

ATTACHMENT D

SAFETY & HEALTH POLICY

STATEMENT. It is the policy of our company that safety and health are integral and essential parts of our operations. Our safety and health philosophy is based on the following principles:

1. Employees are a tangible asset of the company and their safety and well-being are essential to its continued success.
2. Accidents are manageable and the occurrence of an accident means that we have not effectively managed our assets.
3. All employees play a role in their own safety and the safety of those working around them.
4. Management will be responsive to the expressed safety concerns of employees.
5. Safety, production schedule and cost are equal partners in a successful project.

INTRODUCTION. Contractor has developed and implemented this written Injury and Illness Prevention Program (IIPP) as part of our health and safety program. The work performed by our personnel is varied, both in nature and location. Under all circumstances, it is the intent of Contractor to:

1. Comply with the requirements and spirit of the California Code of Regulations, Title 8; and
2. Provide a safe and healthful work environment for employees

Contractor expects and requires all employees to follow the requirements set forth in this IIPP. In accordance with 8 CCR §3203 and 1509, Contractor adopts this Injury and Illness Prevention Program (IIPP) as part of its employee safety policy.

RESPONSIBLE PERSON (8 CCR 3203(a)(1)). Contractor has designated the Project Manager or Superintendent of the project as the Responsible Person for the IIPP. It is the responsibility of the Responsible Person to ensure overall implementation of the IIPP by directing the following tasks:

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

SUPERVISORS/FOREMAN. Supervisors are responsible for safety and health in their areas of supervision. This includes:

1. Remain informed about safety and health regulations affecting the operations they supervise.
2. Ensure that each employee is able to safely complete each task to which he is assigned, and performs those tasks in a safe manner.
3. Ensure equipment and machines are maintained in safe operating condition.
4. Investigate accidents and incidents that have occurred as soon as reasonably possible, identify the corrective action necessary to prevent a similar accident or incident from occurring.
5. Ensure that all employees follow all safety and health regulations and work practices, including using personal protective equipment and completing all required safety training.

EMPLOYEES. Employees are responsible for the following:

1. Follow all company safety and health regulations and safe work practices, including using personal protective equipment (where required) and complete all required safety and health training.
2. Report all injuries immediately to the supervisor.

3. Report to their supervisor, any unsafe or unhealthy conditions with the work site.

EMPLOYEE COMPLIANCE/DISCIPLINARY POLICY (8 CCR 3203(a)(2)). Under Contractor's policy, all employees are required to follow company safety policies and operating procedures. When needed, employees will be provided with additional training and information, or re-training to maintain their knowledge.

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

COMMUNICATION OF SAFETY AND HEALTH MATTERS (8 CCR 3203(a)(3)). The elements and requirements of the company IIPP and all aspects of its safety and health program are communicated in a readily understandable manner to all employees. The company employs the following methods of communication:

- New worker orientation including a discussion of safety and health policies and procedures
- Review the Injury and Illness Prevention Program
- Training Programs
- Regularly scheduled safety meetings
- Posted or distributed safety information
- On selected projects, Contractor may have less than ten employees and may choose to communicate and instruct employees orally about general safe work practices and hazards

It is the policy of Contractor to encourage all employees to report hazards existing at their worksite to their supervisors or the Responsible Person so that corrective action can be taken in a timely manner. Employees are encouraged to use the following methods of communication:

- Direct communication with the Superintendent or Project Manager
- All employees are required to attend the weekly safety meetings at which time they are encouraged to comment on safety issues
- A system for workers to anonymously inform project management about workplace hazards
- Safety Suggestion Box for employees to suggest safety improvements or report unsafe work acts or hazards

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

IDENTIFICATION AND EVALUATION OF WORKPLACE HAZARDS (8 CCR 3203(a)(4)). The goal of this IIPP is to identify and evaluate unsafe work conditions and practices so that accidents, injuries, and job-related illnesses are minimized, if not completely eliminated. To this end, Contractor has instituted the procedures described in this section of the IIPP.

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

- Each project will be inspected on the date of implementation of this Injury and Illness Prevention Program for the purpose of identifying potential workplace hazards. A corporate representative, the Project Manager or Superintendent will conduct this inspection. An Inspection Findings and Corrective Action Form for each project will list the hazards identified during inspections. Corrective action will be taken to eliminate these hazards on a priority basis as listed on the Inspection Findings and Corrective Action Form. Target dates set forth for the identified hazards will be used as goals for elimination of these hazards.
- OSHA regulations state inspections shall be performed periodically and they have interpreted that, by letter, of no less than two times per month.
- Inspections of job sites will be performed at least two times per month, each being documented, to identify new hazards as well as ensure corrections of pre-identified hazards. Each inspection will include observing employees and their use of required safety equipment and safety procedures. All identified hazards or unsafe acts will be given a priority rating or a target date for correction. Superintendents should observe employees each work day to identify and correct unsafe work acts.
- Faulty equipment is not to be operated. This equipment will be tagged and employees made aware of the faulty equipment.

- All employees will be encouraged to report all unsafe work acts or workplace hazards as outlined in the Safety Program.
- Caleb Gunning, project management representative, will review each safety inspection list within three days of inspection. The designated manager will initial the safety inspection form and return it to the Project Manager or Superintendent for filing.

Inspections will be conducted at the following intervals, in addition to those times mentioned above:

- Whenever new substances, processes, procedures, or equipment are introduced to the workplace that represent a new occupational safety and health hazard.
- Whenever the company is made aware of a new or previously unrecognized hazard.

ACCIDENT, INJURY AND ILLNESS INVESTIGATIONS (8 CCR 3203(a)(5)). When accidents, injuries, or illnesses occur on the job which requires medical care, they will be thoroughly investigated by the Project Manager or Superintendent. Investigators will complete the Accident Investigation Form which is attached to this IIPP. The investigation will determine at least the following:

- Who and what was directly involved in the accident.
- Who and what was indirectly involved in the accident.
- Where and when the accident occurred.
- The cause of the accident, if known.
- Steps and procedures to take to prevent re-occurrence, if known.

The following procedure will be followed after getting proper medical care for the injured:

- The Contractor's Project Superintendent will make a judgment decision as to the severity of the accident.
- If the accident is such that the worker has to go to the hospital, the Superintendent will call the Project Manager and alert the corporate office immediately.
- If the accident requires the worker to go to the doctor's office only, but there is a question in the Superintendent's mind, "Should I call emergency personnel?" please call the emergency personnel immediately to clear up the question. No matter how minor the accident is, the Superintendent should always notify the Project Manager of the accident.
- Workers on a Contractor's project shall be a concern of the Contractor's Superintendent as follows: on a turnkey project, all employees of our Subcontractors and Contractor's direct field labor on that project are the concern of the project Superintendent.

METHODS AND PROCEDURES FOR CORRECTING UNSAFE OR UNHEALTHY CONDITIONS, WORK PRACTICES (8 CCR 3203(a)(6)). All unsafe or unhealthy work conditions or work practices identified will be evaluated and corrected.

Unsafe or unhealthy work conditions or work practices will be corrected in a timely manner, as determined by the severity of the hazard. Under no conditions will Contractor's personnel be required or permitted to work under conditions which pose a clear or imminent hazard.

Problems that cannot be corrected immediately will be assigned to the Responsible Person or his/her designee to ensure completion of the corrective action. Once corrected, written documentation of the action taken will be developed or obtained by the Responsible Person.

When an imminent hazard exists which cannot be immediately corrected without endangering employees and/or property, the following steps will be followed;

1. Remove all potentially endangered employees;
2. Provide employees responsible to correct the condition with necessary safeguards;
3. Correct the problem; and
4. Document the corrective action and date corrected in accordance with this section. The documentation is to be completed by the Responsible Person or her/his designee. Documentation will be maintained on file by the Responsible Person.

It is company policy that engineering controls will be used first to eliminate or minimize unsafe or unhealthy work conditions. If engineering controls are impractical or infeasible, administrative controls will be used. If

engineering controls alone, or in combination with administrative controls cannot adequately minimize the hazard, personal protective equipment shall be used.

Unsafe work practices will be immediately corrected by providing the affected employees with re-training to be provided by the Responsible Person or her/his designee.

Whenever new chemicals or equipment are introduced into the system, or when there is a process change, affected employees will receive additional instruction.

TRAINING AND INSTRUCTION (8 CCR 3203(a)(7)). All employees shall receive training and instruction in the following areas:

1. General safety and health work practices, and
2. Specific instruction with respect to hazards unique to the job assignment;

Training of Contractor's employees as to this IIPP shall occur:

- On the date of implementation of this program
- To all new employees
- To all employees given new project assignments
- Whenever new substances, procedures or equipment are introduced to the workplace and present a new hazard.
- Whenever new personal protective equipment or different work practices are used on existing hazards.
- Whenever the Project Manager or Superintendent or Superintendent are made aware of new hazards.

This IIPP shall be made an integral part of existing occupational safety and health training programs. Additional training will be provided to supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed.

Employees of other employers (i.e., temporary or leased employees), who direct/control and directly supervise, will be provided with information to perform their jobs safely.

MAINTENANCE OF RECORDS (8 CCR 3203(b)). Contractor will keep records of the actions taken to implement and maintain this IIPP. The records will be maintained on file for a minimum of one year. The records kept by Contractor relating to the IIPP will not adversely affect the retention of medical and exposure records in accordance with Title 8, California Code of Regulations, Section 3204 "Access to Employee Exposure and Medical Records."

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

Records relating to the IIPP shall include at a minimum, person(s) conducting the inspection or evaluation; the unsafe conditions and work practices that have been identified; and, actions taken to correct the identified condition or work practice.

Records and documentation of safety and health training shall include at a minimum, the name of employee and/or employee number; date of training; training topic(s); training format; and instructor.

Records of employees who have worked for less than one year for Contractor may be turned over to the employee upon termination as long as the terminated employee signs an acknowledgement letter documenting the records which have been turned over to him or her.

CODE OF SAFE PRACTICES.

1. General Safe Practices
 - a. Observe all safety rules.
 - b. Inspect all equipment before using.
 - c. Report any unsafe condition, equipment deficiencies and/or unsafe activity to your supervisor immediately.

- d. When lifting, bring the object as close to the body as possible, bend your knees and lift using leg muscles.
 - e. Horseplay, scuffling or other disruptive behavior is prohibited.
 - f. All employees should attend jobsite safety talks at least every ten working days.
 - g. First-aid kit shall be maintained at each jobsite with provisions to ensure the availability of emergency medical services.
 - h. Promptly report all injuries to your supervisor.
2. Housekeeping
- a. Keep work area clear of debris, trash and unused materials.
 - b. Passageway stairs and aisles shall be kept free of trash and scrap materials.
 - c. Debris accumulated within the buildings or structure shall be removed daily during the course of construction.
 - d. Do not drop or throw materials, tools or other objects from building or structure.
 - e. Fire extinguisher shall be conspicuously located, properly maintained and inspected annually.
3. Head Protection
- a. Hardhat areas will be designated and will be strictly adhered to by all persons on the site.
4. Eye and Face Protection
- a. Eye and face protection shall be worn when the nature of the work presents a potential eye or face injury (as in grinding, chipping, sandblasting, etc.). Respirators shall be worn where exposure to airborne contaminants may be harmful.
5. Foot Protection
- a. Sandals, canvas topped shoes (tennis shoes), shoes with thin or badly worn soles and other non-protective type footwear will not be worn on the site. All employees shall wear over-the-ankle, hard soled work boots that are maintained in good condition.
6. Clothing
- a. Clothing worn shall be appropriate for construction site work. Note: This includes shirts and substantial leather shoes.
7. Intoxication
- a. No person will be allowed on the site while under the influence of alcohol or drugs.
 - b. Consuming of alcoholic beverages or drugs at any time shall be forbidden at the work site.
8. Roof and Floor Openings
- a. Roof and floor openings shall be covered or barricaded by guardrails. If covered, the cover must be secured in place and the cover stenciled "FLOOR COVER DO NOT REMOVE" or "HOLE".
9. Harness and Lifelines
- a. Approved harness and lifelines shall be worn and used by those workers whose work exposes them to falling from the perimeter of structure, roof, shaft ways and other openings not adequately guarded.
 - b. The anchor end of the lifeline shall be secured at a level no lower than the worker's waist and a vertical distance not to exceed 4 feet except where waist level is not possible. Connection at foot level may be permitted provided the adequate risk control procedures are followed.
10. Ladders
- a. Ladders shall extend 3 feet above the level they serve and be securely fastened.
 - b. Extension ladders shall not exceed 44 feet in length.
 - c. The base or foot of all straight ladders shall have safety shoes or some form of non-skid anchorage.
 - d. The top two rungs of portable ladders shall not be used.
 - e. The top two steps of a stepladder shall not be used to stand on.
 - f. Metal Stepladders shall not be used for electrical work or in any location where it could contact electrical conductors.
 - g. Metal ladders shall not be used for electrical work or in any location where it could contact electrical conductors.
 - h. Inspect each ladder before using. Defective ladders of any kind shall be taken out of use immediately, red tagged, then repaired or replaced.
11. Ropes and Rigging
- a. All wire rope and rigging should be observed during normal operation and visually inspected prior to each shift for evidence of wear or damage.

- b. Written reports prepared monthly following complete inspection of all ropes and rigging-checking for: abrasion or corrosion, broken wires, reduction in rope diameter, sufficient lubrication, sheave and drum groove wear, enlarged hook throats and any evidence of physical damage.

12. Cranes

- a. All cranes, derricks and cableways used in lifting service, exceeding 3 tons rated capacity, and their accessory gear shall not be used until valid documents showing compliance with CAL/OSHA certification requirements are provided.
- b. To determine that the machine is safe for immediate use, these inspections should be made at the start of each shift, including but not limited to: proper lubrication and fuel; water level for batteries; air system pressure; brakes and clutches; all safety visually inspect boom and jib for evidence of damage; check that length is permanently and legibly marked on all boom inserts and overall boom length is known; machine clean and free from grease and oil on walking surfaces; all exposed moving parts are guarded; counterweight secure and capacity legible on jibs, blocks and accessories; fire extinguisher; inspect hydraulic system for defects and leaks; tires; all gauges and operating controls test for performance and unusual noise or vibration.
- c. Monthly inspection procedure to determine the need for repair or replacement parts.
- d. Both the lead hook and boom should be given detailed inspection on an annual basis.
- e. Inspection and maintenance logs shall be maintained and readily available.
- f. Crane rating chart and manufacturer's operating instructions shall be maintained and readily available to the operator.
- g. All cranes operated only by trained, experienced and competent persons who provide satisfactory evidence of qualifications and experience to the employer.
- h. Only qualified persons shall give signals to the crane operator.
- i. Operations shall be conducted to avoid exposure of employees to the hazard of overhead, suspended leads. Employees should not work in area directly beneath a suspended load.
- j. It is unlawful to operate a crane within 10 feet of a live high voltage line.
- k. Cranes exceeding 25 feet boom length and/or 15 tons require a Certified Crane Operator (CCO). Verification of this certificate is mandatory prior to operations on any job site.

13. Ramps, Runways, Stairwells and Stairs

- a. Wheelbarrow ramps and runways over 3 feet high shall not be less than 2 feet 6 inches wide and secured at each end to prevent sliding.
- b. Ramps and runways erected for the use of workers shall be no less than 20 inches in width and shall be secured and supported as to avoid deflection and springing action.
- c. Securely fastened cleats shall be used on inclined runways that are sloped 2 feet in 10 feet or more; cleats shall be 8 inches or more in length and not more than 10 inches apart.
- d. Handrails when used in connection with stairways shall be 30 inches to 34 inches above the tread nosing.
- e. Uprights shall be not less than 2 inches by 4 inches and spaces not more than 8 feet apart and properly anchored.
- f. Standard guardrails shall consist of a top rail not less than 42 inches or more than 45 inches in height measured from the upper surface of the top rail to the floor. The mid-rail shall be halfway between.
- g. Posts shall not be less than 2 inches by 4 inches and spaced by 8-foot intervals or less.
- h. All guardrails including their connection and anchorage shall be capable of withstanding a load of 13 pounds per linear foot applied either horizontally or vertically downward at the top of the rail.

14. Scaffold and Platforms

- a. Railing shall be provided on all open sides and ends of a built up scaffold, rolling scaffolds elevated platforms 6 feet or more above ground level or floor level.
- b. Toe boards shall be solid and extend not less than 3 1/2 inches above platform, and the bottom clearance shall not exceed 1/4 inch. Toe boards shall be provided on all open sides and ends of railed scaffolds at locations where people are required to work or pass under the scaffold. Also, at all interior floor, roof and shaft openings.
- c. If material on a railed scaffold is piled higher than the toe board, a barrier of 1/2 inch mesh wire, canvas or equivalent shall be provided between the top rail and toe board and secured both top and bottom at locations where persons are required to work or pass under scaffold. Note: When side screens are used, mid-rail may be omitted.

- d. Mobile scaffolds shall be equipped with a positive method of locking scaffold against movement when being used. Scaffold shall be locked in position when scaffold is being used.
 - e. Rolling scaffold shall not be moved until all workers are off the scaffold.
 - f. An extension platform outside a wall opening on which material can be hoisted for handling shall have standard guardrails; one side of platform may have removal railings in order to facilitate handling materials.
 - g. Only qualified and designated employees may erect, adjust, or dismantle scaffolding.
15. Pneumatic Impact Tools
- a. Safety clips or retainers shall be installed to prevent dyes and tools from being expelled from the barrel.
 - b. Safety glasses and hearing protection shall be worn when using pneumatic impact tools.
16. Portable Electric Power Tools
- a. Tools shall be grounded with a ground wire connected to the frame of the tool.
 - b. Double insulated tools do not have to be grounded, but must be identified as double insulated.
 - c. Portable electric saws shall be equipped with a fee moving guard, which will cover the blade when the cut is completed.
 - d. Never wedge the guard in an open position.
 - e. No portable electric power tool shall be used if the operator must stand in water.
 - f. All electrically powered tools shall be connected to a ground fault circuit interrupter (if not double insulated or a low voltage (battery operated) tool).
17. Powder Actuated Tools
- a. Powder actuated tools shall be used only by operators certified by licensed manufacturers, or the manufacturer's authorized representative for the tool specified on such license. The license card shall be in possession of the operator at all times and available for inspection upon request.
 - b. A lockable container shall be provided and kept with each tool. The wording "POWDER ACTUATED TOOL" shall appear in plain sight on the outside of the box.
 - c. The following notice shall be attached on the inside cover of the container "WARNING POWDER ACTUATED TOOL TO BE USED ONLY BY QUALIFIED OPERATOR AND TO BE KEPT UNDER LOCK AND KEY WHEN NOT IN USE".
 - d. Tools shall never be unattended in a place where they would be available in unauthorized persons.
 - e. Operators and assistants shall wear eye or face protection when tool is in use.
 - f. Any tool found not to be in good condition shall be immediately removed from use, tagged as defective and shall not be used until repaired.
 - g. Signs at least 7 × 10 inches using bolt type no less than one inch in height shall be conspicuously placed at all entrances to area where laser is being used, indicating laser in use.
18. Portable Compressors
- a. When portable compressors on wheels stand unattached to other equipment, they shall be positively blocked or otherwise adequately prevented from rolling.
 - b. Fans and belts shall be completely guarded.
 - c. Compressor safety valve shall be popped weekly.
 - d. Compressor pressure shall be adjusted to the working pressure of the designated tool requirements.
19. Hand Tools
- a. Tools having mushroomed heads, split or defective handles, worn parts or other defects that make them unsafe for use shall be removed from use and shall not be used until replaced or the necessary repairs are made.
20. Steel Erection and Construction
- a. During the final placing of solid web steel structural member, the load shall not be released from the hoisting line until the member are secured with not less than two bolts and drawn up wrench tight.
 - b. Safety railing as 3/8-inch wire rope or equal shall be installed between 42 and 45 inches above design finish floor around the periphery of the structure of building during structural steel assembly. Mid cable shall be installed after metal decking is in place and before other work starts.
 - c. When connecting beams at the periphery of a building or structure where the fall distance is greater than 6 feet, employees shall be tied off by approved Harness and lifeline.

- d. If harness and lifelines are not practical, perimeter safety nets shall be installed at a distance of not more than 25 feet below the work surface and extend at least 8 feet beyond the perimeter of the building or structure.
21. Reinforcing Steel
- a. Employees working at grade or at the same surface as exposed reinforcing steel shall be protected against the hazard of impalement by guarding the exposed end with protective covers, troughs or caps.
 - b. Employees working above grade or any surface and exposed to protruding reinforcing steel or other similar projections shall be protected against the hazard of impalement. Protection shall be in accordance with Cal-OSHA regulations, Title 8, Section 1712.
 - c. Workers working more than 6 feet above any adjacent working surface, placing and tying reinforcing steel to walls, piers, columns, etc., shall be required to use a safety belt and lifeline or other device affording equivalent protection from the hazard of falling.
 - d. Reinforcing steel for walls, piers, columns and similar vertical structures shall be guyed and supported to prevent collapse.
22. Tilt-Up Concrete and Precast Construction
- a. The lifting attachments in the precast concrete shall provide sufficient strength and be properly designed by a currently registered civil engineer.
 - b. When precast walls or vertical panel are erected, the bracing shall be designed and installed in accordance with the direction of a currently registered civil engineer.
 - c. Prior to panel erection, a currently registered civil engineer shall prepare a detailed lifting plan. All panel erection shall be performed in accordance with such plan.
 - d. Lifting methods and procedures shall be conducted in such a manner as to insure that in the event of a lifting attachment failure, workers shall not be exposed to the hazard of being struck by a panel or other support equipment.
 - e. Jacking equipment shall not be loaded beyond safe working capacity, and the threaded rods or other member that transmit loads to the jacks shall have a factor of safety of at least 2 ½ inches.
 - f. Jack shall be so designed or equipped so that they will not continue to lift when overloaded.
 - g. A safety device shall be provided on each jack so that it will continue to support its load in a raised position, even if a failure should destroy or interfere with its jacking ability.
23. Formwork
- a. Formwork and false work or shoring for the support of concrete or other materials shall be designed, erected, supported, braced and maintained so as to assure its ability to safely withstand all intended loads during erection, construction, usage and removal.
24. Flammables
- a. Flammable liquids shall be stored only in approved containers and labeled "FLAMMABLE" with contents identified.
 - b. Drums for storing flammable liquids shall be connected to an earth ground.
 - c. Before a metal container is filled from a drum faucet, a bonding wire fastened to the drum must be attached to the container.
 - d. Safety drip-can should be positioned below each drum faucet to catch spills or dripping.
 - e. Pressure and vacuum relief vent must be installed in the drum opening.
25. Electrical
- a. All 120 volt AC single phase 15 and 20-ampere receptacle outlets on construction sites which are not part of the permanent wiring of the building or structure and which are in use by workers shall have approved ground fault circuit interrupters for personnel protection.
 - b. Double insulated tools or other similar equipment are not required to be grounded but must be distinctively marked.
 - c. Extension cord to portable electrical tools shall be grounded.
 - d. Electrical cords shall be replaced if insulation is damaged, frayed or spliced or has exposed wiring. Damage plugs shall be replaced by a competent person.
 - e. Power plugs shall be of the approved type for the equipment involved and shall match the receptacle or adapter.
26. Forklifts
- a. Only drivers authorized, trained, and certified in the safe operation shall be permitted to operate a forklift.

- b. When leaving a forklift unattended, the power shall be shut off, brakes set, the mast brought to a vertical position and the forks left in the down position. When left on an incline the wheels shall be blocked.
 - c. Forklifts are considered unattended when the operator is 25 feet or more away from the vehicle, which remains in his view, or whenever the operator leaves the vehicle and it is not in his view.
 - d. When the operator of a forklift is dismounted and within 25 feet of the vehicle still in his view, the forks shall be fully lowered, controls in neutral and the brakes set.
 - e. No person shall ride on the forks of the vehicle.
 - f. Forks shall always be carried as low as possible consistent with safe operation.
 - g. No passengers will be permitted to ride the vehicle unless seating is provided as standard equipment.
 - h. No operator shall attempt to lift or transport a load, which is of a size and weight sufficient to cause the back wheels to rise from the ground. Note: Under no circumstances shall another person attempt to counter balance such a load by standing on the vehicle.
 - i. All operators shall wear a properly adjusted seat belt at all times when operating a fork lift.
27. Aerial Baskets or Platforms
- a. Aerial baskets or platforms shall not be supported by adjacent structures when workers are on the platform or in the basket while in an elevated position.
 - b. Lift controls shall be tested in accordance with the manufacturer's recommendations or instructions prior to use to determine that such controls are in safe working condition.
 - c. Only authorized, trained and certified persons shall operate an aerial device.
 - d. Belting off to an adjacent pole, structure equipment shall not be permitted.
 - e. Employees shall not sit or climb on the edge of the basket or use planks, ladders or other devices to gain greater working height.
 - f. Boom and basket and platform load limits specified by the manufacturer shall not be exceeded.
 - g. When elevating personnel with the vehicle stationary the breaking systems shall be set.
 - h. Provided they can be safety installed, wheel chocks shall be installed before using an aerial device on an incline.
 - i. When used, outriggers shall be positioned on pads or solid surface. All outriggers shall be equipped with hydraulic holding valves or mechanical locks at the outriggers.
 - j. An aerial device truck shall not be moved when the boom is elevated in a working position with employees in the basket or platform.
 - k. Employees working in an elevated aerial device shall be secured to the boom basket or tub of an aerial device through the use of a safety harness equipped with safety strap or lanyard.
28. Material Handling, Storage and Disposal
- a. All product materials shall be accepted, stored, handled, and erected in a proper and safe manner.
 - b. While being stored, brace or tie all beams, trusses, purlins, etc., which may otherwise tip over and injure someone. Setting the tone for safety must start at the beginning of the project.

HOUSEKEEPING AND MAINTAINING A NEAT, ORGANIZED, CLEAN WORK SITE MUST BE A TOP PRIORITY FROM THE BEGINNING.

CONFINED SPACE ENTRY. The following general guidelines must be fulfilled during any construction site confined space entry. All such work must be performed in compliance with the requirements of 8 CCR 5158 and other applicable regulations. Employees will be trained in these general requirements and other, site-specific requirements, prior to initiating confined space entry.

1. Lines which may convey hazardous materials into the space, with the exception of public utility gas lines, must be disconnected, blinded, or blocked off.
2. The space must be emptied, flushed, or otherwise purged of hazardous materials to the extent feasible.
3. The air must be tested with air contaminant/oxygen deficiency instrument. Interconnected spaces must be individually tested. Testing must be repeated with sufficient frequency to prevent the unknown development of an air contaminant or oxygen deficiency to a dangerous extent. Records of testing must be kept.
4. If a dangerous air contamination and/or oxygen deficiency is present, work may proceed only after complying with the more stringent confined space entry requirements established in 8 CCR 5159.

5. No source of ignition may be introduced into the confined space until testing verifies that flammable and/or explosive substances are not present at unsafe concentrations.
6. Whenever oxygen-consuming equipment such as salamanders, plumbers' torches or furnaces, are to be used, measures must be taken to ensure adequate combustion air and exhaust gas venting.
7. Steps must be taken to ensure continuous ready entry into and egress from the confined space, to the extent feasible.
8. Additional precautionary steps, including deactivation, must be considered when working in confined spaces equipped with oxygen-displacing fire suppression systems.

EMERGENCIES.

1. In case of emergency, employees should be aware to dial "911" or other appropriate telephone numbers for reporting emergencies in your area.
2. In case of fire, earthquake or natural disaster, the Project Manager or Superintendent on proper evacuation procedures must train all employees.
3. All employees must be aware of fire exits, location of fire extinguishers, first aid supplies and emergency phone numbers. It is the Superintendent's responsibility to ensure this information is given to his employees on the date of implementation or when first hired.

FIRST AID. First aid kits are accessible to employees. The content of first aid kits is, at a minimum, consistent with the requirements of 8 CCR 1512 for the number of employees on site. The contents of first aid kits will be checked at least quarterly for the adequacy of supplies.

Employees providing first aid assistance shall possess a current Red Cross First Aid certificates or equivalent.

FITNESS FOR WORK. Employees are expected to report for work without physical or mental impairment which may endanger themselves or their fellow workers. Employees are expected to maintain themselves in such condition throughout the work shift.

If an employee is observed to be acting in an impaired or otherwise unsafe manner, the circumstances should be reported to a supervisor as soon as is possible. Should the site supervisor be acting in such a manner, then the circumstances should be reported to company management at the earliest opportunity.

HAZARDOUS CHEMICAL EXPOSURE. Exposure to hazardous chemicals can occur (a) because of chemicals you or others are working with or (b) because of the area in which the work is occurring. Examples of (a) are use of solvents or stripping of lead cable. Examples of (b) are trenching in contaminated ground and running conduit above a suspended ceiling in a building with asbestos fireproofing.

SOLVENTS. Harmful exposure to solvents is most likely to occur by skin and eye contact and by inhalation of vapors. Skin and eye contact may produce irritation; inhalation may cause respiratory irritation and drowsiness, dizziness, giddiness, and headache. Workers should avoid contact exposure by wearing chemical-resistant gloves and safety glasses. Avoid inhalation exposure by good work practices, working in well-ventilated areas, and, if necessary, by wearing the appropriate respirator (as per the company Respiratory Protection Program).

LEAD. In general, lead exposure by inhalation poses the greatest risk because lead fumes and fine lead dust are readily absorbed into the blood system, while, if ingested, just 10% of the lead becomes absorbed. Most lead poisonings are the result of prolonged exposure, not single events. When working with lead-jacketed cable or other lead-containing materials, care should be taken not to fragment the material and release airborne dust. Workers should also wash their hands and face upon completion of the work and prior to eating, drinking or smoking.

ASBESTOS. When brittle (friable) asbestos becomes crushed, fibers become airborne, and it is possible to inhale the fibers. Inhalation of asbestos fibers results in an increased likelihood of developing asbestos-related disease such as asbestosis, lung cancer, or mesothelioma. Care should be taken not to damage asbestos-containing building and construction materials, such as fireproofing, pipe/boiler insulation and wire insulation.

It is company policy that employees receive appropriate training in safe handling practices of hazardous chemicals.

- Eye wash fountains and safety showers must be provided in areas where corrosive chemicals are handled.
- All containers must be labeled as to their contents.
- Employees are required to use appropriate personal protective clothing and equipment when handling chemicals (gloves, eye protection, respirators, etc.).
- Employees are prohibited from eating, drinking and smoking in areas where hazardous chemicals are present.
- Control procedures have been instituted to minimize exposure to hazardous materials, where appropriate, such as personal protective equipment, ventilation systems, work practices, etc.

VEHICLE SAFETY. Employees operating vehicles on public thoroughfares must have valid operator's licenses appropriate for the class of vehicle.

- When ten or more employees, including the driver, are regularly transported in a van, bus or truck, the operator's license must be appropriate for the class of vehicle being driven.
- Each van, bus or truck used regularly to transport employees, must be equipped with an adequate number of seats (with seat belts).
- Vehicles used to transport employees must be maintained in good operating condition, including all "safety" equipment (lights, brakes, horns, mirrors, windshields, turn signals).
- A fully charged fire extinguisher, in good condition, with at least a B:C rating is required in each company vehicle.
- When cutting tools or tools with sharp edges are carried in passenger compartments of employee transport vehicles, they must be placed in closed boxes or containers which are secured.
- Employees are prohibited from riding on top of any load which can shift, topple, or otherwise become unstable.
- Employees shall not work under vehicles supported by jacks or chain hoists, without protective blocking that will prevent injury if jacks or hoists should fail.

SUBCONTRACTOR SAFETY GUIDELINES. Each Subcontractor will establish a project Safety Program in detail to commensurate with the requirements of said project. The Subcontractor shall submit the program prior to commencement of work on the project site.

SUBCONTRACTOR SAFETY PROCEDURES. Each Subcontractor at any tier on our projects is contractually obligated to comply with all statutory safety requirements, Contractor's Safety Program and the Owner's Safety Program. These safety requirements constitute the minimum safety performance expected of each Subcontractor.

All Subcontractors of will be required to submit in writing to the Superintendent their written plan on how all work processes under their scope of work will be accomplished. This submittal will be required before the work processes begins.

DESIGNATION OF SAFETY REPRESENTATIVE. Each Subcontractor shall designate to the Superintendent a competent Superintendent to carry out his safety program notification of the responsible individual shall be made to designated Superintendent. Where the nature or size of the contract warrants, a full-time, qualified safety representative may be required.

RECORDKEEPING AND REPORTING. Each Subcontractor shall maintain accurate incident and injury reports. Distribution should be as follows:

- Original to Project Manager
- Copies to the project Superintendent and the corporate office file

All fatal or serious injuries shall be reported immediately to Contractor's Project Manager and Superintendent. The project Superintendent shall notify the appropriate state and/or federal authorities when required. The Subcontractor shall cooperate in conducting incident investigations, including submission of a comprehensive report of the incident, and provide access to workers for purposes of interviewing and providing written and oral statements.

ATTACHMENT D-1. Safety Acknowledgement and Agreement

SAFETY ACKNOWLEDGMENT AND AGREEMENT

Subcontractor has read and understands the safety requirements and information provided in the Safety & Health Policy Manual. Subcontractor understands and agrees that implementation of the requirements contained in the Safety Program on the Project are a part of Subcontractor's responsibilities to Contractor. Failure to implement these requirements shall be deemed to be a material violation and breach of that Subcontract.

Subcontractor _____
Project _____
Signed _____
Title _____
Date _____