

ACCIDENT PREVENTION
PROGRAM

for

ACCURATE CONSTRUCTION
SERVICES, LLC

CONTENTS

General Instructions	5
Overview	5
Procedures	5
Dissemination	5
Regulations	5
Company Policy Letter	6
Responsibilities	7
Management Officials	7
Supervisors	7
Employees	8
Safety Disciplinary Policy	9
Procedure for Injury or Illness on the Job	10
First Aid Procedures	10
Documentation	11
Basic Rules for Accident Investigation	12
Work Crew Safety Meetings	13
Purpose	13
Procedures	13
Scope of Activities	13
Documentation	13
Construction Safety Meeting Suggestions	13
How to hold a good safety meeting	14
General Safety Rules for Construction	15
Substance Abuse Policy	17
Company Policy on Illegal Drugs and Alcoholic Beverages	17
Illegal Drugs	17
Alcoholic Beverages	17
Drug and Alcohol Testing	17
Fitness for Duty	18
Employees Returning After an Absence of 45 Days or More	18
Excavation Procedures/Trenching & Shoring	19
Administrative Duties	19
Before Excavating	19
Protective Support Systems	19

Table #1 – Angle of Repose	Error! Bookmark not defined.
Training.....	21
Inspection Procedures.....	21
Recordkeeping	Error! Bookmark not defined.
Ladder Safety Rules	22
General.....	22
Stepladders	22
Straight type or extension ladders	22
Fire Prevention Plan	25
Purpose	25
Plan Coordinator Responsibilities.....	Error! Bookmark not defined.
Fire Hazards	25
Fire Protection Equipment.....	Error! Bookmark not defined.
Maintenance of Equipment/Systems	Error! Bookmark not defined.
Housekeeping Procedures	25
Flammable and Combustible Liquids.....	26
Hot Work.....	26
Storage Areas.....	26
HVAC and Electrical Systems	Error! Bookmark not defined.
Training.....	Error! Bookmark not defined.
Fire Prevention Plan	Error! Bookmark not defined.
Fire Protection Equipment.....	Error! Bookmark not defined.
Emergency Action Plan	Error! Bookmark not defined.
Purpose	Error! Bookmark not defined.
Administrative Duties	Error! Bookmark not defined.
Alarms	Error! Bookmark not defined.
Reporting Emergencies	Error! Bookmark not defined.
Evacuation Procedures	Error! Bookmark not defined.
Procedures to Account for Employees	Error! Bookmark not defined.
Non-Evacuation Emergency Procedures	Error! Bookmark not defined.
Inclement Weather.....	Error! Bookmark not defined.
Shelter Procedure.....	Error! Bookmark not defined.
Training.....	Error! Bookmark not defined.
Emergency Equipment and Support.....	Error! Bookmark not defined.
Personal Protective Equipment (PPE).....	27

Purpose	27
Hazard Assessment	27
Selection Guidelines	28
Employee Training	28
Cleaning and Maintenance	29
PPE Specific Information	29
Eye and Face Protection – Safety Glasses, Goggles and Face Shields	29
Foot Protection-Safety Shoes	30
Hand Protection -- Gloves	30
Head protection -- Hard hats	30
Hearing Protection	31
Motorized Vehicles and Equipment	32
General Rules	32
General Materials Handling Safety	33
General material storage safety	33
General Rigging Equipment Safety	34
Disposal of waste materials	34
Welding and Cutting Safety Rules	35
Hazard Communication Program	40
Purpose	40
Hazard Determination	40
Labeling	40
Material Safety Data Sheets (MSDSs)	40
Employee Information and Training	40
Information:	41
Training:	41
Chemicals in Unlabeled Pipes	41
Multi-Employer Worksites	41
List of Hazardous Chemicals	42
APPENDIX	43
Welding or Cutting (Hot Work) Permit	1
Daily Excavation Log	2
New Employee Orientation Guide	3
Employee’s Report of Injury Form	5
Incident Investigation Report Form	6

Crew Safety Meeting	11
Jobsite Safety Inspection.....	Error! Bookmark not defined.
Safety and Health Inspection Check List.....	12
Equipment Safety Inspection Checklist	23
Hazard Communication checklist	24
List of Hazardous Chemicals	25

GENERAL INSTRUCTIONS

OVERVIEW

Workplace injuries create a no-win situation for everyone involved. Employees experience pain, suffering and incapacitation while the company suffers from the loss of the injured person's contributions. This document is designed to assist all personnel in assuring that such an undesirable situation will not develop in this company. It provides information and guidance for the establishment and maintenance of an injury-free work environment.

PROCEDURES

This document contains guidance for safety procedures to be followed and forms to be used. Supervisors are expected to integrate the procedures into the appropriate work activity and employees are expected to apply them on the job. The sample forms are to be used if they apply to the job concerned.

DISSEMINATION

A copy of this statement will be issued to all supervisory and management personnel. A copy of the policy statement will be posted on company safety and health bulletin boards and at the following location:

1. 28635 West Park Drive, Novi, MI 48370

REGULATIONS

A copy of the following documents will be maintained at a central location:

- Job Safety & Health Protection (MIOSHA)
- Equal Employment Opportunity is the Law
- Fair Labor Standards Act
- Employee Right for Workers with Special Disabilities/Special Minimum Wage Poster
- Your Rights Under the Family and Medical Leave Act
- Uniformed Services Employment and Re-Employment Rights Act
- Davis-Bacon Act (prevailing wage)
- Notice: Employee Polygraph Protection Act
- Notification of Employee Rights Under Federal Labor Laws

COMPANY POLICY LETTER

SAFETY AND HEALTH POLICY FOR ACCURATE CONSTRUCTION SERVICES, LLC

The purpose of this policy is to develop a high standard of safety throughout all operations of Accurate Construction Services, LLC and to ensure that no employee is required to work under any conditions, which are hazardous or unsanitary.

We believe that each employee has the right to derive personal satisfaction from his/her job and the prevention of occupational injury or illness is of such consequence to this belief that it will be given top priority at all times.

It is our intention here at Accurate Construction Services, LLC to initiate and maintain complete accident prevention and safety training programs. Each individual from top management to the working person is responsible for the safety and health of those persons in their charge and coworkers around them. By accepting mutual responsibility to operate safely, we will all contribute to the well being of our employees.

Signed, Allan A. Cogan

RESPONSIBILITIES

Responsibilities for safety and health include the establishment and maintenance of an effective communication system among workers, supervisors and management officials. To this end, all personnel are responsible to assure that their messages are received and understood by the intended receiver. Specific safety and health responsibilities for company personnel are as follows:

MANAGEMENT OFFICIALS

Active participation in and support of safety and health programs is essential. Management officials will display their interest in safety and health matters at every opportunity. At least one manager (as designated) will participate in the safety and health committee meetings, incident investigations and inspections. Each manager will establish realistic goals for implementing instructions for meeting the goals. Goals and implementing instructions shall be within the framework established by this document. Incentives will be included as part of the instructions.

SUPERVISORS

The safety and health of the employees they supervise is a primary responsibility of the supervisors. To accomplish this obligation, supervisors will:

1. Assure that all safety and health rules, regulations, policies and procedures are understood and observed.
2. Require the proper care and use of all required personal protective equipment.
3. Identify and eliminate job hazards quickly through job safety analysis procedures. (See the Job Safety Analysis form attached to this document.)
4. Inform and train employees on the hazardous chemicals and/or procedures they MAY encounter under normal working conditions or during an emergency situation. (See the Hazard Communication Program.)
5. Receive and take initial action on employee suggestions, awards or disciplinary measures.
6. Conduct crew/leader meetings the first five minutes of each work shift to discuss safety and health matters and work plans for the workday.
7. Conduct walk-around safety inspections at the beginning of each job, and at least weekly thereafter.
8. Train employees (new and experienced) in the safe and efficient methods of accomplishing each job or task as necessary.
9. Review injury trends and establish prevention measures.
10. Attend safety meetings and actively participate in the proceedings.
11. Participate in incident investigations and inspections.

12. Promote employee participation in the safety and health program.
13. Actively follow the progress of injured workers and display an interest in their rapid recovery and return to work.

EMPLOYEES

Observe the items of responsibility established in this document as well as job safety rules which may apply to specific task assignments.

1. Work safely in such a manner as to insure one's own safety as well as that of co-workers and others.
2. Request help when unsure how to perform any task safely.
3. Correct unsafe acts or conditions within the scope of immediate work.
4. Immediately report any uncorrected unsafe acts or conditions to supervisor.
5. Report for work in good mental and physical condition to safely carry out assigned duties.
6. Avail themselves of company and industry sponsored programs.
7. Use and maintain all safety devices, including personnel protective equipment.
8. Maintain and properly use all tools under his/her control.
9. Assist other employees with safety requirements.

SAFETY DISCIPLINARY POLICY

Accurate Construction Services, LLC believes that a safety and health Accident Prevention Program is unenforceable without some type of disciplinary policy. Our company believes that in order to maintain a safe and healthful workplace, the employees must be cognizant and aware of all company, State, and Federal safety and health regulations as they apply to the specific job duties required. The following disciplinary policy is in effect and will be applied to all safety and health violations.

The following steps will be followed unless the seriousness of the violation would dictate going directly to Step 2 or Step 3.

1. A first time violation will be discussed orally between company supervision and the employee. This will be done as soon as possible.
2. A second time offense will be followed up in written form and a copy of this written documentation will be entered into the employee's personnel folder.
3. A third time violation will result in time off or possible termination, depending on the seriousness of the violation.

Offenses shall remain on an employee's record for a period of 365 days.

PROCEDURE FOR INJURY OR ILLNESS ON THE JOB

1. Owner or lead person immediately takes charge
2. Supervise and administer first aid as you wish (Good Samaritan Law applies).
3. Arrange for transportation (ambulance, helicopter, company vehicle, etc.), depending on the seriousness of the injury. Protect the injured person from further injury.
4. Notify owner or top management, if not already present.
5. Do not move anything unless necessary, pending investigation of the incident.
6. Accompany or take injured person(s) to doctor, hospital, home etc. (depending on the extent of injuries).
7. Take injured person to medical facility. Non life threatening injuries and illnesses shall be treated at an urgent care clinic. Life threatening injuries and illnesses shall be treated at the closest hospital/emergency room.
8. Remain with the injured person until relieved by other authorized persons (manager, EMT, doctor, etc.).
9. When the injured person's immediately family is known, the owner or supervisor should properly notify family members, preferable in person, or have an appropriate person do so.

FIRST AID PROCEDURES

When a medical facility is not reasonably accessible, a person trained to render first aid will be available at the worksite. First aid supplies must be readily available and restocked as necessary. The telephone numbers of physicians, hospitals, or ambulance services must be posted.

If first aid trained personnel are involved in a situation involving blood, they should:

- Avoid skin contact with blood/other potentially infectious materials by letting the victim help as much as possible, and by using gloves provided in the first aid kit.
- Remove clothing, etc. with blood on it after rendering help.
- Wash thoroughly with soap and water to remove blood. A 10% chlorine bleach solution is good for disinfecting areas contaminated with blood (spills, etc.).
- Report such first aid incidents within the shift to supervisors (time, date, flood presence, exposure, names of others helping).

Hepatitis B vaccinations will be provided as soon as possible but not later than 24 hours after the first aid incident.

If an exposure incident occurs, we will immediately make available appropriate:

- Post exposure evaluation
- Follow-up treatment

Training covering the above information should be conducted at job site safety meetings.

DOCUMENTATION

Minor injuries – requiring doctor or outpatient care: After the emergency actions following an injury, an investigation of the incident will be conducted by the immediate supervisor and any witness to determine the causes. The findings must be documented on our investigation form.

Major injuries – fatality or three or more hospitalizations: Top management must see that the MIOSHA is notified as soon as possible, but at least within 8 hours of the incident. To report the incident, call the MIOSHA Fatality Hotline at 800.858.0397.

The findings must be documented on our incident investigation report form and recorded on the OSHA 300 log, if applicable. (Sample incident investigation report form included in this document.)

Near Misses: All near-miss incidents (close calls) must be investigated.

Document the finding on the company incident investigation report form.

Review the findings at the monthly safety meetings or sooner if the situation warrants.

Sample forms for Incident investigation and Employee's Report of Injury are available in the Appendix.

BASIC RULES FOR ACCIDENT INVESTIGATION

The purpose of an investigation is to find the cause of an incident and prevent future occurrences, not to fix blame. An unbiased approach is necessary to obtain objective findings.

Visit the incident scene as soon as possible – while facts are fresh and before witnesses forget important details.

If possible, interview the injured worker at the scene of the incident and “walk” him or her through a re-enactment. Be careful not to actually repeat the act that caused the injury.

All interviews should be conducted as privately as possible. Interview witnesses one at a time. Talk with anyone who has knowledge of the incident, even if they did not actually witness the mishap.

Consider taking the signed statements in cases where facts are unclear or there is an element of controversy.

Graphically document details of the incident: area, tools, and equipment. Use sketches, diagrams, and photos as needed, and take measurements when appropriate.

Focus on causes and hazards. Develop an analysis of what happened, how it happened, and how it could have been prevented. Determine what caused the incident itself (unsafe equipment/condition, unsafe act, etc), not just the injury.

How will you prevent such incidents in the future? Every investigation should include an action plan and resulting procedure/policy revision communicated to all personnel.

If a third party or defective product contributed to the incident, save any evidence. It could be critical to the recovery of the claim costs.

Use Incident Investigation Report Form to write up accident investigation report.

WORK CREW SAFETY MEETINGS

We believe that hard work and perseverance are required for the prevention of injuries and illnesses, with the crew leader being the key to a successful result.

PURPOSE

To assist in the detection and elimination of unsafe conditions and work procedures.

PROCEDURES

These meetings are held at the beginning of each job and at least weekly thereafter, according to the various circumstances involved or when necessary to clear working procedures. No set pattern will suit all cases. It is important that the crew leader talk daily on injury prevention and immediately upon witnessing an unsafe act. The attendance and subjects discussed will be documented and maintained on file for one year. Copies of the minutes will be made available to the employees by posting or other means.

SCOPE OF ACTIVITIES

(certain employees, as may be designated by their supervisors, will assist)

1. Conduct in-house safety inspections with supervisor concerned.
2. Investigate incidents to uncover trends.
3. Review incident reports to determine means or elimination.
4. Accept and evaluate employee suggestions.
5. Review job procedures and recommend improvements (Job Safety Analysis Form is available in the Appendix)
6. Monitor the safety program effectiveness.
7. Promote and publicize safety.

DOCUMENTATION

The sample form in the Appendix is available to assist in documenting activities of crew/leader meetings.

CONSTRUCTION SAFETY MEETING SUGGESTIONS

- Personal protective equipment
- Hard hats
- Eye protection
- Hearing protection
- Footwear
- Housekeeping
- Tool inspection
- Emergency procedures
- Electrical safety
- Ladder safety
- Fire prevention/fire extinguishers
- Reporting injuries and unsafe conditions

- Lock-out procedures
- Heat Stress

Toolbox Talks are available from the Safety Program webpage at www.cam-online.com. Additional information is available at www.michigan.gov/miosha.

HOW TO HOLD A GOOD SAFETY MEETING

- Be certain everyone knows the time and place of the next meeting.
- Insist that everyone attend. Before the next meeting, remind those who were late or failed to attend that attendance is not optional.
- Pick an appropriate topic. If you can't think of an appropriate topic, use one from the General Safety Rules for Construction list (these usually apply to all projects).
- Start the meeting on time.
- Don't waste time – give the meeting your undivided attention.
- Discuss the topic you have chosen and prepared. Don't wait until the meeting to choose your topic.
- Use handouts or posters to illustrate your topic.
- Discuss current job site safety events, injuries and close calls.
- Encourage employees to discuss safety problems as they arise. Do not save safety concerns for the meeting. Allow some time for employee questions or input at the end of the meeting.
- Invite managers or owners to speak. Ask fellow employees to speak on a safety topic.

If you prevented one injury, it is time well spent. Your topic may be one that some employees have heard many times, but there may be one person who is new or has never been told of the safety requirement for that topic. Repeating topics several times during the course of a project is beneficial as long as it applies to the work being done.

Follow up on employee concerns or questions and get back to them with the answer before the next meeting.

Be certain to document the attendance and the topics discussed.

GENERAL SAFETY RULES FOR CONSTRUCTION

- Always store materials in a safe manner. Tie down or support piles if necessary to prevent falling, rolling, or shifting.
- Shavings, dust scraps, oil or grease should not be allowed to accumulate. Good housekeeping is a part of the job.
- Trash piles must be removed as soon as possible. Trash is a safety and fire hazard.
- Remove or bend over the nails in lumber that has been used or removed from a structure.
- Immediately remove all loose materials from stairs, walkways, ramps, platforms, etc.
- Do not block aisles, traffic lanes, fire exits, gangways, or stairs.
- Avoid shortcuts – use ramps, stairs, walkways, ladders, etc.
- Standard guardrails must be erected around all floor openings and excavations must be barricaded. Contact your supervisor for the correct specifications.
- Do not remove, deface or destroy any warning, danger sign, or barricade, or interfere with any form of protective device or practice provided for your use or that is being used by other workers.
- Get help with heavy or bulky materials to avoid injury to yourself or damage to material.
- Keep all tools away from the edges of platforms and excavations.
- Do not use tools with split, broken, or loose handles, or burred or mushroomed heads. Keep cutting tools sharp and carry all tools in a container.
- Know the correct use of hand and power tools. Use the right tool for the job.
- Know the location and use of fire extinguishing equipment and the procedure for sounding a fire alarm.
- Flammable liquids shall be used only in small amounts at the job location and in approved safety cans.
- Proper guards or shields must be installed on all power tools before use. Do not use any tools without the guards in their proper working condition. No “homemade” handles or extensions (cheaters) will be used!
- All electrical power tools (unless double insulated), extension cords, and equipment must be properly grounded.
- All electrical power tools and extension cords must be properly insulated. Damaged cords must be replaced.

- Do not operate any power tool or equipment unless you are trained in its operation and authorized by your firm to do so.
- Use tools only for their designed purpose.
- All electrical power equipment and tools must be grounded or double insulated.

Grounded Plug	Double Insulated
	Double Insulated 
<p>Hand held tools and some other types of equipment must use a 3-wire plug or the tool label must show the tool as insulated by words or symbol.</p>	

SUBSTANCE ABUSE POLICY

The purpose of this policy is to set forth general guidelines to be followed in implementing the company's drug and alcohol abuse program as it applies to employees, contractors, visitors, and non-employees.

Accurate Construction, LLC has a strong commitment to providing a safe workplace and establishing programs promoting high standards of employee health and safety. All employees are encouraged to report drug abuse or impairments to fitness for duty.

In cases of suspected drug and/or alcohol involvement, except for cases of obvious or probable false or harassing reports, unescorted access to protected areas should be suspended until management action has been completed.

While the company has no intention of intruding into the personal lives of its employees, it is recognized that serious involvement with drugs or alcohol off the job eventually takes a toll on job performance. Employees having a drug or alcohol problem are strongly encouraged to seek assistance.

COMPANY POLICY ON ILLEGAL DRUGS AND ALCOHOLIC BEVERAGES

ILLEGAL DRUGS

The possession, sale, or use of illegal drugs (defined as any drug or drug-like substance whose sale, use, or possession is unlawful) is inconsistent with the company's objective of operating in a safe and efficient manner. Accordingly, no officer, employee, agent, contractor, or visitor shall use, or have in his or her possession, illegal drugs during working hours or on company property at any time. Additionally, no officer, employee, agent, or contractor shall report to work while under the influence of illegal drugs. Any employee who engages in such conduct will be subject to disciplinary action up to and including discharge, according to vested authority. The only exception is the taking of prescribed drugs under the direction of a physician. The unlawful involvement with drugs or narcotics off company property will constitute grounds for severe disciplinary action up to and including termination of employment.

ALCOHOLIC BEVERAGES

The use of alcoholic beverages by employees or contractors engaged in the construction, operation, or maintenance of the company's facilities is inconsistent with the objective of operating in a safe and efficient manner. Accordingly, no officer, employee, agent, visitor, or contractor shall use alcoholic beverages during working hours, nor shall alcoholic beverages be served at a company function without prior approval by the appropriate senior officer of the company. Additionally, no officer, employee, agent, or contractor shall report to work under the influence of alcoholic beverages. Employees in violation of this policy will be subject to disciplinary action up to and including termination of employment, according to vested authority.

DRUG AND ALCOHOL TESTING

All applicants considered for employment will be tested for drugs as part of our screening procedure. Applicants will be requested to sign a consent release form authorizing the clinic to perform the drug test and submit the results to the company.

Applicants who refuse to sign the consent release form or who show traces of illegal drugs will not be considered for employment for a period of six months. Applicants who reapply for employment after the

six-month period will again be asked to sign a consent release form and be required to successfully pass a drug test.

Applicants will be given only one valid drug test within a six-month period. Positive results from the drug test will be communicated only to the applicant by the company.

FITNESS FOR DUTY

The following will be our company's rules on employees whose performance indicates they are unfit for duty:

Employees who are requested to submit to a drug or alcohol test will be asked to sign a consent release form authorizing the clinic to conduct the test. The consent release form will be supplied by the company physician.

Employees who refuse to sign a consent release form or who are identified as having prohibited substances in their system may be disciplined up to and including discharge, according to vested authority.

EMPLOYEES RETURNING AFTER AN ABSENCE OF 45 DAYS OR MORE

Employees returning from leaves of absence may be subject to a drug test if they have given management a reason to suspect possible illegal drug and/or alcohol abuse. Possible reasons to suspect substance abuse include, but are not limited to:

- A history of excessive absenteeism not related to a specific illness.
- Documented evidence of deteriorating job performance.
- Documented history of aberrant behavior.
- Documented involvement with drugs off the job.

A positive result from the drug test will result in the employee being required to seek rehabilitation or being disciplined, according to vested authority. The employee may be subject to further tests.

Failure of the employee to enroll or participate in a recognized rehabilitation program at the request of the company will result in the employee being disciplined up to and including discharge, according to vested authority.

Employees who refuse to submit to a drug test or who are identified as having prohibited substances in their system may be disciplined up to and including discharge, according to vested authority.

EXCAVATION PROCEDURES/TRENCHING & SHORING

One of the preventable hazards of construction work is the danger of trench cave-ins. Yet every year in the U.S., there are an estimated 75 to 200 deaths and more than 1,000 lost work days per year from trenching accidents. Other hazards associated with trenches include contact with numerous underground utilities, hazardous atmospheres, water accumulation, and collapse of adjacent structures. For these reasons, we have written Excavation Procedures for both our daily and occasional excavation workers. It is the policy at Accurate Construction Services, LLC to permit only trained and authorized personnel to create or work in excavations.

ADMINISTRATIVE DUTIES

For each worksite, Accurate Construction Services, LLC designates a competent person. This competent person is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees and has authorization to take prompt corrective measures to eliminate them.

BEFORE EXCAVATING

Before anyone at this company begins excavating, we follow the steps below:

1. Evaluate soil conditions and select and construct appropriate protective systems in accordance with MIOSHA Part 9. Excavation, Trenching and Shoring. Appropriate protective systems to prevent a cave-in may include trench boxes, shoring, shields, benching, and/or appropriate sloping of trenches. Trenches with walls more than 5' deep must be protected from collapse by one of the following methods:
 - a. Slope the walls to the angle of repose (see Table #1).
 - b. Install a trench shoring system.
 - c. Install a Trench Box
2. Contact utilities (e.g. gas, electric) three days before the excavation to locate underground lines, plan for traffic control when necessary, and determine proximity to structures that could affect choice of protective systems.
3. Test for low oxygen, and hazardous gases and vapors, especially when gasoline engine-driven equipment is used in the excavation, or when soil has been contaminated by leaking lines or storage tanks. Fossil fuel powered equipment produces carbon monoxide in exhaust and must not be used without adequate ventilation.
4. Provide safe access into and out of the excavation.
5. Provide adequate protections if water accumulation is a problem.
6. Confirm qualifications of equipment operator.
7. Confirm that all employees on the worksite have received proper excavation training.
8. Keep excavations open the minimum amount of time needed to complete the operations.

PROTECTIVE SUPPORT SYSTEMS

The company protects each employee in an excavation from cave-ins during an excavation by an adequate protective system designed in accordance with OSHA standards. Protective system options include proper sloping or benching of the sides of the excavation; supporting the sides of the excavation with timber shoring or aluminum hydraulic shoring; or placing a shield between the side of the excavation and the work area.

The determination of the angle of repose and design of the supporting system shall be based on careful evaluation of pertinent factors such as the following:

- Depth of cut
- Water content in the soil
- Effects of changing weather conditions
- Load imposed by structures and equipment
- Blasting
- Vibration
- Traffic

Water should not be allowed to accumulate in the trench. Diversion dikes and ditches should be provided to keep surface water from entering a trench.

Employees should never enter a trench that contains accumulated water.

The use of benching in conjunction with a portable trench box is permitted when the toe of the trench box is not more than 2 feet above the trench bottom.

The excavated dirt (spoil pile) should be stored at least 2 feet away from the excavation edge.

An excavation 48 or more inches in depth and occupied by an employee shall be provided with a ladder extending not less than 3 feet above the top as a means of access. Lateral travel along the wall of a trench to a ladder or other means of egress shall not exceed 25 feet.

An earth ramp may be used in place of a ladder if it meets all of the following requirements:

- The ramp material must be stable.
- The side of the excavation above the ramp must be maintained to the angle of repose or shored.
- The degree of angle of the ramp shall not exceed 45 degrees.
- Vertical height between the floor of the trench and the toe of the ramp shall not exceed 30 inches.

Accurate Construction Services, LLC has the following standard operating procedures regarding protective support systems for excavations, in accordance with safe practices and procedures and OSHA excavation regulations:

- If the excavation is made entirely of solid rock, then no protective system is necessary or used.
- If the excavation is less than 5 feet in depth (provided there is no indication of a potential cave-in), then no protective system is necessary or used.
- If the excavation is less than or equal to 20 feet in depth, then Accurate Construction Services, LLC will utilize the services of a qualified person to determine the best protective support system for the job.

TRAINING

Prior to participating in an excavation, employees will receive proper training to identify and report potential hazards. They will also receive information on how to properly enter and exit the excavated area and all OSHA guidelines pertaining to working in and around an excavation site.

Under no circumstances shall an employee create or work in an excavation until he/she has successfully completed this company's excavation training program. This includes all new excavation workers regardless of claimed previous experience.

INSPECTION PROCEDURES

Our competent person inspects excavations daily and during poor weather. Inspections are documented on the Daily Excavation Checklist.

LADDER SAFETY RULES

GENERAL

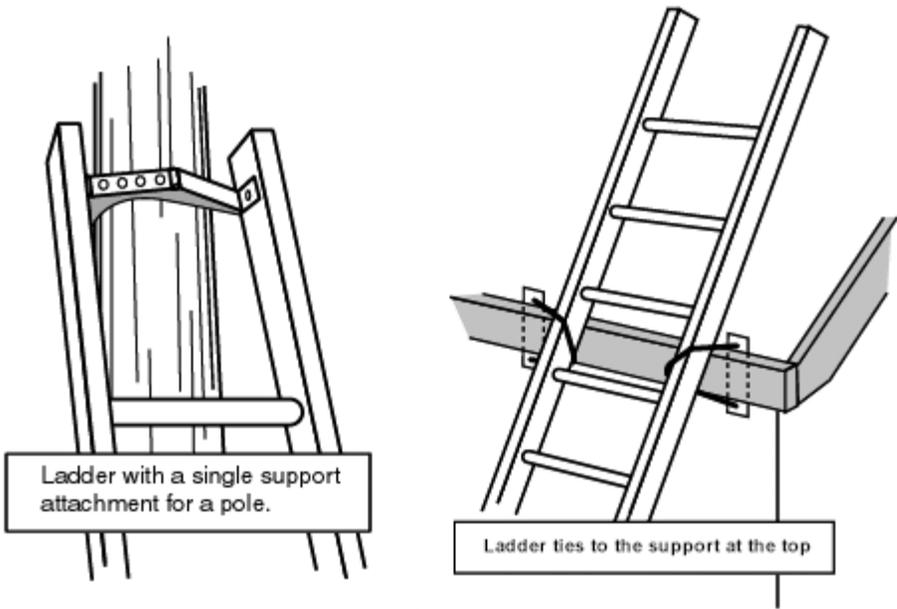
- Inspect before use for physical defects. Do not use ladders with broken or missing rungs, broken or split side rails, or with other faulty or defective construction.
- Ladders are not to be painted.
- Do not use ladders for skids, braces, workbenches, or any purpose other than climbing.
- When you are ascending or descending a ladder, do not carry objects that will prevent you from grasping the ladder with both hands.
- Always face the ladder when ascending and descending.
- If you must place a ladder over a doorway, barricade the door to prevent its use and post a warning sign.
- Only one person is allowed on a ladder at a time.
- Do not jump from a ladder when descending.
- All joints between steps, rungs, and side rails must be tight.
- Safety feet must be in good working order and in place.
- Rungs must be free of grease and/or oil.

STEPLADDERS

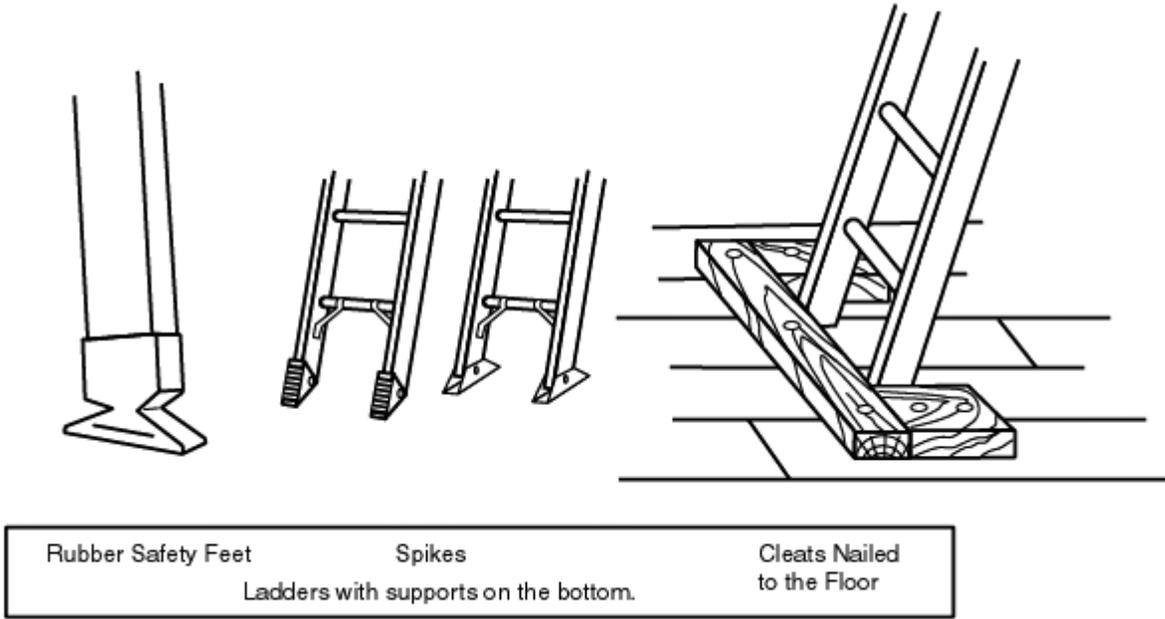
- Do not place tools or materials on the steps or platform of a stepladder
- Do not use the top two steps of a stepladder as a step or stand.
- Always level all four feet and lock spreaders in place.
- Do not use a stepladder as a straight ladder.

STRAIGHT TYPE OR EXTENSION LADDERS

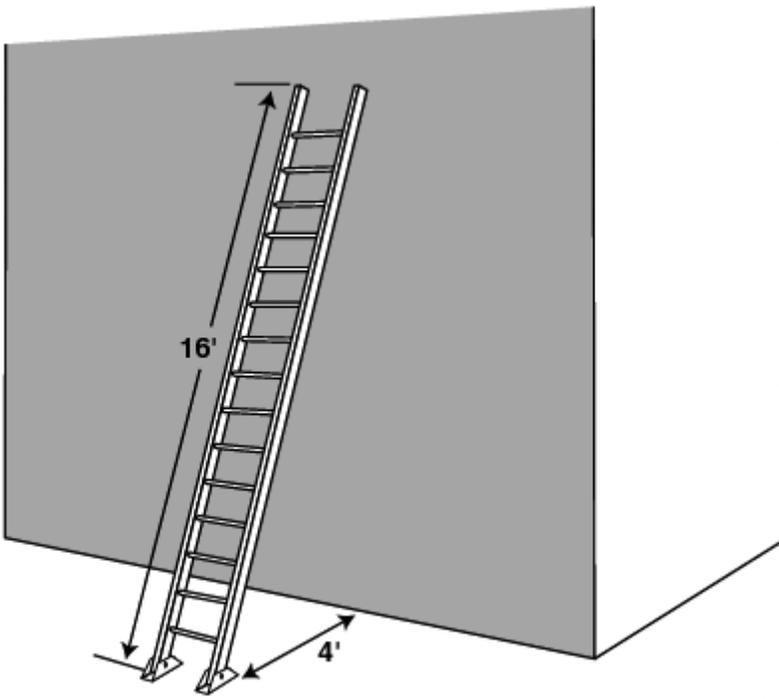
- All straight or extension ladders must extend at least three feet beyond the supporting object when used as an access to an elevated work area.
- After raising the extension portion of a two or more stage ladder to the desired height, check to ensure that the safety dogs or latches are engaged.
- All extension or straight ladders must be secured or tied off at the top.



- All ladders must be equipped with safety (non-skid) feet.



- Portable ladders must be used at such a pitch that the horizontal distance from the top support to the foot of the ladder is about one-quarter of the working length of the ladder.



FIRE PREVENTION PLAN

PURPOSE

This Fire Prevention Plan (FPP) is in place at this company to control and reduce the possibility of fire and to specify the type of equipment to use in case of fire. This plan addresses the following issues:

- Major workplace fire hazards and proper handling and storage procedures for hazardous materials.
- Potential ignition sources and their control.
- The type of fire protection equipment necessary to control each major hazard.
- Procedures to control accumulations of flammable and combustible waste materials.
- Procedures for regular maintenance of safeguards installed on heat-producing equipment to prevent the accidental ignition of combustible materials.
- The job title of employees responsible for maintaining equipment to prevent or control sources of ignition or fires.
- The job title of employees responsible for the control of fuel source hazards.

FIRE HAZARDS

Fire can be represented by a simple equation: Fire = Ignition Source + Fuel + Oxygen. Without any one of these three elements, a fire cannot start. Likewise, during a fire, if you take away any one of these three elements, you can successfully put out a fire. It is our company's intent to prevent these three elements from reacting to produce a fire.

Fire prevention measures involving proper handling and storage of hazardous materials have been developed. These include:

- Storing flammable materials in appropriate cabinets and containers
- Assuring that combustible material is stored away from ignition sources
- Prohibiting smoking within the building

Fuel is used throughout the facility as an energy source for various systems or equipment. This fuel can be a significant fire hazard and must be monitored and controlled.

HOUSEKEEPING PROCEDURES

Our company controls accumulations of flammable and combustible waste materials and residues so that they do not contribute to a fire. We have identified the following potential hazards:

- Flammable and combustible liquids and gases
- Hot work
- Storage areas; packaging, including cardboard, foam compositions, and paper.
- Electrical wiring, including wiring and controls and extension cords

In an effort to ensure that our potential hazards don't result in a fire, we have implemented the following procedures.

FLAMMABLE AND COMBUSTIBLE LIQUIDS

- Store flammable liquids in trash-free areas in approved safety containers with vapor-tight, self-closing covers. Inspect safety cans for dents or cracks. Flame arresters or filters should be in place on safety cans.
- Use flammable liquids in adequately ventilated areas.
- Post warning signs when highly volatile and dangerous liquids are in use.
- Do not smoke where flammable liquids are used.
- Do not create open flames or sparks where flammable liquids are used.
- Keep sparking tools away from explosive/flammable materials areas.

HOT WORK

- When performed hot work, follow the hot work permit, clear the welding area of combustibles, and assign a fire watch who is available to operate a fire extinguisher during the job and for at least 30 minutes after the job is completed.

STORAGE AREAS

- Dispose of trash and packing material in metal containers with tight-fitting lids
- Place extra storage and equipment in proper areas, not in aisles or near fire exits.
- Dispose of or store extra boxes and paper away from ignition sources.
- Clean up chemical spills and oil immediately.
- Look around the area for ways to lessen waste accumulation and storage.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

PURPOSE

The basic element of any PPE program is an in depth evaluation of the equipment needed to protect against the hazards at the workplace; this is the initial hazard assessment for which written documentation is required. The basic objectives of any PPE program should be to protect the wearer from incorrect use and/or malfunction of PPE. The purpose of this Personal Protective Equipment (PPE) Program is to document the hazard assessment, protective measures in place, and PPE in use at this company. PPE devices are not to be relied on as the only means to provide protection against hazards, but are used in conjunction with guards, engineering controls, and sound manufacturing practices. If possible, hazards will be abated first through engineering controls, with PPE to provide protection against hazards that cannot reasonably be abated otherwise.

HAZARD ASSESSMENT

In order to assess the need for PPE the following steps are taken:

1. Accurate Construction Services, LLC has identified job classifications where exposures occur or could occur. Our company designee examined the following records to identify and rank jobs according to exposure hazards:

- Injury/illness records
- First aid logs

2. We have conducted a survey of workplace tasks where hazards exist to identify sources of hazards to employees. We considered these basic hazard categories:

- Impact
- Heat
- Penetration
- Harmful dust
- Compression (roll over)
- Chemical
- Noise

During the survey, we observed and recorded the following hazards:

- Sources of motion; i.e., machinery or processes where any movement of tools, machine elements or particles could exist, or movement of personnel that could result in collision with stationary objects.
- Sources of high temperatures that could result in burns, eye injury or ignition of protective equipment, etc.
- Types of chemical exposures.
- Sources of harmful dust.
- Sources of light radiation, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights, etc.
- Sources of falling objects or potential for dropping objects.
- Sources of sharp objects that might pierce the feet or cut the hands.
- Sources of rolling or pinching objects that could crush the feet.
- Sources of industrial noise.
- Certain electrical hazards.

3. Following the survey, Accurate Construction, LLC organized the data and information for use in the assessment of hazards, analyzed the hazards, and assembled the proper selection of protective equipment.

4. Each of the basic hazards was reviewed and a determination made as to the frequency, type, level of risk, and seriousness of potential injury from each of the hazards found. The existence of any situations where multiple exposures occur or could occur was considered.

5. The assessment is used to determine which Personal Protective Equipment to distribute. Additional PPE is available upon request at any time.

SELECTION GUIDELINES

It is the responsibility of supervisor and employees to reassess the workplace hazard situation as necessary, to identify and evaluate new equipment and processes, to review accident records, and reevaluate the suitability of previously selected PPE. This reassessment will take place as needed.

Elements that should be considered in the reassessment include:

- Adequacy of PPE program
- Accidents and illness experience
- Levels of exposure
- Adequacy of equipment selection
- Number of person hours that workers wear various protective ensembles
- Adequacy of training/fitting of PPE
- Program costs
- The adequacy of program records
- Recommendation for program improvement and modification
- Coordination with overall safety and health program

EMPLOYEE TRAINING

Training includes:

- When PPE is necessary
- What PPE is necessary
- How to wear assigned PPE
- Limitations of PPE
- The proper care, maintenance, useful life, and disposal of assigned PPE

Employees must demonstrate an understanding of the training and the ability to use the PPE properly before they are allowed to perform work requiring the use of the equipment.

Employees are prohibited from performing work without donning appropriate PPE to protect them from the hazards they will encounter in the course of that work.

If a supervisor has reason to believe an employee does not have the understanding or skill required, the employer must retrain. Since an employee's direct manager is in the best position to observe any problems with PPE use by individual employees, we will seek this person's input when making this determination. Circumstances where retraining may be required include changes in the workplace or changes in the types of PPE to be used, which would render previous training obsolete. Also, inadequacies in an affected employee's knowledge or use of the assigned PPE, which indicates that the employee has not retained the necessary understanding or skills, would require retraining.

Because failure to comply with company policy concerning PPE can result in OSHA citations and fines as well as employee injury, an employee who does not comply with this program will be disciplined for noncompliance according to the *Safety Disciplinary Policy*.

CLEANING AND MAINTENANCE

It is important that all PPE be kept clean and properly maintained by the employee to whom it is assigned. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision. PPE is to be inspected, cleaned, and maintained by employees at regular intervals as part of their normal job duties so that the PPE provides the requisite protection. Managers are responsible for ensuring compliance with cleaning responsibilities by employees. If a piece of PPE is in need of repair or replacement it is the responsibility of the employee to bring it to the immediate attention of their supervisor. It is against work rules to use PPE that is in disrepair or not able to perform its intended function. Contaminated PPE that cannot be decontaminated is disposed of in a manner that protects employees from exposure to hazards.

PPE SPECIFIC INFORMATION

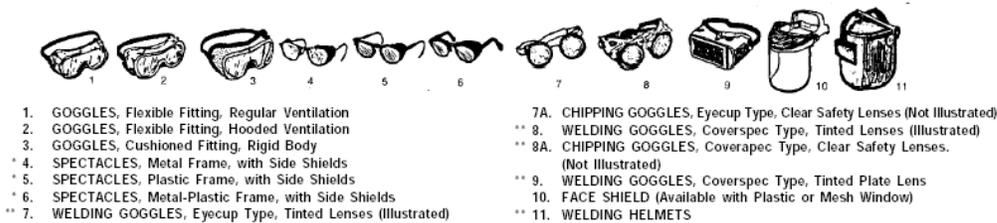
EYE AND FACE PROTECTION – SAFETY GLASSES, GOGGLES AND FACE SHIELDS

It is the policy of the company that as a condition of employment, all field personnel working in designated work areas and/or job assignments are required to wear ANSI approved safety glasses, goggles or face shields to help prevent eye and face injuries, including those resulting from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or light radiation, for example.

All supervisors and managers are responsible for ensuring employees under their charge are in compliance with this policy.

All employees who work in designated work areas and/or job assignments are responsible for wearing company provided eye protection to comply with this policy. Failure to comply will result in disciplinary action up to and including discharge.

All employees required to wear eye protection must routinely inspect and properly care for their goggles/face shields.



APPLICATIONS		
OPERATION	HAZARDS	RECOMMENDED PROTECTORS: <i>Bold Type Numbers Signify Preferred Protection</i>
Acetylene-Burning Acetylene-Cutting Acetylene-Welding	Sparks, Harmful rays, Molten Metal, Flying Particles	7, 8, 9
Chemical Handling	Splash, Acid burns, Fumes	2, 10 (For severe exposure add 10 over 2)
Chipping	Flying Particles	1, 3, 4, 5, 6, 7A, 8A
Electric (arc) Welding	Sparks, Intense Rays, Molten Metal	9, 11 (11 in combination with 4, 5, 6, in tinted lenses advisable)
Furnace Operations	Glare, Heat, Molten Metal	7, 8, 9 (For severe exposure add 10)
Grinding-Light	Flying Particles	1, 3, 4, 5, 8, 10
Grinding-Heavy	Flying Particles	1, 3, 7A, 8A (For severe exposure add 10)
Laboratory	Chemical Splash, Glass Breakage	2 (10 when in combination with 4, 5, 6)
Machining	Flying Particles	1, 3, 4, 5, 8, 10
Molten Metals	Heat, Glare, Sparks, Splash	7, 8 (10 in combination with 4, 5, 6, in tinted lenses)
Spot Welding	Flying Particles, Sparks	1, 3, 4, 5, 8, 10

FOOT PROTECTION-SAFETY SHOES

It is the policy of the company that as a condition of employment, all field personnel and warehouse employees working in designated work areas and/or job assignments are required to wear safety shoes to help prevent foot injuries, ankle injuries, slips, and falls.

Those employees who work in non-designated areas of the company and vendors and visitors will be allowed to walk through the designated work areas without safety shoes as long as they remain in outlined aisles or walkways.

All employees who work in designated work areas and/or job assignments are responsible for purchasing and wearing safety shoes to comply with this policy. Failure to comply will result in disciplinary action up to and including discharge.

The new employee is responsible for reporting to his/her first day of work wearing approved safety shoes.

HAND PROTECTION -- GLOVES

It is the policy of the company that as a condition of employment, all employees working in designated work areas and/or job assignments are required to wear gloves to help prevent hand injuries, including cuts, burns, chemical exposure, for example.

Specific operations that will require the use of gloves include, but are not limited to:

- Material handling (cotton/canvas)
- Hot work activities (leather)
- Working in or around chemicals (refer to MSDS)

All supervisors and managers are responsible for ensuring employees under their charge are in compliance with this policy.

All employees who work in designated work areas and/or job assignments are responsible for wearing company provided gloves to comply with this policy. Failure to comply will result in disciplinary action up to and including discharge.

All employees required to wear protective gloves must routinely inspect and properly care for their assigned gloves (if the gloves are not disposable).

HEAD PROTECTION -- HARD HATS

It is the policy of the company that as a condition of employment, all field employees at risk of a head injury, including those resulting from falling from a height greater than six feet, falling objects, bumping the head against a fixed object, or electrical shock, are required to wear ANSI approved hard hats to help prevent head injuries.

All supervisors and managers are responsible for ensuring employees under their charge are in compliance with this policy.

All employees who work in designated work areas and/or job assignments are responsible for wearing company provided hard hats to comply with this policy. Failure to comply will result in disciplinary action up to and including discharge.

All employees required to wear hard hats must routinely inspect and properly care for their hard hats. Accurate Construction Services, LLC strongly discourages employees from painting, applying stickers to, or otherwise modifying their hard hat.

HEARING PROTECTION

It is the policy of the company that as a condition of employment, all employees exposed to noise for the duration and level as indicated in the table below, are required to wear hearing protection to help prevent hearing loss.

Accurate Construction Services, LLC provides:

- Disposable ear plugs
- Ear muffs

All supervisors and managers are responsible for ensuring employees under their charge are in compliance with this policy. Failure to comply will result in disciplinary action up to and including discharge.

Permissible Noise Exposures

Duration per day (hours)	Sound level (dBA) slow response	Example
8	90	Power lawn mower
6	92	Belt sander
4	95	Tractor
3	97	Hand drill
2	100	
1.5	102	
1	105	Bulldozer
.5	110	
.25 or less	115	Hammer drill

Footnote(1) When the daily noise exposure is composed of two or more periods of noise exposure of different levels, their combined effect should be considered, rather than the individual effect of each. If the sum of the following fractions: $C(1)/T(1) + C(2)/T(2) + C(n)/T(n)$ exceeds unity, then, the mixed exposure should be considered to exceed the limit value. Cn indicates the total time of exposure at a specified noise level, and Tn indicates the total time of exposure permitted at that level. Exposure to impulsive or impact noise should not exceed 140 dB peak sound pressure level.

MOTORIZED VEHICLES AND EQUIPMENT

GENERAL RULES

- Do not ride on motorized vehicles or equipment unless a proper seat is provided for each rider.
- Always be seated when riding authorized vehicles (unless they are designed for standing).
- Do not operate any motorized vehicle or equipment unless you are specifically authorized to do so by your supervisor.
- Always use your seat belts in the correct manner.
- Obey all speed limits and other traffic regulations.
- Always be aware of pedestrians and give them the right-of-way.
- Always inspect your vehicle or equipment before and after daily use.
- Never mount or dismount any vehicles or equipment while they are still in motion.
- Do not dismount any vehicle without first shutting down the engine, setting the parking brake and securing the load.
- Do not allow other persons to ride the hook or block, dump box, forks, bucket or shovel of any equipment.
- Each operator must be knowledgeable of all hand signals and obey them.
- Each operator is responsible for the stability and security of his/her load.
- Do not disable back up alarms or other safety devices.
- Ensure cab glass is intact and does not obstruct operator's view.
- Do not allow any worker to approach operating equipment.
- Barricade the swing radius of equipment to prevent workers from the struck-by hazard.

GENERAL MATERIALS HANDLING SAFETY

GENERAL MATERIAL STORAGE SAFETY

- Make sure that all materials stored in tiers are stacked, racked, blocked, interlocked, or otherwise secured to prevent sliding, falling, or collapse.
- Post conspicuously the maximum safe load limits of floors within buildings and structures, in pounds per square foot, in all storage areas, except for floor or slab on grade. Do not exceed the maximum safe loads.
- Keep aisles and passageways clear to provide for the free and safe movement of material handling equipment or employees. Keep these areas in good repair.
- Use ramps, blocking, or grading when a difference in road or working levels exists to ensure the safe movement of vehicles between the two levels.
- Do not place materials stored inside buildings under construction within 6 feet of any hoistway or inside floor openings, or within 10 feet of an exterior wall which does not extend above the top of the material stored.
- Segregate non-compatible materials in storage.
- Stack bagged materials by stepping back the layers and cross-keying the bags at least every ten bags high.
- Do not wear clothing that has become hard and stiff with cement.
- Do not stack lumber more than 20 feet high; if handling lumber manually, do not stack more than 16 feet high.
- Remove all nails from used lumber before stacking.
- Stack lumber on level and solidly supported sills, and such that the stack is stable and self-supporting.
- Stack stored lumber on timber sills to keep it off the ground. Sills must be placed level on solid supports.
- Place cross strips in the stacks when they are stacked more than 4 feet high.
- If not racked, stack and block structural steel, poles, pipe, bar stock, and other cylindrical materials as to prevent spreading or tilting.
- Wear heavy gloves when handling reinforcing steel.
- Carefully pile structural steel to prevent danger of members rolling off or the pile toppling over.
- Keep structural steel in low piles, giving consideration to the sequence of use of its members.

- Frequently inspect stock piles of sand, gravel, and crushed stone to prevent their becoming unsafe by continued adding to or withdrawing from the stock.

GENERAL RIGGING EQUIPMENT SAFETY

- Inspect rigging equipment for material handling prior to use on each shift and as necessary during its use to ensure that it is safe. Remove defective rigging equipment from service.
- Never load rigging equipment in excess of its recommended safe working load.
- Remove rigging equipment when not in use from the immediate work area so as not to present a hazard to employees.
- Mark special rigging accessories (i.e., spreader bars, grabs, hooks, clamps, etc.) or other lifting accessories with the rated capacity.

DISPOSAL OF WASTE MATERIALS

- Remove all scrap lumber, waste material, and rubbish from the immediate work area as the work progresses.
- Make sure to comply with local fire regulations if disposing of waste material or debris by burning.
- Keep all solvent waste, oily rags, and flammable liquids in fire-resistant covered containers until removed from the work site.

WELDING AND CUTTING SAFETY RULES

- Always follow the manufacturer's recommendations for setting up and operating equipment, selection of tip size, and gas cylinder operating pressures.
- Always use a regulator to reduce gas cylinder pressure to the operating pressures recommended by the equipment manufacturer. All piping and equipment must meet the standards of the Compressed Gas Association.
- Always ensure that all connections are leak tight. Each time connections are loosened and retightened each connection should be checked with a soap and water solution (oil free soap). Do not check with flame.
- Before "lighting up" clear out each line by letting a small amount of gas flow (separately) to remove any mixed gases that might be in the lines.
- Never use defective, worn or leaky equipment. Repair it or take it out of service.
- Never use acetylene in excess of 15 psi pressure. Higher pressures with acetylene are dangerous. If the cylinder is not fitted with a hand wheel valve control, any special wrench required must be placed on the cylinder while the cylinder is in service. On manifolds, one wrench for each manifold will suffice.
- Always have an appropriate fire extinguisher in good operating condition readily available when operating welding or cutting equipment.
- Never perform welding, cutting, brazing, or heating operations in a poorly ventilated area. Avoid breathing fumes from these operations at all times; particularly when zinc, cadmium, or lead coated metals are involved.
- Never perform welding or cutting operations near combustible materials (gasoline cans, paints, paper, rags, etc.).
- Always protect yourself, others present, welding hoses, gas cylinders, and flammable materials in the area from hot slag and sparks
- The welder and spectators must always wear goggles to protect the eyes from injurious light rays, sparks and hot molten metal during welding, cutting, and heating operations. Eye protection must comply with the established ANSI Standards.
- Always wear clean, oil free clothing during welding and cutting operations. Protect the hands with leather welding gloves to avoid burns from radiation and hot molten slag. Low cut shoes and trousers with cuffs or open pockets should not be worn.
- Never use a match or cigarette lighter to light a cutting or welding torch. Always use a spark igniter. Fingers are easily burned by the igniting gas when a match or cigarette lighter is used.

- Ensure that the material being welded or cut is secure and will not move or fall on anyone.
- Never use a welding, cutting, or heating torch on a container that has held a flammable liquid. Explosive vapors can accumulate and linger in closed containers for extended periods of time.
- Never use a regulator for gasses other than those for which it was designed for by the manufacturer since the diaphragm and seat materials may not be compatible with other gasses.
- Never attempt to adapt and use a fuel gas or inert gas regulator on an oxygen cylinder. A special protective device is incorporated on the oxygen regulator to harmlessly dissipate the heat caused by the recompression when the cylinder valve is quickly opened. Such a protective device is not furnished on fuel gas and inert gas regulators.
- Never tamper with the safety devices on cylinders, fuse plugs, safety discs, etc. and do not permit torch flames or sparks to strike the cylinder.
- Always refer to the various gasses by their proper names. (Do not refer to oxygen as “air” or acetylene as “gas”.)
- All cylinders, particularly acetylene, should be restrained securely in an upright position to prevent accidents. A non-vertical position for an acetylene cylinder in use would allow the discharge of acetone through the regulator and into the cutting torch, clogging the mixer passages and creating a fire hazard. It would reduce the efficiency of the flame and contaminate the weld area. It also can cause voids in the porous material inside the cylinder, which can lead to acetylene explosions.
- Store all gas cylinders not in use away from excessive heat sources, such as stoves, furnaces, radiators, the direct rays of the sun, and the presence of open flames. Cylinders in storage should always be secured in an upright position.
- Keep all burning or flammable substances away from the oxygen or fuel gas storage area (at least 20 feet) and post “No Smoking” signs.
- Upon completion of a welding, heating, or cutting operation immediately inspect the surrounding areas for smoldering embers. Allow at least one half hour to elapse before leaving the area and conduct another thorough inspection just before leaving. Also alert other personnel of fire possibilities.
- Always have the properly fitted wrench to fasten a regulator to a cylinder. Never tighten the regulator by hand.
- Always leave the fuel gas cylinder valve wrench in place when the cylinder valve is open so that it can be closed quickly in an emergency. Do not open acetylene valves more than one-quarter (1/4) turn.
- Before connecting a regulator to a gas cylinder, open the cylinder valve for a moment. Called cracking the cylinder valve, this will blow out any foreign material that may have lodged in the valve during transit. Do not stand in front of the valve when “cracking”.

- After attaching a regulator to a gas cylinder, be sure the regulator adjusting screw is fully released (backed off in a counter clockwise direction so that it swivels freely) before the cylinder valve is opened. Never stand in front of a regulator when you are opening a cylinder valve.
- Always open the cylinder valve slowly so that gas pressure will build up slowly in the regulator (particularly in the oxygen cylinder). Quick opening of the cylinder valve causes a buildup of heat due to recompression of the gas. When combined with combustible materials, ignition and explosion may result.
- If a leak develops in a fuel gas cylinder that cannot be stopped by closing the valve, immediately place the cylinder outside of the building away from possible fire or ignition sources in a location that is free from wind currents that might carry the gas to an ignition source.
- Never attempt to mix gasses in a cylinder or fill an empty one from another (particularly oxygen cylinders). Mixture of incompatible gasses and/or heat caused by recompression of the gas or gasses may result in ignition and fire. Only the owner of a cylinder may mix gasses in it.
- When a gas cylinder is ready for return to the supplier, be certain the cylinder valve is closed to prevent internal contamination and the shipping cap is in place to protect the cylinder valve. Identify empty cylinders.
- Never use oxygen or other gasses as a substitute for compressed air in operation of air-operated tools, blowing off parts, or for ventilation purposes. The only exception to this rule is where oxygen is used to blow out port passages and talcum powder or dust from welding hoses when setting up new or old “dusty” equipment.
- Do not attempt to do your own repair on welding equipment. Equipment that is improperly repaired can cause leaks and other hazardous conditions. Repairs must be performed by qualified repair personnel.
- Never repair welding hose with tape. Use of tape and many hose splices can reduce the pressure to the torch and can cause hazardous conditions. Welding hose must meet the specifications of the Compressed Gas Association.
- Use the shortest length of hose possible. Longer hoses require higher gas pressures and can be hard to handle.
- Never use oil or grease on any part of welding or cutting equipment and never let it come into contact with oil or grease. This includes gas cylinders, work bench, regulators, torches, tips, threads on bottles, and clothes that are worn, such as jackets, gloves, and aprons. Oxygen and oil or grease can cause explosions and fire.
- Never use a hammer on the valve cover caps to loosen them. Use a piece of wood to soften the impact and prevent sparks and damage to the cap.
- When moving gas cylinders always roll them on their bottom edges or in a cart designed for their movement. Sliding or dragging them or rolling causes excessive wear and may weaken their walls by metal erosion. Slings and electromagnets are not authorized when transporting cylinders.

- Never use cylinders as rollers to move material. Do not let them bump into each other or let them fall.
- Fuel gas and liquefied fuels must be stored and shipped valve end up.
- Do not hammer on any cylinder. Do not tamper with the relief valves. If you have trouble, contact the supplier for assistance.
- Suitable eye protection must be worn for all welding and cutting operations.
- Cylinders must be secured. Valves must be closed when unattended and caps must be on the cylinders when the regulators are not on the cylinders.
- Cylinders must be upright when they are transported in powered vehicles.
- All cylinders with a water weight of over 30 lbs. must have caps or other protection.
- All fuel gases must be used through a regulator on cylinder or manifold.
- Compressed gas cylinders must be upright except for short periods for transportation.
- Repair work on gauges and regulators must be done by qualified personnel.
- Only 4 inches of hose per foot may be covered with tape. Defective hoses must be removed from service.
- Oxygen must not be used for ventilation.
- Oxygen regulators must be marked "Use No Oil". Regulators and fittings must meet the specifications of the Compressed Gas Association.
- Union nuts on regulators must be checked for damage.
- Before removing a regulator, shut off cylinder valve and release gas from regulator. Equipment must be used only as approved by the manufacturer.
- Caps must be on cylinders unless they are transported on a special carrier.
- Hot warnings on materials are required.
- Fire is the biggest hazard in welding. The area should be cleared for a radius of 35 feet. Fire shields should be used. The area should be monitored for 30 minutes or more after end of work to ensure there is no delayed ignition.
- Proper personal protective equipment must be worn by all welders and assisting personnel.
- All welding personnel should be advised of the hazards from heating zinc, lead, cadmium, and any other substances that could cause health problems from the welding activity.
- Chains, wire ropes, hoists, and elevators must not be used to carry welding current.
- Leather capes should be used for overhead welding.

- The neck and ears must be protected from the arc.
- Conduits with electrical conductors in them must not be used to complete a welding circuit.
- Welding shields must be used to protect other workers from injurious light rays.
- Welding leads must be inspected regularly for damage to insulation. Only proper splicing will be authorized. There should be no splices in stinger lead within 10 feet of the stinger and the leads should never be wrapped around the body.

HAZARD COMMUNICATION PROGRAM

PURPOSE

The purpose of the Hazard Communication Program is to ensure that the hazards of all chemicals produced or imported by chemical manufacturers or importers are evaluated. Information concerning the hazards must be transmitted to affected employers and employees before they use the products. The following hazard communication program has been established for Accurate Construction Services, LLC and will be available for review by all employees.

HAZARD DETERMINATION

Accurate Construction Services, LLC will rely on safety data sheets obtained from product suppliers to meet hazard determination requirements.

LABELING

The designated foreman will be responsible for seeing that all containers entering the workplace are properly labeled.

All labels shall be checked for:

- Identity of the material.
- Appropriate hazard warning for the material.
- Name and address of the responsible party. (Only if the container is received from the manufacturer, distributor, or importer.)

Each employee shall be responsible for ensuring that all portable containers used in their work area are labeled with the appropriate identity and hazard warning.

SAFETY DATA SHEETS (SDSs)

The master SDS file will be kept at 3080 28635 West Park Drive, Novi, MI 48370.

SDSs will be available for review to all employees during each work shift. Copies will be available upon request.

Posters identifying the person responsible for maintaining SDSs and where the SDSs are located are posted at 28635 West Park Drive, Novi, MI 48377. Posters notifying employees when new or revised SDSs are received will be located in the same location(s).

If a required SDS is not received, the Operations Manager shall contact the supplier, in writing, to request the SDS.

EMPLOYEE INFORMATION AND TRAINING

Accurate Construction Services, LLC shall coordinate and maintain records of employee hazard communication training, including attendance rosters.

Before their initial work assignment, each new employee will attend a hazard communication training class. The class will provide the following information and training:

INFORMATION:

- The requirements of the MIOSHA Hazard Communication Standard
- All operations in their work area where hazardous chemicals are present
- Location and availability of the written hazard communication program, the list of hazardous chemicals, and the SDS

TRAINING:

- Methods and observations that can be used to detect the presence or release of hazardous chemicals in the work area
- Physical and health hazards of the hazardous chemicals
- Measures the employees should take to protect from these hazards
- Details of the hazard communication program--including explanation of labeling system and SDSs and how employees can obtain and use hazard information

The employee shall be informed that:

The employer is prohibited from discharging, or discriminating against, an employee who exercises his/her rights to obtain information regarding hazardous chemicals used in the workplace.

As an alternative to requesting a SDS from the employer, the employee can seek assistance from the MIOSHA Construction Safety and Health Division, at (517) 322-1856, or the MIOSHA General Industry Safety and Health Division at (517) 322-1831, to obtain the desired SDS. A sign or MIOSHA poster will be posted with the address and telephone number of the MIOSHA Divisions responsible for such requests.

Before any new physical or health hazard is introduced into the workplace, each employee who may be exposed to the substance will be given information in the same manner as during the hazard communication training class.

CHEMICALS IN UNLABELED PIPES

Welding activities are often performed by employees in areas where chemicals run through unlabeled pipes. Before beginning work in these areas, the employee shall contact the job foreman for information regarding the chemicals in the pipes, potential hazards, and safety precautions which should be taken. The job foreman has a copy of the blueprint for the plant piping system, which identifies the location of all pipes and their contents.

MULTI-EMPLOYER WORKSITES

If our company exposes any employee of another employer to any hazardous chemicals that we produce, use, or store, the following information will be supplied to that employer:

- The hazardous chemicals they may encounter.
- Measures their employees can take to control or eliminate exposure to the hazardous chemicals.
- Steps the company has taken to minimize risks.
- The container and pipe labeling system used on-site.
- Where applicable SDSs can be reviewed or obtained.

Accurate Construction Services, LLC will coordinate with all contractors to ensure that all employees are given access to SDSs.

It is company policy to require any subcontractor to provide Safety Data Sheets prior to their bringing hazardous materials on site. By contract, subcontractors assume the responsibility to train their employees from SDSs.

It is company policy that no hazardous material be introduced onto the worksite by vendors, salespeople, frequenters, or our employees without a SDS. Job foreman will be responsible for enforcing this policy.

LIST OF HAZARDOUS CHEMICALS

A list of all hazardous chemicals used by Accurate Construction Services, LLC is attached to this document. Further information regarding any of these chemicals can be obtained by reviewing its respective SDS.

APPENDIX

DAILY EXCAVATION LOG

DATE:	QUALIFIED PERSON:
WEATHER:	PROJECT:
MISS DIG Ticket #:	
Protective system: Trench shield (box) _____ Wood shoring _____ Sloping _____ Other _____	
Purpose of trenching: Drainage _____ Water _____ Sewer _____ Gas _____ Other _____	
Were visual soil tests made: Yes _____ No _____ If yes, what type?	
Were manual soil tests made: Yes _____ No _____ If yes, what type?	
Type of soil: Cohesive or Granular Unconfined Cohesive Strength: _____ tsf Angle of Repose (refer to Table 1): _____	
Surface encumbrances: Yes _____ No _____ If yes, what type?	
Water conditions: Wet _____ Dry _____ Submerged _____	
Hazardous atmosphere exists: Yes _____ No _____ <i>(If yes, follow confined space entry procedures policy; complete Confined Space Entry Permit; monitor for toxic gas(es))</i>	
Is trenching or excavation exposed to public vehicular traffic (exhaust emission): Yes _____ No _____ <i>(If yes, refer to confined space entry procedures; complete Confined Space Entry Permit; monitor for toxic gas(es))</i>	
Measurements of trench: Depth _____ Length _____ Width _____	
Is ladder within 25 feet of all workers: Yes _____ No _____	
Is excavated material stored two feet or more from edge of excavation: Yes _____ No _____	
Are employees exposed to public vehicular traffic: Yes _____ No _____ <i>(If yes, warning vests required)</i>	
Are other utilities protected: Yes _____ No _____ <i>(Water, sewer, gas or other structures)</i>	
Are sewer or natural gas lines exposed: Yes _____ No _____ <i>(If yes, refer to confined space entry procedures policy; complete Confined Space Entry Permit; monitor for toxic gas(es))</i>	
Periodic inspection: Yes _____ No _____	
Did employees receive training in excavating: Yes _____ No _____	

NEW EMPLOYEE ORIENTATION GUIDE

Company: (Enter Company Name) Employee: (Enter Employee Name)
 Trainer: (Enter Name of Trainer) Hire Date: (Enter Employee's Hire Date)
 Date (Enter Date of Orientation) Position: (Enter Employee's Job Title)

This checklist is a guideline for conducting employee safety orientations for employees new to (Customize by adding the name of your company). Once completed and signed by both supervisor and employee, it serves as documentation that orientation has taken place.

	Date	Initials
1. Explain the company safety program, including:		
Orientation	_____	_____
On-the-job training	_____	_____
Safety meetings	_____	_____
Incident investigation	_____	_____
Disciplinary action	_____	_____
2. Use and care of personal protective equipment (Hard hat, fall protection, eye protection, etc.)	_____	_____
3. Line of communication and responsibility for immediately reporting injuries.		
A. When to report an injury	_____	_____
B. How to report an injury	_____	_____
C. Who to report an injury to	_____	_____
D. Filling out incident report forms	_____	_____
4. General overview of operation, procedures, methods and hazards as they relate to the specific job	_____	_____
5. Pertinent safety rules of the company and MIOSHA	_____	_____
6. First aid supplies, equipment and training		
A. Obtaining treatment	_____	_____

- B. Location of Facilities _____
- C. Location and names of First-aid trained personnel _____
- 7. Emergency plan
 - A. Exit location and evacuation routes _____
 - B. Use of firefighting equipment (extinguishers, hose) _____
 - C. Specific procedures (medical, chemical, etc.) _____
- 8. Vehicle safety _____
- 9. Personal work habits
 - A. Serious consequences of horseplay _____
 - B. Fighting _____
 - C. Inattention _____
 - D. Smoking policy _____
 - E. Good housekeeping practices _____
 - F. Proper lifting techniques _____

NOTE TO EMPLOYEES: Do not sign unless ALL items are covered and ALL questions are satisfactorily answered.

The signatures below document that the appropriate elements have been discussed to the satisfaction of both parties, and that both the supervisor and the employee accept responsibility for maintaining a safe and healthful work environment.

Date: _____ Supervisor's Signature: _____

Date: _____ Employee's Signature: _____

EMPLOYEE'S REPORT OF INJURY FORM

Instructions: Your employees may use this form to report all work related injuries, illnesses, or "near miss" events (which could have caused an injury or illness) – no matter how minor. This helps you to identify and correct hazards before they cause serious injuries. This form should be completed by employees as soon as possible and given to a supervisor for further action.

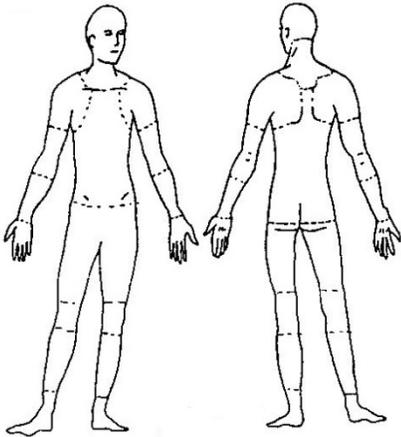
I am reporting a work related: <input type="checkbox"/> Injury <input type="checkbox"/> Illness <input type="checkbox"/> Near miss	
Your Name:	
Job title:	
Supervisor:	
Have you told your supervisor about this injury/near miss? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date of injury/near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

INCIDENT INVESTIGATION REPORT FORM

Instructions: Complete this form as soon as possible after an incident that results in serious injury or illness. (Optional: Use to investigate a minor injury or near miss that could have resulted in a serious injury or illness.)

This is a report of a: <input type="checkbox"/> Death <input type="checkbox"/> Lost Time <input type="checkbox"/> Dr. Visit Only <input type="checkbox"/> First Aid Only <input type="checkbox"/> Near Miss	
Date of incident:	This report is made by: <input type="checkbox"/> Employee <input type="checkbox"/> Supervisor <input type="checkbox"/> Team <input type="checkbox"/> Final Report

Step 1: Injured employee (complete this part for each injured employee)

Name:	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Age:
Department:	Job title at time of incident:	
Part of body affected: (shade all that apply) 	Nature of injury: (most serious one) <input type="checkbox"/> Abrasion, scrapes <input type="checkbox"/> Amputation <input type="checkbox"/> Broken bone <input type="checkbox"/> Bruise <input type="checkbox"/> Burn (heat) <input type="checkbox"/> Burn (chemical) <input type="checkbox"/> Concussion (to the head) <input type="checkbox"/> Crushing Injury <input type="checkbox"/> Cut, laceration, puncture <input type="checkbox"/> Hernia <input type="checkbox"/> Illness <input type="checkbox"/> Sprain, strain <input type="checkbox"/> Damage to a body system: <input type="checkbox"/> Other _____	This employee works: <input type="checkbox"/> Regular full time <input type="checkbox"/> Regular part time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary
		Months with this employer
		Months doing _____ (e.g.: nervous, respiratory, or circulatory systems)

Step 2: Describe the incident

Exact location of the incident:

Exact time:

What part of employee's workday? Entering or leaving work Doing normal work activities

Names of witnesses (if any):

Number of attachments:

Written witness statements:

Photographs:

Maps / drawings:

What personal protective equipment was being used (if any)?

Describe, step-by-step the events that led up to the injury. Include names of any machines, parts, objects, tools, materials and other important details.

Step 3: Why did the incident happen?

- Unsafe workplace conditions: (Check all that apply)
- Inadequate guard
 - Unguarded hazard
 - Safety device is defective
 - Tool or equipment defective
 - Workstation layout is hazardous
 - Unsafe lighting
 - Unsafe ventilation
 - Lack of needed personal protective equipment
 - Lack of appropriate equipment / tools
 - Unsafe clothing
 - No training or insufficient training
 - Other: _____

- Unsafe acts by people: (Check all that apply)
- Operating without permission
 - Operating at unsafe speed
 - Servicing equipment that has power to it
 - Making a safety device inoperative
 - Using defective equipment
 - Using equipment in an unapproved way
 - Unsafe lifting by hand
 - Taking an unsafe position or posture
 - Distraction, teasing, horseplay
 - Failure to wear personal protective equipment
 - Failure to use the available equipment / tools
 - Other: _____

Why did the unsafe conditions exist?

Why did the unsafe acts occur?

Is there a reward (such as “the job can be done more quickly”, or “the product is less likely to be damaged”) that may have encouraged the unsafe conditions or acts?

Yes No

If yes, describe:

Were the unsafe acts or conditions reported prior to the incident? Yes No

Have there been similar incidents or near misses prior to this one? Yes No

Step 4: How can future incidents be prevented?

What changes do you suggest to prevent this injury/near miss from happening again?

- Stop this activity Guard the hazard Train the employee(s) Train the supervisor(s)

- Redesign task steps Redesign work station Write a new policy/rule Enforce existing policy

- Routinely inspect for the hazard Personal Protective Equipment Other:

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

Description continued on attached sheets:

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

Written by:

Title:

Names of investigation team members:

Reviewed by:

Title:

Date:

CREW SAFETY MEETING

Company/Contractor Name		Address	
Date	Time	# of employees attending	
Subjects discussed			

Minutes:

Crew Leader Comments:

Minutes taken by _____

SAFETY AND HEALTH INSPECTION CHECK LIST

A = Adequate at time of inspection

B = Needs immediate attention

A B

1. JOB SITE INFORMATION

- MIOSHA and other job site warning posters posted
- Scheduled safety meetings held and documented
- Adequate employee training – general and specific
- Medical services, first aid equipment, stretchers and a qualified first aider available
- Emergency telephone numbers posted (medical services, fire department, police)

2. HOUSEKEEPING AND SANITATION

- Working areas generally neat
- Waste and trash regularly disposed
- Enclosed chute provided when material dropped outside of building from over 20 feet
- Lighting adequate for all work tasks
- Projecting nails removed or bent over
- Oil and grease removed from walkways and stairs
- Waste containers provided and used
- Sanitary facilities adequate and clear
- Potable water available for drinking
- Disposable drinking cups and container for used cups provided

3. FIRE PREVENTION

- Fire protection program developed
- Fire instructions provided to personnel

- Proper type and number of fire extinguishers, identified, checked and accessible
- Phone number of fire department posted
- Hydrants clear, access open
- NO SMOKING signs posted and enforced where needed
- Temporary heating devices safe. Adequate ventilation provided

4. ELECTRICAL INSTALLATIONS

- Adequate wiring, well insulated, grounded, protected from damage
- Assured grounding program followed (OR)
- Ground fault circuit interrupters used
- Terminal boxes equipped with required covers

5. HAND TOOLS

- Proper tools being used for each job
- Safe carrying practices used
- Company and employees' tools regularly inspected and maintained

Safety and Health Inspection Check List – continued

A = Adequate at time of inspection

B = Needs immediate attention

A B

6. POWER TOOLS

- Good housekeeping where tools are used
- Tools and cords in good condition
- Proper grounding of all tools (OR)
- Double insulated tools used
- Proper instruction in use provided
- All mechanical guards in use
- Tools neatly stored when not in use.
- Right tool being used for the job at hand
- Wiring properly installed

A B

7. POWDER-ACTUATED TOOLS

- All operators licensed
- Tools and charges protected from unauthorized use
- Competent instruction and supervision provided
- Tools used only on recommended materials
- Flying hazards checked by backing up, removal of personnel, or use of captive stud tool

A B

8. LADDERS

- Ladders inspected and in good condition
- Ladders properly secured to prevent slipping, sliding or falling

- Side rails extended 36" above the top of landing
- Job-built ladders properly constructed
- Stepladders fully open when in use
- Metal ladders not used around electrical hazards
- Ladders not painted
- Ladders properly stored
- Ladder safety feet in use

A B

9. HEAVY EQUIPMENT

- Inspection and maintenance records up to date
- Lights, brakes, warning signals operative
- Wheels chocked when necessary
- Haul roads well maintained and properly laid out
- Equipment is properly secured when not in use
- Shut-off devices on hose air lines, in case of hose failure
- Noise arrestors in use
- ROPS in place

A B

10. SCAFFOLDING

- Erection properly supervised
- All structural members meet safety factors
- All connections secure
- Scaffold tied in to the structure when required
- Working areas free of debris, snow, ice and grease
- Foot sills and mud sills provided
- Workers protected from falling objects

- Scaffolds plumb and square, with cross-bracing
- Guard rails, intermediate rails, and toeboards in place
- Adequate, sound planking provided
- Scaffold equipment in good working order
- Ropes and cables in good condition

A B

11. MOTOR VEHICLES

- Roadways or walkway hazards effectively barricaded
- Barricades illuminated or reflectorized at night
- Traffic control devices used when appropriate
- Inspection and maintenance records up to date
- Operators qualified for vehicles in use
- Local and state vehicle laws and regulations observed
- Brakes, lights, warning devices operative
- Weight limits and load sizes controlled
- Personnel transported in a safe manner
- All glass in good condition
- Back-up signals provided
- Fire extinguishers installed where required
- SLOW MOVING VEHICLE signs used when required

A B

12. HOISTS, CRANES AND DERRICKS

- Cables and sheaves regularly inspected
- Slings and chains, hooks and eyes inspected before each use
- Equipment firmly supported
- Outriggers used if needed

- Power lines inactivated, removed, or at a safe distance
- Proper loading for capacity at lifting radius. Rated load capacities posted?
- All equipment properly lubricated and maintained
- Signalpersons where needed
- Signals posed, understood, and observed
- Inspection and maintenance logs maintained
- Hazard signs posted and visible to operator

A B

13. BARRICADES

- Floor and wall openings planked over or barricaded
- Roadways or walkway hazards effectively barricaded
- Barricades illuminated or reflectorized at night
- Traffic control devices used when appropriate

A B

14. HANDLING AND STORAGE OF MATERIALS

- Materials properly stored or stacked
- Passageways clear
- Stacks on firm footings, not too high
- Materials protected against weather conditions
- Trash chutes safeguarded and properly used
- Dust protection observed
- Traffic controlled in the storage area

A B

15. EXPLOSIVES

- Qualified operators and supervision during all explosives operations
- Proper transport vehicles as required by Department of Transportation and MIOSHA

- State and local laws and regulations observed
- Storage magazines constructed per regulations
- Cases opened ONLY with wooden tools
- NO SMOKING signs posted and observed where appropriate
- Detonators tested before each shot
- All personnel familiar with signals; signals properly used at all times
- Inspection after each shot
- Proper protection and accounting for all explosives at all times
- Proper disposition of wrappings, waste, and scrap
- Nearby residents advised of blasting and danger
- Radio frequency hazards checked

A B

16. WELDING AND CUTTING

- Operators qualified
- Screens and shields used when needed
- Goggles, welding helmets, gloves, clothing used as required
- Equipment in safe operating condition
- Electrical equipment grounded
- Power cables and hoses protected and in good repair
- Fire extinguishers of proper type nearby
- Surrounding area inspected for fire hazards
- Flammable materials protected or removed
- Gas cylinders secured upright
- Cylinder caps in use

A B

17. FLAMMABLE GASES AND LIQUIDS

- All containers approved and clearly identified
- Proper storage practices observed
- Fire hazards checked
- Proper types and number of extinguishers nearby
- Proper method for moving cylinders used

A B

18. EXCAVATION AND SHORING

- Adjacent structures properly shored
- Excavation shored, shielded, or sloped as required
- Roads and sidewalks supported and protected
- Material stored away from excavations
- Excavation barricades and lighting adequate
- Equipment a safe distance from edge of excavation
- Ladders provided
- Equipment ramps adequate
- Observer(spotter) provided during trenching operations

A B

19. STEEL ERECTION

- Fall protection provided with safety nets, planked floors, or personnel restraint devices
- Hard hats worn as required
- Tools and materials secured from falling
- Fire hazards at rivet, forge, and welding operations eliminated
- Floor openings covered or barricaded
- Ladders, stairs, or other safe access provided
- Daily inspection of hoisting apparatus
- Employees prohibited from riding the ball or loads

A B

20. PPE

- Hard hats available on-site; worn when overhead hazards exist
- Eye protection
- Face shields
- Written respirator program; respirators fit-tested; replacement cartridges; cleaning and maintenance
- Helmets and hoods
- Hearing protection – noise monitoring; written program
- Foot protection
- Rubber or plastic gloves, aprons, and sleeves for chemical protection
- Electrician's rubber gloves and protectors

A B

21. HIGHWAY CONSTRUCTION

- Laws and ordinances observed
- Competent flaggers properly instructed and dressed; area posted
- Adequate traffic control devices used throughout construction area
- Equipment cleared from right-of-way
- Adequate marking and maintenance of detours approaching construction area
- Dust controlled
- Adequate lighting for night crews

A B

22. CONCRETE CONSTRUCTION

- Forms properly installed and braced
- Adequate shoring, plumbed and cross-braced
- Shoring remain in place until strength is attained
- Proper curing period and procedures followed

- Heating devices checked for fire safety
- Mixing and transport equipment supported; traffic planned and routed
- Adequate runways and ramps provided for concrete placement equipment
- Employees protected from cement dust
- Hard hats, boots, gloves, eye protection, and skin protection worn at all times
- Nails bent over or removed and stripped material removed from area

A B

23. LIFTING AND BACK SAFETY

- Team lifting used for heavy or awkward loads
- Mechanical lifting devices used when appropriate
- Back care training provided to all employees
- Bent-knee lifting used by workers
- Work hardening program used for returning time-loss employees
- Employees do "warm up" exercises before strenuous work

A B

24. HAZCOM

- Chemical inventory list developed and maintained
- Containers properly labeled
- Safety Data Sheets collected and available
- Adequate employee information and training provided
- Written program available

A B

25. MASONRY

- Scaffolding procedures meet at least minimum requirements
- Masonry saws properly equipped and grounded, dust protection provided
- Hoisting equipment in safe operating condition and used by qualified personnel

- Limited access zone established
- Walls over 8 feet in height adequately braced

A B

26. CONFINED SPACE

- Written confined space program
- Competent instruction and supervisors provided
- Hot work permits obtained, if needed, prior to entry and work
- Evaluation and monitoring – sampling devices adequate, calibrated, and used
- Ventilation adequate, testing and monitoring during operation
- Respirators, standby person , harness/lifeline at the site

A B

27. DEMOLITION

- Written demolition plan
- Protection of adjacent structures
- Material chutes used. Floor openings for material disposal barricaded
- Sidewalk and other public protection provided
- Clear opening space for trucks and other vehicles
- Adequate access ladders or stairs maintained

A B

28. PILE DRIVING

- Stored piles properly secured
- Unloading only by properly instructed workers
- Steam lines, slings, etc., in safe operating condition
- Piledriving rigs properly supported
- Cofferdams maintained and inspected
- Adequate pumping available

EQUIPMENT SAFETY INSPECTION CHECKLIST

Date: _____ Checked By: _____

Project: _____ Repairs Complete: _____

Equipment: _____

All guards and fenders	_____	OK	_____	Needs Repair
Brakes	_____	OK	_____	Needs Repair
Lights – front, rear, side, dash	_____	OK	_____	Needs Repair
Back-up alarm – horn	_____	OK	_____	Needs Repair
Ladders, stairs, hand holds	_____	OK	_____	Needs Repair
ROPS (Roll-over protection)	_____	OK	_____	Needs Repair
Seat belts	_____	OK	_____	Needs Repair
Fire extinguisher	_____	OK	_____	Needs Repair
Glass	_____	OK	_____	Needs Repair
Tires	_____	OK	_____	Needs Repair
Electrical cords	_____	OK	_____	Needs Repair
Ground fault circuit interrupters	_____	OK	_____	Needs Repair
Electrical hand tools	_____	OK	_____	Needs Repair
Powder actuated tools	_____	OK	_____	Needs Repair
Pneumatic condition of all hand tools	_____	OK	_____	Needs Repair
Other Items Checked:				
Oil level and leaks	_____	OK	_____	Needs Repair
Hydraulic oil level and leaks	_____	OK	_____	Needs Repair
Anti-freeze level and leaks	_____	OK	_____	Needs Repair
Fuel level and leaks	_____	OK	_____	Needs Repair
First aid kit	_____	OK	_____	Needs Repair

HAZARD COMMUNICATION CHECKLIST

- ___ 1. Have we prepared a list of all the hazardous chemicals in our workplace?
- ___ 2. Are we prepared to update our hazardous chemical list?
- ___ 3. Have we obtained or developed a safety data sheet for each hazardous chemical we use?
- ___ 4. Have we developed a system to ensure that all incoming hazardous chemicals are checked for proper labels and data sheets?
- ___ 5. Do we have procedures to ensure proper labeling or warning signs for containers that hold hazardous chemicals?
- ___ 6. Are our employees aware of the specific information and training requirements of the Hazard Communication Standard?
- ___ 7. Are our employees familiar with the different types of chemicals and the hazards associated with them?
- ___ 8. Have our employees been informed of the hazards associated with performing non-routine tasks?
- ___ 9. Are employees trained about proper work practices and personal protective equipment in relation to the hazardous chemicals in their work area?
- ___ 10. Does our training program provide information on appropriate first aid, emergency procedures, and the likely symptoms of overexposure?
- ___ 11. Does our training program include an explanation of labels and warnings that are used in each work area?
- ___ 12. Does the training describe where to obtain data sheets and how employees may use them?
- ___ 13. Have we worked out a system to ensure that new employees are trained before beginning work?
- ___ 14. Have we developed a system to identify new hazardous chemicals before they are introduced into a work area?
- ___ 15. Do we have a system for informing employees when we learn of new hazards associated with a chemical?

