



LIC # 670860

**INJURY AND ILLNESS PREVENTION
PROGRAM
HEAT ILLNESS PROGRAM
AND
COMPANY HANDBOOK**

Prepared and presented
By

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INJURY AND ILLNESS PREVENTION PROGRAM



Introduction – Responsible Person

Cecilia Armstrong, has developed and implemented this written Injury and Illness Prevention Program (IIPP) as part of our health and safety program. The work performed by Cecilia Armstrong, personnel is varied, in both nature and location. Under all circumstances, it is the intent of Cecilia Armstrong, to: 1) comply with the requirements and spirit of the California Code of Regulations, Title 8; and 2) provide a safe and healthful work environment for employees. Accordingly, effective April 01, 2009, Cecilia Armstrong, has implemented this IIPP in compliance with Senate Bill 198, encoded as Labor Law 6401.7, and the California Code of Regulations (CCR), Title 8, Section 3203. Cecilia Armstrong, has the authority and expects and requires all employees to follow the requirements set forth in this IIPP (8 CCR 3203 (a) (1)).

Joseph Holt Plastering, has designated Cecilia Armstrong, Safety Coordinator as the Responsible Person for the IIPP. It is the responsibility of Cecilia Armstrong, Safety Coordinator to ensure overall implementation of the IIPP. In addition, Cecilia Armstrong, Safety Coordinator has the job site responsibility for enforcement of this program.

The duties of the Responsible Person (Cecilia Armstrong) are to:

- Identify and evaluate workplace hazards, to include procedures for investigating occupational injuries and illnesses.
- Establish and/or review methods and procedures for correcting unsafe and unhealthy conditions and work practices.
- Ensure that employees receive training programs on general and specific safety and health practices for the company and on each of their job assignments.
- Ensure that there is a procedure for communicating to employees, in an understandable manner, Joseph Holt Plastering, safety and health rules and procedures.
- Ensure compliance with safe and health work practices.
- Ensure that records on training, inspections, and corrective measures are properly maintained, as required by this Injury and Illness Program and other Cal/OSHA required programs in accordance with Title 8 CCR.



Policy

It is our goal to provide a safe and healthy workplace for all employees and to avoid occupational injuries and illness. The priority of workplace safety and health is of such importance that it will be placed above operating efficiency and productivity whenever necessary.

To attain this goal, an injury and illness prevention program is adopted in compliance with Labor Code Section 6401.7, General Industry Safety Order Section 3203, and other applicable local, state, and federal laws. The program includes training and instruction concerning safe and healthy work practices applicable to the job, as well as systems for investigating work-related injuries and illness, identifying and rating workplace hazards, and correcting unsafe work conditions.

To be successful, the program requires cooperation in all safety and health matters, not only between supervisor and employee, but also between each employee and his or her coworker. It is the responsibility of every employee to always follow the requirements of the injury and illness prevention program. **This requirement is a condition of your employment.**

Employees who fail to follow job safety and health standards are subject to disciplinary action, including, but not limited to: verbal reprimands, written warnings, suspension, or immediate discharge. The degree of discipline in any particular instance will be at the sole discretion of the management. Nothing in our injury and illness prevention program, however, shall alter the right of any employee or the employer to end employment whenever, with or without cause or notice.

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

Scott McKernan – President

A handwritten date "4/1/09" in black ink, written over a horizontal line.

Date

Safety Disciplinary Guidelines

The safety of our workforce is the number one priority at Joseph Holt Plastering. We expect each and every employee to take safety seriously and obey all safety rules and safe work practices. All employees are empowered to stop any act or action, which would pose a safety risk to them or to the safety of employees.



Joseph Holt Plastering will take disciplinary action against any employee who violates our safety rules, works in an unsafe manner, or deliberately circumvents any safety devices, policy or procedure in any way. We separate safety violations into two categories, major or flagrant and minor.

MAJOR VIOLATION

Major violations are purposely or knowingly performing an act that places you or another employee at serious risk. Such an act may include the disarming of a safety switch, guard, tag, or alarm, or operating equipment that has been locked out or tagged-out, or failing to lock out or tag-out a piece of equipment that Maintenance has removed from service. Operating or performing any task that you have not been trained for and for which you have not been granted permission or authority to perform. This also will include the operation of any machine or processes in an unsafe manner in which the employee has been trained and knows better.

MINOR VIOLATION

Minor violations are those that are considered by management to not pose an immediate risk or that has resulted from a lack of training or experience. Examples include not wearing proper safety gear such as hard hats, hard soled shoes, back braces, eyeglasses, earplugs, etc. or leaving a hand tool exposed or a shovel on the ground blade up. Also included in minor violations would be new employee actions until the employee has received proper training.



SAFETY POLICY

Joseph Holt Plastering, will institute and administer a comprehensive and continuous occupational Injury and Illness Prevention Program (IIPP) for all employees. The health and safety of the individual employee, whether in the field, plant or office takes precedence over all other concerns. Employer's goal is to prevent accidents, to reduce personal injury and occupational illness and to comply with all safety and health standards.

RESPONSIBILITY

Cecilia Armstrong, Safety Coordinator is responsible for overall management and administration of the Injury and Illness Prevention Program. Each Supervisor is responsible for implementing the IIPP in his/her work area. Questions regarding the program should be directed to Cecilia Armstrong, Safety Coordinator.

TRAINING

Cecilia Armstrong, Safety Coordinator shall assure that supervisors receive training to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed.

Supervisors are responsible to see that those under their direction receive training on general workplace safety as well as specific instructions with regard to hazards unique to any job assignment.

This training is provided:

To all employees and those given new job assignments for which training has not previously been received. The "New Employees Training Record" and/or the "Employee Safety Training Verification Form" are used to document training.

Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard; and whenever the employer is made aware of a new or previously unrecognized hazard.

METHOD OF COMPLIANCE

Our supervisors or Cecilia Armstrong, Safety Coordinator will observe employees work habits to ensure compliance with safety program. Employees who follow safe and healthy work practices will have this fact recognized and documented on their performance reviews. Employees who are unaware of correct safety and health procedures will be trained or retrained.

Willful violations of safe work rules and practices may result in disciplinary action in accordance with the following policy:

Disciplinary measures are progressive and involve four steps:

Should a safety and health violation be noted, the supervisor is to informally discuss the behavior with the



employee, stating the potentially dangerous result and outline the correct procedure. If needed, the employee will be retrained to ensure understanding.

A second violation should generate either a formal verbal warning or a written warning to the employee, depending on the severity.

The third infraction results in a formal written or suspension of the employee.

A fourth violation may lead to employee termination.



Employee Compliance/Disciplinary Policy

Under Joseph Holt Plastering policy, all employees are required to follow company safety policies and operating procedures. When needed, employees will be provided with additional training and information, or retraining to maintain their knowledge.

The discipline policy of Joseph Holt Plastering is intended to encourage employee compliance with the Joseph Holt Plastering IIPP and to comply with the mandate of California Labor Code 6401.79 (a) (6).

Although Joseph Holt Plastering reserves the right to discharge “at will”, we believe that employees found performing work in an unsafe manner that would endanger the employee or another employee shall be subject to discipline or termination by management.

Cecilia Armstrong, Safety Coordinator will determine the course of action best suited to the circumstances. The steps to be taken at a minimum shall include the following:

Verbal Warning: As the first step in correcting unacceptable behavior, the supervisor/manager shall review the pertinent facts with the employee. The supervisor will consider the severity of the problem, and the employee’s past performance. A verbal warning will be issued to the employee, which will be documented by the supervisor in the employee’s personnel file. If necessary, the employee will be placed on probation.

Written Warning: The written warning will clearly state the safety policy that was violated and steps the employee must take if it is to be corrected. Probation will be a part of the written warning. It may also include time off without pay. At the completion of the probationary period, the supervisor will meet with the employee to determine if the employee has achieved the required level of performance.

Suspension: If the infraction is deemed serious enough, time off without pay may be in order. This is accompanied by written documentation for the employee’s file.

Termination: If the infraction is deemed sufficiently serious management reserves the right to terminate employment.



Communication of Safety and Health Matters

The elements of the Joseph Holt Plastering, IIPP and all aspects of its safety and health program shall be communicated in a readily understandable manner to all employees.

It is the policy of Joseph Holt Plastering, to encourage all employees to report hazards existing at their work site to their supervisors or the Responsible Person so that corrective action can be taken in a timely manner.

Employees who report such conditions will not be disciplined nor will they suffer any reprisals due to their actions.

If you have a safety issue or hazard to report you may use either an anonymous memo or letter directed to the Safety Office or placed in suggestion box. An alternative is by telephone (1-866-829-4658 ext. 104), or you may send an e-mail to Safety Coordinator (cecilia@jholtplastering.com).

Employees shall be kept informed of the requirements of the Joseph Holt Plastering, IIPP through the use of:

- **Meetings - At least every 10 days or at discretion of employer**
- **Training Programs**
- **Postings**
- **Written Communications**
- **Newsletters**
- **Suggestion Box, Located at Joseph Holt Plastering Yard.**
- **Informal Conversations with Safety Coordinator (Cecilia Armstrong)**

NO EMPLOYEE WILL BE RETALIATED AGAINST FOR REPORTING HAZARDS OR POTENTIAL HAZARDS OR FOR MAKING SUGGESTIONS RELATED TO SAFETY!

Accident Investigations

When accidents, injuries, or illnesses occur on the job they will be thoroughly investigated by the Supervisor. The report will be reviewed by the responsible person, Cecilia Armstrong. Investigators will complete the Accident Investigation Form, which is attached to this IIPP. The investigation will determine at least the following:

- **Who and what was directly involved in the accident.**
- **Who and what was indirectly involved in the accident.**
- **Where and when the accident occurred.**
- **The cause of the accident, if known.**
- **Steps/Procedures to take to prevent reoccurrence, if known.**
- **Forms will be completed by the supervisor within 24 hours of knowledge of an incident.**

Every employer shall report immediately (within 8 hours) by telephone or telegraph to the nearest District Office of the Division of Occupational Safety and Health and serious injury or illness, or death, of an employee occurring in a place of employment or in connection with any employment (see CCR Title 8, Section 342)



ACCIDENT/INJURY INVESTIGATION FORM

I am reporting a work related: <input type="checkbox"/> Injury <input type="checkbox"/> Illness <input type="checkbox"/> Near miss	
Your Name:	
Job title:	
Supervisor:	
Have you told your supervisor about this injury/near miss? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date of injury/near miss:	Time of injury/near miss:
Names of witnesses (if any):	
Where, exactly, did it happen?	
What were you doing at the time?	
Describe step by step what led up to the injury/near miss. (continue on the back if necessary):	
What could have been done to prevent this injury/near miss?	
What parts of your body were injured? If a near miss, how could you have been hurt?	
Did you see a doctor about this injury/illness? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, whom did you see?	Doctor's phone number:
Date:	Time:
Has this part of your body been injured before? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, when?	Supervisor:
Your signature:	Date:

Supervisor's Accident Investigation Form

Name of Injured Person _____

Date of Birth _____ Telephone Number _____

Address _____

City _____ State _____ Zip _____

(Circle one) Male Female

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 safety regulations in place and used? If not, what was wrong? _____

Employee went to doctor/hospital? Doctor's Name _____

Hospital Name _____

What was the _____ to prevent reoccurrence.

Supervisor Signature

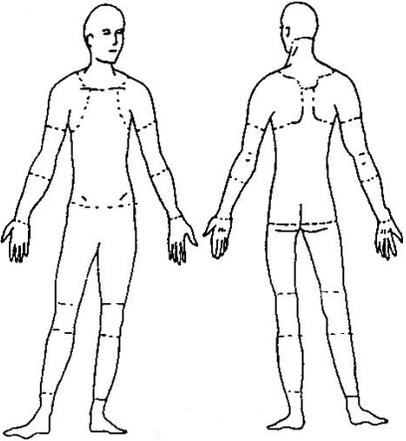
Date

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 near miss 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"/> Near Miss	
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"/> Other _____	
Names of witnesses (if any):	

Number of attachments:	Written witness statements:	Photographs:	Maps / drawings:
What personal protective equipment was being used (if any)?			
Describe, step-by-step the events that led up to the injury. Include names of any machines, parts, objects, tools, materials and other important details.			
Description continued on attached sheets: <input type="checkbox"/>			

Step 3: Why did the incident happen?	
Unsafe workplace conditions: (Check all that apply) <input type="checkbox"/> Inadequate guard <input type="checkbox"/> Unguarded hazard <input type="checkbox"/> Safety device is defective <input type="checkbox"/> Tool or equipment defective <input type="checkbox"/> Workstation layout is hazardous <input type="checkbox"/> Unsafe lighting <input type="checkbox"/> Unsafe ventilation <input type="checkbox"/> Lack of needed personal protective equipment <input type="checkbox"/> Lack of appropriate equipment / tools <input type="checkbox"/> Unsafe clothing <input type="checkbox"/> No training or insufficient training <input type="checkbox"/> Other: _____	Unsafe acts by people: (Check all that apply) <input type="checkbox"/> Operating without permission <input type="checkbox"/> Operating at unsafe speed <input type="checkbox"/> Servicing equipment that has power to it <input type="checkbox"/> Making a safety device inoperative <input type="checkbox"/> Using defective equipment <input type="checkbox"/> Using equipment in an unapproved way <input type="checkbox"/> Unsafe lifting <input type="checkbox"/> Taking an unsafe position or posture <input type="checkbox"/> Distraction, teasing, horseplay <input type="checkbox"/> Failure to wear personal protective equipment <input type="checkbox"/> Failure to use the available equipment / tools <input type="checkbox"/> Other: _____
Why did the unsafe conditions exist?	
Why did the unsafe acts occur?	
Is there a reward (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? <input type="checkbox"/> Yes <input type="checkbox"/> No 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/near miss from happening again?

- Stop this activity Guard the hazard Train the employee(s) Train the supervisor(s)
- Redesign task steps Redesign work station Write a new policy/rule Enforce existing policy
- Routinely inspect for the hazard Personal Protective Equipment Other: _____

What should be (or has been) done to carry out the suggestion(s) checked above?

Description continued on attached sheets:

Step 5: Who completed and reviewed this form? (Please Print)

Written by:

Title:

Department:

Date:

Names of investigation team members:

Reviewed by:

Title:

Date:



Training and Instruction

All employees shall receive training and instruction in the following areas:

- **General safety and health work practices.**
- **Specific instruction with respect to hazards unique to the job assignment.**

Training of employees at Joseph Holt Plastering, as to this IIPP shall occur:

- **To all new employees.**
- **To all employees given a new job assignment for which training has not previously been received.**
- **Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.**
- **To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed.**
- **Whenever Joseph Holt Plastering, is made aware of new or previously unrecognized hazards.**
- **To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed.**

In accordance with this IIPP, training shall be provided by: Cecilia Armstrong. For example, Supervisors or foreman will conduct safety training at the job site. For construction activities, “tool box” or “tailgate” training must be provided weekly. Standard First Aid, Adult CPR/AED, Infant & Child CPR, conducted by American Red Cross given yearly to management, supervisors and foreman. Yearly scaffold training classes given to management, supervisors and foreman.

This IIPP shall be made an integral part of existing occupational safety and health training programs at Joseph Holt Plastering.

Additional training shall be provided to supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed.

Hazard Assessment

The goal of this IIPP is to identify and evaluate unsafe work conditions and practices so that accidents, injuries, and job-related illnesses are minimized, if not eliminated. To this end, Joseph Holt Plastering has instituted the procedures described in this section of the IIPP.

The principal approach to reducing accidents is through periodic scheduled and unscheduled inspections. Inspections will be conducted as follows:

- **At the effective date of this program.**
- **Whenever new substances, processes, procedures, or equipment are introduced to the workplace that represents a new occupational safety and health hazard.**
- **Whenever Joseph Holt Plastering is made aware of a new or previously unrecognized hazard.**
- **The Safety Coordinator or site supervisor will conduct weekly or as required site inspections.**
- **The Company mechanic or Ford dealer shall conduct 3000 miles or 6 month vehicle inspections, which is documented and corrective actions addressed.**
- **When occupational injuries and illnesses occur.**
- **Whenever workplace conditions warrant an inspection.**



HAZARD CORRECTIONS

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

1. When observed or discovered;
2. When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition shall be provided with the necessary protection; and
3. All such actions taken and dates they are completed shall be documented on the appropriate forms.

EMPLOYEE ACCESS TO THE IIPP

All employees, or their designated representatives, have the right to examine and receive a copy of our IIPP. This will be accomplished by:

1. We provide a printed copy of our IIPP to every Superintendent and Foreman to keep in their vehicle on the job site at all time.
2. We provide access through our company website, which allows employees to review, print or email a copy of the IIPP.
3. We provide access in a reasonable time, place, and manner, but in no event later than five (5) business days after the request for access is received from an employee or designated representative.
 - a. Whenever an employee or designated representative requests a copy of the Program, we will provide the requester a printed copy of the Program, unless the employee or designated representative agrees to receive an electronic copy of the Program.
 - b. One printed copy of the Program will be provided free of charge. If the employee or designated representative requests additional copies of the Program within one (1) year of the previous request and the Program has not been updated with new information since the prior copy was provided, we may charge reasonable, non-discriminatory reproduction costs for the additional copies.

Any copy provided to an employee or their designated representative need not include any of the records of the steps taken to implement and maintain the written IIP Program.

Where we have distinctly different and separate operations with distinctly separate and different IIPPs, we may limit access to the IIPP applicable to the employee requesting it.

An employee must provide written authorization in order to make someone their “designated representative.” A recognized or certified collective bargaining agent will be treated automatically as a designated representative for the purpose of access to the company IIPP. The written authorization must include the following information:

- The name and signature of the employee authorizing the designated representative.
- The date of the request.
- The name of the designated representative.
- The date upon which the written authorization will expire (if less than 1 year)

ACCESO DE LOS EMPLEADOS AL IIPP

Nuestros empleados, o sus representantes designados, tienen derecho a examinar y recibir una copia de nuestro IIPP. Esto se logrará mediante:

1. Proporcionamos a cada vehículo de empresa una copia impresa del IIPP.
2. Proporcionamos acceso a través del sitio web de nuestra empresa, que permite a los empleados revisar, imprimir o enviar por correo electrónico una copia del IIPP.
3. Proporcionar acceso en un tiempo, lugar y manera razonables, pero en ningún caso después de cinco (5) días hábiles después de que se reciba la solicitud de acceso de un empleado o
 - a) Siempre que un empleado o representante designado solicite una copia del Programa, le proporcionaremos al solicitante una copia impresa del Programa, a menos que el empleado o representante designado acepte recibir una copia electrónica del Programa.
 - b) Se proporcionará una copia impresa del Programa sin cargo. Si el empleado o representante designado solicita copias adicionales del Programa dentro de un (1) año de la solicitud anterior y el Programa no se ha actualizado con nueva información desde que se proporcionó la copia anterior, podemos cobrar costos de reproducción razonables y no discriminatorios por las copias adicionales.

Cualquier copia proporcionada a un empleado o su representante designado no necesita incluir ninguno de los registros de los pasos tomados para implementar y mantener el Programa IIP escrito.

Cuando tengamos operaciones claramente diferentes y separadas con IIPP claramente separados y diferentes, podemos limitar el acceso al IIPP aplicable al empleado que lo solicite.

Un empleado debe proporcionar una autorización por escrito para que alguien sea su "representante designado". Un agente de negociación colectiva reconocido o certificado será tratado automáticamente como representante designado a los efectos de acceder a la empresa IIPP. La autorización escrita debe incluir la siguiente información:

- El nombre y firma del empleado que autoriza al representante designado.
- La fecha de la solicitud.
- El nombre del representante designado.
- La fecha en la que vencerá la autorización por escrito (si es menos de 1 año).

Maintenance of Records

Cecilia Armstrong, will keep records of the actions taken to implement and maintain this IIPP. The records will be maintained:

- Training - one year
- Hazard Assessment - one year
- Hazard Abatement/Corrective Action - one year
- Accident Investigation/OSHA 300 records - 5 most current years
- Disciplinary measures taken with respect to safety plus termination - 7 years
- OSHA logs - 5 years

The records kept by Cecilia Armstrong, relating to this IIPP will not adversely affect the retention of medical and exposure records in accordance with Title 8, California Code of Regulations, Section 3204 “Access to Employee Exposure and Medical Records.”

Records of scheduled and unscheduled periodic inspections as well as other records including methods used to identify and evaluate workplace conditions and work practices shall also be retained.



HEAT ILLNESS PREVENTION PLAN

REVISED 2019



The following designated person(s) (e.g., program administrator, safety coordinator, supervisor, foreman, field supervisor, crew leader) has (have) the authority and responsibility for implementing the provisions of this program at this worksite.

Name/Title/Phone Number

1. Cecilia Armstrong - Safety Manager - 714-381-9591
2. Amy Bystedt – Safety Coordinator – 909-908-4807
3. Carlos Gomez – General Manager – 714-381-9591
4. Armando Chavez – Superintendent – 951-445-5779
5. Danny Fregoso – Superintendent – 714-926-8387

Procedures for the Provision of Water:

- ✓ Drinking water containers (5 to 10 gallons each) will be brought to the site so that at least two quarts per employee are available at the start of the shift. All employees, whether working individually or in smaller crews, will have access to drinking water.
- ✓ Paper cones or bags of disposable cups and the necessary cup dispensers will be made available to employees and will be kept clean until used.
- ✓ As part of the Effective Replenishment Procedures, the water level of all containers will be checked periodically (e.g., every hour, every 30 minutes) and more frequently when the temperature rises. Water containers will be refilled with cool water when the water level within a container drops below 50 percent. Additional water containers (e.g., five-gallon bottles) will be delivered to replace water as needed.
- ✓ Water will be fresh, pure, suitably cool, and provided to employees free of charge. Supervisors will visually examine the water and pour some on their skin to ensure that the water is suitably cool. During hot weather, the water must be cooler than the ambient temperature, but not so cool as to cause discomfort.
- ✓ Water containers will be located as close as practicable to the areas where employees are working (depending on the working conditions and layout of the worksite) to encourage the frequent drinking of water. If field terrain prevents the water from being placed within a reasonable distance from the employees, bottled water or personal water containers will be made available so that employees can have drinking water readily accessible.
- ✓ Since water containers are smaller than shade structures, they can be placed closer to employees than shade structures. Placing water only in designated shade areas or where toilet facilities are located

is not sufficient. When employees are working across large areas, water will be placed in multiple locations. For example, on a multi-story construction site, water will be placed in a safely accessible location on every floor where employees are working.

- ✓ All water containers will be kept in a sanitary condition. Water from non-approved or non-tested water sources (e.g., untested wells) is not acceptable. If hoses or connections are used, they must be approved for potable drinking water systems, as shown on the manufacturer's label.
- ✓ Daily, employees will be reminded of the location of the water coolers and of the importance of drinking water frequently. When the temperature exceeds, or is expected to exceed, 80 degrees Fahrenheit, brief "tailgate" meetings will be held with employees each morning to review the importance of drinking water, the number and schedule of water and rest breaks, and the signs and symptoms of heat illness.
- ✓ When the temperature equals or exceeds 95 degrees Fahrenheit, or during a heat wave, pre-shift meetings will be conducted before the commencement of work to both encourage employees to drink plenty of water and to remind employees of their right to take a cool-down rest when necessary. Additionally, the number of water breaks will be increased. Supervisors/foremen will lead by example and remind employees throughout the work shift to drink water.
- ✓ Individual water containers or bottled water provided to employees will be adequately identified to eliminate the possibility of drinking from a co-worker's container or bottle.

In addition to the procedures above, the employer will ensure the provision of water using the following procedures:

1. Reimburse employees for water and ice.
2. Provide 2 gallon, 5 gallon, and 10 gallon coolers as needed.

Procedures for Access to Shade:

Note: The interior of a vehicle may not be used to provide shade unless the vehicle is air-conditioned and the air conditioner is on.

- ✓ Enough shade structures will be available at the site to accommodate all of the employees who are on a break at any point in time. During meal periods, there will be enough shade for all employees who choose to remain in the general area of work or in areas designated for recovery and rest periods. (Employers may rotate employees in and out of meal periods, as with recovery and rest periods.)
- ✓ Daily, employees will be informed of the location of the shade structures and will be encouraged to take a five-minute cool-down rest in the shade. An employee who takes a preventative cool-down rest break will be monitored and asked if they are experiencing symptoms of heat illness. In no case will the employee be ordered back to work until signs or symptoms of heat illness have abated (see the section on [Emergency Response](#) for additional information).
- ✓ All employees on a recovery or rest break or a meal period will have full access to shade so they can sit in a normal posture without having to be in physical contact with each other.

✓ Before trees or other vegetation are used to provide shade (such as in orchards), the thickness and shape of the shaded area will be evaluated to ensure that sufficient shadow is cast to protect employees.

✓ In situations where it is not safe or feasible to provide access to shade (e.g., during high winds), a note will be made of these unsafe or unfeasible conditions and alternative procedures will be used to provide access to shade upon request.

In addition to the procedures above, the employer will ensure access to shade using the following procedures:

1. Provide pop up shade structures as needed.

Procedures for Monitoring the Weather:

✓ The supervisor will be trained and instructed to check in advance the extended weather forecast. Weather forecasts can be checked with the aid of the internet (<http://www.nws.noaa.gov/>), by calling the National Weather Service phone numbers (see CA numbers below), or by checking the Weather Channel TV Network. The work schedule will be planned in advance, taking into consideration whether high temperatures or a heat wave is expected. This type of advanced planning should take place whenever the temperature is expected to reach 70 degrees Fahrenheit or higher.

CALIFORNIA Dial-A-Forecast

- Eureka 707-443-7062
- Hanford 559-584-8047
- Los Angeles 805-988-6610 (#1)
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- San Diego 619-297-2107 (#1)
- San Francisco 831-656-1725 (#1)

✓ Prior to each workday, the forecasted temperature and humidity for the worksite will be reviewed and will be compared against the National Weather Service Heat Index to evaluate the risk level for heat illness. Determination will be made of whether or not employees will be exposed to a temperature and humidity characterized as either “extreme caution” or “extreme danger” for heat illnesses. It is important to note that the temperature at which these warnings occur must be lowered as much as 15 degrees if the employees are working in direct sunlight. Additional steps, such as those listed below, will be taken to address these hazards.

✓ Prior to each workday, the supervisor will monitor the weather (using <http://www.nws.noaa.gov/> or a simple thermometer, available at most hardware stores) at the worksite. This critical weather information will be taken into consideration to determine when it will be necessary to make modifications to the work schedule (e.g., stopping work early, rescheduling the job, working at night or during the cooler hours of the day, increasing the number of water and rest breaks).

In addition to the procedures above, the employer will ensure the weather is monitored using the following procedures:

1. Provide a weekly weather forecast to every crew, highlighting when there is high heat and/or a heat wave.

2. Educate all superintendents and foremen on how to download and use OSHA’s Heat Index app on their smartphones.

Procedures for Handling a Heat Wave:

For purposes of this section only, “heat wave” means any day in which the predicted high temperature for the day will be at least 80 degrees Fahrenheit **and** at least ten degrees Fahrenheit higher than the average high daily temperature in the preceding five days.

- ✓ During a heat wave or heat spike, the work day will be cut short or rescheduled (e.g., conducted at night or during cooler hours).
- ✓ During a heat wave or heat spike and before starting work, tailgate meetings will be held to review the company Heat Illness Prevention Procedures (HIPP), the weather forecast, and emergency response procedures. Additionally, if schedule modifications are not possible, employees will be provided with an increased number of water and rest breaks and observed closely for signs and symptoms of heat illness.
- ✓ Each employee will be assigned a “buddy” to be on the lookout for signs and symptoms of heat illness and to ensure that emergency procedures are initiated when someone displays possible signs or symptoms of heat illness.

In addition to the procedures above, the employer will ensure heat waves are addressed with the following procedures:

1. Safety team and superintendents provide additional water, ice, and electrolyte beverages at jobsites as needed.
2. Educate all superintendents and foremen on how to download and use OSHA’s Heat Index app on their smartphones.
3. Attach Cal Osha’s “Health Effects of Heat” poster, via company created stickers, to all water coolers.

High Heat Procedures:

High Heat Procedures are additional preventive measures that this company will use when the temperature equals or exceeds 95 degrees Fahrenheit.

- ✓ Effective communication by voice, direct observation (applicable for work crews of 20 or fewer), mandatory buddy system, or electronic means will be maintained so that employees at the worksite can contact a supervisor when necessary. If the supervisor is unable to be near the employees (to observe them or communicate with them), then an electronic device, such as a cell phone or text messaging device, may be used for this purpose if reception in the area is reliable.
- ✓ Frequent communication will be maintained with employees working by themselves or in smaller groups (via phone), to be on the lookout for possible symptoms of heat illness. The employee(s) will be contacted regularly and as frequently as possible throughout the day since an employee in distress may not be able to summon help on their own.
- ✓ Effective communication and direct observation for alertness and signs and symptoms of heat illness will be conducted frequently. When the supervisor is not available, a designated alternate responsible person must be assigned to look for signs and symptoms of heat illness. If a supervisor, designated observer, or any

employee reports any signs or symptoms of heat illness in any employee, the supervisor or designated person will take immediate action commensurate with the severity of the illness (see [Emergency Response Procedures](#)).

- ✓ Employees will be reminded constantly throughout the work shift to drink plenty of water and take preventative cool-down rest breaks when needed.
- ✓ Pre-shift meetings will be held before the commencement of work to review the high heat procedures, encourage employees to drink plenty of water, and remind employees of their right to take a cool-down rest when necessary.

In addition to the High Heat Procedures listed above, the following High Heat Procedures apply to agricultural work sites.

- ✓ When the temperature equals or exceeds 95 degrees Fahrenheit, employees will be provided one 10-minute “preventative cool-down rest period” every two hours. During the first eight hours of a shift, the cool-down periods may be provided at the same time as the rest periods already required by Industrial Welfare Commission Order No. 14.
- ✓ Employees working longer than eight hours will be provided an additional 10-minute cool-down rest period every two hours. For example, if the shift extends beyond eight hours, an additional rest period is required at the end of the eighth hour of work. If the shift extends beyond 10 hours, another rest period is required at the end of the 10th hour, and so on.
- ✓ All employees will be required to take the cool-down rest periods. Merely offering the opportunity for a break is not enough.
- ✓ Once the temperature equals or exceeds 95 degrees Fahrenheit, records will be kept documenting the fact that mandatory cool-down rest periods are provided and taken.

In addition to the procedures above, the employer will ensure high heat is addressed with the following procedures:

1. Safety team provides cooling supplies, e.g., cooling towels and hard hat neck shields.
2. Safety team provides electrolyte beverages in addition to water when requested.
3. Provide Cal Osha’s “Health Effects of Heat” poster, via company created stickers, to crews to attach to their water coolers.
4. Safety team and/or superintendents bring extra water and ice to crews at jobsites when needed.

Procedures for Acclimatization:

Acclimatization is the temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. In more common terms, the body needs time to adapt when temperatures rise suddenly, and an employee risks heat illness by not taking it easy when a heat wave or heat spike strikes, or when starting a new job that exposes the employee to heat to which the employee’s body hasn’t yet adjusted.

Inadequate acclimatization can be significantly more perilous in conditions of high heat and physical stress.

Employers are responsible for the working conditions of their employees, and they must implement additional protective measures when conditions result in sudden exposure to heat their employees are not accustomed to.

- ✓ The weather will be monitored daily. The supervisor will be on the lookout for heat waves, heat spikes, or temperatures to which employees haven't been exposed for several weeks or longer.
- ✓ During a heat wave or heat spike, the work day will be cut short (e.g., 12:00 p.m.), be rescheduled (e.g., conducted at night or during cooler hours), or if at all possible, cease for the day.
- ✓ New employees and those who have been newly assigned to a high heat area will be closely observed by the supervisor or designee for the first 14 days. The intensity of the work will be lessened during a two-week break-in period by using procedures such as scheduling slower-paced, less physically demanding work during the hot parts of the day and the heaviest work activities during the cooler parts of the day (early morning or evening). Steps taken to lessen the intensity of the workload for new employees will be documented.
- ✓ The supervisor or the designee will be extra vigilant with new employees and stay alert to the presence of heat-related symptoms.
- ✓ New employees will be assigned a "buddy," or experienced coworker, so they can watch each other closely for discomfort or symptoms of heat illness.
- ✓ During a heat wave, all employees will be observed closely (or maintain frequent communication via phone or radio) for possible symptoms of heat illness.
- ✓ Employees and supervisors will be trained on the importance of acclimatization, how it is developed, and how these company procedures address it.

Procedures for Emergency Response:

- ✓ When a crew is assigned to a particular worksite, the employees and the foreman will be provided a map of the site that will allow them to give clear and precise directions to the worksite (e.g., street or road names, distinguishing features and distances to major roads) to avoid a delay of emergency medical services.
- ✓ Prior to assigning a crew to a worksite without an infirmary, clinic, or hospital nearby, the employer will ensure that an appropriately trained and equipped person is available at the site to render first aid, if necessary.
- ✓ All foremen and supervisors will carry cell phones or other means of communication to ensure that emergency medical services can be called. Checks will be made to ensure that these electronic devices are functional prior to each shift.
- ✓ When an employee shows symptom(s) of possible heat illness, emergency medical services will be called, and steps will immediately be taken to keep the stricken employee cool and comfortable to prevent the progression to more serious illness. Under no circumstances will the affected employee be left unattended.
- ✓ At remote locations, such as rural farms, lots, or undeveloped areas, the supervisor will designate an

employee or employees to physically go to the nearest road or highway where emergency responders can see them. If daylight is diminished, the designated employee(s) shall be given reflective vests or flashlights to direct emergency personnel to the sick employee's location, which may not be visible from the road or highway.

- ✓ During a heat wave, heat spike, or hot temperatures, employees will be reminded and encouraged to immediately report to their supervisor any signs or symptoms they are experiencing.
- ✓ Employees and supervisors will be trained on every detail of these written Procedures for Emergency Response.

Procedures for Handling a Sick Employee:

- ✓ When an employee displays possible signs or symptoms of heat illness, a trained first aid employee or supervisor will evaluate the sick employee and determine whether resting in the shade and drinking cool water will suffice or if emergency service providers will need to be called. A sick employee will not be left alone in the shade, as they could take a turn for the worse!
- ✓ When an employee displays possible signs or symptoms of heat illness and no trained first aid employee or supervisor is available at the site, emergency service providers will be called.
- ✓ Emergency service providers will be called immediately if an employee displays signs or symptoms of severe heat illness (e.g., decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior, incoherent speech, convulsions, red and hot face), does not look okay, or does not get better after drinking cool water and resting in the shade. While the ambulance is en route, first aid will be initiated (i.e., cool the employee by placing the employee in the shade, removing excess layers of clothing, placing ice packs in the armpits and groin area, and fan the victim). **Do not let a sick employee leave the site, as they can get lost or die before reaching a hospital!**
- ✓ If an employee displays signs or symptoms of severe heat illness (e.g., decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior, incoherent speech, convulsions, red and hot face) and the worksite is located more than 20 minutes away from a hospital, emergency service providers will be called, the signs and symptoms of the victim will be communicated to them, and an Air Ambulance will be requested.

Procedures for Employee and Supervisor Training:

To be effective, training must be understood by employees. Therefore, it must be given in a language and vocabulary the employees understand. Training records will be maintained and will include the date of the training, who performed the training, who attended the training, and the subject(s) covered.

- ✓ Supervisors will be trained prior to being assigned to supervise other employees. Training will include this company's written procedures and the steps supervisors will follow when employees exhibit symptoms consistent with heat illness.
- ✓ Supervisors will be trained on their responsibility to provide water, shade, cool-down rests, and access to first aid, as well as the employees' right to exercise their rights under this standard without retaliation.
- ✓ Supervisors will be trained in appropriate first aid and/or emergency response to different types of

heat illness and made aware that heat illness may progress quickly from mild signs and symptoms to a serious, life-threatening illness.

- ✓ Supervisors will be instructed on how weather information will be used to modify work schedules, increase the number of water and rest breaks, or cease work early if necessary.
- ✓ All employees and supervisors will be trained on all aspects of implementing an effective Heat Illness Prevention Plan, including providing sufficient water, providing access to shade, high-heat procedures, emergency response procedures, and acclimatization procedures contained in the company’s written plan. Employees and supervisors will also be trained on the environmental and personal risk factors of heat illness and the importance of immediately reporting signs and symptoms of heat illness.
- ✓ In addition to initial training, employees will be retrained annually.
- ✓ Employees will be trained on the steps for contacting emergency medical services, including how they are to proceed when there are non-English speaking employees, how clear and precise directions to the site will be provided, and the importance of making visual contact with emergency responders at the nearest road or landmark to direct them to their worksite.
- ✓ When the temperature is expected to exceed 80 degrees Fahrenheit, short “tailgate” meetings will be held to review the weather report, reinforce heat illness prevention with all employees, provide reminders to drink water frequently, inform them that shade will be available, and remind them to be on the lookout for signs and symptoms of heat illness.
- ✓ New employees will be assigned a “buddy,” or experienced co-worker, to ensure that they understand the training and follow company procedures.

In addition to the procedures above, the employer will ensure proper training of employees and supervisors with the following procedures:

1. Provide Cal Osha’s “Health Effects of Heat” poster, via company created stickers, to crews to attach to their water coolers.

Resources:

Heat Illness Prevention Enforcement Q&A	https://www.dir.ca.gov/dosh/heatIllnessQA.html
Cal/OSHA Heat Illness Prevention etool	https://www.dir.ca.gov/dosh/etools/08-006/index.htm
Cal/OSHA Heat Illness Prevention Website	https://www.dir.ca.gov/dosh/heatillnessinfo.html
Cal/OSHA Consultation Program	https://www.dir.ca.gov/dosh/consultation.html Toll-free Number: 1-800-963-9424



**PLAN DE PREVENCIÓN DE
ENFERMEDADES CAUSADAS POR EL
CALOR
REVISADO 2019**

La(s) siguiente(s) persona(s) designada(s) (por ejemplo, administrador del programa, coordinador de seguridad, supervisor, capataz, supervisor de campo, líder de la cuadrilla) tiene(n) la autoridad y la responsabilidad de poner en práctica las disposiciones de este programa en este sitio de trabajo.

Nombre / Título / Número de Teléfono

1. Cecilia Armstrong – Gerente de Seguridad - 714-381-9591
2. Amy Bystedt – Coordinadora de Seguridad – 909-908-4807
3. Carlos Gomez – Gerente General – 714-381-9591
4. Armando Chavez – Superintendente – 951-445-5779
5. Danny Fregoso – Superintendente – 714-926-8387

Procedimientos para el Suministro de Agua:

Recipientes de agua potable (de 5 a 10 galones cada uno) serán llevados al sitio para que al menos dos cuartos de galón por empleado estén disponibles al comienzo del turno. Todos los empleados, ya sea que trabajen individualmente o en cuadrillas más pequeñas, tendrán acceso al agua potable.

Conos de papel o bolsas de vasos desechables y los dispensadores de vasos necesarios estarán a disposición de los empleados y se mantendrán limpios hasta que se utilicen.

Como parte de los Procedimientos Efectivos de Reabastecimiento, el nivel de agua de todos los recipientes será revisado periódicamente (por ejemplo, cada hora, cada 30 minutos) y con mayor frecuencia cuando la temperatura suba. Los recipientes de agua serán rellenados con agua fría cuando el nivel de agua dentro de un recipiente caiga por debajo del 50 por ciento. Se entregarán recipientes de agua adicionales (por ejemplo, botellas de cinco galones) para reemplazar el agua según sea necesario.

Agua será fresca, pura, apropiadamente fría y proporcionada gratis a los empleados. Los supervisores examinarán visualmente el agua y derramarán algo en su piel para asegurar que el agua esté adecuadamente fría. Durante el tiempo caluroso, el agua debe ser más fría que la temperatura ambiente, pero no tan fría como para causar molestias.

Recipientes de agua serán ubicados lo más cerca posible de las áreas donde trabajan los empleados (dependiendo de las condiciones de trabajo y estructura del sitio de trabajo) para estimular el consumo frecuente de agua. Si el terreno de campo impide que el agua sea colocada a una distancia razonable de los empleados, se pondrá a disposición agua embotellada o recipientes de agua personales para que los empleados puedan tener agua potable de beber fácilmente accesible.

Como los recipientes de agua son más pequeños que las estructuras de sombra, se pueden colocar más cerca de los empleados que las estructuras de sombra. No es suficiente colocar agua solo en las áreas de sombra designadas o donde se encuentran los baños. Cuando los empleados trabajan en áreas grandes, se colocará el agua en varios lugares. Por ejemplo, en un sitio de construcción de varios pisos, se colocará el agua en un lugar de acceso seguro en cada piso donde los empleados están trabajando.

Se mantendrán todos los recipientes de agua en condiciones sanitarias. No es aceptable el agua que viene de fuentes de agua no aprobadas o no probadas (por ejemplo, pozos no probados). Si se utilizan mangueras o conexiones, deben estar aprobadas para sistemas de agua potable, como se muestra en la etiqueta del fabricante.

Diariamente, se recordará a los empleados la ubicación de los dispensadores de agua fría y la importancia de beber agua con frecuencia. Cuando la temperatura excede, o se espera que exceda, 80 grados Fahrenheit, se llevarán a cabo reuniones breves de "portón trasero" con los empleados cada mañana para revisar la importancia de beber agua potable, el número y el horario de las pausas para tomar agua y descansar, y los signos y síntomas de la enfermedades causadas por del calor.

Cuando la temperatura iguale o exceda 95 grados Fahrenheit, o durante una ola de calor, se llevarán a cabo reuniones previas al turno antes del comienzo del trabajo para animar a los empleados a beber mucha agua y recordar a los empleados de su derecho a tomar un descanso de enfriamiento cuando sea necesario. Además, se aumentará el número de períodos para tomar agua. Los supervisores/capataces darán ejemplo y recordarán a los empleados a que deben beber agua a lo largo del turno de trabajo.

Se identificarán apropiadamente los recipientes individuales de agua o el agua embotellada que se proporciona a los empleados para eliminar la posibilidad de beber del recipiente o botella de un compañero de trabajo.

Además de los procedimientos anteriores, el empleador asegurará la provisión de agua usando los siguientes procedimientos:

1. Reembolsar a los empleados por agua y hielo.
2. Proporcionar hieleras de 2 galones, 5 galones, y 10 galones segun sean necesitadas.

Procedimientos para Acceso a la Sombra:

Nota: El interior de un vehículo no podrá ser utilizado para proporcionar sombra a menos que el vehículo tenga aire acondicionado y el aire acondicionado esté encendido.

Suficientes estructuras de sombra estarán disponibles en el sitio para acomodar a todos los empleados que toman un período de descanso en cualquier momento. Durante los periodos de comida, habrá suficiente sombra para todos los empleados que decidan permanecer en el área general de trabajo o en áreas designadas para períodos de recuperación y descanso. (Los empleadores pueden rotar a los empleados en y fuera de los períodos de comida, al igual que con los períodos de recuperación y descanso).

Diariamente, se informará a los empleados de la ubicación de las estructuras de sombra y se les animará a tomar un descanso de enfriamiento de cinco minutos en la sombra. Un empleado que toma un descanso preventivo de enfriamiento será vigilado y se le preguntará si está experimentando síntomas de enfermedades causadas por el calor. En ningún caso se ordenará al empleado volver a trabajar hasta que los signos o síntomas de las enfermedades causadas por el calor hayan disminuido (ver la sección sobre [Respuesta de Emergencia](#) para obtener información adicional).

Todos los empleados en un período de recuperación o descanso o un período de comida tendrán acceso completo a la sombra para que puedan sentarse en una postura normal sin tener que estar en contacto físico el uno con el otro.

Antes de que se usen árboles u otra vegetación para proporcionar sombra (como en huertos), se evaluará el espesor y la forma del área sombreada para asegurar que se proyecte suficiente sombra para proteger a los empleados.

En situaciones donde no es seguro o posible proporcionar acceso a la sombra (por ejemplo, durante vientos fuertes), se hará una nota de estas condiciones inseguras o cuando no sea posible y se utilizarán procedimientos alternativos para proporcionar a pedido, acceso a la sombra. (A continuación, describa el procedimiento alternativo de acceso a la sombra.)

Además de los procedimientos anteriores, el empleador asegurará el acceso a la sombra utilizando los siguientes procedimientos:

1. Proporcionar estructuras de sombra según sean necesarias.

Procedimientos para Monitorear el Tiempo:

El supervisor será capacitado e instruido para verificar por adelantado el pronóstico meteorológico extendido. Las previsiones meteorológicas pueden ser consultadas con la ayuda de Internet (<http://www.nws.noaa.gov/>), llamando a los números de teléfono del Servicio Nacional de Meteorología (consulte los números de CA a continuación) o consultando la Red de TV Weather Channel. El programa de trabajo se planificará por adelantado, teniendo en cuenta si se esperan altas temperaturas o una ola de calor. Este tipo de planificación avanzada debe realizarse cada vez que se espera que la temperatura alcance los 70 grados Fahrenheit o más.

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- Eureka 707-443-7062
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- Sacramento 916-979-3038
- San Diego 619-297-2107 (#1)
- San Francisco 831-656-1725 (#1)

Antes de cada jornada laboral, la temperatura y la humedad pronosticadas para el sitio de trabajo serán revisadas y comparadas con el Índice de Calor del Servicio Meteorológico Nacional para evaluar el nivel de riesgo de las enfermedades causadas por el calor. Se determinará si los empleados estarán o no expuestos a una temperatura y humedad caracterizadas como "precaución extrema" o "peligro extremo" para las enfermedades causadas por el calor. Es importante tener en cuenta que la temperatura a la que se producen estas advertencias debe ser reducida tanto como 15 grados si los empleados trabajan bajo la luz solar directa. Se tomarán medidas adicionales, como las que se enumeran a continuación, para abordar éstos peligros.

Antes de cada jornada laboral, el supervisor monitoreará el tiempo (utilizando <http://www.nws.noaa.gov/> o un termómetro simple, disponible en la mayoría de las ferreterías) en el sitio de trabajo. Se tendrá en cuenta esta información meteorológica crítica para determinar cuándo será necesario hacer modificaciones en el horario de trabajo (por ejemplo, parar el trabajo temprano, reprogramar el trabajo, trabajar de noche o durante las horas más frescas del día, aumentando el número de períodos de descansos y para tomar agua).

Además de los procedimientos anteriores, el empleador asegurará el seguimiento del tiempo mediante los siguientes procedimientos:

1. Proporcione un pronóstico del tiempo semanal a cada grupo, destacando cuando hay calor o una ola de calor.
2. Educar a todos los superintendentes y foremen sobre como descargar y usar la aplicacion Heat Index de OSHA en sus telefonos inteligentes.

Procedimientos para Manejar una Ola de Calor:

Para fines de esta sección solamente, "ola de calor" significa cualquier día en el que la temperatura alta prevista para el día será de al menos 80 grados Fahrenheit y al menos diez grados Fahrenheit más alta que la temperatura promedio diaria máxima en los cinco días anteriores.

Durante una ola de calor o pico de calor, la jornada de trabajo será acortada o reprogramada (por ejemplo, se llevará a cabo durante la noche o durante las horas más frescas).

Durante una ola de calor o pico de calor y antes de comenzar a trabajar, se llevarán a cabo reuniones de "portón trasero" para revisar los Procedimientos de Prevención de Enfermedades Causadas por el Calor (HIPP), el pronóstico del tiempo y los procedimientos de respuesta de emergencia de la compañía. Además, si no es posible modificar el horario, se proporcionará a los empleados un mayor número de períodos para descansar y tomar agua y se les observará de cerca para detectar signos y síntomas de enfermedades causadas por el calor.

A cada empleado se le asignará un "compañero" para estar atento a los signos y síntomas de las enfermedades causadas por el calor y para asegurar que se inicien los procedimientos de emergencia cuando alguien muestre posibles signos o síntomas de las enfermedades causadas por el calor. Además de los procedimientos anteriores, el empleador asegurará que las olas de calor se aborden con los siguientes procedimientos:

1. Equipo de seguridad y superintendentes proporcionen agua adicional, hielo, y bebidas con electrolitos en las obras de trabajo.
2. Educar a los superintendentes y foremen en como descargar y usar la aplicacion de OSHA's Heat Index en sus telefonos inteligentes.
3. Ponga el poster de Cal Osha "Efectos de calor sobre la salud", en calcomanias pegadas a las hieleras de la compania.

Procedimientos de Altas Temperaturas:

Los Procedimientos de Alta temperatura son medidas preventivas adicionales que esta compañía utilizará cuando la temperatura iguale o excede 95 grados Fahrenheit.

Se mantendrá comunicación efectiva por voz, observación directa (aplicable para las cuadrillas de trabajo de 20 o menos), el sistema de compañero obligatorio, o medios electrónicos para que los empleados en el sitio de trabajo puedan comunicarse con un supervisor cuando sea necesario. Si el supervisor no puede estar cerca de los empleados (para observarlos o comunicarse con ellos), entonces un dispositivo electrónico, como un teléfono celular o un dispositivo de mensajería de texto, puede ser utilizado para este propósito si la recepción en la zona es confiable.

Se mantendrá una comunicación frecuente con los empleados que trabajan solos o en grupos más pequeños (por teléfono), para detectar posibles síntomas de enfermedades causadas por el calor. Se contactará al (los) empleado (s) regularmente y con tanta frecuencia como es posible a lo largo del día, ya que es posible que un empleado en dificultades no pueda pedir ayuda por su cuenta.

Comunicación efectiva y observación directa para vigilar el estado de alerta y los signos y síntomas de las enfermedades causadas por el calor serán realizadas con frecuencia. Cuando el supervisor no está disponible, se debe asignar a una persona suplente la responsabilidad de buscar signos y síntomas de las enfermedades causadas por el calor. Si un supervisor, un observador designado o cualquier empleado informa de cualquier signo o síntoma de las enfermedades causadas por el calor en cualquier empleado, el supervisor o la persona designada tomará una acción inmediata de acuerdo con la gravedad de la enfermedad (consulte [Procedimientos de Respuesta de Emergencia](#)).

Se recordará constantemente a los empleados durante todo el turno de trabajo de beber mucha agua y tomar descansos preventivos de enfriamiento cuando sea necesario.

Se tendrán reuniones previas al comienzo del trabajo para revisar los procedimientos de alta temperatura, animar a los empleados a beber mucha agua y recordar a los empleados de su derecho a tomar un descanso para refrescarse cuando sea necesario.

Además de los Procedimientos de Altas Temperaturas enumerados anteriormente, los siguientes procedimientos de Altas Temperaturas se aplican a los sitios de trabajo agrícola.

Cuando la temperatura iguale o excede 95 grados Fahrenheit, se proporcionarán a los empleados un "período de descanso preventivo de enfriamiento" de 10 minutos cada dos horas. Durante las primeras ocho horas de un turno, los períodos de enfriamiento pueden proporcionarse al mismo tiempo que los períodos de descanso ya requeridos por la Orden N° 14 de la Comisión de Bienestar Industrial.

Los empleados que trabajen por más de ocho horas recibirán un período de descanso adicional de enfriamiento de 10 minutos cada dos horas. Por ejemplo, si el turno se extiende más allá de ocho horas, se requiere un período de descanso adicional al final de la octava hora de trabajo. Si el turno se extiende más allá de diez horas, se requiere otro período de descanso al final de la décima hora, y así sucesivamente.

Se requerirá que todos los empleados tomen los períodos de descanso de enfriamiento. El simple hecho de ofrecer la oportunidad de un descanso no es suficiente.

Una vez que la temperatura iguale o excede 95 grados Fahrenheit, se mantendrán registros que documentarán el hecho de que se proporcionan y se toman los períodos de descanso de enfriamiento obligatorios.

Además de los procedimientos anteriores, el empleador asegurará que se aborden Altas Temperaturas con los siguientes procedimientos:

1. Equipo de seguridad proporcionara suministros de enfriamiento, como toallas, cazcos y cobertores para el cuello.
2. Equipo de seguridad proporcionara bebidas con electrolitos aparte de agua cuando sean pedidos.
3. Proporcionar Cal Osha's "Health Effects of Heat" poster, en calcomanias, para que los empleados los tengan en los garrafones de agua.
4. El equipo de seguridad y / o los superintendentes llevaran agua y hielo extra a los grupos en los sitios de trabajo cuando es necesario

Procedimientos de Aclimatación:

La aclimatación es la adaptación temporal del cuerpo al trabajo en el calor que ocurre gradualmente cuando una persona está expuesta a el. En términos más comunes, el cuerpo necesita tiempo para adaptarse cuando las temperaturas aumentan de repente, y un empleado corre el riesgo de sufrir una enfermedad causada por el calor al no realizar tareas ligeras cuando llega de golpe una ola de calor o un pico de calor, o al iniciar un trabajo nuevo que expone el empleado al calor que el cuerpo del empleado aún no se ha ajustado.

La aclimatación inadecuada puede ser mucho más peligrosa en condiciones de altas temperaturas y estrés físico. Los empleadores son responsables de las condiciones laborales de sus empleados, y deben de poner en práctica medidas de protección adicionales cuando las condiciones resulten en una exposición repentina al calor a la que sus empleados no están acostumbrados.

El clima será monitoreado diariamente. El supervisor estará atento a las olas de calor, los picos de calor o las temperaturas a las que los empleados no han estado expuestos durante varias semanas o más.

Durante una ola de calor o un pico de calor, la jornada de trabajo será acortada (por ejemplo, a las 12:00 p.m.), será reprogramada (por ejemplo, se realizará de noche o durante las horas más frescas) o, si es posible, se para el trabajo.

Los empleados nuevos y aquellos que han sido recientemente asignados a una área de alta temperatura serán observados de cerca por el supervisor o persona designada durante los primeros 14 días. La intensidad de trabajo será reducida durante un período de dos semanas mediante el uso de procedimientos como la programación de trabajo de ritmo más lento, con menos demanda física durante las partes más calurosas del día y las actividades laborales más pesadas durante las partes más frescas del día (temprano en la mañana o por la noche). Se documentarán los pasos tomados para disminuir la intensidad de la carga de trabajo para los empleados nuevos.

El supervisor o persona designada estarán más atentos con los nuevos empleados y estarán alertas a la presencia de síntomas relacionados con el calor.

A los nuevos empleados se les asignará un "compañero" o un compañero de trabajo con experiencia, para que puedan vigilarse de cerca el uno al otro para detectar molestias o síntomas de enfermedades causadas por el calor.

Durante una ola de calor, todos los empleados serán observados de cerca (o mantendrán una comunicación frecuente por teléfono o radio) para detectar posibles síntomas de enfermedades causadas por el calor.

Se capacitará a los empleados y supervisores sobre la importancia de la aclimatación, cómo se desarrolla y cómo estos procedimientos de la compañía lo abordan.

Procedimientos para la Respuesta de Emergencia:

Cuando se asigna una cuadrilla a un sitio de trabajo en particular, a los empleados y al capataz se les proporcionará un mapa del sitio que les permitirá dar direcciones claras y precisas al sitio de trabajo (por ejemplo, nombres de calles o carreteras, características distintivas y distancias a carreteras principales) para evitar un retraso de los servicios médicos de emergencia.

Antes de asignar una cuadrilla a un lugar de trabajo sin una enfermería, clínica u hospital cercano, el empleador se asegurará de que haya una persona debidamente capacitada y equipada disponible en el sitio para prestar primeros auxilios, si es necesario.

Todos los capataces y supervisores llevarán teléfonos celulares u otros medios de comunicación para asegurar que se pueda llamar a los servicios médicos de emergencia. Se realizarán comprobaciones para asegurar que estos dispositivos electrónicos funcionen antes de cada turno.

Cuando un empleado muestre síntoma(s) de una posible enfermedad causada por el calor, se llamará a los servicios médicos de emergencia y se tomarán medidas de inmediato para mantener al empleado afectado fresco y cómodo evitando la progresión a una enfermedad más grave. Bajo ninguna circunstancia se dejará desatendido al empleado afectado.

En lugares remotos, como granjas rurales, lotes o áreas no desarrolladas, el supervisor designará a un empleado o empleados para que vayan físicamente al camino o carretera más cercana donde los los equipos de emergencia puedan verlos. Si disminuye la luz del día, el (los) empleado(s) designado(s) recibirá(n) chalecos reflectantes o linternas para dirigir al personal de emergencia a la ubicación del empleado enfermo, que puede no ser visible desde el camino o la carretera.

Durante una ola de calor, un pico de calor o temperaturas calientes, se recordará y animará a los empleados a informar de inmediato a su supervisor cualquier signo o síntoma que estén experimentando.

Los empleados y supervisores serán capacitados en cada detalle de estos Procedimientos para Respuesta de Emergencia escritos.

Procedimientos para Atender a un Empleado Enfermo:

- ☑ Cuando un empleado muestra posibles signos o síntomas de enfermedades causadas por el calor, un empleado o supervisor capacitado en primeros auxilios evaluará al empleado enfermo y determinará si será suficiente descansar en la sombra y beber agua fresca o si se debe llamar a los proveedores de servicios de emergencia. ¡No se dejará solo a un empleado enfermo en la sombra, ya que podría empeorarse!
- ☑ Cuando un empleado muestra posibles signos o síntomas de enfermedades causadas por el calor y ningún empleado o supervisor capacitado en primeros auxilios está disponible en el sitio, se llamará a los proveedores de servicios de emergencia.
- ☑ Se llamará inmediatamente a los proveedores de servicios de emergencia si un empleado muestra signos o síntomas graves de las enfermedades causadas por el calor (p. ej., disminución del nivel de conciencia, inestabilidad de movimiento, vómitos, desorientación, comportamiento irracional, habla incoherente, convulsiones, y la cara roja y caliente), no se ve bien, o no mejora después de beber agua fresca y descansar en la sombra. Mientras la ambulancia está en camino, se iniciarán los primeros auxilios (es decir, enfriar al empleado colocando al empleado en la sombra, quitando el exceso de capas de ropa, colocando compresas de hielo en las axilas y la ingle, y abanicando a la víctima). **¡No permita que un empleado enfermo salga del sitio, ya que puede perderse o morir antes de llegar a un hospital!**
- ☑ Si un empleado muestra signos o síntomas graves de enfermedades causadas por el calor (por ejemplo, disminución del nivel de conciencia, inestabilidad de movimiento, vómitos, desorientación, comportamiento irracional, habla incoherente, convulsiones, cara roja y caliente) y el lugar de trabajo se encuentra a más de 20 minutos de un hospital, los proveedores de servicios de emergencia serán llamados, los signos y síntomas de la víctima serán comunicados a ellos, y una ambulancia aérea será solicitada.

Procedimientos para Capacitación de Empleados y Supervisores:

Para ser eficaz, la capacitación debe ser entendida por los empleados. Por lo tanto, debe darse en un lenguaje y vocabulario que los empleados entiendan. Los registros de capacitación se mantendrán e incluirán la fecha de la capacitación, quién realizó la capacitación, quién asistió a la capacitación y el(los) tema(s) cubierto(s).

- ☑ Los supervisores serán capacitados antes de ser asignados para supervisar a otros empleados. La capacitación incluirá los procedimientos escritos de esta compañía y los pasos que los supervisores seguirán cuando los empleados muestren síntomas consistentes con las enfermedades causadas por el calor.
- ☑ Se capacitará a los supervisores en su responsabilidad de proporcionar agua, sombra, descansos de enfriamiento y acceso a primeros auxilios, así como el derecho de los empleados a ejercer sus derechos bajo éste estándar sin represalias.
- ☑ Se capacitará a los supervisores en primeros auxilios y / o respuesta de emergencia apropiados a diferentes tipos de enfermedades causadas por el calor y se les informará que las enfermedades causadas por el calor pueden progresar rápidamente de síntomas y signos leves a una enfermedad grave que amenaza la vida.

Los supervisores deberán ser instruidos sobre cómo se utilizará la información meteorológica para modificar los horarios de trabajo, aumentar el número de períodos para tomar agua y descansar, o parar el trabajo temprano si es necesario.

Todos los empleados y supervisores serán capacitados antes de trabajar afuera. La capacitación incluirá todos los aspectos de poner en práctica un Plan de Prevención de las Enfermedades Causadas por el Calor eficaz, incluyendo el suministro de suficiente agua, proporcionando acceso a la sombra, procedimientos de altas temperaturas, procedimientos de respuesta a emergencias y procedimientos de aclimatación contenidos en el plan escrito de la compañía. Los empleados y supervisores también recibirán capacitación sobre los factores de riesgo ambientales y personales de las enfermedades causadas por el calor y la importancia de reportar de inmediato los signos y síntomas de estas enfermedades.

Además de la capacitación inicial, se volverá a capacitar a los empleados anualmente.

Se capacitará a los empleados sobre los pasos para comunicarse con los servicios médicos de emergencia, incluyendo cómo proceder cuando hay empleados que no hablan inglés, cómo se proporcionarán direcciones claras y precisas al sitio y la importancia de establecer contacto visual con los respondedores de emergencia en el camino más cercano o lugar muy conocido para dirigirlos a su sitio de trabajo.

Cuando se espera que la temperatura exceda 80 grados Fahrenheit, se llevarán a cabo reuniones cortas de "portón trasero" para revisar el informe meteorológico, reforzar la prevención de enfermedades causadas por el calor con todos los empleados, proporcionar recordatorios para beber agua con frecuencia, informarles que habrá sombra disponible y recordarles que estén atentos a los signos y síntomas de las enfermedades causadas por el calor.

A los nuevos empleados se les asignará un "compañero" o compañero de trabajo con experiencia, para asegurarse de que entiendan la capacitación y sigan los procedimientos de la compañía.

Además de los procedimientos anteriores, el empleador asegurará la capacitación apropiada de los empleados y supervisores con los siguientes procedimientos:

1. Proporcionar Cal Osha's "Health Effects of Heat" poster, en calcomanías, para que los empleados los tengan en los garrafones de agua.

Recursos:

Prevención de la Enfermedad de Calor P&R

<https://www.dir.ca.gov/dosh/Spanish/heatIllnessQA.html>

Cal/OSHA Prevención de Enfermedades Causadas por el Calor etool

<https://www.dir.ca.gov/dosh/etools/08-006sp/index.htm>

Cal/OSHA Prevención de Enfermedades Causadas por el Calor sitio web

<https://www.dir.ca.gov/dosh/Spanish/heatIllnessinfo.html>

Cal/OSHA Programa de Consulta

<https://www.dir.ca.gov/dosh/consultation.html>

Número gratuito: 1-800-963-9424

COMPANY HANDBOOK



Reporting Work Related Injuries and Illness

All work-related injuries and illnesses, regardless of their type or seriousness, must be reported to management **IMMEDIATELY**.

If you are injured or become ill because of your job, you are entitled to workers' compensation benefits, if applicable, depending on the extent of the injury or illness. Except for minor "first aid only" injuries, you must immediately complete the "Employee" section of an EMPLOYEE'S CLAIM FOR WORKERS' COMPENSATION BENEFITS (DWC Form 1), and give the form to your employer. You will keep the copy marked "Employee's Temporary Receipt" until you receive the dated copy from your employer. You may contact the California Office of Benefit Assistance and Enforcement at 1-800-736-7401 if you need help filling out the form or receiving your benefits. An explanation of workers' compensation benefits is included on the reverse side of the form.

NOTE: Employees who report work-related injuries and illnesses are protected by law, and may do so without fear of reprisal.

NOTE: In accordance with Senate Bill # 1218 (SB-1218), employees who report or file a false workers' compensation claim can be subject to felony charges, punishable by up to five (5) years in state prison and a \$50,000. Fine.

Remember that you may report unsafe conditions without fear by calling

1-866-829-HOLT (4658)

First Aid and Medical Attention Policy



Proper treatment must be obtained for all injuries and illnesses, no matter how slight they may be:

Basic first aid is ordinarily adequate treatment for minor cuts, abrasions, and similar injuries; more comprehensive emergency medical attention must be obtained in the case of more serious injuries or illnesses. The following actions will be taken as required, by the extent of the injury.

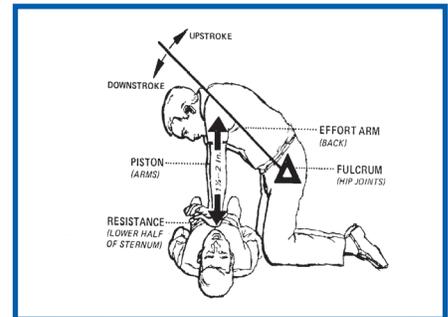
Guidelines

First aid will be given if needed to control bleeding or prevent further injury. Persons who have broken bones will not be moved, unless deemed necessary. If the victim is in contact with a live electric current, the electricity must be turned off before rescue contact is made.

The proper emergency personnel (fire department, ambulance, etc.) must be told immediately if on-site medical attention, or transport to an emergency hospital, is required due to the seriousness of the injury.

If, because of the lesser degree of injury, emergency personnel are not needed for transportation, the injured will be transported for treatment to an approved licensed medical professional or facility, approved by management.

If a toxic or hazardous material meets the body, the correct treatment for that substance must be given in accordance to the Safety Data Sheet, (SDS). While flushing with water normally treats injury to the eyes or skin caused by chemical contact, there may be exceptions. SDS instructions and professional medical advice will be followed.



Workplace Violence Policy



In order to assure the continued safety of our employees and customers, Joseph Holt Plastering will implement the following Workplace Violence Policy effective June 19, 2009. It is of highest importance that all employees read, understand and comply with this policy so that we may prevent workplace violence or effectively respond to it, should it occur.

The constant news reports of violence in the workplace and in our society, compels Joseph Holt Plastering to develop guidelines to help prevent violent occurrences in our facility/facilities. These guidelines are for the

protection of our employees, customers and families. We, Joseph Holt Plastering, may not be able to stop the violence that occurs in our society, but we must work very hard to keep violence out of our workplace. Many experts feel that employees or customers resort to violence when they feel that they are unable to speak with management about their workplace concerns. Violence may also result because an individual has threatened violence in the past, and feels that he or she must resort to violence to save face. All Joseph Holt Plastering employees have the ability to communicate their concerns regarding their employment or workplace conditions to the management of Joseph Holt Plastering.

If an employee feels uncomfortable discussing his/her concerns with management or their supervisor, they may call the toll free telephone number and give an anonymous report of their concerns.

While we want everyone to feel free to express himself or herself, we want to make clear a few critical policies:

There will be zero tolerance for threats of physical or emotional violence in the workplace, including threats or acts ranging from fist fights to gunplay. The policy extends to jokes, jests and horseplay, or any act of intimidation, whether the act is intended to be taken seriously, or just intended as a jest or a joke.

Any threat, remark, joke or jest will be taken seriously. All articulated threats would be presumed to constitute a statement of an employee's intent to do physical harm to others or to property marked "Employee's Temporary Receipt" until you receive the dated copy from your employer. You may contact the California Office of Benefit Assistance and Enforcement at 1-800-736-7401 if you need help filling out the form or receiving your benefits. An explanation of workers' compensation benefits is included on the reverse side of the form.

Any articulated threat or act of violence in the workplace may result in immediate discipline up to and including termination. Remember we have a "zero" tolerance for this kind of behavior, whether serious or in jest.

Every employee has the obligation to immediately report any threat or security hazard against any employee. Failure to do so may result in disciplinary action up to and including termination. The potential loss of life or property far outweighs the obligation to preserve any confidence and transcends any friendship.

Identifying Hazards

Sources of Workplace Violence

Workplace violence can arise from many sources. The most common types of workplace violence are:

TYPE I VIOLENCE

The perpetrator of the violence is a person with no legitimate relationship to the workplace or victim and enters the workplace to commit a robbery, random violent act, or other criminal acts.

TYPE II VIOLENCE

Involves a violent act by an individual who is the recipient of a service provided by the workplace or victim (i.e. the perpetrator is a disgruntled customer).

TYPE III VIOLENCE

The perpetrator has an employment related relationship with the employer or its employees (i.e. the perpetrator is (a) current or former employee, supervisor, or manager; (b) current or former friend, spouse, lover, or relative of an employee; (c) some other individual who has a dispute with the employee or employer).

You should be aware of the potential sources of workplace violence so that you do not accidentally dismiss a dangerous threat, act, or situation that, under other conditions would alert you to a serious hazard.

Joseph Holt Plastering, like most employers, is not immune to workplace violence. For that reason, it is extremely important that any verbal threats, threatening conduct, or other workplace security hazards be reported to your supervisor immediately. If your supervisor or manager is unavailable, you should report the threat or hazard to office management or, to a senior manager. In no instance should threatening words or conduct from any source be ignored or dismissed. Failure to report violations of this policy may result in disciplinary action. If you do not feel comfortable in reporting a hazard to your supervisor or manager you may report the condition anonymously to the following telephone number:

1-866-829-HOLT (4658)

Sources of Security Hazards

General Information on Security Hazards

It is important for all employees to be aware of their work areas. Under current state law you are to know the procedures and plans of your employer to help you exit the workplace in an emergency. This plan is called “The Emergency Action Plan”. This plan should be posted in your work area. The Plan will contain the escape route and the assigned meeting place. If you are required to evacuate the workplace, you are also required to go to the meeting place and report in. In order to assure that you are prepared, you should be able to access and exit your workstation with ease, and you should know where all exits are, as well as what your escape route is.

Your safety as well as the safety of your co-workers, is dependent on your being aware of your work area and the safety and security devices and their operation.

Management will repair and maintain these following devices to the best of their ability, however you are required to inform management if these devices are not working properly. You must notify your supervisor of any broken, damaged or otherwise inadequate:

- **Security Alarms**
- **Restraint Systems**
- **Physical Barriers**
- **Panic Buttons**
- **Locks**
- **Doors**

Any obstacle to you or your escape route, which may impede the operation of the security equipment or systems.

An Emergency Action Plan is incorporated for your information with this handbook.

Every employee will receive a copy of the workplace violence policy and procedure. Every employee will read and sign this policy confirming their commitment to following and supporting this policy.



Workplace Behavior

At Joseph Holt Plastering, we expect every employee to be a supportive and enthusiastic member of the team. We all help and support each other. We care how each employee feels and want everyone to participate in the workplace. We expect each employee to add to the sense of security and well being of our workplace.

To foster a warm and healthy atmosphere we are reaffirming our open door policy. Anyone may speak with any supervisor or manager concerning any problem.

Under no circumstances is any employee to engage in verbal or physical threats or actions, which may cause another employee, or person to feel threatened, afraid, or to create a security hazard in the workplace:

- Verbal threats or actions, which may cause a security hazard, include:
 - Swearing
 - Cussing
 - Lewd gesturing
 - Making offensive remarks
 - Direct or veiled threats
 - Harassing phone calls
 - Shouting
 - Disregard for the safety of other employees
 - Throwing anything
 - Kicking any object
 - Slamming doors
 - Displaying weapons of any kind
 - Having concealed weapons on their person or in their personal effects. (Except when required by their employment duties; all weapons must be licensed and permitted, where required.) Any other action which could reasonably be interpreted as done for the purpose of inciting or insulting a co-worker, supervisor, customer or any person. Any act, which may cause another employee to feel threatened or intimidated.

Each employee is responsible for his or her own actions.

Any employee who has knowledge of another employee engaging in verbal or physical threats or conduct, which may cause a security hazard, should report such threats or conduct to their supervisor or, if their supervisor is unavailable, to the Personnel Director. If this is not possible, or if you feel that reporting a security hazard may put you at risk you may call the toll free number listed below to report any unsafe action or condition.

1-866-829-HOLT (4658)

Responding To Threats or Security Hazards

If you are confronted with immediate or imminent violence and you fear for your safety, sound all security alarms available and CALL 911.

Call your Supervisor or Management, then call 1-866-829-HOLT (4658).

If you see that immediate or imminent violence is about to occur to a co-worker, sound all security alarms available and call 911.

Call your Supervisor or Management, then call 1-866-829-HOLT (4658).

When the threat or hazard is not imminent, the following items will guide you in what and how to proceed. Your Supervisor or Management or counselors will perform many of these items.

- All threats or security hazards will be treated as factual until proven otherwise.
- All threats and security hazards will be reported to your supervisor or appropriate personnel at once. If you do not feel comfortable you may call: 1-866-829-HOLT (4658)
- Do whatever is necessary to prevent harm to yourself and your coworkers.
- Secure the hazard area, until repairs either temporary or permanent, can be completed.
- Collect information regarding exactly what happened and what was said.
- Summon emergency service if necessary.
- Evacuate the building if necessary.
- If possibility of violence is assessed, involve legal, human resources, and security.
- Notify the authorities if a criminal act is suspected or appears to be imminent.
- Verify procedures and actions taken or contemplated with a supervisor.
- Discipline an employee under your supervision if they seem determined to present a security risk to the Joseph Holt Plastering, its employees, or its customers.
- Post-event crisis debriefing or trauma counseling, will be provided if requested by an employee under your supervision.
- Promptly investigate all reports of security hazards or threats in the area that you are responsible for.
- Request legal restraints where warranted.



- Train all personnel, under your supervision, in what to look for.
- In response to common threats and security hazards. Assign tasks, duties and responsibilities for employees under your supervision.

Please Note

Any person or employee making an articulated threat of violence may result in the investigation of their background, criminal history, weapons ownership, traffic citations and police reports. A search of the employee's locker, desk, work area, automobile, purse, bag, containers or personal effects may be undertaken. No one who articulates a threat or poses a security hazard should expect to maintain privacy in those areas that need to be investigated so that we can ensure the safety of our workplace, customers and employees. Your area, personal area, desk, locker, file cabinet or other storage areas may be searched at-will. Do not bring anything to work that you do not want known or seen by others. You are not provided with a secure storage for any item or information, personal or business.



Procedure for Reporting Workplace Violence

A. REPORTING OF THREATS OR SECURITY HAZARDS

In the event that any employee is the subject of, or has knowledge of, a threat or security hazard, the employee should **immediately** report the threat or hazard to his or her supervisor, the personnel director, or a Supervisor or Management member. If none of the above is available, report the conduct directly to the President.

1. Report threats or security hazards without fear of reprisal.

No reprisal will be taken against you for reporting any workplace hazard, regardless of the legitimacy of the hazard or its source.

1-866-829-HOLT (4658)

2. Report threats or security hazards without fear of unreasonable danger.

While all businesses cannot ensure the safety of all of its employees and customers, we will take reasonable action to assure you that employees who report threats or safety hazards are not subject to unreasonable danger. Such action may include disciplining or terminating an employee who has engaged in verbal threats or conduct, implementing security devices or procedures to ensure the safety of the reporting employee or even obtaining a restraining order on behalf of the employee.

3. Every employee has the obligation to immediately report any threat or security hazard against any employee. Failure to do so may result in disciplinary action up to and including termination. The potential loss of life or property far outweighs the obligation to preserve any confidence and transcends any friendship.

We will have a planned response to most of the common types of threats and security hazards. We have legal and psychological support for our policy and procedures. We will not hesitate to use the full weight of the law to protect our employees and customers.



B. **When Reporting a Security Threat**

Remember the following information will be very helpful in responding to the threat and correcting any hazard. So, take a moment and fill out the following information.

Personal Threats

Who made the threat?

Against whom was the threat made?

State the specific language of the threat.

Was there any physical conduct by the threatening party, which would tend to substantiate that the individual intends to follow through on the threat?

State the name(s) of any other witnesses to the threat or violent conduct.

State the time and place when and where the threat or violent conduct occurred.

State threats or violent conduct made by the alleged perpetrator before this incident.

Record any other information that may help to conduct an investigation, and will help ensure that the threat will not be carried out, or that violent conduct will not occur in the workplace.



Reporting Unsafe Work Conditions

Employees have the OBLIGATION and RIGHT to report unsafe conditions, unrecognized safety hazards, or safety violations of others. If you wish to make a report, it can be made orally to your supervisor or to another member of management. You may submit your concern in writing, either signed or anonymously. An Employee Report of Safety/ Health Hazard form will be used for this purpose. We also provide a toll free phone line for your use. You may call and report unsafe or unhealthy conditions without fear, when you call remember to tell us the location of the problem, what is wrong and if you can, how to fix the problem. You may want to take a moment and write down your thoughts before you call. We are more concerned with what needs to be corrected than whom is reporting the problem. The Health and Safety program will not be successful without your input and help. Employees who report unsafe work conditions or practices are protected by law and may do so without fear of reprisal. All reports will be considered signed or not.

**Call 1-866-829-HOLT (4658)
To Report Hazards or unsafe conditions**

Emergency Medical Plan

Joseph Holt Plastering, will ensure the availability of emergency medical services for its employees. The employers on the project may agree to ensure employee access to emergency medical services for the combined work force present at the job site. Such an emergency medical service program will be documented in our Emergency Medical Plan.

Joseph Holt Plastering, shall ensure the availability of a suitable number of appropriately trained persons to render first aid. Where more than one employer is involved in a single construction project on a given construction site, the employers may form a pool of appropriately trained persons. However, such pool shall be large enough to service the combined work forces of such employers. Such a pool of appropriately trained persons will be documented in our Emergency Medical Plan.

First Aid Kit

Every work site will have at least one first-aid kit in a weatherproof container. The contents of the first-aid shall be inspected regularly to ensure that the expended items are promptly replaced. The contents of the first-aid kit shall be arranged to be quickly found and remain sanitary. First-aid dressings shall be sterile in individually sealed packages for each item. The minimum first-aid supplies shall be determined by an employer-authorized, licensed physician or in accordance with the following Table:

<i>Supplies for First Aid</i>	<i>Type of Supply Required by Number of Employees</i>			
	1-5	6-15	16-200	Over 200
Dressings in adequate quantities consisting of:				
1. Adhesive dressings	X	X	X	X
2. Adhesive tape rolls, 1-inch wide	X	X	X	X
3. Eye dressing packet	X	X	X	X
4. 1-inch gauze bandage roll or compress		X	X	X
5. 2-inch gauze bandage roll or compress	X	X	X	X
6. 4-inch gauze bandage roll or compress		X	X	X
7. Sterile gauze pads, 2-inch square	X	X	X	X
8. Sterile gauze pads, 4-inch square	X	X	X	X
9. Sterile surgical pads suitable for pressure dressings			X	X
10. Triangular bandages	X	X	X	X
11. Safety Pins	X	X	X	X
12. Tweezers and scissors	X	X	X	X
*Additional equipment in adequate quantities consisting of:				
13. Cotton-tipped applicators			X	X
14. Forceps			X	X
15. Emesis basin			X	X
16. Flashlight			X	X
17. Magnifying glass			X	X
18. Portable oxygen and its breathing equipment				X
19. Tongue depressors				X
Appropriate record forms	X	X	X	X
Up-to-date 'standard' or 'advanced' first-aid textbook, manual or equivalent	X	X	X	X

*To be readily available but not necessarily within the first-aid kit.



Other supplies and equipment, when provided, shall be in accordance with the documented recommendations of an employer-authorized, licensed physician upon consideration of the extent and type of emergency care to be given based upon the anticipated incidence and nature of injuries and illnesses and availability of transportation to medical care.

Note: Drugs, antiseptics, eye irrigation solutions, inhalants, medicines, or proprietary preparations shall not be included in Joseph Holt Plastering employee's first-aid kits unless specifically approved, in writing, by an employer-authorized, licensed physician.

Joseph Holt Plastering, shall inform all of his employees of the procedure to follow in case of injury or illness.

Prior to the commencement of work at any site, the Supervisor, foreman or Safety Coordinator shall locate the nearest preferred medical facility and ensure that transportation and communication method are available in event of an employee injury.

Proper equipment for the prompt transportation of the injured or ill person to a physician or hospital where emergency care is provided, or an effective communications system for contacting hospitals or other emergency medical facilities, physicians, ambulance and fire services, shall be provided.

The telephone numbers of the following emergency services in the area shall be posted near job telephone, telephone switchboard, or otherwise made available to the employees where no job site telephone exists:

- (1) A physician and at least one alternate if available
- (2) Hospitals
- (3) Ambulance services
- (4) Fire-protected services

Where the eyes or body of any person may be exposed to injurious or corrosive materials, suitable facilities for drenching the body or flushing the eyes with clean water shall be conspicuously and readily accessible.

Accident Procedures

For severe injuries call 911 and request Emergency medical services. Transportation for other than serious injuries will be provided by Supervisors or those persons designated by Joseph Holt Plastering.

Employees must report all work related injuries to their Supervisor immediately, even if they do not feel that it requires medical attention.

The Supervisor and/or trained 1st aider, should determine if outside medical attention is necessary. The injured employee should be sent for medical treatment if any uncertainty exists.

If medical treatment is not needed or the injured employee refuses treatment, an accident report must still be filled out in case complications arise later.

Note: In the event of a serious injury involving hospitalization for more than 24 hours, amputation, permanent disfigurement, loss of consciousness, or death, the nearest Cal/OSHA enforcement office must be contacted within 8 hours of having this knowledge.



If necessary, Emergency Call Systems will be provided. A two-way voice emergency communication system shall be installed, for buildings and structures five or more floors or 48 feet or more above or below ground level, to notify persons designated in the emergency medical services plan.

The location and condition of the employee shall be able to be communicated over the system. The use of the construction passenger elevators for medical emergencies shall take precedence over all other use.

Exception: Where jobsite conditions prevent or impair the communications of the required information over the system, an alternative system acceptable to the Division shall be used.

If necessary, at least one basket or equally appropriate litter equipped with straps and two blankets, or other similar warm covering, shall be provided for each building or structure five or more floors or 48 feet or more either above or below ground level.

Emergency Action Plan

This section applies to all emergency action plans. The emergency action plan shall be in writing and shall cover those designated actions employers and employees must take to ensure employee safety from fire and other emergencies.

The following elements, at a minimum, shall be included in this plan:

1. Emergency escape procedures and emergency escape route assignments.
2. Procedures to be followed by employees who remain to operate critical plant operations before they evacuate.
3. Procedures to account for all employees after emergency evacuation has been completed.
4. Rescue and medical duties for those employees who are to perform them.
5. The preferred means of reporting fires and other emergencies.
6. Names or regular job titles of persons or departments who can be contacted for further information or explanation of duties under the plan.
7. Evacuation – The employer shall establish in the emergency action plan the types of evacuation to be used in emergency circumstances.

Training:

1. Before implementing the emergency action plan, the employer shall designate and train a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees.
2. The employer shall advise each employee of his/her responsibility under the plan at the following times:
 - a. Initially when the plan is developed.
 - b. Whenever the employee's responsibilities or designated actions under the plan change.
 - c. Whenever the plan is changed.

The employer shall review with each employee upon initial assignment those parts of the plan which the employee must know to protect the employee in the event of an emergency. The written plan shall be kept at the workplace and made available for employee review.



Fire Prevention Plan.

Joseph Holt Plastering, will follow the following procedures to ensure the prevention of fires in the workplace. Employees will be trained about the elements of this Fire Prevention Plan.

1. The workplace will be inspected for potential fire hazards at the construction site (facility) and their proper handling and storage procedures.
2. The workplace will be inspected for potential ignition sources (such as electrical, trash, smoking, welding torch and others) and their control procedures and the type of fire protection equipment or systems which can control a fire involving them.
3. A fire extinguisher, rated not less than 2A, shall be provided. Travel distance from any point of the protected areas to the nearest fire extinguisher shall not exceed 75 feet. One 55-gallon open container of water with two fire pails may be substituted for a fire extinguisher having a 2A rating.

Cecilia Armstrong, Safety Coordinator is responsible for maintenance of equipment and systems used to prevent or control ignitions or fires.

Supervisor, Safety Coordinator is responsible for the control of the accumulation of flammable or combustible waste materials.

Proper housekeeping procedures will be implemented to prevent the accumulation of flammables. Maintenance of fire prevention and extinguishing systems will be accomplished in the following manner:

- Monthly fire extinguisher inspections.
- Annual fire extinguisher service.

Employee training will be conducted for the following:

- Annual fire extinguisher operation
- The fire hazard of the material they work with.
- The entire Emergency Medical Plan.

Note: The selection of extinguishers for a given situation will depend upon the character of the fires anticipated, the construction and occupancy of the individual property, the vehicle or hazard to be protected, ambient temperature conditions, and other factors. The number of extinguishers required shall be determined by reference to Section 6151 of the General Industry Safety Orders. Portable fire extinguishers shall be limited to those listed or bearing labels of the Underwriters' Laboratory or laboratories approved by the State Fire Marshal.

This Fire Prevention Plan will be reviewed on an annual basis to insure implementation and incorporate changes as necessary.



All spills of flammable or combustible liquids must be cleaned up promptly.

Vacuuming will be used whenever possible rather than blowing or sweeping combustible dust.

Vacuum systems provided to prevent combustible dust from going into suspension must be operated whenever dust is produced.

Metallic or conductive dust must be prevented from entering or collecting on or around electrical enclosures or equipment.

Firm separators will be placed between containers of combustible or flammable material, when stacked one upon another, to assure their support and stability.

While in storage, fuel gas cylinders and oxygen cylinders will be separated by distance or by fire resistant barriers.

All connections on drums and combustible liquid or vapor piping must be tight.

Bulk drums of flammable liquids must be grounded and bonded to containers during dispensing.

Hazard Communication and the Global Harmonized System of Classification and Labeling of Chemicals

Purpose

To enhance our employees' health and safety, **Joseph Holt Plastering, Inc.** has developed, implemented, and maintains a hazard communication program that ensures effective communication about the hazardous chemicals to which our employees may be exposed, by means of a comprehensive hazard communication program that includes container labeling and other forms of warning, safety data sheets and employee training. **Scott McKernan**, the owner and/or his designee, have full authority and responsibility for implementing and maintaining this program.

The Owner has designated **Cecilia Armstrong and Amy Bystedt**, as the program administrator who will administer, implement, monitor and support the implementation of this program. Supervisors will implement this program within their departments. The Superintendent and General Operations Manager will monitor and enforce the safety procedures of this program.

Name	Title	Cell Phone
Cecilia Armstrong	Safety Manager	714-381-9591
Amy Bystedt	Safety Coordinator	909-908-4807

List of Hazardous Chemicals

Cecilia Armstrong and Amy Bystedt, program administrator's, will prepare and keep current an inventory list of all known hazardous chemicals which is known to be present in the workplace and to which employees may be exposed under normal conditions of use or in a reasonably foreseeable emergency resulting from work place operations. Each department supervisor will be responsible to identify and report to **Cecilia Armstrong or Amy Bystedt**, any potential new chemical hazards in the workplace. The list of hazardous chemicals will be reviewed and updated yearly by the program administrator. (SEE APPENDIX A) for list of chemicals by department.

Specific information on each noted hazardous chemical can be obtained by reviewing the Material Safety Data Sheet or Safety Data Sheet.

Proposition 65 List of Chemicals

The owner and/or his designee are responsible for obtaining updates of Proposition 65 listed chemicals and providing new information to affected employees. To address exposures to Proposition 65 chemicals, the program administrator will provide clear and reasonable warnings to individuals prior to exposure by means of posting signs conspicuously, labeling products and training employees.

Safety Data Sheets (SDSs)

The owner and/or his designee are responsible for obtaining the SDSs, reviewing them for completeness, and maintaining the data sheets current. In the review of incoming data sheets, if new and significant health/safety information becomes available, this new information is passed on within thirty days to the affected employees by additional training sessions, posting of memos, and other means of appropriate communication. Legible SDSs copies for all hazardous chemicals to which employees may be exposed are kept in Hazard Communication Binder available at **Cecilia Armstrong or Amy Bystedt's** desk. Paper SDSs are readily available for review by all employees in their work area and during each work shift. If SDSs are missing, please contact the program administrator immediately, and a new SDS will be requested from the manufacturer, or researched on the internet. If we are unable to obtain the SDS from the vendor within 25 calendar days of the request, we will either call our local Cal/OSHA compliance office or write to:

Division of Occupational Safety and Health
Deputy Chief of Health and Engineering Services
1515 Clay Street, Room 1901
Oakland, CA 94612

Communicating the information on the SDS from English to Spanish will be conducted by **Cecilia Armstrong or Amy Bystedt** and/or their designee. A bilingual person will be designated in each department to ensure the information on the SDS is provided to non-English speaking employees in an expeditious manner.

Training on the NEW Container Labeling and Safety Data Sheet (SDS) elements

As part of the Global Harmonized System (GHS) chemical manufactures, importers and distributors will be required to provide a label that includes a pictogram, signal word, hazard statements, and precautionary statements for each hazard class and category. The new standardized label elements will provide consistency in the information appearing on container labels once the system is fully adopted. The GHS will also require a standardized format for SDSs, formerly known as, MSDSs. These new changes will improve worker understanding of the hazards associated with the chemicals in their workplace.

Hazard pictograms are one of the key elements for the labeling of containers under the GHS. Under the GHS, a pictogram is a graphical elements, such as a border, background pattern or color intended to convey specific information. (SEE APPENDIX B)

All employees will be trained on the new label and new SDS formats to ensure our employees have the information they need to better protect themselves from chemical hazards in the workplace. (SEE APPENDIX C)

Training on the new label elements will include: (SEE APPENDIX D)

- Product identifier
- Signal word
- Pictogram
- Hazard statement(s)
- Precautionary statement(s)
- Name, address and phone number of the chemical manufacturer, distributor or importer
- How information on the label can be used to ensure proper storage of hazardous chemicals
- How information on the label might be used to quickly locate information on first aid when needed by employees or emergency personnel
- Explanation on multiple hazards of a chemical and the different pictograms used to identify the various hazards.
- Explanation that when there are similar precautionary statements, the one providing the most protective information will be included on the label

As part of the GHS, MSDSs will now be called "Safety Data Sheets" (SDS's) and will have a uniform 16 section format that allows employees to obtain concise, relevant and accurate information more easily:

Chemical identification	Hazards(s) identification	Chemical composition	First-aid measures
Fire-fighting measures	Accidental release measures	Handling and storage	Exposure control/ personal protection
Physical and chemical properties	Stability and reactivity	Toxicological information	Ecological information
Disposal considerations	Transport information	Regulatory information	Other information

Training on the format of the SDS will include the following: (SEE APPENDIX E)

- Standardized 16-section format, including the type of information found in the various sections
- Explanation of the *pictograms* under the GHS for classifying and labeling of chemicals
- How the information on the label is related to the SDS

Labels and Other Forms of Warning

The containers under the GHS will be labeled as follows:

Label Information	Primary Container	Secondary Container
Product identifier	√	√
Precautionary statements	√	√
Hazard pictograms	√	√
Signal word	√	√
Hazard statements	√	√
Supplemental information	√	√
Supplier identification	√	√

Supervisors will monitor hazardous product containers and secondary containers on a daily basis to ensure they are properly labeled with the minimum necessary health and safety information required for the entire time they are in the workplace.

If necessary, the program administrator will arrange for labels, signs and other warnings to be printed in Spanish.

Employee Information and Training

Employees will be trained by their immediate supervisor or Safety Department on the hazardous chemicals in their work area at the time of their initial assignment, and whenever a new chemical hazard is introduced into their work area. This training will be conducted on the spot or via a short tailgate meeting.

Employees will be formally trained on the company's hazard communication program once a year. Training will be conducted by the Safety Department or by an outside safety consultant. Training will be conducted in English and in Spanish. Handouts will also be provided in English and Spanish. This training session will include the following topics:

- The requirements of the hazard communication regulation including the employees right:
 1. To personally receive information regarding hazardous chemicals to which they may be exposed;
 2. For their physician or collective bargaining agent to receive information regarding hazardous chemicals to which they employee may be exposed;
 3. Against discharge or other discrimination due to the employee's exercise of the rights afforded pursuant to the provisions of the Hazardous Substances Information and Training Act.
- The details of the company's hazard communication program including an explanation of labels received on shipped containers and the workplace labeling system used and the safety data sheet, ad how employees can obtain and use the appropriate hazard information.
- The location and availability of the written hazard communication program including the list of hazardous chemicals and safety data sheets.
- Any operation in their work area where hazardous chemicals or Proposition 65 carcinogens/reproductive toxins are preset and exposure are likely to occur.
- Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area, such as visual appearance or order of hazardous chemicals when released.
- How to read labels and review SDS to obtain hazard information.
- How to read labels and review SDS under the globally harmonized system (GHS) for classification and labeling of hazardous chemicals.
- Physical and health effects of hazardous chemical exposure specific to chemicals in each department and the measures to take to protect themselves from chemical hazards, including specific procedures to prevent exposure to hazardous chemicals, such as appropriate work practices, emergency procedures, and personal protective equipment to be used.
- Symptoms of overexposure to hazardous chemicals specific to each department.
- Emergency and first-aid procedures to follow if an employee is exposed to a hazardous chemical.

- Supervisors will be trained on how to identify hazardous non-routine tasks and how to conduct a hazard assessment of the task including developing a rough procedure on how to complete the job safely.

In addition, department supervisors or the program administrator will conduct a training session whenever a new or revised safety data sheet is received indicating a significant increase in risk to, or changes to the measures necessary to protect employee health. This new information will be provided to affected employees within 30 days after receipt of the new information.

Hazardous Non-Routine Tasks

Hazardous non-routine tasks include tasks that are performed infrequently, outside of normal duties, does not have a documented procedure, has never been performed before, or that carry a high level of risk. Non-routine work can be unscheduled and unplanned. Accidents can occur when we don't take time to assess the risks prior to performing the work.

To control the risks of non-routine tasks, supervisor will have the responsibility to identify non-routine tasks and perform a quick safety assessment of the risks prior to performing the work. The supervisor will conduct a pre-job discussion with the superintendent to develop a procedure on how to complete the job safely. All affected employees will be informed about the associated hazards and how to protect against them.

Unlabeled Chemical Pipes (Not Applicable)

Currently we do not have any unlabeled pipes containing hazardous chemicals in any workplace. However, should we introduce or become aware of an unlabeled pipe containing hazardous chemicals, we will inform affected employees of the potential hazards prior to starting work in areas having unlabeled pipes.

Other Employers

All temporary workers performing work at our jobsite are expected to comply with the requirements of this program. Temporary workers are expected to participate in the scheduled hazard communication training sessions.

Our program will be maintained by **Cecilia Armstrong and Amy Bystedt** to ensure the policies are carried out and the plan is effective. If anyone has questions about this program, please contact **Cecilia Armstrong or Amy Bystedt**.

Scott Mckernan

Owner

**APPENDIX A
HAZARDOUS CHEMICAL INVENTORY LIST**

Product Identification	Operation / Work Area	SDS	Label
Cemex, Inc.	Field	Yes	Yes
DW Davis	Field	Yes	No
Asphalt	Field	Yes	Yes
Insulfoam	Field	Yes	No



Bleach

Caulking Compound

Caustic Soda

Cleaning Agents

Concrete

Cutting Oil

Diesel

Dusts (brick, concrete)

Gasoline

Greases

Graphite

Lead

Liquid Petroleum Gas (LPG)

Lubricating Oils

Magnesium

Metals (aluminum, nickel, copper, zinc, cadmium, iron, etc.)

Methyl Ethyl Ketone MEK

Motor Oil

Oxygen

Paint

Paint Thinner

Paint Stripper

Particle Board

Putty

Resins/Epoxy

APPENDIX B



Globally Harmonized System (GHS)
of Classification and Labeling of Chemicals
Produced by SCHC-OHSA Alliance
GHS Fact Information Sheet Workgroup

Info Sheet #1 Pictograms January, 2010

What are pictograms?

Generally speaking, a pictogram is a symbol or picture which represents a word or idea. We see pictograms everyday in signs and labels. We are all familiar with the "No Smoking" pictogram posted in public buildings, and the "No diving" signs painted on the decks of swimming pools. The Department of Transportation (DOT) routinely requires labels with pictograms for vehicles carrying hazardous materials.



How does the GHS define pictograms?

The distinction between pictogram and symbol is important: Certain circumstances require a pictogram, while others require only the symbol or pictogram name.

Under the GHS, a **pictogram** is a graphical composition representation that includes a symbol plus other graphic elements, such as a border, background pattern or color intended to convey specific information. In the most basic terms, a pictogram is a picture plus a border used to convey information. **See the GHS pictograms on the next page.**

A **symbol** is a graphical element intended to succinctly convey information – it is the picture or graphic without the border or background color. **See 'When are pictograms and symbols required under the GHS?' below.**

When are pictograms and symbols required under the GHS?

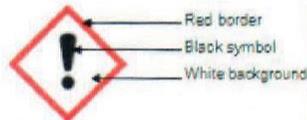
Labels

- When chemicals meet classification criteria under any of the hazard classes identified by the GHS, the corresponding pictogram must be printed on the chemical label.
- The pictograms must have a black symbol on a white background with a red border frame. A black frame may be used for shipments within one country if authorized by the competent authority. Where transport pictograms are required (e.g. under the DOT Hazardous Materials Regulations), the GHS pictogram for the same hazard should not appear.

MSDSs

- The pictograms or symbols based on chemical hazards may appear on the MSDS. Alternately, the pictogram name(s) may be listed.

Pictogram Example



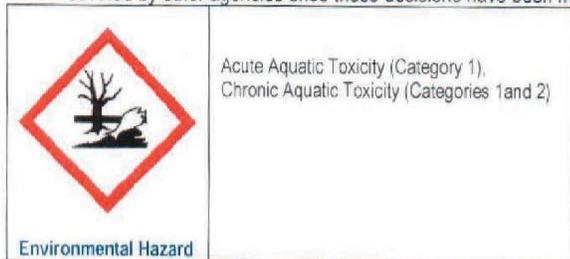
**Pictogram Name:
Exclamation Mark**

GHS Pictograms and their Corresponding Chemical Hazards

Name	Hazard	Name	Hazard
 Explosing Bomb	Explosive (Unstable, Divisions 1.1, 1.2, 1.3 and 1.4), Self Reactive (Type A and B), Organic Peroxide (Type A and B)	 Corrosive	Corrosive (Skin Corrosion Categories 1A, 1B and 1C, Eye Corrosion Category 1), Corrosive to metals.
 Flame	Flammable (Solids Categories 1 and 2, Liquids Categories 1, 2 and 3, Gases Category 1, Flammable Aerosols Categories 1 and 2), Self Reactive (Type B, C, D, E and F), Pyrophoric, Self-heating, Emits Flammable Gas, Organic Peroxide (Type B, C, D, and F)	 Skull	Acute toxicity (Categories 1, 2, and 3)
 Flame over Circle	Oxidizer	 Exclamation Mark	Irritant (Skin Irritation Category 2 and Eye Irritation Category 2A), Dermal Sensitizer (Category 1), Acute Toxicity (Category 4, harmful), Target Organ Toxicity/STOT Category 3 = narcotic effects, respiratory irritation
 Gas Cylinder	Gas under pressure	 Chronic Health Hazard	Carcinogen (Categories 1A, 1B, and 2), Respiratory Sensitizer (Category 1), Reproductive Toxicity (Categories 1A, 1B, and 2), Target Organ Toxicity/STOT (Categories 1 and 2), Mutagenicity (Categories 1A, 1B and 2), Aspiration Toxicity (Categories 1 and 2)

Additional Pictograms

OSHA does not have jurisdiction over environmental hazards, and the following GHS pictogram will not be covered by OSHA. It may be covered by other agencies once those decisions have been made, and is provided for informational purposes.



To learn more ...

- The GHS, in its entirety (including classification criteria and label and MSDS requirements), can be downloaded at:
http://www.unece.org/trans/danger/publi/ghs/ghs_rev03/03files_e.html
- OSHA's Notice of Proposed Rulemaking on the GHS is available at:
http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=FEDERAL_REGISTER&p_id=21110
- A 12-hour training course on the GHS is offered by the Society for Chemical Hazard Communication (SCHC):
<http://www.schc.org/training.php>
- For information sheets on additional GHS topics:
 - OSHA site: <http://www.osha.gov/dcsp/alliances/schc/schc.html#documents> - go to 'Products and Resources'.
 - or SCHC site: http://www.schc.org/issues.php?start_from=5&ucat=&archive=&subaction=&id=&cat=9 - see 'GHS Information Sheets'.
- The OSHA Guide to the Globally Harmonized System of Classification and Labeling of Chemicals is available at:
<http://www.osha.gov/dsq/hazcom/ghs.html>

The information contained in this sheet is believed to accurately represent provisions of U.S. regulations, consensus standards, and current GHS requirements. However, SCHC cannot guarantee the accuracy or completeness of this information. Users are responsible for determining the suitability and appropriateness of these materials for any particular application. This sheet was developed through OSHA's Alliance Program for informational purposes only. It does not necessarily reflect the official views of OSHA or the U.S. Department of Labor.



Proposition 65 Warning

WARNING:

This area contains chemicals known to the State of California to cause cancer, birth defects or other reproductive harm.

This warning is intended for the areas that smoking is permitted.

WARNING:

This area contains cigarette smoke known to the State of California to cause cancer, birth defects or other reproductive harm.

(This warning required by Section 25249.6 of the California Health and Safety Code)

CONSTRUCTION CODE OF PRACTICES

General

1. All persons shall follow these safe practices rules, render every possible aid to safe operations, and report all unsafe conditions or practices to the foreman or superintendent.
2. Foreman shall insist on employees observing and obeying every applicable Company, State or Federal regulation and order as is necessary to the safe conduct of the work, and shall take action as is necessary to obtain compliance.
3. All employees shall be given frequent accident prevention instructions. Instructions shall be given at least every 10 working days.
4. Anyone known to be under the influence of drugs or intoxicating substance which impair the employees ability to safely perform the assigned duties shall not be allowed on the job while in that condition.
5. Horseplay, scuffling and other acts which tend to have adverse influence on the safety or well-being of the employees shall be prohibited.
6. Work shall be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment.
7. No one shall knowingly be permitted or required to work while the employees ability or alertness is so impaired by fatigue, illness, or other causes that might unnecessarily expose the employee or others to injury.
8. Employees shall not enter manholes, underground vaults, chambers, tanks, silos, or other similar places that receive little ventilation unless it has been determined that it is safe to enter.
9. Employees shall be instructed to ensure that all guards and other protective equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received instructions from their foreman.
12. All injuries shall be reported promptly to the foreman or superintendent so that arrangements can be made for medical or first aid treatment.
13. When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used.
14. Inappropriate footwear or shoes with thin or badly worn soles must not be worn.
15. Materials, tools or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect other from the falling objects.

16. Employees shall cleanse themselves thoroughly after handling hazardous substances and follow special instructions from authorized sources.
17. Hod carriers should avoid the use of extension ladders when carrying loads. Such ladders may provide adequate strength, but the rung position and rope arrangement make such climbing difficult and hazardous for this trade.
18. Work shall be so arranged that employees are able to face a ladder and use both hands while climbing.
19. Gasoline shall not be used for cleaning purposes.
20. No burning, welding, or other sources 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.
21. Any damage to scaffolds, falsework, other supporting structures shall be immediately reported from the foreman or superintendent.

Use of Tools and Equipment

22. All tools and equipment shall be maintained in good condition.
23. Damaged tools or equipment shall be removed from service and tagged “DEFECTIVE”.
24. Pipe wrenches shall not be used as a substitute for other wrenches.
25. Only appropriate tools shall be used for a specific job.
26. Wrenches shall not be altered by the addition of handle-extensions or cheaters.
27. Files shall be equipped with handles and not used to punch or pry.
28. A screwdriver shall not be used as a chisel.
29. Wheelbarrows shall not be pushed with handles in an upright position.
30. Portable electric tools shall not be lifted or lowered by means of the power cord. Ropes shall be used.
31. Electric cords shall not be exposed to damage from vehicles.
32. Follow all manufacturer’s recommendations when using a portable power tool.
33. In locations where the use of a portable power tool is difficult, the tool shall be supported by means of a rope or similar support of adequate strength.

Machinery and Vehicles

34. Only properly trained and authorized persons shall operate machinery and equipment.
35. Loose or frayed clothing, long hair, dangling lies, finger rings etc. shall not be worn around moving machinery or other areas where they may become entangled.
36. Machinery shall not be serviced, repaired or adjusted while in operation, nor shall oiling of moving parts be attempted, except on equipment that is designed or fitted with safeguards to protect the person performing the work.
37. Where appropriate, lock-out procedures shall be used.
38. Employees shall not work under vehicles supported by jacks or chain hoists without protective blocking that will prevent injury if jacks or hoists should fail.
39. Excavating equipment shall not be used operated near tops of cuts, banks, or cliffs if employees are working below.
40. Tractors, bulldozers, scrapers and carryalls shall not be operated where there is a possibility of overturning in dangerous areas like edges of deep fills, cut banks, and steep slopes.
41. When loading where there is a probability of dangerous slides or movement of material, the wheels or treads of loading equipment, other than that riding on rails, should be turned in the direction which will facilitate escape in case of danger, except in a situation where this position of the wheels or treads would cause a greater operational hazard.

Safety Rules & Practices

Safety is a cooperative undertaking requiring participation by every employee. Failure by any employee to comply with safety rules will be grounds for corrective discipline.

To carry out this policy employees shall:

1. Report all unsafe conditions and equipment to your supervisor or safety coordinator.
2. Report all accidents, injuries and illnesses to your supervisor or safety coordinator immediately.
3. Anyone known to be under the influence of intoxicating liquor or drugs, shall not be allowed on the job while in that condition.
4. Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of the employees are prohibited.

5. Means of egress shall be kept unblocked, well lighted and unlocked during work hours.
6. In the event of fire, sound alarm and evacuate.
7. Upon hearing fire, stop work and proceed to the nearest clear exit. Gather at the designated location.
8. Only trained workers may attempt to respond to a fire or other emergency.
9. Exit doors must comply with fire safety regulations during business hours.
10. Stairways should be kept clear of items that can be tripped over and all areas under stairways that are egress routes should not be used to store combustibles.
11. Materials and equipment will not be stored against doors or exits, fire ladders or fire extinguisher stations.
12. Aisles must be kept clear at all times.
13. Work areas should be maintained in a neat, orderly manner. Trash and refuse are to be thrown in proper waste containers.
14. All spills shall be wiped up promptly.
15. Always use the proper lifting technique. Never attempt to lift or push an object which is too heavy. You must contact your supervisor when help is needed to move a heavy object.
16. Never stack material precariously on top of lockers, file cabinets or other relatively high places.
17. When carrying material, caution should be exercised in watching for and avoiding obstructions, loose material, etc.
18. Do not stack material in an unsafe manner.
19. Report exposed wiring and cords that are frayed or have deteriorated insulation so that they can be repaired promptly.
20. Never use a metal ladder where it could come in contact with energized parts of equipment, fixtures or circuit conductors.
21. Maintain sufficient access and working space around all electrical equipment to permit ready and safe operations and maintenance.
22. Do not use any portable electrical tools and equipment that are not grounded or double insulated.
23. All electrical equipment should be plugged into appropriate wall receptacles or into an extension of only one cord of similar size and capacity. Three-pronged plugs should be used to ensure continuity of ground.

24. All cords running into walk areas must be taped down or inserted through rubber protectors to preclude them from becoming tripping hazards.
25. Ensure that guards and other protective devices are in proper places and adjusted before operating machinery.
26. Fans used in working areas should be guarded. Guards must not allow fingers to be inserted through them.
27. All tools and equipment shall be maintained in good condition.
28. Damaged tools or equipment shall be removed from service and tagged "Defective".
29. Only properly trained and authorized persons shall be allowed to operate machinery and equipment.
30. Loose or frayed clothing, long hair, dangling ties, finger rings, etc. shall be allowed to operate machinery and equipment.
31. Machinery shall not be serviced, repaired or adjusted while in operation. Where appropriate, lockout/blockout procedures shall be followed.
32. Inspect motorized vehicles and other mechanized equipment daily or prior to use.
33. Inspect pallets and their loads for integrity and stability before loading or unloading vehicles.
34. Compressed gas cylinders must be properly secured and kept from heat sources.
35. Do not use compressed air for cleaning off clothing unless the pressure is less than 10 psi.
36. Identify contents of pipelines prior to initiating any work that affects the integrity of the pipe.
37. Wear hearing protection in all areas identified as high noise exposure.
38. Goggles or face shields must be worn when there is the possibility of eye injury.
39. Wear the appropriate PPE for the job.
40. Guard floor openings by a cover, guardrail, or equivalent.
41. Elevated platforms and working areas over 30 inches high must be provided with guardrail.
42. Always keep flammable or toxic chemicals in closed containers when not in use.
43. Do not eat or store foods in area where hazardous chemicals are present.

44. Be aware of the potential hazards involving various chemicals stored or used in the workplace.
45. Flammable liquids should be stored in appropriate containers.
46. Hazardous chemicals must be stored in well labeled containers.
47. When working with a VDT, have all pieces of furniture adjusted, positioned and arranged to minimize strain on all parts of the body.
48. Never leave lower desk or cabinet drawers open that present a tripping hazard. Use care when opening and closing drawers to avoid pinching fingers.
49. Do not open more than one upper drawer at a time; particularly the top two drawers on tall file cabinet.
50. Individual heaters at work areas should be kept clear of combustible materials such as drapes or waste from waste baskets. Newer heaters which are equipped with tip-over switches should be used.
51. Appliances such as coffee pots and microwaves should be kept in working order and inspected for signs of wear, heat or fraying of cords.
52. Do not enter manholes, underground vaults, chambers, tanks, silos or other similar places that receive little ventilation unless it has been determined that it is safe to enter.

Vehicle Safety

Policy

Joseph Holt Plastering policy is to always drive in a safe manner. We believe in the old adage “better safe than sorry”. You are required to inspect any Joseph Holt Plastering vehicle or your own before you drive the vehicle on Joseph Holt Plastering business.





- Vehicle accidents are a leading cause of work-related injuries and deaths. Vehicle operation while you are working must display safe driving habits and not reflect exhibitions of speed or recklessness. Compliance with all local, state, and federal traffic laws is required.
- You will always drive defensively by continually watching for hazardous conditions, understanding how to defend against them, and act in time to avoid problems. Keep your eyes and attention on the road and others. Adjust your speed and driving to changing weather and traffic conditions.
- Before you start your vehicle, it is required that you inspect the vehicle to ensure that all systems of the vehicle work properly. This is to include, but not limited to the following items: the brakes, lights, horn, tires, fluid levels for all systems, and all mirrors. Check the tires and the general condition of the vehicle. No employee may drive in a vehicle that is not safe. If you drive a vehicle, you accept the condition of the vehicle. Any item or system of the vehicle that is not in working order is to be reported to your supervisor. If the vehicle is not road worthy, the vehicle will not be driven.
- Whenever something extends two (2) feet or beyond the vehicle bumper in front or in back, you must put a red flag on it. Whenever material is carried on Joseph Holt Plastering or private vehicles, either tie downs or clamps must secure the material.
- **DRIVERS LICENSES AND DRIVING RECORDS:** All employees who, as a part of their duties, have need to operate vehicles on public roads must hold a valid, properly classed, driver's license and have a driving record acceptable to management and the state. Failure to do so may result in loss of driving privileges, change of assignment, or disciplinary action up to and including discharge.
- **SEAT BELTS:** Employees must wear always seat belts when operating or riding in an employer or employee owned vehicle, or when operating or riding as a passenger in any other vehicle during their employment. Whenever you drive or ride as part of your job duties, you must wear a seat belt.
- **ALCOHOL AND DRUGS:** Joseph Holt Plastering has a zero (0) tolerance policy towards any employee showing up to work under the influence of any Illegal drug or controlled substance. The consumption of alcohol or drugs, (even some over-the-counter medications and prescriptions), can slow reactions, blur vision, reduce ability to determine distance, and impair judgment. It is, therefore, a violation of our safety policy for any employee to operate a vehicle with illegal drugs in his/her system or possession or while impaired or under the influence of illegal drugs, alcohol, prescription drugs, or over-the-counter medications. You must inform your supervisor if you are taking or using any prescription or over the counter drug that bears a warning label. Failure to follow this procedure is grounds for reprimand or dismissal.

Fueling

Policy

You must exercise great care and follow all State and Federal laws. All care must be taken.

Safe Practices

- It is prohibited to fuel an internal combustion engine while the engine is running. NO SMOKING is allowed by the fueling operations.
- Fueling operations must be done in such a manner that likelihood of spillage will be minimal. When spillage occurs during fueling operations, the spilled fuel must be washed away completely or the fuel evaporated. All vapors must be controlled before restarting the engine.
- Fuel tank caps must be replaced and secured before starting the engine.
- In fueling operations, there must always be metal contact between the container and the fuel tank.
- Gasoline or Diesel may not be handled or transferred to open containers.
- Open lights, flames, sparking or arcing equipment are prohibited near fueling or transfer of fuel.
- Fueling operations are prohibited in buildings or other enclosed areas that are not specifically ventilated for this purpose.

Personal Protection, Equipment and Clothing

Policy

Eye

Approved safety glasses must be worn always in areas where there is a risk of eye injuries such as punctures, abrasions, contusions, or burns. Protective goggles or face shields must be worn where there is any danger of flying particles, corrosive materials or hot materials.

Ear Hearing

Protection against the effects of occupational noise exposure (ear plugs, etc.) must be used when sound levels exceed those of the Cal/OSHA noise standard.

PROTECT YOUR EARS

Head

Joseph Holt Plastering policy is that Hard hats must be worn at all times when on a job site or when there is danger of falling objects exists; You will inspect your hard hat for damage to the shell and suspension system weekly.

Hand

Protective gloves, aprons, shields, or other means must be used as needed to protect against cuts, corrosive liquids, hot liquids and chemicals.

Foot

Hard soled boots are required at all times on the job site and where there is a risk of foot injuries from hot, corrosive, or poisonous substances; falling objects; crushing penetrating actions or special Electrical Hazards.

Lifting

Policy



Your back is so important to your health and work that here at Joseph Holt Plastering we want you to take a moment and consider just how often you use your back. Can you think of any activity that does not include the back? With this in mind consider the following safe practices. Remember, you may not get a second chance.

Safe Practices

- Back injuries can happen as quickly as just one wrong move. With this in mind, remember that you should wear and use back braces or lifting belts every time you lift anything. A common misunderstanding is that you should keep the belt or brace fastened at all times. This is not correct. Fasten the back belt only when you are lifting or pushing a load. Of course, if you have received your belt or back brace from your doctor, you must follow your doctor's directions.
- Lifting and carrying objects can be safer if:
 - When lifting items from below arm level, bend your knees, not your back, to lower your body to the object.
 - Bring the load as close as possible to the body before lifting.
 - Grip firmly with your hands, (not just fingers), and keep your arms and elbows tucked in for more strength.
 - Lift by letting your legs push you up, not your back.
 - Be sure you can see where you are going and move slowly enough to avoid bumping into other objects.
 - Do not twist your body while carrying heavy objects; twisting is a major cause of injury. If you need to change directions, move your feet in that direction first.
 - Lifting is safest when you keep your back straight and your stomach muscles tight. Staying in good physical condition and getting proper exercise are also important.
 - Loads will be broken down to movable weights, routes will be planned, and legs will be used to do the work. If an object is too heavy, you must get help such as a handcart or other devise.

Exits and Egress

Policy

All exits and egresses must and will be kept clear at all times. Remember that exits and egresses are the only way you can get out of a building or area, if an emergency occurs. There cannot be a greater feeling of panic or helplessness than being trapped and not being able to get out of a building when you really need to. Always know how and where to get out of your work area.

Safe Practices

All exit doors and passages must be clear and free of obstruction.

Exit signs, and their illuminating light sources, must always be in place, and kept clear of obstruction.

At least two means of egresses must be kept open from elevated platforms, pits, or rooms where the absence of a second exit would increase the risk of injury from hot, poisonous, corrosive, suffocating, flammable, or explosive substances.

All exit doors must remain unlocked (or have panic devices) during business hours.

Walkways

Policy

As we think about walkways, and what they mean to you as an employee, think about how you are going to get out of your work area if the walkways are blocked or have obstructions. With this in mind, the Joseph Holt Plastering policy is that all walkways are to be kept open at all times. If you must block a walkway for a short period of time to put away materials, restock shelves or rearrange materials, you must make sure that there is another avenue to exit your work area and that this walkway is clear and that all affected employees are notified to use this alternate walkway.

Safe Practices

- Aisles and passageways must be kept clear of obstruction.
- Materials spilled in walkways must be cleaned up immediately.
- When present, markings on aisles and walkways must be obeyed.
- Materials or equipment must be stored so that sharp projections will not interfere with walkways.
- Materials must be stored so adequate headroom is provided for the entire length of any aisle or walkway.
- Safe clearance must be allowed for walking in aisles where motorized or mechanical handling equipment is operating.
- Bridges over conveyors and similar hazards must be kept in place.

Stairs and Stairways

Policy

Because the nature of a stairway is dangerous, we must insist that you take great care in using the stairs. All violations of the following rules will be enforced.

Safe Practices

- Safety Rails are never to be removed from stairways or landings.
- Handrails on stairways must be used to prevent falling. Steps must be taken one at a time. Jumping, running, leaping or skipping stairs is a safety violation and will not be tolerated.
- Slip resistant material applied on the surface of steps must not be removed.
- Where stairs or stairways exit directly into any area where vehicles may be operated, barriers and warnings must be followed to prevent stepping into the path of traffic.
- Where stairs are covered with any material such as carpets flooring or other material, care must be used to keep from tripping or stumbling on covering materials.

Elevated Surfaces

Policy

Anytime you store or place material in an elevated position you can create a hazard. Therefore, the policy at Joseph Holt Plastering is that all of our employees are to stack and store all materials in a safe and neat manner. You are required to inform your supervisor if you find material stacked or stored in a hazardous manner. Remember, you can make a difference. You must not stack or store material in an elevated area that is not prepared to receive the material. The area that you are storing material in must have the required toe boards, railings and other safety systems.

Safe Practices

- The load capacity of elevated surfaces must not be exceeded. The maximum load must be clearly marked on structural surfaces or areas.
- Guardrails, toe boards, and other protective devices on elevated surfaces must be kept in place.
- Means of access and egress provided to elevated storage and work surfaces must not be removed.
- Material on elevated surfaces must be piled, stacked or racked in a manner to prevent it from tipping, falling, collapsing, rolling or spreading.
- Dock boards or bridge plates must be used when transferring materials between docks and trucks or rail cars.

Floor Openings

Safe Practices:

- Floor openings and pits must be covered or otherwise protected by a guardrail or equivalent on all sides (except at the entrance to stairways or ladders).
- Grates or other covers over floor drains, manholes, and similar openings must be kept in place.
- The unused portions of service pits and pits not actually in use must either be covered or protected by guardrails or an equivalent.



Hand Tools

Policy

We all use some form of hand tools, from staplers to pliers. Great care must be used in the selection and care of these tools. Only quality tools will be used whether the tool is Joseph Holt Plastering supplied or one that you supply as part of your job. You are required to take care of and use hand tools in a commonsense way.

Safe Practices

- All hand tools and equipment (both employer and employee owned) used by employees at the workplace must be in good condition. Worn or bent tools must be replaced. Broken or fractured handles on any hand tool must be replaced promptly. Appropriate handles must be used on files and similar tools. Tool handles must be wedged tightly in the head of all tools. Tool cutting edges must be kept sharp so the tool will move smoothly without binding or skipping.
- Appropriate safety glasses, face shields, etc. must be used while using hand tools or equipment that might produce flying materials or be subject to breakage.
- **HAMMERS:** The correct hammer must be used for the job. One hammer must never be used to strike a second hammer to gain additional striking power. Hammers will be grasped firmly, close to the end of the handle; objects will be struck with the full face of the hammer. Broken or fractured handles must be replaced promptly. Hammers with loose heads must be repaired before use; those with chipped or mushroomed faces will be discarded.
- **PLIERS/CUTTERS/PRYBARS:** Plastic or vinyl covered pliers handles are not intended to act as insulation, they must not be used on live electrical circuits. Pliers or cutters will be used for cutting hardened wire only if they were designed for that purpose. Cuts will always be made at right angles. Pry-bars must never be used as a chisel, punch or hammer.
- **WRENCHES:** The proper wrench must be used for the job. A pipe is never to be used as an extension on a wrench handle. If possible, always pull toward you with the wrench handle and adjust your stance to prevent a fall if something lets go; never cock a wrench. Never use a hammer on any wrench (other than a “striking face” wrench) or use a pipe wrench to bend, raise, or lift a pipe. Discard any wrench with broken or battered points.
- **SOCKETS AND RATCHETS:** Select the right size socket for the job; never cock any wrench or socket. Sockets will be kept clean and those showing cracks or wear will be discarded. Only “impact sockets” will be used with air or electric impact wrenches; “hand sockets” must not be used on power or impact wrenches. Approved eye protection must be worn when using power or impact sockets. Ratchet mechanisms will be cleaned and lubricated periodically with light grade oil. A ratchet head will be supported when using socket extensions. When breaking loose a fastener, a small amount of pressure will be applied as a test to be sure the gear wheel is engaged with the pawl. A hammer will never be used on a ratchet nor will a pipe be used to extend the handle for added leverage.

- **PUNCHES/CHISELS:** A punch or chisel with a chipped or mushroomed end must not be used; mushrooms will be dressed with a file. Punches and chisels will be held with a tool holder if possible. When using a chisel on a small piece, the piece will be clamped firmly in a vise and the chipping made toward the stationary jaw.
- **SCREWDRIVERS:** The proper type of screwdriver must be used for the job and the tip matched to the fastener. Pozidriv, Phillips, and Reed and Prince screwdrivers will not be interchanged. Screwdrivers must not be used for prying, punching, chiseling, scoring, or scraping. Screwdriver handles are not intended to act as insulation and must not be used on live electrical circuits. Screwdrivers with rounded edges will be redressed with a file.
- **TOOL STORAGE UNITS:** Not more than one loaded drawer will be open at a time. Each drawer will be closed before opening the next. Lids will be closed and drawers locked before storage units are moved; they will be moved by pushing, not pulling. Once in place, the brakes on locking casters must be set.
- **TOOLS** must be checked into and out of the place of business and building/job, through your supervisor, regardless of who the tools belong to, even if the tools are your personal property. Failure to follow this requirement may result in your dismissal.

Hand and Portable Power Tools

Tools are such a common part of our lives that it is difficult to remember that they may pose hazards. All tools are manufactured with safety in mind but, tragically, a serious accident often occurs before steps are taken to search out and avoid or eliminate tool-related hazards.

In the process of removing or avoiding the hazards, workers must learn to recognize the hazards associated with the different types of tools and the safety precautions necessary to prevent those hazards.

Hand Tools

Hand tools are non-powered. They include anything from axes to wrenches. The greatest hazards posed by hand tools result from misuse and improper maintenance.

Some examples:

- Using a screwdriver as a chisel may cause the tip of the screwdriver to break and fly, hitting the user or other employees.
- If a wooden handle on a tool such as a hammer or an axe is loose, splintered, or cracked, the head of the tool may fly off and strike the user or another worker.
- A wrench must not be used if its jaws are sprung, because it might slip.
- Impact tools such as chisels, wedges, or drift pins are unsafe if they have mushroomed heads. The heads might shatter on impact, sending sharp fragments flying.

The employer is responsible for the safe condition of tools and equipment used by employees but the employees have the responsibility for properly using and maintaining tools.

Employers should caution employees that saw blades, knives, or other tools be directed away from aisle areas and other employees working in close proximity. Knives and scissors must be sharp. Dull tools can be more hazardous than sharp ones.

Appropriate personal protective equipment, e.g., safety goggles, gloves, etc., should be worn due to hazards that may be encountered while using portable power tools and hand tools.

Safety requires that floors be kept as clean and dry as possible to prevent accidental slips with or around dangerous hand tools.

Around flammable substances, sparks produced by iron and steel hand tools can be a dangerous ignition source. Where this hazard exists, spark-resistant tools made from brass, plastic, aluminum, or wood will provide for safety.

Power Tool Precautions

Power tools can be hazardous when improperly used. There are several types of power tools, based on the power source they use: electric, pneumatic, liquid fuel, hydraulic, and powder-actuated.

Employees should be trained in the use of all tools - not just power tools. They should understand the potential hazards as well as the safety precautions to prevent those hazards from occurring.

Power tool users should observe the following general precautions:

- Never carry a tool by the cord or hose.
- Never yank the cord or the hose to disconnect it from the receptacle.
- Keep cords and hoses away from heat, oil, and sharp edges.
- Disconnect tools when not in use, before servicing, and when changing accessories such as blades, bits and cutters.
- All observers should be kept at a safe distance away from the work area.
- Secure work with clamps or a vise, freeing both hands to operate the tool.
- Avoid accidental starting. The worker should not hold a finger on the switch button while carrying a plugged-in tool.
- Tools should be maintained with care. They should be kept sharp and clean for the best performance. Follow instructions in the user's manual for lubricating and changing accessories.
- Be sure to keep good footing and maintain good balance.
- The proper apparel should be worn. Loose clothing, ties, or jewelry can become caught in moving parts.
- All portable electric tools that are damaged shall be removed from use and tagged "Do Not Use."

Guards

Hazardous moving parts of a power tool need to be safeguarded. For example, belts, gears, shafts, pulleys, sprockets, spindles, drums, fly wheels, chains, or other reciprocating, rotating, or moving parts of equipment must be guarded if such parts are exposed to contact by employees.

Guards, as necessary, shall be provided to protect the operator and others from the following:

- Point of operation,
- In-running nip points,
- Rotating parts, and
- Flying chips and sparks.

Safety guards must never be removed when a tool is being used. For example, portable circular saws must be equipped with guards. An upper guard must cover the entire blade of the saw. A retractable lower guard must cover the teeth of the saw, except when it makes contact with the work material. The lower guard must automatically return to the covering position when the tool is withdrawn from the work.

Safety Switches

The following hand-held powered tools must be equipped with a momentary contact “on-off” control switch: drills, tapers, fastener drivers, horizontal, vertical and angle grinders with wheels larger than 2 inches in diameter, disc and belt sanders, reciprocating saws, saber saws, and other similar tools. These tools also may be equipped with a lock-on control provided that turnoff can be accomplished by a single motion of the same finger or fingers that turn it on.

The following hand-held powered tools may be equipped with only a positive “on-off” control switch: platen sanders, disc sanders with discs 2 inches or less in diameter; grinders with wheels 2 inches or less in diameter; routers, planers, laminate trimmers, nibblers, shears, scroll saws and jigsaws with blade shanks 1/4-inch wide or less.

Other hand-held powered tools such as circular saws having a blade diameter greater than 2 inches, chain saws, and percussion tools without positive accessory holding means must be equipped with a constant pressure switch that will shut off the power when the pressure is released.

General Safety Precautions

Employees who use hand and power tools and who are exposed to the hazards of falling, flying, abrasive and splashing objects, or exposed to harmful dusts, fumes, mists, vapors, or gases must be provided with the particular personal equipment necessary to protect them from the hazard.

Following five basic safety rules can prevent all hazards involved in the use of power tools:

- Keep all tools in good condition with regular maintenance.
- Use the right tool for the job.
- Examine each tool for damage before use.
- Operate according to the manufacturer's instructions.
- Provide and use the proper protective equipment.

Employees and employers have a responsibility to work together to establish safe working procedures. If a hazardous situation is encountered, it should be brought to the attention of the proper individual immediately.

Portable Power Tools

Policy



Power tools come in all shapes and sizes. When most people think of power tools, they think of skill saws and power drills. Remember, if the tool has a power cord, then it is a power tool. Some examples are: power staplers, pencil sharpeners, shredders, meat slicers, meat grinders, computer printers, computers, and the list go on. So, even if you are sitting in an office, you use and are exposed to power tools everyday.

When working with any kind of power-operated tool, always remember to think safety. Any short cut you might use to speed your job could result in severe injury to you or a fellow employee. Common sense is the key. If you have any questions regarding the tool you are working with, remember to ask your supervisor. No question is silly or dumb!



Before we go further, let's check every power tool to make sure that the cord is safe. Remember, we do not allow tape to be used to repair a broken or frayed cord. If the cord is broken, frayed or just pulled out of the tool or plug, it must be fixed. All broken or bent tools need to be replaced.

Safe Practices

- All power tools should be used with a ground fault interrupter.
- Power tools must be used with the correct shield, guard or attachment as recommended by the manufacturer. Removal of any guard without the approval of management is grounds for discharge.
Do not do it!
- The safety guards on grinders, saws and similar equipment must be in place during operation.
- Portable circular saws must have guards above and below the base shoe.
- Circular saw guards will be checked to assure that they are not wedged up, thus leaving the lower portion of the blade unguarded.
- Portable equipment with rotating or moving parts must be used in such a manner as to prevent physical contact during operation.
- All cord-connected, electrically operated tools and equipment must be effectively grounded or be of the approved double insulated type.
- Guards must be in place over all belts, pulleys, chains and sprockets on all portable tools and equipment.
- Portable fans must be guarded with grates or screens having openings of 1/2 inch or less.
- If hoisting equipment is available and used for lifting heavy objects, its ratings and characteristics must be right for the task.
- Pneumatic and hydraulic hoses on power-operated tools must be checked regularly for failure or damage.
- Only recommended accessories with proper capacity ratings may be used on portable power tools. Air pressure ratings must not be exceeded on any power tool.
- The air supply line to air hammers will be disconnected before attaching bits. Bits will be against a work surface before air hammers are operated.

Portable Ladders

Policy

You must inspect all ladders before you can use them. If the ladder is in need of repair you must not use it.

Safe Practices

- All ladders must be maintained in good condition. The joints between steps and side rails must be tight. All hardware, fittings, and non-slip safety feet will always be securely attached as well as movable parts operating freely without binding or undue play.
- Ladder rungs and steps must be free of grease and oil.
- Ladders may not be placed in front of doors opening toward the ladder, except when the door is blocked open, locked, or guarded.
- Ladders may not be placed on boxes, barrels, or other unstable bases to get additional height.
- Ladders must be faced when ascending or descending.
- Ladders that are broken, missing steps, rungs, cleats or that have broken side rails, or other faulty equipment, may not be used. You must report this to your supervisor.
- The top step of an ordinary stepladder must not be used as a step.
- When portable rung ladders are used to gain access to elevated platforms, scaffolding, roofs, etc., the ladder must always extend at least three feet above the elevated surface and be attached to scaffold.
- When portable rung or cleat type ladders are used, the base must be placed, lashed, or otherwise held in place so slipping will not occur.
- Ladders may not be used as guys, braces, skids, gin poles, or for anything other than their intended purpose.
- Extension ladders must only be adjusted while standing at a base (not while standing on the ladder or from a position above the ladder).

Portable Ladders

This section is intended to prescribe rules and establish minimum requirements for the design, construction, selection, care, and use of all self-supporting and non-self-supporting portable ladders, in order to insure safety under normal conditions of usage.

DEFINITIONS:

Extension Ladder. An extension ladder is a non-self-supporting portable ladder adjustable in length. It consists of two or more sections traveling guides or brackets so arranged as to permit length adjustment. Its size is designated by the sum of the lengths of the sections measured along the side rails.

Ladders. A ladder is an appliance usually consisting of two side rails joined at regular intervals by crosspieces called steps, rungs or cleats, on which a person may step in ascending or descending.

Sectional Ladder. A sectional ladder is a non-self-supporting portable ladder, nonadjustable in length, consisting of two or more sections of ladder so constructed that the sections may be combined to function as a single ladder. Its size is designated by the overall length of the assembled sections.

Side-Rolling Ladder. A side-rolling ladder is a semi-fixed ladder, nonadjustable in length, supported by attachments to a guide rail, which is generally fastened to shelving, the plane of the ladder being also its plane of motion.

Single Ladder. A single ladder is a non-self-supporting portable ladder, nonadjustable in length, consisting of but one section. Its size is designated by the overall length of the side rail.

Single-Rail Ladder. A ladder with rungs, cleats, or steps, or steps mounted on a single-rail instead of the normal two rails used on most other ladders.

Special-Purpose Ladder. A special-purpose ladder is a portable ladder which represents either a modification or a combination of design or construction features in one of the general-purpose types of ladders previously defined, in order to adapt the ladder to special or specific uses.

Step Ladder. A step ladder is a self-supporting portable ladder, nonadjustable in length, having flat steps and a hinged back. Its size is designated by the overall length of the ladder measured along the front edge of the side rails. Utilized in “A-frame”.

Step stool (ladder type). A self-supporting, foldable, portable ladder, nonadjustable in length, 32 inches or less in length, with flat steps and without a pail shelf, designed so that the ladder top cap as well as all steps can be climbed on. The side rails may extend above the top-cap but such extension is not considered as part of the step stool length.

DESIGN AND CONSTRUCTION:

(1) Portable wood ladders placed in service after January 7, 2011 shall meet the design and construction requirements of ANSI A14.1-2007, American National Standard for Ladders - Wood Safety Requirements, which is hereby incorporated by reference. Portable wood ladders placed in service on or before January 7, 2011, shall meet the design and construction requirements of the ANSI A14.1 standard in effect at the time such ladders were placed in service.

EXCEPTION: Portable job-made cleat ladders that are designed and constructed in accordance with the requirements of Section 1676 of the Construction Safety Orders.

(2) Portable metal ladders placed in service after January 7, 2011, shall meet the design and construction requirements of ANSI A14.2-2007, American National Standard for Ladders - Portable Metal - Safety Requirements, which is hereby incorporated by reference. Portable metal ladders placed in service on or before January 7, 2011, shall meet the design and construction requirements of either the ANSI A14.2 standard or the ANSI A14.10 standard, American National Standard for Ladders - Portable Special Duty Ladders, in effect at the time such ladders were placed in service.

(3) Portable reinforced plastic ladders placed in service after January 7, 2011, shall meet the design and construction requirements of ANSI A14.5-2007, American National Standard for Ladders - Portable Reinforced Plastic - Safety Requirements, which is hereby incorporated by reference. Portable reinforced plastic ladders placed in service on or before January 7, 2011, shall meet the design and construction requirements of either the ANSI A14.5 standard or the ANSI A14.10 standard in effect at the time such ladders were placed in service.

(4) Portable special purpose ladders that are not covered by one of the ANSI A14 standards referenced in this section shall be designed and constructed in accordance with sound engineering principles and approved per Section 3206.

(5) Ladder type step tools shall be designed and constructed such that the rungs, cleats, and steps are not less than 8 inches apart, or more than 12 inches apart, as measured between center lines of the rungs, cleats, and steps.

(d) Selection.

(1) Ladders shall be selected and their use restricted to the purpose for which the ladder is designed. Single-rail ladders shall not be used.

(A) Scaffolds or other worker positioning equipment shall be used when work cannot be safely done from ladders.

(B) Portable ladders are generally designed for one-person use to meet the requirements of the person, the task, and the environment. When selecting a ladder for use, consideration shall be given to the ladder length or height required, the working load, the duty rating, worker positioning to the task to be performed, and the frequency of use to which the ladder will be subjected.

NOTE: Subsection (e)(16(D) prohibits the use of ladders that exceed specified maximum lengths.

(2) Ladders shall be used according to the following duty classifications:

<i>Duty Rating</i>	<i>Ladder Type</i>	Working Load (Pounds)
Special Duty	IAA	375
Extra Heavy-Duty	IA	300
Heavy-Duty	I	250
Medium-Duty	II	225
Light-Duty	III	200

(3) Ladders used in connection with ladder jack scaffolds shall be Type I, IA, or IAA duty rated ladders and shall be installed and used in accordance with the Construction Safety Orders, Section 1648.

(4) Ladders used in connection with outdoor advertising structures shall be Type I, IA, or IAA duty rate and shall be used in accordance with Section 3413.

(e) Care, Use, Inspection and Maintenance of Ladders.

(1) Maintenance. Ladders shall be maintained in good condition at all times, the joint between the steps and side rails shall be tight, all hardware and fittings securely attached, and the movable parts shall operate freely without binding or undue play. Metal ladders shall not be exposed to acid or alkali materials that are capable of corroding the ladder and reducing the ladder's strength, unless the employer obtains and follows the recommendations of the ladder manufacturer or a qualified person regarding exposure to corrosive materials.

(2) Inspection. Ladders shall be inspected by a qualified person for visible defects frequently and after any occurrence that could affect their safe use.

(3) Damaged Ladders. Ladders that have developed defects shall be withdrawn from service for repair or destruction; and tagged or marked as “Dangerous, Do Not Use” or similar language. Ladders with broken or missing steps, rungs, cleats, safety feet, side rails, or other defects shall not be used.

(4) Cleaning. Ladders shall be free of oil, grease, or slippery materials.

(5) Surface Coatings.

Wood ladders shall not be painted with other than a transparent material.

(6) Loading. Portable ladders shall not be overloaded when used.

(7) Footing Support. The ladder base section or surface supported ladders shall be placed on a secure and level footing. When necessary, ladder levelers shall be used to achieve equal rail support on uneven surfaces. Ladders shall not be used on ice, snow or slippery surfaces unless suitable means to prevent slippage have been employed.

(8) Top Support. The top of non-self-supporting ladders such as single and extension ladders shall be placed with the two rails supported equally, unless a single support attachment is provided and used.

The top rest for portable rung and cleat ladders shall be reasonably rigid and shall have ample strength to support the applied load.

(9) Angle of Inclination. Non-self-supporting ladders such as single ladders and extension ladders shall, where possible, be used at such a pitch that the horizontal distance from the top support to the foot of the ladder is one-quarter of the working length of the ladder (the length along the ladder between the foot and the top support). The ladder shall be so placed as to prevent slipping, or is shall be tied, blocked, held, or otherwise secured to prevent slipping. Ladders shall not be used in a horizontal position as platforms, runways, or scaffolds unless designed for such use.

(10) Access to Elevated Work Areas. Except when portable ladders are used to gain access to fixed ladders (such as those on utility towers, billboards, and other structures where the bottom of the fixed ladder is elevated to limit access), when two or more separate ladders are used to reach an elevated work area, the ladders shall be

offset with a platform or landing between the ladders.

(11) Access to Landings. When portable ladders are used for access to an upper landing surface, the side rails shall extend not less than 36 inches above the upper landing surface to which the ladder is used to gain access; or when such an extension is not possible, then the ladder shall be secured at its top to a rigid support that will not deflect, and a grasping device, such as a grab-rail, shall be provided to assist employees in mounting and dismounting the ladder. In no case shall the extension be such that ladder deflection under a load would, by itself, cause the ladder to slip off its support.

EXCEPTION No. 1: A grasping device such as a grab-rail is not required where the employee is protected by personal fall protection system in accordance with Article 24 of the Construction Safety Orders, Article 36 of the High-Voltage Electrical Safety Orders, Article 12 of the General Industry Safety Orders, or Article 1 of the Telecommunication Safety Orders shall comply with the fall protection provisions of Article 24 of the Construction Safety Orders.

EXCEPTION No. 2: The provisions of this subsection do not apply to emergency rescue and emergency rescue training operations where it is not practical to extend a portable ladder 36 inches or more above the landing surface.

(12) Fastening Together. Ladders shall not be tied or fastened together to provide longer sections unless the ladders are designed for such use and equipped with the necessary hardware fittings.

(13) Erection of Extension Ladders. Extension ladders shall always be erected so that the top section (fly section) is above and resting on the bottom section (base section) with the rung locks engaged.

(14) Ladder Placement. Ladders shall not be placed in passageways, doorways, driveways, or any location where they may be displaced by activities being conducted on any other work, unless protected by barricades or guards.

(15) Climbing and Working on Ladders.

(A) The employees shall climb or work with the body near the middle of the step or rung and shall not overreach from this position. When necessary to avoid overreaching, the employee shall descend and reposition the ladder. When it is not practical to work with the body near the middle of the step or rung, the ladder shall be secured to the top support, and the employee shall be protected by a personal fall protection system in accordance with Article 36 of the High-Voltage Electrical Safety Orders, Article 24 of the Construction Safety Orders, Article 12 of the General Industry Safety Orders, or Article 1 of the Telecommunication Safety Orders. Operations or conditions not specifically covered by Article 36 of the High-Voltage Electrical Safety Orders, Article 12 of the General Industry Safety Orders, or Article 1 of the Telecommunication Safety Orders shall comply with the fall protection provisions of Article 24 of the Construction Safety Orders.

(B) Employees shall be prohibited from carrying equipment or materials which prevent the safe use of ladders.

(C) When ascending or descending a ladder, the user shall face the ladder and maintain contact with the ladder at three-points at all times.



NOTE: Contact with the ladder at three points means two feet and one hand, or two hands and one foot which is safely supporting the user’s weight.

(D) An employee shall not be permitted to stand and work on the top 3 rungs of a single or extension ladder unless there are members of the structure that provide a firm handhold or the employee is protected by a personal fall protection system in accordance Article 24 of the Construction Safety Orders, Article 36 of the High-Voltage Electrical Safety Orders, Article 12 of the General Industry Safety Orders, or Article 1 of the Telecommunication Safety Orders.

(E) Employees shall not sit, kneel, step or stand on the pail shelf, topcap or the step below the topcap of a step ladder.

EXCEPTION: Employees may stand on the step below the topcap provided it is located 18 inches under the topcap.

(F) Cross-bracing on the rear section of step ladders shall not be used for climbing unless the ladders are designed and provided with steps for climbing on both front and rear sections.

(G) Ladders shall not be moved, shifted, or extended while occupied, unless the ladder is designed and recommended for this purpose by the manufacturer.

(16) Prohibited Uses.

(A) Ladders shall not be used as a brace, skid, guy or gin pole, gang-way, or for other uses than that for which they were intended, unless specifically recommended for use by the manufacturer.

(B) Planks shall not be used on the top step or topcap of step ladders.

(C) Step ladders shall not be used as single ladder or in the partially closed position.

(D) Ladders that exceed the following maximum lengths shall not be used:

Ladder Type

Step Ladder	20
Two-section extension ladder (wood)	60
Two-section extension ladder (metal)	48
Three-section extension ladder (metal)	60
Two-section extension ladder (reinforced plastic)	72
Extension trestle ladder base section	20
Extension trestle ladder extension section	20
Painter’s step ladder	12
Mason’s ladder	40
Cleat ladder	30



Trolley ladder or side-rolling ladder	20
Single ladder	30

(E) Two section extension ladders shall not be used when the overlap between the sections is less than the following minimum overlap:

Ladder Size (Feet)	Minimum Overlap (Inches)
Up to and including 32	36
Over 32, up to and including 36	46
Over 36, up to and including 48	58
Over 48, up to and including 60	70

(17) Portable rung ladders with reinforced rails shall be used only with the metal reinforcements on the under side.

(18) Electrical Hazards. Non-conductive ladder shall be used in locations where the ladder or user may contact unprotected energized electrical conductors or equipment. Conductive ladder shall be legibly marked with signs reading “CAUTION - Do Not Use Around Electrical Equipment, “ or equivalent wording.

NOTE: Additional requirements for working in proximity to energized electrical equipment can be found in Article 37 OSHA Handbook or the Electrical Safety Orders.

(19) The area around the top and bottom of a ladder shall be kept clear.

(f) Employee Training. Before an employee uses a ladder, the employee shall be provided training in the safe use of ladders, unless the employer can demonstrate that the employee is already trained in ladder safety as required by this subsection. Supervisors of employees who routinely use ladders shall also be provided ladder safety training, unless the employer can demonstrate that the supervisor is already trained in ladder safety as required by this subsection. The training may be provided as part of the employer’s Injury and Illness Prevention Program required by Section 3203 of the Osha Handbook. The training shall address the following topics, unless the employer can demonstrate a topic is not applicable to the safe use of ladders in the employer’s workplace.

Use of Fixed Ladders

EMPLOYEES SHALL:

- (1) be prohibited from carrying equipment or materials which prevent the safe use of ladders;
- (2) be required to face the ladder when ascending and descending;
- (3) always use both hands when climbing up or down the ladder; and
- (4) be prohibited from using single-rail ladders

Lockout/Blockout Procedures

Policy

All machinery or equipment capable of movement must be de-energized, released and blocked, locked-out or tagged-out during cleaning, servicing, adjusting, or setting up operations. The specific procedures listed in the lockout tagout program must be followed. The main power must be locked-out, not just a control circuit; stored energy (mechanical, hydraulic, air, etc.) must be released or blocked. Failure to implement the lockout tagout program is grounds for up to and including termination.

Safe Practices

- All Employees must have the approval of management to perform lockout blockout.
- You must have received the specific training on the unique piece of equipment that is to be locked out or blocked out.
- You must follow the specific procedure outlined in the lockout tagout procedure.
- The locks/tags must identify all employees who are working on locked-out equipment. Employees must keep control of their keys while their safety locks are in use. Only the employee exposed to the hazard is permitted to place or remove a safety lock during a lockout/blockout procedure.
- The employee exposed to the hazard will check the safety of the lockout by trying a start up, after making sure no one is exposed.
- When machine operations, configuration, or size requires the operator to leave his/her control station to install tools or perform other operations, and that part of the machine could move if accidentally started, such element must be separately locked or blocked out.
- If that equipment or lines cannot be shut down, locked-out, and tagged, a safe procedure directed by management for that particular situation must be followed.
- The control circuit stop button will be pushed before you start re-energizing the main power switch.

Electrical

Policy

We cannot emphasize too strongly how important it is to take the proper care and safeguards with regard to electricity. Most of the time you do not get a second chance. Therefore, you must be careful. Take the time to be safe. Follow the safe practices outlined below. Use common sense. Keep away from water when exposed to electrical equipment. Before starting work on any electrical circuit, all voltage must be checked and verified to ensure that the work can be done in a safe manner. Only qualified persons shall work on electrical equipment or systems. Only qualified persons shall be permitted to perform any function in proximity to energized overhead conductors, unless accidental contact has been suitably guarded against.

Safe Practices

- All employees must report, as soon as practical, any obvious hazard to life or property seen about electrical equipment or lines. Preliminary inspections or appropriate tests must be made to find what conditions exist before starting work on electrical equipment or lines. Do not start work until you are sure it is safe.
- It is the policy of Joseph Holt Plastering to use a ground fault interrupter whenever the tool being used is not double insulated or the electrical outlet is not grounded and where the electrical equipment or device does not have an internal GFI. There are no exceptions to this policy.
- All machines, equipment, appliances, portable electrical tools, and extension cords must be grounded or have a grounding conductor as applicable. Any employee who cuts off a ground lug will be subject to corrective action up to and including termination.
- All scaffolding needs to be at least 6 feet from all power lines. Do not climb on scaffolds that are closer than 6 feet to power lines.
- In wet or damp locations, electrical tools and equipment must be appropriately protected and grounded. You may not use electrical tools in damp or wet locations without your supervisor's specific permission.
- The location of electrical power lines and cables (overhead, underground, under floor, other side of walls, etc.) must be determined before digging, drilling, or similar work is begun.
- Metal measuring tapes, ropes, hand lines or similar devices with metallic thread woven into the fabric are prohibited where they could meet energized parts of equipment or circuit conductors.
- The use of metal ladders is prohibited in areas where the ladder or the person using the ladder could meet with energized parts of equipment, fixtures, or circuit conductors.
- All disconnecting means must be opened before fuses are replaced.

- Employees are prohibited from working alone on energized lines or equipment over 600 volts.
- Employees are prohibited from modifying any electrical appliance or equipment.
- During maintenance, all safety measures must be kept in-place.
- All covers, plates or panels will be kept in-place during business hours, or put back in place at the end of the shift.

Electrical Clearances

Policy

Your safety is of paramount importance. You must follow the distances outlined in this section at all times. Failure to do so may result in serious injury and may result in up to and including discharge. **You may not come within 6 feet of any overhead electrical power lines.**

Inclement Weather

Work on, or from structures shall be discontinued when adverse weather, such as high winds, ice on structures, or the progress of an electrical storm in the immediate vicinity, makes the work hazardous, except during emergency restoration procedures.

Power Washers

Policy

The policy of Joseph Holt Plastering concerning power washers is that extreme care must be used at all times. Many of us tend to think that water is not dangerous, but with this tool it surely can be. Only trained personnel may use this tool. You will never direct the water flow towards another employee.

Safe Practices

- Great care must be used whenever this equipment is used.
- Only authorized personnel may use this equipment.
- Only employees that have been trained on the use and maintenance of this equipment may use this machine.
- You must not point this equipment towards any person, at any time.
- You are required to ensure that the path of the pressure washer and the liquid wash is not directed towards any person or object to which this process may cause damage.

Flexible Cords

- Flexible cord sets used on construction sites or in damp locations shall contain the number of conductors required for the service plus an equipment ground wire: the cords shall be hard usage or extra hard usage.
- Electric wire and flexible cord passing through work areas shall be protected from damage (including that caused by foot traffic, vehicles, sharp corners, protections, and pinching); flexible cords and cables passing through holes shall be protected by bushings or fittings.
- Flexible cord shall be used only in continuous lengths without splice or tap, except hard service flexible cords No. 12 or larger with molded or vulcanized splices may be used if the splices are made by a qualified electrician, the insulation is equal to the cable being spliced, and wire connections are soldered.
- Patched, oil-soaked, worn, or frayed electric cords or cables shall not be used.
- Extension cords or cables shall not be secured with staples, hung from nails, or suspended by bare wire.

Scaffolds

Policy

You may not climb or use a scaffold that is not fully planked.



Trained and authorized employees only, who are qualified as defined in CCR Title 8 section 1637 and as further defined in the definitions in sections 1504, shall supervise and direct the erection or the dismantling of scaffolds or false work. Employees are required to have the permission of the employer, in writing, to do this work. **Any modification or removal of a brace or component will be considered a major safety violation and may be grounds for disciplinary action up to and including termination. Violation of any part of this policy will be grounds for disciplinary action up to and including termination.**

Safe Practices:

- Scaffolds and elevated work platforms shall be used where it is not safe to do the work from a ladder.
- Scaffolds shall be constructed of wood or other material such as steel or aluminum members of known strength characteristics.
- Employees will check all anchorage before climbing a scaffold.
- You may not climb or use a scaffold that is damaged in any way.
- You shall not climb a scaffold using cross braces, mid rails, end rails or handrails.
- You shall not stand on the rails to reach higher or extend work area.
- All bent and damaged scaffold components shall be reported to your supervisor and replaced.
- All scaffold braces will be inspected before every use.
- All members and planks must be inspected before beginning work, every shift and every day.
- You will not remove plank banding or locks unless dismantling scaffold.
- You may not climb a scaffold that does not have proper ladders installed.
- All ladders must be properly secured to the scaffold.
- Scaffolding legs will be placed on blocks or concrete.
- All legs will be nailed to blocks.
- All scaffolding shall be properly tied to building.
- All scaffold braces will be installed.
- All handrails will be installed.
- All mid rails will be installed.
- All Walk-Off locations shall be guarded with end rails.
- Ties shall only be removed during dismantling, as the work progresses downward.
- No structural members shall be removed from scaffolds during dismantling operations below the level being dismantled.
- All planking shall be at least 2"x10" nominal select scaffold grade plank, as defined in section 1504. Check before each shift and before using the scaffold.
- All levels above 7 feet shall be fully planked.
- Scaffold planks shall not overhang their support by more than 18 inches, unless a guardrail prevents access to this overhang.
- All Planks must extend 6" at least over end supports.
- Inspect all metal fittings to determine that they are in place and secure. You are required to report any broken or bent fittings ASAP. Do not use scaffolding that is not in safe condition.
- All planks must be capable of safely sustaining the intended load.
- Where work platforms are proposed, guardrails shall be installed before other work not directly related to scaffold erection is permitted to begin.
- Scaffolds or false work shall not be altered by removing uprights, braces, or supports unless other members providing equivalent strength are substituted.

- Scaffolds shall not be overloaded. Material shall not be allowed to accumulate to the extent that a scaffold is subjected to loading; it is not designed to support.
- A safe and unobstructed means of access, such as a walkway, stair, or ladder shall be provided. Make sure that the access is safe and in place.
- You must mount the scaffold by permanent ladders or secured temporary ladders.
- Climbing up the scaffold instead of using ladders is a major safety violation and may result up to and including termination.
- Platforms shall not be sloped more that 2 feet vertically to 10 feet horizontally and shall be secured slipping from supports.
- The minimum dimension width of the base of rolling or tower scaffolds is 1/3 the height.
- Rolling scaffoldings must be locked (caster brakes) and blocked prior to mounting the scaffold.
- You must dismount rolling scaffolds prior to movement of the scaffold.
- All equipment, tools and materials which may fall during movement of rolling scaffolds must be lowered to the ground or floor before scaffold is to be moved.
- All scaffolding must be kept away from power or electrical lines. See electrical distances sections
- Permanent or temporary power lines must be at least 6 feet from all scaffolds. Do not climb on any scaffold that is closer than 6 feet from any power line.
- Do not utilize plastic material to drape over scaffold.
- Do not work on scaffold if winds are 30 or 50 mph.



Plaster Mixer



Policy

Safe Practices:

Do not operate or service this equipment before reading the operating and maintenance instruction manual or serious injury may result. Stop the engine if leaving the machine unattended. If the machine jams, disengage the clutch immediately. Turn engine off before attempting to dislodge the jammed object.

Keep the equipment properly maintained. Poorly maintained equipment can be unsafe. Stop engine and allow the engine to cool down before attempting to service the engine or add fuel. Keep hands and objects out of the mixing barrel when the engine is running whether or not it is in gear. Even when the clutch is disengaged it is not safe as someone or something could cause accidental starting. Do not operate this equipment unless all guards and safety grates are attached and in place. Never attempt any repairs while the engine is running. Chock the wheels if parked on a slope.

Towing Safety

Check with state and local laws that apply to the roads you will be towing on before towing this mixer and always check the following.

- Verify the hitch is securely attached to the towing vehicle.
- Safety chain is securely hooked
- Drum is empty, in an upright position with the dump latch secured
- Lug nuts and axle nuts are tight.
- Tires are in good condition and properly inflated to 32 P.S.I.
- Always thoroughly clean the machine prior to towing. Loose material could shake loose and damage other vehicles or harm pedestrians.

Operating Instructions

The model 1200 Mixer is a heavy-duty mixer capable of mixing materials to an ideal consistency in only minutes. It is suitable for all plaster, mortar, cementitious slurries, fireproofing materials, acoustic, roof coatings, gypsum mixes with sand, clay, vermiculite, perlite, magnetite, low and high viscosity liquids.

Clutch

Always verify the clutch is disengaged before starting the engine. Allow the engine to warm up before engaging the clutch.

Mixing

Add all except 1-1/2 gallons of the water you require. Engage the clutch and to start rotating the paddles. Add all of the cement and let it mix into a soft, lump free, slurry. Gradually add the aggregate at about 1 cubic foot every 15 seconds. Add the remaining water desired to get the consistency desired.

Clean up

Keep the mixer as clean as possible as a clean and well-maintained machine will give the maximum years of service.

Seals and Bearings

Lubricate the bearings and shaft seals daily. Fill with waterproof grease until the grease starts to squeeze to the seals and retaining rings. This is often audible as pockets of air pop through the seals and retaining rings. Do not try to force grease through the seals as doing so can cause the seals to fail. Improper maintenance will shorten the life of the seals, bearings, and paddle shaft.

1200 Plaster Pump



Policy

Equipment shall be operated only by experienced operators, or trainees under the direct supervision of an experienced operator, and no unauthorized person shall be permitted to assist or remain in the immediate vicinity of the unit while it is in operation or during performance of any maintenance, inspection, cleaning, repair, or make ready operation

Safe Practices:

- Equipment shall not be operated by individuals who cannot read and understand the signs, notices and operating instructions that form a part of the job.
- Equipment shall only be operated by individuals who are familiar with the operating instructions, have received some on the job supervised training, and are familiar with the standard hand signal codes used at the construction site.
- Equipment shall be operated only by individuals of legal age.
- Equipment shall not be operated by anyone with serious eyesight, or hearing and physical or mental impairment.
- Equipment shall not be operated while the operator is eating, drinking, reading, or is more than 12 feet from the controls of the pump.
- Equipment shall not be operated by an operator who has asked to be relieved because he feels physically or mentally unfit.
- Equipment shall not be operated at any new site, or at the start of a new shift, until a visual inspection is made of the condition of the equipment.
- Equipment shall not be operated by anyone who is under the influence of alcohol, drugs, or any foreign substance prescribed or not prescribed.

Before Driving

Always carry a first aid kit suitable for temporary application

All stabilizer legs should be fully retracted and locked into position

Trailer spindle bearings should be greased and in good working condition.

Tires must be properly inflated.

Inspect the tread on the tires. Look for cuts and excessive wear. Remove any stones caught on the tread.

Prior to towing, secure safety chains to towing vehicle.

Operating Precautions

- The operator must stay alert and observe instructions for safe pumping.
- Operator must wear safety goggles and a hard hat at all times when operating the unit.
- Never add fuel when the engine is running.
- Never operate the unit in a closed shed or garage, unless exhaust gases can be vented to the outside.
- Keep hands and objects out of the hopper at all times while the machine is running.
- Operator must monitor the batch being received from the concrete truck or mixer, looking out for unmixed or dry material, sticks, pieces of metal and other foreign objects.
- Never stand on the side of the manifold pumping unit while operating the unit.



Never stand near the material hose fittings or next to the manifold pumping unit while operating the unit.

Material Handling

Policy

All employees will follow all of the safety rules regarding the movement of materials. We will follow the safety rules as outlined in the manufacturer's information. Only trained and authorized employees may use this equipment.

Safe Practices

- Motorized vehicles and mechanized equipment used for loading, moving, and unloading material must be inspected daily before its first use.
- Vehicles will be shut off and brakes set before loading or unloading.
- Containers of combustibles or flammables, when stacked while being moved, will always be separated by Dunn age, enough to provide stability.
- Dock boards (bridge plates) must be used when loading or unloading operations are taking place between vehicles and docks.
- Trucks and trailers must be secured from movement during loading and unloading operations.
- Pallets will be inspected before being loaded or moved.
- Hooks with safety latches, or other arrangements, will be used when hoisting materials, so that slings or load attachments will not accidentally slip off the hoist hooks.
- Securing chains, ropes, chokers, or slings must be adequate for the job to be performed.
- When hoisting material or equipment, provisions must be made to assure that no one will be passing under the suspended loads.



ACKNOWLEDGMENT OF RECEIPT AND UNDERSTANDING

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I have received a copy of the Job Safety Handbook from Joseph Holt Plastering, Inc.
I acknowledge my obligation to read, understand, and follow with its contents and directives.
The handbook contains the following sections:

Name (Print): _____

Signature: _____ Date: _____