Corporate Safety Manual

Updated January 2017

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WELLIVER
SAFETY PROGRAM

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WELLIVER SAFETY MANUAL

It is the desire of Welliver that all companies and individuals present at our worksites recognize the value of adhering to the Welliver Safety Program. The construction industry must seek to minimize the risk of bodily injury and possible loss of life. The purpose of the Safety Program is to recognize and remediate conditions leading to accidents and to cooperate with government agencies responsible for worksite safety.

I. SAFETY ORGANIZATION

A. The Safety Department will be directly responsible for administering and maintaining a company-wide Safety Program, as well as adherence to all safety policies by any persons working on a Welliver jobsite.

B. The Project Superintendent will be directly responsible for the jobsite Safety Program, which includes weekly toolbox meetings and jobsite inspections. The Supervisor will, at all times, be obligated to assist the Superintendent in fulfilling requirements of the Safety Program.

C. The insurance company carrying the liability and/or workers compensation for injuries on the jobsite will visit the jobsite intermittently and give suggestions for avoiding injuries to Welliver personnel.

D. The Project Superintendent, or someone designated by him who is familiar with the safety requirements and program, will give all employees safety indoctrination prior to starting work. This indoctrination is presented in the form of a checklist (**See Appendix: Attachment A – Employee Pre-Assignment Safety Checklist**), which must be signed by all pertaining employees. The covering of this checklist includes employees being told what to do if injured and where to find First Aid supplies.

E. All Welliver employees and subcontractors will comply with all applicable portions of OSHA standards CFR 1926 and 1910 where required, and the Welliver Safety Policy.

II. SAFETY TRAINING AND MOTIVATION

A. All Welliver field management employees must have successfully completed the OSHA 30-Hour Construction Outreach Course prior to their initial assignment as a supervisor and attend a review class every five (5) years maximum thereafter.

B. Every employee will receive training via safety meetings and literature during the progress of their assigned project. Toolbox Safety Meetings will be held on each job at least once each week, and all employees will be required to attend these meetings and sign a Toolbox Safety Form.

C. A competent Welliver employee shall conduct weekly jobsite inspections and the resulting documentation shall be submitted to the Corporate Safety Department each week (**See Appendix: Attachment B – Weekly Safety Inspection Report**).

D. A review of recent accidents will be made and ways of avoiding similar accidents in the future will be discussed. Any hazardous situations anticipated for future work will be discussed with a view of heading off any injuries or accidents that might occur. All employees at safety meetings will be encouraged to participate in the discussion and urged to speak up if they have any suggestions. Ordinarily, the Superintendent or an authorized subordinate will be in charge of the safety meetings, unless we have authorized guest presenters sharing pertinent job information.

E. Minutes for each safety meeting will be kept on file at the corporate office. Names of the employees who attended the meeting will be included, as well as the various subjects discussed during the meeting.

F. Quarterly safety meetings will be held at the Welliver headquarters in Montour Falls. A schedule will be announced at the beginning of each year and all employees are strongly encouraged to attend.

G. Each year a Safety Committee will be chosen, by lottery, from a list of volunteers.

H. The Safety Committee will be comprised of the Safety Department, interested project managers, and field personnel. The Safety Committee will meet on a scheduled basis with additional meetings, as necessary.

The safety of people on our jobsites is <u>everyone</u>'s responsibility. If you see a potential safety issue, question it and address it! No one may endanger the safety or well-being of any person on our jobsites.

III. ENFORCEMENT AND DISCIPLINE

A. All employees must be impressed with the fact that adherence to safety rules are a condition of their employment. Refusal and/or constant neglect of safety rules cannot be tolerated and is a basis for discharge following a progressive disciplinary procedure dependent on the infraction and its relative frequency.

B. All Welliver employees deserve a workplace that operates in a safe and efficient manner. The impairment of any person on a Welliver jobsite due to his or her use of physical or mind-altering substances may result in the risk of injury to self, other employees, customers, or others.

C. Any physical or mind-altering substance, including but not limited to, alcohol, marijuana, illegal drugs, controlled substances, or prescription drugs may cause impairment. Any employee who begins work while impaired or who becomes impaired while at work is guilty of a major violation of company rules and is subject to severe disciplinary action up to and including suspension or dismissal. Also prohibited is the use, possession, transfer or sale of any physical or mind-altering substance on company premises (including company vehicles and company jobsites). A supervisor or manager who suspects substance abuse should discuss the situation immediately with a company officer to facilitate assisting the affected employee (**See Appendix: Attachment C – Drug and Alcohol Policy**).

D. As stated elsewhere herein, the Superintendent will be responsible for their respective jobsite safety program. It will be his/her prerogative to delegate a portion of the responsibility to a supervisor or another qualified individual.

IV. HOUSEKEEPING/WASTE MANAGEMENT

A. It is our policy to maintain adequate housekeeping operations to keep work sites, job trailers and associated areas clean of rubbish and trash. The Superintendent will mandate housekeeping procedures.

B. Drinking water will be furnished for all personnel. If water is not available onsite, the Superintendent will be responsible for obtaining and maintaining adequate drinking water for the duration of the job.

C. Toilet facilities will be provided based on OSHA's sanitation guidelines.

D. WASTE MANAGEMENT

1. The Superintendent will estimate the waste that will be generated prior to work being performed so that the need for containers and waste removal, if necessary, can be
2. The Superintendent should encourage proper segregation of waste materials to ensure opportunities for reuse or recycling.

V. ACCIDENT INVESTIGATION

E. In the event of an accident involving a person on a Welliver site, the following procedure for reporting should be followed:

1. Contact and notify the Welliver Injury Management Coordinator.
2. Complete an Accident Report & Treatment (ART) Form (available in the Jobsite Safety Manual Binder) and return it to the Safety and Injury Management Coordinator at the Welliver office as soon as possible. An accident report should be completed for all incidents involving Welliver employees, subcontractors or other prime contractors. An accident report should also be completed for any accident causing property damage.

F. Site Supervision is responsible for the accident investigation and preparation of the accident report. The Safety Department will assist, whenever possible, with the investigation. The Safety Department representative's signature on each investigation form is necessary for the form to be deemed "complete."

G. Reportable incidents must be verbally reported to applicable regulatory agency(s) within 8 hours of their discovery. Incidents will also be reported to the client as soon as possible, or in a timely manner.

1. Superintendents shall be responsible for having trained personnel in First Aid. As a First Responder the Superintendent shall also be cognizant of the mechanics of an incident investigation. After the injured parties are treated the preservation and documentation of evidence should be a priority.

2. Some equipment that may be utilized at the incident may include, but not limited to, the following items; writing equipment such as pens/paper, measurement equipment such as tape measures and rulers, cameras, small tools, audio recorder, PPE, marking devices such as flags, equipment manuals.

3. Some items to be noted immediately following the incident might include a listing of people, equipment, and materials involved and a recording of environmental factors such as weather, illumination, temperature, noise, ventilation, and physical factors such as fatigue, age, and medical conditions.

4. Evidence such as people, positions of equipment, parts, and papers must be preserved, secured, and collected through notes, photographs, witness statements, flagging, and impoundment of documents and equipment.

VI. OSHA INSPECTIONS

A. It is the policy of Welliver to admit OSHA Compliance Officers to our jobsites with a minimum of disturbance. Our policies for handling OSHA inspections are found in their entirety in the appendix (**See Appendix: Attachment D – OSHA Inspection Procedures**).

B. After an OSHA inspection, the following steps are to be adhered to:

1. Never argue with the Compliance Officer!
2. The corporate office MUST BE NOTIFIED whenever an OSHA official arrives at a jobsite. If neither the Safety Department nor a company officer is able to attend the inspection, telephone the corporate office immediately after the Compliance Officer leaves and report what happened.
3. If any citations are to be issued, the OSHA Regional Office will send them to the Welliver headquarters in Montour Falls, NY. Copies will be forwarded to you and they should be posted on the jobsite, as prescribed by law, for three (3) days, or until the violation has been abated, whichever is a longer period of time.
4. Any citations issued will have an abatement period (a specific number of days in which violations must be corrected). Less serious violations will generally have an abatement period classified as "immediate." More complex or serious items will have an abatement period noted as, "(filled in #) working days." ***If you feel that you cannot meet the abatement period, notify the Corporate Safety Department at once.***
5. The decision to contest a citation will be made by the corporate office. It therefore becomes critical for you to report conditions exactly as they occurred so that a correct decision can be made regarding contests. Speed of reporting is also essential, as OSHA only allows fifteen (15) days in which to contest a citation.

VII. PROTECTION OF THE PUBLIC

A. The public will be protected from physical harm, insofar as possible, by aid of warning signs and signals developed as the work progresses and the need arises.

B. A jobsite sign will be located at the entrance of the work area stating that all visitors are prohibited from continuing further into the work area. Authorizations can only be obtained from the Welliver project office. Anyone having business in the work area will be accompanied by an employee or will be specifically warned of equipment movements. The public will not be allowed near construction activity.

VIII. SUBCONTRACTOR PARTICIPATION

A. All subcontractors are expected to prepare for and adhere to their contractual obligations to Welliver regarding individual jobsite safety compliance performance. Any deficiencies to that obligation are to be corrected by the pertaining subcontractor supervisor upon discovery. Welliver may issue a "Notice to Remedy" form in order to document the deficiency. If the described and documented deficiencies are not corrected in a reasonable fashion, then a second notice will be issued with the same expectations. Any documentation beyond that point may involve removal of the subcontractor for breach of contract.

B. Safety metrics should be utilized when selecting subcontractors.

IX. CONSTRUCTION MANAGEMENT

A. Jobsites that involve Welliver's Construction Management Group are included in our safety program to the allowable extent of the pertaining contract. All safety compliance communications falling within that guideline are to include the site's general contractor, the other pertaining on-site contractors, the customer, and the Welliver site superintendent.

B. Typical contract language includes wording that states Welliver will review site-specific safety programs developed by each site contractor for the purpose of coordinating the programs with those of the other contractors. If specific site requirements are not included in that documentation (e.g. no smoking on high school campuses), then the program is returned to the specific group for revisions that include such addendums.

C. Within the context of that language, Welliver uses a "notice of remedy" system where Welliver site personnel make regular tours of the site and then document what appear to be compliance issues either with the customer's expectations, OSHA's expectations, or both. Copies of these notices of remedy are given to the pertaining groups, the customer, the site supervision, and the Welliver corporate safety office. Establishing and consistently using this system reminds site personnel of their obligations to fellow workers, the customer, and to applicable compliance guidelines.

X. FIRST-AID AND CPR

A. All Welliver superintendents and supervisors must carry a current CPR and First-Aid card. Participants are certified for two (2) years in Adult CPR and two (2) years in Standard First-Aid.

B. A properly stocked first-aid kit must be available on every project.

1. The first-aid kit must be the appropriate size for the number of employees on site.

C. Where the eyes or body of any person may be exposed to injurious corrosive materials, suitable facilities shall be provided within the work area.

D. Direct access telephone numbers for local emergency personnel and ambulance shall be conspicuously posted.

E. All employees on-site must be aware of the person(s) on-site that are qualified in Standard First-Aid/Adult CPR Training.

F. All Welliver employees trained in emergency response protocols must also know and follow the Bloodborne Pathogen regulations as stipulated in OSHA 29 CFR 1910.1030 (**See Appendix: Attachment E – Bloodborne Pathogens Program**).

XI. SITE HAZARD ASSESSMENT

A. The Superintendent shall ensure that employees are trained in the hazard identification process including the use and care of proper PPE.

B. The Welliver site superintendent shall conduct a hazard assessment PRIOR to the start of work to determine the specific hazards that employees will/may encounter in the course of the project. These hazards may include but are not limited to routine and non-routine activities as well as new procedures, changes in operation, products or services as applicable, poisons, caustics, or other harmful substances; dangerous plants and/or animals; flammable liquids, gases or toxic materials; elevated working/walking surfaces; confined spaces; trenching issues; vehicular traffic routes; and customer/pedestrian exposure.

C. The results of this hazard assessment will be the basis for any additional training that is conducted for all employees assigned to that specific site/project.

D. The Site Hazard Assessment can be a written document however by utilizing a Pre-Task Hazard Analysis, (see Attachment U), the hazards can be identified and prioritized based on the risk associated with the task. The Superintendent should consider charting these tasks out in order of severity and probability of occurrence.
    1. In the Pre-Task Hazard Analysis, hazards are identified through activities that are required to be performed. These identified hazards are then mitigated through instructions and controls that are the result of the input of all affected employees.

XII. LASER (NON-IONIZING RADIATION) USAGE

A. Ionizing Radiation – any activity involving the use of radioactive materials or competent persons specially trained in the proper and safe operation of such equipment shall perform X-rays.

B. Non-ionizing radiation – only qualified and trained personnel shall be assigned to operate laser equipment.

C. The operator of the laser equipment shall have proof of qualification in his possession at all times.

D. The laser operator is required to wear proper anti-laser eye protection.

E. Standard warning posters shall be displayed in areas where a laser is being used.

XIII. ASBESTOS

A. Welliver is not in the business of asbestos abatement and/or handling. Therefore, Welliver employees are not to knowingly handle asbestos materials AT ANY TIME OR FOR ANY REASON.

B. Conversely, Welliver employees must abide by all warning signs, barriers, and established perimeters for asbestos abatement efforts at all times.

XIV. PERSONAL PROTECTIVE EQUIPMENT

A. It will be the superintendent's responsibility and duty, or anyone designated by him/her, to see that employees have and wear required protective equipment.

B. All Welliver employees are required to wear appropriate pants, shirt, hard hat, and safety glasses (with riveted on side shields that bear Z-87 stamped on the frames) at all times.

C. Heavy-duty work boots, maintained in good condition, will be the minimum acceptable foot protection on all jobs. Special trades are encouraged to wear steel-toe shoes or a flexible steel insole (Please note: various Owners/Customers require steel-toe shoes).

D. The use of a face shield is required whenever a chop saw or like equipment is being operated by a Welliver employee.

E. Hearing protection is required whenever created sound exceeds the OSHA guidelines. Typical exposures that exceed that level are chain saws, sand blasting, jackhammer use, and circular saws. When in doubt of the exposure level, wear hearing protection.

F. Each affected employee must demonstrate an understanding of training received and the ability to use PPE properly. When there is a reason to believe that any employee who has been trained does not have the required understanding and skill or there are changes in the workplace, the employee must be retrained.

G. PPE training should be documented. The certification should include the employee name, the dates of training, and the training content.

H. Protective equipment, including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, must be provided, used, and maintained in a sanitary and reliable condition.

I. Where employees provide their own protective equipment, the superintendent will ensure its adequacy, including proper maintenance, and sanitation of such equipment.

J. The hazard assessment will indicate if hazards are present or are likely to be present that will require the use of PPE.

K. PPE should fit properly and consideration should be given to comport. PPE that fits poorly will not afford the necessary protection. Continued wearing of the device is more likely if it fits the wearer comfortably. Protective devices are generally available in a variety of sizes.

L. PPE that becomes defective or damaged shall not be used. PPE that is in disrepair must be discarded or removed from service until repaired.

XV. RESPIRATORY PROGRAM

A. Welliver's respiratory program (**See Appendix: Attachment F – Respiratory Protection Program**) requires that protection be provided and used whenever employees are exposed to gases, vapors, fumes, dusts, or mists. This program includes the fitting, pulmonary testing, physical fitness determination, and equipment care training at selected medical facilities in the Southern Tier. The Injury Management Coordinator is the source for scheduling such appointments PRIOR to the necessary individual use of appropriate respiratory protection.

B. Gloves shall be worn whenever practical to protect hands from cold, cuts, scratches, heat or abrasions. Specifically-designed hand protection will be provided for unusual working conditions, such as chemical or electrical operations.

XVI. FIRE PROTECTION AND PREVENTION

A. Approved type and size of fire extinguishers will be on-site and placed at required locations. One fire extinguisher, size 2A or larger, is required for every 3,000 square feet of floor area.

B. Gasoline or other liquids having a flash point of 99 degrees or less will not be used in lieu of approved cleaning fluids.

C. Fuel storage and dispensing tanks, both with proper secondary containment, will be properly labeled as to contents. An orange fence must be installed around all temporary fuel tanks and "No Smoking" signs will be posted at each tank in plain view. Safety cans meeting OSHA 29 CFR 1926 Safety Standards, including self-closing lids, will be used for hand transporting of flammable fuels or liquids.

D. Gasoline may be transported in five gallon or less safety cans, provided each can is placed and secured in the open bed of the vehicle. If the vehicle is transporting more than five (5) gallons of fuel, then the vehicle must have a placard on it identifying such a load.

E. It is also a requirement that storage of flammable fuels or liquids inside a structure in excess of twenty-five (25) gallons be confined to an approved and labeled storage cabinet.

F. The re-fueling of portable tanks is not to be done in the bed of trucks, as sufficient grounding is not available. The tanks need to be re-fueled only when adequately grounded against static discharge.
G. Employees who are expected to use a fire extinguisher should be trained during orientation. A refresher training class should be held annually.
H. Welliver shall assure that portable fire extinguishers are subjected to monthly visual inspections and an annual maintenance check.

XVII. HAND TOOLS AND POWER TOOLS

A. All tools and equipment will be inspected before being placed into use and daily thereafter. Defective tools and equipment will be taken out of service, replaced, or repaired and re-inspected before being returned to service. Tools and equipment will be repaired and maintained by qualified mechanics.
B. All portable power tools will be equipped with proper guards. The requirements for operating hand tools and portable power tools will be adhered to, as well as any other local requirements that may enhance the operator's safety. Replacement blades MUST be RPM rated for the unit upon which they are installed.
C. ONLY trained and licensed employees will operate powder-activated tools.

XVIII. WOODWORKING TOOLS

A. PRIOR to use, operators of woodworking machinery must be instructed in the applications and limitations of EACH UNIT. This instruction should include:

1. peculiar hazards to that unit;
2. adequate lighting requirements;
3. appropriate protective clothing and PPE;
4. using push stock/blocks (if necessary);
5. turning the machinery off when not in use;
6. insuring the hold-downs and clamps are securely in place;
7. staying away from the direct line of the material passing through it;
8. using sharp bits and blades; and
9. maintaining minimal exposure of grinding wheels, blades, etc.

XIX. CUTTING AND WELDING

A. All Welliver employees must adhere to the company's Welding and Cutting Program (**See Appendix: Attachment G – Cutting and Welding Policy**).
B. Specific job locations may also require the use of cutting/welding permits. These must be utilized as expected at each location (**See Appendix: Attachment H – Cutting/Welding/Burning/Hot Work Permit**).
C. Gas cylinders of any type must be stored as OSHA guidelines dictate. There cannot be deviation from those guidelines at any Welliver jobsite.

XX. ELECTRICAL AND LIGHTING

A. No night operations will be performed without proper lighting. Portable light plants will be used when it is not practical to use stationary floor lights. Night lighting structures will be grounded.

B. When working in an area that requires temporary lighting, all temporary lighting will have a bulb in the fixture and a bulb guard. **NOTE: A GFCI will be used on any item that requires electric power.**

C. Electrical Work Danger from Electrocution:

1. Make sure power is off before installing equipment.
2. All power tools will be grounded and ground fault receptacle outlets will be used.
3. Only qualified personnel will be allowed to perform electrical work.
4. Continually inspect for overhead power wires in areas where scaffolding, cranes, forklifts, conveyors, and concrete pumps are to be used (**See Appendix: Attachment I – Electric Tables**).
5. All cords equipped with ground prongs MUST NOT be used if the prong has been removed. All cords need appropriate strain relief.
6. Temporary cardboard panel covers are not acceptable, as they do not afford sufficient strength to protect the interior of the panel box.

D. When general industry clients require 29 CFR 1910.333

1. Employees shall consider all conductors and parts of electrical equipment that have been deenergized but not been locked or tagged out as being live parts.
2. When a qualified person is working in the vicinity of overhead lines, whether in an elevated position or on the ground, the person may not approach or take any conductive object without an approved insulating handle closer to exposed energized parts than shown in Table S5.

TABLE S5

Voltage range (phase to phase) | Minimum approach distance

300V and less .....| Avoid Contact
Over 300V, not over 750V .....| 1 ft. 0 in. (30.5 cm).
Over 750V, not over 2kV .....| 1 ft. 6 in. (46 cm).
Over 2kV, not over 15kV .....| 2 ft. 0 in. (61 cm).
Over 15kV, not over 37kV .....| 3 ft. 0 in. (91 cm).
Over 37kV, not over 87.5kV .....| 3 ft. 6 in. (107 cm).
Over 87.5kV, not over 121kV .....| 4 ft. 0 in. (122 cm).
Over 121kV, not over 140kV .....| 4 ft. 6 in. (137 cm).

3. Any vehicle or mechanical equipment capable of having parts of its structure elevated near energized overhead lines shall be operated so that a clearance of 10 ft. (305 cm) is maintained. If the voltage is higher than 50kV, the clearance shall be increased 4 in. (10 cm) for every 10kV over that voltage.
4. Employees will be provided with protective shields, protective barriers or insulating materials as necessary.
5. Portable ladders shall have non-conductive side rails.
6. Conductive items such as jewelry or clothing shall not be worn unless they are rendered non-conductive by covering, wrapping or other insulating means.

XXI. LOCKOUT/TAGOUT

A. Welliver typically does not work on or with any customer's energized equipment, as such equipment is usually totally de-energized for removal or waiting to be installed post-construction.

B. In those rare occasions when Welliver is involved with lockout/tagout procedures, the company's procedures will be followed (**See Appendix: Attachment J – Lockout/Tagout Procedures**).

C. With reference to General industry clients we should verify-

1. Periodic inspections of the energy control procedure must be conducted at least annually to ensure that the procedure is being followed. The program should address who performs the inspection (it must be someone other than those actually using the lockout/tagout in progress). A certified review of the inspection including date, equipment, employees & the inspector should be documented.
2. Each employee must affix his/her personal LOTO device to the group lockout/tagout device before engaging in the servicing and maintenance operation. The supervisor in charge of the group lockout/tagout must not remove the group LOTO device until each employee in the group has removed his/her personal device.
3. The authorized employee should ascertain the exposure status of individual group members. Each employee shall attach a personal lockout or tagout device to the group's device while he/she is working & then remove it when finished. During shift change or personnel changes, there should be specific procedures to ensure the continuity of lockout or tagout procedures. Documentation should be specific.
4. The training must include recognition of hazardous energy source, type & magnitude of energy available, methods & means necessary for energy isolation & control. Each authorized employee shall receive adequate training. The training should address that all affected employees are instructed in the purpose & use of the energy control procedure. There should be training provisions included for any other employee whose work operations are or may be in an area where energy control procedures may be utilized. The employee training should also address when tagout systems are used including the limitations of a tag (tags are warning devices & do not provide physical restraint). The training should also include that a tag is not to be removed without authorization. The tag is never to be ignored or defeated in any way.
5. Retraining is required when there is a change in job assignments, in machines, a change in the energy control procedures, or a new hazard is introduced.
6. All training and/or retraining must be signed and documented.

XXII. SCAFFOLDING

A. Scaffolds and lifts are to be used by Welliver employees ONLY.

B. When scaffold is being erected or dismantled it shall bear a sign reading "Incomplete Scaffold - Do Not Use" at all entrance points.

C. A scaffold checklist is available to assist in the confirmation that each unit is constructed properly. Competent individuals must use this checklist ONLY (**See Appendix: Attachment K – Stationary Scaffold Inspection Checklist**).

D. Extending boom aerial lifts usage MUST INCLUDE the use of a safety lanyard and harness for each person in powered boom lift work baskets. The lanyard must be secured to the basket in the appropriate manner.

E. Scissors lifts usage must include the attachment of safety chains and the awareness of all employees in the area of the lift that an overhead hazard exists with the raised platform. Proper

precautions according to the manufacturer's guidelines must be followed for each type of scissors lift used in any and all applications.

F. A qualified person in this subject matter, will train affected employees regarding applicable hazards such as; fall protection, electrical safety, falling object protection, scaffold use and load capacity.

F. Retraining is required in at least the following situations:
   1. Where changes at the worksite present a hazard about which an employee has not been previously trained; or
   2. Where changes in the types of scaffolds, fall protection, falling object protection, or other equipment present a hazard about which an employee has not been previously trained; or
   3. Where inadequacies in an affected employee's work involving scaffolds indicate that the employee has not retained the requisite proficiency.

G. Any unsafe equipment or conditions must be tagged out by a competent person and removed from service until properly repaired or replaced.

H. AERIAL LIFTS
   1. Only trained and authorized person will operate an aerial lift. This training shall be conducted by a qualified person.
   2. There are conditions that require retraining; these conditions are listed under 29 CFR 1926.454(C).
   3. Employees shall be aware of both boom and basket load limits specified on each piece of equipment by the manufacturer and these limits shall not be exceeded.
   4. Employees shall always stand firmly on the floor of the basket, and at no time will he/she use the edge of the basket to sit or climb on or use ladders, planks, or other devices as a work surface.
   5. When working from an aerial lift, each employee will wear and approved fall restraint system that is attached to the boom or basket. The fall restraint system will not be used to attach to adjacent poles, structures or equipment.

I. Extensible and Articulating boom platforms:
   1. Employees shall test the life controls, brakes and operating systems at the beginning of each shift to ensure that the equipment is operating properly.
   2. A vehicle may back up only if it has a reverse signal alarm that is loud enough to be heard when activated OR when a specific observer signals that it is safe to back up.
   3. Aerial lifts will not be "field modified" for any use unless there is written certification from the manufacturer or equivalent entity.
   4. Aerial lifts shall that are near lines rated below 50kVshall maintain a minimum clearance distance or at least 10 feet from the equipment and or load. Any other circumstances will require the input and use of a Pre-Task Hazard Analysis and the input of a qualified person before any work begins.

XXIII. MOTOR VEHICLES

A. All Welliver vehicles will be operated in a fashion consistent with applicable local, state, and federal guidelines. Only authorized employees may operate company vehicles and a valid driver's license must accompany each operator. A copy of the operator's license and documentation of the necessary insurance coverage must be kept on file in the Welliver headquarters in Montour Falls, NY.

XXIV. SITE-SPECIFIC GUIDELINES

A. A qualified signalman will be provided, where deemed necessary by the superintendent, to appropriately signal operators of mechanized equipment for the protection of personnel working nearby.

B. Operations will be so organized that crews are dispersed in such a manner that operations of one crew will not present a hazard to members of nearby crews.

C. All obstructions or hazards that will interfere with construction operations will be removed before work begins.

D. Whenever cranes are involved at a jobsite, maximum compliance must be maintained to eliminate any employees from walking or being under lifted/suspended loads. All crane operators must have a current/valid operator's card.

E. Steel erection at a jobsite presents its own set of hazards. Compliance must be maintained relative to the swing area of the crane, the areas under the suspended steel as it is being lifted/erected, and avoidance of falling object areas (bolts, nuts, etc.) for the duration of the effort.

F. Underground construction is not typically a Welliver application. Any related work that falls within the realm of this type of work will be addressed according to pertaining guidelines.

G. Hand signals for crane operators are included for reference in the appendix (**See Appendix: Attachment L – Crane & Forklift Operators Hand Signals**).

XXV. MATERIAL HANDLING EQUIPMENT

A. Material handling equipment and motor vehicle usage by Welliver employees requires that all necessary inspections are successfully completed prior to operation and that all related vehicles and equipment are operated in a safe and professional manner at all times in all applications.

B. Hand signals for powered industrial lift trucks operators are included for reference in the appendix (**See Appendix: Attachment L – Crane & Forklift Operators Hand Signals**)

C. Rigging----1926.251 (a)(1) reference

1. All rigging will be inspected prior to its use. This inspection is to ensure the equipment is safe to use.
2. Any equipment that is found to be defective shall not be used and will be removed from service immediately.
3. Any rigging equipment used for material handling will be inspected at the beginning of each sift and throughout the shift as necessitated.
4. Part of the inspection shall include the location and visibility of the identification markings which show the safe working loads for the type(s) of hitch (es) used and the angle upon which it is based, and the number of legs if more than one.
5. Any rigging equipment that is not being utilized shall be removed from the immediate work area so as to protect the equipment and workers.
6. While handling material, tag lines will be used unless it creates a greater hazard than not using it.
7. Only hooks that can close and lock will be used on overhaul ball assemblies, lower load blocks or any other attachment assembly.
8. One additional method of an alloy anchor type shackle with a bolt, nut and retaining pin, can be used.

9. Employees should always be cognizant of suspended loads and loads about to be lifted. All employees will be kept clear of these conditions.

XXVI. POWERED INDUSTRIAL LIFT TRUCKS

A. OSHA legislation requires that only trained and authorized employees may operate powered industrial lift trucks. Construction employees must therefore accomplish that training for ANY AND ALL operators.

B. The training class exam is included in the appendix (**See Appendix: Attachment M – Powered Industrial Lift Truck Exam**).

C. All trainers must have the knowledge and ability to teach and evaluate operators.

XXVII. FALL PREVENTION

A. Approved barricades will be furnished and installed when and where required.

B. Danger signs will be placed at hazardous locations.

C. Employees on a working/walking surface with an unprotected side or edge that is six (6) feet or more above a lower level shall be protected from falling by the use of a guardrail system, a safety net system, or a personal fall arrest system.

D. Employees engaged in roofing work follow the guidelines as specified in the appendix (**See Appendix: Attachment N – Roofing Work Fall Protection Guidelines**).

E. Safety harnesses with shock absorbing lanyards will be worn when there is no scaffold or handrail.

F. Riding on loads, hooks, hammers, buckets or a material hoist is expressly prohibited.

G. When in use, retractable lanyards must be attached directly to the harness “D” ring ONLY.

H. Training is required and Written training records will be maintained showing the following:

1. Who was trained, when, dates of training this includes re-training when necessary.
2. Signature of person providing training & date employer determined training was deemed adequate.

I. The Superintendent shall ensure that applicable ANSI & ASTM requirements should be met when purchasing equipment and raw materials for use in fall protection systems.

J. The Superintendent shall provide for prompt rescue of employees in the event of a fall or shall assure the employees are able to rescue themselves.

K. A fall prevention plan shall be site specific and developed be a qualified person.

XXVIII. EXCAVATIONS

A. All excavations shall be in accordance with OSHA CFR 1926.650.

B. All underground installations (i.e. sewer, telephone, fuel, electrical, and water) shall be determined prior to opening an excavation.

C. Excavations four (4) feet or more in depth shall have a stairway, ramp, or ladder for means of egress spaced so that employees require no more than twenty-five (25) feet of lateral travel.

D. All excavations shall be properly barricaded.

E. All excavations a minimum of five (5) feet or more in depth shall be protected from cave-in by sloping, shoring, or benching of the soil.

F. Dig Safely New York, Inc. must be contact via phone at 800-962-7962 a minimum of 48 hours PRIOR TO the commencement of an excavation in New York State.

G. All employees should wear reflective vests when they are exposed to traffic.

H. A competent person should be specified and his duties described.
Duties might include: inspections prior to entry, atmospheric testing, and removal of workers if conditions dictate.

I. Competent persons should examine the possibility of cave-ins, failures or protective systems, etc. If deficiencies are noted, provisions should be made for immediate removal.

J. Employees should not work under loads of digging equipment where there is a possibility that the loads may fall.

K. An inspection by a competent person must be done to protect Employees from the accumulation of water, including the use of shields before work begins.

L. Fall protection for crosswalks and walkways may consist of guardrails or railings.

M. Protective systems must be designed according to the determined soil classification.

N. Air monitoring should be conducted prior to entry into the excavation and at periodic intervals during the job to ensure good air quality. Also to ensure that there are no flammable gases.

XXIX. CONFINED SPACES

A. Confined space work will be accomplished per the Welliver Confined Space Program (**See Appendix: Attachment O – Confined Space Program**), which requires that any employee so involved with an identified confined space work effort has been previously trained in ALL aspects of the application.

B. Welliver approaches confined space work from the standpoint that ALL ENTRIES ARE PERMIT REQUIRED SPACES (**See Appendix: Attachment P – Confined Space Entry Permit**). The company maintains confined space equipment “kits” in its shop, located in Montour Falls, for use at any location by Welliver employees.

XXX. CONCRETE/MASONRY

A. All protruding reinforcing steel shall be guarded to prevent the hazard of impalement.

B. In order to prevent concrete burns, boots shall be worn when placing concrete and skin shall be thoroughly washed off after placing concrete.

C. A limited access zone, in accordance with OSHA CFR 1926.706, shall be established prior to a masonry wall being constructed.

D. The limited access zone shall be:

1. Equal to the height of the wall to be constructed plus four (4) feet and run the entire length of the wall.
2. Established on the side of the wall that is not scaffolded.
3. Restricted to entry by employees actively engaged in the construction of the wall – no other employees shall be permitted to enter the zone.
4. In place until the wall is adequately supported to prevent overturning or until the permanent supporting structure is in place.

E. All masonry walls over eight (8) feet in height shall be adequately braced to prevent overturning and to prevent collapse. The bracing shall remain in place until the permanent supporting structure is in place.

F. An appropriate respirator, proper hearing protection, and a face shield must be worn when cutting blocks.

G. Appropriate personal safety precautions must be taken when using/applying concrete sealer based on the pertaining SDS information.

H. At no time should an employee stand beneath a cement bucket being moved to or from a cement pour location.

XXXI. DEMOLITION

A. Prior to permitting employees to start demolition operations, a survey of the area shall be made by an engineer to determine the condition of the framing, floors, and walls, as well as the collapsing possibility of any portion of the structure.

B. During demolition, a competent person shall make continuing inspections as work progresses to detect hazards created by weakened floors and/or walls. No person shall be allowed to be in jeopardized areas until the structural strength has been reinforced to finish the work safely.

C. When operating a demolition saw or paving breaker, appropriate hearing protection and toe guards are required at all times.

D. When grinding or using a demolition saw, a full-face shield must be worn in conjunction with safety glasses.

E. Welliver typically does not authorize nor qualify persons to handle blasting and/or the use of explosives.

XXXII. POWER TRANSMISSION AND ENERGIZED SUBSTATIONS

A. Welliver does not involve itself with the construction of electric transmission and distribution lines and equipment.

B. When work is done in an energized substation, authorization shall be obtained from a qualified person before work is started.

C. Work on or next to energized control panels shall be performed by designated persons only.

XXXIII. LADDERS AND STAIRWAYS

A. A stairway, ladder or ramp shall be provided at all points of access where a break in elevation of nineteen (19) inches or more exists.

B. Stairways having four or more risers or rising more than thirty (30) inches shall be equipped with a top and mid rail system.

C. The top or top step of a stepladder shall not be used as a step.

D. Ladders used to access an upper landing shall extend at least three (3) feet, but no more than four (4) feet, above the upper landing surface. The ladder shall be secured from movement.

E. Stepladders will not be folded and leaned against a surface for access.

F. Including, and in addition to the above, training shall be used to maximize understanding and compliance with Welliver procedures for ladder and stairway usage (**See Appendix: Attachment Q – Ladders and Stairways Training Program**).

XXXIV. HAZARD COMMUNICATION

A. Hazard communication ensures that the hazards of all chemicals are evaluated and that information concerning their hazards is transmitted to employers and employees. Hazard communication includes container labeling, chemical inventories, Safety Data Sheets and employee training.

B. The Welliver Hazard Communication Program (**See Appendix: Attachment R – Hazard Communication Program**) shall be available on-site for all jobsite employees and will be available to all others only upon written request from the Owner. In the event of such a request, HazCom will be provided for the actual items in use on the jobsite only.

C. Written requests shall be approved by a company officer before being released.

XXXV. LEAD

A. Welliver's Lead Program and a sample of a site-specific lead exposure plan are found in the appendix (**See Appendix: Attachment S - Lead Program & Attachment T – Lead Exposure Site Plan**).

XXXVI. FIELD REMINDERS

A. A listing of general reminders for all field laborers can be found in the appendix (**See Appendix: Attachment U – KISS List**).

XXXVII. CRANES

A. All assembling and disassembly of equipment shall be done according to the manufacturer's procedures and prohibitions.
Welliver does not have a plan for disassembly or assembly.

B. Cranes and equipment must not be assembled or used unless ground conditions are firm, drained and graded to a sufficient extent so that, in conjunction (if necessary) with the use of supporting materials, the equipment manufacturer's specifications for adequate support and degree of level of the equipment are met.

C. The assembly/disassembly of equipment must be directed by a **competent and qualified person.**

D. All work zones shall be identified by either:
Demarcating boundaries (such as with flags, or a device such as a range limit device or range control warning device) and prohibiting the operator from operating the equipment past those

boundaries, or defining the work zone as the area 360 degrees around the equipment, up to the equipment's maximum working radius.

E. Proper training for all team members shall be conducted in accordance with 1926.1408(g), Power Line Safety equipment operations.

F. If it is determined that any part of the equipment, load line or load could get closer than 20 feet to a power line then at least one of the following measures must be taken:
   1. Ensure the power lines have been deenergized and visibly grounded. Also confirm this with the utility owner/operator.
   2. Ensure no part of the equipment, load line or load gets closer than 20 feet to the power line
   3. Determine the line's voltage and minimum approach distance permitted in Table A

G. A competent person must begin a visual inspection of equipment prior to each shift and must be completed either prior to the shift or during the shift. The inspection must consist of observation for apparent deficiencies.
This inspection must include but is not limited to:
Control mechanisms for maladjustments interfering with proper operation.
Control and drive mechanisms for apparent excessive wear of components and contamination by lubricants, water or other foreign matter.
Air, hydraulic, and other pressurized lines for deterioration or leakage, particularly those which flex in normal operation.
Hydraulic system for proper fluid level.
Hooks and latches for deformation, cracks, excessive wear, or damage such as from chemicals or heat.
Wire rope reeving for compliance with the manufacturer's specifications.
Wire rope, in accordance with § 1926.1413(a).
Electrical apparatus for malfunctioning, signs of apparent excessive deterioration, dirt or moisture accumulation.
Tires (if used) for proper inflation and condition.
Ground conditions around the equipment for proper support, including ground settling under and around outriggers/stabilizers and supporting foundations, ground water accumulation, or similar conditions.
The equipment for level position within the tolerances specified by the equipment manufacturer's recommendations, both before each shift and after each move and setup.
Operator cab windows for significant cracks, breaks, or other deficiencies that would hamper the operator's view.
Safety devices and operational aids for proper operation.

H. Equipment must be inspected monthly by a competent person. The inspection must be documented. Documentation must include the following: items checked, results of inspection, and name and signature of the inspector. Documentation must be retained for 3 months. (Documented monthly inspection not required if the daily inspection is documented and records are retained for 3 months)

I. All Welliver 12 month inspections will be a third party inspection. Any deficiencies will be handled according to the applicable OSHA standard.

J. Safety devices are required to be on all equipment and must be in proper working order before operations begin. If any of the devices are not in proper working order the equipment must be taken out of service and operations must not resume until the device is working properly again.

Safety devices must include but are not limited to the following: crane level indicator, boom stops, jib stops, foot pedal brake locks, a horn, and integral holding device/check valve on hydraulic outrigger jacks and hydraulic stabilizer jacks.

K. Employees will comply with all manufacturer procedures applicable to the operational functions of equipment, including its use with attachments.

L. The operator shall have access to procedures applicable to the operation of the equipment. Procedures include rated capacities (load charts), recommended operating speeds, special hazard warnings, instructions and operator's manual. This information shall be readily available in the cab at all times for use by the operator.

M. Whenever there is a safety concern, the operator will have the authority to stop and refuse to handle loads until a qualified person has determined that safety has been assured.

N. A signal person must be provided for the following situations:
   1. The point of operation is not in full view of the operator
   2. The view is obstructed when the equipment is traveling
   3. The operator or the person handling the load determines it is necessary due to site specific safety concerns

O. The program must address safety measures to be used when the equipment has the potential to strike and injure an employee or pinch/crush an employee against any other object.

P. Only those employees qualified by training or experience shall be allowed to operate equipment and machinery.

Q. All operators must be qualified/certified by one of the following methods:

   1. Certification by an accredited crane operator testing organization
   2. Qualification by an audited employer program
   3. Qualification by the U.S. military
   4. Licensing by a government entity

R. The manufacturer must approve all modifications/additions in writing. A registered professional engineer must be qualified with respect to the equipment involved, and must ensure the original safety factor of the equipment is not reduced.

XXXVIII. SILICA

A. OSHA 29 CFR 1926.1153 should be referenced for complete information and guidance.

B. Health problems such as silicosis, lung cancer, pulmonary tuberculosis and other airway diseases have been linked to exposure to silica.

C. This section is intended to go along with the Respiratory Protection Program.

D. Training is required prior to using silica-containing materials or working in an environment known to contain airborne concentrations of Silica. This training will be documented and turned into the Safety Department.

E. Refresher training will be conducted periodically.

F. The permissible exposure limit is 50 micrograms/m3. Employees should be employing the following methods to keep below the PEL.

G. Option 1Table 1 should be referenced as the first option to pre-defined applications and approved control solutions available in the market today.

H. Option2 is to utilize Performance or objective data: Providing objective data proving the control method used reduces silica dust exposure to below the PEL of 50 micrograms/ m3.

I. Option 3 is to have personal monitoring samples that do not exceed 50 micrograms/m3; TWA over an 8-hour period.

J. Respirators must be selected based upon measured exposure levels and the assigned protection factor of the respirators.

K. Engineering controls such as ventilation or wet methods must be used to control silica-containing dusts when possible.

L. Personal protective equipment such as gloves, coveralls and eye protection should be used to control silica exposures.

M. A written exposure control plan is required on jobs that will involve working with silica dust exposure.

N. Medical surveillance exams will be offered for employees required by the standard to wear a respirator for 30 or more days per year.

XXXIX. HEARING/NOISE EXPOSURE

A. A training program shall be provided for all employees who are exposed to action level noise. The training shall be repeated annually for each employee. Training shall be updated consistent to changes in PPE and work processes. The employer shall make available to affected employees copies of the noise exposure procedures and shall also post a copy in the workplace. The employer shall also allow the Assistant Secretary and the Director access to records.

B. A continuing effective hearing conservation program shall be administered when employees are exposed to sound levels greater than 85 dbA on an 8 hour time-weighted average basis.

C. When information indicates that employee exposure may equal/exceed the 8 hr time-weighted avg. of 85 decibels, a monitoring program shall be implemented to identify employees to be included in the hearing conservation program.

D. An audiometric testing program must be established and maintained by making audiometric testing available to all employees whose exposures equal or exceed an 8-hr. time-weighted avg. 85 decibels.

E. Within 6 months of an employee's first exposure at or above the action level, a valid baseline

audiogram shall be established against which future audiograms can be compared. When a mobile van is used, the baseline shall be established within 1 yr.

F. Testing to establish a baseline audiogram shall be preceded by at least 14 hours without exposure to workplace noise. Hearing protection may be used to meet the requirement. Employees shall also be notified to avoid high levels of noise.

G. At least annually after obtaining the baseline audiogram, the employer shall obtain a new audiogram for each employee exposed at or above an 8-hour time-weighted average of 85 decibels. Each employee's annual audiogram shall be compared to that employee's baseline audiogram to determine if the audiogram is valid and if a standard threshold shift has occurred. If a comparison of the annual audiogram to the baseline audiogram indicates a standard threshold shift, the employee shall be informed of this fact in writing, within 21 days of the determination.

H. Unless a physician determines that the standard threshold shift is not work related or aggravated by occupational noise exposure, the employer shall ensure that employees already using hearing protectors shall be refitted and retrained in the use of hearing protectors and provided with hearing protectors offering greater attenuation if necessary. The employee shall be referred for a clinical audiological evaluation or an otological examination, as appropriate, if additional testing is necessary or if the employer suspects that a medical pathology of the ear is caused or aggravated by the wearing of hearing protectors.

I. Welliver will provide Hearing protection and replaced it as necessary. Superintendents will ensure that hearing protectors are worn. Employees shall be properly trained in the use, care & fitting of protectors.

J. The records of all employee exposure and audiometric measurements shall be maintained as required by the regulation.

Welliver Employment Policy

I. PERSONAL CONDUCT

All Welliver employees are allowed freedom in personal conduct, which is consistent with the maintenance of safety, dignity, reasonable discipline, and efficiency. The company expects each employee to maintain the highest degree of integrity and honesty. We expect members of our organization to have such character, sense of fairness, and consideration for others that only a minimum number of formal rules will be required.

II. SEXUAL HARASSMENT

The company's policy on equal opportunity prohibits sexual advances or the sexual harassment of any employee by any other employee or visitor which:

1. imposes a requirement of sexual cooperation as a condition of employment
2. interferes with an individual's work performance
3. creates an intimidating, hostile, or offensive work environment

Sexual harassment is a violation of employment discrimination laws, which include Title VII of the Civil Rights Act of 1964. It includes any unwelcome sexual advance, request for sexual favors, or any other verbal or physical conduct of a sexual nature. Any employee who observes any incident of sexual harassment should immediately report the incident to their supervisor, department manager or company officer. Every employee has the right to report any sexual harassment that may occur in the workplace or that involves a Welliver employee or visitor. Company managers will thoroughly investigate every reported incident of sexual harassment.

III. THEFT

Welliver has always operated in an atmosphere of mutual trust. We expect all employees to honor this trust. Unauthorized possession or removal of company property by an employee without explicit written permission from a supervisor will be grounds for discharge. Theft from fellow employees is also grounds for discharge. All cases of theft will be reported to the proper law enforcement agency and prosecuted to the fullest extent of the law.

IV. WEAPONS/FIREARMS

The following items are prohibited on company premises (including company vehicles and jobsites), unless authorized by the company:

1. Weapons and firearms, including pistols, rifles, bows and arrows
2. Explosives, including TNT, blasting caps, fireworks, ammunition, etc.
3. Incendiary devices

Employees found possessing, transferring, or using any of these prohibited items will be subject to appropriate disciplinary action, which may include discharge.

V. SUBSTANCE ABUSE

All Welliver employees deserve a workplace that operates in a safe and efficient manner. The impairment of any Welliver employee due to his or her use of physical or mind-altering substances may result in the risk of injury to self, other employees, customers, or others. Any physical or mind-altering substance, including but not limited to alcohol, marijuana, illegal drugs, controlled substances or prescription drugs, may cause impairment.

Any employee who begins work while impaired or who becomes impaired while at work is guilty of a major violation of company rules and is subject to severe disciplinary action, up to and including, suspension or dismissal. Also prohibited is the use, possession, transfer or sale of any physical or mind-altering substance on company premises (including company vehicles and company jobsites). Because Welliver values its employees and their well-being, limited resources are available to assist an employee who requests help with substance abuse. A supervisor or manager who suspects a substance abuse case should discuss the situation immediately with a company officer to facilitate assisting the affected employee.

VI. JOBSITE POSTINGS

A jobsite posting will be displayed on jobsites at all times. This posting will contain all relevant employee information and emergency numbers and will pertain to the specific geographic location of the jobsite.

VII. WORKPLACE VIOLENCE POLICY

It is Welliver's policy to promote a safe work environment for its employees. The company is committed to working with its employees to maintain a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. While this kind of conduct is not pervasive at our company, no employer is immune. Disruptive behavior at one time or another will affect every agency.

Violence, threats, harassment, intimidation, and other disruptive behavior in our workplace will not be tolerated; that is, all reports of incidents will be taken seriously and will be dealt with appropriately. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both.

The company needs your cooperation to implement this policy effectively and maintain a safe working environment. Do not ignore violent, threatening, harassing, intimidating, or other disruptive behavior. If you observe or experience such behavior by anyone on company premises or at jobsites, whether he or she is an agent of the company or not, report it immediately to a supervisor or manager. Supervisors and managers who receive such reports should seek any necessary additional advice from the Safety Department regarding investigating the incident and initiating appropriate action.

PLEASE NOTE: Threats or assaults that require immediate attention by security or police agencies should be reported to them first.

Welliver will support all efforts made by supervisors and employees in dealing with violent, threatening, harassing, intimidating, or other disruptive behavior in our workplace, and will monitor whether this policy is being implemented effectively.

VIII. COMMUNICATION

If you have any questions or comments concerning any section of this policy, please contact the Corporate Safety Department at 607.535.5400.

APPENDIX

Attachment A:
Employee Pre-Assignment Safety Checklist

- ❒ Personal protective equipment (PPE) usage includes, but is not limited to, hard hats, work shoes, face shields, Z87 safety glasses with attached side shields, sleeved shirts and long pants. Contact lenses are not to be worn. Hearing and respiratory protection must be worn as necessary.
- ❒ Fall protection must be used in areas as required in OSHA Subpart M or Subpart R of 29 CFR 1926. Welliver policy states that approved fall protection systems must be used when there is danger of falling six (6) feet or more.
- ❒ Welliver employees are required to follow the lockout/tagout procedures, as defined by OSHA 1910.147.
- ❒ Legislation requires that jobsites provide a complete list of SDS sheets for all substances and chemicals that any construction employee may be exposed to. Containers must be properly labeled and training provided to all employees.
- ❒ Welliver employees must report all injuries immediately to their supervisor, who in turn must immediately notify Welliver safety personnel of the injury.
- ❒ Welliver employees must be familiar with, and comply with, each facility's emergency operating procedures.
- ❒ We are expected to keep work areas clean and sanitary. Debris must be cleaned up as created.
- ❒ Designated smoking areas will be defined and must be complied with at all times by all concerned.
- ❒ It is against Welliver policy for employees to be under the influence of, use, sell, transfer, manufacture, or possess alcohol, narcotics, depressants, stimulants, hallucinogens, marijuana, or other dangerous drugs at any time during the course of their work.
- ❒ Firearms are not permitted on Welliver jobsites at any time for any reason.
- ❒ Any type of horseplay or fighting is strictly prohibited.
- ❒ All environmental laws, rules, and regulations regarding or relating to the control, storage, use or disposal of hazardous materials shall be followed.
- ❒ Welliver employees shall be required to follow 29 CFR 1926.404, which requires GFCI usage.
- ❒ Whenever confined space entry procedures are necessary, they must meet jobsite customer expectations and the OSHA standards.
- ❒ Welliver employees are required to utilize appropriate tools for the job to be performed.
- ❒ Welliver employees are required to report any unsafe acts or conditions to management.
- ❒ Welliver employees must be trained in the use of and maintain efficient accessibility to appropriate fire extinguishers.

APPENDIX

Attachment A

Employee Pre-Assignment Safety Checklist (continued)

- ❒ Welliver employees must ensure all compressed gas cylinders are properly stored, capped, or regulated. Storage of oxygen and acetylene cylinders must be at least twenty (20) feet apart.
- ❒ Welding, cutting, burning, and open flame operations will not be started without a suitable fire extinguisher within twenty-five (25) feet.
- ❒ Weekly safety meetings shall be conducted and documented with all employees. A copy of the documentation will be given to the Welliver Safety Department.
- ❒ Welliver is required to maintain and provide upon request training records and injury statistics that are current and in compliance with OSHA record-keeping requirements.
- ❒ Warning signs and/or barriers must be used to alert those who work in hazardous areas. Barriers shall not be removed without the approval of an appropriate member of site supervision.
- ❒ It is not permissible to allow ANYONE to use high-pressure air to blow dust off of clothing or skin surfaces at any time for any reason.
- ❒ Particular attention is to be paid to all electrical applications, gravity-related issues (scaffolds, fall protection systems, etc.), and struck-by and caught-between hazards, in accordance with OSHA's focused-inspection requirements. Welliver qualifies as a focused-inspection employer on all of our jobsites.
- ❒ The OSHA Multi-Employer legislation applies at jobsites where more than one employer can be represented and thereby exposed to work site hazards. Any employee who creates a jobsite hazard, controls the creation of jobsite hazards, does not correct jobsite hazards, or has employees exposed to jobsite hazards falls under this legislation. Welliver typically falls under at least three of the four categories as a site general contractor (Translation: we should not be creating hazards!).
- ❒ Specific site safety/compliance issues and/or hazards (if any):

_____

_____

_____

_____

_____

_____

I have read and understand the Welliver Sexual Harassment Policy. My signature below indicates my willingness to comply with the policy as presented. I further understand that Welliver employees make every attempt to work in a manner that avoids injuries and safety/compliance citations at all times. My signature below indicates my willingness to comply with that policy.

APPENDIX

Welliver Employee Signature: _____

Orientation Given By (Signature): _____

Jobsite/Project: _____

Date: ___/___/_____

|Attachment A

APPENDIX

Attachment B:
Weekly Safety Inspection Report
(See next page)

WELLIVER
PLAN | MANAGE | BUILD

WELLIVER
SAFETY PROGRAM

Weekly Safety Inspection Report

Project Site:	
Project Number:	
Superintendent:	
Inspector:	

Topic:	A	B	N/A	Action Taken
1. Job Information				
Job poster in place and current?				
Emergency numbers on poster?				
2. PPE				
Hard hat suspension size adjustment in back?				
Z87 safety glasses with attached side shields?				
Respirators used as expected?				
Hearing protection being worn as expected?				
Gloves in use as expected?				
Steel-toed shoes, as required?				
3. Housekeeping				
Aisle ways clear?				
Waste containers available/emptied regularly?				
Cords and leads to the side or off of the floor?				
Is the site "Tour Ready?"				
4. Signage/Barricades				
Work areas so designated?				
Laser signs in place?				
"No Smoking" signs in place?				
5. Fire Prevention				
Fire extinguisher every 75 ft./3000 sq. ft./floor?				
6. First Aid/Medical Emergencies				
Kit available/accessibility/fully stocked?				
ART forms available to appropriate personnel?				
Emergency procedures known?				
7. Electrical Safety				
Extension cords/tool cords have ground prong?				
GFCIs in use everywhere?				
Electric panel boxes have covers in place?				
Extension cords in warranted condition?				
8. Sanitation				
Restrooms accessible and clean?				
9. Hand, Power, & Powder-Actuated Tools				
Hand tools regularly inspected?				
Guards in place?				
Tools being used as designed?				
Licensed operators for powder-actuated tools?				
10. Fall Protection				
Safety rails/cables tight and secured properly?				
Harness/lanyard usage as expected/needed?				
Warning lines in place?				

A = Acceptable B=Not Acceptable N/A=Not Applicable

WELLIVER
PLAN | MANAGE | BUILD

WELLIVER
SAFETY PROGRAM

Weekly Safety Inspection Report

Topic:	A	B	N/A	Action Taken
11. Ladders/Stairways				
Ladders positioned properly?				
Ladders in expected condition?				
Stepladders being used in fully opened position?				
No step at top or top rung of stepladders?				
Stairways lighted, clear, & equipped with stair rails?				
12. Scaffolding				
Inspected daily?				
Footing still sound?				
All rails, toe boards, etc. in place?				
All work surfaces fully planked?				
Proper access?				
13. Floor/Wall Openings				
Planked over or barricaded?				
"Hole" painted on planks covering hole?				
Coverings secured?				
14. Trenches/Excavations/Shoring				
4 ft.$^{+}$ deep – ladder/way out every 25 ft.?				
More than 5 ft. deep – shored/sloped/benched?				
Materials, etc. back away from edges?				
15. Material Handling				
Properly stored/stacked?				
All personnel clear from raised loads?				
Tag lines in use?				
Sufficient personnel used to minimize strains?				
16. Cutting/Welding				
PPE in use?				
Permit needed/current?				
Fire extinguisher(s) available to the work area?				
Equipment used properly and in good condition?				
17. Compressed Gas Cylinders				
Stored upright and secured?				
Oxygen tanks at least 20 ft. away from all others?				
18. Concrete Work				
Adequate PPE for all dust/skin hazards?				
Wheelbarrow runs/aisles clear and adequate?				
19. Hazard Communication				
Are all containers marked and appropriate?				
MSDS library available to all personnel?				
20. Powered Industrial Lift Trucks (Forklifts)				
All units fully operational?				
All operators fully trained/licensed?				
21. Demolition				
Is the building/area's structure safe?				
Is asbestos evident or anticipated?				

A = Acceptable B=Not Acceptable N/A=Not Applicable

Weekly Safety Inspection Report

Additional Comments:

Site Personnel Advised: _____

Inspector Signature: _____ Date: _____

APPENDIX

Attachment C:
Drug and Alcohol Policy

It is the desire of Welliver that all companies and individuals present at our work sites recognize the value of adhering to the Welliver Safety Program. The construction industry must seek to minimize the risk of bodily injury and possible loss of life. The purpose of our Safety Program is to recognize and remediate conditions leading to accidents and to cooperate with government agencies responsible for work site safety.

A. **Enforcement and Discipline:**

1. All employees must be impressed with the fact that adherence to safety rules are a condition of their employment and that refusal or constant neglect of safety rules cannot be tolerated and is a basis for discharge.
2. All Welliver employees deserve a workplace that operates in a safe and efficient manner. The impairment of any person on a Welliver jobsite due to his or her use of physical or mind-altering substances may result in the risk of injury to self, other employees, customers, or others.
3. Any physical or mind-altering substance, including but not limited to alcohol, marijuana, illegal drugs, controlled substances, or even certain prescription drugs, may cause impairment. Any employee who begins work while impaired or who becomes impaired while at work is guilty of a major violation of company rules and is subject to severe disciplinary action up to and including suspension or dismissal. Also prohibited is the use, possession, transfer or sale of any physical or mind-altering substance on company premises (including company vehicles and company jobsites). A supervisor or manager who suspects a substance abuse case should discuss the situation immediately with a company officer to facilitate potential professional assistance for the effected employee.
4. As stated elsewhere herein, the Superintendent will be responsible for their respective jobsite safety program. It will be his/her prerogative to delegate a portion of the responsibility to a supervisor or another qualified individual.

B. **Drug Testing Requirements:**

1. **Applicability:** all Welliver employees are subject to the controlled substance and alcohol testing rules.
2. **Pre-Employment/Assignment:** no employee shall be permitted to initially work at a jobsite until they have received the alcohol test results (0.04 substance tests or less) and a negative controlled substance test result.
3. **Post-Accident:** if an employee is involved in an accident resulting in property damage, personal injury or worse, or a moving violation resulting in a DOT recordable accident, the employer shall require the employee to be tested for alcohol within two (2) to eight (8) hours and the employee shall be tested for controlled substances within thirty-two (32) hours of the accident.

APPENDIX

Drug and Alcohol Policy (continued)

4. **Random:** Welliver may randomly test a number of employees equal to twenty-five (25) percent of the average number of employee positions per year for alcohol testing and fifty (50) percent for controlled substance testing. The random alcohol test request may be performed at any time during work activities. All employees must have an equal chance of being selected.
5. **Reasonable Suspicion:** an employee is required to submit to an alcohol and/or controlled substance test when a properly trained company official or supervisor, with the assistance of a second company official or supervisor, has observed and documented the employee's behavior that may indicate alcohol or controlled substance abuse.
6. **Return to Duty:** an employee returning from a leave of absence relating to substance rehabilitation must undergo an alcohol test with substance testing that results in a finding indicating an alcohol concentration of less than .02 and a controlled substance test with a result indicating a verified negative result.
7. **Follow-Up:** a substance abuse professional must require follow-up testing after referral. A minimum of six (6) tests must be conducted in the first twelve (12) months and the employee testing results must be retained as follows:

    1. Five Years:
        - Alcohol test results indicating a Breath Alcohol Concentration (BAC) of 0.02 or greater
        - Verified positive drug test results
        - Refusals to submit to required alcohol and drug tests
        - Required calibration of Evidential Breath Testing (EBT) devices
    2. Two Years:
        - Records related to the collection process and required training
    3. One Year:
        - Negative and canceled controlled substance test results
        - Alcohol Test results indicating a BAC of less than 0.02

C. **Location of Records:** all required records are maintained in a secure location with limited access, and shall be made available for inspection by authorized individuals.

D. **Program Availability:** the Welliver headquarters in Montour Falls, NY, shall provide educational materials explaining the training/employee requirements of these regulations, as well as Welliver policies/awareness regarding alcohol misuse and controlled substances abuse. At a minimum, detailed discussions should include:

1. The fact that the Safety Department and site supervision personnel are designated to answer questions related to our Drug and Alcohol Program and expectations.
2. The circumstances under which an employee will be tested and the procedures that will be used for testing.

APPENDIX

Drug and Alcohol Policy (continued)

3. Explanations of the requirement that an employee must submit to the testing, as well as what constitutes an employee's refusal to submit to testing.
4. The consequences for employees who have violated the testing requirements, which is discipline up to and including suspension or dismissal from the company.
5. Information concerning the effects of alcohol misuse, and controlled substances abuse on health, work, and personal life.

Attachment D:
OSHA Inspection Procedures

I. PURPOSE

This program's purpose is to outline a procedure for the management of OSHA inspections on Welliver projects. Additionally, this program will provide the Superintendent with the information needed to handle an OSHA jobsite inspection in the event that a representative from the Welliver corporate office is unable to accompany the Compliance Safety and Health Officer (CSHO) during the inspection process.

II. REASONS FOR OSHA INSPECTION

There are a number of reasons why a work site may be selected for an OSHA inspection, including the following:

A. **Fatality or Catastrophe:** OSHA received a report of a fatality or catastrophe (an accident involving the hospitalization of three or more employees) – both of which are required to be reported by the employer to OSHA – or an imminent danger situation is reported.

B. **Formal Complaint:** OSHA received a formal (written) complaint filed by an employee or employee representative that addresses unsafe workplace conditions.

C. **Informal Complaint:** OSHA sent the company a letter asking it to respond to allegations of a hazard made in an informal (unwritten) employee complaint and the company failed to respond.

D. **Referral:** a referral has been made by another government agency concerning unsafe conditions at the jobsite. Referrals can be generated from government personnel, such as building inspectors, district attorneys, and emergency response personnel. Publicized accidents or accidents that result in contact with public emergency agencies may be considered as referrals and lead to an OSHA inspection.

E. **Programmed:** your jobsite has been selected at random by OSHA from information obtained from Dodge reports for an inspection.

F. **Follow-Up Inspection:** OSHA conducts a follow-up inspection to confirm that violations noted in previous inspections or items to be corrected as a result of a settlement agreement with OSHA have been abated.

G. **Special/Local/National Emphasis Programs:** OSHA conducts an inspection due to any one of these OSHA emphasis programs.

III. PROCEDURE

When OSHA arrives on site, the compliance officer will locate the designated point of contact (Superintendent) and present his/her credentials. The OSHA Compliance Officer should be

APPENDIX

OSHA Inspection Procedures (continued)

invited into the job trailer. The Superintendent should inform the Compliance Officer that a representative from the corporate office must be contacted to accompany OSHA during the walkthrough. Request a delay of the

inspection until a company representative is on-site or has had an opportunity to speak to the Compliance Officer. Be polite with your request and make sure the Compliance Officer understands that the request is not a delay tactic and that you are following a company policy requiring a representative from the corporate office be present during inspections.

In the event no one from the corporate office is able to accompany the Compliance Officer during the walkthrough, the Superintendent will be required to handle the inspection. The procedures for handling an inspection should be fully understood by the Superintendent.

IV. OPENING CONFERENCE

A. An inspection begins with an opening conference. During this conference, the appropriate information shall be documented on the OSHA Inspection Management Form. The objective of the opening conference is to provide effected employers and employees with an explanation of the scope and purpose of the inspection and how the inspection will be conducted. The Compliance Officer is required to inform the employer of what type of inspection will be conducted. Inspection types include:

1. General scheduled inspection
2. Fatality/catastrophe investigation
3. Complaint investigation
4. Referral inspection
5. Special emphasis inspection
6. Abatement (follow-up) inspection

B. The Compliance Officer will request background information to fill out their inspection report, which includes:

1. Jobsite name and address
2. Corporate office address and telephone number
3. Number of employees
4. Accident and illness information (OSHA 300)
5. Names of employees and employee representative

C. If an inspection is the result of a formal employee complaint, the employer will receive a copy of the complaint from the OSHA Compliance Officer at the opening conference. Copies of the complaint should be furnished as follows:

1. Copy of every complaint to the general contractor
2. Copy of every complaint against the general contractor to all subcontractors whose employees are exposed to the alleged hazards
3.

OSHA Inspection Procedures (continued)

4. Copy of every complaint against a subcontractor to that subcontractor and to others whose employees are exposed

D. If the Compliance Officer does not offer a copy of the complaint, the Superintendent should request it. If none is provided, inform OSHA that company policy requires a copy of the complaint be provided before granting an inspection. Inform the Compliance Officer that you will be happy to grant an inspection upon receiving a copy of the formal complaint.

V. INSPECTION

A. It is very important that during the opening conference you find out why the inspection is being conducted and what the scope of the inspection will cover.

B. Inspections conducted due to alleged imminent danger and complaint inspections should be limited to the area of the alleged violated condition and fatality/accident investigations should be limited to the area of the accident. An expanded inspection may be done if the inspection record of the employer indicates a history of significant violations or other legitimate reasons. An expanded inspection in this case requires authorization by the OSHA Area Director.

C. Referral inspections should be limited to the specific items addressed in the original inspection.

D. Special emphasis inspections should be limited to the areas covered by the program.

NOTE: The Compliance Officer should be limited to inspect only the areas addressed during the opening conference. The Superintendent should request another opening conference to explain any inspection activities that reach beyond the scope of the original inspection.

VI. WALK-AROUND

A. A representative from the corporate office or the Superintendent will accompany the Compliance Officer during the walk-around. As discussed, it should be clearly understood from the beginning which areas the Compliance Officer intends to inspect. These areas are the only areas that the Compliance Officer should be allowed to inspect. If work is not being performed in certain areas, inform the Compliance Officer that these areas are inactive. Do not leave a Compliance Officer unattended and do not volunteer any extra information or expand the scope of the inspection. Anything that is said during the walk-around could help the Compliance Officer prove a violation exists.

B. The Compliance Officer is required to follow all safety rules as detailed in Welliver's Safety Program.

APPENDIX

OSHA Inspection Procedures (continued)

C. This includes requiring proper personal protective equipment (PPE). If the Compliance Officer cannot comply with Welliver's rules and regulations, you should insist compliance to further prove the company's commitment to safety and health.

D. Do not allow the Compliance Officer to interfere with production activities unless those activities are endangering the employee(s).

E. If the Compliance Officer mentions a violation, diplomatically demand a means or method of abatement. Get technical and ask questions about the Compliance Officer's background in each apparent violation. It is the Compliance Officer's responsibility to know how to abate the alleged violation. If there are any undisputed violation's pointed out during the walk-around, they should be corrected immediately, if possible. This shows good faith and may help in future negotiations with OSHA. Do not admit any fault when taking corrective actions.

F. If a Compliance Officer feels a violation exists, do not argue but politely disagree with an interpretation and try to convince the Compliance Officer to understand and accept your point of view. Once a citation is issued, it is difficult to get it withdrawn.

G. During the inspection, the Compliance Officer is authorized to talk to employees about working conditions. You cannot forbid your employees to talk to the Compliance Officer; however, you are within your rights to inform employees that they are not required to talk to OSHA.

H. The Compliance Officer may use a video camera or a camera to document violations. A camera should be used to take the same photographs the Compliance Officer takes from the same angle at the same time. After the inspection, additional photos may be taken from different vantage points, which may offer some insight into OSHA's case if citations are issued.

VII. CLOSING CONFERENCE

At the conclusion of the inspection, the Compliance Officer will hold a closing conference to inform all contractors of alleged violations. The violations should be described and the appropriate section of the standard violation should be indicated. The Compliance Officer should inform you if there will be a referral to another Compliance Officer to check on potential violations outside his/her expertise. Ask for a copy of the Compliance Officer's notes from the inspection. The Compliance Officer is not required to provide these notes, but your request may be honored.

Immediately after the Compliance Officer leaves the jobsite, document your point of view about the alleged violations. Take additional pictures from different vantage points and obtain written statements from employees. If OSHA interviewed any employee(s) during the inspection, re-interview those employees and document what was discussed.

APPENDIX

Attachment E:
Bloodborne Pathogens Program

I. PURPOSE

The Welliver Exposure Control Plan is the following written policy relating to the control of infectious disease hazards where employees may be exposed to direct contact with bodily fluids or other materials capable of sustaining potentially infectious injury. Procedures for the control of exposure to bloodborne pathogens are found in this document and are established through company work rules, safety meetings, and training programs. If provisions of handwashing facilities are not feasible, then an appropriate antiseptic hand cleanser in conjunction with cloth/paper towels or antiseptic towelettes must be provided by the company.

II. SCOPE

Welliver will apply the concept of universal precautions to the management of wastes regulated under the OSHA 1910.1030 – Occupational Exposure to Bloodborne Pathogens regulations. “Universal Precaution” refers to a system of infectious disease control which assumes that every direct contact with bodily fluids is potentially infectious and requires that every employee exposed to direct contact with bodily fluids be protected as though these fluids were HBV (Hepatitis B Virus) or HIV (Human Immunodeficiency Virus) infected. Therefore, universal precautions are intended to protect workers from parenteral, mucous membrane, and non-intact skin exposures to bloodborne pathogens. Since the status of all bodily fluids is generally unknown, it is this company’s policy to handle all bodily fluids and materials contaminated with bodily fluids as potentially infectious.

III. RESPONSIBILITY

It is this company’s commitment to provide a safe and healthy workplace for all employees.

IV. COMMITMENT

Employees covered by the Bloodborne Pathogens Standard will receive an explanation of this plan during their initial training and also receive annual refresher training. All employees will have an opportunity to review this plan at any time during their work shift by contacting the appropriate member of Welliver supervision, including the Safety Department. Copies of this plan will be issued to employees without charge within fifteen (15) working days of request. Welliver is responsible for reviewing and updating the plan annually or as needed to reflect new or modified tasks and procedures that affect occupational exposures and to reflect new or revised employee positions with occupational exposure. Failure by an employee to adhere to the exposure control procedures as outlined in this plan may result in disciplinary actions up to and including discharge.

V. EXPOSURE DETERMINATION:

A. For the purpose of this plan, “occupational exposure” means “…reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials defined as: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid,

pericardial fluid, peritoneal fluid, amniotic fluid, saliva and dental procedures, any bodily fluid that is visibly contaminated with blood, and all bodily fluids; any unfixed tissue or organ (other than intact skin) from a human (living or dead): and HIV containing culture medium or other solutions: and blood, organs, or other tissues from experimental animals infected with HIV or HBV." This determination is based on risks incurred while performing one's' job or procedures without the use of personal protective equipment (PPE). The Welliver job classifications in which all employees may have occupational exposure include first-aid responders, project supervision, sewer equipment operators, equipment decontamination personnel, and others. The job classifications in which some employees have occupational exposure include laborers, equipment maintenance personnel, and janitorial/services. The tasks and procedures performed by these groups where occupational exposure MAY occur includes initial first-aid response, sewer cleaning, CPR administration, waste material packaging and disposal, surface decontamination, and any work involving exposure to biological wastes or blood and bodily fluids.

B. When an employee has an occupational exposure, the Hepatitis B vaccine will be made available to that employee at no cost to the employee.

C. Complete medical records for each employee with occupational exposure will be maintained for at least the duration of employment plus 30 years.

VI. ENGINEERING CONTROLS

Engineering controls shall be used to eliminate or minimize employee exposure whenever possible. Where occupational exposure remains after institution of these controls, personal protective equipment (PPE) shall also be used. Engineering controls will be examined and maintained or replaced on a regular basis to ensure their effectiveness. Examples of engineering controls include use of shovels or scoops to handle contaminated materials and/or puncture and leak resistant containers. Welliver will utilize additional site-specific engineering controls as necessary. New technologies in exposure control will be evaluated and implemented whenever possible to further reduce the likelihood of occupational exposure. These new technologies (if applicable), as well as the effectiveness of the existing engineering controls, will be reviewed by Welliver's Safety Department at least annually.

VII. WORK PRACTICE CONTROLS

Work practice controls will be used to eliminate or minimize employee exposures. Where occupational exposure remains institution of these controls, personal protective equipment (PPE) shall also be used. Work practice controls are the most critical to an effective exposure control program because they encompass an employee's actions while at a jobsite. All employees must understand and adhere to these procedures in addition to the utilization of the other controls provided by Welliver.

VIII. PERSONAL HYGIENE

The immediate washing of hands and other affected body parts with anti-bacterial soap and water is encouraged and is recognized as the most effective means of limiting contact with

APPENDIX

Bloodborne Pathogens Program (continued)

infectious materials. When handwashing facilities are not feasible, then an appropriate antiseptic hand cleanser in conjunction with cloth/paper towels or antiseptic towelettes will be provided by the company.

IX. WASTE DISPOSAL

Only closable, leak-proof, puncture resistant, red and/or labeled containers are used to contain waste materials.

X. PERSONAL PROTECTIVE EQUIPMENT (PPE)

This topic includes, but is not limited to, gloves that prevent contact at all times with any substance being handled, face shields to minimize splash effects on the face and head, Tyvek suits where appropriate, and boots which provide foot protection at all times. All PPE that is used in exposure and clean up procedures must be disposed of properly and in approved packaging.

XI. SPILL CLEANUP

Disinfectant solutions must include EPA registered “hospital disinfectants.” Examples of acceptable solutions are:

A. Hydrochloride solution with 500 ppm of available chlorine (this solution is made with a 1:100 dilution of common household bleach and water – approximately ¼ cup bleach per one gallon of water).

B. Quaternary ammonium salt solution (400 ppm active agent).

C. Exposure to hot water of at least 180 degrees Fahrenheit for a minimum of fifteen (15) seconds.

XII. DECONTAMINATION

All tools and other equipment that have come into contact with hazardous fluids and substances must be cleaned with the appropriate disinfectants. The residue from this cleaning must be disposed of properly. This also applies to floors, walls, etc. that also were subjected to the contamination.

XIII. ADDITIONAL AWARENESS TRAINING BASIS 1910.1030

Whenever a Welliver employee takes American Red Cross training for standard first-aid and/or CPR that thereby presents the possibility of exposure to bodily fluids, they must participate in bloodborne pathogens training, which must be re-certified at least annually.

APPENDIX

Bloodborne Pathogens Program (continued)

This training includes, but is not limited to:

A. An accessible copy of the regulatory text of this standard and an explanation of its contents.

B. The recordkeeping requirements of this standard.

C. An explanation of Welliver's exposure control plan, which is intended to identify the methods that will prevent or reduce exposure, including engineering controls, work practices, and personal protective equipment. This explanation must include the means to obtain a copy of the control plan.

D. An explanation of the methods of recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.

E. An explanation of the symptoms and modes of transmission of bloodborne diseases.

F. Information on the Hepatitis B vaccine.

G. Information on the actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.

H. Clean-up and follow-up procedures to be taken in the event of an exposure incident.

I. Information on the post-exposure evaluation and follow-up that Welliver is required to provide for the employee following an exposure incident.

J. Any additional training that is required when changes in the standards or modification of tasks or procedures occur.

K. The fact that documentation of all bloodborne pathogen training must remain on file for three (3) years after each training date.

APPENDIX

Attachment F:
Respiratory Protection Program

I. PURPOSE

The primary objective of this program is to protect employees from inhalation and ingestions of harmful levels of air contaminants.

II. POLICY

Employees shall not knowingly be exposed to air contaminants that exceed the limits detailed in OSHA Regulation CFR 1910.1000. When there is a probability of exposure to air contaminants exceeding these limits, proper respiratory protections shall be required. Welliver has expressly authorized the Safety Division to halt any company-related work activity where there is danger of personal injury/illness. This policy includes respiratory hazards.

III. SCOPE

This policy applies to all personnel in the performance of their jobs with Welliver.

IV. PROCEDURES FOR SELECTING RESPIRATORY PROTECTION

A. Determination of Need for Respiratory Protection

1. The supervisor of any operation involving the release or possible release of airborne contaminants, such as dusts, gases, fumes, mists, etc., should contact the Superintendent or Management for advice on precautions to be taken.
2. The Superintendent shall evaluate the hazard and determine if exposure to contaminants can be eliminated by environmental controls.
    a. Example: Substitution of a less hazardous procedure or material, use of general and local ventilation, or enclosing or isolating the operation(s)
3. When effecting engineering controls have reduced exposures to the lowest possible level and the air quality still exceeds a Permissible Exposure Limit (PEL), the Superintendent will make a decision on the need for respirators based on Safety Data Sheets, industrial hygiene monitoring, medical experience, and/or other pertinent information.

B. Operations Requiring Respiratory Protection

1. All employees performing jobs that have been determined to include respiratory hazards shall be informed of this requirement. This shall be done through direct communication between Welliver site management and the involved employees. The correct respirator(s) to be used must be specified in this communication, and posted as necessary in the area where the job exists.

APPENDIX

Respiratory Protection Program (continued)

C. Selection and Procurement of Respirators

1. Respirators shall be selected according to the hazard(s) to which workers are exposed, keeping in mind the physical and chemical properties of the air contaminant(s) and concentration(s) likely to be encountered.
2. Prior to donning a respirator, Welliver employees are required to be medically evaluated and fit-tested. After successfully passing the medical examination and the fit-test, respirators will be provided by Welliver and will be permanently assigned to employees that require their use routinely. Respirators for operations involving short-term use will be temporarily assigned to employees and returned to the facility upon completion of the task, where they will be cleaned and properly stored for future use. Replacement air purifying respirators will be issued when needed.
3. The respirators utilized by Welliver are NIOSH-certified Air Purifying Respirators that remove particulate or gaseous contaminants by passing ambient air through the air purifying filter, cartridge, or canister. Air purifying respirators must not be used in atmospheres containing less than 19.5% oxygen by volume.
4. In cases where air purifying respirators are not utilized due to the presence of a hazardous atmosphere, contaminant hazards have not been identified, or employee exposure and protection needed has not been identified or reasonably estimated, the atmosphere shall be considered to be Immediately Dangerous to Life and Health (IDLH). In these circumstances, a full-face piece pressure demand Self-Containing Breathing Apparatus (SCBA) or a combination full-face piece pressure demand supplied-air respirator (SAR) with auxiliary self-contained air supply will be utilized.

NOTE: Respiratory protection can be achieved through good work practices and the use of air purifying half-face or full-face respirators provided that respirator limitations are not exceeded. Use of a Self-Containing Breathing Apparatus or a Supplied Air Respirator typically does not apply to construction activities. In cases where the use of one of these respirators is required, the employee(s) who will be required to don the respirator will receive the necessary medical evaluation, fit-testing, and associated training prior to wearing the SCBA or SAR.

D. Respirator Approval

1. Only respirators approved (tested and certified) by both the National Institute for Occupational Safety and Health (NIOSH) and the Mine Safety and Health Administration (MSHA) should be used. Respirators shall be used only for the substances for which they are designed.

E. Medical Approval

1. Employees will not be assigned to tasks requiring use of respirators unless it has been determined that they are physically able to perform the work while wearing a respirator. Persons who will be assigned to the mandatory use of respirators will

APPENDIX

Respiratory Protection Program (continued)

have their medical history reviewed by a company-designed medical provider before starting the job where such protections have been deemed necessary. The medical status of those required to use respirators should be viewed periodically thereafter. Based on the overall health of the individual, a doctor shall determine if the employee is to be restricted from wearing respiratory protective equipment. If a restriction is applied, supervision is notified and this fact is indicated on the employee's medical records.

2. Employees required to wear any respirator will be required to fill out a medical questionnaire that will be sent to the physician after it is completed. The physician will review the questionnaire and determine whether a medical evaluation is needed. The employee will then be given an opportunity to discuss the questionnaire and the examination results with the physician.
3. Employees who voluntarily wear filtering face pieces (dust masks) which MUST be rated N95 at a minimum, and are not exposed to a Permissible Exposure Limit (PEL), will not be required to be medically evaluated. Employees who voluntarily wear any other type of respirator will be required to be medically evaluated.

F. Training

1. Respirators should not be worn when conditions prevent a good face seal. Such conditions may be a growth of beard, sideburns, a skullcap that projects under the face piece, or safety glasses temples. The absence of one or both dentures can also seriously affect the face piece fit. Worker diligence in observing these factors will be evaluated by periodic and random checks.
2. Employees required to use a respirator shall be trained at least annually by Welliver's Corporate Safety Department. Additional training will be provided when needed. This training must be documented and shall include:
   a. Why the respirator is necessary and how improper fit, usage, or maintenance can compromise the protective effects of the respirator
   b. What the limitations and capabilities of the respirator and the air purifying filters, cartridges, and canisters are
   c. How to use the respirator effectively in emergency situations, including situations in which the respirator malfunctions
   d. How to inspect, put on and remove, use, and check the seals of the respirator
   e. What the procedures are for maintenance and storage of the respirator
   f. How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators
   g. Procedures for proper use of respirators in routine and reasonably foreseeable emergency situations

APPENDIX

Respiratory Protection Program (continued)

h. Procedures to ensure adequate air quality

i. Instructions to employees who voluntarily use filtering face pieces (dust masks) when such use is not required

j. Instructions from respirator manufacturer

V. FIT-TESTING

A. Qualitative Fit-Test

1. Prior to initial use of any tight-fitting respirator, each employee will be fit-tested with the same make, model, style, and size of the respirator they will be using. Fit-testing will be done annually or when a change in the employee's physical condition could affect respirator use. This is done to ensure that each employee is able to obtain a good face piece-to-face seal. The Respiratory Program Administrator following established protocol will perform the fit-test.

2. Documentation of fit-tests performed will be maintained at Welliver's headquarters. The records will contain information in accordance with the record-keeping requirements set forth in 1910.130(m).

B. Positive and Negative Pressure Tests

A. Respirator users shall be trained in how to perform positive and negative pressure tests and should use them each time the respirator is donned as means of quickly checking respirator fit.

A. Positive Pressure Test: closing off the respirator exhalation valve using the palm of the hand and exhaling gently into the face piece performs this test. The fit is considered satisfactory if slight positive pressure can be built up inside the face piece without any evidence of outward leakage.

B. Negative Pressure Test: In this test, the user closes off the air inlet of the respirator by covering it so that it cannot pass air; inhales gently so that the pace piece collapses slightly; and hold breath for about 10 seconds. If the face piece remains slightly collapsed and no inward leakage is detected, a suitable fit exists.

C. Inspecting, Cleaning, Storage, and Maintaining Respirators

1. Employees must inspect their respirator each day it is used for proper function, including checking inhalation and exhalation valves, face piece, and wear and condition of head straps. Rubber elastomer parts shall be inspected for pliability and signs of deterioration.

2. Filter, cartridge, or canister life must not be exceeded. Gas and vapor cartridges must be equipped with an End of Service Life Indicator (ESLI) certified by NIOSH.

APPENDIX

Respiratory Protection Program (continued)

3. When this type of cartridge is not available, they must be replaced before the end of the service life.

4. Respirators permanently assigned must be thoroughly cleaned with a sanitizing solution by the employee after each use. Respirators issued for temporary use will be cleaned when they are returned. Respirator cleaning procedures will follow the manufacturer's guidelines or the following protocol as per Appendix B-2 to 1910.134 will be utilized.

5. Clean respirators should be stored either in a clean bag, a big coffee can, or in a clean storage cabinet. Respirators must be stored properly to prevent deformation of the face piece and exhalation valve. To prevent damage, respirators should not be stored in toolboxes unless they are in carrying cases or cartons. Also protect respirators from dust, sunlight, extreme temperatures, excessive moisture, and damaging chemicals.

6. A selection of replacement parts, cartridges, and filters is available from your supervisor. Any repairs or replacement of parts must be done in accordance with the manufacturer's specifications and done by a trained person using NIOSH-approved parts designed for the respirator.

7. When repairs are made on respirators, NISOH-approved repair parts must be used, which are designed for that specific respirator. Interchanging between different models will void the respirator's certification and may cause dangerous air leaks or equipment failure.

D. **Program Evaluation**

1. Random inspections should be conducted regularly by the Safety Department to ensure that respirators are properly selected, used, cleaned and maintained. Deficiencies will be noted and corrective measures taken. Failure to wear a respirator when required will result in disciplinary action as per Welliver's Disciplinary Program.

APPENDIX

Attachment G:
Cutting and Welding Policy
(Includes Compressed Gas Cylinder Usage)

I. USE OF FUEL GAS/COMPRESSED GAS CYLINDERS

A. Before a regulator is attached to a cylinder valve, the valve must be opened slightly (cracked) and then immediately closed to clear the valve of dust/debris. The person performing this step must stand to the side of the outlet, and there CANNOT BE welding work, sparks, open flame, or other possible sources of ignition in the immediate area.

B. In order to prevent damage to the regulator after it has been attached to the cylinder, the valve must be opened slowly. DO NOT open the valve more the 1 to 1½ turns to facilitate quick closing of the valve in an emergency. If a special wrench is used, it must be left in position on the valve stem, also to facilitate quick closing in an emergency. At no times should the need to close a valve be prevented by items placed on the valve or around the cylinder to prevent access to it.

C. Fuel gas shall not be used from cylinders through torches or other devices with their own shutoff valves without reducing the pressure with a suitable regulator attached to the cylinder valve or manifold.

D. Whenever it is necessary to remove the regulator from a cylinder valve, the valve shall always be closed and the gas released from the regulator first.

E. Whenever the cylinder valve is opened and a leak is found around the valve stem, the valve must be closed at that point and the gland nut tightened. If this action does not stop the leak, then the cylinder must be taken out of service, tagged for repair, and removed from the work area. If fuel gas is found to be leaking from the cylinder valve, and the gas cannot be shut off, then the cylinder must be properly tagged and removed from the work area.

   NOTE: If a regulator attached to the cylinder valve stops the leak, the cylinder does NOT need to be removed from the work area.

F. Welliver requires that all torches include the use of a flashback arrestor unit. This unit typically is attached between the end of the supply hoses and the torch itself.

II. CUTTING AND WELDING PRECAUTIONS

A. When welding electrode holders are to be left unattended, the electrodes shall be removed and the holders placed or protected so that they cannot make electrical contact with employees or conducting objects.

B. The welding cords need to be in good repair and there cannot be taped or jeopardized sections of the cords in the last ten (10) feet of the holder end of the leads.

C. Hot electrode holders must not be dipped in water or other liquids, as the very minimum hazard is electrocution and/or resulting fire.

APPENDIX

Cutting and Welding Policy (continued)

D. Whenever the arc welder or cutter must be left for an appreciable length of time (i.e. coffee/bathroom breaks, lunch, meetings, etc.), the power supply to the unit must be opened.

E. ANY faulty or defective equipment must not be used and shall be reported to the appropriate supervisor.

F. Whenever welding, cutting or other sources of heat operations warrant, additional personnel shall be assigned to guard against fire both during the operation and for a minimum of one half-hour after the end of the operation. Such personnel must be instructed as to their purpose and how to respond to ANY fire/smoke situation that may arise.

G. ANY substances or surface coverings whose flammability is unknown must be determined before welding/cutting/heating operations commence.

H. Proper personal protective equipment (PPE) must be used that includes, but is not limited to, gloves, masks, respirators, hearing protection, and eye protection.

I. Employees involved in welding/cutting shall be sufficiently trained in the safe use of their equipment and the safe use of the application.

J. Employees will not perform cutting/welding if fire hazards cannot be moved to a safe place or guards cannot be used to control/confine heat, sparks, slag and protect the immovable fire hazard(s).

K. Proper ventilation and respiratory protection will be required when welding or cutting of lead base metals, zinc, cadmium, mercury, beryllium or other metals or paints not listed here.

APPENDIX

Attachment H:
Cutting/Welding/Burning/Hot Work Permit

Do not burn or weld until the following precautions have been taken:

Date: _____

Building: _____

Department & Floor: _____

Work to be Done: _____

_____

Contractor: _____

Permit Expires: Date: _____ **Time:** _____

APPENDIX

Cutting/Welding/Burning/Hot Work Permit (continued)

Important: Prior to issuances of "Hot Work" permit, the below area must be evaluated to determine if "Hot Work" will be appropriate for the area and what precautions must be taken.

Check Each Item Applicable to Job:	**YES**	**NO**	**N/A**
1. Sprinklers are working and will not be taken out of services until burning or welding is complete.	_____	_____	_____
2. There are no flammable dusts, vapors, powders or liquids in the burning or welding areas. Empty/full containers or equipment containing flammable material have been purged or moved.	_____	_____	_____
3. Monitor testing is necessary prior to and during all hot work where the work may pose a fire or explosion hazard. Examples: fuel oil storage or piping; acid storage or piping; natural gas meter station or piping; lubrication oil storage area; and wax grade equipment.	_____	_____	_____

Time: _____ **%O2:** _____ **%LEL:** _____

Time: _____ **%O2:** _____ **%LEL:** _____

Time: _____ **%O2:** _____ **%LEL:** _____

If the above 3 items are safe, proceed with the following:	**YES**	**NO**	**N/A**
1. Pipeline, tank area, etc. are properly vented.	_____	_____	_____
2. Sewers and trenches flushed with water.	_____	_____	_____
3. Where practical, all combustible materials located immediately beneath or adjacent to the burning or welding area have been removed from the area or covered with a flameproof cover. Care should be taken to ensure sparks do not get into or through floor openings to any combustibles on lower levels.	_____	_____	_____
4. Burning or welding will be confined to the area of equipment specified in this permit.	_____	_____	_____
5. **SAFETY WATCH:** competent person has been assigned to watch for dangerous sparks in the rear beneath burning and welding operation and know how to use fire equipment.	_____	_____	_____

APPENDIX

Cutting/Welding/Burning/Hot Work Permit (continued)

	YES	NO	N/A
6. Ample portable fire extinguishing equipment (i.e. hand hose, extinguisher, etc.) have been provided. The nearest eyewash and safety shower has been tested. A fully charged ABC-class fire extinguisher is within ten (10) feet of hot work.	_____	_____	_____
7. Precautions have been taken so that combustible flows, walls, ceilings, and roofs cannot be affected by the hot work operations.	_____	_____	_____
8. Measures have been taken to prevent the transfer of fire or spark from the hot work area to adjacent equipment or areas by way of ducts or conveyors.	_____	_____	_____
9. Measures have been taken to eliminate any/all special hazards of welding or burning on panels with combustibles, behind sheetrock walls, or sandwich construction.	_____	_____	_____
10. Screen has been put in place to prevent flash.	_____	_____	_____
11. Area immediately beneath and around work area has been barricaded to detour pedestrian/vehicle traffic. Example: Yellow – “Enter with Caution” or Red – “Do Not Enter”	_____	_____	_____
12. Welding cables and cutting hoses strung to work site is not a tripping hazard.	_____	_____	_____
At Conclusion of Hot Work:	**YES**	**NO**	**N/A**
1. Welding screen blankets removed and properly stored.	_____	_____	_____
2. Barricading banner removed.	_____	_____	_____
3. Welding cables and cutting hoses removed and properly stored.	_____	_____	_____
4. Used fire extinguisher(s) replaced and turned in for re-charging.	_____	_____	_____
5. Jobsite check for latent sparks thirty (30) minutes after work is complete.	_____	_____	_____

APPENDIX

At conclusion of work, I have re-examined the work area:

Superintendent/Supervisor Signature: _____

Time: _____

THIS PERMIT MUST REMAIN VISIBLY POSTED <u>DURING</u> ALL HOT WORK

|Attachment H

APPENDIX

Attachment I:
OSHA Electric Tables

TABLE K-1 – Working Clearances

Nominal voltage to ground:	Minimum clear distance for conditions*		
	(a)	(b)	(c)
	Feet (2)	Feet (2)	Feet (2)
0-150	3	3	3
151-600	3	3.5	4

* Conditions (a), (b), and (c) are as follows:

a. Exposed live parts on one side and no live or grounded parts on the other side of the working space, or exposed live parts on both sides effectively guarded by insulating material. Insulated wire or insulated bus bars operating at not over 300 volts are not considered live parts.

b. Exposed live parts on one side and grounded parts on the other side.

c. Exposed live parts on both sides of the workspace [not guarded as provided in Condition (a)] with the operator between.

Footnote (2) Note: For International System of Units (SI): one foot = 0.3048m.

TABLE K-2 – Minimum Depth of Clear Working Space in Front of Electrical Equipment

Nominal voltage to ground:	Conditions*		
	A.	B.	C.
	Feet (2)	Feet (2)	Feet (2)
601-2,500	3	4	5
2,501-9,000	4	5	6
9,001-25,000	5	6	9
25,001-75 kV	6	8	10
Above 75 kV	8	10	12

* Conditions A., B., and C. are as follows:

A. (j)(3)(i)(a) Exposed live parts on one side and no live or grounded parts on the other side of the working space, or exposed live parts on both sides effectively guarded by insulating material. Insulated wire or insulated bus bars operating at not over 300 volts are not considered live parts.

B. (j)(3)(i)(b) Exposed live parts on one side and grounded parts on the other side. Walls constructed of concrete, brick, or tiles are considered to be grounded surfaces.

C. (j)(3)(i)(c) Exposed live parts on both sides of the workspace [not guarded as provided in Condition (a)] with the operator between.

Footnote (2) Note: For International System of Units (SI): one foot = 0.3048m.

APPENDIX

OSHA Electric Tables (continued)

TABLE K-3 – Elevation of Unguarded Energized Parts Above Working Space

Nominal voltage between phases:	Minimum Elevation
601-7,500	8 feet 6 inches
7,501-35,000	9 feet
Over 35 kV	9 feet plus 0.37 inches per kV above 35 kV

Footnote (1) Note: For International System of Units (SI): one inch = 25.4mm; one foot = 0.3048 m.

APPENDIX

Attachment J:
Lockout-Tagout Procedures

Whenever a job requires existing customer equipment to be electrically locked out or otherwise de-energized (e.g. hydraulic lines, pneumatic lines/tools, and any other "stored energy" source), to safely perform the task, the following procedure must be followed:

A. Notify personnel in the building/area of the need to shut down and lockout a piece of equipment. The task of properly de-energizing the necessary equipment MUST be done by the customer employee/operator.

B. Confirm that ALL POSSIBLE SOURCES OF ENERGY to the equipment have been de-energized and locked out. Keep in mind that all electrical disconnection and lockout must occur at the main voltage source for that equipment.

   Example: 480-volt motors are locked out at the 480-volt motor disconnect and NOT at the control power or E-stops, which only de-activate the 120-volt power.

DANGER: Failure to correctly locate all energy sources could result in serious personal injury due to the unexpected activation of equipment.

C. Remember that some electrical equipment (welders, power tools, etc.) equipped with a plug will not have a disconnect. This equipment should be unplugged and, if necessary, tagged out.

DANGER: Failure to completely disconnect switches will result in incomplete removal of potential electrical supply to the device, which could result in serious personal injury due to the unexpected activation of equipment.

D. IF SO DIRECTED, apply a Welliver lockout tag to prevent the switch from being moved to the energized position that is IN ADDITION TO the customer's lock. Apply a tag properly labeled with your name, date, and reason for the lockout. The key must be in your pocket or otherwise under your control.

DANGER: Failure to apply this additional lock could result in equipment/machinery being re-energized/re-started, which may result in serious personal injury. Failure to properly label your lockout could result in missed or poor communication and/or serious personal injury.

E. SAFELY ATTEMPT TO RE-START the equipment to verify all sources of energy have been properly locked out. This step IS THE MOST IMPORTANT PART of this procedure because it will identify if the other steps have been correctly performed. If the equipment starts or energy continues to be released from any component of the machinery, then correct the situation or contact your supervisor.

APPENDIX

Lockout-Tagout Procedures (continued)

DANGER: Failure to verify effectiveness of lockout could result in equipment/machinery that was assumed to be locked out unexpectedly starting, causing serious personal injury.

F. Work can now be performed on and around the pertaining equipment/machinery.

G. When the work is complete or you are otherwise done working on the equipment (shift change), you must remove your own lockout ONLY. If the equipment is ready to go back into service, then the customer must be notified of that status. If the customer feels that the equipment itself is not ready/needed for service, then it must remain locked out by the customer.

DANGER: Unauthorized removal of somebody else's lock could result in serious personal injury due to the unexpected activation of equipment.

NOTE: Locking out of equipment is a personal responsibility and is done to protect YOU from serious personal injury or death. However, it is Welliver's stated objective to ensure that this policy is followed correctly every time it is needed. Therefore, failure to correctly implement this lockout procedure, whenever required, will result in disciplinary action up to and including termination.

I have been trained to properly perform the Welliver Lockout-Tagout Procedures.

Signature: **Date:**

APPENDIX

Attachment K:
Stationary Scaffold Inspection Checklist

Project: _____ **Date:**_____

	YES	NO
1. Are scaffold components and planking in safe condition for use and is plank graded for scaffold use? (INSPECT ALL COMPONENTS for rust, broken welds, splits, cracks, distortions, etc.)	_____	_____
2. Have competent persons been in charge of construction? Who? Names: _____	_____	_____
3. Are sills properly placed, adequate size, full bearing on the ground and capable of carrying loads? Note: Sills at least 2"x10" or solid underneath (i.e. concrete); blocking 24" minimum pieces of 2"x10" lumber, mailed together and to sills	_____	_____
4. Is all frame spacing and frame size capable of carrying intended loads? Note: Load strength able to support scaffold weight plus **at least** four times the maximum intended load applied.	_____	_____
5. Have adjustable bases/legs been used to level scaffold instead of unstable objects such as concrete blocks, loose bricks, etc.? Note: Adjustable legs extended to a maximum of 12"	_____	_____
6. Do base plates and/or adjustable base/legs have full bearing on sills? Are they centered and nailed on the sills?	_____	_____
7. Is the scaffold level and square on each level?	_____	_____
8. Are required diagonal and horizontal braces properly installed? Note: Horizontal braces are **required** at the same height as vertical ties (see #16)	_____	_____
9. Is the platform fully planked and toe boards provided where necessary? Note: Full planking required at each **work** level; on continuous runs, ends must overlap a combined **total** of 12", centered; end overhangs must be a minimum of 6" and a maximum of 12". Pre-fabricated platforms with hooked ends are an approved alternative.	_____	_____
10. Are planks secured to prevent movement?	_____	_____
11. Has proper access been provided? Note: Proper access is defined as stairs, ladder framing that does not require climbing around the ends of planking, gates/hatches, extension ladders, from an adjacent building/structure, or stepping up/down more than 24"	_____	_____

WELLIVER SAFETY PROGRAM

WELLIVER PLAN | MANAGE | BUILD

APPENDIX

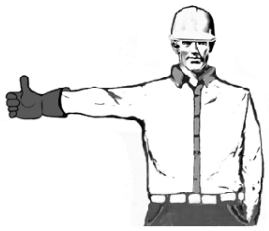
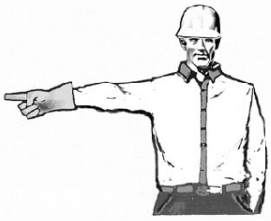
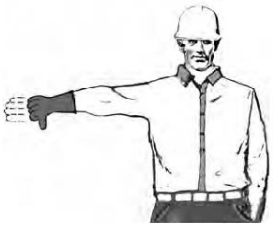
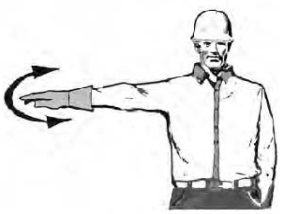
Stationary Scaffold Inspection Checklist (continued)

	YES	NO
12. Have required guardrails, toe boards and gates been provided and are they properly installed? Note: Scaffolding over 10' **must** have toe boards and fall protection. Scaffolding over 10' that does not have toe boards **must have** a limited access zone around the base to prevent **anything** that may fall off of the platforms from striking anyone on the levels below. Railings need to be between 36"-45" high (38"-45" as of 1/12000). If cross bracing is used as the upper rail, the cross point must be between 38"-45" from the planking/working surface. A mid rail **must** be provided that is placed roughly in the center of the space between the upper rail and the planking/working surface. If cross bracing is used as the central rail, the cross point must be between 20"-30" from the working surface.	_____	_____
13. Have necessary rest areas been provided every 20 feet in height in the access area?	_____	_____
14. Has overhead protection or wire screening been provided where necessary? Note: Plywood or a minimum of 18 gauge, ½" wire mesh is **required** whenever pedestrian traffic will travel beneath the scaffolding.	_____	_____
15. Are required tie-ins installed and secure? Note: Scaffolding tie-off levels above the base or any tie level shall not be greater than four times the minimum base dimension. (Example: 5' wide = not greater than 20' above the base or lower during erection. Scaffold less than 30' long needs a minimum of two horizontal ties.)	_____	_____
16. Are brackets properly installed and secure (side wall, end wall, inside corner brackets)? Note: No materials can be placed on bracketed planking – personnel usage **only**. Brackets must be planked full width, and have a maximum load of 25 pounds per square foot. Compensation, additional ties or stand offs, may be needed for side-loaded pressure due to bracketed platform usage.	_____	_____
17. Are accessories properly installed and secure? Note: Check trusses, tube and clamps, access units, gates open inward, all Pos-I-Locks and toggle locks.	_____	_____
18. Is scaffold free of makeshift devices or ladders to increase height?	_____	_____
19. Is the scaffolding area secure from ground washouts, wind loading, electric lines, etc.?	_____	_____
20. Is the scaffold that is now in use being overloaded? Note: Deflection should not be more than: Plank Span = 6' is 11/4"; 7' is 13/8"; 10' is 2". Length of plank/60 deflection.	_____	_____

Scaffolding Approved: _____ YES _____ NO **Inspector's Signature:** _____

Attachment L:
Crane and Forklift Operators Hand Signals

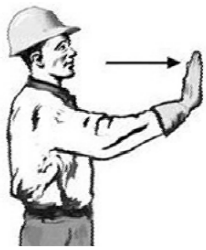
Mobile Crane Operator Hand Signals

 HOIST With upper arm extended to the side, forearm and index finger pointing straight up, hand and finger make small circles.	 LOWER With arm and index finger pointing down, hand and finger make small circles.	 USE MAIN HOIST A hand taps on top of the head. Then regular signal is given to indicate desired action.	 USE WHIPLINE (Auxiliary Hoist) With arm bent at elbow and forearm vertical, elbow is tapped with other hand. Then regular signal is used to indicate desired action.
 BOOM UP With arm extended horizontally to the side, thumb points up with other fingers closed.	 BOOM DOWN With arm extended horizontally to the side, thumb points down with other fingers closed.	 MOVE SLOWLY A hand is placed in front of the hand that is giving the action signal. (Hoist slowly shown in example.)	 SWING With arm extended horizontally, index finger points in direction that boom is to swing.
 BOOM DOWN AND RAISE THE LOAD With arm extended horizontally to the side and thumb pointing down, fingers open and close while load movement is desired.	 BOOM UP AND LOWER THE LOAD With arm extended horizontally to the side and thumb pointing up, fingers open and close while load movement is desired.	 STOP With arm extended horizontally to the side, palm down, arm is swung back and forth.	 EMERGENCY STOP With both arms extended horizontally to the side, palms down, arms are swung back and forth.

APPENDIX

Crane and Forklift Operators Hand Signals (continued)

Mobile Crane Operator Hand Signals

 **TRAVEL** With all fingers pointing up, arm is extended horizontally out and back to make a pushing motion in the direction of travel.	 **DOG EVERYTHING** Hands held together at waist level.	 **TRAVEL (BOTH TRACKS)** Rotate fists around each other in front of body; direction of rotation away from body indicates travel forward; rotation towards body indicates travel backward. (For crawler cranes only)	 **TRAVEL (ONE TRACK)** Indicate track to be locked by raising fist on that side. Rotate other fist in front of body in direction that other track is to travel. (For crawler cranes only)
 **TELESCOPE OUT (TELESCOPING BOOMS)** With hands to the front at waist level, thumbs point outward with other fingers closed.	 **TELESCOPE IN (TELESCOPING BOOMS)** With hands to the front at waist level, thumbs point at each other with other fingers closed.	 **TELESCOPE OUT (TELESCOPING BOOMS)** One hand signal. One fist in front of chest with thumb tapping chest.	 **TELESCOPE IN (TELESCOPING BOOMS)** One hand signal. One fist in front of chest, thumb pointing outward and heel of fist tapping chest.

APPENDIX

Crane and Forklift Operators Hand Signals (continued)

Tower Crane Operator Hand Signals

HOIST

With upper arm extended to the side, forearm and index finger pointing straight up, hand and finger make small circles.

LOWER

With arm and index finger pointing down, hand and finger make small circles.

TOWER TRAVEL

With all fingers pointing up, arm is extended horizontally out and back to make a pushing motion in the direction of travel.

TROLLEY TRAVEL

With palm up, fingers closed, and thumb pointing in direction of motion, hand is jerked in direction trolley is to travel.

STOP

With arm extended horizontally to the side, palm down, arm is swung back and forth.

DOG EVERYTHING

Hands held together at waist level.

MOVE SLOWLY

A hand is placed in front of the hand that is giving the action signal. (Hoist slowly shown in example.)

SWING

With arm extended horizontally, index finger points in direction that boom is to swing.

EMERGENCY STOP

With both arms extended horizontally to the side, palms down, arms are swung back and forth.

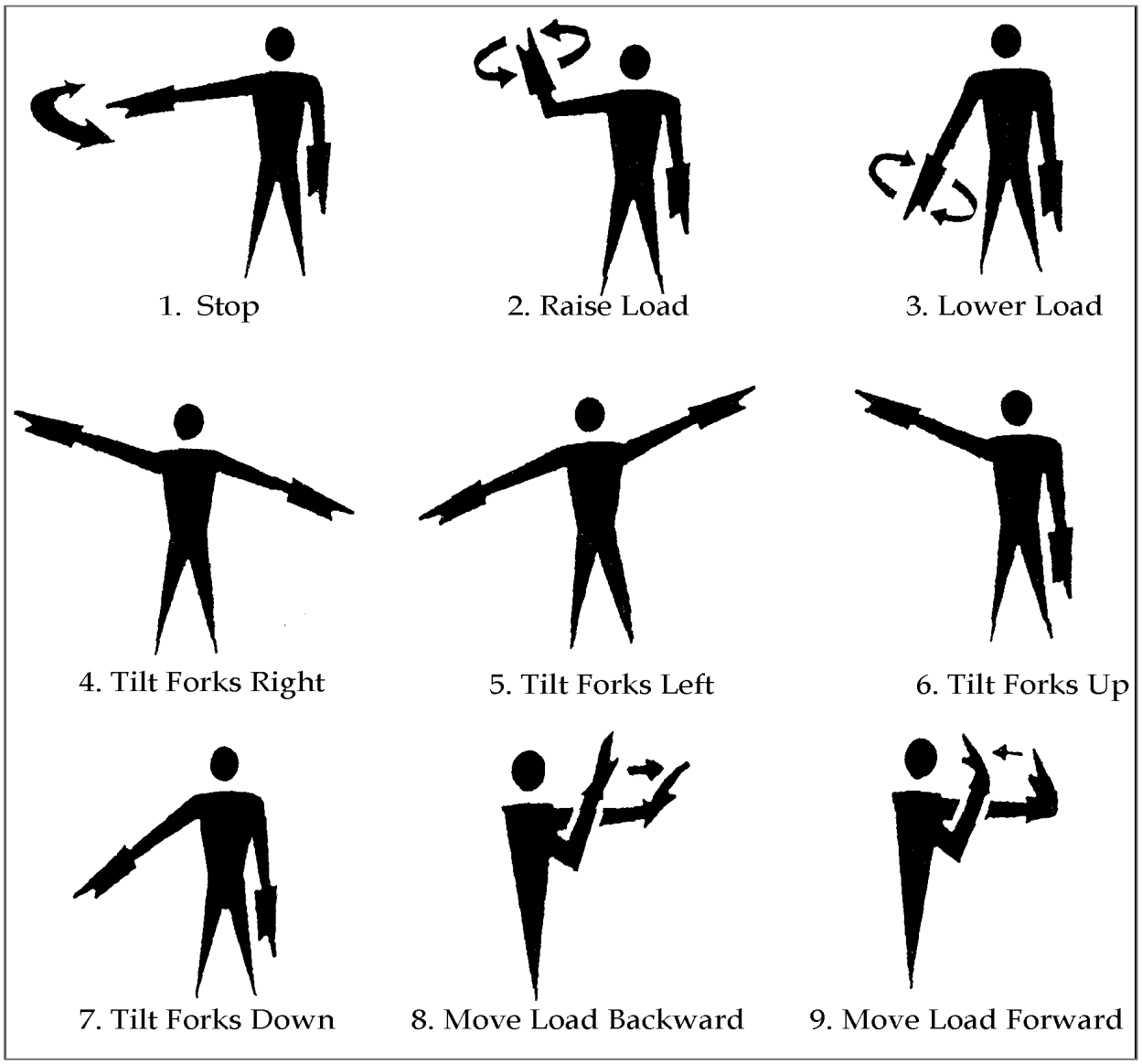
APPENDIX

Crane and Forklift Operators Hand Signals (continued)

Forklift Operator Hand Signals

Instructions to Signalman:

1. Only one (1) person to be the signalman.
2. Make sure the operator can see you and is able to acknowledge the signal given.
3. Signalman must watch the load as the operator is watching you.
4. Never raise or lower the load over the other workers. Warn them to keep out of the way.
5. Watch for overhead lines or other obstructions.



APPENDIX

Attachment M:
Powered Industrial Lift Truck Exam

Employee: _____

Company/Division: _____Date: _____

Hands On Evaluation Date:_____ Evaluation By: _____

Read each statement carefully and circle the response that most fully answers each question.

1. Who can operate forklifts?
    a. Truck drivers
    b. Supervisors
    c. Any employee who is on duty
    d. Trained and authorized employee

2. How many people are permitted to ride on a forklift?
    a. Only the operator
    b. The operator plus any two authorized operators
    c. Up to three if reasonable hand holds are available
    d. There is no pre-determined limit

3. Forklifts have what type of suspension?
    a. Leaf springs
    b. Three-point
    c. Four-point
    d. Coil springs

4. How often should operators inspect their forklift?
    a. Hourly
    b. Weekly
    c. Each shift
    d. Monthly

5. Who has the right-of-way?
    a. The largest forklift
    b. Pedestrians
    c. Forklifts approaching from the right
    d. Forklifts in the main aisle

6. Which is the first before driving into a trailer?
    a. Check that the rear wheels have been checked
    b. Raise the forks high enough to clear the dock plate
    c. Give the truck driver your home phone number
    d. Advise dock supervisor you are entering the trailer

APPENDIX

Powered Industrial Lift Truck Exam (continued)

7. How high should a load be carried?
    a. High enough to clear any bumps on the floor
    b. 2 to 4 inches whenever and wherever possible
    c. Low enough to see over
    d. High enough to see under

8. When traveling down a ramp or incline:
    a. Back down when loaded
    b. Back down on Fridays
    c. Always back down
    d. Use your own judgement

9. How soon should repairs be made to a forklift?
    a. As soon as possible
    b. At the next scheduled maintenance time
    c. Before the unit is used
    d. At the end of your shift

10. When is it okay to travel with a load raised more than a few inches?
    a. Whenever you want
    b. Whenever you know the floor to be free of bumps
    c. Whenever it improves your visibility
    d. Only when that clearance guideline is not possible

11. The minimum distance the forks should be extended into a pallet is:
    a. As far as they will go
    b. Half way
    c. Quarter way
    d. Far enough to balance the load

12. When should the load be tilted back on the mast?
    a. Before driving forward
    b. Before backing
    c. Before raising
    d. When necessary to improve load balance

13. Who is responsible for checking the security of a floor surface before traveling on it?
    a. Dock supervisor
    b. Forklift operator
    c. Truck driver
    d. Whoever the company designates

APPENDIX

Powered Industrial Lift Truck Exam (continued)

14. Training on one type of vehicle:
    a. Qualifies the operator for that type of vehicle
    b. Is sufficient for all company forklifts
    c. Is a NASCAR guideline
    d. Is necessary only at construction sites

15. The first thing to do when refueling:
    a. Park the vehicle and apply the emergency brake
    b. Disconnect the fuel line
    c. Put on additional personal protective equipment (PPE)
    d. Depends on the unit

16. Propane is:
    a. Heavier than air
    b. Completely safe in all situations
    c. Lighter than air
    d. The best power source for forklifts

17. A forklift operator's performance must be evaluated:
    a. Monthly
    b. Yearly
    c. Every three years maximum
    d. Every five years maximum

18. When mounting or dismounting a forklift, face:
    a. Away from the forklift
    b. Toward the forklift
    c. Do it the most comfortable way for you
    d. Jump on or off

19. You can get under a raised load to check it:
    a. For debris that may fall off
    b. To be sure that the fork position is correct
    c. Never get under a raised load
    d. Whenever you feel it is necessary

20. Gas or diesel spills:
    a. Are not a problem as they will evaporate quickly
    b. Should be cleaned up immediately following safety procedures
    c. May explode, so remove the forklift form the area
    d. None of the above

APPENDIX

Powered Industrial Lift Truck Exam (continued)

Performance Test for Forklift Operators

Employee: _____ Date: _____ Original Training Date: _____

☐ 1. Shows familiarity with truck controls	☐ 16. Load balanced properly
☐ 2. Gave proper signals when turning	☐ 17. Forks under load all the way
☐ 3. Slowed down at intersections	☐ 18. Appropriate seat belt use
☐ 4. Sounded horn at intersections	☐ 19. Checked bridgeplates/ramps
☐ 5. Obeyed signs	☐ 20. Did place loads within marked area
☐ 6. Kept a clear view of direction of travel	☐ 21. Did stack loads evenly and neatly
☐ 7. Turned corners correctly/aware of rear end swing	☐ 22. Did drive backward when required
☐ 8. Yielded to pedestrians	☐ 23. Did check load weights
☐ 9. Drove under control & within proper traffic aisles	☐ 24. Did place forks on floor when parked, controls neutralized, brake on set, power off
☐ 10. Approached load properly	☐ 25. Followed proper instructions for maintenance, checked both at beginning and end
☐ 11. Lifted load properly	☐ 26. Completed Brake inspection
☐ 12. Maneuvered properly	☐ 27. Performed 10-second “Back Up Alarm” test
☐ 13. Traveled with load at proper height	
☐ 14. Lowered load smoothly/slowly	
☐ 15. Stops smoothly/completely	

Evaluated on:

☐ Rough Terrain Forklift ☐ Industrial Forklift

Evaluator: _____

Date Card Issued: _____

Card Issued By: _____

APPENDIX

Attachment N:
Roofing Work Fall Protection Guidelines

I. GENERAL GUIDELINE

The OSHA (and Welliver) general guideline for the duty to have fall protection is stated as follows: All employees on a walking working surface with an unprotected side or edge, which is six (6) feet or more above a lower level, shall be protected from falling by the use of a guardrail system, safety net system, or personal fall arrest system.

II. STEEP ROOF GUIDELINE

The OSHA (and Welliver) steep roof (>4' in 12') guideline for the duty to have fall protection is stated as follows: All employees on a walking working surface with an unprotected side or edge that is six (6) feet or more above a lower level shall be protected from falling by the use of a guardrail system, safety net system, or personal fall arrest system.

III. LOW-SLOPE ROOF GUIDELINE

The OSHA (and Welliver) low-slope (<4' in 12') roof guideline for the duty to have fall protection is stated as follows: All employees on a low-sloped roof surface with an unprotected side or edge that is six (6) feet or more above a lower level shall be protected from falling by the use of a guardrail system, safety net system, or personal fall arrest system, or a combination of warning line system and safety net system, or warning line system and safety monitoring system, or on low-sloped roofs fifty (50) feet or less in width, the use of a SAFETY MONITORING SYSTEM alone is permitted.

IV. SAFETY MONITORING SYSTEM

A. This system utilizes a competent person who is responsible for recognizing and warning employees of fall hazards. The safety monitor's duties include:
    a. Warning by voice when approaching the open edge in an unsafe manner.
    b. Warning by voice if a dangerous situation is developing that cannot be seen by others in regards to product placement.
    c. Making the designated erectors aware they are in danger.
    d. Recognizing, through their competency, fall hazards.
    e. Warning employees when they appear to be unaware of a fall hazard and/or are acting in an unsafe manner.
    f. Be on the same surface and within visible sighting distance of the monitored employees.
    g. Be close enough to monitored employees to effectively communicate with them at all times.
    h. Not allowing other responsibilities to prevent effective monitoring. If that situation develops, the monitor MUST either stop the work or turn the responsibilities over to an equally competent person.

B. The safety monitoring system CANNOT BE USED if the wind is strong enough to cause loads to swing while being lifted to/from the roof surface, or when the weather causes the roof surface to become icy or slippery.

APPENDIX

Attachment O:
Confined Space Program

INTRODUCTION

The purpose of Welliver's Confined Space Program is to set practices and procedures that will ensure our employees' safety during entry into or work around confined spaces.

This program categorizes confined spaces based upon the severity of associated hazards and ensuing work to be performed within the space.

The specific entry safeguards and requirements are based on; evaluation of the hazards, work to be performed, and subsequent classification by the entry supervisor of the confined space as a permit-required confined space or non-permit required confined space.

The classification of a space and the potential or known associated hazards of the work to be performed will establish the required safeguards that must be performed to allow or permit entry.

CONTRACTORS

Contractors must submit their written Permit Required Confined Space Entry Program for review prior to bid or assignment. Contractors must be told of the hazards that make the space a permit-required confined space and the procedure(s) currently implemented to protect employees; and must be debriefed upon completion of a permit-required confined space entry regarding any hazards encountered or created during the entry.

Any entries or operations near permit-required confined spaces being conducted simultaneously must be coordinated with the Project Supervisor.

CONFINED SPACE DETERMINATION

A competent person must identify all confined spaces in which one or more of the employees it directs may work, and identify each space that is a permit space, through consideration and evaluation of the elements of that space, including testing as necessary.

The identification and classification of confined spaces shall be conducted as part of the job planning process required to perform any maintenance or work activity.

To be a confined space, the space must meet the following three requirements:

1. Is large enough and so configured that an employee can bodily enter and perform assigned work;

2. Has limited or restricted means for entry or exit and, (i.e. access is provided by ladder or the size and location of the opening would make it difficult to rescue employees)
3. Is not designed for continuous employee occupancy.

HAZARD IDENTIFICATION

Based upon the evaluation of the known or potential hazards associated with the space and the proposed work activities, the competent person must classify each confined space as a Permit-Required, Controlled Atmosphere or Isolated Hazard confined space.

Classification of a confined space requires that hazards associated with the space and ensuing activities within the space must be identified.

If the confined space contains **one or more** of the following hazards, then it is considered to be a **permit-required confined space**:

- Contains, or has a potential to contain, a hazardous atmosphere, including:
  - A flammable gas, vapor or mist concentration in excess of 10% of its lower explosive limit (LEL);
  - An airborne combustible dust at a concentration that meets or exceeds its lower explosive limit (this may be approximated as a condition in which the dust obscures vision at a distance of 5 feet or less);
  - An atmospheric oxygen concentration below 19.5% or above 23.5%;
  - An atmospheric concentration of any substance above OSHA's PEL
- Contains a material that has the potential for engulfing an entrant;
- Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls, or a floor that slopes downward and tapers to a smaller cross-section; or contains any other recognized serious safety or health hazard (i.e., electrical or mechanical hazard that needs to be tagged out, temperature extremes, weather conditions).

HAZARD EVALUATION & COMMUNICATION

An evaluation of the jobsite and identification of permit-required confined spaces shall be conducted. The existence and location of these spaces, and the dangers they pose, must be known to all potentially exposed employees.

Permit Space Entry Communication and Coordination:
Before entry operations begin, the host employer (our customer) must provide the following information, to us:

1. The location of each known permit space;
2. The hazards or potential hazards in each space or the reason it is a permit space; and
3. Any precautions that the host employer or any previous controlling

contractor or entry employer implemented for the protection of employees in the permit space.

If the workplace contains one or more permit spaces, the information must be communicated to other on-site employers by one of the following means:

1. Inform exposed employees by posting danger signs or by any other equally effective means, of the existence and location of, and the danger posed by, each permit space; and
2. Inform, in a timely manner and in a manner other than posting, its employees' authorized representatives and other affected employers the existence and location of, and the danger posed by, each permit space.
3. Take effective measures to prevent non-authorized employees from entering that permit space, such as establishing barriers or having someone attend the entrance of the space keeping others away.

Permit Required Confined Space Entry Procedures:

Entry into a confined space occurs as soon as any part of an authorized entrant's body breaks the plane of any opening into the space, with the intention of entering the space, and continues for all ensuing activities within that space.

All permit required confined spaces to be entered will require hazard evaluation, classification and a completed permit (Appendix A). **All sections of the permit must be completed for permit required confined spaces.**

Monitoring and inspection data are documented on Appendix A and are made available to each employee who enters the permit space. Appendix A will be posted at the entrance of the space before entry occurs.

No entry into a confined space will occur **until exposure levels are safe or made safe.**

For spaces that contain or have the potential to contain a hazardous atmosphere, the atmosphere within the space must be continuously monitored while employees are in the space.

Continuous monitoring equipment must have an audio or visual alarm that will notify all entrants if a specified atmospheric threshold is achieved upon which they will leave the space.

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No entry into a confined space will occur **without an attendant, assisted rescue device and/or other effective rescue means** is **in place.**

Exception: Those spaces entered using alternate entry procedures or those that have been reclassified in accordance with the sections below relieve us of the responsibility of using attendants or having rescue means in place.

It is our goal to use alternate entry procedures or reclassify spaces to non-permit spaces by controlling the atmospheres within the space or isolating the hazards before entry and without having to enter the space.

Controlled Atmosphere Confined Space:

Alternate Entry Procedures

When all of the conditions below have been met, alternate entry procedures can be used. Alternate entry procedures allow for entry into the space without an attendant or rescue procedure and equipment in place.

1. All physical hazards in the space are eliminated or isolated through engineering controls so that the only hazard posed by the permit space is an actual or potential hazardous atmosphere;
2. Continuous forced air ventilation alone is sufficient to maintain that permit space safe for entry, and that, in the event the ventilation system stops working, entrants can exit the space safely;
3. Monitoring and inspection data supports that atmospheric hazards are controlled to safe levels;
4. Monitoring and inspection data are documented on Appendix A and are made available to each employee who enters the permit space. Appendix A will be posted at the entrance of the space before entry occurs.
5. Continuous Atmospheric monitoring is conducted.

Isolated Hazard Confined Space:

Reclassification of Spaces

A permit-required confined space may only be reclassified as a non-permit confined space when a competent person determines that all of the requirements below have been met:

When all of the conditions below have been met, alternate entry procedures can be used. Non-Permit Spaces allow for entry into the space without an attendant or rescue procedure and equipment in place.

1. The permit space poses no actual or potential atmospheric hazards and if all hazards within the space are eliminated or isolated without entry into the space the permit space may be reclassified as a non-permit confined space for as long as the non-atmospheric hazards remain eliminated or isolated;

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2. If it is necessary to enter the permit space to eliminate or isolate hazards, such entry must be performed under the permit space entry requirements listed above. If testing and inspection during that entry demonstrate that the hazards within the permit space have been eliminated or isolated, the permit space may be reclassified as a non-permit confined space for as long as the hazards remain eliminated or isolated;
3. The entry supervisor must document that all hazards in a permit space have been eliminated or isolated, through Appendix A. The permit must be made available to each employee entering the space and posted at the entrance of the space;
4. If hazards arise within a permit space that has been reclassified as a non-permit space, each employee in the space must exit the space and the space treated as Permit Required. If the need arises to enter this space again it will be entered using the Permit Required Confined Space entry procedures above.

AUTHORITIES AND RESPONSIBILITIES

Each employee is primarily responsible for his/her own safety. This requires that all employees be aware of and be informed about safety issues.

Entry Supervisors

Entry Supervisors, shall be capable (i.e., by education, experience or training) of anticipating, recognizing and evaluating employee exposure to hazardous conditions, and shall be capable of specifying necessary control measures to provide employee safety. The primary responsibility of entry supervisors is the welfare of employees entering permit-required confined spaces.

The entry supervisor must:

- Be familiar with and understands the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure;
- Verifies, by checking that the appropriate entries have been made on the permit, that all tests specified by the permit have been conducted and that all procedures and equipment specified by the permit are in place before endorsing the permit and allowing entry to begin;
- Terminates the entry and cancels or suspends the permit when:
    1. Cancel the entry permit when the entry operations covered by the entry permit have been completed; or
    2. Suspend or cancel the entry permit and fully reassess the space before allowing reentry when a condition that is not allowed under the entry permit arises in or near the permit space and that condition is temporary in nature and does not change the

configuration of the space or create any new hazards within it; and

3. Cancel the entry permit when a condition that is not allowed under the entry permit arises in or near the permit space and that condition is not covered by subparagraph (2) above.

- Verifies that rescue services are available and that the means for summoning them are operable, and that the employer will be notified as soon as the services become unavailable;
- Removes unauthorized individuals who enter or who attempt to enter the permit space during entry operations; and
- Determines, whenever responsibility for a permit space entry operation is transferred, and at intervals dictated by the hazards and operations performed within the space, that entry operations remain consistent with terms of the entry permit and that acceptable entry conditions are maintained.

Attendants

Attendants are employees, trained in accordance with this program, who may attend to authorized entrants within a permit-required confined space. The attendant must remain outside the permit required confined space at all times during entry operations.

The entry employer must ensure that all attendants shall:

- Be familiar with and understands the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure;
- Is aware of possible behavioral effects of hazard exposure in authorized entrants;
- Continuously maintains an accurate count of authorized entrants in the permit space and ensures that the means used to identify authorized entrants (for example through the use of rosters or tracking systems) accurately identifies who is in the permit space;
- Remains outside the permit space during entry operations until relieved by another attendant;
- Communicates with authorized entrants as necessary to assess entrant status and to alert entrants of the need to evacuate the space under the following conditions:
    1. An order to evacuate is given by the attendant or the entry supervisor;
    2. There is any warning sign or symptom of exposure to a dangerous situation;
    3. The entrant detects a prohibited condition; or
    4. An evacuation alarm is activated.
- Assesses activities and conditions inside and outside the space to determine if it is safe for entrants to remain in the space and orders the authorized entrants to evacuate the permit space immediately

under any of the following conditions:

1. If there is a prohibited condition;
2. If the behavioral effects of hazard exposure are apparent in an authorized entrant;
3. If there is a situation outside the space that could endanger the authorized entrants; or
4. If the attendant cannot effectively and safely perform all the duties required above.

- Summons rescue and other emergency services as soon as it is determined that authorized entrants may need assistance to escape from permit space hazards;
- Takes the following actions when unauthorized persons approach or enter a permit space while entry is underway:
  1. Warns the unauthorized persons that they must stay away from the permit
  2. Advises the unauthorized persons that they must exit immediately if they have entered the permit space; and
  3. Informs the authorized entrants and the entry supervisor if unauthorized persons have entered the permit space:
     a. Performs non-entry rescues as specified by the rescue procedure; and
     b. Performs no duties that might interfere with the primary duty to assess and protect the authorized entrants.

Authorized Entrants

Authorized entrants are employees, trained in accordance with this program, who may enter a permit-required confined space. In addition to performing the work specified, the authorized entrants shall:

- Be familiar with and understand the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure;
- Properly use testing and monitoring equipment;
- Communicate with the attendant as necessary to enable the attendant to assess entrant status and to enable the attendant to alert entrants of the need to evacuate the space;
- Alert the attendant whenever:
  1. There is any warning sign or symptom of exposure to a dangerous situation; or
  2. The entrant detects a prohibited condition; and
- Exit from the permit space as quickly as possible whenever:
  1. An order to evacuate is given by the attendant or the entry supervisor;
  2. There is any warning sign or symptom of exposure to a dangerous situation;
  3. You or another entrant detects a prohibited condition; or
  4. An evacuation alarm is activated.

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RESCUE SERVICES

There are three types of rescue services that may be potentially used for Permit Required Confined Space. Our goal is to use self or assisted rescue where possible. Welliver employees are not trained in entry rescue where the potential for a hazardous atmosphere exists.

Self Rescue is not a sole means of rescue and requires all entrants to be tethered to an assisted rescue device or an onsite, entry rescue team to be at the entrance of the space.

If an injured entrant is exposed to a substance for which a Safety Data Sheet (SDS) or other similar written information is required to be kept at the worksite, that SDS or written information must be made available to the medical facility or emergency responders treating the exposed entrant.

Self-Rescue:

Self-rescue is the means by which the entrant(s) leave the space under their own accord. Self- rescue will be initiated whenever any of the following exists:

1. Continuous air monitoring equipment indicates a change in atmosphere setting off an alarm;
2. The attendant or supervisor orders the evacuation of the space.
3. Entrant experiences signs or symptoms of exposure to airborne contaminants or oxygen deficiency

Assisted Rescue:

Assisted Rescue is the means by which the entrant(s) leave the space through the assistance of the attendant(s) using a device that is positioned outside the space. Assisted Rescue is non-entry rescue where attendant can remove the entrants from the space without having to enter the space.

Whenever non-entry rescue is selected, you must ensure that retrieval systems or methods are used whenever an authorized entrant enters a permit space, and must confirm, prior to entry, that emergency assistance would be available in the event that non-entry rescue fails. Retrieval systems can include the following:

- A full body harness, with a retrieval lime attached at the center of the entrant's back near shoulder level, above the entrants head, or at another point which presents a profile small enough for the successful removal of the entrant.
- Wristlets or anklets may be used if full body harness is infeasible and the use of wristlet or anklets is the safest and most effective alternative.
- The retrieval line must be attached to a mechanical device or fixed point outside the permit space so that rescue can begin as soon

as the rescuer becomes aware that rescue is necessary. A mechanical device must be available to retrieve personnel from vertical type permit spaces more than 5 feet deep.

Assisted Rescue Devices must be in place when entry occurs and entrants must be attached to retrieval devices at all times while in the space.

Entry Rescue:

When the configuration of the space or other obstacles makes assisted rescue infeasible, then an entry rescue procedure must be initiated.

Welliver will contract out confined space emergency entry rescue services. In the process of selecting a rescue service Welliver will:

- Evaluate a prospective rescuer's ability to respond to a rescue summons in a timely manner, considering the hazards identified;
- Evaluate the rescue service's ability, in terms of proficiency with rescue-related tasks and equipment, to function appropriately while rescuing entrants from a particular permit space or types of permit space identified;
- Select a rescue team or service from those evaluated that:
    1. Has the capability to reach the victim(s) within a time frame that is appropriate for the permit space hazard(s) identified;
    2. Is equipped for, and proficient in, performing the needed rescue services;
    3. Agrees to notify the employer immediately in the event that the rescue service becomes unavailable;
- Inform rescue team members of the hazards when called on to perform rescue; and
- Provide the rescue team with access to all permit so the rescue team can develop appropriate rescue plans and practice rescue operations.

TRAINING

Training shall be performed as required by a qualified trainer. Training can consist of classroom or on the job training and shall include the following as a minimum:

Entry supervisors shall receive the same training as attendants, authorized entrants and rescue service members as outlined below.

Attendants shall receive training on:

- hazards that may be present;
- recognition of the signs/symptoms and consequences of exposure to hazards;
- procedures for monitoring the atmosphere in a confined space,

including the calibration, use, and maintenance of the monitoring equipment;
- recognition of external hazards that may endanger the authorized entrant;
- importance of the attendant not entering the space at any time; and
- rescue procedures, such as non-entry rescue or notification of the rescue service, and initiating additional ventilation of the space.

Authorized entrants shall receive training on:
- hazards that may be present;
- recognition of the signs/symptoms and consequences of exposure to the hazards;
- consequences of exposure to the hazards;
- required personal protective equipment;
- procedures for monitoring the atmosphere in a confined space during entry, including the
- calibration, use, and maintenance of the monitoring equipment; and
- means of preparation for permit-required confined spaces.

Rescue Service:

The personnel assigned to an on-site rescue service shall receive training in procedures for rescuing authorized entrants from permit-required confined spaces. The training shall include the same training required for authorized entrants, as well as:
- proper use of PPE and necessary rescue equipment, and
- training and maintenance of certifications in standard First Aid and adult CPR

All rescue service personnel must perform simulated rescues at least once per year from typical or simulated permit-required confined spaces where rescues may be required.

If an outside rescue service is utilized, the entry supervisor filling out a permit shall confirm that the rescue service members have been properly trained and are familiar with the type of space in which rescue may be required.

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APPENDIX

Attachment P: Confined Space Entry Permit

Classification of the Space: PRCS ☐ (Permit Required) CACS ☐ (Controlled Atmosphere) IHCS ☐ (Isolated Hazard)	**Name of the Space:** **Site:**

Permit Validity Period:			
Date		Time	
From:	To:	From:	To:
Reasons for entry/work to be performed:			

Authorized Personnel (required for PRCS only):		
Workers Authorized Entry	Attendants and Shift	Attendants & Shift for Fire Watch (hot work)

Known Hazards (indicate specific hazards with initials)	
Initials:	Hazard:
	Oxygen deficiency (less than 19.5%)
	Oxygen enrichment (more than 23.5%)
	Flammable gases or vapors (more than 10% of LEL)
	Airborne combustible dust (meets or exceeds LFL)
	Toxic gases or vapors (more than PEL)
	Mechanical hazards
	Electrical hazards
	Engulfment hazards
	Materials harmful to skin

Employee Training and Pre-Entry Briefing	
Safe Entry and Rescue Training Conducted on:	
Mandatory Pre-Entry Briefing Conducted on:	
Does this job require any special training:	☐ Yes ☐ No
➢ If yes, type of training required:	

Contractor Notification	
Contractor Notified of:	Permit Conditions: ☐ Yes ☐ No
	Potential Hazards: ☐ Yes ☐ No

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Confined Space Entry Permit (continued)

Communication		
	Intrinsically Safe?	☐ Yes ☐ No
	Visually Inspected?	☐ Yes ☐ No
Lighting Requirements		
	Intrinsically Safe?	☐ Yes ☐ No
	Visually Inspected?	☐ Yes ☐ No
Special Tools/Equipment		
	Intrinsically Safe?	☐ Yes ☐ No
	Visually Inspected?	☐ Yes ☐ No

Site Preparation Requirements	
Work area isolated with signs and/or barriers?	☐ Yes ☐ No
All energy sources locked out/tagged out?	☐ Yes ☐ No
All input lines capped/blinded?	☐ Yes ☐ No
If vessel; drained, flushed, neutralized, cleaned, and purged?	☐ Yes ☐ No
Ventilation initiated 30 minutes before entry?	☐ Yes ☐ No
Fire extinguishers on hand?	☐ Yes ☐ No
Fall hazards considered and prepared for?	☐ Yes ☐ No
Engulfment hazards considered and prepared for?	☐ Yes ☐ No

Pre-Entry Atmospheric Testing (required for PRCS and Alternate Entry Procedures)			
Is continual air monitoring being conducted? ☐ Yes ☐ No (if entry is not allowed)			
Tester:	Name:	Signature:	
	Title:	Date:	Time: ☐ AM ☐ PM

Initial Testing Data					
Testing Requirement	Instrument Reading	Last Time Taken	Time Interval	**Action Levels**	
				Level	Unit
Oxygen content	%O2				
Flammable concentration	<10%LEL				
H2S	<10PPM				
CO	<35PPM				
Toxic concentration	PPM				
	(PEL=_____)				

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Emergency/Rescue Procedures (required for PRCS only)		
Location of written Emergency/Rescue Plan:		
Type of Emergency/Rescue Team Required:		
On-Site: ☐ Yes ☐ No	Contact:	Phone:
Off-Site: ☐ Yes ☐ No	Contact:	Phone:
Additional Information:		

Personal Protective Equipment Required	
Eye and Face Protection	☐ Yes ☐ No
Hearing Protection	☐ Yes ☐ No
Head Protection	☐ Yes ☐ No
Rubber Boots	☐ Yes ☐ No
Welding Helmet	☐ Yes ☐ No
Voltage Rated Gloves	☐ Yes ☐ No
Other Equipment	☐ Yes ☐ No
Respiratory Protection	☐ Yes ☐ No
Air purifying respirator? Type:	☐ Yes ☐ No
Self-Contained Breathing Apparatus	☐ Yes ☐ No ➢ If yes, type:
Atmospheric Monitor	☐ Yes ☐ No ➢ If yes, type:

Area Safety Equipment Required (list out)

Space Review Information			
Current Use of Space:			
Previous Use of Space:			
Previous Problems:			
Previous Permit Reviewed:	Date:	Time: ☐ AM ☐ PM	Initials:

Permit Authorization			
I have inspected the work area for safety and reviewed all safety precautions recorded on this permit:			
Name:	Signature:		
Title: ENTRY SUPERVISOR	Date:	Time: ☐ AM ☐ PM	
Name:	Signature:		
Title:	Date:	Time: ☐ AM ☐ PM	

Permit Retention Information	
Permanent Retention File:	Location:
Date Filed:	Filed By:

APPENDIX

Attachment Q:
Ladders and Stairways Training Program

I. PURPOSE

The primary objective of this program is to enable employees to recognize hazards related to ladders and stairways, as well as the procedures to follow to minimize these hazards.

II. POLICY

Welliver shall comply with all aspects of Subpart 1926.1050 through 1926.1060, including the fall protection requirements.

III. SCOPE

This policy applies to all personnel in the performance of their jobs with Welliver.

IV. GENERAL REQUIREMENTS

A. All personnel access points where there is a break in elevation of nineteen (19) inches or more and there is not ramp, sloped embankment, or other means of transverse, this elevation change shall have a stairway or ladder provided.

B. Two or more ladders are needed when ladders are the only means of access or exit from a working area for twenty-five (25) or more employees, or when a ladder is to serve simultaneous two-way traffic.

C. Welliver will also ensure, as required by this section, that proper stairways and ladders be provided at all jobsites and that proper access to both will be maintained at all times.

V. STAIRWAYS

A. Stairways which will not be a permanent part of the structure must have landings of not less than thirty (30) inches in the direction of travel and they must extend at least twenty-two (22) inches in width at every twelve (12) feet or less of vertical rise.

B. All stairways must be built/installed between thirty (30) and fifty (50) degrees from horizontal.

C. Riser height and tread depth must be uniform within each flight of steps, including any part of the foundation support that is used as a tread on the stairway. A maximum of ¼" difference is allowed in riser height or tread depth.

D. Doors or gates that open directly onto a stairway must do so on a platform that is large enough to allow for a minimum of twenty (20) inches between the edge of the door/gate and at any point of the outside edge of the platform.

E. Stairways must be kept clear of hazardous projections, slippery conditions, and debris/materials.

APPENDIX

Ladders and Stairways Training Program (continued)

F. Metal pan landings and treads shall be secured before being filled with concrete or other material. Except during construction, foot traffic is not allowed on skeleton metal stairs where permanent treads/landings are to be installed at a later date unless the stairs are filled with secured temporary treads and landings long enough to cover the entire tread and/or landing area.

G. Stairways having four (4) or more risers or rising more than thirty (30) inches, whichever is less, shall be equipped with at least one (1) handrail and one (1) stair rail system along each unprotected side or edge.

H. Stair rails are allowed to have a range of thirty-six (36) to thirty-seven (37) inches from the upper surface of the stair rail system to the surface of the tread. Mid rails must still be used on all stair rail systems.

I. Handrails must be built with a height from the upper surface of the handrail to the surface of the tread that is no more than thirty-seven (37) inches and no less than thirty (30) inches.

J. Handrails and the top rails of stair rail systems must be capable of withstanding without failure a force of at least 200 pounds applied within two (2) inches of the top edge in any direction except up, at any point along the top edge.

K. Handrails must have adequate handholds for employees to grasp them and thereby prevent falling. Handrails that will not be a permanent part of the structure shall have a minimum clearance of three (3) inches between the handrail and walls or other objects.

L. All stair rail and handrail systems cannot be constructed so as to present a projection hazard and they both must be so surfaced as to prevent injury from punctures or lacerations and to prevent snagging of clothing.

VI. LADDERS

A. Self-supporting portable ladders must be capable of supporting four (4) times the maximum intended load without failure.

B. Rungs, cleats, and steps of portable and fixed ladders shall be spaced not less than ten (10) inches or more than fourteen (14) inches apart.

C. There must be a minimum of 11½" between the side rails for all portable ladders.

D. Portable straight ladders must extend at least three (3) feet above the upper landing surface. When this is not possible, then the ladders shall be secured at its top to a rigid support that will not deflect and a grasping device (like a grab rail) shall be provided to assist employees in mounting and dismounting the ladder.

E. Ladders shall be maintained to be free of oil, grease, and any other slipping materials.

F. Ladders shall be used only for the purpose for which they are designed.

APPENDIX

Ladders and Stairways Training Program (continued)

G. Ladders must be placed against a structure/support so that the horizontal distance from the top support to the foot of the ladder is approximately one-fourth the working length of the ladder.

   Note: A good "rule of thumb" is to place the toes of your shoes against the base of each side rail and extend your arms straight out – you should be able to easily grab the side rails of a ladder that is properly placed. Wooden jobsite-made ladders must be placed so that the angle is one-eighth the working length of the ladder.

H. Ladders placed anywhere that they can be displaced (i.e. doorways, driveways, etc.) shall be secured AND a barrier installed to keep activities/traffic away from the ladder.

I. Unless so designed to sustain such loading, the back side of a stepladder must not be used by a second person.

J. Employees shall not be knowingly using any type ladder that is not fit for service. All ladders should therefore be inspected prior to their individual use. "Fit for service" is defined as the ladder being in a condition that is at a minimum the same as that warranted by its manufacturer. Ladders found to be unsatisfactory must be tagged out and withdrawn from service until repaired or replaced.

K. When ascending or descending a ladder, the employee must face the ladder and maintain three points of contact with the ladder at all times.

APPENDIX

Attachment R:
Hazard Communication Program

I. GENERAL INFORMATION

This written hazard communication program shall be available at the work site job trailer to any interested employee, employee representative, or OSHA personnel. This program was written to educate the employees concerning jobsite hazards relating to hazard communication. The Welliver Safety Department has been designated to manage this program, which has been broken into the following easily referenced sections to assist superintendents, foremen and all other employees:

A. List of hazardous chemicals
B. Container labeling
C. Safety data sheets (SDS)
D. Employee information and training
E. Hazardous non-routine tasks
F. Informing contractors/multi-employer workplaces

This program covers any chemical and materials know to be present at the workplace to which employees and/or contractors may be exposed under normal, as well as emergency, conditions.

II. LIST OF HAZARDOUS CHEMICALS

This section of the hazard communication program contains a list of all known or potentially hazardous chemicals used at the jobsite. A hazardous chemical is any chemical that is a physical hazard or a health hazard. It is required that each hazardous chemical used on the jobsite be recorded on a hazardous chemical list. The chemical identity used on the list of hazardous chemicals shall be consistent with the name found on the safety data sheet (SDS) for that product.

The jobsite Superintendent shall be responsible for maintaining the list of hazardous chemicals. When products are brought onto the jobsite, the list shall be checked. If the product is not on the list, it will be added and the Superintendent shall confirm that an appropriate SDS for that product is obtained. In the event that a SDS is not readily available for a product arriving on site, the Superintendent shall contact the manufacturer and request an SDS for that product and indicate the date on which the call was made on the list of hazardous chemicals.

This list of hazardous chemicals forms has a designated area for SDS's on file for the corresponding chemical. This will enable the site Superintendent to ensure that there is a SDS for each product on the list of hazardous chemicals.

III. CONTAINER LABELING

The site Superintendent will verify that all stationary tanks, drums vessels, and portable containers, and bulk materials are labeled as follows:

APPENDIX

Hazard Communication Program (continued)

A. Container shall be clearly labeled as to contents and associated hazards.

B. The label used to identify the chemical shall coincide with the chemical's name used on the Safety Data Sheet (SDS) for that product.

NOTE: If an employee removes a product from a labeled container, the secondary container in which the product is put for use must be properly labeled if the volume removed is in excess of one gallon. If the total amount removed by the employee is less than one gallon, the secondary container does not need to be labeled, provided that the employee is going to immediately use that product and is not going to leave the container unattended for any period of time.

The employee who removes the product is responsible to ensure that all secondary containers are labeled. The site Superintendent shall review the labeling system in place on the jobsite and provide additional training as needed.

IV. SAFETY DATA SHEETS (SDS)

The site Superintendent shall be responsible for obtaining and maintaining current SDS's for each chemical used at the jobsite. If a SDS is missing for a particular product, the site Superintendent shall contact the manufacturer of the chemical so a SDS can be obtained. If the manufacturer cannot get the SDS to the jobsite that day, then the date the call was made shall be documented, as well as when the SDS is expected to arrive at the jobsite.

Copies of SDS's for all hazardous chemicals to which employees may be exposed will be kept at Welliver's job trailer. SDS's will be available for review to all employees during each work shift. If SDS's are not available or new chemicals in use do not have SDS's, immediately contact a supervisor.

If during the course of construction an employee is required to perform any task that involves the use of a hazardous chemical, the SDS shall be referred to prior to using that chemical so that proper safety measures are taken.

V. EMPLOYEE INFORMATION AND TRAINING

Welliver has developed an information and training program to educate employees in hazard communication. This program intends to provide the necessary tools that each employee will need to work safely with hazardous chemicals and to increase employee awareness.

Employee information shall include:

A. Informing employees of the chemicals present in their workplace operations.

B. Location and availability of Welliver's hazard communication program, Safety Data Sheets, and list of hazardous chemicals.

Hazard Communication Program (continued)

Employee training shall include:

A. Physical and health effects of the hazardous chemicals.

B. Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.

C. How to lessen or prevent exposure to these hazardous chemicals through the use of control/work practices and personal protective equipment (PPE).

D. The use of Safety Data Sheets to obtain appropriate hazard information.

E. How to properly read and label containers (primary and secondary).

F. Emergency procedures to follow if they are exposed to hazardous chemicals.

G. Prior to a new chemical hazard being introduced into the workplace, all employees will be given information and training as outlined above.

VI. HAZARDS OF NON-ROUTINE TASKS

During the course of construction, there are times when employees are required to perform hazardous non-routine tasks. Prior to starting work on such projects, each affected employee will be given information and training by the site Superintendent about hazardous chemicals to which the employee(s) may be exposed during such activity. The information and training that shall be covered for hazardous non-routine tasks include:

A. Specific chemical hazards.

B. Protective/safety measures that can be utilized to reduce the exposure.

C. Measures Welliver has taken to reduce the hazards, which may include ventilation, personal protective equipment, presence of another employee, and emergency procedures.

VII. INFORMING CONTRACTORS/MULTI-EMPLOYER WORKPLACES

All employers/contractors shall review appropriate hazard communication materials, such as the written hazard communication program, list of hazardous chemicals, container labeling and Safety Data Sheets. Any precautionary measures shall be taken to protect employees during normal operating conditions and enforceable emergencies prior to commencement of work.

APPENDIX

Attachment S:
Lead Program

I. GENERAL INFORMATION

An important part of this standard is performing a survey to determine if lead is present at the project/jobsite. If lead is known to be present, an initial assessment MUST be performed. An exposure assessment is required of all workplaces and operations covered by this standard. An initial assessment must be conducted to determine if workers are exposed to lead at or above the action level.

Until the employer performs an assessment and documents that employees are not exposed above the PEL (50 micrograms per cubic meter with an action level of 30 micrograms per cubic meter), the employer must treat employees performing certain operations as if they were exposed above the PEL. This means providing respiratory protection, protective work clothing and equipment, change areas, hand washing facilities, biological monitoring, and training as required by 1926.62 for the following tasks:

A. Manual demolition of structures (i.e. dry wall, manual scraping, manual sanding, and use of heat gun where lead-containing coatings or paints are present).

B. Abrasive blasting enclosure movement and removal.

C. Power tool cleaning.

D. Lead burning.

E. Using lead-containing mortar or spray painting with lead-containing paint.

F. Abrasive blasting, rivet busting or welding, cutting, or burning on any structure where lead-containing coatings or paint are present.

G. Cleanup activities where dry expendable abrasives are used.

H. Any other task the employer believes may cause exposure in excess of the PEL.

For an initial determination that indicates no employee is exposed at or above the action level (30ug/m3), the employer must keep a written record of the determination, including the date, location within the work site, and the name and social security number of each monitored employee.

II. WRITTEN PROGRAM

Employers are required to implement engineering and work practice controls to reduce employee exposure where feasible. When feasible, engineering and work practice controls do not sufficiently reduce employee exposure to or below the PEL, they shall be supplemented by respirator use. The specific steps to determine methods of compliance shall be outlined in a written program. A written program must be established prior to the commencement of jobs where exposure will exceed the PEL. The program must provide for inspections of the jobsite, materials, and equipment by a competent person on a frequent and regular basis and be updated every six (6) months.

APPENDIX

Lead Program (continued)

III. TRAINING PROGRAM

Lead training must be repeated at least annually, or when procedures/conditions change at a specific application. The employer shall provide upon request all materials relating to the employee information and training program to affected employees, their designated representatives, and other pertaining officials. The training program for determined lead-containing sites must include:

A. Contents of the 1926.62 standard and its appendices.

B. The specific nature of the operations which could result in exposure to lead above the action level.

C. The purpose, proper selection, fitting use, and limitations of respirators.

D. The purpose and a description of the medical surveillance program, as well as the medical removal program.

E. The engineering controls and work practices associated with the employee's job assignment, including training of employees to follow good work practices.

F. Instructions to employees that chelating agents should not routinely be used to remove lead from their bodies and should not be used at all except under the direction of a licensed physician.

G. The employee's right of access to records under 29 CFR 1910.20.

H. Access to information and training materials, including the complete 29 CFR 1926.62 standard.

IV. EMPLOYEE PROTECTIONS

The appropriate testing, training, and protections will be provided to all Welliver employees who will be working for a lead-containing job effort. All employees that are working around known lead exposures and using respirators for a lead-containing job effort therefore need:

A. Pulmonary function testing.

B. The related physical fit-testing.

C. Training on the respirator and cartridge.

D. Lead training.

A. Bloodwork (before and after the job).

B. Training on proper use of their individual personal protective equipment (PPE).

C. A place to wash and change clothes, if necessary.

D. Knowledge of the levels of lead they dealt with at the specific jobsite.

APPENDIX

Attachment T:
Lead Exposure Site Plan

I. PURPOSE

The purpose of this site-specific plan is to comply with the requirements of OSHA 29 CFR 1926.62 and minimize lead exposure to all employees of Welliver.

II. SCOPE

The plan includes medical monitoring, training, engineering controls, respiratory protection, and work practices applicable to all stripping and sanding of windows and frames contaminated by lead based paint at the site.

III. APPLICABILITY

This plan is to be implemented for any areas where lead contamination is believed to be present and may result in airborne lead concentrations in excess of the Action Level (30 ug/M 3). In any area where air-monitoring data demonstrates concentrations above the action level, or where lead based paint exists and no air monitoring data is available, this plan will be in effect in its entirety.

IV. INITIAL DETERMINATION

Initial determination of anticipated airborne lead concentrations is based on observations and air sampling conducted by Welliver. This plan does not have provisions for levels that exceed 1250 ug I M 3 for any phase of the project.

V. DESCRIPTION OF WORK ACTIVITY

A. Trades: Painters will perform the work for Welliver. Crew size is anticipated at (number) persons. The project supervisor is responsible for the implementation of this plan. The project supervisor is anticipated to be (Name) for the duration of this project.

B. Specific Work Activity: The project consists of (description of work to be performed that includes lead exposure).

C. Anticipated Interaction with Lead: Removal of lead based (what, from where?). Movement of personnel and equipment through the work area may also result in the disturbance of lead-contaminated dust and/or paint.

VI. DESCRIPTION OF ENGINEERING CONTROLS

Prior to the performance of work performed by Welliver (description of what measures are to be taken to minimize exposure – moving materials, etc).

APPENDIX

Lead Exposure Site Plan (continued)

VII. RESPIRATORY PROTECTION

In all areas where air monitoring data demonstrates concentrations above the action level or where lead based paint exists and no air monitoring data is available, all employees will be fitted with respiratory protection consisting of 3M Company half mask respirators with HEPA filters.

VIII. HOUSEKEEPING

All surfaces shall be maintained as free as practicable of accumulations of lead. Removed lead based paint will be stored in sealed containers and disposed through a waste disposal contractor.

IX. HYGIENE FACILITIES AND PRACTICES

A. The site Superintendent shall assure that in areas where employees are exposed to lead, food or beverages are neither present nor consumed, tobacco products are not present nor used, and cosmetics are not applied.

B. Welliver shall provide and maintain clean change areas for employees exiting the affected areas.

C. The site Superintendent shall assure that employees do not leave the workplace wearing any protective clothing or equipment that is required to be worn during the work shift.

X. SHOWERS

A. Welliver will not provide showers; however, a washroom will be provided and maintained for use by employees exiting the affected area.

B. The site Superintendent shall assure that employees shower at the end of the work shift.

XI. EATING FACILITIES

A. Welliver shall provide lunchroom facilities or eating areas for employees in a separate, uncontaminated area.

B. Welliver shall assure that lunchroom facilities or eating areas are as free as practicable from lead contamination and are readily accessible to employees.

C. The site Superintendent shall assure that employees wash their hands and face prior to eating, drinking, smoking or applying cosmetics.

D. The site Superintendent shall assure that employees do not enter lunchroom facilities or eating areas with protective work clothing or equipment.

XII. MEDICAL SURVEILLANCE

Lead Exposure Site Plan (continued)

A. Welliver shall provide medical surveillance to any employee who on any day enters the affected area. Initial medical surveillance consists of biological monitoring in the form of blood sampling and analysis for lead and zinc protoporphyin levels and will include pulmonary function testing to determine the ability of the employee to use respiratory protection equipment. Respirator fit-tests will also be performed. **Note:** Please take your respirator to medical exam.

B. Welliver shall assure that all medical examinations and procedures are performed by or under the supervision of a licensed physician at (Name the selected medical provider and address).

C. Welliver shall make available the required medical surveillance without cost to employees and at a reasonable time and place.

XIII. BIOLOGICAL MONITORING

Welliver shall make available biological monitoring in the form of blood sampling and analysis for lead and zinc protoporphyin levels to each employee covered according to the schedule mandated by OSHA (29 CFR 1926.62 0) (1) (ii).

XIV. COMMUNICATION WITH OTHER AFFECTED CONTRACTORS

All air sampling data gathered by Welliver and any other pertinent information regarding lead exposure will be reported to other on-site contractors.

APPENDIX

Attachment U:
Pre-Task Hazard Analysis

INTRODUCTION

Pre-Task Hazard Analysis is task specific, intended to be used in the field to breakdown an entire scope of work into tasks and define the potential hazards and controls for each task. This list should be kept concise and understandable for all that are involved.

1. Done at start of each task.
2. Usually written
3. Sometimes references a Site Hazard Assessment
4. Will help you plan your task safely and effective

PURPOSE

Who should be involved in the Pre-Task Planning and Review?

1. Safety personnel
2. Project Manager/Superintendent
3. Foreman
4. Involved employees
5. Other trades

What are we going to consider?

1. Identify existing hazards
2. Identify potential hazards
3. Prioritize corrective actions
4. Reduce and/or eliminate hazards
5. To evaluate equipment, procedures and personnel

If your job requires a Pre-Task Hazard Analysis then please see ATTACHMENT “U”.

This form can be utilized as a guide to assist you in your Pre-Task Hazard Analysis and also serve as a guide to assist you with your pre construction/installation meeting.

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Pre-Task Hazard Analysis

Contractor: _____ **Date:** _____

Project: _____ **Prepared by:** _____

Description of Job: _____

Do you have an employee that has been employed less than 90 days and could be a high risk for being injured?	Yes	No
Does the employee lack associated training?	Yes	No

Think about the work you will do today and check "Yes" or "No" for the following:		
Is housekeeping affecting your ability to work safely? Continual cleanup?	Yes	No
Will weather conditions affect your safety or the quality of your work?	Yes	No
Does everyone in the crew know how to properly use their tools and equipment?	Yes	No
Do you need additional or special materials and/or tools to do this work?	Yes	No
Does your work require any special training?	Yes	No
Do you need additional or special personnel to complete this job?	Yes	No
Does this job require shutdown of systems or equipment?	Yes	No
Are materials properly racked/stored per project requirements?	Yes	No
Does work present a potential impact to the existing owner or construction activity?	Yes	No
Does this job require any special permits and/or procedures?	Yes	No
Does the crew know the location of fire extinguishers, first aid kits, and SDS?	Yes	No
Have other contractor's hazards been identified and communicated?	Yes	No
Will there be any loading/off-loading or other mechanical lifting?	Yes	No
Does your work involve awkward positions and/or heavy or repetitive lifting?	Yes	No

Make sure all members of your crew have the following Personal Protective Equipment (PPE) at all times:				
Hard Hat	Safety Glasses	Safety Vest	Steel-Toe Shoes	Work Gloves

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APPENDIX

Pre-Task Hazard Analysis (continued)

Check if any of the following apply to the job (attach additional information as needed):				
Interact with public	Traffic Control	Barricades	Ventilation	Confined Space
Critical Lift Plan	Fall Protection PPE	Eye/Face PPE	Hand/Arm PPE	Hearing PPE
Respirator PPE	Full Body PPE	SDS/HazCom	Chemical Exposure	Hot Work Permit
Open Flame Welding	Lockout/Tagout	Electrical Hazards	Work Rushed	Outside Distractions
Struck-by Hazards	Slip/Grip Issues	Pinch Points	Electrocution Risk	

Activities to Perform	Recognized Hazards	Instructions & Controls

I have read and understand this Job Hazard Analysis. If there are any questions concerning this document or if the document needs to be altered to meet suitable safety requirements for the crew, I will notify my supervisor immediately. I will also stop work and immediately report any unsafe condition that is identified during the performance of this job. I will abide by the information listed in this document and understand that failure to do so could lead to disciplinary action.

Signatures:

1.	**11.**	**21.**
2.	**12.**	**22.**
3.	**13.**	**23.**
4.	**14.**	**24.**
5.	**15.**	**25.**
6.	**16.**	**26.**
7.	**17.**	**27.**
8.	**18.**	**28.**
9.	**19.**	**29.**
10.	**20.**	**30.**

APPENDIX

Pre-Task Hazard Analysis (continued)

POST TASK COMPLETION REVIEW:

Date: **Time:**

Task is completed?	Yes	No	
Work area has been cleaned up?	Yes	No	
Locks and tags have been removed?	Yes	No	N/A
Permit has been turned in?	Yes	No	N/A

If "No" to any of the above, please comment:

Did any accidents occur? Yes No

If "Yes", please describe:

What, if anything, should be done differently if this task is repeated?

Any lessons learned?

I have read, understand, and agree to this Post Task Completion Review. If there are any questions concerning this document or if the document needs to be altered to meet suitable safety requirements for the crew, I will notify my supervisor immediately.

Signatures:

1.	**11.**	**21.**
2.	**12.**	**22.**
3.	**13.**	**23.**
4.	**14.**	**24.**
5.	**15.**	**25.**
6.	**16.**	**26.**
7.	**17.**	**27.**
8.	**18.**	**28.**
9.	**19.**	**29.**
10.	**20.**	**30.**

Completed form submitted by (signature): _____

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APPENDIX

Pre-Task Hazard Analysis (continued)

MASTER JOB HAZARD ANALYSIS FORM:

LIST STEPS to be performed	Hazards associated with each step	Required actions to eliminate or control hazard

5 Questions to ask for an effective JHA	Safety Access / Location / Evacuation
1. What am I about to do? 2. How am I going to do it? 3. What do I need to do the job safely? 4. How could someone be injured? 5. What am I going to do about it?	Location of eyewash/safety shower: Emergency evacuation assembly area:

Please consider the work to be performed and check "Yes" or "No" (attach additional information as needed)

1. Does every crew member know how to use assigned tools & equipment?	Yes	No	8. Does this job require shutdown of systems or equipment?	Yes	No
2. Does this work require special training?	Yes	No	9. Is there any potential to impact existing Owner or other subcontractors?	Yes	No
3. Do you need additional or special training permits or procedures?	Yes	No	10. Are there occupied spaces adjacent or below?	Yes	No
4. Do you need additional or special materials and tools to do the job?	Yes	No	11. Are there power lines nearby?	Yes	No
5. Do you need to review a SDS to proceed with this work?	Yes	No	12. Do other subs need to be involved?	Yes	No
6. Is there adequate lighting and access?	Yes	No	13. Crew knows location of fire extinguishers, eye washes, and emergency phones?	Yes	No
7. Will weather conditions affect the safety or quality of this work?	Yes	No	14. Work involves awkward positions, heavy or repetitive lifting?	Yes	No

Check is any of the following apply (attach additional information as needed)			
Ladders	Scaffolding	Confined Space	Electrical Hazards
Open Flame Welding	Traffic Control	Heat Exhaustion	Lock-out/Tag-out
Critical Lift Plan	Excavations	Rigging	Barricades/Signs
SDS/HazCom	Fall Protection PPE	Elevated Work	Hearing PPE

Additional PPE Required				
Protective Clothing	Face Shield	Welding Shield	Goggles	PFAS

APPENDIX

Pre-Task Hazard Analysis (continued)

Was anyone injured today?	Yes	No
If so, was it reported?	Yes	No

Note: Work shall stop when conditions change, the job changes, or deficiency in the plan is discovered, and the current JHA will be modified or a new Job Hazard Analysis created. Additional permits/checklists are required for equipment, confined space, trenches, excavations, hot work, line breaks, lockout/tagouts, cranes, CAZ, scaffolds, etc. See Site Safety if unsure.

PLEASE SIGN THIS DOCUMENT AFTER YOUR SUPERVISOR HAS REVIEWED THE JOB HAZARD ANALYSIS WITH YOU:

PRINT NAME	CRAFT/TRADE	PRINT NAME	CRAFT/TRADE
1.		11.	
2.		12.	
3.		13.	
4.		14.	
5.		15.	
6.		16.	
7.		17.	
8.		18.	
9.		19.	
10.		20.	

Foreman/Supervisor/Superintendent

Welliver

Subcontractor Supervisor/Lead Person

Subcontractor Management

APPENDIX

Attachment V:
KISS List

If you work in the field as an employee of Welliver, please note the following reminders:

A. **ART FORMS:** They are NOT optional and MUST be filled out within 24 hours of our awareness of an injury/illness.

B. **ASBESTOS:** MANDATORY – we do not knowingly touch it for any reason at any time.

C. **BLOODBORNE PATHOGENS:** ONLY trained individuals can become involved with ANY aspect of this field.

D. **CONFINED SPACES:** Know what a confined space is and know that we do not go into them without first speaking with the Welliver Safety Department.

E. **CUTTING/WELDING:** Do you have the appropriate PPE? Is a permit needed/being used? Is the appropriate fire watch present?

F. **EXCAVATIONS:** If they are more than four (4) feet deep, ladders or ramps should be in place to enter and exit. If more than five (5) feet deep, they need to be shored/sloped. NOTHING should be over the head of a person in an excavation nor should anything be placed so that if it falls over/slides it will enter an excavation.

G. **FALL PROTECTION:** If someone is not on a ladder but their feet are at least six (6) feet off the ground and they were to faint, will they be prevented from a fall? That's the expectation – plain and simple.

H. **FIRE EXTINGUISHERS:** Are tags in place? Are extinguishers accessible? Is there a type 2A (minimum) unit for every 3,000 square feet, one for each floor, and one within 100 feet of any employee at all times?

I. **FIRST AID KIT:** Kits need to be fully stocked, fully accessible, and clean at all times.

J. **FORKLIFTS:** Remember – if you do not have a card you should not be operating. No exceptions.

K. **GAS CYLINDERS:** They must all be treated as if full. Stored oxygen is kept at least twenty (20) feet away from the rest.

L. **GFCI/EXTENSION CORDS:** There must be a GFCI between the male plug of the tool's cord/extension cord and the electric source, each and every time.

M. **HARD HAT:** Must be worn at all times in the field with the sweatband of the liner in front and the turnbuckle or size adjustment in the back.

N. **HAND TOOLS:** Are their handles in good condition? Is the correct one used for each job as designed?

O. **HAZCOM/SDS:** Be sure that all containers are marked and all information is available.

P. **HEARING PROTECTION:** You are required to wear hearing protection while working around typical high-noise tasks (i.e. jack hammering, chop saw use, extended circular saw/table saw use, etc.).

APPENDIX

KISS List (continued)

Q. **HOUSEKEEPING:** It has been proven that messy areas usually breed hazards and expected injuries – keep your work areas clean!

R. **INSPECTIONS:** The Welliver Safety Program requires weekly formal (documented) inspections.

S. **JOBSITE POSTINGS:** Do you have your large poster posted? Is it the right one?

T. **LADDER/STAIRWELLS**: Are they in good condition? Are they being used as intended? Are they placed properly?

U. **LASERS:** Are the appropriate warning signs posted? Eyes averted?

V. **LEAD:** Is it present at your jobsite? Are you trained and protected as necessary and required?

W. **OVERHEAD LOADS:** NOTHING should be lifted over ANYBODY, including concrete buckets, forklift forks/loads, crane loads, etc.

X. **RESPIRATORY PROTECTION:** You are required to wear respiratory protection, either disposable or dual cartridge respirators (depending on the application), when the job dictates. Tasks that require such protection include ALL concrete/block cutting tasks, insulation work, concrete form work treatment, solvents, paint thinner usage, and epoxy based painting to name a few.

Y. **SAFETY GLASSES:** Glasses need to be Z87 frames and lenses with ATTACHED side shields. We have no jobs in the field that can be done without eye protection.

Z. **SIGNS/BARRICADES:** Put them up and keep them up.

AA. **TOOLBOX TALKS:** Talks need to be conducted (actually completed, not just signing the documentation sheet) once a week.

BB. **WORK SHOES:** You are required to wear heavy-duty, steel-toe work shoes at sites so designated. Certain jobs (e.g. jack hammering) REQUIRE steel-toe shoes.

If you have questions and/or comments about any of the information above, please contact the Welliver Safety Department at 607.535.5400.

APPENDIX

Attachment W:
Site Specific Safety Plan

Project Name: _____

Job No.: _____ **Location:** _____

Start Date: _____ **Completion:** _____

Project Scope:

_____

Owner Contact: _____

Project Manager: _____ **Superintendent:** _____

Welliver Office: 607.535.5400 **Safety Director:** Dale Partridge, 607.738.2840

Electrical:

Personal Protective Equipment:

APPENDIX

Site Specific Safety Plan (continued)

General Safety:

Scaffolding:

APPENDIX

Site Specific Safety Plan (continued)

Chemical Use:
Disposal:
Confined Space:

APPENDIX

Site Specific Safety Plan (continued)

Cranes & Rigging:
Excavations:
Fall Protection, Leading Edge, & Roof Work

APPENDIX

Site Specific Safety Plan (continued)

Additional Requirements:

Attachment X

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Accident Reporting and Treatment (ART) Form

Important Instructions

Emergencies

Examples:
Heart attack
Amputation
Loss of consciousness
Obvious fracture
Profuse bleeding
Multiple employees hospitalized
Choking
Shortness of breath
Serious burns

IN THE EVENT OF A MEDICAL EMERGENCY YOU SHOULD:

1. Call an ambulance.
   NOTE: If you are at a job site where other emergency procedures are required - please follow.
2. Administer first aid if trained.
3. Secure the accident scene and guard any unsafe condition to eliminate further exposure.
4. Contact the Injury Management Coordinator at (607) 535-5400.
5. Superintendent or designee will accompany employee to the hospital with the ART form.
6. (After the employee has been taken care of) Complete Sections A, B and C.
7. Return the **completed** form to the Injury Management Coordinator ASAP.

Non-Emergencies Requiring Medical Treatment

Examples:
Slip & fall injury
Back injury
Sprain/strain
Minor Cuts
Burn
Wrist/neck/elbow pain

IN THE EVENT OF AN INJURY THAT DOES REQUIRE MEDICAL TREATMENT BUT IS NOT AN EMERGENCY:

1. Respond to the injured employee.
2. Administer first aid, if trained.
3. Complete Section A (Superintendent Accident Data) of the ART form.
4. Ask the employee to read and sign Section B (Employee Release).
5. Contact the Injury Management Coordinator at (607) 535-5400.
6. The Superintendent or *designee will escort the employee to the medical provider with the ART form.
7. Ask the medical provider to complete Section C.
8. The Superintendent and employee will return to the jobsite with the ART form.
9. Have the employee complete the Employee Statement form.
10. Complete the Accident Investigation form.
11. Return the **completed** forms to the Injury Management Coordinator ASAP.

* Designees:

1. Superintendent
2. Supervisor
3. Injury Management Coordinator
4. Safety Director

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Dear Medical Provider/Physician:

You now have a Welliver McGuire Inc. employee in your care. As with all your patients, we know our employee will be receiving the best medical treatment possible.

Our employees like to return to work as soon as medically feasible; and we have specifically designed and implemented a Restricted-Duty Program to meet our injured employees' physical and medical needs. We ask that you give us detailed medical restrictions for our employee to follow at work and at home as noted in the Medical Provider Section. We also request that you do this so we can process the claim properly.

We will closely monitor the restrictions that you note on this form. If you require greater detail concerning the employee's work responsibilities and/or restricted duty, please contact us directly.

For additional Information on return to work, follow-up treatment and billing, please contact us. Your cooperation is highly valued and greatly appreciated.

After signing this form, please keep the YELLOW copy for your records.

Thank You,

J.D. Young
Vice President
Cell: (607) 377-2979

WELLIVER
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Accident Reporting and Treatment (ART) Form

Case # _____

SECTION A - SUPERINTENDENT ACCIDENT DATA

Name of Organization: _____ Employee's Name: _____
S.S.N. ___-___-___ Date of Injury ___/___/___ Time of Injury ___ am pm Date Reported ___/___/___
Home Phone (___) _____ Address _____
Trade Classification: _____ Job #: _____ Job Name: _____ Date of Birth:
Exact Location of Accident: _____
Witness: _____ Witness Phone: _____
Describe What Happened _____

Superintendent: _____ **Date:** _____

SECTION B - EMPLOYEE RELEASE

I hereby authorize Welliver McGuire, Inc., or its management representatives to be furnished any information and facts regarding this injury, including reports and records, results of diagnosis, treatment and prognosis, estimates of disability, and recommendations for further treatment. This information is to be used for the purpose of evaluating and handling my claim for injury as a result of an incident occurring on or about the above-noted date of injury and for no other purpose, now or in the future.

Employee Signature: _____ Date: _____

SECTION C - MEDICAL PROVIDER

Health Care Provider: _____ Date: ___/___/___ Arrival Time ___:___ am pm
Type of Injury: _____ Body Part Injured: _____
PLEASE PRINT:
Treatment and Comments: _____

☐ **No Restrictions Needed** ☐ **Restrictions (as noted below) in Effect for _____ Days**

LIFTING AND CARRYING:	**STANDING AND SITTING:**	**BENDING:**	**PUSHING AND PULLING:**	**OTHER LIMITATIONS:**
☐ No Specific Limits ☐ Limited to ____ Pounds ☐ No Lifting or Carrying	Standing/Sitting Limited to _____ minutes/hr _____ hrs/day	☐ No Specific Limits ☐ Bending Limited to ___ minutes/hr ☐ Bending Limited to ___ hrs/day	☐ No Specific Limits ☐ Limited to ____ Pounds ☐ No Pushing or Pulling	☐ No Repetitive motion (list body part) _____ or limited to _____hrs/day ☐ No Climbing ☐ Not to Drive Vehicles ☐ No Reaching Above Shoulders ☐ No Reaching Below Knees ☐ Work hours limited to ___hrs/day, ___days/wk ☐ Other (explain)_____

Follow-up Appointment on _____ at _____am/pm with _____
Medical Provider Signature _____ Print Name: _____ Date: _____ Phone:
Departure Time: _____ am pm

SECTION D - WORK STATUS

To be completed by Superintendent: The above restrictions (if applicable) have been reviewed and the Employee:

☐ Returned to full duty, no restrictions
☐ Has been placed in an appropriate restricted-duty position effective on _____
☐ Refused restricted duty job offer; employee sent home
☐ Other _____

Superintendent/Foreman Signature: _____ **Date:** _____
Employee's Signature: _____ **Date:** _____

WHITE Injury Management Coordinator
YELLOW Medical Provider

WELLIVER
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Accident Reporting and Treatment (ART) Form

Case # _____

SECTION A - SUPERINTENDENT ACCIDENT DATA

Name of Organization: _____ Employee's Name: _____
S.S.N. ____-____-____ Date of Injury ____/____/____ Time of Injury _____ am pm Date Reported ____/____/____
Home Phone (____) _____ Address _____
Trade Classification: _____ Job #: _____ Job Name: _____ Date of Birth:
Exact Location of Accident: _____
Witness: _____ Witness Phone: _____
Describe What Happened _____

Superintendent: _____ **Date:** _____

SECTION B - EMPLOYEE RELEASE

I hereby authorize Welliver McGuire, Inc., or its management representatives to be furnished any information and facts regarding this injury, including reports and records, results of diagnosis, treatment and prognosis, estimates of disability, and recommendations for further treatment. This information is to be used for the purpose of evaluating and handling my claim for injury as a result of an incident occurring on or about the above-noted date of injury and for no other purpose, now or in the future.

Employee Signature: _____ Date: _____

SECTION C - MEDICAL PROVIDER

Health Care Provider: _____ Date: ____/____/____ Arrival Time ___:___ am pm
Type of Injury: _____ Body Part Injured: _____
PLEASE PRINT:
Treatment and Comments: _____

☐ **No Restrictions Needed** ☐ **Restrictions (as noted below) in Effect for _____ Days**

LIFTING AND CARRYING:	STANDING AND SITTING:	BENDING:	PUSHING AND PULLING:	OTHER LIMITATIONS:
☐ No Specific Limits ☐ Limited to ____ Pounds ☐ No Lifting or Carrying	Standing/Sitting Limited to _____ minutes/hr _____ hrs/day	☐ No Specific Limits ☐ Bending Limited to ___ minutes/hr ☐ Bending Limited to ___ hrs/day	☐ No Specific Limits ☐ Limited to ____ Pounds ☐ No Pushing or Pulling	☐ No Repetitive motion (list body part) _____ or limited to _____hrs/day ☐ No Climbing ☐ Not to Drive Vehicles ☐ No Reaching Above Shoulders ☐ No Reaching Below Knees ☐ Work hours limited to ___hrs/day, ___days/wk ☐ Other (explain)_____

Follow-up Appointment on _____ at _____am/pm with _____
Medical Provider Signature _____ Print Name: _____ Date: _____ Phone:
Departure Time: _____ am pm

SECTION D - WORK STATUS

To be completed by Superintendent: The above restrictions (if applicable) have been reviewed and the Employee:

☐ Returned to full duty, no restrictions
☐ Has been placed in an appropriate restricted-duty position effective on _____
☐ Refused restricted duty job offer; employee sent home
☐ Other _____

Superintendent/Foreman Signature: _____ **Date:** _____
Employee's Signature: _____ **Date:** _____

WHITE Injury Management Coordinator
YELLOW Medical Provider

EMPLOYEE STATEMENT
To be completed by the injured employee

NOTE TO SUPERINTENDENT: You will need to discuss this section with the employee.

My name is: _____

Date of Injury: _____ Time of Injury: _____

This is what happened: (include what, when, where, how, why)

_____

_____

_____

Do you recall anything unusual or unexpected that happened?

_____

_____

Are there work conditions which contributed to this injury?

_____

_____

How would you explain why you were injured?

_____

_____

_____

_____

When did you first notice the injury or illness? _____

When did you tell your superintendent? _____

When did you first noticed the pain? _____

Have you ever had this pain before? _____ If so, when and how often? _____

Superintendent: _____ **Date:** _____

Employee: _____ **Date:** _____

ACCIDENT INVESTIGATION
To be completed by Superintendent

CONTRIBUTING FACTORS		Yes	No	N/A
EQUIPMENT	1.1 In your opinion, did any defect(s) in equipment contribute to hazardous conditions? If so, what?	☐	☐	☐
	1.2 Was the correct equipment readily available? If no, why?	☐	☐	☐
	1.3 Was the correct equipment being used? If no, why?	☐	☐	☐
	1.4 Was the equipment used properly?	☐	☐	☐

COMMENTS: _____

CORRECTIVE ACTION: _____

ENVIRONMENT	2.1 Did the job site or work area contribute to the accident?	☐	☐	☐
	2.2 Was the area cluttered?	☐	☐	☐
	2.3 Were other conditions a contributing factor? (Lighting, wet floor, noise, air contaminants, chemicals, cleaners, temperature extreme, weather.)	☐	☐	☐
	OTHER: _____	☐	☐	☐

COMMENTS: _____

CORRECTIVE ACTION: _____

EMPLOYEE	3.1 Was the employee performing a non-routine task at the time of the injury?	☐	☐	☐
	3.2 Was the employee trained to do the job?	☐	☐	☐
	3.3 Did the employee understand how to perform the job?	☐	☐	☐
	3.4 Did the employee follow proper procedures?	☐	☐	☐
	3.5 Were the behaviors which caused the accident observed before?	☐	☐	☐
	OTHER: _____	☐	☐	☐

COMMENTS: _____

CORRECTIVE ACTION: _____

CORRECTIVE ACTION
To be completed by Superintendent and Safety Director

Is Accident Investigation completed satisfactorily? Yes ☐ No ☐ _____

Was corrective action completed? Yes ☐ No ☐ _____

By whom? _____ Date _____

Does further corrective action need to be taken? Yes ☐ No ☐ _____

Assigned to: _____

Target Date for Completion: _____

Safety Director _____ Date _____

Superintendent _____ Date _____