job.

I. Program Evaluations:

Jobsites

The Site Supervisor evaluates the workplace and respiratory hazards with each scheduled daily or weekly inspection. Consult regularly with respirator users. Arrange for air monitoring and revised hazard assessment whenever required to address changed exposures.

Corporate Respiratory Protection Program

The Safety Director conducts annual evaluations of Russell Hinton’s work to ensure that the provisions of this program are being implemented and properly address exposures. The evaluations include consultations with employees who use respirators and their supervisors, site inspections, air monitoring as needed and a review of records.

- The Safety Director prepares a report on each evaluation including any changes required and a plan for implementing them.

J. Documentation and Record Keeping:

This program is part of the Russell Hinton’s Code of Safe Practices that is provided to all Foremen. The Code of Safe Practice is available to any employee on request.

The Safety Director maintains an up to date copy of all relevant Cal-OSHA regulations in the office that is available for any employee to review.

Copies of all medical evaluation reports, all training records and all fit-test records are kept in the Corporate Safety Training files. Employees may inspect their files during normal working hours. The Physician or Licensed Health Care Provider retains any documents with confidential health information.

RESPIRATORY PROTECTION PROGRAM CHECKLIST

Complete a separate Checklist for each contaminant Russell Hinton will be exposed to on this project.

Job Site Name: _____ Date: _____

Number: _____ Site Supervisor: _____

Address: _____

Work Area(s) with Respiratory Hazard _____

Work to be performed with Respiratory Hazard

Potential Contaminant:

Used In or Created by Our Work: _____

Created or released by other contractors: _____

Resulting from demolition: _____

Present because of owner operations: _____

SDS Reviewed Date: _____

Air Monitoring performed? Yes No Report Filed in office: Date: _____

Exposure will exceed action level? Yes No (If No do not complete the checklist)

Dangers of Exposure _____

Symptoms of Exposure: _____

Will exposure be Immediately Dangerous to Life or Health Yes No

(See IDLH provisions in Respiratory Protection Program)

➔ Consider the atmosphere immediately dangerous to life or health (IDLH) if you cannot identify or reasonably estimate employee exposure.

If Yes, the Safety Director must draft IDLH procedure and checklist. Do not complete this form.

Appropriate Respirator:

A) Is exposure to gas or vapor? Yes No

If Yes, choose:

- Atmosphere-supplying respirator or
- Air-purifying respirator NIOSH certified for contaminant
- With End of Service Life Indicator or
 - With Change Schedule that ensure that canisters and cartridges are changed before the end of their service life

Change Schedule based on objective data: _____

B) Is exposure to particulates? Yes No

If Yes, choose:

- Atmosphere-supplying respirator or
- Air-purifying respirator with filter NIOSH certified under 30 CFR part 11 as a high efficiency particulate air (HEPA) filter or
- Air-purifying respirator equipped with a filter certified for particulates by NIOSH under 42 CFR 84 or
- For contaminants consisting primarily of particles with mass median aerodynamic diameters (MMAD) of at least 2 micrometers, an air-purifying respirator equipped with any filter certified for particulates by NIOSH

C) Choose the specific respirator based on Assigned Protection Factors for respirators (see 1544 (d) (3) (A) (1) Table 1) and the Maximum Use Concentration (MUC) of the exposure (see 1544 (d) (3) (A) (2)).

D) Model and Manufacturer of Respirator Selected for this contaminant: _____

Information about using this Respirator:

Respirator weight: _____ Maximum continuous use: _____

Expected physical work load: light moderate heavy

Potential temperature and humidity extremes: __

Additional personal protective equipment and/or clothing required for users: _____

Limitations on respirator use: _____

Signs that filters or cartridges need to be replaced: _____

Medical conditions of wearers that limit use:

Special manufacturers recommendations regarding fit, donning, maintenance or storage:

Jobsite Information:

Storage Area(s) for respirators: _____

Location(s) for cleaning respirators: _____

Respirator User Documentation

| Name | Medical Date | Fit Date | Size | Signature: Acknowledging evaluation testing and training |
|------|--------------|----------|------|--|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
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| | | | | |

A copy of this checklist is kept on site and is available for any employee to review.

Sample Respirator Checklist

16. Electrical Safety:

A. Electrical Powered Tools

→ Always use ground fault circuit interrupter protected circuits or adapters.
Never plug directly into a receptacle that is not shown as “GFCI.”

Check your electrical equipment, lines and cords daily.

Do not use power equipment or tools on which you have not been trained.

Keep power cords away from path of drills and wires soldering and cutting equipment.

Do not use cords that have splices, exposed wires or cracked or frayed ends.

Disconnect the tool from the outlet by pulling on the plug, not the cord.

Turn the tool off before plugging or unplugging it.

Do not carry plugged in equipment or tools with your finger on the switch.

Do not leave tools that are “On” unattended.

Do not handle or operate power hand tools when your hands are wet or you are standing on wet surfaces. Wear rubber-soled or insulated work boots.

Do not remove the ground prong from electrical cords. Do not use an adapter such as a cheater plug that eliminates the ground.

Do not use extension cords or other three-pronged power cords that have a missing prong.

Do not plug multiple electrical cords into a single outlet.

Do not operate a power hand tool or portable appliance while holding a part of the metal casing or while holding the extension cord in your hand. Hold all portable power tools by the plastic hand grips or other nonconductive areas designated for gripping purposes.

Do not use electrical tools if housing is cracked.

Never use electrical tools while working on a metal ladder.

If necessary, make sure you secure or clamp cables or cords so that they are securely held in place.

Before using electrical equipment make sure you are aware of the location of the circuit breaker in case of emergency.

→ DO NOT WORK ON ENERGIZED ELECTRICAL PANELS OR EQUIPMENT!

B. Electrical Shock

Using caution, make certain that the victim is no longer in contact with the source of electricity. If still in contact, determine the safest way to quickly remove the victim from the source or the source from the victim.

Note items below assume a CPR /First Aid-trained person is present. Send someone to dial 911 while you assist the victim. If possible, do not leave the victim unattended. All shock victims must be checked and treated at a hospital emergency room.

If a CPR /First Aid-trained person is present:

Establish an open airway by gentle tilting the victim’s head back.

Check and maintain breathing.

If victim is not breathing, perform CPR until emergency medical personnel arrives and takes over from you.

If the victim is conscious & breathing, keep them warm and reassure them that help is on the way.

If the victim vomits turn them on their side to prevent airway blockage. Cover any burned skin with sterile gauze.

17.Forklifts

All Russell Hinton use of Powered Industrial Trucks (Forklifts) shall comply with Cal-OSHA General Industry Safety Orders Sections 3649 through 3669.

A. Training:

All operators are required to complete training and have a valid operator's permit prior to driving Forklifts. Operators must be trained in the safe operation of the type of forklift they are assigned to operate:

Class 1: electric motor rider trucks

Class 2: electric motor narrow-aisle trucks

Class 3: electric motor hand trucks

Class 4: internal combustion engine trucks – cushion tire

Class 5: internal combustion engine trucks – pneumatic tires

Class 6: Electric and internal combustion engine trucks,

Class 7: Rough Terrain forklift trucks including "reach" forklifts.

A certified trainer shall conduct training for operators. Training shall meet all requirements of Cal-OSHA including Section 3668. Training shall include both classroom and hands-on training. Operators must pass both a written and operating test.

A training permit is valid for three years. Operators whose permit expires must be re-evaluated and issued a new permit by a certified trainer.

Shop and field foreman shall assure that all operators have a current permit, have been trained and are familiar with the equipment they will be required to operate.

B. Daily Inspection:

Each operator of a forklift shall inspect the forklift daily for mechanical problems.

If problems are found, report them to the foreman. Do not operate the forklift until repairs are completed.

The daily inspection must include all items on the Forklift Daily Checklist form (sample below). Use one inspection sheet each week. Keep it on the lift with the operating instructions during the week. File the form at the end of each week in your job files and send a copy to the office.

C. Attachments and Modifications

- ➔ Never attach slings or platforms to the forks unless they are specifically provided or approved by the lift manufacturer.
- ➔ Never modify the forklift in any way that is not approved by the manufacturer.

Forklifts may be used with slings to lift pipe or other loads, but only when the slings are attached to the forks with a manufacturer approved attachment point.

Some Forklifts have an optional powered hoist attachment. When using such an attachment the operator must follow the crane operating procedures.

- ✧ If a hoist attachment has a capacity (not a load) of over 2,000 pounds, all the crane regulations apply. Operators must then be CCO qualified as operators and qualified riggers and signal persons are required

D. Forklift Safe Operation Rules

Post this procedure and the following safety rules at all shop and field locations where forklifts are used.

- Only drivers who have been trained in the safe operations of industrial trucks pursuant to Title 8 Section 3668 and permitted by Russell Hinton are allowed to operate forklifts at shop and field locations.
- Stunt driving and horseplay are prohibited.
- No riders are permitted on vehicles unless provided with a seat and safety belt.
- Employees may not ride on the forks or masts.
- Employees may not place any part of their bodies outside the running lines of a forklift or between the mast uprights or other parts of the forklift where shear or crushing hazards may exist.
- Employees are not allowed to stand, pass or work under the elevated portion of any forklift, loaded or empty, unless it is effectively blocked to prevent it from falling.
- Operators shall safety check the forklift at least once per shift, and if it is found to be unsafe, the matter shall be reported immediately to a foreman and the forklift shall not be returned to service until repairs are completed.
- Do not operate a forklift with a leak in the fuel system.
- Forklifts must be operated at a safe speed and in a safe manner:
 - Slow down and sound the horn at cross aisles and other locations where vision is obstructed.
 - If the load being carried obstructs forward view, always travel with the load trailing.
 - Always maintain a safe distance from other vehicles. (For trucks traveling in the same direction, a safe distance is approximately 3 truck lengths or preferably a time lapse of 3 seconds passing the same point.)
 - Keep the forklift under positive control at all times.
 - Observe all established traffic regulations.
 - Operators shall look in the direction of travel and shall not move a vehicle until certain that all persons are in the clear.
 - Trucks shall not be driven up to anyone standing in front of a bench or other fixed object of such size that the person could be caught between the truck and object.
 - The forks shall always be carried as low as possible, consistent with safe operations.
 - Ascended or descended grades slowly.
 - When ascending or descending grades more than 10 percent, drive loaded trucks with the load upgrade

- On all grades the load and load engaging means must be tilted back as far as possible and raised only as far as necessary to clear the road surface.
- When leaving a vehicle unattended, either:
 - a) The power shall be shut off, the brake is set, and the forks left in the down position, or:
 - b) The power may remain on provided the brakes are set, the forks are left in the down position and the wheels are blocked, front and rear.
(Note: The forklift is "unattended" when the operator is over 25 feet from or out of sight of the vehicle.)
- When the operator of a forklift is dismounted and within 25 feet of the forklift that remains in the operator's view, the load engaging means shall be fully lowered, controls neutralized, and the brakes set to prevent movement.
- Forklifts shall not be operated on floors, sidewalk doors or platforms that will not safely support the loaded vehicle.
- Forklifts shall not be driven in and out of highway trucks and trailers at loading docks until such trucks or trailers are securely blocked or restrained, their brakes are set and their flooring checked for breaks and other structural weaknesses.
- The width of one tire on the forklift shall be the minimum distance maintained from the edge while it is on any elevated deck, platform, freight car or truck.
- Forklifts shall not be loaded more than their rated capacity.
- A loaded forklift shall not be moved until the load is safe and secure.
- Extreme care shall be taken when tilting loads. Tilting forward with the load when elevated is prohibited except when picking up a load. Elevated loads shall not be tilted forward except when the load is being deposited onto a storage rack or equivalent. When stacking or tiering, backward tilt shall be limited to the amount necessary to stabilize the load.
- The load-engaging device shall be placed in such a manner that the load will be securely held or supported.
- If loads are lifted by two or more trucks working in unison, the total weight of the load shall not exceed the combined rated lifting capacity of all trucks involved.
- All forklifts operators on jobsite locations are required to wear seat belts while operating forklifts.
NOTE: When forklifts do not have seat belts, the Foreman is responsible to have seat belts installed.

E. Site Orientation:

General Foreman must train Operators on site or task related topics before they are allowed to operate a lift truck on a new site. Discuss the following topics:

- Surface conditions where the vehicle will operate
- Composition of loads to be carried and load stability
- Load manipulation, stacking, and un-stacking
- Pedestrian traffic where the vehicle will operate

- Restricted areas for vehicle operation
- Hazardous (classified) locations where the vehicle will operate
- Ramps and other sloped surfaces that could affect the vehicle's stability
- Closed environments and other areas where there is insufficient ventilation
- Other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation

Forklift Pre-Use Driver Inspection Checklist (Reach Type)

Inspect the forklift before use each shift. Report any deficiencies to the job Foreman / Superintendent.
Do not use the lift until problems that affect safe operations have been corrected

First visually inspect the equipment. If safe, then start up and perform the function tests.

Mark each item below with + (OK); Δ (correction needed) or N (not applicable).

Driver Name: _____ Date Certified: _____

Lift ID: _____

| INSPECTED BY (Initial) | | | | | | | | | |
|--|------|---|----|---|----|---|----|--|--------------|
| DATE: | Day: | M | Tu | W | Th | F | Sa | | Note Problem |
| Operator Manual & Load Chart | | | | | | | | | |
| Tires, Wheels, Axles: damage or leaks | | | | | | | | | |
| Battery, terminals, cables | | | | | | | | | |
| Lift System | | | | | | | | | |
| Forks, boom, load attachments etc. (cracks, welds, connection to lift) | | | | | | | | | |
| Cables / rigging for winch attachment | | | | | | | | | |
| Engine Compartment: | | | | | | | | | |
| Belts, hoses, fan blades, wiring | | | | | | | | | |
| Fluid levels (oil / coolant), radiator | | | | | | | | | |
| Hydraulics: fluid level, hoses, cylinders, connections | | | | | | | | | |
| Loose / Missing Parts | | | | | | | | | |
| Operator cab: debris, grease, roll cage, | | | | | | | | | |
| START UP CHECKS | | | | | | | | | |
| Adjust seat & mirrors | | | | | | | | | |
| Seat Belt | | | | | | | | | |
| Warning lights & Gauges | | | | | | | | | |
| Work Lights | | | | | | | | | |
| Horn, Back up alarm | | | | | | | | | |
| FUNCTION CHECKS | | | | | | | | | |
| Controllers | | | | | | | | | |
| Lift Up/Down | | | | | | | | | |
| Telescope In /Out | | | | | | | | | |
| Tilt and sway | | | | | | | | | |
| Winch | | | | | | | | | |
| Outriggers | | | | | | | | | |
| Limit Switches, level indicators | | | | | | | | | |
| Brakes: service & parking | | | | | | | | | |
| Steering: 2 wheel & 4 Wheel | | | | | | | | | |
| WORK AREA (Issues and plan for safety) | | | | | | | | | |
| Electrical lines | | | | | | | | | |
| Slopes | | | | | | | | | |
| Obstacles / Other Workers & Equipment | | | | | | | | | |
| Load / Capacity | | | | | | | | | |

Corrections Needed or Safe Work Plan:

18. Fall Protection Program

A. Introduction

Falls are the leading cause of construction worker fatalities. Each year, on average, between 150 and 200 workers are killed and more than 100,000 are injured because of falls at construction sites. This Code of Safe Practice is implemented to prevent workers' injuries from falls and to prevent workers' from exposing themselves to fall hazards without proper protections.

✧ Russell Hinton's operations must comply with the Cal OSHA Fall Protection standard: §1669 through §1672.

B. Policy

Fall protection is required whenever a worker is exposed to a fall of 6 feet or more. Examples of exposure are:

- Leading edges of working surfaces that are 6 feet or more above the surface below
- Walkways, ramps or runways 6' or more high without guardrail protection
- Roofs without protection by with guardrails or parapets at least 42" high
- Wall openings, holes, shafts or skylights which are open to a fall of 6' or more
- Walkways or working surfaces that are not strong enough to support the weight of workers, tools and materials
- Baskets of Aerial Boom Lifts
- Scissor Lifts
- Supported Scaffolds
- Exposure to trenches or excavations that are 6 feet or more deep
- Exposure to falling onto dangerous equipment from any height
- Working while climbing ladders or vertical surface and exposed to 6 foot falls
- Suspended Scaffolds
- Steel work 6' or more above the level below
- Sloping roofs without parapets

C. Procedures

1) Fall Exposure Assessment

A Russell Hinton competent person must assess every location where our employees work for fall hazards and protection required. An assessment must be made before work starts and at least weekly during our work.

Assessment of Fall Hazards on jobsites are required as part of the System to Identify and Prevent Safety and Health Hazards and of Periodic Scheduled Inspections Section in the IIPP. The Foreman and as needed the Superintendent and Safety Director follow those procedures to identify and eliminate Fall Hazards on jobsites. See Section D below for the Foreman's Fall Protection Planning Procedure.

2) Choosing Fall Protection System

When Fall Hazard is identified in any assessment, the competent person responsible must follow the procedures in Section 4 of the IIPP to eliminate or protect against the Fall Hazard. The types of

protection system are described in the following sections of this Code. Russell Hinton plans to use the most effective control feasible to prevent falls.

The most common hazards and controls are:

1. **Exposure: Falls at leading edges, holes, shafts, skylights, wall openings, walkways, ramps, steel work or roofs.**

Fall protection systems that may be used are listed below in order of preference. Use a lower preference only when no higher preference system is feasible.

d) A guardrail system is the most effective control for these exposures

e) Fall Restraint Systems

f) Personal Fall Arrest Systems

Only when these three controls are clearly impractical, fall protection may be provided by:

g) A Safety Net System

h) A Controlled Access Zone system

➔ Only the Safety director can authorize use of Safety Nets or Controlled Access Zones. Contact the Safety Director for approval before planning to use such systems.

2. **Exposure: Ladders: Do not use ladders if boom lifts, scissor lifts or scaffolds are practical to use in their place. Follow the ladder Code of Safe Practices when ladders must be used. Use fall protection on ladders when the worker's feet are 6 feet above the floor and:**

The ladder is within the ladder's height distance from an opening, shaft, leading edge, etc. or

The worker cannot follow ladder safety rules while performing a task

🔑 Rules include:

Keep 3 points of contact when climbing

Maintain stability when working by keeping belt buckle in contact with ladder between rails and below top step

No heavy tools that could unbalance worker.

➔ Personal Fall Arrest Systems are required if these rules are not practical

3. **Exposure: Working surfaces not strong enough to support workers:**

Eliminate this hazard by not allowing work to be performed until the surface is reinforced to be safe.

4. **Exposure: Supported Scaffold**

Always follow Scaffold Code of Safe Practice and have required guard rails in place

5. **Exposure: Boom lifts**

Prevent falls from the basket by tying off to the basket with a short fixed lanyard

6. **Exposure: Scissor lifts**

Fall protection is provided by guardrails. Working outside of guard rails or above platform must be authorized by a Competent Foreman and include protection with a Personal Fall Arrest System.

7. **Exposure: Working in suspended scaffolds and working while climbing steep or vertical surfaces.**

Exposure to these hazards always requires use of a Personnel Fall Arrest System.

3) Training

☒ Training Requirements (Fall Protection) (Federal OSHA 1926.503)

All field employees are trained to recognize the hazards of falling and in fall protection planning and methods. Training is to be conducted by a competent person who is qualified in the areas outlined in the standard, usually the Foreman.

Fall Protection awareness training is included:

- During New Hire Orientation
- Orientation on new job or task assignment
- When assigned work that requires use of Personal Fall Protection
- When supervisors find that workers do not understand all fall protection requirements

Training to use Fall Arrest or Fall Restraint is provided at least once per job when employees are assigned to use the systems.

A Competent Person provides the training. A Fall Arrest Training Outline is included below. Follow the Training Documentation procedure in the IIPP whenever training is completed

4) Foreman's Fall Protection Planning and Implementation Procedure

🔑 A qualified person must implement this procedure. If the Foreman is not qualified per the Safety Director, someone else must do the planning and training.

The Foreman identifies specific fall exposures during his/her Weekly Inspection or Pre-Task Planning. When a fall exposure is identified, the foreman includes completion of a Task Fall Safety Plan (see example) with the Pre-Task Plan for the week.

Foreman's Fall Protection Planning and Implementation Procedure

Fill out the top of the Form identifying the Task and Hazard.

Check the appropriate box for the type of fall exposure.

Choose one of the Fall Protection Methods listed.

- ☒ Some exposures allow only one method of protection

If the hazard is not included or the methods of protection are not practical, contact your Superintendent of Safety Director for instruction.

➔ Do not use any protection method that is not listed.

If Personal Fall Arrest or Restraint systems are required, complete the planning for specific anchor point, connection and rescue.

- It is preferable to use a fixed anchor for fall arrest. In some cases, a lifeline must be used to support the Fall Arrest system
- Plan carefully for a rescue system.

➔ A worker hanging in a harness for as little as 10 minutes may suffer injuries

Review the Plan, the hazards and the protection systems with all exposed workers during your daily Pre-Task Planning

When Fall Arrest or Restraint is used, train each worker in the use of the system. Use the Training Outline for Fall Arrest (Sample below).

| | | | |
|--|---|--|---|
| TASK FALL PROTECTION PLAN | | JOB: | DATE: |
| AREA | | TASK | |
| HAZARD | | By: COMPETENT PERSON | |
| FALL HAZARD TYPE | | FALL PROTECTION - CHOOSE FROM APPROPRIATE OPTIONS (Options in order of effectiveness: Choose the most effective possible) | |
| Exposed To Fall Of 6 Feet at: | | Options | |
| <input type="checkbox"/> | Floor or roof openings and open shafts | <input type="checkbox"/> | Opening cover designed to support possible load |
| <input type="checkbox"/> | Leading edges and hoist landings | <input type="checkbox"/> | Guardrail system |
| <input type="checkbox"/> | Wall openings | <input type="checkbox"/> | Personal Fall Restraint Systems* |
| <input type="checkbox"/> | Skylights | <input type="checkbox"/> | Personal Fall Arrest Systems for each worker* |
| Exposed to Fall of 6 Feet Anywhere on: | | Options | |
| <input type="checkbox"/> | Roofs without 42" parapet | <input type="checkbox"/> | Guardrail system |
| <input type="checkbox"/> | Raised ramps or walkways | <input type="checkbox"/> | Personal Fall Restraint Systems* |
| <input type="checkbox"/> | | <input type="checkbox"/> | Personal Fall Arrest Systems for each worker* |
| Working Over 6 Feet Above Surface From: | | Fall Protection – Not optional | |
| <input type="checkbox"/> | Scissor Lift | <input type="checkbox"/> | Work on platform and within guardrails |
| <input type="checkbox"/> | Scissor Lift if not protected by guardrails | <input type="checkbox"/> | Personal Fall Arrest System required* |
| <input type="checkbox"/> | Boom Lift | <input type="checkbox"/> | Non-Shock absorbing lanyard tied off to basket required |
| <input type="checkbox"/> | Supported Scaffold | <input type="checkbox"/> | Construction and guardrails must meet scaffold requirements |
| <input type="checkbox"/> | Ladders with no openings nearby | <input type="checkbox"/> | Stay below top step and inside rails |
| <input type="checkbox"/> | Ladders within ladder length of openings to 6' fall | <input type="checkbox"/> | Personal Fall Arrest required* |
| <input type="checkbox"/> | Ladders if reaching out or standing on upper steps | <input type="checkbox"/> | Personal Fall Arrest required* |
| Other - List | | Fall Protection – Must Be Approved By Safety Director | |
| <input type="checkbox"/> | | <input type="checkbox"/> | |
| <input type="checkbox"/> | | <input type="checkbox"/> | |
| Plans for Fall Restraint or Fall Arrest System: Type: | | Anchor: | |
| Connection: | | Rescue: | |

*Personal Fall Restraint or Arrest systems require special training.

Fall Arrest Training Guide Sheet

What You Need To Know About Tying Off

You must be properly trained before you tie off. If you have any questions or concerns, talk to your Foreman.

Your Personal Fall Arrest System Includes A, B, C:



ANCHOR POINT: The secure point of attachment that supports you. The anchor point must be strong enough to support 5,000 pounds for each worker attached. Usually a structural member or substantial concrete anchor is required. **DO NOT** use conduit or plumbing piping. Welded steel pipe may be OK, check with your Foreman.

BODY HARNESS: The HARNESS must be an approved full body system. It must be inspected, completely undamaged, and must fit you properly



CONNECTOR: The LANYARD connects your HARNESS to the ANCHOR POINT. It must be designed for fall arrest use and include a shock absorber. Russell Hinton prefers to provide “Yo-Yo” self-retracting lanyards.

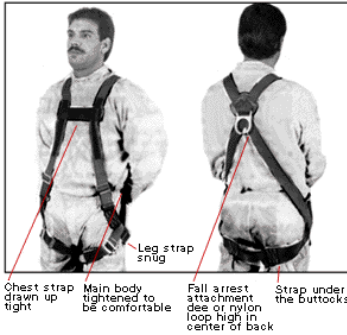


To Use Your Fall Arrest System:

- Choose an ANCHOR POINT that is directly above you, higher than the D ring on your harness.
- If you need to add an adapter hook to connect to, use an approved device. Do not wrap your lanyard around the anchor.
- Check the total distance you may fall from the ANCHOR POINT. You cannot allow longer than 6 feet of free fall. Be sure you will not hit anything before your fall is stopped.
- Remember to have a rescue plan



Inspect the BODY HARNESS for cuts, wear or foreign substances. Adjust the HARNESS to fit you.



The harness should be snug but not bind.
 Harness should fit so that center buckle holes are used most often.
 Buckle the leg straps first. Leave just enough slack to slip your flat hand between your leg and the strap.
 The chest strap should be at your lower chest height (6" down from your shoulders).
 The back D ring goes between your shoulder blades.
 Be sure all snaps or buckles are connected and no straps are twisted.

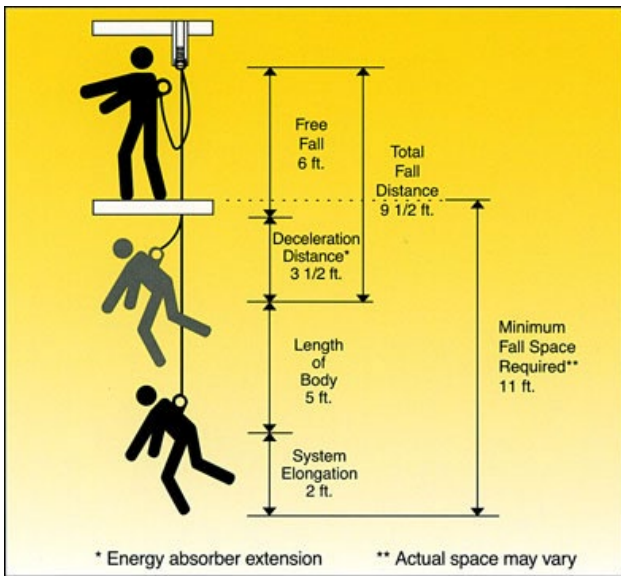


Connect with a shock absorbing LANYARD that is as short as possible. Inspect to make sure the snap hooks are double locking and undamaged. Check the lanyard for cuts or wear.

Remember:

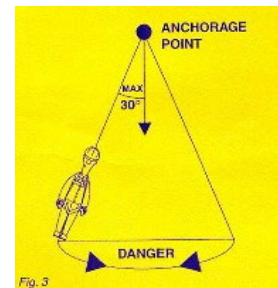
You must tie-off when you are exposed to a 6-foot or longer fall or when in a boom lift.

⚠ Use a solid – **not** shock absorbing lanyard in a boom lift



Your feet will end up 16 to 18 feet below your anchor point when your fall is stopped.

You will swing like a pendulum if your anchor point is to your side.



Side and front D rings are for "positioning" only. Do not anchor yourself with them.



Never put knots in a Lanyard or hook it back to itself.
 Never hook lanyards together or to self-retracting devices.

Plan for rescue before using your Personal Fall Arrest System
 The Competent Person decides on equipment to be used and assures that any worker who falls will be found and rescued immediately. Even a 10-minute delay can cause injury.

19. Fitness for Work:

A. Introduction

Employees are expected to report for work without physical or mental impairment that may endanger themselves or their fellow workers. Employees are expected to maintain themselves in such condition throughout the work shift. If an employee is observed to be acting in an impaired or otherwise unsafe manner, the circumstances should be reported to a superintendent as soon as is possible. Should the superintendent be acting in such a manner, then the circumstances should be reported to the Russell Hinton Safety Manager.

B. Stretch and Flex

Participation in the stretching programs is voluntary and should not exceed 10 minutes each day. Employees should exercise judgment to the extent that their physical capabilities allow and they should not perform motions that may aggravate previous injuries or other physical conditions. A discussion with your medical provider is highly recommended before participating in any stretch and flex program.

Stretching can prepare the body for everyday work stresses. This is done through stretching and strengthening the specific muscles that are commonly associated with strains and sprains. If performed correctly and regularly, these exercises may reduce the incidences of muscle strain and sprains.

Stretching is important in maintaining the muscle's pliability and length. When a muscle shortens, the ability to perform a task involving that muscle decreases which can then increase the risk of injury. This is especially noticeable in the low back region. Tightness of the upper back, lower back, hamstrings, and calves can increase the risk of pain and injury to the spine. Maintaining the muscle's proper length and pliability allows the body to maintain the proper biomechanical position, and decreases the possibility for injury. Stretches should be performed slowly and deliberately.

Stretch, do not bounce, until mild tension is felt. Hold the stretch position 15 to 30 seconds. Then relax. Repeat stretches on the opposite side. You may choose to repeat the same stretch two or three times. All movements are gently but progressively increased. Remember "No quick or bouncy movements"! Be as relaxed as possible. It is easier to stretch and strengthen a relaxed muscle versus a tight one. Stretch until you feel mild tension. Never take a stretch past the point of tension strain or pain.

C. Stretching Your Back

For back stretches, stand with your feet spread apart and put your hands on your hips. Slowly bend backward until you start to feel a bit of tension, then hold this position for five seconds. Lean back forward, relax for five seconds, then repeat.

Return to your starting position, but place your arms down to your sides. Reach one hand up above your head at a time and gradually lean to the other side and stretch for five seconds. Return again to the starting position and repeat with your other arm.

D. Leg Stretches

Stretch out your thighs by lifting your right leg up behind you and holding your ankle with your right hand. Use your arm to pull up on your ankle and stretch your thigh. Balance yourself by holding your left arm out to the side or holding onto something stable. Release your right leg, then repeat with the other side.

Stretch your hamstrings by placing your left foot on a bucket that stands around 12 inches. With that leg straight on the bucket, gradually bend at the hip until you start to feel some tension. Hold this position for five seconds, then switch and do the right side.

E. Upper Body Stretches

Stretch your shoulders and chest by sticking your arms out to your side, then bend your elbows until your fingers are pointing toward the ceiling. Gently pull your arms back, squeezing your shoulder blades together. Hold this for five seconds, relax for five seconds, and then repeat.

For forearm stretches, begin by holding your arms out straight in front of your body. Face your palms down, make a loose fist, then gently bend your fist down and rotate your wrist. Hold your fist in this position for five seconds, relax for five seconds, and then repeat.

20. Fire Prevention

A. Fire Extinguishers

a) Requirements

Be sure that fire extinguishers are on hand and properly charged and inspected. Comply with California Title 8, §1922 requirements.

- A fire extinguisher, rated not less than 2A, shall be provided for each 3,000 square feet of floor area, or fraction thereof.
- Travel distance from any point on the floor to the nearest fire extinguisher shall not exceed 75 feet.
- In multi-story buildings, at least one fire extinguisher shall be located adjacent to the stairway at each floor level.
- Always have a fire extinguisher with you when soldering, brazing, welding, cutting etc. When using 5 gallons or more of flammable or combustible liquid or 5 pounds of flammable gas, a 10 B or greater rated extinguisher must be available within 50 feet

b) Training

All employees are instructed in the use and monthly maintenance of extinguishers during their orientation to the job (see the Fire Extinguisher Training handout below).

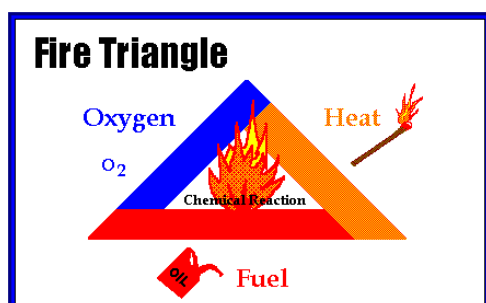
c) Maintenance

Check each fire extinguisher monthly. A trained worker reviews:

- Operating Instructions: Are they legible and visible?
- Pin and tamper seal (if it has one): Are they undamaged and in place?
- Charge: Does the gauge show the proper charge? (The needle should be in the green zone - not too high and not too low.)
- Physical Condition: Is the extinguisher free from corrosion, leaks, dents and hose damage? Clean grease or dirt from the extinguisher.
- Fire Marshal Approved Inspection Tag: Has the extinguisher had an authorized service in the last year?

Note the date of the monthly check on a tag or with marker on the extinguisher. If the extinguisher does not meet any inspection requirement replace it immediately.

B. Fire Extinguisher Training



Fire safety is based upon the principle of keeping fuel, heat and oxygen separate.

Three things must be present at the same time to produce fire:

1. Enough Oxygen to sustain combustion

2. Enough Heat to reach ignition temperature
3. Some Fuel or combustible material

Take away any of these things and the fire will be extinguished.

FUEL CLASSIFICATIONS

Fires are classified according to the type of fuel that is burning. If you use the wrong type of extinguisher on the wrong class of fire, you might make matters worse. It is very important to understand the four different fire (fuel) classifications:



Class A: Wood, paper, cloth, trash, plastics—solids that are not metals.



Class B: Flammable liquids—gasoline, oil, grease, acetone. Includes flammable gases.



Class C: Electrical—energized electrical equipment. As long as it is “plugged in.”



Class D: Metals—potassium, sodium, aluminum, magnesium. Requires Metal-X, foam, and other special extinguishing agents.

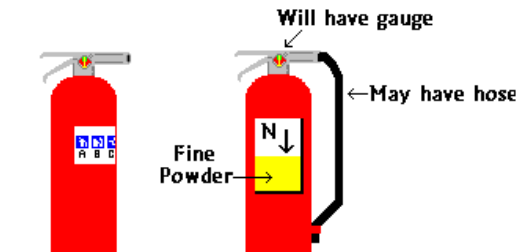
Check the label to see that what fire the extinguisher will work on. A simple water extinguisher would have a label like this, which means it should only be used on Class A fires.



TYPES OF FIRE EXTINGUISHERS

Different types of fire extinguishers are designed to fight different classes of fire. The three most common types of fire extinguishers are:

8. Dry Chemical



Dry Chemical extinguishers are red. They have a gauge showing the pressure in the tank.



An “ABC” extinguisher will have a label like this, indicating it may be used on Class A, B and C fires.

Dry chemical extinguishers put out fire by coating the fuel with a thin layer of powder. This separates the fuel from the oxygen in the air.

The powder also works to interrupt the chemical reaction of fire. Most dry chemical extinguishers on jobs are effective for A, B & C fires.

(Some dry chemical extinguishers are not rated for A fires because of the chemical used.)

RFC SUPPLIES ONLY A-B-C TYPE EXTINGUISHERS but always check the label, especially if you are not using a Broadway extinguisher.

9. Water (APW)

APW stands for "Air-Pressurized Water." They have large silver tanks filled with water and pressurized air. They are essentially large squirt guns. They are designed for class A fires only: wood, paper or cloth.

⊗ Using water on a flammable liquid fire could cause the fire to spread.



⊗ Using water on an electrical fire increases the risk of electrocution.

10. Carbon Dioxide (CO₂)






CO₂ cylinders are red. They have a hard plastic horn outlet and do not have a pressure gauge.

CO₂'s are designed for Class B and C (flammable liquids and electrical sources) fires only!



C. HOW TO USE A FIRE EXTINGUISHER








It is easy to remember how to use a fire extinguisher if you remember the acronym, "PASS."

| | |
|---|---|
| <p>Pull Aim Squeeze Sweep</p> |  |
| <p>Pull the pin This will allow you to discharge the extinguisher.</p> |  |
| <p>Aim at the base of the fire <u>Hit the fuel...</u>if you aim at the flames, the extinguishing agent will pass right through and do no good.</p> |  |
| <p>Squeeze the top handle This depresses a button that releases the pressurized extinguishing agent.</p> |  |
| <p>Sweep from side-to-side until the fire is completely out. Start using the extinguisher from a safe distance away and then slowly move forward. Once the fire is out, keep an eye on the area in case it re-ignites.</p> |  |

RULES FOR FIGHTING FIRES

Fires can be very dangerous and you should always be certain that you will not endanger yourself or others when attempting to put out a fire. When a fire is discovered:

- A. ASSIST:** Help evacuate anyone in immediate danger, if it can be accomplished without risk to you.
- A. ACTIVATE:** Call 911 or activate the job site fire alarm or warning system.
- A. ATTEMPT:** Evaluate the situation and if safe, attempt to use an extinguisher to put the fire out. Answer these questions before trying to put out the fire.

| | |
|---|--|
| <p> Is there a safe way out?</p> | <p>There must be a clear path behind you with no fire, smoke or heat between you and safety.</p> |
| <p> Do you know what is burning?</p> | <p>If you don't know what is burning, you won't know the dangers. Let the fire department handle it.</p> |
| <p> Is the fire too big?</p> | <p>Don't fight flames higher than your head or spread beyond their original materials.</p> |
| <p> Is the air safe to breathe?</p> | <p>Leave at once if you have any trouble breathing.</p> |
| <p> Is there too much smoke?</p> | <p>If there is visible smoke between your face and the fire get out of the area.</p> |
| <p> Is there too much heat?</p> | <p>Don't fight the fire if the heat is uncomfortable more than 8 feet away.</p> |
| <p> Do you feel safe?</p> | <p>When in doubt, you should trust your instinct and leave.</p> |

D. FIRE EXTINGUISHER TRAINING QUIZ

1. An example of two "Class B" fuels would be:
 - a. Cardboard, newspapers
 - b. Lamp, hot plate
 - c. Grease, paint thinner
2. An APW (water extinguisher) is safe to use on an electrical fire.
 - a. True
 - b. False
3. Which type of extinguisher has a hard horn on the end of a flexible hose or metal arm?
 - a. APW (air-pressurized water)
 - b. CO₂ (carbon dioxide)
 - c. ABC (dry chemical)
4. You should not attempt to fight a fire if it is spreading rapidly.
 - a. True
 - b. False
5. Water will not extinguish most flammable liquid fires.
 - a. True
 - b. False
6. You should always keep an exit or means of escape at your back when trying to fight a fire.
 - a. True
 - b. False
7. The first thing you should do before fighting a fire is:
 - a. Check the extinguisher label
 - b. Activate the 911 system and the alarm system
 - c. Evaluate the danger
8. When using an extinguisher aim at the burning fuel, not the flames.
 - a. True
 - b. False
9. The "P" in the "PASS" steps stands for:
 - a. Stay 8 **P**aces away from the fire
 - b. **P**lan before you start to fight the fire
 - c. **P**ull the pin on the extinguisher
 - d. Don't **P**anic

Signed _____ Name: _____

Supervisor: _____ Date: _____

Fire Extinguisher Training Quiz Answers

1. C
2. B
3. B
4. A
5. A
6. A
7. B
8. B
9. C

E. Flammable and Combustible Materials/Liquids

- Combustible scarp, debris and waste materials (oily rags, etc.) must be stored in covered metal receptacles and removed from the worksite promptly.
- Containers must, meet OSHA regulations and tanks must be used for the storage and handling of flammable and combustible liquids.
- Flammable liquid must be kept in closed containers when not in use (e.g. parts cleaning tanks, pans, etc.)
- Bulk drums of flammable liquid must be grounded and bonded to containers during dispensing.
- Storage rooms for flammable and combustible liquids must have explosion-proof lights and mechanical or gravity ventilation.
- Fire extinguishers must be selected and provided for the types of materials in areas where they are to be used.
 - Class A – Ordinary combustible material fires.
 - Class B - Flammable liquid, gas or grease fires.
 - Class C- Energized-electrical equipment fires.
- Fire extinguishers must be mounted within 75 feet of outside areas containing flammable liquids, and within 10 feet of any inside storage area for such materials.
- Where sprinkler systems are permanently installed, nozzle heads must be directed or arranged so that water will not be sprayed into operating electrical switch boards and equipment.
- “NO SMOKING” signs must be clearly posted in areas where flammable or combustible liquids are used or stored.
- Safety cans must be used for dispensing flammable or combustible liquids.
- Spills of flammable or combustible liquids must be cleaned up promptly. Refer to the SDS for guidance.
- Gasoline shall not be used for cleaning purposes.
- No burning, welding, or other source of ignition shall be applied to any enclosed tank or vessel, even if there are some openings until it has first been determined that no possibility of explosion exists and authority for the work is obtained from the foreman or superintendent.
- Only approved containers and portable tanks are to be used for flammable and combustible liquids. Storage more than 25 gallons of flammable liquids or 60 gallons of Class III combustible liquids must be within cabinets complying with requirements of NFPA 30. Not more than 25 gallons of flammable liquids may be stored in Safety cans outside of a flammable liquids approved storage room/cabinets.
- Areas where flammable or combustible liquids are transferred in quantities of 5 gallons or greater at one time must be separated by a distance of 25 feet or a one-hour firewall from other operation or source of ignition.
- Bonding and grounding must be employed during dispensing of flammable liquids.
- Flammable liquids must be kept in closed containers when not in use.
- Flammable liquids may be used only in areas where there are no flames or other sources of ignition.

21.Hand Tool Safety

- Use tied off containers to keep tools from falling off of scaffolds and other elevated work platforms.
- Keep the blade of all cutting tools sharp.
- Carry all sharp tools in a sheath or holster.
- Do not use a tool if its handle has splinters, burrs cracks, splits or if the head of the tool is loose.
- Do not use impact tools such as hammers that have mushroomed heads.
- When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
- When using knives, shears or other cutting tools, cut in one direction away from your body.
- Do not carry sharp or pointed hand tools such as screwdrivers in your pocket unless the tool or pocket is sheathed.
- Do not perform “make-shift” repairs to tools.
- Do not throw tools from one location to another, from one employee to another, from scaffold or other elevated platform.
- Do not carry tools in your hand when climbing. Carry tool belts or hoist the tools to the work area with a hand line.
- Transport hand tools only in toolboxes or tool belts.
- Do not strike nails or other objects with the “cheek” of the hammer.
- Do not strike one hammer against another hammer.
- Do not use a hammer if your hands are oily, greasy or wet.

22.Heat Illness Policy

Russell Hinton workers are frequently exposed to hot environments at work. Our jobs often involve working in the sun in hot weather, working in hot mechanical equipment rooms and working in other hot spaces like laundries, kitchens etc. Although not initially life threatening, working in the heat can lead to serious problems. Russell Hinton has adopted this policy to protect our workers and to comply with Cal-OSHA Regulation 3395.

A. Application

Foremen follow these procedures whenever the work area temperature **is over 80 degrees**. During warm weather, check the forecast at the end of the day and plan for the next work day.

| B. Preparing to Prevent Heat Stress | |
|--|---|
| 1. Supervisor Training | Be sure you have attended Foreman's Heat Illness Training before you train your workers. Call your Superintendent for help if you have not been trained. ➔ Foremen must be trained to supervise work in the Heat. (The list of Foreman Training Topics for Heat Illness is attached to the end of this COSP) |
| 2. Worker Training | Train your workers about the danger of heat and about this Safe Practice Code. First complete the planning steps below. Then follow the training procedure and outline provided at the end of this COSP. ➔ All workers must sign off on a training form before starting work in over 80-degree heat. |
| 3. Emergency Response | Russell Hinton requires planning for emergency medical service on all jobs. <ul style="list-style-type: none">• Be sure you know how to contact emergency service. Check your Site Specific IIPP and Medical provider Poster.• Designate an area where stressed or injured workers will be picked up in an emergency. |
| 4. Providing Water | Provide enough cool potable water to keep the workers hydrated. <ul style="list-style-type: none">• Have at least 1 quart of water per employee per hour available at the beginning of each shift.• Provide water at the work area and the rest area and encourage frequent drinking.• Water must be cool and sanitary. Russell Hinton usually supplies individual water bottles. <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"><p>🔑 Do not use jugs or common containers. Ice for cooling may not be consumed.</p></div> <ul style="list-style-type: none">• In the heat, Workers need to drink a minimum of 16 oz. before work and another 16 oz. at each rest period. |

B. Preparing to Prevent Heat Stress

5. Providing Shade


Designate areas for workers to rest. The Rest Area:

- Must be out of the sun or well shaded. Workers in buildings should go to a cool or air conditioned room.
- Must be reasonably accessible to all Workers
- Must be large enough to comfortably seat your entire crew (if necessary designate 2 or more areas

 Have drinking water in the rest area.

6. Acclimatization and preparation

- Be sure Workers are used to the heat. It takes two weeks of working in the heat to become acclimatized.
 - Monitor workers closely for their 1st two weeks in the heat.

 Monitoring requires talking to each worker. Check in with each worker at the start of the day and at least at every rest period.
 - Remind them to take breaks and drink.
 - If possible, limit the time workers are in the heat by adjusting shifts and assignments.
- Workers in heat must wear light colored, regular weight cotton work clothing. Consult with a Superintendent or the Safety Supervisor if the work requires heavier or protective clothing.
- Be sure no illness or medication puts any worker at higher risk.

C. Preventing Heat Stress While Performing the Work


1. Pre-Task Planning

During your daily pre-task planning meeting remind everyone of water, shade and emergency procedures for your site.

2. Break Schedule by Temperature

Schedule breaks of at least 5 minutes (plus the time required to go to and from the rest area) based on the temperature:

- 80 to 85 degrees: Every 120 minutes
- 85 to 90 degrees: Every 90 minutes
- Over 90 degrees: Every 60 minutes

 These scheduled breaks are a minimum. Employees are allowed and encouraged to take a cool-down rest for no less than five minutes when they feel the need to do so to protect them from overheating. These cool-down rest periods are allowed any time.

C. Preventing Heat Stress While Performing the Work

3. Provide enough cool potable water to keep the workers hydrated.

- Have at least 1 quart of water per employee per hour available.
- Provide water at the work area and encourage frequent drinking.
- Encourage workers need to drink a minimum of 16 oz. before work and another 16 oz. at each rest period.

4. Monitor workers.

- At each Rest Break, look out for high pulse rate, fatigue, nausea, lightheadedness and breathlessness.
- Increase the duration and/or frequency of breaks to prevent these symptoms.

🔑 If worker reports or shows symptoms of heat illness while taking a break, the Foreman must monitor the worker and offer first aid and/or medical care. Do not allow or order someone with symptoms back to work until there are no reports of or outward signs of illness.

➔ Do not allow a worker to leave the job if they still have symptoms. Call On-Site an hour before quitting time if symptoms do not stop.

- Check on workers while they work. Remind them to alert you if they feel any symptoms.

➔ Symptoms of serious Heat Illness include decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior or, convulsions. If you see any of these, call 911 immediately

11. High Heat - Additional precautions when the temperature is over 95 degrees (or in case of a Heat Wave – temperature jumps 10 degrees in one day):

- Keep in contact with employees by voice, observation or electronic means so that you will know if someone shows signs of heat illness. A supervisor cannot monitor more than 20 workers.

➔ If you cannot observe the entire crew consistently, assign a “buddy” to each worker who can contact you if needed. Make sure everyone knows how they are being monitored and how to contact you.

- Be sure that every employee has a way to contact you immediately.
 - ✧ Each worker and / or Buddy should be able to call your cell phone
- Remind everyone that they can call 911 if they cannot reach you and where to go to meet an ambulance.
- Observe all of your employees often for alertness and signs or symptoms of heat illness.
- Speak to employees regularly throughout the work shift to remind employees to drink plenty of water.

D. Training About Heat Stress

When you anticipate or find yourself working in over 80-degree heat, train your employees by reviewing the following information. Complete this training before employees start working.

You do not need to repeat the training daily but do repeat it every time you start working in the heat.

➔ After the Training be sure to complete a Tailgate Meeting report form with your employees' signatures

1. Outline for Trainers

A training handout for your workers is attached. Review each section of the Handout and explain the ideas.

2. Before Starting

Complete the Jobsite Specific information on one hand-out and post the completed form after the training

3. Follow the Outline:

Review Jobsite Specifics

Review Facts about Heat Illness

Review First Aid for Heat Illness

Review the workers' responsibilities:

➔ Be sure everyone knows the location of the rest area, where to go for emergency evacuation, and the jobsite address.

Review and Test

Test your trainees verbally. They should be able to tell OSHA or Client Representatives:

- Where is the Rest Area?
- How often are Rest Breaks scheduled?
- What do you do if you or a co-worker shows signs of Heat Illness?
- Where will an ambulance come to pick up workers in an emergency?
- How do you call for an ambulance?
- How long does it take to become acclimatized to the heat?

Present each question to several people. Repeat until the questions are answered correctly.

E. Heat Illness Training Handout

Procedures for water, shade and rest, and emergencies at this Job:

Water is available: _____

Shaded Rest / Recovery Areas near your work location is: _____

Schedule for Rest Breaks: _____

Emergency Pick Up Location: _____

How to call for emergency Services: _____

How everyone is monitored for signs of Heat Illness _____

Facts about Heat

Your body builds up heat when you work and sweats to get rid of extra heat. But sometimes your body may not cool off fast enough. You can get skin rash. You can also get Heat Illnesses. Types and symptoms of Heat Illness are:

Dehydration: When your body loses water, you can't cool off fast enough. You feel thirsty and weak.

Cramps: Heat cramps are muscle spasms from exertion and lack of sodium. The cramps are usually in the stomach or legs. You can get muscle cramps from the heat even after you leave work.



Heat exhaustion: When you are overheated your body sends blood toward your skin to cool and reduces circulation to your brain and other organs. You feel tired, nauseous, headachy and giddy. Your skin is damp and looks muddy or flushed. You may faint (**heat syncope**) or vomit. Your body temperature remains normal or slightly elevated.



Heat stroke: If you become too dehydrated and overheated, you stop sweating and cannot cool your body. Your internal temperature becomes dangerous. Your temperature is very high, 105 or more. You have hot dry skin. Your skin may be red, mottled or bluish. You may feel confused or delirious. You may have convulsions or become unconscious.



➔ Heat stroke can kill you quickly unless you get emergency medical help.

Emergency Response Procedures and First Aid for Heat Illness

Cramps

- Move the worker to a rest area.
- Have the worker drink an electrolyte solution like Gatorade.

Heat Exhaustion

- Move the victim to a rest area.
- Have the victim drink an electrolyte solution like Gatorade.
- If the victim does not soon recover, vomits or loses consciousness, get emergency medical service.

Heat Stroke

- Call for emergency service immediately.
- Move the victim to a rest area
- Lie the victim down on his/her back and elevate his/her feet 8 to 10 inches.
- Cool the victim by loosening his/her clothing, soaking the clothing with cool water and fanning vigorously.
- Give water



Acclimatization and Preparing for the Heat

Your 1st two weeks in the heat are the “acclimatization period”. During these 2 weeks:

- Take extra care to rest and drink water while you get used to the heat.
- Check in with your Foreman regularly.
- Stay out of the heat as much as possible.

At all times when working in the heat:

- Eating properly and getting enough rest helps to prevent heat stress.
- Too much alcohol can make you more likely to have problems with the heat.
- Diuretic medicines make you get dehydrated faster.

High Heat Procedures

Special precautions are required when the temperature is over 95 degrees and at the beginning of a “Heat Wave” (whenever the temperature is over 80 degrees and jumps up 10 or more degrees in one day).

- Follow the **Acclimatization** procedures
- Cooperate with and assist your Foreman in monitoring everyone’s response to the heat

Your responsibilities:

- Symptoms: Be alert for symptoms of stress in yourself and co-workers.
- Acclimatization: Remember to take extra breaks if needed during the first 2 weeks.
- Water: Drink adequate water (At a least pint before and after work and at each break)
- Breaks: Take breaks out of the sun or heat if you feel symptoms of Heat Illness.
- Report problems: Alert the Foreman and go to a rest area if you have symptoms of stress. Assist other workers who show signs of stress.
- Emergencies: Know how and where to get emergency medical service. If you cannot find a supervisor in an emergency, call 911 yourself. Give the dispatcher the job address and the location to find you.

F. Supervisor Training for Heat Illness (Competent Person)

1. Requirement

All Foremen are trained to plan and implement Heat Illness Prevention and Response Procedures. Training is provided to newly promoted Foremen and as needed when working in heat is planned or when Foremen show the need for retraining.

The Site Safety Supervisor is responsible for providing and maintaining their training.

2. Topics

Training for Heat Illness Supervision covers:

- First Aid Certification
- Requirements of Section 3995 of Cal-OSHA Regulations
- Symptoms of Heat Illness and appropriate first aid or emergency medical services
- Monitoring workers for heat illness
- Site Specific planning for Heat Illness prevention and response
- Pre-Task Planning when working in heat
- Contents and procedures in Russell Hinton Heat Illness COSP
- Acclimatization to Heat
- Heat Waves
- How to train workers about heat illness

3. Testing

Foremen must pass the following quiz to complete their training

Heat Illness Quiz

Circle the correct answer(s)

1. What is the proper technical term for the heat load to which a worker is exposed?
 - A. Heat pressure
 - B. Heat strain
 - C. Heat stress
 - D. Heat tension

2. What are possible medical consequences from excessive levels of heat at work? (Choose all correct answers.)
 - A. Rashes
 - B. Muscle cramps
 - C. Fatigue
 - D. Fainting
 - E. Death
 - F. All of the above

3. _____ is brief fainting or near-fainting due to heat stress. It is caused by decreased blood flow to the brain. Blood pools in the legs and skin due to heat exposure combined with prolonged sitting or standing. First aid involves having the worker lie on their back in a cool environment and drink water.
 - A. Heat exhaustion
 - B. Heat strain
 - C. Heat stroke
 - D. Heat syncope
 - E. Heat trauma

4. _____ is life-threatening medical condition due to heat stress where the body temperature rises above 104°F. Symptoms include lack of perspiration, chills, euphoria, convulsions, and unconsciousness. Immediate, aggressive cooling must be undertaken to save the worker's life.
 - A. Heat exhaustion
 - B. Heat strain
 - C. Heat stroke
 - D. Heat syncope

5. What environmental factors affect the worker's level of heat stress? (Choose all correct answers.)
 - A. Air temperature
 - B. Relative humidity
 - C. Air speed
 - D. Direct sunlight
 - E. Barometric pressure

6. True or False. The main way the body loses heat is through evaporative cooling of moisture on the skin surface.
7. True or False. High humidity in the air increases heat stress by interfering with evaporative cooling of the skin. Moisture on the skin evaporates much more quickly when the air is dry.
8. True or False. Increased air movement in the workplace (for example, from fans or the wind) can prevent heat stress because it increases evaporative cooling of the skin.
9. True or False. The risk of heat stress from working indoors at 90°F is equal to the risk working outdoors in direct sunlight at 90°F.
10. Per CAL/OSHA, how long is required to closely observe an employee who has been newly assigned to a high heat area?
- A. 3 Hours
 - B. 8 Hours
 - C. 2 Shifts
 - D. 5 Work Days
 - E. 1 Month
 - F. 14 Days
11. In California, the most recent heat-related fatality on the job occurred in what occupation?
- A. Picking strawberries at a farm
 - B. Welding steel at a construction site
 - C. Pouring molten metal in a foundry
 - D. Washing dishes in a restaurant
 - E. Cutting lawns in a residential area
12. True or False. In the fatality above, the worker experienced early warning signs of illness—he was lightheaded and short of breath—but he ignored them and continued to work.
13. Which of the following can be signs of impending heat-related illness? (Choose all correct answers.)
- A. Visible sweating
 - B. Sweat-soaked clothing
 - C. Nausea
 - D. Elevated heart rate
 - E. Agitation
 - F. All of the above

14. What measures can prevent heat-related illness? (Choose all correct answers.)
- A. Light clothing
 - B. Scheduled rest breaks in shaded areas
 - C. Drinking water regularly
 - D. Training staff on the symptoms of heat-related illness
 - E. Written procedures to prevent illness
 - F. All of the above
15. True or False. The correct temperature at which to activate the Heat Illness Prevention Program is 85°F?
16. True or False. Employees should not be encouraged to self-limit work due to heat because it promotes laziness.
17. True or False. Employees have no role in preventing heat-related illness among their coworkers.
18. True or False. Under CAL/OSHA, employers are legally obligated to protect their employees from heat-related illness.
19. True or False. Under CAL/OSHA, employers are obligated to provide their employees with air conditioning during the summer.
20. True or False. Under California law, employers are required to provide their employees with drinking water.

QUIZ ANSWERS:

1. C – Heat stress. High levels of heat stress can cause heat-related illness.
2. F – All of the above. Because fatalities can occur, heat stress must be taken very seriously.
3. D – Syncope means fainting.
4. C – Heat stroke.
5. A, B, C, and D. Barometric pressure does not contribute to heat stress.
6. True.
7. True.
8. True. One exception: If the air temperature is above the normal body temperature (about 98°F), the increased air movement will increase the convective heat load on the body.
9. False. The sunlight on the worker adds an additional thermal burden.
10. F – CAL/OSHA Acclimatization Requirements - An employee who has been newly assigned to a high heat area shall be closely observed by a supervisor or designee for the first 14 days of the employee's employment.
11. E.
12. True.
13. F – All of the above. Moisture on the skin surface dissipates body heat and is good. However, when liquid water begins to collect on the skin surface, it indicates that the body's sweat mechanism cannot keep up with the demand to dissipate heat from the body, and the worker's body temperature is beginning to rise.
14. F – All of the above.
15. False. Workers can experience heat-related illness as low as 80°F, especially if the work involves heavy physical activity, there are few rest breaks, humidity levels are high, the work is outdoors during daylight or is at a hot work process (for example, furnace, hot machine), and/or the worker has personal characteristics such as obesity that predispose them to heat-related illness. In the California fatality in question 11, the maximum outdoor temperature was only 81°F.
16. False. Self-determination is an important facet in preventing heat-related disorders. Workers should terminate their exposure upon the first sign of heat-related illness or extreme physical discomfort, and they should report their condition to a supervisor.
17. False. A coworker can serve as a role model by taking scheduled breaks, drinking water, and self-reporting symptoms. Coworkers should be observing their fellow workers for unusual behaviors that are the early signs of illness.
18. True. California employers have many different responsibilities under the California Occupational Safety and Health Act of 1973 and Title 8 of the California Code of Regulations, including establish, implement and maintain an [Injury and Illness Prevention Program](#) and update it periodically to keep employees safe
19. False. There is no such requirement. The law does not require that the work environment be comfortable. For example, employees could be required to work outdoors midday in the heat

during the summer. The law does require employers to protect employees from death or serious physical harm.

20. True. The requirements can be found in Part §3395 Heat Illness Prevention, Subchapter 7, Sections 1524, 3363, and 3457.

23. Asbestos Awareness

Asbestos was formally used extensively in insulation, flooring and wallboard products. Asbestos is now known to cause respiratory illness and cancer. Therefore:

➔ **ASBESTOS MUST BE REMOVED BEFORE Russell Hinton STARTS WORK.**
Russell Hinton employees may encounter asbestos containing materials when working in existing buildings doing remodel and repair work. Most commonly, employees find asbestos containing materials in dry wall, tape compound, and flooring in older buildings.

Asbestos removal (abatement) is the client’s responsibility. The client must give us a clean report of aggressive air testing before we work in a space where asbestos has been abated. Russell Hinton does not work in areas where asbestos is being abated unless properly protected from exposure.

Rarely, our contract requires us to work around asbestos that has not been abated (for instance, marking areas where asbestos must be removed). All Russell Hinton operations with potential asbestos exposure must be carried out in accordance with Cal-OSHA regulations (specifically Section 1529, Article 4).

Cal-OSHA defines four classes of operations with asbestos. Russell Hinton does not perform Class I or Class II operations, which involve removal and remediation of asbestos materials. When our work requires it, and when specifically approved by the President, Russell Hinton will perform Class III work.

Class III work is “repair and maintenance operations where Asbestos Containing Materials, including Thermal System Insulation and surfacing Asbestos Containing Materials or Presumed Asbestos Containing Materials are likely to be disturbed.” Russell Hinton does not perform any work removing, cutting or disposing of Asbestos Containing Materials.

➔ Do not remove or disturb asbestos containing materials

| A. Asbestos Class III Work Procedure For the Russell Hinton Competent Person |
|---|
| Whenever Russell Hinton is to perform Class III Asbestos Work, the Superintendent appoints a Competent Person (usually the Foreman) to supervise the operation. The Competent Person must have certified training for Class III work. |
| All Russell Hinton workers in the regulated area must have certified Class III training within the previous 12 months. Documentation of this training is maintained by the Safety Administrator. |
| All Class III work must be performed in a regulated area (usually an area contained in protective walls). Russell Hinton only works in areas where the regulated area is established and maintained by a certified company. Follow their safety procedures. |
| Assess the potential for exposure of our workers by reviewing the certified company’s plans and any monitoring results. |
| If periodic air monitoring is required, the certified company should perform it. Be sure to obtain copies of the results. Send results to the Safety Administrator. Results are filed and available for workers to review. |

A. Asbestos Class III Work Procedure
For the Russell Hinton Competent Person

All Russell Hinton workers in regulated areas must wear appropriate respirators. Follow the Respirator Section of this Code of Safe Practices. All workers must be trained in respirator use, have a respirator fit test and a pulmonary function test. The type of respirator depends on the amount of asbestos in the air. Obtain test results from the company responsible for the regulated area. Contact the Safety Administrator to obtain respirators that meet 1529 (h) (3) (A).

Protective clothing may be required in the regulated area. When it is required:

- ✧ Inspect the protective clothing of each worker for rips or holes at the beginning of each shift. Replace defective items immediately.
- ✧ Require employees to follow all entry, exit and decontamination procedures
- ✧ Do not remove contaminated clothing from the regulated area. Follow the cleaning or disposal procedures of the company responsible for the regulated area.

Do not allow workers to eat, drink, smoke, chew tobacco or gum or apply cosmetics in the regulated area.

Every day workers are in the regulated area, note their names on your daily report and send a copy to the office. Russell Hinton tracks workers' exposure. Anyone working 30 days or more a year in a regulated area requires medical monitoring.

24. Confined Space Policy & Procedures for Construction new

All Russell Hinton work must be performed in accordance with the Cal-OSHA Confined Space Standard (General Industry Safety Orders Sections 5156 to 5158). Special precautions are required to work safely in Confined Spaces. Foremen must plan for Confined Space safety.

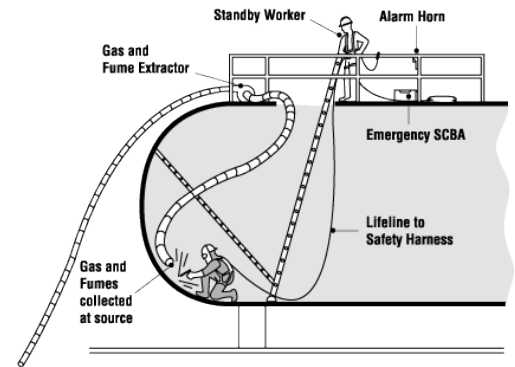
A. Definitions of Confined Spaces

A Confined space during construction:

- Is large enough for an employee to enter fully and perform work and
- Has a limited or restricted means of entry or exit

For instance:

- Underground vaults, pipe chases or tunnels
- Tanks, vessels, or boilers
- Storage bins or silos
- Pits, diked areas, excavations or trenches more than four feet deep



B. How to Recognize a Confined Space

12. All Foremen are trained to recognize a Confined Space.

- ✧ See the Confined Space Identification Chart that follows. Foremen are only concerned with identifying whether or not there is a Confined Space

13. Whenever you identify a Confined Space, contact your Superintendent or Russell Hinton's Safety Manager. The Safety Manager will help you follow all Confined Space requirements.

🔑 Special planning and training is required before working in a Confined Space.

14. Check for enclosed spaces during inspections and before starting work in any area

15. If there is any problem with escaping from an enclosed space, treat it as a confined space.

Problem entry conditions include:

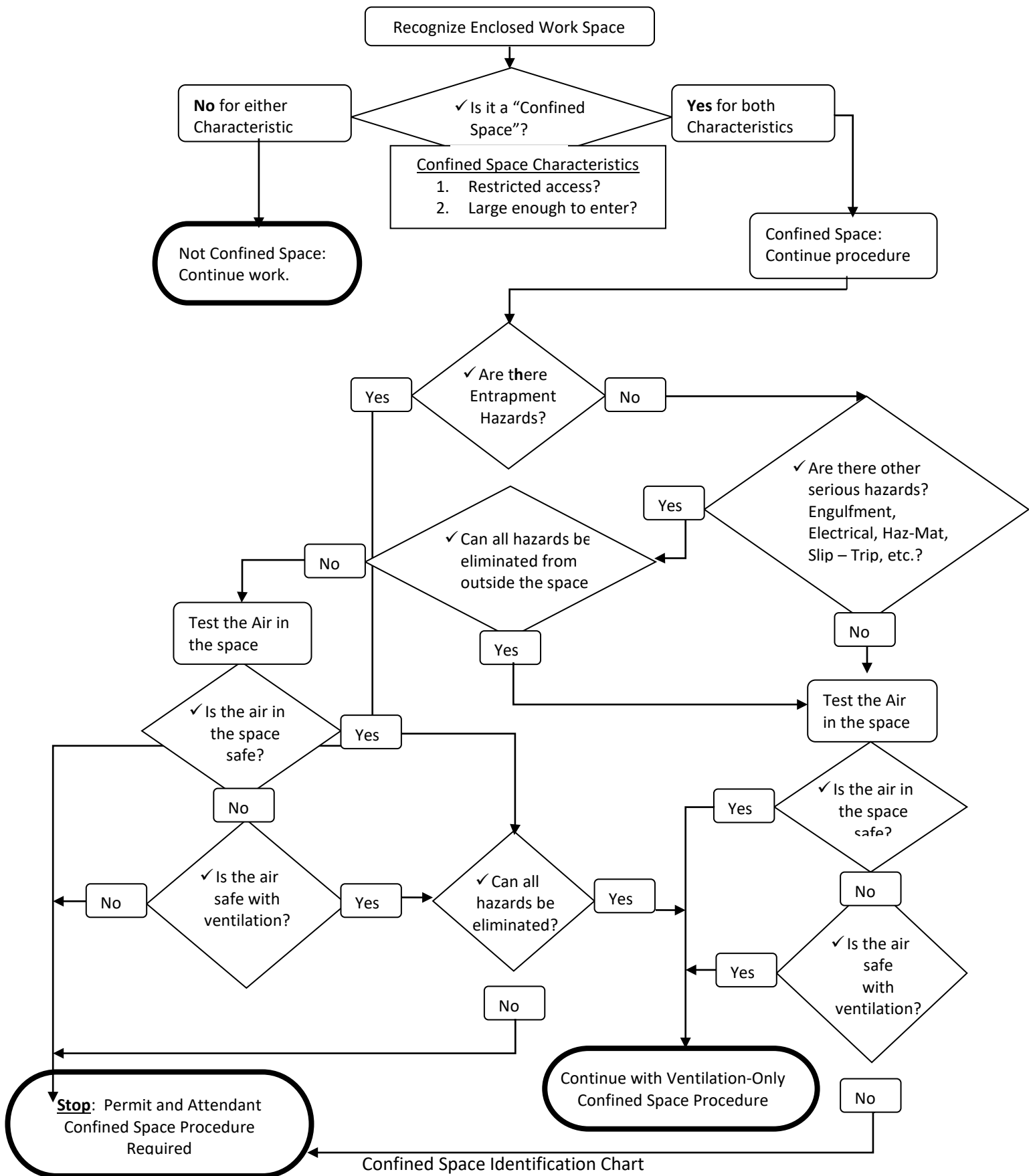
- Ladders
- Need to bend, crawl or slide to enter
- Pipes, ducts or other obstruction between the entrance and the work area
- Differences in elevation of 18" or more

- ✧ For example, a 15 foot long trench 5 feet deep with speed shored vertical sides and with one ladder to climb in and out is a Confined Space.
If the same trench were excavated with sides at 45 degrees, the access would not be limited and it would not be a Confined Space

16. Contact the Safety Manager as soon as you identify a Confined Space. The Safety Manager needs two weeks' notice to prepare for working in the Confined Space.

17. The Safety Manager prepares the crew and site for Confined Space work and provides the required training. The Foreman assists as directed.

➔ **Never enter a Confined Space without Notifying the Safety Manager.**
Always follow the Safety Manager's direction.



Confined Space Identification Chart

25. Ladder Safety:

- Inspect the ladder before using it. If it is broken, place a tag on it and return it to the shop. Never repair a broken ladder, get a new one. Keep portable stairways, ladders and step stools in good condition and only use them in a safe manner.
- Use proper ladder for the job. Do not use “A” frame ladders as straight ladders. Make sure the ladder is tall enough to reach the work area. Do not use metal ladders for electrical work.
- Ladders should only be placed on hard level surfaces. Make sure the ladder feet are not placed on sandy, slippery, or sloping surfaces. Clean or sweep the area where the ladder feet will be and make sure the rubber feet are in good shape.
- Ladders rungs and steps must be kept free of grease, oil, mud, or other slippery substances.
- Arrange your work so you are able to face the ladder and use both hands while climbing. Do not carry tools or equipment while climbing a ladder. Climb the ladder, and then hoist the tools or equipment with a line or a hoisting device.
- Avoid temporary ladders. Always use a commercially made, construction grade ladder of the proper length and weight capacity for the work being performed.
- Secure portable ladders in place and at a pitch so the leveling indicator is in alignment or the distance from the wall to the base of the ladder is at least 1’ for every 4’ of height.
- Straight ladders shall be tied off at the top of the ladder to prevent slipping.
- Be aware of objects below you, move or cover sharp objects in case you fall. Cap or bend all rebar.
- Do not stand on or work above the 3rd rung from the top.
- Do not reach to far from the ladder. Stay within safe limits of balance and never try to shift a ladder while you’re on it. Keep your belt buckle between the side rails.
- Extension ladders shall extend at least 36” above the level being accessed.
- Do not step on the cross bracing, it is not intended to be used for climbing.
- Make sure non-slip feet are on the ladder and not missing.
- Take the time to get the appropriate ladder for the job.
- Always face the ladder when climbing up or down.
- Ladders are to be placed to prevent slipping or falling and properly secured.
- Always keep a three-point contact with the ladder (one hand- two feet, two hands-one foot).
- Do not leave tools on the top of a stepladder or on any other elevated place from which they may fall.
- Be certain the hands and feet are dry and free from grease and dirt before climbing a ladder.
- Read and follow the manufacturer’s instructions label affixed to the ladder if you unsure how to use the ladder.
- Do not use ladder that have loose rungs, cracked or split sides rails, missing rubber foot pads, or are otherwise visibly damaged.

26. Hazardous Communications Program

A. Purpose

The purpose of this Hazard Communication Program is to protect Russell Hinton workers from chemical hazards. Each worker reviews this Hazard Communication Program during New Hire training.

B. Location of Russell Hinton Hazard Communication Materials

Russell Hinton Hazard Communication Program and Safety Data Sheets (SDS) are available at any time by any Russell Hinton employee and any other job site employer at the office (580 Irwin St, San Rafael, CA 94901) and from the Foreman at each Russell Hinton jobsite.

C. Labeling

The Superintendents ensures that all chemicals in the shop or sent to jobs are properly labeled. Shop or field foremen are responsible for chemical container labels in their work areas.

Labels must be in English, easy to read and prominently displayed. Manufacturers' labels include pictograms in accordance with the Globally Harmonized System of Hazard Communication (sample below).

Each label must include:










- (1) A product identifier
- (2) A signal word
- (3) One or more pictograms
- (4) Hazard statements
- (5) Precautionary statements
- (6) The name address and telephone number of the chemical manufacturer, importer or other responsible party

These label requirements must be met by all manufacturers by June 1, 2016. Until then manufacturers may use HMIS or NFPA standard labels.

Shop and field foremen inspect container labels regularly. If labels are removed or defaced remove or re-label them immediately.

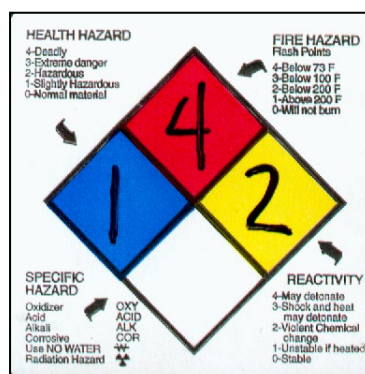
When a chemical is transferred into a secondary container, (spray bottles, buckets, flasks, etc.) the container must be properly labeled unless the contents are to be used up immediately and completely. Russell Hinton also revises the label of any chemical whenever Russell Hinton becomes aware of any significant information changes.

- Find the proper label information in the SDS or on the original label, including the identity of the hazardous chemicals, hazard warnings and the name and address of the chemical manufacturer, importer or other responsible party.
- Write the information on the container or a stick-on label.

| HCS Pictograms and Hazards | | |
|---|---|--|
| <p>Health Hazard</p>  | <p>Flame</p>  | <p>Exclamation Mark</p>  |
| <ul style="list-style-type: none"> • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity | <ul style="list-style-type: none"> • Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self-Reactives • Organic Peroxides | <ul style="list-style-type: none"> • Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity (harmful) • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non Mandatory) |
| <p>Gas Cylinder</p>  | <p>Corrosion</p>  | <p>Explosion Bomb</p>  |
| <ul style="list-style-type: none"> • Gases under Pressure | <ul style="list-style-type: none"> • Skin Corrosion/ burns • Eye Damage • Corrosive to Metals | <ul style="list-style-type: none"> • Explosives • Self-Reactives • Organic Peroxides |
| <p>Flame over Circle</p>  | <p>Environment (Non Mandatory)</p>  | <p>Skull and Crossbones</p>  |
| <ul style="list-style-type: none"> • Oxidizers | <ul style="list-style-type: none"> • Aquatic Toxicity | <ul style="list-style-type: none"> • Acute Toxicity (fatal or toxic) |



HMIS Label



NFPA Label

D. Safety Data Sheets

The Safety Supervisor is responsible for obtaining and maintaining Safety Data Sheets for every chemical that workers could be exposed to. Russell Hinton manages its inventory of SDS with the SDS Binderworks.com on line service.

1) SDS Inventory:

Russell Hinton conducted a thorough inventory of chemicals used when it adopted the SDS Binderworks system and created an on line SDS inventory.

Russell Hinton's Safety Data Sheets inventory is maintained on line at SDSBinderworks.com. A site-specific binder of SDS for materials for the job is provided to the Foreman at the startup of each new project.

2) Maintaining the Inventory:

Each time Russell Hinton orders any chemical The Safety Director confirms that the item is included in the Master SDS inventory. When materials not already included in the Inventory are ordered, The Safety Director notifies SDS Binderworks.com to add it to the on-line inventory.

SDS Binderworks updates the inventory any time the manufacturers make changes to their SDS. SDS Binderworks notifies Russell Hinton of such changes.

E. Worker Information and Training

Each jobsite Foreman is responsible for hazard communication training for workers on the job. The Foreman confirms or conducts Russell Hinton's New Hire Hazard Communication training when new workers start at the job. (See the Orientation Section of the Russell Hinton Injury and Illness Prevention Program.)

New Hire Orientation includes a worker Haz Comm training. The training covers:

- The requirements of OSHA's Hazard Communication Standard
- How chemicals can enter the human body
- The standard 8 pictograms of the Globally Harmonized System of Hazard Communication
- How workers can take to protect themselves from the hazards, including safe work practices, personal protective equipment (PPE), emergency procedures, etc.
- Ways to detect the presence or release of hazardous chemicals

New hire training also includes information about:

- Russell Hinton's contact person for worker questions about hazardous chemicals
- The location of Russell Hinton's Hazard Communication Program and Safety Data Sheets
- The contents of Russell Hinton's Hazard Communication Program and SDS binders
- Russell Hinton's chemical container labeling system
- Specific job site operations where hazardous chemicals are present

The Foreman reviews the onsite copy of the SDS Binder including a copy of this Hazard Communication Program with each new worker on the job.

Whenever a new chemical hazard is on the jobsite, all exposed Russell Hinton workers are trained on the new chemicals, their hazards, and how to protect themselves.

1) Hazardous Communication Training Records

New Hire Hazard Communication training sessions are documented. Each trainee takes a multiple-choice test. The completed tests are filed per the IIPP Training Section requirements. Foremen document onsite training with memo or note on their daily report.

F. Multi-Employer Work Sites

Russell Hinton complies with the Hazardous Communication requirements of the Controlling Contractor or Facility Owner. At a minimum Russell Hinton's Foreman:

- Informs the Controlling Contractor or Facility Manager where to find the Russell Hazardous Communication Program and the SDS Binder on the jobsite. Typically, Russell Hinton provides a copy of the Program and Site Specific Binder to the Contractor.
- Determines where SDS information from other companies on the site or from the Facility Manager is available and informs Russell Hinton workers.

G. SDS Binder and List of Hazardous Chemicals

This Program is distributed in the SDS Binders for Russell Hinton. The Table of Contents and Safety Data Sheets follow this Program in the binder.

H. Russell Hinton GHS Hazard Communication Test

NAME: _____ DATE: _____

1. OSHA's Hazard Communication Standard was established to
 - a. provide you with specific information about fire hazards.
 - b. ensure that workers can communicate about jobsite hazards.
 - c. communicate workplace hazards to jobsite craft labor.
 - d. train you about carcinogens, mutagens and other health hazards.

2. In the Globally Harmonized System (GHS) of Hazard Communication _____ will be presented in the same format each time.
 - a. labels and safety data sheets (SDS)
 - b. labels and material safety data sheets (MSDS)
 - c. chemical container labels
 - d. hazard communication programs.

3. In the GHS labeling system all labels must include
 - a. a hazard statement and precautionary statement.
 - b. a signal word and product identifier.
 - c. a pictogram and manufacturer or supplier contact information.
 - d. all of the above.

4. GHS label signal words are
 - a. danger and hazardous.
 - b. danger and caution.
 - c. danger and warning.
 - d. none of the above.

5. A hazard statement on a GHS safety data sheet or label describes
 - a. the nature of the potential hazards.
 - b. the fire hazards associated with the chemical substance.
 - c. the health hazards associated with the chemical substance.
 - d. none of the above.

6. A precautionary statement on a GHS safety data sheet or label describes
 - a. the recommended protective measures.
 - b. the nature of the potential hazards.
 - c. the pre-task planning steps needed for protection.
 - d. all of the above.

7. The product identifier on a GHS safety data sheet or label is
 - a. a name used to identify a chemical substance.
 - b. a number used to identify a chemical substance.
 - c. a and b above.
 - d. none of the above.

8. Contact information on a GHS chemical container label describes
- the chemical manufacturer's name, address and telephone number.
 - the chemical importer's name, address and telephone number.
 - the responsible party's name, address and telephone number.
 - all of the above.
9. Pictograms on a GHS safety data sheet or label are
- pictures of chemical hazards.
 - symbols that give you specific information about chemical hazards.
 - graphics of hazardous chemicals.
 - none of the above.
10. The _____ pictogram indicates that there are flammable or pyrophoric chemicals in a container.
- flame over circle
 - exploding bomb
 - gas cylinder
 - flame
11. The _____ pictogram indicates that there is chemical in a container that can cause cancer or aspiration.
- exclamation mark
 - skull and crossbones
 - human silhouette
 - flame over circle
12. The _____ pictogram indicates that the chemical in the container is explosive.
- flame
 - flame over circle
 - gas cylinder
 - none of the above
13. There are only _____ sections in the GHS safety data sheet format.
- 6
 - 16
 - 26
 - 36
14. In the GHS safety data sheet format the product identifier is always in section
- 1.
 - 2.
 - 5.
 - 36.
15. In the GHS safety data sheet format information about the personal protective equipment needed to work safely with the chemical is always in section
- 6.
 - 7.

- c. 8.
- d. 18.

16. In GHS chemical classification the higher the hazard category number the

- a. less reactive the chemical.
- b. higher the hazard.
- c. lower the hazard.
- d. more flammable the chemical.

17. In the NFPA 704 Diamond the higher the hazard number the

- a. less reactive the chemical.
- b. higher the hazard.
- c. lower the hazard.
- d. less flammable the chemical.

18. Chemicals can enter into the human body by

- a. inhalation.
- b. ingestion.
- c. absorption through the skin and injection.
- d. all of the above.

19. Always wash your hands before _____ after working with or around a chemical substance.

- a. eating or drinking
- b. smoking
- c. applying lip balm or make-up
- d. all of the above

20. When you transfer a chemical into a secondary container, but end up not using it immediately and/or completely, you should

- a. ensure that the secondary container gets properly labeled.
- b. empty the container.
- c. place the container in a fireproof chemical storage cabinet.
- d. Place a "danger do not use" tag on the container.

GHS HAZARD COMMUNICATION TEST

ANSWER KEY

1. OSHA's Hazard Communication Standard was established to
 - a. provide you with specific information about fire hazards.
 - b. ensure your right to know about chemical hazards in the workplace.**
 - c. communicate workplace hazards to jobsite craft labor.
 - d. train you about carcinogens, mutagens and other health hazards.
2. In the Globally Harmonized System (GHS) of Hazard Communication _____ will be presented in the same format each time.
 - a. labels and safety data sheets (SDS)**
 - b. labels and material safety data sheets (MSDS)
 - c. chemical container labels
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 - a. the chemical manufacturer's name, address and telephone number.

- b. the chemical importer's name, address and telephone number.
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- b. exploding bomb
- c. gas cylinder

d. flame

11. The _____ pictogram indicates that there is chemical in a container that can cause cancer or aspiration.

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- b. skull and crossbones

c. human silhouette

- d. flame over circle

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- a. 6
- b. 16**
- c. 26
- d. 36

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- a. 1.**
- b. 2.
- c. 5.
- d. 36.

15. In the GHS safety data sheet format information about the personal protective equipment needed to work safely with the chemical is always in section

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- b. 7.
- c. 8.**

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 - c. lower the hazard.**
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18. Chemicals can enter into the human body by
- a. inhalation.
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 - c. absorption through the skin and injection.
 - d. all of the above.**
19. Always wash your hands before _____ after working with or around a chemical substance.
- a. eating or drinking
 - b. smoking
 - c. applying lip balm or make-up
 - d. all of the above**
20. When you transfer a chemical into a secondary container, but end up not using it immediately and/or completely, you should
- a. ensure that the secondary container gets properly labeled.**
 - b. empty the container.
 - c. place the container in a fireproof chemical storage cabinet.
 - d. Place a "danger do not use" tag on the container.

27. Material Handling:

- Use protective pads or gloves when handling rough or sharp-edged materials. If nails protrude, remove them or bend them over.
- Do not park trucks or trailers in aisles, roadways, or buildings without authorization.
- Do not ride in or on any equipment unless there is an available built-in seat or comparable security feature.
- Never use oil or grease on or around oxygen piping, fittings or valves. Combustibles, such as oil or grease, burn with explosive violence in oxygen if ignited.
- Crating materials, banding straps, etc., must be disposed of to prevent tripping hazards, cuts, etc.
- All materials must be properly stacked and secured by blocking, stacking, banding or other means to prevent rolling, tipping, sliding, falling or collapse.
- Before releasing the band on a loaded truck, be certain that the load will not shift when released.
- Use special care when storing or stacking material near walkways aisles or public exposures (sidewalks, roads, highways)
- Proper lifting techniques must be used whenever you are required to manually lift and handle materials.
- Heavy loads should never be lifted over an area where employees are working or equipment is parked.
- Employees should never place their hands between the chokers and the load or other pinch points.
- Tag lines should be used to control heavy loads that are swinging from a boom, crane or other type of material handling equipment.
- When working near others, let them know before you drop a load or do anything that might injure them.
- Do not throw anything from a height until you have checked below you.

A. Lifting Procedures

- Whenever possible get help lifting wall boards.
- Test the weight of the load before lifting by pushing the load along its resting surface.
- If an object is too heavy to move without strain, ASK FOR HELP. Use mechanical lifting devices if at all possible or a t-brace for applying drywall to ceiling if lifting alone.
- Never lift anything if your hands are greasy or wet.
- Wear protective gloves when lifting objects with sharp corners or jagged edges.
- Observe the correct position for lifting. Stand with your feet slightly apart, assume a squatting position with knees bent and tuck your chin. Tilt head forward, grasp the load with both hands and gradually push up with your legs, keeping your back straight and avoiding any abrupt movement.

2) When Lifting:

- Face the load.
- Position your feet 6"-12" apart with one foot slightly in front of the other.
- Bend at the knees, not at the back.

- Keep your back straight.
- Get firm grips on the object using your hands and fingers. Use handles when they are present.
- Hold the object as close to your body as possible.
- Perform lifting movements smoothly and gradually; do not jerk the load.
- If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
- Set down objects in the same manner as you picked them up, except in reverse.
- Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting at higher.

28. Scissor and Boom Lifts:

Scissor Lifts

- Only trained workers are allowed to operate a scissor lift.
- Scissor lifts are to be used only on level surfaces.
- The weight capacity must not be exceeded by personal tools and product.
- Stepping on the toe board, mid rail or top rail is strictly forbidden.

Boom Lift

- Boom lifts and forklifts are to be used only by certified & trained operators.
- They are to be used only on ground level.
- A maximum of two workers are allowed in Boom Lift basket at a time unless the manufacturer specifically allows more.
- All workers must wear proper fall protection equipment upon entering the basket.
- Standing on the toe board, mid rail or top rail is strictly forbidden.

29. Drug Free Workplace Policy

A. Purpose and Goal

- Russell Hinton is committed to protecting the safety, health and well-being of all employees and others in our workplaces. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment.
- This policy is subject to and limited by the provisions of the Russell Hinton's collective bargaining agreements and requirements of clients or work sites.
- Russell Hinton encourages employees to voluntarily seek help with drug and alcohol problems.

1) Covered Workers

Any individual who conducts business for Russell Hinton, or who is applying for a position or conducting business on Russell Hinton's property or jobsite is covered by our drug-free workplace policy. Our policy includes, but is not limited to all full-time employees.


2) Applicability

Our drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for the Russell Hinton. Therefore, this policy applies during all working hours.

3) Prohibited Behavior

It is a violation of our drug-free workplace policy to be under the influence of, use, possess, sell, trade and/or offer for sale alcohol, illegal drugs or intoxicants while on Russell Hinton premises or performing work for Russell Hinton.

The illegal or unauthorized use of prescription drugs is prohibited. It is a violation of our drug-free workplace policy to intentionally misuse and/or abuse prescription medications.

 Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. Any employee taking prescribed medication must determine with a physician or pharmacist whether the medication may interfere with safe performance on the job or must comply with over the counter drug precautions. If the medication could impair safe work, it is the employee's responsibility to adjust their work accordingly (e.g., call in sick, use leave, request change of duty, notify supervisor) to avoid endangering anyone.

- Notification of Convictions

Any employee who is convicted of a criminal drug violation in the workplace must notify Russell Hinton in writing within five calendar days of the conviction. Russell Hinton will take appropriate action within 30 days of notification. Federal contracting agencies will be notified when appropriate.

- Searches

Entering Russell Hinton's property or jobsite constitutes consent to searches and inspections. If an individual is suspected of violating the drug-free workplace policy, he or she may be asked to submit

to a search or inspection at any time. Searches can be conducted of desks and workstations and vehicles and equipment.

B. Substance Abuse Testing

- Russell Hinton will administer Drug and Alcohol testing programs as required by or clients or their customers. This testing may include pre-employment, random, for reasonable suspicion and / or post-accident / incident testing.
- Russell Hinton will administer post-accident / incident testing for all employees who have been involved in or caused an accident or incident which caused or could have caused personal injury or damage to equipment or property. Such Post Accident testing will not be required, however, unless there is a reasonable possibility that drug use might have caused or contributed to the accident.
- All Russell Hinton testing will follow the Department of Health and Human Services guidelines including confirmation testing and Medical Review Officers. Russell Hinton's post-accident testing will include the DOT 5 drug panel plus alcohol.

Consequences

- One of the goals of our drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious.
- In the case of applicants, if he or she violates the drug-free workplace policy, the offer of employment can be withdrawn. The applicant may reapply after one year and must successfully pass a pre-employment drug test.
- If an employee violates the policy, he or she may be terminated from employment. At the discretion of Russell Hinton other penalties may include suspension from work, required training or required treatment.

Return-to-Work Agreements

Following a violation of the Drug-Free Workplace Policy, an employee may be offered an opportunity to participate in rehabilitation. In such cases, the employee must sign and abide by the terms set forth in a Return-to-Work Agreement as a condition of continued employment.

Assistance

- Russell Hinton recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees, our drug-free workplace policy:
- Russell Hinton encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.
- Treatment for alcoholism and/or other drug use disorders may be covered by the employee benefit plan or by union health and welfare plans. However, the ultimate financial responsibility for recommended treatment belongs to the employee.

Confidentiality

All information received by Russell Hinton through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

C. Shared Responsibility

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play.

All employees are required to not report to work or be subject to duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or other drugs.

In addition, employees are encouraged to:

- * Be concerned about working in a safe environment.
- * Support fellow workers in seeking help.
- * Report dangerous behavior to their supervisor.

It is the supervisor's responsibility to:

- * Inform employees of the drug-free workplace policy.
- * Observe employee performance.
- * Investigate reports of dangerous practices.
- * Clearly state consequences of policy violations.
- * Be trained in recognizing indications of impaired behavior from drug or alcohol use

D. Communication

Communicating our drug-free workplace policy to both supervisors and employees is critical to our success. To ensure all employees are aware of their role in supporting our drug-free workplace program, the Drug Free Workplace Policy will be reviewed in orientation sessions with new employee

30. Motor Vehicle Safety Program

A. Purpose

This written Motor Vehicle Code of Safe Practice establishes guidelines to ensure that we allow only eligible drivers to drive a Russell Hinton Company vehicle, train and supervise drivers, and maintain vehicles properly. A Company vehicle is a motor vehicle that is owned, leased, or rented by the Company or is a driver-owned vehicle operated on Company business.

Adherence to this written program can improve traffic safety performance, minimize the risk of motor vehicle incidents, and help to keep our employees safe and our costs as low as possible. Copies of the written program are distributed to drivers when they are assigned a vehicle and may be obtained from your Superintendent.

B. Policy

Russell Hinton expects our drivers to not only obey all traffic laws but to practice defensive driving. Russell Hinton tracks citations and accidents. We hold drivers responsible for accidents where defensive driving could have prevented the accident, no matter who is determined to be at-fault.

This policy is communicated to employees through a review of this program when drivers are assigned a vehicle and through reports from the Fleet Manager or Safety Committee on motor vehicles safety.

C. Responsibilities

1) Drivers

Drivers are always responsible for following the requirements of this Policy. Drivers must:

- Inspect vehicles before driving
- Obtain maintenance and repairs as needed or directed
- Report all accidents or hazardous conditions
- Drive defensively

2) Fleet Manager

Jordan Satrap is our Motor Vehicle Fleet Manager. He is responsible for managing this safety program so that drivers, managers, supervisors and employees know what Russell Hinton expects. He monitors Russell Hinton drivers with the California DMV Pull Program. He receives notifications from the DMV about our drivers, takes action as appropriate, and reviews notifications with the Safety Committee.

3) Safety Director

Russell Hinton Safety Director is responsible for adopting, evaluating and maintaining an effective Motor Vehicle Safety COSP.

4) Safety Committee

The Russell Hinton Safety Committee reviews records of all drivers' accidents or citations. The Safety Committee recommends actions and the Safety Director determines the Company response and informs drivers. The Safety Committee or the Safety Director communicates with employees about the Motor Vehicle COSP and responds to any concerns about motor vehicle hazards and incidents.

D. Vehicle Safety Rules

Russell Hinton requires our drivers to drive defensively and act courteously toward other drivers. Russell Hinton does not tolerate driving under the influence of drugs or alcohol.

The standard *Safe Practices for Motor Vehicle Operations*, ANSI Z15.1, defines **Defensive Driving** as:

"Driving to save lives, time, and money, in spite of the conditions around you and the actions of others."

Defensive driving allows you to be safe despite adverse conditions or the mistakes of others.

Defensive Driving techniques that we expect our drivers to follow include:

- Stay alert and expect the unexpected.**
 - Anticipate the mistakes or unsafe maneuvers of the other drivers.
- Watch well ahead for early warning**
 - Give yourself time to react to dangerous situations such as a car coming to an abrupt stop or a child running into traffic.
 - Watch for other vehicles' signal lights.
 - Keep your eyes moving.
- Look for a way out.**
 - Always have an exit strategy in mind. Having one can help you to react to dangerous situations quickly and safely.
- Look first, and then back up.**
 - Walk around your vehicle before entering it. Sometimes objects behind you cannot be seen from the driver's seat.
 - Check your rearview and side mirrors before backing up.
 - Physically turn your body to the rear and watch where you are going while backing up.
- Don't insist on the Right of Way.**
 - Defer to other drivers instead of using your vehicle to demand your rights.
- Do not enter intersections until you know it is safe.**
 - Don't count on other drivers to obey traffic lights or stop signs.
- Signal your intentions**
 - Always signal before changing lanes or turning
- Drive at a safe speed for the conditions.**
 - The speed limit applies only when conditions are perfect.
 - Slow down for darkness, weather and traffic.
 - Follow construction or other speed reduction warnings.
 - Slow down at crosswalks, around pedestrians and in or around parking lots.
- Turn on your headlights before they are needed.**
 - Always use headlights at dawn, dusk or if you need your windshield wipers.
- Keep your distance.**
 - Keep a safety zone around your vehicle.
 - Keep a 3-second gap between you and the car in front of you: 1 car distance for every 10 miles an hour driven.
 - Do not drive in another driver's blind spot.
 - Do not tailgate.

- Pull over and let tailgaters pass you.
- Always yield to pedestrians and bicyclists.**
- Don't drive while you are distracted**
 - Eating, using a cell phone, writing and even conversing with passengers take your eyes and attention off the road. Avoid all distractions. Pull off the road instead of driving when your attention is not on driving.
- If you are drowsy, pull over and walk to wake yourself up.**
- Cell Phone Policy**

➔ Most uses of your cell or "smart" phone are prohibited while you are driving.

Sending or receiving text messages, looking up contacts, entering phone numbers, browsing the web, using email in any manner, or using apps are too distracting for safety and are not allowed even if the operation is "hands free."

The only allowed uses of your phone are:

- When necessary for business purposes you may make and receive calls, but only "hands free. You must be able to operate the phone without handling it or taking your eyes off the road.
- You may use a map app to give you directions, but you must not be driving when you set up and start the app.

E. Company Drivers

1) Assigning Vehicles

When any employee is hired, the Supervisor obtains consent to have DMV records given to the Company. When assigning a vehicle to a new driver, the Superintendent or Fleet Manager must obtain a copy of the new driver's license.

When a vehicle is assigned the Fleet Manager adds the driver to the ongoing DMV "Pull" notification program. The results of DMV checks are kept in the Safety files.

The Safety Director reviews the records for new drivers and may issue warnings, probation, or revoke driving privileges in accordance with the Discipline procedure in this COSP.

1) Using Company Vehicles for Personal Purposes

- Russell Hinton drivers are often allowed to park their vehicles at home overnight so the vehicle will be at the job site at the start of each work day. Employees are not permitted to use the vehicles except on Company business:
- Do not drive the company vehicle for personal use
- Do not allow anyone else to drive the vehicle except for authorized Company drivers
- Do not carry passengers except for company employees, agents or customers

Any violation of these restrictions is counted as a DMV point under the Vehicle Safety Discipline Procedure.

2) Using Personal Vehicles on Russell Hinton Business

Russell Hinton does not allow the use of personal vehicles for company business. If you need to move Russell Hinton equipment and / or material to or from a jobsite, please speak to your supervisor to arrange for someone else to do it.

F. Vehicle Requirements

Selecting, properly maintaining and routinely inspecting company vehicles is an important part of preventing motor vehicle incidents and related losses.

1) Selection

The Fleet Manager, is responsible for selecting and obtaining vehicles for company employees. The Fleet Manager reviews and considers the safety features of all vehicles for the Fleet. Russell Hinton does not operate vehicle models that have poor safety ratings.

2) Maintenance

The Fleet Manager is responsible for keeping vehicles serviced per the Manufacturer's recommendations. He instructs drivers on services required and tracks completion. He receives and complies with any recall notices.

The Fleet Manager is also responsible for regularly replacing vehicles when the cost of maintaining and operating an old vehicle safely is greater than the cost of operating a new one.

3) Inspection

Drivers must perform a visual inspection of any vehicle before operating it. The inspection must include:

- Brakes, including trailer brake connections and hand brake
- Tires
- Horn
- Steering mechanism;
- Seat belts
- All lights
- Windshield wipers

If a vehicle defect is found, report to the Safety Coordinator or Fleet Manager. Do not drive the vehicle except as instructed. Safety Coordinator arranges for towing, repairs and replacement vehicles if required.

G. Incident Reporting and Investigation

1) Incidents

Motor vehicle incidents include collisions, other impacts or loss of control of vehicles that cause or could cause injury, illness or property damage including:

- Collisions
- Vehicle fires
- Loose vehicle cargo or other objects impacting the vehicle
- Near misses
- Any traffic violation resulting in DMV points and cell phone use violations
- Citations for improperly maintained vehicle
- On-the-road vehicle breakdown

2) Reporting

Drivers report every incident. Contact the Fleet Manager as soon as possible after the incident and follow their instructions. Send a written report to Fleet Manager on a Vehicle Incident Report form after calling in the information. Incident Report forms are kept in each vehicle.

➔ Failure to report incidents is a violation of this COSP. Failure to report is counted as a DMV point under the Vehicle Safety Discipline Procedure.

All motor vehicle incidents are investigated to determine their causes and whether or not the incidents were preventable. The Fleet Manager obtains the driver's incident report and any police report available. The Fleet Manager submits the reports to the Safety Director who includes each incident on the next Safety Committee agenda. The Safety Director may direct further investigation, interviews, etc.

The Safety Committee determines whether the incident was preventable by the driver or others and recommends disciplinary action. The Safety Director decides on any penalty and informs the driver of the results of the investigation. The Safety Director may take action before the Safety Committee meets if an immediate response is needed.

Whenever incident investigation indicates that other action should be taken to prevent further incidents, the Safety Committee changes procedures, provides training, communicates with all drivers or takes other steps to improve the Vehicle Safety Program.

3) Discipline

Russell Hinton has adopted the following guidelines for issuing penalties to drivers or others found responsible for Motor Vehicle Incidents. Any violation of the requirements of this Policy may be treated by the Safety Committee as a DMV point. Such violations include failure to inspect or maintain vehicles, personal use of vehicles, and failure to report accidents.

| 3 YEAR COUNT | 1 | 2 | 3 | 4 or more |
|---|---|--|--|---------------------|
| INCIDENT / INFRACTION | | | | |
| At Fault Accidents in Company Vehicle in 3 years | Warning | Probation | Penalty TBD | No assigned vehicle |
| DMV Points in 3 years (in any vehicle) or responsibility for any other incident or infraction not otherwise listed. | On Record Notification | Warning | Probation until 3-year total is less than 3 | Penalty TBD |
| DUI arrest or conviction in 3 years (not in company vehicle) | No assigned vehicle for one year after suspended license is renewed, then probation for 2 years | No assigned vehicle as long as employed. | No driving company vehicle on public road (for 3 years) and no assigned vehicle as long as employed. | |
| DUI arrest or conviction in Company Vehicle at any time (no 3-year limit) | No assigned vehicle as long as employed. | Termination | N/A | |
| Note: If DUI arrest is reversed in court, these penalties are rescinded | | | | |