



ENGUARD

CONTRACTORS, LLC

Safety Manual

A Guide to Safety on the Jobsite

Table of Contents

INTRODUCTION	3
SAFETY PROGRAM OVERVIEW	4
SAFETY AND HEALTH RULES	4
GENERAL WORKPLACE SAFETY RULES	4
REPORTING AND CORRECTING SAFETY AND ENVIRONMENTAL PROBLEMS	4
REPORTING OCCUPATIONAL INJURIES & ILLNESSES	4
ACCIDENT OR INCIDENT INVESTIGATION	4
INDUSTRIAL ACCIDENTS AND/OR ILLNESS	4
FALL PREVENTION	4
FALL PROTECTION TRAINING	5
FALL RESTRAINT AND FALL ARREST SYSTEMS	5
LADDERS	6
SCAFFOLDS, WORK PLATFORMS, STAIRS AND STEPS	6
SAFETY INSPECTIONS	7
HAZARD IDENTIFICATION, ASSESSMENT, AND CONTROL	7
INSPECTION CHECK LIST	7
AISLEWAYS	7
HOUSEKEEPING	7
SAFETY SIGNS	8
INFECTIOUS CONTROL	8
ELECTRICAL SAFETY	8
LOCKOUT/TAGOUT	8
MATERIAL HANDLING	8
ERGONOMICS	8
WARNING SIGNS	9
PERSONAL PROTECTIVE EQUIPMENT	9
PROPER DRESS	9
HEAD AND HEARING PROTECTION	9
EYE AND FACE PROTECTION	9
FOOT AND LEG PROTECTION	10
HAND AND ARM PROTECTION	10
SILICA EXPOSURE	10
EQUIPMENT OPERATION	10
TOOLS AND EQUIPMENT	11
HAND TOOLS	11
POWER TOOLS	11

CRANE AND HOIST SAFETY	11
HAZARD COMMUNICATION	12
USE OF CHEMICALS	12
RESPIRATORY PROTECTION	12
ALCOHOL AND DRUGS	12
CONTRACTOR SAFETY	12
COMPANY VEHICLES	13
VEHICLES AND MOBILE EQUIPMENT	13
WORK PROCEDURES	13
FIRE PREVENTION	13
SAFETY & HEALTH RESPONSIBILITIES	13
RESPONSIBILITIES OF OWNERSHIP	13
RESPONSIBILITIES OF MANAGERS & SUPERVISORS	14
INTEGRATED EMPLOYER SOLUTIONS	14
ALL EMPLOYEES	14
OSHA LOGS	15
SAFETY TRAINING	15
EMERGENCY PROCEDURES	15
FIRE	15
FIRE PREVENTION	15
MEDICAL EMERGENCIES	15
SEVERE WEATHER	16
BOMB THREAT	16
ENVIRONMENTAL AWARENESS	16
LIABILITY	16
GENERAL WASTE DISPOSAL	16

Introduction

Enguard Contractors strives to provide a safe, accident-free, and healthy work environment for you and your co-workers. However, excellent safe and healthy conditions do not occur by chance. They are the result of diligent work and careful attention to all Enguard Contractors' policies by you and other employees.

In addition to your safety, this safety program helps us comply with federal, state, and local regulations with emphasis on the Utah Occupational Safety and Health Rules and Regulations that apply to our operations. There is additional information available on the employee bulletin board.

Safety demands cooperation on everyone's part. Thus, it is important for you to communicate all safety hazards, concerns and violations immediately to your Supervisor or the Designated Safety Officer. You should also seek out the necessary training to safely perform your job from your Supervisor or other qualified individuals.

You are required to be knowledgeable of the safety standards applicable to your area or job, and just as important, to abide by them. Supervisors must instill a positive attitude and safety awareness in their subordinates through personal adherence, personal contact, training, and regularly scheduled safety meetings. It is the duty of all employees to perform their work with maximum regard for the safety of themselves and co-workers.

Our safety policies are based on past experience and current standards, and are also an integral part of Enguard Contractors' procedures. This means that compliance with the policies is a condition of employment and must be taken seriously. Failure to comply is sufficient grounds for disciplinary action that may include termination of employment.

Safety and health are every bit as important in this organization as productivity and quality. In fact, they go hand in hand. Of course the best reason for you to observe these policies is because it's in your own self-interest to do so. Conscientiously following them can help you stay safe, healthy, and able to work, play, and enjoy life to its fullest.

Sincerely,

Dean Barlow

SAFETY PROGRAM OVERVIEW

It is the policy of Enguard Contractors to provide to the best of our ability, an accident-free work environment by eliminating recognized hazards and unsafe acts from the workplace. Our health and safety program, and specific individual programs, have been developed to assure compliance with federal, state, and local regulations with particular emphasis on the Utah Occupational Safety & Health Rules and Regulations that apply to our operations.

In order to maintain the safety standards desired by Enguard Contractors it is necessary to actively pursue an accident prevention program through all levels of our company, from management through all employees. Safety is a functional responsibility for each of us.

Safety & health are of vital interest to everyone at Enguard Contractors. Each level of our organization is accountable for safe performance. Compliance with safety rules are taken very seriously. This means that failure to comply is sufficient grounds for disciplinary action that may include termination of employment.

SAFETY AND HEALTH RULES

The following are the primary Occupational Safety and Health rules and regulations applicable to our operations that must be complied with employees in conjunction with OSHA Administrative Code Part 1926 Rules and Regulations for Construction.

GENERAL WORKPLACE SAFETY RULES

REPORTING AND CORRECTING SAFETY AND ENVIRONMENTAL PROBLEMS

We encourage you to actively participate in the identification and correction of unsafe acts and unsafe conditions and to report hazards to your supervisor or to the Designated Safety Officer immediately. Also remember that the organization does not want our employees to take any risks or chances in order to complete any job. If you can initiate corrective action, such as clearing a blocked exit or closing a file drawer, do it yourself. Don't wait for someone else to correct the hazard, it may be too late. Actively participate!

REPORTING OCCUPATIONAL INJURIES & ILLNESSES

Neglected minor injuries may easily become infected, with serious results. Report all injuries to your supervisor, the DSO or to Integrated Employer Solutions, no matter how minor the injury may be. Your supervisor or manager will make sure you receive the proper medical treatment promptly.

ACCIDENT OR INCIDENT INVESTIGATION

Reported accidents shall be investigated by the appropriate personnel (supervisor, DSO, etc.) as soon as practical. Your cooperation and assistance are necessary if we are to correct or eliminate the cause of the accident.

INDUSTRIAL ACCIDENTS AND/OR ILLNESS

- *Enguard Contractors shall investigate all work-related injuries and any sudden or unusual occurrence or change of conditions that pose an unsafe or unhealthy exposure to employees*
- *Enguard Contractors shall, within 8 hours of occurrence, notify the HR Department at Integrated Employer Solutions at 801-487-3000 of any work-related fatality or accident resulting in the loss of an eye or limb, or any other significant injury or disease resulting from a work-related activity*
- *Integrated Employer Solutions shall file a report with OSHA of any work-related fatality or any work-related injury or occupational disease resulting in loss of an eye or limb*
- *Integrated Employer Solutions shall maintain a record in a manner prescribed by OSHA of all work-related incidents requiring medical attention beyond first-aid treatment, including but not limited to fatalities, loss of an eye or limb, occupational diseases resulting in medical treatment, loss of consciousness, loss of work, restriction of work or job transfer*

FALL PREVENTION

Fall prevention measures must be taken whenever employees are at risk of fall hazards and falling objects that are 6 feet (1.8 meters) or more above a lower level. Precaution must also be followed for construction workers who are exposed to the hazard of falling into dangerous equipment. Fall protection may include the use of guardrail systems, safety net systems, personal fall arrest systems such as harnesses, positioning device systems, and warning line systems, among others. The standard for fall protection deals with both human and equipment-related issues in protecting workers from fall hazards and involves an 8-step approach.

1. Determine all surfaces are structurally sound prior to allowing workers on the site
2. Conduct a fall assessment (must be done by the DSO or a properly trained qualified individual)
3. Eliminate the need for fall protection by engineering out the hazard (where possible)
4. Select the proper type of fall protection system for the situation
5. Develop a rescue/retrieval procedure
6. Develop an inspection/equipment storage program
7. Provide the proper fall protection training to ALL employees who work at height
8. Monitor the safety program as outlined above and make changes as necessary (must be done by the DSO)

FALL PROTECTION TRAINING

Enguard Contractors shall provide the proper training for each employee who might be exposed to fall hazards. The program shall enable each employee to recognize the hazards of falling, and shall train each employee in the procedures to be followed in order to minimize these hazards. Fall hazard training shall consist of the following parts:

- *The nature of fall hazards in the work area*

- *The correct procedures for erecting, maintaining, disassembling, and inspecting the fall protection systems to be used*
- *The use and operation of guardrail systems, personal fall arrest systems, safety net systems, warning line systems, safety monitoring systems, controlled access zones, and other protection to be used*
- *The role of each employee in the safety monitoring system when this system is used*
- *The correct procedures for the handling and storage of equipment and materials and the erection of overhead protection*
- *The role of employees in fall protection plans*
- *The standards contained in OSHA 1926, Subpart M*

FALL RESTRAINT AND FALL ARREST SYSTEMS

Fall Restraint systems PREVENT the worker from falling and may include the following:

- *Guardrails*
 - *All open sided floors and platforms six feet or more above adjacent floor/ground level must be guarded by standard railing (top and mid rail, toe board if required).*
 - *All stairways of four or more risers or greater than 30 inches high will be guarded by a handrail or stair rails. The top rails should be approximately 42 inches high with a midrail at approximately 21 inches and be able to withstand a 200-lb load.*
 - *When a hole or floor opening larger than 2x2 inches is created during a work activity, a cover or a barricade must be installed immediately.*
- *Restraint or positioning device systems*
 - *These include Self-retracting lifelines or yo-yo's, horizontal lifelines with anchor points,*
- *Warning lines*
- *Controlled Access Zones*
- *Controlled Decking Zones*
- *Use of a Designated Safety Monitor*
 - *A Designated Safety Monitor cannot be involved in any activity other than supervising correct safety behaviors and ensuring workers do not get close to any open edges or fall hazards*

Fall Arrest systems catch the worker after he or she has fallen and may include the following:

- *Properly fitted 5 point harness with lanyard and anchor*
- *Safety Nets*
- *Catch Platforms*

Using a harness is pointless if it is not fastened and fitted properly. Take these steps to make sure your harness is being used properly:

- *Hold it by the D-Ring and inspect it for loose or broken straps or buckles*
- *Put the harness on and ensure the D-Ring is located squarely in back in the middle of your shoulder blades*
- *Verify the leg straps are tight enough to only be able to fit 2 fingers between the straps and your legs*
- *Stand up straight and adjust all straps so there is no slack. The chest strap should be at mid-chest.*
- *Make sure there are no loose ends hanging out*
- *Attach the harness to the lanyard by the D-Ring*
- *Attach the lanyard to an anchorage device (must be rated to hold at least 5,000 lbs per employee attached)*
- *Never share your harness unless absolutely necessary as it is fitted to you specifically*

LADDERS

Employees are responsible to use the appropriate ladder specific to the task they are doing. Using ladders safely is everyone's responsibility. Employees must follow these guidelines whenever using a ladder:

- *Never using a conductive metal ladder near electrical power*
- *When not in use, store ladders/stools where they will not become a trip hazard*
- *Secure extension ladders near the top or at the bottom to prevent them from slipping and causing falls*
- *If a ladder can't be secured be sure the ladder is on a stable and level surface so it cannot be knocked over*
- *Place extension ladders at the proper angle (1 foot out from the base for every 4 feet of vertical rise)*
- *Extend ladders at least 3 feet above the landing and tie it off when possible*
- *Do not set up ladders near passageways or high traffic areas where they could be knocked over*
- *Use ladders only for what they were made and not as a platform, runway, or as scaffold planks*
- *Always face the ladder and maintain 3 points of contact when climbing or descending*
- *Never use the highest step on a ladder*
- *Inspect the ladder for damage, warping, rust, etc. before each use*
- *Never exceed the designated weight limit*

Remember, any work performed at 6 feet or higher above the ground requires the use of a fall protection device or fall restraint system (i.e. safety harness, guardrails, etc.)

SCAFFOLDS, WORK PLATFORMS, STAIRS AND STEPS

Scaffolds, stairs, steps and other work platforms account for a significant number of work-related accidents. All stairs, steps, scaffold structures and work platforms must do the following:

- *Be equipped with hand-rails that are to be used when ascending and descending the stairs and steps.*
- *Keep hazardous projections such as protruding nails, large splinters, sharp edges, etc. out of the stairs, treads or handrails.*
- *Stairs are to be kept clear at all times.*
- *Have safe access to get on and off scaffolds and work platforms safely.*
- *Capable of supporting its own weight and 4 times the maximum intended load.*
- *Erected on firm and level foundations*
- *Scaffold legs will be placed on firm footing and secure from movement or tipping, especially surfaces on dirt or similar surfaces*
- *Erected and dismantled only under the supervision of a competent person.*
- *Inspected by a competent person before each use.*
- *Erected with manufactured base plates or mud sills made of hardwood or equivalent to level or stabilize the footings. Not blocks, bricks, or pieces of lumber.*
- *The work platform or planks will not extend more than 12 inches beyond the end supports to prevent tipping when workers are stepping or working.*

Employees will:

- *Keep one hand free to hold onto the rail.*
- *Keep scaffolds and work platforms free of debris.*
- *Keep tools and materials as neat as possible on scaffolds and platforms.*
- *Not use damaged parts that affect the strength of the scaffold.*
- *Not work on scaffolds when they are feeling weak, sick, or dizzy.*
- *Not work from any part of the scaffold other than the platform.*
- *Not work on scaffolds covered with snow, ice, or other slippery materials.*
- *Not erect, use, alter, or move scaffolds within 10 feet of overhead power lines.*
- *Not put more weight on a scaffold than it is designed to hold.*

SAFETY INSPECTIONS

Safety inspections are conducted on a routine basis in an effort to identify and correct unsafe conditions that could lead to an injury or accident. Report unsafe conditions to the inspection team or your supervisor. You should also conduct periodic inspections of your area reporting unsafe conditions to your supervisor or the owner.

HAZARD IDENTIFICATION, ASSESSMENT, AND CONTROL

Hazard identification and elimination is not only an inherent responsibility of supervision in providing a safe workplace for employees, but also requires employee involvement. As such, hazard evaluation and control shall be an on-going concern for all. It is the responsibility of everyone (management, supervisors and all employees) to identify, report, and correct, all possible hazards.

The purpose of an in-house or jobsite safety inspection is to identify hazards and unsafe practices before they cause injury or accident. The Designated Safety Officer will be responsible for the following:

- *Conducts regular inspections in each building*
- *Ensures that all safety hazards identified during inspection are eliminated and recommends appropriate changes*
- *Conducts regular follow-up inspections as needed and verifies safety recommendations have been implemented*

INSPECTION CHECK LIST

Although safety inspections are conducted on an area by area basis, the DSO is looking at the following issues or areas of concern:

- *First aid safety and health equipment*
- *Equipment condition and use*
- *Tools (hand, power, welding) and their condition and use*
- *Protective guards and devices including availability, use, proper maintenance and operating conditions*
- *Housekeeping, maintaining clean work areas free of trash/debris accumulation, tripping and slipping hazards*
- *Lighting for adequacy and safety*
- *Noise hazards, hearing protection*
- *Ventilation for gases, vapors, fumes, dusts*
- *Availability of personal protective equipment including eye protection, gloves, boots, hard hats, reflective vests, etc.*
- *Fire protection, potential fire hazards, and availability of fire protection equipment*
- *Storage of flammable and combustible liquids including service and refueling areas for vehicles*

- *Electrical system and devices; condition and use of cords; ground fault protection or assured grounding conductor protection or assured grounding conductor protection*
- *Openings in the floors, walls, and railings and verifying they are properly covered and secured*
- *Storage Materials including hanging equipment and safety hazards*
- *Hazardous chemicals including labeling, safety, and Safety Data Sheets (SDS)*
- *Other items as appropriate*

AISLEWAYS

At all times, every effort must be made to keep aisles clear. Aisle ways provide you with a way to quickly and safely evacuate the office during an emergency. Anything left in an aisle will hinder an emergency evacuation and may increase your risk of injury. Your cooperation in keeping aisles clear is critical to your safety and the safety of your fellow employees. Emergency exits are clearly marked. Remember –**NEVER BLOCK AN EMERGENCY EXIT**.

HOUSEKEEPING

Good housekeeping is the foundation of safety. You are expected to do your part in helping to keep all work areas clean and sanitary.

Store items in a fashion that prevents tripping or other hazards. Material will be piled or stored in a stable manner so that it will not be subject to falling. Combustible scrap, debris, and garbage shall be removed from the work area at frequent and regular intervals.

Stairways, walkways, exit doors, in front of electrical panels, or access to firefighting equipment will be kept clear of materials, supplies, trash, and debris.

SAFETY SIGNS

Heed their warning -- they are for your protection. Do not tamper with signs.

INFECTIOUS CONTROL

To avoid potential exposure of personnel to blood borne infectious diseases, first aid providers must wear the proper personal protective equipment when treating any injury or illness. If you personally decide to assist injured associates, make sure that you are protected prior to making physical contact with the injured. It is highly recommended that you call for assistance, such as first aid providers who are trained to respond to these types of incidents. Only trained and authorized employees shall administer first aid. Universal precautions must be observed to prevent contact with blood or other potentially infectious materials. All body fluids should be considered infectious.

ELECTRICAL SAFETY

Flexible cords shall not run through holes, in walls, ceilings or under the carpet. Tools or equipment shall be inspected before use, and those found questionable, removed from service and properly tagged. Tools or equipment with frayed electrical cords shall not be used. Electrical outlets should not be overloaded with plugs and adapters. Use power strips, surge suppressors and extension cords appropriately. Qualified and unqualified employees shall be trained in electrical safety-related work practices as well as any other procedures necessary for safety from electrical hazards. Only certified electricians are allowed to modify or repair electrical devices within, or outside of, the facility. Under no circumstances shall any employee who is not a certified electrician attempt to repair or change any electrical devices within, or outside of, the facility.

Employees who perform electrical product testing must be trained to avoid electrical hazards associated with this function. Live electrical parts shall be guarded against accidental contact by cabinets, enclosure, location, or guarding. Working and clear space around electric equipment and distribution boxes will be kept clear and assessable. Circuit breakers, switch boxes, etc. will be legibly marked to indicate its purpose. All extension cords and electric powered tools (except double insulated) will be grounded. Ground prongs will not be removed. Cords and strain relief devices will be in good condition. All lamps for general illumination will have the bulbs protected against breakage. Temporary lights will not be suspended by their electrical cords unless cords and lights are designed for such suspension.

LOCKOUT/TAGOUT

Occasionally a machine or process will be shut down for maintenance or due to a potentially unsafe condition. For example, an electrician may be working in an electrical panel box. A "DANGER" tag and lock, indicating that the equipment has been "locked-out" and "tagged-out" will be used to inform you that the equipment is out of operation, i.e. not to be used. If you see one of these tags, pay attention to its warning. Operating equipment that has been "locked-out" and "tagged-out" may cause injury or death to you or to the employee working on the equipment. Unauthorized removal of a lock and/or tag will result in disciplinary steps. If employees deactivate or de-energize electrical controls, equipment, or circuits and thus are exposed to electrical energy, this program is required. Program elements include lockout when possible, tag out when lockout is not possible, and the employer providing and controlling lockouts.

MATERIAL HANDLING

The safe way to lift and avoid strain is to bend your knees, keep your back vertical, and lift with your legs. Never attempt to lift anything that is difficult to handle by yourself. Use the "Buddy System" or a cart to move large or heavy items.

ERGONOMICS

Many traditional work injuries occur suddenly, as a result of a specific incident. Cumulative Trauma Disorders (CTDs), on the other hand, develop gradually over a period of weeks, months or even years. Many injuries of this type may be caused by prolonged stress of a particular body part, often compounded by awkward work postures.

Because of the extensive use of hands, arms, wrists, shoulders, legs and the back to perform manipulative work, CTDs frequently manifest themselves in these portions of the body. Stretching exercises before and after working these areas of your body can help prevent CTD. Be aware of the warning signs and take action precaution where warranted.

WARNING SIGNS:

- *Pain at night, enough to wake you*
- *Pain in the wrist or hand when at rest*
- *Swelling around the wrist or hand*
- *Numbness in the hands, primarily on the fingertips*
- *Numbness of the palm*
- *Difficulty in moving hands or wrists*
- *Fingertips becoming pale or white*
- *Fingers becoming cold*
- *Movement of an individual finger is painful*

If you experience any of the above warning signs please notify your supervisor, the Designated Safety Officer or the HR Dept at Integrated Employer Solutions (801-487-3000) immediately

PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment must be worn as required for each job in all operations where there is an exposure to hazardous conditions. Your supervisor will review equipment requirements with you.

Depending on the task performed and where it is done, personal protective equipment may be required. Know what equipment is required for all tasks you perform. Employees will wear eye protection when working in areas where there is danger from flying objects or particles or when there is risk of hazardous chemical splashes. Personal respiratory equipment or proper ventilation is required in areas where there is risk of harmful gases, fumes, dust, and similar airborne hazards.

PROPER DRESS

Wear appropriate work clothes, gloves, and shoes or boots. Loose clothing and jewelry shall not be worn if it creates a possible safety hazard.

HEAD AND HEARING PROTECTION

Wearing the proper hard hat while on the jobsite is mandatory for all company employees.

- *Verify hard hats are worn whenever overhead, falling, or flying hazards exist or when danger of electrical shock is present*
- *Inspect hard hats routinely for dents, cracks, or deterioration*
- *Replace hard hats that have taken a heavy blow or electrical shock even when no visible damage is detected*
- *Maintain hard hats in good condition; do not drill; clean with strong detergents or solvents; paint; or store them in extreme temperatures*
- *Wear hearing protection in areas with high noise levels, specifically anything over 85 decibels*

If you experience any hearing loss or sudden ear pain, notify your supervisor, the Designated Safety Officer or the HR Dept at Integrated Employer Solutions (801-487-3000) immediately.

EYE AND FACE PROTECTION

Wearing proper eye protection while on the jobsite is mandatory for all company employees.

- *Always wear the proper safety glasses or face shields for welding, cutting, nailing (including pneumatic), or when working with concrete and/or harmful chemicals*
- *Replace poorly fitting or damaged safety glasses*
- *Corrective lenses do not provide adequate protection and should not be used as safety glasses*
- *Dust masks with a rating of SPF 10 or higher must be provided by the employer and worn by every employee involved in any activity that may expose them to respirable crystalline silica at any time on the jobsite*
- *Dust masks, safety glasses, face shields and other protective equipment must be inspected regularly to verify they are in proper working condition and are properly rated for the job*

FOOT AND LEG PROTECTION

Protective leg and foot wear should always be used when on the jobsite and also in work areas involving exposure to hot substances or corrosive or poisonous materials. Examples of situations in which an employee should wear foot and/or leg protection include but are not limited to:

- *When heavy objects such as barrels or tools might roll onto or fall on the employee's feet*
- *Working with sharp objects such as nails or spikes that could pierce the soles or uppers of ordinary shoes*
- *Exposure to molten metal that might splash on feet or legs*
- *Working on or around hot, wet or slippery surfaces*
- *Working when electrical hazards are present*

HAND AND ARM PROTECTION

If employees face potential injury to hands and arms that cannot be eliminated through engineering and work practice controls, the employee will wear hand and/or arm protection such as gloves or arm coverings. Potential hazards include skin absorption of harmful substances, chemical or thermal burns, electrical dangers, bruises, abrasions, cuts, punctures, fractures and amputations.

- *Always wear the proper gloves for the job and never engage in any work on the jobsite without protecting your hands*
- *Make sure gloves fit properly, are the right gloves for the job and are in good shape with no holes or tears*
- *Immediately throw away any glasses, gloves, masks, hard hats, etc. that are in disrepair and replace them with new ones*

SILICA EXPOSURE

Crystalline silica is a common mineral found in the earth's crust. Materials like sand, stone, concrete, and mortar contain crystalline silica. Respirable crystalline silica – very small particles at least 100 times smaller than ordinary sand – is created when cutting, sawing, grinding, drilling, and crushing stone, rock, concrete, brick, block, and mortar. Activities such as abrasive blasting with sand; sawing brick or concrete; sanding or drilling into concrete walls; grinding mortar; manufacturing brick, concrete blocks, stone countertops, or ceramic products; and cutting or crushing stone result in worker exposures to respirable crystalline silica dust. Enguard Contractors protects our employees by limiting employee exposure to respirable crystalline silica through Specified Exposure Control Methods, as stated in the OSHA construction industry standards.

Enguard Contractors follows the revised OSHA silica guidelines by doing the following:

- *Limiting employee access to high exposure areas*
- *Providing proper training to all employees who may be exposed to respiratory crystalline silica*
- *Providing proper equipment i.e. water delivery systems, vacuums, high-powered fans/exhaust systems, etc. to eliminate silica exposure to the extent possible*
- *Providing proper respiratory protection i.e. dust masks, etc. when controls are not enough to limit exposure*
- *Actively measuring silica exposure when necessary*
- *Offering routine medical examinations for any employees who work in high exposure areas on a regular basis for extended periods of time*

Please refer to the OSHA document titled 'Table 1: Specified Exposure Control Methods' for specific guidelines regarding how and when to use various control methods to limit silica exposure.

EQUIPMENT OPERATION

Operate machines or other equipment only when all guards and safety devices are in place and in proper operating conditions. Only trained, authorized personnel 18 years of age or older are allowed to operate any equipment or heavy machinery.

Only authorized, trained and certified personnel may operate forklifts or other company vehicles such as backhoes, power trowels, excavators, etc. All vehicles shall be properly serviced, maintained and regularly inspected before each use and be in safe, operable condition at all times.

TOOLS AND EQUIPMENT

Tools and equipment are provided to help you do your job. Proper care and use of these instruments are necessary to ensure your safety and those around you.

HAND TOOLS

Hand tools are tools that are powered manually. Hand tools include anything from axes to wrenches. The greatest hazards posed by hand tools result from misuse and improper maintenance. All employees are responsible for the safe condition of

tools and equipment, Unsafe hand tools should not be used and all employees should be trained in the proper use and handling of tools and equipment.

POWER TOOLS

Take special precautions when using power tools. Maintain all hand tools and equipment in a safe condition and check them regularly for defects. Power tool precautions include:

- *Defective, broken or damaged tools and equipment will be removed from service*
- *Power tools will be turned off and motion stopped before setting tool down*
- *Follow the manufacturer's requirements for safe use of all tools*
- *Equip all power saws (circular, skill, table, etc.) with blade guards*
- *Make sure guards are in place before using power saws*
- *Never use power saws with the guard tied or wedged open*
- *Turn off saws before leaving them unattended*
- *Raise, lower and carry tools by their handles, not by their cords*
- *Always wear proper eye protection*
- *Follow instructions in the user's handbook for lubricating and changing accessories*
- *Be sure to keep good footing and maintain good balance when operating power tools*
- *Remove all damaged portable electric tools from use and tag them: "Do Not Use."*

Tools will be disconnected from power source before changing drills, blades or bits, or attempting repair or adjustment. Never leave a running tool unattended. Compressed air will not be used for cleaning purposes except when pressure is reduced to less than 30 psi by regulating or use of a safety nozzle, and then only with effective chip guarding and proper personal protective equipment. Any employee furnished tools of any nature must meet all OSHA and ANSI requirements.

CRANE AND HOIST SAFETY

Many types of cranes, hoists, and rigging devices are used for lifting and moving materials. Only qualified riggers, signal persons and certified/licensed operators may operate cranes.

Manufacturer's instructions must be followed when operating cranes hoists and slings. Attach the load to the block hook by means of slings or other approved devices, making sure the sling is clear of all obstacles. Once the load is properly secured and balanced in the untwisted sling, slowly raise the load. Horizontal movement must also begin slowly to prevent the load from swinging or coming into contact with other obstacles.

The crane warning signal or horn must be sounded when the load or hook comes near or over personnel. Carrying loads over personnel is not recommended. A load should never be left suspended for extended periods of time.

Audible and discernible voice communication should be kept with the operator at all times. If this cannot be accomplished, a signal system should be used. The signals must be understood and agreed upon by all individuals using the crane.

Routine crane and hoist inspections are required to ensure continued safe crane and hoist operations of the crane and the safety of the employees around the crane. An initial inspection of the crane prior to initial use of new and altered cranes is necessary. Once placed into service, overhead cranes will require two different types of inspections. Frequent inspections are done at daily to monthly intervals, while periodic inspections are completed at monthly to annual intervals. The purpose of the two inspection types is to detect critical components of the crane and to determine the extent of wear, deterioration or malfunction.

HAZARD COMMUNICATION

OSHA has issued the Hazard Communication or "Right to Know" Standard stating that all employees have the "Right to Know" what chemicals they are exposed to. All employees exposed to hazardous chemicals must be trained in the protection measures (what personal protective equipment is to be worn), how to properly dispense, store, and use the chemical, emergency spill response and how to properly dispose of each chemical. **Make these rules part of your job:**

- *Identify hazards before you start your job*
- *Respect all precautions -- don't take any chances*
- *When in doubt, ask your supervisor or Home Office*
- *Know in advance what can go wrong*
- *Know how and where to get help*
- *Learn emergency procedures*
- *Practice safe work and hygiene habits*
- *Use a chemical for its intended purpose and don't mix chemicals*
- *Read labels and Safety Data Sheets (SDS)*
- *Know where to find information*
- *Follow warnings and instructions*

- *Use the correct personal protective equipment*

GHS Standards (Globally Harmonized System)

OSHA has adopted new hazardous chemical labeling requirements as a part of its recent revision of the Hazard Communication Standard, 29 CFR 1910.1200 (HCS), bringing it into alignment with the United Nations' Globally Harmonized System of Classification and Labelling of Chemicals (GHS). These changes will help ensure improved quality and consistency in the classification and labeling of all chemicals, and will also enhance worker comprehension. As a result, workers will have better information available on the safe handling and use of hazardous chemicals, thereby allowing them to avoid injuries and illnesses related to exposures to hazardous chemicals.

The revised HCS changes the existing Hazard Communication Standard (HCS/HazCom 1994) from a performance-based standard to one that has more structured requirements for the labeling of chemicals. The revised standard requires that information about chemical hazards be conveyed on labels using quick visual notations to alert the user, providing immediate recognition of the hazards. Labels must also provide instructions on how to handle the chemical so that chemical users are informed about how to protect themselves.

The label provides information to the workers on the specific hazardous chemical. While labels provide important information for anyone who handles, uses, stores, and transports hazardous chemicals, they are limited by design in the amount of information they can provide. Safety Data Sheets (SDSs), which must accompany hazardous chemicals, are the more complete resource for details regarding hazardous chemicals. The revised

All hazardous chemicals shipped after June 1, 2015, must be labeled with specified elements including pictograms, signal words and hazard and precautionary statements. However, manufacturers, importers, and distributors may start using the new labeling system in the revised HCS before the June 1, 2015 effective date if they so choose. Until the June 1, 2015 effective date, manufacturers, importers and distributors may maintain compliance with the requirements of HazCom 1994 or the revised standard. Distributors may continue to ship containers labeled by manufacturers or importers (but not by the distributor themselves) in compliance with the HazCom 1994 until December 1, 2015.

This section is designed to inform chemical receivers, chemical purchasers, and trainers about the label requirements. It explains the new labeling elements, identifies what goes on a label, and describes what pictograms are and how to use them.

Label Requirements

Labels, as defined in the HCS, are an appropriate group of written, printed or graphic informational elements concerning a hazardous chemical that are affixed to, printed on, or attached to the immediate container of a hazardous chemical, or to the outside packaging.

The HCS requires chemical manufacturers, importers, or distributors to ensure that each container of hazardous chemicals leaving the workplace is labeled, tagged or marked with the following information: product identifier; signal word; hazard statement(s); precautionary statement(s); and pictogram(s); and name, address and telephone number of the chemical manufacturer, importer, or other responsible party.

To develop labels under the revised HCS, manufacturers, importers and distributors must first identify and classify the chemical hazard(s). Appendices A, B, and C are all mandatory. The classification criteria for health hazards are in Appendix A and the criteria for physical hazards are presented in Appendix B of the revised Hazard Communication Standard. After classifying the hazardous chemicals, the manufacturer, importer or distributor then consults Appendix C to determine the appropriate pictograms, signal words, and hazard and precautionary statement(s), for the chemical label. Once this information has been identified and gathered, then a label may be created.

The HCS now requires the following elements on labels of hazardous chemicals:

- Name, Address and Telephone Number of the chemical manufacturer, importer or other responsible party.
- Product Identifier is how the hazardous chemical is identified. This can be (but is not limited to) the chemical name, code number or batch number. The manufacturer, importer or distributor can decide the appropriate product identifier. The same product identifier must be both on the label and in section 1 of the SDS.
- Signal Words are used to indicate the relative level of severity of the hazard and alert the reader to a potential hazard on the label. There are only two words used as signal words, "Danger" and "Warning." Within a specific hazard class, "Danger" is used for the more severe hazards and "Warning" is used for the less severe hazards. There will only be one signal word on the label no matter how many hazards a chemical may have. If one of the hazards warrants a "Danger" signal word and another warrants the signal word "Warning," then only "Danger" should appear on the label.

- Hazard Statements describe the nature of the hazard(s) of a chemical, including, where appropriate, the degree of hazard. For example: "Causes damage to kidneys through prolonged or repeated exposure when absorbed through the skin." All of the applicable hazard statements must appear on the label. Hazard statements may be combined where appropriate to reduce redundancies and improve readability. The hazard statements are specific to the hazard classification categories, and chemical users should always see the same statement for the same hazards no matter what the chemical is or who produces it.

Precautionary Statements describe recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to the hazardous chemical or improper storage or handling. There are four types of precautionary statements: prevention (to minimize exposure); response (in case of accidental spillage or exposure emergency response, and first-aid); storage; and disposal. For example, a chemical presenting a specific target organ toxicity (repeated exposure) hazard would include the following on the label: "Do not breathe dust/fume/gas/mist/vapors/spray. Get medical advice/attention if you feel unwell. Dispose of contents/container in accordance with local/regional/ national and international regulations."

Labels for a hazardous chemical must contain:

- Name, Address and Telephone Number
- Product Identifier
- Signal Word
- Hazard Statement(s)
- Precautionary Statement(s)
- Pictogram(s)

In most cases, the precautionary statements are independent. However, OSHA does allow flexibility for applying precautionary statements to the label, such as combining statements, using an order of precedence or eliminating an inappropriate statement.

Precautionary statements may be combined on the label to save on space and improve readability. For example, "Keep away from heat, spark and open flames," "Store in a well-ventilated place," and "Keep cool" may be combined to read: "Keep away from heat, sparks and open flames and store in a cool, well-ventilated place." Where a chemical is classified for a number of hazards and the precautionary statements are similar, the most stringent statements must be included on the label. In this case, the chemical manufacturer, importer, or distributor may impose an order of precedence where phrases concerning response require rapid action to ensure the health and safety of the exposed person. In the self-reactive hazard category Types C, D, E or F, three of the four precautionary statements for prevention are:

- "Keep away from heat/sparks/open flame/hot surfaces. - No Smoking.";
- "Keep/Store away from clothing/.../ combustible materials";
- "Keep only in original container."

These three precautionary statements could be combined to read: "Keep in original container and away from heat, open flames, combustible materials and hot surfaces. - No Smoking."

Finally, a manufacturer or importer may eliminate a precautionary statement if it can demonstrate that the statement is inappropriate.

The label producer may provide additional instructions or information that it deems helpful. It may also list any hazards not otherwise classified under this portion of the label. This section must also identify the percentage of ingredient(s) of unknown acute toxicity when it is present in a concentration of $\geq 1\%$ (and the classification is not based on testing the mixture as a whole). If an employer decides to include additional information regarding the chemical that is above and beyond what the standard requires, it may list this information under what is considered "supplementary information." There is also no required format for how a workplace label must look and no particular format an employer has to use; however, it cannot contradict or detract from the required information.

An example of an item that may be considered supplementary is the personal protective equipment (PPE) pictogram indicating what workers handling the chemical may need to wear to protect themselves. For example, the Hazardous Materials Identification System (HMIS) pictogram of a person wearing goggles may be listed. Other supplementary information may include directions of use, expiration date, or fill date, all of which may provide additional information specific to the process in which the chemical is used.

Pictograms are graphic symbols used to communicate specific information about the hazards of a chemical. On hazardous chemicals being shipped or transported from a manufacturer, importer or distributor, the required pictograms consist of a red square frame set at a point with a black hazard symbol on a white background, sufficiently wide to be clearly visible. A square red frame set at a point without a hazard symbol is not a pictogram and is not permitted on the label.

The pictograms OSHA has adopted improve worker safety and health, conform with the GHS, and are used worldwide.

While the GHS uses a total of nine pictograms, OSHA will only enforce the use of eight. The environmental pictogram is not mandatory but may be used to provide additional information. Workers may see the ninth symbol on a label because label preparers may choose to add the environment pictogram as supplementary information. Figure 1 shows the symbol for each pictogram, the written name for each pictogram, and the hazards associated with each of the pictograms. Most of the symbols are already used for transportation and many chemical users may be familiar with them.

Pictograms and Hazards

It is important to note that the OSHA pictograms do not replace the diamond-shaped labels that the U.S. Department of Transportation (DOT) requires for the transport of chemicals, including chemical drums, chemical totes, tanks or other containers. Those labels must be on the external part of a shipped container and must meet the DOT requirements set forth in 49 CFR 172, Subpart E. If a label has a DOT transport pictogram, Appendix C.2.3.3 states that the corresponding HCS pictogram shall not appear. However, DOT does not view the HCS pictogram as a conflict and for some international trade both pictograms may need to be present on the label. Therefore, OSHA intends to revise C.2.3.3. In the meantime, the agency will allow both DOT and HCS pictograms for the same hazard on a label. While the DOT diamond label is required for all hazardous chemicals on the outside shipping containers, chemicals in smaller containers inside the larger shipped container do not require the DOT diamond but do require the OSHA pictograms. (See Example 2.)

Labels must be legible, in English, and prominently displayed. Other languages may be displayed in addition to English. Chemical manufacturers, importers, and distributors who become newly aware of any significant information regarding the hazards of a chemical must revise the label within six months.

Employers are responsible for maintaining the labels on the containers, including, but not limited to, tanks, totes, and drums. This means that labels must be maintained on chemicals in a manner which continues to be legible and the pertinent information (such as the hazards and directions for use) does not get defaced (i.e., fade, get washed off) or removed in any way.

The employer is not responsible for updating labels on shipped containers, even if the shipped containers are labeled under HazCom 1994. The employer must relabel items if the labels are removed or defaced. However, if the employer is aware of newly-identified hazards that are not disclosed on the label, the employer must ensure that the workers are aware of the hazards as discussed below under workplace labels.

OSHA has not changed the general requirements for workplace labeling. Employers have the option to create their own workplace labels. They can either provide all of the required information that is on the label from the chemical manufacturer or, the product identifier and words, pictures, symbols or a combination thereof, which in combination with other information immediately available to employees, provide specific information regarding the hazards of the chemicals.

If an employer has an in-plant or workplace system of labeling that meets the requirements of HazCom 1994, the employer may continue to use this system in the workplace as long as this system, in conjunction with other information immediately available to the employees, provides the employees with the information on all of the health and physical hazards of the hazardous chemical. This workplace labeling system may include signs, placards, process sheets, batch tickets, operating procedures, or other such written materials to identify hazardous chemicals. Any of these labeling methods or a combination thereof may be used instead of a label from the manufacturer, importer or distributor as long as the employees have immediate access to all of the information about the hazards of the chemical. Workplace labels must be in English. Other languages may be added to the label if applicable.

If the employer chooses to use the pictograms that appear in Appendix C on the workplace (or in-plant) labels, these pictograms may have a black border, rather than a red border.

Employers may use additional instructional symbols that are not included in OSHA's HCS pictograms on the workplace labels. An example of an instructional pictogram is a person with goggles, denoting that goggles must be worn while handling

the given chemical. Including both types of pictograms on workplace labels is acceptable. The same is true if the employer wants to list environmental pictograms or PPE pictograms from the HMIS to identify protective measures for those handling the chemical.

Employers may continue to use rating systems such as National Fire Protection Association (NFPA) diamonds or HMIS requirements for workplace labels as long as they are consistent with the requirements of the Hazard Communication Standard and the employees have immediate access to the specific hazard information as discussed above. An employer using NFPA or HMIS labeling must, through training, ensure that its employees are fully aware of the hazards of the chemicals used.

If an employer transfers hazardous chemicals from a labeled container to a portable container that is only intended for immediate use by the employee who performs the transfer, no labels are required for the portable container.

The following examples demonstrate how a manufacturer or importer may display the appropriate information on the label. As mentioned above, once the manufacturer determines the classification of the chemical (class and category of each hazard) using Appendices A and B, it would determine the required pictograms, signal words, hazard statements, and precautionary statements using Appendix C. The final step is to put the information on the label.

The examples below show what a sample label might look like under the revised HCS requirements. The examples break the labeling out into “steps” to show the order of information gathering and how label creation occurs. Step 1 is performing classification; step 2 is gathering full label information; and step 3 is creating the label.

These examples are for informational purposes only and are not meant to represent the only labels manufacturers, importers and distributors may create for these hazards.

Example 1: This example demonstrates a simple label.

The Substance:

HS85

Batch Number: 85L6543

Step 1: Perform Classification

Class: Acute Oral Toxicity; Category 4

Step 2: Gather Labeling Information

Pictograms:

Signal Word:

WARNING

Hazard Statements:

Harmful if Swallowed

Precautionary Statements:

Prevention:

- Wash hands and face thoroughly after handling.
- Do not eat, drink or smoke when using this product.

Response:

- If swallowed: Call a doctor if you feel unwell.²
- Rinse mouth

Storage:

None specified

Disposal:

- Dispose of contents/container in accordance with local/regional/national/international regulations.³

Step 3: Create the Label

Putting together the above information on HS85, a label might list the following information:

The manufacturer of this chemical determined that calling a doctor was the most appropriate emergency medical advice; therefore, it is listed as part of the first-aid procedures. The downstream users must familiarize themselves with the proper disposal methods in accordance with local, regional, state and federal regulations. It is impractical to expect the label preparer to list all potential regulations that exist.

Example 1: HS85 Label

HS85

Batch number: 85L6543

Warning

Harmful if swallowed

Wash hands and face thoroughly after handling. Do not eat, drink or smoke when using this product. Dispose of contents/container in accordance with local, state and federal regulations.

First aid:

If swallowed: Call a doctor if you feel unwell. Rinse mouth.

Example 2: This example demonstrates a more complex label.

Example 2 is for a substance that is a severe physical and health hazard. For shipping packages of chemicals that will be transported in the United States (i.e., drums, totes, tanks, etc.), the U.S. DOT requires a DOT label(s) on the outside container(s) for hazardous chemicals. Two versions of this label are presented below to demonstrate the difference between an OSHA label with pictograms from the HCS and a DOT label required for transport of a shipping container.

The Substance:

OXI252 (disodiumflammy)

CAS number: 111-11-11xx

Step 1: Perform Classification

Class: Oxidizing Solid, Category 1

Class: Skin Corrosive, Category 1A

Step 2: Gather Labeling Information

Pictograms:

Signal Word:

DANGER

Hazard Statements:

- May cause fire or explosion; strong oxidizer

- Causes severe skin burns and eye damage

Precautionary Statements:

Prevention:

- Keep away from heat.
- Keep away from clothing and other combustible materials.
- Take any precaution to avoid mixing with combustibles.
- Wear protective neoprene gloves, safety goggles and face shield with chin guard.
- Wear fire/flammable resistant clothing.
- Do not breathe dust or mists.
- Wash arms, hands and face thoroughly after handling.

Response:

- IF ON SKIN (or hair): Take off immediately all contaminated clothing. Rinse skin with water.
- IF ON CLOTHING: Rinse immediately contaminated clothing and skin with plenty of water before removing clothes. Wash contaminated clothing before reuse.
- IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing.

- IF INHALED: Remove person to fresh air and keep comfortable for breathing.

- IF SWALLOWED: Rinse mouth. Do NOT induce vomiting.

- Immediately call poison center.⁴

Specific Treatment:

Treat with doctor-prescribed burn cream.⁵

In case of fire:

Use water spray. In case of major fire and large quantities: Evacuate area. Fight fire remotely due to the risk of explosion.

Storage:

Store locked up.

Disposal:

- Dispose of contents/container in accordance with local/regional/national/international regulations.³

Step 3: Create the Label

Putting together the above information on OXI252, a label might list the following information:

⁴ In this example, the manufacturer determined that calling a poison control center is the most appropriate emergency medical advice.

⁵ Not all SDSs will have direction for “specific treatment” on the label. This is only if the manufacturer specifically notes a certain treatment that needs to be used to treat a worker who has been exposed to this chemical.

7

Example 2A: OXI252 Label inner package label with OSHA pictograms

OXI252

(disodiumflammy)

CAS #: 111-11-11xx

Danger

May cause fire or explosion; strong oxidizer

Causes severe skin burns and eye damage

Keep away from heat. Keep away from clothing and other combustible materials. Take any precaution to avoid mixing with combustibles. Wear protective neoprene gloves, safety goggles and face shield with chin guard. Wear fire/flame resistant clothing. Do not breathe dust or mists. Wash arms, hands and face thoroughly after handling. Store locked up. Dispose of contents and container in accordance with local, state and federal regulations.

First aid:

IF ON SKIN (or hair) or clothing⁶: Rinse immediately contaminated clothing and skin with plenty of water before removing

clothes. Wash contaminated clothing before reuse.

IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing.

IF INHALED: Remove person to fresh air and keep comfortable for breathing.

IF SWALLOWED: Rinse mouth. Do NOT induce vomiting.

Immediately call poison center.

Specific Treatment: Treat with doctor-prescribed burn cream.

Fire:

In case of fire: Use water spray. In case of major fire and large quantities: Evacuate area. Fight fire remotely due to the risk of explosion.

Example 2B: OXI252 Label meeting DOT requirements for shipping

OXI252

(disodiumflammy)

CAS #: 111-11-11xx

Danger

May cause fire or explosion; strong oxidizer

Causes severe skin burns and eye damage

Keep away from heat. Keep away from clothing and other combustible materials. Take any precaution to avoid mixing with combustibles. Wear protective neoprene gloves, safety goggles and face shield with chin guard. Wear fire/flame resistant clothing. Do not breathe dust or mists. Wash arms, hands and face thoroughly after handling. Store locked up. Dispose of contents and container in accordance with local, state and federal regulations.

First aid:

IF ON SKIN (or hair) or clothing: Rinse immediately contaminated clothing and skin

with plenty of water before removing clothes. Wash contaminated clothing before reuse.

IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing.

IF INHALED: Remove person to fresh air and keep comfortable for breathing. Immediately call a doctor.

IF SWALLOWED: Rinse mouth. Do NOT induce vomiting.

Immediately call poison center.

Specific Treatment: Treat with doctor-prescribed burn cream.

Fire:

In case of fire: Use water spray. In case of major fire and large quantities: Evacuate area. Fight fire remotely due to the risk of explosion.

There are occasions where label preparers may combine statements on the label. In this case the similar statements were combined and the most stringent were listed. For example, the first-aid precautionary statements were combined for exposure to skin, hair and clothing.

All chemicals such as cleaners, alcohol, etc., require special handling. Be sure you read the safety data sheet (SDS) before using them. All chemicals must be stored and labeled appropriately. If employees are exposed to or work with hazardous chemicals at the job site, they are required to receive training prior to working with or near the chemicals. The program consists of a master listing of chemicals; maintaining material safety data sheets on each chemical; and training of employees on the program, the chemicals exposed to, and material safety data sheets.

RESPIRATORY PROTECTION

All employees exposed to respiratory hazards are provided with and required to wear adequate respiratory protection. When this protection requires the use of respirators, employees shall be provided respirators and must meet the following criteria:

- *Pass the medical evaluation*
- *Be fit tested with the respirator that they will be assigned (to ensure a proper seal)*
- *Receive and understand training regarding proper respirator use, maintenance, inspection, cleaning, and care of the respirator*

ALCOHOL AND DRUGS

Employees shall not report to work while under the influence of alcohol or drugs that can cause physical impairment. Being under the influence, possession, transportation or consumption of alcoholic beverages or illegal drugs on Enguard Contractors' property is prohibited. Your inability to perform your job at full capacity and alertness can result in injury to yourself or others.

CONTRACTOR SAFETY

The protection of our personnel and property from injury and damage resulting from work being done on the premises by outside contractors is of utmost importance. It is essential to the safety and health of all employees that job-related hazards be identified and removed or controlled throughout the course of any work being performed. Whenever contractors are performing work at our location, be alert, stay cautious and communicate any potential safety, health and environmental hazards to the contractor and/or your supervisor or Home Office.

COMPANY VEHICLES

We have written policies and procedures pertaining to the use of Enguard Contractors vehicles and employee-owned vehicles for business travel. Prior to any business travel involving a motor vehicle, review these policies or see your supervisor for a copy of these written policies and procedures. Remember, the use of seat belts is required on any Enguard Contractors business. Employees are not to use cell phones or other distractive devices while operating vehicles.

Vehicles and Mobile Equipment:

- *Train workers to stay clear of backing and turning vehicles and equipment with rotating cabs*
- *Be sure that all off-road equipment used on site is equipped with rollover protection*
- *Maintain back-up alarms for equipment with limited rear view or use someone to help guide them back*
- *Be sure that all vehicles have fully operational braking systems and brake lights*
- *Use seat belts when transporting workers in motor and construction vehicles*
- *Maintain at least a 10-foot clearance from overhead power lines when operating equipment*
- *Know the rated capacity of the crane and use accordingly*
- *Ensure the stability of the crane*
- *Use a tag line to control materials moved by a crane*
- *Verify experience or provide training to crane and heavy equipment operators*

WORK PROCEDURES

All employees have a personal responsibility to become acquainted with and follow Enguard Contractors safety work rules and procedures; exercise the proper amount of care in the performance of their jobs; and to ensure their personal safety and well-being, as well as the safety and well-being of their fellow employees. Employees shall ensure that they thoroughly understand their job responsibilities. Be sure you know the safe way to do your job. If you are not sure, ask your supervisor for assistance. When in doubt, ask!

FIRE PREVENTION

- *All firefighting equipment shall be conspicuously located, accessible, inspected periodically, and maintained in operating condition*
- *Provide fire extinguishers near all welding, soldering, or other sources of ignition*
- *Provide one fire extinguisher within 100 feet of employees for each 3,000 square feet of building*
- *All employees must know the location of firefighting equipment in the work area and have a knowledge of its use and application*
- *Only approved safety cans shall be used for handling or storing flammable liquids in quantities greater than one gallon*
- *When heat producing equipment is used, the work area must be kept clear of all fire hazards, and all sources of potential fires will be eliminated*
- *A salamander or other open-flame device will not be used in confined or enclosed structures without proper ventilation*
- *Heaters will be vented to the atmosphere and located an adequate distance from walls, ceilings and floors*
- *Fire extinguishers will be available at all times when utilizing heat producing equipment*
- *Avoid spraying of paint, solvents, or other types of flammable materials in rooms with poor ventilation*
- *Store gasoline and other flammable liquids in a safety can outdoors or in an approved storage facility*
- *Keep temporary heaters at least 6 feet away from gas containers*
- *Ensure that leaks or spills of flammable or combustible materials are cleaned up promptly and thoroughly*

SAFETY & HEALTH RESPONSIBILITIES

RESPONSIBILITIES OF OWNERSHIP

- A. *Provide all levels of management the services and technical advice needed for proper administration of the safety and health program*
- B. *Develop programs and technical guidance to identify and remove physical, chemical, and biological hazards from facilities, operations, and sites*
- C. *Formulate, recommend and administer approved changes to the accident prevention program*
- D. *Assist management and supervisors in the safety and health training of employees*
- E. *With the help of the safety committee, conduct inspections to identify unhealthy or unsafe conditions or work practices*
- F. *Prepare written reports of inspections*
- G. *Maintain outside professional contacts*
- H. *Recommend programs and activities that will develop and maintain safety awareness and employee motivation to incentives for and motivation of employees in health and safety*
- I. *Recommend disciplinary procedures for repeated violators of safety and health rules*
- J. *Maintain the state safety and health poster, emergency telephone numbers, OSHA Forms, logs, and other notices required by OSHA*
- K. *Ensure that information is posted in places where employees can see them*
- L. *Develop and maintains accident and incident investigation and reporting procedures and systems*
- M. *Report occupational fatalities and serious injuries to OSHA within 8 hours of occurrence*

RESPONSIBILITIES OF MANAGERS & SUPERVISORS

- N. *Familiarize him/herself with health and safety regulations related to his/her area of responsibility*
- O. *Direct and coordinate health and safety activities within area of responsibility*
- P. *Ensure arrangements for prompt medical attention in case of injuries, this includes: transportation, communication, emergency telephone numbers, and a person with valid certified first aid training, if required*
- Q. *Require all employees supervised to use individual protective equipment and safety devices*
- R. *Ensure that safety equipment is available, maintained, used, and stored correctly*
- S. *Conduct frequent and regular health and safety inspections of work area*
- T. *Direct correction of unsafe conditions*
- U. *Inform DSO and/or supervisor of any safety concerns*
- V. *Conduct safety orientations for new employees and safety briefings as needed with employees*
- W. *Ensure that employees are aware of and comply with requirements for safe practices*
- X. *Review all accident/incidents with employees involved*
- Y. *Submit written reports to the DSO or supervisor*
- Z. *Insure that corrective action is taken immediately to eliminate the cause of the accident*
- AA. *Require all subcontractors and subcontractor personnel to comply with safety and health regulations*
- BB. *Provide feedback and recommendations to the DSO concerning safety and health matters*

- CC. *Maintain copies of applicable programs and OSHA forms on site, in accordance with Enguard Contractors practices and policies*
- DD. *Coordinate safety and health activities within his/her area of responsibility, to conclude motivation of employees for safe work practices*
- EE. *Instruct all persons within area for responsibility in job health and safety requirements and requires compliance*
- FF. *Promptly investigate all accidents/incidents, obtaining all pertinent data, filing the accident report and making needed corrective actions*

INTEGRATED EMPLOYER SOLUTIONS

- GG. *Create and maintain the OSHA 300/300A logs every year and provide them to Enguard Contractors*
- HH. *Process all paperwork associated with accidents, on-site inspections and in-house audits as requested*
- II. *Maintain all medical records, evaluations and exposure monitoring records as requested*
- JJ. *Maintain all training records as requested*
- KK. *Provide all required Federal and state Labor and OSHA posters and signs as requested*

ALL EMPLOYEES

- LL. *Be familiar with and comply with proper health and safety practices*
- MM. *Use the required safety devices and proper personal protective safety equipment*
- NN. *Notify the DSO or supervisor immediately of any near misses, unsafe conditions or unsafe acts*
- OO. *Report all accidents to the DSO or supervisor immediately*

OSHA LOGS

OSHA 300 and 300A logs will be maintained by Integrated Employer Solutions for all recordable occupational injuries and illnesses. The annual summary section of the OSHA Log (300A) will be posted by Enguard Contractors at the home office in a public place February 1st through April 30th each year.

SAFETY TRAINING

Knowledge of the safety rules and how and when to function under the rules, supplemented by compliance, is essential to safety.

- *Employees scheduled for any safety and health training are required to attend*
- *New employees will be provided orientation training and will be furnished information and literature covering Enguard Contractors safety policies, rule, and procedures*
- *Individual job training, to include the applicable regulations/standards for their job, will be provided to all employees*
- *Employees will receive on-going safety training annually in accordance with OSHA standards*
- *Training addressed above will be documented in the employees' personnel records and/or in a master training record*

EMERGENCY PROCEDURES

Enguard Contractors has established a program that will provide guidance to employees and will allow an orderly and organized response to emergencies that may arise. The program will also provide an organization capable of effectively managing and directing response activities. It includes guidelines to be followed in the event of any emergency.

FIRE

If fire or smoke is seen or detected, follow these procedures:

- *Notify others by pulling the fire alarm and shouting out fire*
- *If the fire is controllable, extinguish the fire using the nearest fire extinguisher*
- *Call "911" immediately and report a fire. Remember to give the address and phone number*
- *Evacuate the building proceeding to the nearest exit*
- *If you have not detected fire or smoke but hear the alarm sound, leave the building through the nearest exit.*
- *When you are outside, proceed to the designated meeting area and report to your supervisor*
- *Supervisors should report any missing employees to ownership and coordinate proper action*
- *Use the nearest exit*
- *Exit as soon as the alarm sounds, even during drills*
- *Walk, don't run*

- *Use the stairs only- Do not use the elevators, if applicable*
- *Meet with your department in the front of the building well away from the building, for a headcount*
- *Wait until the "all clear" is given or until you are dismissed*

FIRE PREVENTION

- *All firefighting equipment shall be conspicuously located, accessible, and inspected periodically, and maintained in operating condition*
- *All employees must know the location of firefighting equipment in the work area and have a knowledge of its use and application*
- *Only approved safety cans shall be used for handling or storing flammable liquids in quantities greater than one gallon*
- *When heat producing equipment is used, the work area must be kept clear of all fire hazards, and all sources of potential fires will be eliminated*
- *A salamander or other open-flame device will not be used in confined or enclosed structures without proper ventilation*
- *Heaters will be vented to the atmosphere and located an adequate distance from walls, ceilings and floors*
- *Fire extinguishers will be available at all times when utilizing heat producing equipment*

MEDICAL EMERGENCIES

- *Report all work-related injuries and illnesses to your supervisor immediately*
- *Only trained personnel may administer first aid as determined by the DSO or supervisor*
- *If the medical injury requires emergency assistance, call 911*
- *Know in advance how to get help*

SEVERE WEATHER

- *Stay away from windows*
- *Seek cover in the building. Good locations include stairwells, basements, under desks, or in any room without windows and with sturdy walls and ceiling*
- *Take cover quickly. You may be given very little warning*
- *Remain under cover until the emergency has passed*
- *Check in after the storm system has passed with your supervisor or manager for a headcount and for information on structural damage*

BOMB THREAT

Our policy is to immediately evacuate personnel and contact the local police department in the event of a bomb threat.

The person receiving the bomb threat should:

- *Try to keep the caller on the phone*
- *Record as much information as you can*
- *Have another employee contact 911*
- *Your manager or supervisor should begin evacuation procedures immediately*
- *Evacuate as soon as your supervisor or manager clears you*
- *Make sure to give your supervisor or manager any information you have recorded*
- *As with all evacuations, you are to meet with your department in the designated meeting area for a headcount and further instructions*

ENVIRONMENTAL AWARENESS

Our organization is committed to providing leadership and ownership in protecting the environment. Environmental protection is a primary responsibility of every employee as well as mandated for management. It is our objective to reduce waste and achieve minimal adverse impact on the air, water, and land through our program.

LIABILITY

All of the major environmental legislation carries severe penalties including fines and imprisonment depending on the violation. These penalties can be against the individual, the corporation or both. It is therefore imperative that all of our employees follow established procedures to ensure compliance with these regulations.

GENERAL WASTE DISPOSAL

Containers for trash and general refuse are located throughout the office. Littering on our property is a violation of Enguard Contractors policy and will be dealt with accordingly. We appreciate your assistance in keeping our facility (inside and out) clean and professional.

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT OF SAFETY MANUAL

Enguard Contractors has developed this safety manual for the benefit of its employees and its clients. Enguard Contractors is dedicated to providing the highest quality services and products to their customers and strives to protect the health and safety of all of our employees, clients, customers and the general public.

All Enguard Contractors employees are required to follow the policies and procedures that have been established, or may be implemented in the future. The policies and procedures in this handbook are intended to be statements of Enguard Contractors policy, and shall in no way give rise to any legal obligation either in law or equity.

Each Enguard Contractors employee is required to sign a copy of this safety manual. A signature acknowledges that the employee has received a copy of the manual, and understands and agrees to abide by all Enguard Contractors policies and procedures.

Employee Name:

Date:

Employee Signature:

Date:

Manager Signature:

Date:
