

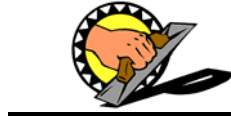
PREMIER CONCRETE, INC.



CORPORATE SAFETY POLICIES
AND PROCEDURES

PROVIDING THE BEST VALUE IN CONCRETE CONSTRUCTION

Premier Concrete, Inc.



Corporate Safety Policies and Procedures

Many companies involved in construction have written safety plans for individual safety topics, but few have an umbrella plan to summarize overall safety. This safety policy states Premier Concrete, Inc.'s overall view of safety and the tenets of the safety program for our various construction sites.

In order to establish and organize good safety policies and procedures, this General Safety Policies and Procedures Written Plan summarizes information regarding safety policies and procedures at this company. We have contracted with Foy Safety Consulting, Inc. to be responsible for implementing and updating this plan. The plan is kept at Premier Concrete, Inc.'s office located at 3037 Hamilton Avenue, Baltimore, MD. 21214.

General Company Safety Philosophy Statement

This general company safety philosophy has been developed to reflect and communicate the proactive safety attitude maintained at this company. The company will comply with appropriate safety and security laws and regulations such as those established by:

- The Occupational Safety and Health Act (OSHA),
- The EPA (Environmental Protection Agency),
- The DOT (Department of Transportation), and
- All other applicable federal, state, and local safety and health regulations.

In addition, our corporate safety philosophy includes the following vision statements:

- The company will comply with appropriate safety and security laws and regulations such as those established by OSHA, EPA, DOT, and all other applicable federal, state, and local safety and health regulations. We believe that the safety of employees is of utmost importance, along with quality, production, and cost-control. Maintenance of safe operating procedures at all times is of both monetary and human value, with the human value being far greater to the employer, the employee, and the community. The following principles support this philosophy:
 - All injuries and accidents are preventable through establishment and compliance with safe work procedures.
 - The prevention of bodily injury and safeguarding of health are the first considerations in all workplace actions and are the responsibility of every employee at every level.
 - Written safety plans describing the safe work practices and procedures to be practiced in all workplace actions are an essential element of the overall workplace safety program. All employees at every level are responsible for knowing and following the safety practices described in the written safety plans.
 - Off the job, all employees should be similarly safe and demonstrate awareness of potential hazards.

Types of Written Safety Plans In Place

Because we care about our employees and strive to provide a safe work place, we have put into place a number of written safety plans. These written plans provide guidance and direction for the safety issues they cover. The topics covered in written safety plans at this company include the following:

- Hazard Communication
- Accident Reporting and Investigation
- Bloodborne Pathogens
- Substance Abuse
- Hearing Conservation
- Lockout/Tagout
- Ladders and Stairways
- Scaffolding/Elevated Work Platforms/ Aerial Lifts
- Fall Protection
- Fire Protection
- Personal Protective Equipment
- Housekeeping
- Workplace Safety
- Work Zone Safety

Employer/Employee Responsibilities

This section lists responsibilities of employers and employees. These responsibilities are to be taken seriously at all times. It is the policy of this company to provide a place of employment reasonably free from hazards, which may cause illness, injury, or death to associates. It is also this company's policy to establish an effective and continuous safety program incorporating educational and monitoring procedures maintained to teach safety, correct deficiencies, and provide a safe, clean working environment. All company supervisors, managers, directors, and officers are responsible for the enforcement of safety policies and practices. They must ensure that:

- Their staff members are trained in appropriate safety procedures, including chemical-specific training as required. Individual safety files are maintained in Personnel for all associates.
- They notify the appropriate management personnel, and complete the necessary forms if an accident or work-related health problem occurs in their department.
- Equipment and property within their area of responsibility is maintained in a safe, hazard-free condition.

All employees have a responsibility to themselves and to the company for their safety and the safety of the coworkers. All employees are required to:

- Comply with all federal, state, and local rules and regulations relevant to their work.
- Observe all company rules and regulations related to the efficient and safe performance of their work.
- Integrate safety into each job function and live by this philosophy in the performance of job duties.
- Report or correct unsafe equipment and practices.
- Report any accidents that occur while on the job.

Disciplinary Policy

All safety rules, procedures, and plans in effect at this company are to be followed. Upon violation of any company safety rule, the violating employee will be penalized. The list of possible disciplinary actions includes:

- Verbal reprimand: An informal discussion of the incorrect behavior that should take place as soon as possible after the supervisor has knowledge of the safety misconduct.

- Written reprimand: A written form documenting the safety misconduct, to be presented to the employee and placed in the employee's personnel file.
- Warning of probation: A written form documenting the safety misconduct and warning the employee that another incident will lead to probation, to be presented to the employee and placed in the employee's personnel file.
- Probation: A trial period during which the employee is given specific rules and goals to meet, during which, if he or she cannot meet the rules and goals, he or she is subject to termination.
- Suspension: A period of time during which the employee is debarred from the function of attending work and during which the employee is not paid.
- Dismissal/termination of employment: The permanent separation of an employee from the company, initiated for disciplinary reasons, safety misconduct.

Certain circumstances warrant disciplinary action. Upon violation of any company safety rule, the violating employee will be penalized. The severity of the penalty will be in direct correlation to the severity of the safety violation.

NOTE: This disciplinary policy does not include Premier Concrete's Substance Abuse Program. This program will follow a separate set of actions as outlined in the Alcohol and Drug Abuse Program.

General Safety Policies and Procedures Written Plan

In order for a safety program to be effective it is vital that rules be established, monitored by responsible individuals, and implemented by all levels of management.

The following are some of the general rules applicable to our operations, which must be enforced on every project contracted by our company.

ACCIDENT INVESTIGATION PROGRAM

1. All supervisory personnel will assist in conducting an accident investigation in writing (fill out attached form completely) on any accident or occurrence that produces an injury to an employee and/or damage to equipment or material.
2. All employees are requested to cooperate fully in this investigation to help prepare a report for the office and insurance company.

AERIAL LIFTS

1. Lift control shall be tested each day prior to use to determine that such controls are in good working condition and provide safe working conditions for employees.
2. Only authorized personnel shall operate aerial lifts.
3. Tying off or belting off to structures, other equipment, poles, etc., shall not be permitted.
4. Employees shall remain in the basket and shall not climb or sit on the edge or use planks, ladders or other devices to change their work position.
5. A body belt/harness shall be worn and a lanyard attached to the boom or the basket, shall be worn at all times.
6. Boom and basket load limits shall not be exceeded as specified by the manufacturer.
7. Brakes shall be set and outriggers in use and positioned on pads or solid base.
8. Wheels shall be chocked before aerial lift is in use.
9. Chocks shall be provided when they can be safely installed.
10. Movement of the truck is prohibited while boom is elevated with workers in the basket, unless specifically designed for this type of operation.
11. Aerial lift shall have upper and lower controls within easy reach of the operators and lower level controls shall not be operated unless permission has been obtained from the employee in the lift unless an emergency exists.
12. Climbers shall not be worn while performing work from an aerial lift.
13. Insulated portions of rail lifts shall not be compromised in any manner that may reduce its protective features.

14. Before moving an aerial lift for travel, boom shall be inspected to see that it is properly cradled and outriggers are in the stowed position.

ALCOHOL AND DRUG ABUSE PROGRAM

Premier Concrete, Inc. (Also referred to as "the Company") is committed to the goal of improving safety by reducing accidents and injuries to our employees. It is our policy that an employee is free of controlled substances, or the use, possession, distribution, or sale of illicit or non-prescribed controlled drugs or paraphernalia while associated with this company. This policy also prohibits the possession, use, distribution, or sale of alcoholic beverages. As a part of this overall policy, "the Company" has contracted with **Foy Safety Consulting, Inc.** ("the Administrator") to administer all aspects of the program. "The Administrator" will be responsible for making all random selections and scheduling tests for all employees. The employees will be tested for alcohol, marijuana, cocaine, opiates, amphetamines, and phencyclidine (PCP). Any employee who has a confirmed positive test for any of those substances will be subject to the following disciplinary actions:

- a. First Positive Result – Suspension until employee produces a negative test result.
- b. Second Positive Result – Suspension until employee provides written proof of successful completion of an accredited rehabilitation program.
- c. Third Positive Result – Termination

As part of a first and second positive result an employee will be subject to follow-up testing for up to 24 months apart from any random process. The employee will not be allowed to work until both "the Company" and "the Administrator" can certify the employee has tested negative for alcohol or drugs. If an employee refuses to submit a specimen for alcohol/drug testing, submits an adulterated specimen, or substitutes another fluid for the specimen, the employee will be dismissed. All field employees will be subject to the testing requirements in the next section.

BARRICADES AND HOLE COVERS

1. Barriers or barricades must protect excavations and openings that will be left open for any length of time.
2. Manholes shall be properly protected with the manhole cover or a temporary covering fastened securely in place.
3. ANYONE WHO MAKES A HOLE OR OPENING IS RESPONSIBLE FOR HAVING IT BARRICADED. Barricades are required around most excavations, holes or openings in floor or roof areas, edges of roofs and elevated platforms around certain types of overhead work, and wherever necessary to warn people against falling in, through, or off.
4. **WARNINGS** call your attention to a hazard, but offer no physical protection from falling. Example: yellow synthetic tape or galvanized stands or posts.

PROTECTIVE BARRIERS warn as well as provide physical protection from falling. Example: wood post and rail; cable; and, wood post and chain.

5. Floor opening covers shall be capable of supporting twice the maximum load intended protected against accidental movement. Covers should be marked to warn workers, "Do Not Remove", "Danger", etc.

CHUTES (TRASH)

1. No Material shall be dropped to any point laying outside the exterior walls of the structure unless the area is effectively protected.
2. All materials, chutes, or sections thereof, at an angle of more than 45 degrees from the horizontal, shall be entirely enclosed, except for openings equipped with closures at or about floor level for the insertion of materials. The openings shall not exceed 48" in height measured along the wall of the chute. At all stories below the top floor, such openings shall be kept closed when not in use.
3. A substantial gate shall be installed in each chute at or near the discharge end. A competent employee shall be assigned to control the operation of the gate, and the backing and loading of trucks.
4. When operations are not in progress, the area surrounding the discharge end of a chute shall be securely closed off.
5. Any chute opening, into which workers dump debris, shall be protected by a substantial guardrail approximately 42" above the floor or other surface on which the men stand to dump the material. Any space between the chute and the edge of openings in the floors through which it passes shall be solidly covered over.
6. Where the material is dumped from mechanical equipment or wheelbarrows, a securely attached toe-board or bumper, not less than 4" thick and 6" high, shall be provided at each chute opening.
7. Chutes shall be designed and constructed of such strength as to eliminate failure due to impact of materials or debris loaded therein.

COMPRESSED AIR

1. Check hoses and couplings daily before use. Use only hoses designed to handle compressed air.
2. Never crimp, couple, or uncouple pressurized hose. Shut off valve and bleed down hose.
3. Compressed air for cleaning work benches and machinery must not exceed 30 p. s. i.
4. Keep hoses off the ground or floor whenever they interfere with walkways, road, etc.

COMPRESSED GAS CYLINDERS

1. All gas cylinders shall have their contents clearly marked on the outside of each cylinder.
2. All cylinders must be secured in an upright position.
3. When not in use, protective caps or guards shall be in place.
4. All operators are required to inspect equipment prior to utilization.
5. Oxygen cylinders in storage shall be separated from fuel/gas cylinders or combustible materials (especially oil and grease) a minimum distance of 20' or by a non-combustible barrier at least 5' high,

having a fire resistance rating of at least 1/2 hour

6. A wrench should be available with the cylinder when in use, for shut off in case of emergency.

CONCRETE

1. Eye protection shall be worn by all employees working the chute on the concrete truck and other areas where there is an exposure to concrete splashing, such as the person holding the pump or conveyor hose.
2. Proper protection such as gloves, boots, and other protective clothing shall be worn when working in or around concrete where workers are exposed to possible irritation or burns.
3. Employees exposed to concrete shall take steps to remove same as soon as possible by flushing with water as necessary.
4. Employees shall keep walkways, scaffolds, and other work areas free from excess concrete to decrease the exposure to falls.
5. Finishers shall be equipped with kneepads or other protection to prevent injury while finishing the concrete.
6. Employees shall avoid walking, or kneeling in, or handling concrete without proper protection.
7. No employee shall be permitted to ride concrete buckets.
8. No employee shall be permitted to work under concrete buckets while buckets are being elevated or lowered into position.
9. Concrete bucket shall be routed to expose the fewest number of employees (or no employees when practical) to the moving bucket.

CONCRETE PUMPING OPERATIONS - SPECIFIC EQUIPMENT

1. Only authorized, trained operator shall operate equipment.
2. Visual communication between operator and placement area shall be maintained, or a signalman shall be used to assume safe placement of concrete.
3. Workers shall be trained in the overall hazards involved with concrete pumping operations.
4. Workers shall always be aware of the concrete hose and its location and the hose shall be provided with fail-safe joint connectors.
5. Workers shall maintain good footing and be able to maintain their balance when directing the hose placement. Tie-off protection may be needed under some conditions.
6. Always be sure to keep equipment at least 10' or more away from overhead electric lines, if required.
7. No employee shall be permitted to apply a cement, sand and water mixture through a pneumatic hose unless the employee is wearing protective head and face equipment.

CONCRETE BUGGY (POWER)

1. All workers shall be trained in the proper use of all equipment.
2. Safety mechanisms shall be in place and in good operating order and handles shall not extend beyond the wheels on either side of the buggy.
3. Workers shall avoid working close to perimeter of deck where exposed to falls. Operators shall try to face the direction in which they are going.
4. Travel ways shall be kept clear of all trash, materials, spills, etc., to avoid slip and fall exposures.

CRANES

1. All cranes shall be properly set up with appropriate outrigger used, as required.
2. Swing radius protection shall be provided to protect workers from a potential injury from the swinging counterweight.
3. Daily inspections of the crane shall be conducted and records kept on site.
4. Required signs shall be provided to include; warning for overhead electric lines, hand signals, swing radius hazards, load rating chart and others, as required.
5. Fire extinguishers shall be provided for the crane in case of a crane emergency.
6. Any spills or leaks of oil, hydraulic fluid, or fuel shall be cleaned up immediately and repairs made to eliminate the spill/leak exposure.
7. All steps, hand holds, railings and walking surfaces shall be maintained in a safe manner to protect workers from injuries due to slips and falls.
8. Care shall be taken to insure that the equipment is not set up in an area that may expose the equipment or workers to a potential injury from overhead electric lines. Equipment shall maintain a minimum of 10' away from the overhead electric lines.

ELECTRICAL HAZARDS

Electrical current will flow to ground by the path of least resistance, whether it is through an employee or a wire. The following rules are to keep the employee from becoming a path of least resistance.

1. Electrical breaker panels shall not contain any openings, plastic blanks or an acceptable alternative shall be provided.
2. All breakers shall be properly identified to ensure quick disconnect in case of an emergency.
3. Energized electrical breaker panels, boxes, receptacles, etc., shall be provided with proper covers or alternate protection to protect workers against possible electrical shock exposure.
4. All temporary electric on construction sites shall be provided with G. F. C. I. System or an Assured Grounding Program shall be utilized.
5. All extension cords and temporary wiring must be three wire conductor and connected only to a properly

grounded outlet connection.

6. Check that circuits or wires do not have power before beginning work near any exposed electrical wiring or components.
7. Do not make electrical repairs, connections, or installations unless you are qualified to do so.
8. All extension cords must be inspected before use. Damaged cords are not to be used, are to be taken out of use immediately, and reported to the supervisor to order a replacement.
9. Protect extension cords and wiring damage from: being run over, sharp corners, and pinching.
10. Do not wear metal or conductive hardhats when working near exposed overhead wire; or other exposed electrical wiring and components.
11. Do not use any electrical power tools that are not properly grounded or double insulated. Do not use any electrical power tools that have the ground prong missing.
12. Do not overload electrical circuits.
13. Do not store anything in front of or in switch boxes.
14. Stand to the left side of electrical switch boxes when cutting power on/off.
15. Always use the left hand to cut electrical switch boxes on/off.
16. Non-conduction type ladders shall be used when working around electrical lines or other electrical exposures.
17. Never work within 10' of overhead electric lines unless lines are de-energized, insulated or otherwise properly protected so workers are not exposed to a potential shock hazard.

EQUIPMENT (MOTORIZED)

1. Only authorized and qualified personnel shall operate equipment.
2. Employees shall not be allowed to ride in the basket, running boards, fenders, cab, or any other parts of motorized equipment unless the manufacturer has provided approved seating.
3. All equipment shall be equipped with an audible back-up alarm or have another employee direct or otherwise assist the operator when backing up. A visual check of all areas around the equipment should be made before backing.
4. Equipment shall be operated in a safe manner at all times, making sure blades and buckets are positioned properly for maintaining visibility and stability at all times.
5. Operators shall wear seatbelts, lap restraints, or other protection provided at all times when operating equipment.
6. When parking equipment, operator shall ensure that blades and buckets are on the ground to protect against accidental movement. Parking equipment on grades, hills, or unlevelled areas should be avoided.
7. When getting on and off equipment, proper use of hand and foot holds should be practiced and the three

point system should be used at all times (i.e., - two hands and one foot, or two feet and one hand). Conditions such as mud or ice should be considered and extra care given to safe access and egress of equipment. Jumping off equipment should be avoided at all times.

8. All equipment shall be properly secured during non-working hours. Cabs shall be covered and locked and switches turned off.
9. Avoid parking or storing equipment in dark, remote areas whenever possible. Park in groups and in well lighted areas when possible.

EXCAVATIONS

1. A Competent Person (foreman) shall determine the type soil, and classify that soil to determine the type protection to be used in the trench.
2. All trenches 5' or more shall be properly sloped, shored, or protected by other hold-back means such as trench shield. Trenches 5' or less shall be checked and protective devices utilized when necessary.
3. All excavations/trenches shall be checked daily for cracks, scaling or slides. Also, visual checks shall include changes from rain, snow or vibration.
4. Spoils shall be kept back 2' from edge of trench.
5. All trenches shall have a means of entry or exit in the form of a ramp, steps or a ladder and shall be located within 25' of any worker.
6. Employees shall be kept clear of all equipment while it is being operated. This includes staying out of the "swing radius area" of cranes and backhoes, and keeping away from edge of the trench where the bucket is swinging in place to dig.

FALL PROTECTION

1. Scaffolding, nets, guardrail or tie-off system must be used on any steep roof or other places over 6' from the ground and, as necessary. ALL fall protection will be erected properly following published OSHA regulations.
2. A Warning Line System must be used on all flat roofs over 6' from the ground. Barriers must be erected at access points, hoists and asphalt loading areas. ALL Warning Lines shall be properly erected according to published OSHA regulations.
3. In situations where scaffolding or guardrails are not practical, workers shall be tied off to a properly installed safety line (static line) with safety harnesses and lanyards. Harnesses and lanyards can be used to meet the minimum requirement of 1,800-pound shock load for harness.
4. Safety lanyards shall be hooked to a substantial anchoring point that can withstand 5000 pounds.
5. All safety harnesses, lanyards, hooks and other parts subject to wear shall be inspected periodically to ensure that it is in safe working order. Visual inspection shall be completed daily.

6. Safety harnesses are required to be worn and tied off when working on:
 - a. Sloping roofs
 - b. Flat roof without handrails within 6' of the edge or the roof openings
 - c. Any suspended platform or stage
 - d. Any scaffold with incomplete handrail or decking
 - e. Ladders near edge of roofs and floor openings

7. How to wear safety harnesses:
 - a. Arrange so that the "D" rings are in the rear, between shoulders
 - b. Not to be used for support or as a lineman's belt
 - c. Tie off to immovable objects overhead and as short as possible. Maximum fall of 6'.
 - d. All lanyards must be the type with a self-closing, self-locking keeper, which remains closed and locked until unlocked and pressed open for connection or disconnection.

FIRE PROTECTION

1. When using heat-producing equipment make sure that the area is clear of all fire hazards and all sources of potential fires are eliminated.
2. Don't use a salamander or other open flame device in confined or enclosed structures. Vent heaters to the atmosphere and make sure they are located an adequate distance from walks, ceilings and floors.
3. Have fire extinguishers available at all times when utilizing heat-producing equipment.
4. Know where fire protection is located, make sure it has been maintained and is operable.

FIRST AID AND LIFESAVING EQUIPMENT

1. Provisions for rendering First Aid medical assistance shall be in accordance with Subpart D of this part.
2. Provisions shall be made prior to commencement of the project for prompt medical attention in case of serious injury. In the absence of an infirmary, clinic, hospital, physician that is reasonably accessible in terms of time and distance to the worksite, which is available for the treatment of injured employees, a person who has a valid certificate in First Aid training shall be available at the worksite to render First Aid. Approved First Aid supplies shall be easily accessible. First Aid kit shall consist of approved materials in a weatherproof container with individual sealed packages for each type of item. This shall be checked before going out on the jobsite at least weekly to ensure that expended items are replaced.
3. **Bloodborne Pathogens:** All employees who have occupational exposure to bloodborne pathogens shall receive training on the epidemiology, symptoms, and transmission of bloodborne pathogen diseases. The full scope of this program can be located within Premier Concrete, Inc.'s "Bloodborne Pathogens Policy". In addition, the training program covers, at a minimum, the following elements:
 - a. A copy and explanation of the standard;
 - b. An explanation of our ECP and how to obtain a copy;
 - c. An explanation of methods to recognize tasks and other activities that may involve exposure to blood and OPIM, including what constitutes an exposure incident;
 - d. An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and personal protective equipment;

- e. An explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE;
 - f. An explanation of the basis for PPE selection; information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine will be offered free of charge;
 - g. Information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM;
 - h. An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available;
 - i. Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident;
 - j. An explanation of the signs and labels and/or color coding required by the standard and used at this facility; and
 - k. An opportunity for interactive questions and answers with the person conducting the training session.
4. Proper equipment for prompt transportation of injured person to a physician or hospital or communication system for contacting the necessary ambulance service shall be provided.
 5. The telephone numbers of the physicians, hospitals, ambulances or emergency number (911) shall be conspicuously posted.

FLOOR AND WALL OPENINGS

1. A standard railing and toe-board or cover shall guard floor openings. The railing shall be provided on all exposed sides except at entrance to stairway.
2. Whenever there is a danger of falling through a skylight opening it shall be guarded by a fixed standard railing on all exposed sides or a cover capable of sustaining twice the intended weight.
3. Temporary floor openings shall have standard railings.
4. Floor holes, into which a person can accidentally walk, shall be guarded by either a standard railing with standard toe-board on all exposed sides, or a floor hole cover of standard strength and construction that it is secured against accidental displacement. While the cover is not in place a standard railing shall protect the floor hole.
5. Where doors or gates open directly on a stairway, a platform shall be provided, and the swing of the door shall not reduce the effective width of the platform to less than 20".

FORK LIFT OPERATION

1. Safe operation is the responsibility of the operator. All operators shall be properly trained before being allowed to operate company forklifts.
2. Operator shall develop safe working habits and also be aware of hazardous conditions in order to protect himself, other personnel, the forklift and other materials.
3. The operator shall be familiar with the operation and function of all controls and instruments before undertaking to operate the forklift.
4. Before operating the forklift, operator shall be familiar with the forklift safety rules,

5. Safety rules are as follows:

- a. Drive slowly (normal walking speed).
- b. Drive carefully.
- c. Do not carry passengers - Do not ride on truck.
- d. Do not carry someone on a skid.
- e. Keep feet clear of truck frame (in protected area).
- f. Keep hands in protected area.
- g. Look behind you when backing up (alarm will sound).
- h. Use two hands to steer truck.
- i. Sound horn and stop before entering warehouse or before entering plant from warehouse.
- j. Never lift someone up on a skid.
- k. Change propane tanks outside - Never operate truck with a fuel leak.
- l. Be sure your load is centered at all times.
- m. Never allow someone to stand under or near your load when lifting it.
- n. When loading and off loading trucks be sure truck driver has his rear wheels **BLOCKED** so the truck cannot roll forward.
- o. Only qualified employees shall operate forklifts.

GENERAL SAFETY RULES

1. An approved First Aid Kit shall be available on the jobsite in case of an emergency.
2. An approved fire extinguisher(s) shall be available on the jobsite and shall be properly tagged to show date tested.
3. All air compressor hoses shall be properly protected at the connections with a safety clip or wire to prevent accidental disconnect during operation.
4. All flammable liquids shall be stored in proper metal containers that meet OSHA standards (self-closing, spark arrester, etc.).
5. All flammable, combustible hazardous materials shall be stored in their proper containers and be properly labeled to identify the contents.
6. A Competent Person shall be on site at all times to ensure that all proper safety and health guidelines are followed.
7. When emergency treatment is not readily available or easily accessible, a person certified in First Aid training shall be on the site.
8. The wearing of shorts will not be acceptable on the jobsite.
9. Shirts will be required to be worn on the job at all times.

GUARDING OF OPEN-SIDED FLOOR PLATFORM OR RUNWAY

1. Every open-sided floor platform 6' or more above adjacent floor or ground level shall be guarded by a standard railing.
2. Runways shall be guarded by a standard railing, or equivalent, on all open sides 6' or more above floor or ground level.

3. Runways used for special purposes may have the railing on one side omitted when operating conditions necessitate such omission providing the hazard is minimized by using a runway not less than 18" wide.
4. Regardless of height, open-sided floors, walkways, platforms, or runways, above or adjacent to dangerous equipment or other dangerous materials, shall be guarded by a standard railing and toe board.

GUARDING OF WALL OPENINGS

1. Wall openings from which there is a drop of more than 6' and the bottom of this opening is less than 39" above the working surface, shall be guarded as follows:
 - a. When the height and placement of the opening in relation to the working surface is such that either a standard rail or intermediate rail will effectively reduce the danger of falling, one or both shall be provided.
 - b. A standard toe board or an enclosing screen shall protect the bottom of the wall opening, which is less than 4" above the working surface, regardless of width.

HAZARD COMMUNICATION PROGRAM

1. All employees will be trained in the "Haz-Com" program and will be responsible to follow proper safety procedures when handling any hazardous or toxic materials.
2. All employees will be expected to attend periodic Haz-Com training meetings.
3. Employees will be expected to understand and be familiar with the Haz-Com program and knowledgeable of their responsibilities concerning the program.

HEARING PROTECTION

1. The company shall make hearing protectors available to all employees exposed to an 8-hour time-weighted average of 85 decibels or greater at no cost to the employees or whenever the employee requests hearing protectors. They must be replaced as necessary. Employers must ensure that all affected employees wear hearing protectors.
2. The company has the following varieties of suitable hearing protection for employees to choose from:
 - a. Both foam and soft plastic ear plugs, and
 - b. Muffs will also be made available on an individual employee need when plugs are not suitable or the employee is unable to wear them appropriately.

HOUSEKEEPING

1. Pile or store materials in a stable manner so that it will not be subject to falling.
2. Rubbish, scraps, and debris shall be removed from the work area as soon as possible.
3. Aisle ways, walkways and access points should be kept clear of trash, materials, tools, equipment, and electric cords to prevent exposure to trip, slip and fall hazards.
4. Work areas should be kept free of objects on the ground or floor to reduce the possibility of slips and falls.
5. Oil and grease spilled on walkway surfaces must be immediately cleaned up.

6. Oily rags should be placed in closed metal containers until disposed of.
7. Passageways, ramps, and stairways are not to be used for storage areas and are to be kept clear at all times.
8. Work areas, exits, and aisle spaces are also not to be used for storage areas and are to be kept clean at all times.
9. Electrical cords should not run across walkways.
10. Materials storage areas are established; all materials are to be stored using proper and safe storage methods.
11. There should be not loose floor tiles, uneven surfaces and holes in walking surfaces.
12. Walking surfaces are to be kept clear of debris, dust, polymer, oil, paint or spray residue, granular materials, sand, mud, ice, hoses, tools, rags, and other slippery materials.
13. Standing water should not be left on any walking surface.
14. Adequate ventilation must always be provided to prevent any accumulation of noxious fumes or flammable vapors.
15. Garbage and debris is to be removed from the building or jobsite on a daily basis and stored away from the site until picked up and disposed of.
16. Accumulations of ice and snow should be removed from parking lot areas, steps and walkways on a regular basis to prevent slips and falls.
17. All building exits are to be properly marked and burned-out bulbs in "Exit" signs promptly replaced.
18. Place "Not An Exit" sign on door in areas where there is no escape.

LADDERS

1. All employees shall check to see that ladders are free from defects prior to use.
2. Ladders shall extend 3' above surface or landing and be properly secured to prevent falling.
3. All job ladders shall be properly constructed to include supports between rungs.
4. **GENERAL INFORMATION:**
 - a. Inspect before use
 - b. Ladders are not to be painted except for numbering purposes
 - c. Do not use ladder for skids, braces, workbenches, or any purpose other than climbing.
 - d. If it is necessary to place a ladder in or over a doorway, barricade the door and post warning signs.
 - e. While ascending or descending a ladder do not carry anything that will prevent holding on with both hands. Use a hand line.
 - f. Keep both feet on the ladder rungs. Do not reach out too far, or place one foot on a line or piece of equipment. Change the position of the ladder as often as necessary.
 - g. Face a ladder when working from it. Fall protection is required if it is necessary to work backwards from a ladder, and under certain other conditions. Check with your supervisor.

- h. Only one person on a ladder at all times.
- i. Metal ladders must not be used for electric welding, or near any electric lines or services.
- j. When not in use return ladder to rack.
- k. Generally, ladders are not to be used on scaffolds.
- l. Stepladders shall be used in the open configuration with braces locked in place.
- m. The top two steps shall not be used on the stepladder, per manufacturer instructions.

LASER PROTECTION

Employees whose occupation or assignment requires exposure to laser beams shall be furnished with suitable laser safety goggles that will protect for the specific wavelength of the laser and be of optical density (O. D.) adequate for the energy involved. The following table lists the maximum power or energy density for which adequate protection is afforded by glasses of optical densities from 5 through 8.

TABLE - SELECTING LASER SAFETY GLASS

Intensity CW maximum power density (watts/cm ²)	Attenuation	
	Optical density (O.D.)	Attenuation factor
10 ⁻²	5	10 ₅
10 ⁻¹	6	10 ₆
1.0	7	10 ₇
10.0	8	10 ₈

Output levels falling between lines in this table shall require the higher optical density.

(ii) All protective goggles shall bear a label identifying the following data:

- (a) The laser wavelengths for which use is intended;
- (b) The optical density of those wavelengths;
- (c) The visible light transmission.

Work areas where lasers are used should be marked with signs to warn workers of the possible exposure to a working laser. They should be posted at all places where workers could accidentally enter the area and be exposed.

MATERIAL HOISTS

1. Operating rules shall be established and posted at the operator's station of the hoist. Such rules shall include signal system and allowable line speed for various loads. Rules and notices shall be posted on the car frame or crosshead in a conspicuous location, including the statement "No Riders Allowed".
2. No person shall be allowed to ride on material hoists except for the purposes of inspection and maintenance.
3. All entrances of the hoist ways shall be protected by substantial gates or bars, which shall guard the full width of the landing entrance. All hoist way entrance bars and gates shall be painted with diagonal contrasting colors, such as black and yellow stripes.
4. Bars shall not be less than 2" x 4" wooden bars or the equivalent, located 2' from the hoist way line. Bars shall be located not less than 36", nor more than 42" above the floor.
5. Gates or bars protecting the entrances to hoist ways shall be equipped with a latching device.
6. Overhead protective covering of 2" planking, 3/4" plywood, or other solid material of equivalent strength, shall be provided on the top of every material hoist cage or platform.
7. The operator's station of a hoisting machine shall be provided with overhead protection equivalent to tight planking not less than 2" thick. The support for the overhead protection shall be of equal strength.
8. Hoist towers may be used with or without an enclosure on all sides. However, whichever alternative is chosen, the following applicable conditions shall be met:
 - a. When a hoist tower is enclosed, it shall be enclosed on all sides for its entire height with a screen enclosure of 1/2" mesh. Number 18 U. S. gauge wire or equivalent, except for landing access.
 - b. When a hoist tower is not enclosed, the hoist platform or car shall be totally enclosed (caged) on all sides for the full height between the floor and the overhead protective covering with 1/2" mesh of Number 14 U. S. gauge wire or equivalent. The hoist platform enclosure shall include the required gates for loading and unloading. A 6' high enclosure shall be provided on the unused sides of the hoist tower at ground level.
9. Car arresting devices shall be installed to function in case of rope failure.
10. A licensed professional engineer shall design all material hoist towers.
11. All material hoists shall conform to the requirements of ANSI A 10.5-1969, Safety Requirements for Material Hoists.

PERSONAL PROTECTIVE EQUIPMENT

1. Personal protective equipment must be worn, per company policy.
2. All employees must wear hardhats at all times in all construction work areas.
3. Gloves shall be worn when handling materials, and for protection against acids and other chemicals which could injure employees' skin.
4. Respiratory equipment is needed when working in areas exposed to possible toxic and hazardous fumes and dusts.
5. A good construction type shoe shall be worn on the jobsite.
6. Employees are expected to utilize proper judgment in their personal habits. They shall report to work in the proper condition to meet daily obligations.

POWDER-ACTUATED TOOLS

1. A number of tools utilizing explosive charges to drive fastenings and perform similar functions are widely used throughout the industry. The manufacturers of these devices provide detailed instructions regarding their use. These instructions shall be adhered to at all times.
2. Employees who have been trained and possess the necessary credentials shall be permitted to operate the particular powder-actuated tool to be used.
3. Operators of powder-actuated tools shall be safeguarded by eye, head and face protection at all times.
4. Before using a powder-actuated tool, the operator shall inspect it to determine to his satisfaction that it is clean, that all moving parts operate safely and that the barrel is free from obstruction.
5. When a tool develops a defect during use, the operator shall immediately cease to use it, place an "Out Of Service" tag on it and it shall not be used until properly repaired.

REBAR

1. All rebar shall be capped, bent over or otherwise protected when there is an exposure to workers who could fall into or on top of these rebar. Plastic caps are not acceptable for impalement protection unless manufacturer guarantees that they are impalement proof. Caps are acceptable for protection against cuts or scratches. Protective covers shall be able to withstand a 250 pound object dropped 10', without failure.

RIGGING

1. Never swing loads over the heads of workers in the area.
2. Only trained flagmen and signalmen are to direct operation, using hand signals established as a standard for the industry.
3. Do not overload any part of your rigging. Check loads just off the ground for stability before hoisting.

4. Never allow loads, booms, or rigging to come within 10' of energized electrical loads rated 50 KV or lower unless lines have been de-energized.

SAFETY MEETINGS

1. Safety meetings will be held to review the results of the job inspection program, update the Haz-Com training and address other safety related areas.
2. All employees will be expected to attend and participate in these meetings. Constructive input from the employee is encouraged.

SCAFFOLDING

1. A Competent Person shall complete inspection of all equipment, planks, etc., before use to ensure that it is in good condition.
2. Provide adequate sills for scaffold legs and use base plates. Unstable objects such, as boxes, concrete blocks, loose brick, etc., shall not be used to support scaffolding or planks.
3. All scaffolds shall be level and plumb.
4. Each scaffold leg must be braced properly.
5. Guard railings and intermediate railings shall be used on all open sides and ends of scaffolds 10' or more in height. Toe-boards shall be used over 6' in height.
6. Screening shall be used between the toe board and top rail where persons are required to work or pass under the scaffold.
7. Provide proper access to scaffold platform. **DO NOT CLIMB BRACES.**
8. Scaffolds must be fastened securely to prevent movement or tipping when the height is equal to or more than four times the minimum dimension of the base.
9. All planking must have at least 12" of overlap and be extended 6" beyond center of supports or be cleated at both ends.
10. All work platforms shall be fully planked between guardrails.
11. **GENERAL:** Before starting work on a scaffold, inspect visually to determine that:
 - a. Handrails, toe-boards and decking are in place
 - b. All wheels are locked on movable scaffolds
 - c. Locking pins are in place at each joint
12. Personnel must wear safety harnesses, properly tied off on any scaffold platform not equipped with standard handrails, or complete deck.
13. Do not change or remove scaffold members unless authorized.
14. No one is allowed to ride on a rolling scaffold when it is being moved. Remove or secure all tools and material on the deck before moving.

15. Do not stack brick, tile, block or similar material higher than 24" on the scaffold deck.
16. Do not rig from scaffold handrails, mid-rails or braces.
17. Patented metal scaffolding
 - a. Generally, parts and sections of scaffolding made by one manufacturer are not to be used with another manufacturer's.
18. Suspend scaffolding
 - a. Swinging stages, toothpicks, boatswain chairs, float and needle beams require special approval by your supervisor.
 - b. Attach and secure safety harness before stepping on these scaffolds and do not remove until clear of the scaffold. Tie off to independent lifeline or building structure. One lifeline per person.
19. Decking
 - a. Planks of 2" scaffold grade lumber or laminated wood painted green 12" on each end. Store on dunnage separately from ordinary lumber.
 - b. Manufactured aluminum decking. Use of scaffolds only.

SHOP AREA

1. Fall protection - All employees shall be protected from fall when working 6' or more from the surface below, i. e., mezzanine storage area, storage racks, or loading dock areas.
2. Personal protective equipment shall be worn when:
 - a. exposed to overhead or side impact (hardhats)
 - b. noise is above 85 decibels (ear protection)
 - c. exposed to flying particles, flashes, over spray or other operations that expose workers to potential injury (hardhats, face shields, welding shields)
 - d. exposed to hazardous fumes from welding, cutting, burning, fumes from paint spray operations (respirators).
3. Storage of material/equipment: piled neatly and properly to prevent exposure to falling materials/equipment.
4. Electrical - All electrical receptacles shall be grounded and where exposed to dampness, water or other hazardous condition where a shock hazard is increased, a GFCI system shall be provided. All electrical panel boxes shall be marked to indicate areas that breakers control. No openings shall be present in the box. Blanks shall be provided for protection against openings that could result in a potential electrical shock hazard. A minimum of 3' clearance shall be maintained around all electrical panels for easy access in case of emergency.
5. Life safety - All emergency exits shall be properly marked with a lighted sign. Emergency lights shall be provided. An emergency evacuation plan shall be provided and posted and all workers shall be familiar with all aspects of this program.

6. Fire extinguisher shall be provided and marked for easy access. Fire extinguisher shall be easily accessible and kept up off the floor. Fire extinguisher shall be inspected on an annual basis by a competent person (outside maintenance company). They shall be inspected monthly and the tag dated and initialed.
7. Equipment guarding - All equipment which exposes workers to a potential injury from moving parts shall be properly guarded. Equipment shall be locked out/tagged out (de-energized) before repairs, maintenance, or any work is performed on the equipment.
8. Bench grinder - Grinder must be equipped with a tool rest 1/8" from the wheels, a tongue guard 1/4" from the wheels, protective shields, a sign stating "eye protection required" posted, and eye protection provided at the grinder location.

TOOLS

1. Use the right tool for the job and use it correctly.
2. Keep tools in good working order. Do not use damaged, worn or defective tools.
3. Do not use tools until you have been properly instructed and authorized to do so.
4. Never remove machinery or equipment guards without authorization and make sure if you do remove them they are replaced before machinery or equipment is used.
5. Inspect electrical extension cords and other wiring to be certain that they are properly insulated. Do not use frayed or damaged cords.
6. Take special precautions when using power tools in limited movement situations. Get a good footing, use both hands, keep cords clear of obstruction, and do not over-reach.
7. Be sure power tool is off and motion stopped before setting it down.
8. Disconnect tools from power source before changing drills, blades or bits or attempting repair or adjustment. Never leave a running tool unattended.
9. Wear eye protection when operating power tools such as; Skilsaw, chainsaw, pipe- saw, electric drill, etc.

TRAFFIC CONTROL

1. All employees exposed to public vehicular traffic shall wear proper vests.
2. All flag persons shall be equipped with proper protection devices, i. e., vests, flags or signs, hardhats, etc.
3. All flag persons shall be trained and knowledgeable concerning proper flagging procedures.

TRUCK DRIVING

1. Only qualified, competent drivers shall be allowed to operate company vehicles.
2. All drivers shall have on their person a proper up-to-date driver's license.
3. Any form of alcohol or drugs shall not be allowed in company vehicles.
4. Employees operating company vehicles shall obey all traffic laws and utilize all safety restraints (shoulder lap belts).
5. Drivers shall conduct an inspection of the vehicle each day before use and complete the proper checklist if required by company for documentation.
6. Drivers shall be certain that dump bodies are in the down position before moving vehicle after completing dumping operations.
7. All vehicles with a limited view to the rear shall have a working, audible back-up alarm.
8. The driver shall report all defects (in writing) to supervisor immediately for follow-up corrective action.
9. Drivers shall report all accidents to supervisor immediately.
10. Drivers shall check vehicle for loose material, mud, etc., to ensure that vehicle presents no hazard to other vehicles from falling material.

UNDERGROUND UTILITIES

1. The estimated location of utility installations such as sewer, telephone, fuel, electric, water lines, or any underground installation that reasonably may be expected to be encountered during excavation work, shall be determined prior to opening an excavation.
2. Utility companies or owners shall be contacted at least 48 hours, but not more than 10 working days before starting an excavation.
3. The contractor that intends to perform an excavation or demolition in the State shall notify by telephone, either directly or through a one-call system, each owner of the contractor's intent to perform an excavation. Contact takes place by calling 1-800-257-7777 or through the Internet by connected to <http://www.missutility.net/maryland.asp>.
4. The Utility owner has two business days (excluding Saturdays, Sundays, and holidays) to respond and locate their property. A contractor may not begin an excavation or demolition unless the required marking has been completed or the person has received notice from each owner or the one-call system that marking is unnecessary.
5. The required "Miss Utility" ticket must be renewed every ten days during the course of the project.
6. When excavation operations approach the estimated location of the underground installations, test pitting; hand digging and probing whenever there is doubt of the location but specifically within 18 inches of the utility to be located shall determine the exact location of the installations.

7. The following colors will be used to identify specific utilities:
 - a. Red – Electrical
 - b. Yellow – Gas and Oil
 - c. Orange – All Telecommunications
 - d. Blue – Water
 - e. Green – Sewer
8. While the excavation is open, underground installations shall be protected, supported, or removed as necessary to safeguard employee.
9. **Penalties for Violating the Miss Utility Laws:** Actual repair costs, and civil penalties up to \$1,000 per violation for the first offense, plus up to ***10 times*** the actual cost of repairs, which can equate to millions of dollars, for each subsequent offense.

VEHICLES

1. Only authorized employees will be allowed to operate company vehicles.
2. All authorized persons shall have proper, valid drivers license on their person when operating vehicles.
3. Any form of alcohol or drugs will not be allowed on company vehicles.
4. Employees operating company vehicles will be expected to obey all traffic laws and utilize all safety restraints (shoulder, lap belts).

WELDING AND BURNING

Welding and cutting operations expose the employee to certain hazards. Such operations also expose structures and items to damage by fire. When welding and cutting, follow these safety rules:

1. A portable fire extinguisher must be immediately available.
2. Gas cylinders must never be removed or stored without valve protection caps, except when the gas cylinders are secured to a wheeled cart.
3. Store and move cylinders in a secured upright position. Do not take cylinders into confined spaces.
4. Make sure regulators, hoses, couplings, and tip connections are in good condition (no breaks, damaged or cracked glass, or oil contamination).
5. Do not interchange hose connections between fuel gas and oxygen.
6. Never have grease in clothing when working with oxygen.
7. Do not use matches on "hot" work to light torches.
8. Do not weld or cut in or near flammable materials, especially paints, dusts, gases or vapors.
9. Do not use compressed gas for cooling, blowing dust from clothing, or for cleaning off work areas.

10. Always wear suitable eye and face protection when engaged in welding, cutting, or heating materials.
11. When leaving torch unattended, turn off gas valves at cylinders.
12. Check area for fire hazards before and after welding.
13. Backlash preventers must be installed between the torch and the gas cylinders. Some newer gas cylinder regulators have built-in backlash preventers.
14. Report faulty or defective equipment to your supervisor.
15. Always wear proper eye and face protection. Gas welding goggles are not adequate against arc welding rays.
16. Know proper procedures before operating an arc welder.
17. Inspect cables and electrode holders for exposed conductors or cracked insulation; repair as needed.
18. Make sure your grounding is adequate.
19. Never wrap leads around parts of your body.
20. Use a proper safety harness or belt when working in elevated locations that are 6' or more above the ground or work platform.
21. Before making adjustments to any part of the electric welding equipment, be sure the current is off.
22. Do not look at welding operations without adequate eye protection.
23. Always use welding shields when welding or cutting operations are being performed.
24. Make sure no welding line is exposed.
25. Always clear area below cutting or welding operation so that you do not drop slag on hoses, cables or employees.
26. Always wear eye protection to guard against flash burns, slag while chipping, grinding and dressing of weld.
27. Make sure that all parts subject to electrical current are fully insulated against the maximum voltage encountered to ground.
28. Place cables, leads and connections so that there are no fire or tripping hazards.
29. **GENERAL –**
 - a. Keep welding leads and burning hose clear of passageways.
 - b. Inspect all leads, grounds, clamps, welding machines, hoses, gauges, torches, and cylinders each day before use.
 - c. Be sure all fittings, couplings, and connections are tight.
 - d. Avoid breathing fumes. Use the exhaust systems in the shop, a blower or a respirator.
 - e. No welding or burning is to be done on closed vessel or tank, or on a vessel or tank, which has not been decontaminated (cleaned).
 - f. Before striking an arc or lighting a torch, check with your supervisor to see if a Welding and Burning Permit is required.

- g. Each welder is responsible for containing sparks and slag and/or removing combustibles to prevent fire.
 - h. A four-pound or larger, dry chemical fire extinguisher must be within 30' of any welding, burning, or open flame work. Be sure that you know how to operate the fire extinguisher.
 - i. Hoses and welding leads shall not be run through doorways. If necessary, protect them from damage.
 - j. Compressed gas cylinders must be tied off vertically to an adequate support while in storage, transit or use.
30. Keep suitable fire extinguishers readily available when welding, cutting or heating on the job.
31. Be sure that proper ventilation is provided when welding, cutting or heating is performed in a confined space.

WORK IN TRAVELED ROADWAY

- 1. Employees exposed to public vehicular traffic shall wear warning vests or other suitable garments, whether flagging or working in roadway.
- 2. Traffic will be controlled in such a way as to minimize exposure to the work, i.e. signs, cones, flag persons, arrow boards, etc.

