

SAFETY PROGRAM

AND

PROCEDURES MANUAL

Certified By: _____

TABLE OF CONTENTS

Document Number	Title	Revision Number/Date
SPM01	Safety Policy Statement	02/01.09.09
SPM02	Environmental Policy Statement	02/01.09.09
SPM03	Safety and Health Responsibility	02/01.09.09
SPM04	Safety Program Review	02/01.09.09
SPM05	Accident/Incident Reporting	02/01.09.09
SPM07	Accident/Incident Investigation	02/01.09.09
SPM07	Safety Record Keeping Program	02/01.09.09
SPM08	Accident Prevention and Safety	02/01.09.09
SPM09	Health and Safety Training Program	02/01.09.09
SPM10	Back Injury Prevention	02/01.09.09
SPM11	Medical Services and First Aid	02/01.09.09
SPM12	Blood Borne Pathogens Program	02/01.09.09
SPM13	Hazard Communication (HAZCOM)	02/01.09.09
SPM14	General Safety Rules	02/01.09.09
SPM15	Fire Protection Program	02/01.09.09
SPM16	Electrical Safety Program	02/01.09.09
SPM17	Hearing Protection Program	02/01.09.09
SPM18	Personal Protective Equipment	02/01.09.09
SPM19	Fall Protection Program	02/01.09.09
SPM20	Scaffold Program	02/01.09.09
SPM21	Hand, Electrical, and Pneumatic Tool	02/01.09.09
SPM22	Government Agency Inspections	02/01.09.09
SPM23	Safety Signs and Tags	02/01.09.09
SPM24	Disciplinary Action Policy	02/01.09.09
SPM25	Emergency Evacuation Procedures	02/01.09.09

SPM01-Safety Policy Statement

It shall be the policy of City Masonry Inc. to work continually toward improvement of workplace safety as well as safety policies and procedures. It is the intent of the company to provide a safe and healthful work environment, in all areas, for all employees. Controlling the work environment and actions of employees prevents accidents and injuries. Therefore safety will take precedence over expediency and/or shortcuts. Every attempt will be made to reduce the potential for accident occurrence. Protection of employees, the public, company and client property, and equipment is paramount. Management considers no phase of work more important than the safety and health of our employees.

Employee safety and health are to be the first consideration in the operation of business. Safe practices on the part of our employees must be a part of all operations. Employees must understand their personal responsibility for the prevention of accidents and injuries on and off the job. Accident prevention and effective production go hand and hand.

ALL INJURIES CAN AND SHOULD BE PREVENTED!!!
OUR GOAL IS ZERO ACCIDENTS AND INJURIES!!!

It is the company's requirement that all safety, health, and environmental rules be strictly adhered to at all times. If a rule has been omitted or overlooked, it does not excuse carelessness or lack of common sense in the performance of job duties.

All employees are expected to cooperate to their fullest extent. Abuse of, or disregard for, safety is a violation of company policy and will be treated accordingly. Your assistance in preventing accidents and incidents benefits not only yourself, but also your fellow employees. We must all strive to make our company completely accident free.

Management will continue to be guided and motivated by this policy, and with the cooperation of all employees, will actively pursue a safer working environment throughout the company.

Paul McCurdy
President

SPM02-ENVIRONMENTAL POLICY STATEMENT

It will be the policy of City Masonry Inc. to comply with all applicable environmental laws, regulations, and policies, as set forth by local, state, and federal agencies, as well as those of our clients, in a cost-effective manner, to protect our employees and assets, subcontractors, our clients' property, and the environment.

High environmental standards earn us the support of the communities in which we work, reduce the potential for conflict with governmental agencies, build loyalty among our employees, and limit injury, waste, and business liability. Pro-active environmental care of chemicals and waste is a tangible, measurable demonstration of the higher quality of service we provide to our clients. Management and supervision will routinely review their operations for the purpose of making environmental quality improvements beyond those legally required, where such improvements provide significant benefits at reasonable cost. They will ensure that any and all waste can be disposed of safely and consistent with appropriate environmental guidelines.

Management will continue to be guided and motivated by this policy, and with the cooperation of all employees, will do our part to help provide and maintain environmentally safe work sites.

Paul McCurdy
President

SPM03-SAFETY AND HEALTH RESPONSIBILITY

PURPOSE

The principal purpose of this policy is to assign responsibility for safety and health throughout the corporation, and to ensure that **ALL** employees accept a measure of responsibility for safety and health; commensurate with the tasks they will perform.

GENERAL

The Safety Director is the primary person responsible for the implementation of the company safety and health policies, procedures and programs, federal and state regulations, and client requirements. The Safety Director will maintain records and documentation for the safety and health program. Management and supervision must accept responsibility for enforcement of the program on a company level. Managers will oversee the program within their respective departments. Managers will also coordinate the safety and health activities within their department. However, this does not relieve any employee of their responsibility for carrying out their work in a safe manner.

PROCEDURE

The safety and health of all employees, subcontractors, visitors, and others must be the primary consideration throughout all phases of the work. All employees must be fully aware of the responsibilities that they must accept and carry out to prevent health impairment from occupational exposure, and to achieve accident-free work.

Safety must begin in the planning stage. No effective work has ever been accomplished without some degree of planning. The more thorough the planning, the better the results. Management and supervision responsible for planning will secure a degree of accident prevention commensurate with the thoroughness with which they will fulfill their obligations. The safety accomplishments of any group will hinge on the supervisor's insistence on safe work practices.

To achieve the occupational safety goals of the company, each person must increase their awareness of the materials and hazards that they may be exposed to on the job. Each supervisor must insist on compliance with established safety and health procedures to reduce potential exposure. Employees are expected to cooperate to their fullest in complying with safety and health policies. Abuse of, disregard for, or failure to comply with safety policies and procedures will be a violation of company policy and will result in disciplinary action up to and including termination.

DIRECT RESPONSIBILITIES

President- The President will have the ultimate responsibility for ensuring the safety and health of all employees. His responsibilities include but are not limited to, the following

- Develop and communicate the company safety vision and philosophies to all employees
- Make safety a regular agenda item for all staff meetings
- Provide continuing oversight and review of the program and monitor results
- Ensure that all required records and documentation are kept on file in the corporate office.

Safety Director- The Safety Director has primary responsibility for ensuring implementation of the safety program for the company. Some of his basic responsibilities include, but are not limited to, the following

- Work with the President and other members of management to develop safety policies and procedures.
- Provide continued review of the program and its results and make changes or revisions in policy as needed.
- Provide reinforcement with managers on a regular basis to ensure that safety is a priority item.
- Ensure that all personnel follow the guidelines of the safety program.
- Ensure compliance with federal, state, and client requirements.
- Ensure that all accidents and incidents involving employees, subcontractors, visitors, and equipment are promptly investigated.
- Ensure that required reports pertaining accidents, incidents, investigations, and equipment damage are promptly prepared and submitted to the appropriate persons.
- Manage safety-training programs for employees. Manage training documentation
- Specific accident control measures may be assigned to managers, supervisors, and employees. Such control measures may include but are not limited to:
 - Planning of safe construction methods in the planning stages of work.
 - Providing for proper guarding or removal of hazards.
 - Instructions and training for employees in safe work practices.
 - Providing safe materials, tools, and equipment and ensuring proper use.

Safety Manager- The Safety Manager will be primarily responsible carrying out the daily monitoring and enforcement of the program in the field. His responsibilities include, but are not limited to the following

- Conducting regular job site audits
- Conducting regular job site safety meetings for all employees
- Providing safety orientations for all new employees.
- Working with the Safety Director to develop and implement proper training and education programs.
- Report to the President and Safety Director on the daily operations in the field.

Managers- Managers have the primary responsibility for administration, enforcement, and compliance of the safety program within their respective departments. Some of the basic responsibilities of managers include, but are not limited to, the following:

- Actively participate and follow the safety programs.
- Ensure that all personnel follow guidelines of the safety program.
- Develop and communicate company safety goals to all employees.
- Ensure compliance with federal, state, and local regulations and standards.
- Resolve questions, approve and/or recommend necessary expenditures to correct unsafe conditions.

- Ensure that required reports pertaining to accidents, injuries, investigations, and equipment damage are promptly prepared and submitted to the appropriate persons.
- Maintain accurate safety records, as outlined in the safety manuals.
- Oversee the fire extinguisher inspection and maintenance program for fire extinguishers within their respective departments.
- Maintain and appropriately file the safety manual additions and/or supplements as received, and ensure that employees are informed of such.
- Establish that all safety requirements are followed and provide for the protection of all personnel within their department. Ensure that all subcontractors follow established safety requirements.
- Review safety audits to ensure that corrections are made as required.

Supervisors- All levels of employees at City Masonry Inc. have certain responsibilities for the successful operation of our safety program. Coupled with these responsibilities is the corresponding accountability for the execution of such. Supervisors are responsible for adhering to those safety rules, procedures, and guidelines that are applicable to their work. They are also responsible for the safety and welfare of their fellow workers. Because of the supervisor's day-to-day contact with the workforce, he is the primary person in the position to implement and enforce the basic elements of the program. Some basic responsibilities of the supervisor are as follows

- Maintain and ensure safe working conditions and practices for the employees under their supervision.
- Communicate company goals to all employees.
- Ensure that all employees receive proper instruction in regard to safe work methods and procedures, to include the following:
 - Employee safety responsibility
 - Accident prevention
 - Accident reporting
 - Medical services and first aid
 - Drug and alcohol policy
 - General safety rules
 - Emergency plan
 - Hazard communication
- Ensure that first aid equipment is available and persons are qualified to administer assistance.
- Each supervisor will be responsible, along with the Safety Manager, for proper training of the employees under his supervision. Job hazards and safety procedures must be thoroughly explained to each employee before they begin work. Appropriate documentation must be obtained and maintained of all training and orientation conducted.
- Ensure that required personal protective equipment is used and maintained in accordance with safety rules and practices, and conduct periodic inspections of said equipment.

- Ensure that all portable equipment is maintained in safe operating condition, with proper guards in place at all times.
- Ensure proper selection of personnel for tasks; provide training as necessary; and appropriate follow-up.
- Ensure that all employees are properly instructed in safe work methods and procedures.
- Conduct periodic inspections of work areas for the purpose of discovering unsafe conditions and/or unsafe practices and take appropriate corrective action.
- Periodically review the availability, need, and use of safety equipment within their work crew.
- Provide continuous updates to the Safety Manager in regard to unsafe conditions, employee concerns, and the need for additional safety training.
- Prohibit the use of makeshift equipment, shortcuts, or other dangerous practices.
- Ensure compliance with all safety regulations, and allow no exceptions for the sake of expediency.
- Ensure that all accidents and injuries are reported immediately and that first aid is rendered to those in need.
- Investigate **ALL** accidents, injuries, incidents, **AND** close calls pertaining to accidents, injuries, incidents, and equipment damage and promptly complete and submit the appropriate reports.
- Encourage employee safety suggestions and give them immediate consideration.
- Insist on and ensure good housekeeping at all times. Nowhere is the quality of supervision more apparent than in housekeeping. Good housekeeping is essential for workplace safety, along with efficient production.
- Remember that **YOU** must set the example for your employees. Employees are far more willing to comply with safety rules when they see their supervisor complying with them.

Employees- The responsibility for safe productivity is not that of supervision and management alone. Employees, the workers themselves, also have a measure of responsibility for ensuring and maintaining a safe workplace. Each employee must assume responsibility for their own safety, as well as that of co-workers. The following are some examples of employee responsibilities:

- An employee is not required to undertake a task that appears to be unsafe.
- Work safely and in a manner that will prevent injury and undue exposure to themselves and their fellow worker, and obey all safety rules, practices, policies, and procedures outlined in our safety and loss prevention program.
- Use all safety devices and equipment provided for your protection and maintain said devices and equipment in good operating condition at all times.
- Employees are not expected to undertake a task until they have received adequate training, safety instructions, and are authorized to perform the task.
- Use the right tool for the job.
- Report any unsafe condition, act, or equipment to your supervisor immediately.

- Immediately inform your supervisor of any and all accidents, incidents, equipment damage, etc, incurred or caused by you while on the job, no matter how minor, or whether or not medical treatment or first aid is required.
- Consider the potential hazards before beginning any job or task, and discuss with your supervisor the proper methods and equipment required for safe completion of the job or task.
- Notify management or the Safety Manager of any safety concerns or issues they feel are not being properly addressed by their immediate supervisor.
- Consult a manager or supervisor regarding the proper safety procedures for unfamiliar tasks.
- No employee should use chemicals without fully understanding their toxic properties and without the knowledge required to work with these chemicals safely.
- Above all, set the example for your fellow workers, and be known as a safe worker.

SPM04-SAFETY PROGRAM REVIEW

Purpose

Review of the safety program is an important part of ensuring an accurate updated program, which will assist in maintaining the safest working conditions at City Masonry Inc. The purpose of this procedure is to ensure that our safety program is updated to maintain compliance with the latest regulations and safety requirements.

Procedure

The President and/or Safety Director will review the company safety manual at least annually. The purpose of the review will be to determine if all areas of exposure are addressed in this manual.

Any new hazards identified, or new procedures required, will be included in the safety manual, and employees will receive immediate training when required.

Annual reviews will be documented by placing a new table of contents in this manual with the latest review date. Any new areas of exposure identified by the review will be documented and maintained in this section of the safety manual.

Accident/Injury Analysis

The President and Safety Director will review all accident investigation reports, incident reports, and inspection reports on a monthly basis. The OSHA form 300 will be reviewed quarterly, or as needed, to determine any trends in accidents or hazards which may be developing. Documentation of these reviews will be maintained in the main office. Each supervisor will be responsible for recommending and implementing corrective actions to be taken to prevent recurrence of similar accidents or hazards.

SPM05-ACCIDENT/INCIDENT REPORTING

Purpose

The purpose of this procedure is to ensure accidents/incidents are promptly reported so that proper first aid, medical attention, and investigation can be provided.

Definitions

Accident-Any unplanned event that interrupts or interferes with the orderly process of a task and causes injury, no matter how minor.

Incident-Any unplanned event that interrupts or interferes with the orderly process of a task and causes property and/or equipment damage. Any unplanned event that results in a Near Miss where injury, property and/or equipment damage could have occurred.

Policy

All injuries, no matter how minor, must be reported immediately to the appropriate foreman. Upon notification of the accident and after the injured has been cared for, the foreman shall begin the accident investigation. He/she will contact the main office to report the accident and provide the required information for completion of the accident investigation report. At the end of the day, the foreman shall report to the main office, review and sign the completed accident investigation report. This **MUST** be done no later than the end of the workday for which the accident occurred. Once complete and signed, this report shall be submitted to the Safety Director for review and signature. The Safety Director shall then forward the completed report to the President. Procedures for accident investigation, located in this manual, shall be followed as closely as possible.

Serious Injury

Serious injuries and illnesses are those that require treatment by qualified medical personnel and must be reported to the foreman immediately. The exact location and nature of the incident are important. If injury is involved, **DO NOT MOVE THE VICTIM UNTIL QUALIFIED MEDICAL PERSONNEL ARRIVE, UNLESS THE AREA OF THE INCIDENT POSES A POTENTIAL THREAT**. In the event of a serious injury or fatality, the following additional persons are to be contacted **IMMEDIATELY**:

- Supervisor
- Safety Director
- President
- Safety Manager
- Others as deemed necessary

The injured employee will be accompanied to the medical facility by either the Safety Director, Safety Manager, or other designated employee for proper medical attention. Upon completion of the medical evaluation, all medical documentation will be submitted to the Safety Director and President for review. Once reviewed, the Safety Director shall file a copy of all documentation in the main office.

Non-Serious Injury

Non-serious injuries are those injuries that do not require treatment by qualified medical personnel and must also be reported to the foreman. The injured employee will assist

with the details necessary to complete the "Accident Investigation Report" and "First Report of Injury".

All accidents must be reported and investigated. It is each employee's responsibility to report all accidents, injuries, and incidents. Failure to report any accident or incident may result in benefits not being paid in a timely manner.

SPM06 – ACCIDENT/INCIDENT INVESTIGATION

Purpose

Accident investigations are of vital importance in the prevention of future accidents. Accident investigations are used to obtain information about the conditions, practices, and other factors that contributed to the accident., so that proper corrective action can be taken to prevent recurrence. The purpose of this procedure is to ensure that any and all accidents are promptly and properly investigated in order to determine the "root" cause of the accident.

Policy

The principle purposes of accident investigation are:

- To determine the "root" cause of the accident so that similar accidents may be prevented. Prevention may include mechanical improvement, enhanced supervision, and more thorough employee instruction.
- To publicize the particular hazard to employees and supervision in order to enhance personnel attention in accident prevention.
- To determine the facts bearing on legal liability.

Investigations are required on all accidents and incidents including those "close calls" that do not produce injuries. Close calls are reviewed to determine if a recurring hazard exists; therefore, they must be thoroughly investigated and reported. Accidents that do not produce injuries have probably produced other problems such as delays, damaged material, damaged equipment, etc.

All accidents and incidents must be investigated initially by the foreman where the accident or incident occurred. Investigations will be conducted immediately after the accident. Procedures for accident investigation, outlined in SPM06, shall be followed and strictly adhered to.

The President and the Safety Director, and the Safety Manager will review all accident and incident reports to determine if trends are occurring.

Investigation Responsibilities

Foreman-The foreman shall conduct the initial investigation of all accidents, incidents, and/or close calls involving employees, subcontractors, or equipment under their responsibility. After completing the initial investigation, the foreman shall contact the Safety Manager to determine if further investigation is necessary. The foreman shall take corrective action to prevent recurrence of similar accidents. Procedures for accident investigation, outlined in SPM06 shall be followed and strictly adhered to.

Safety Manager- The Safety Manager shall review the results of the foreman's initial investigation and conduct any further investigation that may be warranted. Upon completing his reviews and investigations, the Safety Manager shall report his findings to the Safety Director.

Accident Investigation Guidelines

An *accident* can be defined as any occurrence that interrupts or interferes with the orderly process of the job and usually occurs suddenly and unexpectedly. Some accidents involve human injury. Accidents arise from a combination of unsafe acts and unsafe conditions.

An *incident* can be defined as any unplanned event that interrupts or interferes with the orderly process of a task and causes property and/or equipment damage. An incident also includes events that result in a "close call" where injury, property, and/or equipment damage could have occurred.

The intent of an accident investigation should be to determine what basic condition or act caused the accident so corrective measures can be taken to prevent recurrence and not to identify the guilty party. In other words, "Fact-Finding not Fault-Finding".

The person supervising the employee involved should conduct the initial investigation. An accident should be investigated as soon as possible and at least within 24 hours of the occurrence. The sooner the information is gathered, the more accurate the facts will be.

The accident investigation should include the following:

- Interview the employee involved to evaluate the situation and potential liability.
- Photograph the accident scene (if possible). Do not rely on memory.
- Locate, interview, and obtain statements from any witnesses.
- Evaluate any evidence found at the scene.
- Have employees involved walk through the sequence of events (if possible).
- Do not disturb the accident scene until you are satisfied with the investigation.
- Before leaving the scene, warn, protect, and/or repair any hazard areas.
- The employee(s) involved must complete a detailed written report before leaving for the day.
- Re-interview the involved employee if necessary.
- Complete all documentation of the event.

SPM07-SAFETY RECORD KEEPING PROGRAM

Purpose

The purpose of this procedure is to ensure that appropriate records are maintained in accordance with Company, State, and Federal regulation as required.

Policy

The President will be responsible for maintaining documentation of training, accident reports, OSHA logs, hazard reports, incident reports, and other pertinent safety

documentation. Blank forms for all safety related training and documentation will be available from the main office.

Injury Records- A log of all injuries sustained by employees and contractors will be maintained by the President. Foremen will submit accident investigation reports to the Safety Director for review and signature, who will then submit it to the President. Injuries meeting the requirements of OSHA recordability will be recorded on the OSHA 300 form, or its equivalent, and an updated OSHA form 300 maintained by the President. The summary portion of the OSHA 300 log must be posted in the main office from February 1 until April 30 of each year, in a place where employee notices are normally posted. Injury records will be retained in the main office for a period of five (5) calendar years. The medical record for each employee shall be preserved and maintained for at least the duration of employment plus thirty (30) years.

Inspection Reports- The Safety Manager will conduct monthly safety audits of the project sites. Documentation of these audits will include: (1) date of inspection, (2) name job and foreman, (3) discrepancies found, and (4) recommendations for corrections. Reports will be filed in a log and maintained in the main office.

Safety Meetings and Training- The Safety Manager will provide weekly *Job Site Safety Meetings*. All employees will be required to sign-in to document their attendance. Completed copies shall be submitted to the Safety Director for review and filing. The Safety Director or Safety Manager may periodically conduct additional meetings when new hazardous trends or conditions arise. All employees are required to attend these meetings. Documentation of employee attendance will be made on the Training Attendance Form which will include: (1) date of training, (2) name of trainer, (3) subjects covered, (4) printed names of attendees, and (5) signatures of attendees. Training required by OSHA will be conducted and documented in accordance with OSHA regulations. The Safety Director and the Safety Manager will manage training and safety meeting attendance documentation. Training and safety meeting schedules and lesson plans will be maintained by the Safety Director.

Accident Investigation Reports- The Safety Director will maintain completed accident investigation reports where they will be available for review. Accident investigations will be documented and the report retained for a period of 24 months, or as required by law or other directives.

SPM08-ACCIDENT PREVENTION & SAFETY INSPECTIONS

Purpose

Accident prevention and safety inspections are important parts of the safety program at City Masonry Inc. Therefore, to ensure safe working conditions these guidelines should be followed.

Policy

Accident Prevention

Pre-Offer Examination- This is an assessment of the applicant's physical and medical ability to perform the specific task. Each candidate for employment may be required to submit to drug and alcohol testing, as a minimum, before being assigned to any position within the company. The purpose of such examination shall be to determine whether or not the candidate can safely perform the duties of the position for which he/she is being considered, without endangering the safety and health of themselves or others. A more extensive physical and medical examination may be conducted at the discretion of the President and determined by the type of work being performed. Should this be required, the medical standards for such examination will be determined by an analysis of the physical requirements and working conditions of each position.

Maintaining Medical Standards- After employment, employees will be expected to continue to meet the physical standards prescribed for his/her job at employment. When it has been determined, by the company physician, that an employee has developed a physical or mental condition that may endanger his or her health or safety, or that of others, the President may initiate action to reassign the employee to another position that he or she can safely perform, provided that: (1) a vacancy exists in another position, (2) the employee's services can be utilized in the new position; and (3) the employee meets the qualifications for the new position.

Nothing herein shall require the company to reassign an employee to another position or create a new position. When reassignment action cannot be affected and the physical or mental condition is of a permanent nature, the employee shall be dismissed from employment. Every effort shall be made to retain the services of physically handicapped qualified employees; however, the company has both a moral and legal responsibility to its employees, clients, and the general public not to retain any employee in a position that he or she cannot safely perform, in which he or she could endanger themselves or others.

Superintendents are authorized to require any employee within their department to submit to a physical examination, at company expense, if it is deemed that such examination is needed to ascertain the physical condition of the employee.

Return To Work From Injury Or Illness- Before an employee is allowed to return to work from absence due to an injury, illness, or major surgical operation, whether resulting from an on-the-job or off-the-job incident, the employee shall be examined by the company physician, and shall present documentation from the company physician, indicating that the employee is physically capable of resuming his or her duties. A copy of this release shall be forwarded to the President, and the safety director in the employee's personnel file shall maintain a copy.

At the discretion of the President, and if the employee can safely and successfully perform a portion of his/her job on a limited duty status, the employee may return to work on a limited duty status, provided that such status will be temporary. The guidelines

prescribed by the company physician, as outlined on the physicians report shall be closely reviewed when making this determination. The employee's foreman must be advised as to the limitations that may apply to the employee's work.

Safety Inspections

No matter how safe the work place may appear, there are forces at work that create unsafe situations. First, there is normal wear and tear that occurs with use. Equipment develops defects; wiring becomes frayed; structures weaken, crack, and crumble.

The second source of unsafe conditions is actions of employees, visitors, and others. Materials left in aisles, creating a hazardous situation. Materials and storage placed in hazardous locations, such as around heaters, transformers, etc. Machines are abused and/or damaged and left for the next person to use as unsafe. Some people create these unsafe conditions through honest ignorance or pure neglect.

When unsafe conditions are allowed to go unnoticed and uncorrected, losses begin to escalate, and employees expose themselves and the public to hazards. Thus, inspections should be conducted with the purpose of preventing or minimizing potential losses associated with hazardous conditions.

Such inspections should be conducted to identify work place hazards, hazardous tasks or operations, and hazardous substances.

Required Inspections

Incidental Inspection- An incidental inspection is primarily a matter of inspecting for unsafe conditions and practices in a "keep-your-eyes-open" basis. All employees are expected to perform this type of inspection and take appropriate action.

Periodic or Planned Inspection- A periodic or planned inspection should be conducted at least weekly, in a deliberate and thorough manner. The Safety Director or Safety Manager shall conduct this inspection. A safety inspection checklist may be used to assist the inspector in identifying hazardous conditions and practices, but the inspection should not be limited to the checklist alone.

Job Site Audits-A written job site audit shall be conducted monthly by the Safety Director or Safety Manager. Audits shall contain written descriptions of any violations and the measures taken to correct them. Copies shall be distributed to the foreman, superintendent, and company president. Copies of all audits will be kept on file by the Safety Director at the company's main office.

Supervisory Inspection- Each foreman will be responsible for conducting daily observations of their work areas and equipment to ensure that safe working conditions and safe work habits exist. The foreman shall also be responsible for assuring that all scaffolds are inspected by a competent person prior to beginning work each day, and are appropriately tagged.

Employee Inspections- Employees are responsible for inspecting their work areas for possible hazards. Hand and portable power tools will be inspected daily, prior to use, by the employee using them, to identify any hazardous conditions. Hazards shall be reported to their foreman as soon as they are observed.

Follow-up Action on Inspections

Each unsafe condition must be corrected as promptly as possible, and efforts made to discover the cause of the unsafe condition. The following is a guide to corrective actions:

- The person observing the hazard should correct minor conditions and their causes.
- Those persons involved should notify their foreman.
- The foreman should take remedial action as necessary.

Since there may be a delay between notification of the hazard and its final correction, foremen must take appropriate precautions, such as warning personnel, posting signs, roping off areas, etc. It shall be the responsibility of the project foreman to ensure that all identified unsafe conditions are corrected immediately.

SAFETY HAZARD REPORT

City Masonry, Inc.

Location: _____

Date: _____

Day of the Week _____

Time __:__ am. pm.

Hazard Description:

Recommendations:

Printed Name: _____

Signature: _____

SPM09- HEALTH and SAFETY TRAINING PROGRAM

Purpose

Training is a vital part of our overall safety program at City Masonry, Inc. For employees to fully accept their safety responsibility, they must be adequately informed about the company's safety and health policies and procedures. The purpose of this procedure is to ensure that all employees are trained and educated in the safety and health policies and procedures of the company. Through safety training and education, we can expect all employees to perform each and every task in the safest manner.

Policy

General

All employees shall attend weekly safety meetings conducted by the Safety Manager or job foreman to help promote safety awareness and have the crew analyze the job steps necessary to accomplish the tasks for that week.

All foremen will receive topic training to assist in carrying out their safety responsibilities. Such training may include but not be limited to the following:

- First Aid, CPR, & Blood Bourne Pathogens
- Hazard Communication
- Fire Protection & Prevention
- Drug and Alcohol Abuse and Awareness for Foremen
- Accident Investigation

A yearly safety meeting may be conducted for all company management and supervision to review the company's safety record for the ending year and set new safety goals for the New Year.

Meetings with department personnel to discuss near misses will be conducted as reported. Foremen should stop all work and conduct the meeting to address methods to prevent recurrence.

New Employee Orientation

When a new employee begins working with the company, they immediately begin to form attitudes about the job, their foreman, and co-workers. If the foreman and co-workers appear to be unconcerned about accident prevention, the new employee will most likely believe that safety is unimportant. To form good attitudes the new employee must be impressed with everyone's concern with accident prevention at the time of employment. The new employee must be told that unsafe workers will not be tolerated; that all employees are required to abide by and adhere to all safety rules and instructions, wear appropriate personal protective equipment, whenever required, and to attend departmental safety meetings.

It should never be taken for granted that previous experience and apparent qualification mean that somewhere along the way the new employee has learned the safe way.

The new employee must be made fully aware of what is expected of him or her while working in the employment of the company.

Safety and training meetings will be documented on The Training Attendance form and records maintained by the safety director.

Continuous Safety Training

In order to ensure that all employees remain conscious of accident prevention, **All** employees shall attend weekly toolbox safety meetings conducted by the safety manager or project foreman. Additional safety meetings will be conducted periodically by the safety manager or the safety director, discussing topics pertinent to the work being performed. When deemed necessary, the foreman or the safety manager will conduct meetings to address specific hazards, incidents, or areas of specific safety concerns.

Equipment Operators-All employees operating heavy equipment shall receive certification training on the specific types of equipment. Training must meet all federal, state, and local requirements and must be administered by or under the authority of the company. Certification from previous employers is not acceptable.

Safety Communication Materials

Bulletin Boards- A bulletin board shall be maintained at the main office to display safety posters, the Federal and State safety and health posters, Workers Compensation posters, and other material pertaining to safety. The Safety Director will be responsible for obtaining the required materials, including postings, new safety policies, and other safety related materials.

SPM10 – BACK INJURY PREVENTION

PURPOSE

Back injuries are considered one of the most painful injuries plaguing the workplace today. Back injuries not only hurt the individual, they hurt the people around them also. Back injuries affect families, friends, and workers through lost hours from work and play. Not only are they costly to the company, but to the employee as well. According to the Bureau of Labor Statistics, more than one millions workers suffer back injuries each year, and back injuries account for one out of every five workplace injuries or illnesses. Back injuries are second only to the common cold for lost time on the job. The purpose of this policy is to establish safe working procedures to assist in the elimination of back injuries.

POLICY

Proper Lifting Techniques

Size up the load ó Always look the object over carefully before lifting it. Make sure the load is stable and balanced. Carefully and slowly put force against the object to determine its weight. Remember do not lift over 35 pounds by yourself.

Plan the job ó Plan your route so that it is free of tripping and slipping hazards. Ensure that the planned route allows for easy travel. Know where the object will be unloaded and plan for rest stops if necessary. Think the lift through; lift the load in your mind. Face the object you are about to lift and, if possible, face toward the direction you want to go. **DO NOT TWIST YOUR BODY!**

Base of support ó Make sure your footing is firm. Keep feet at least shoulder width apart. A staggered stance, with one foot slightly behind the other, often aids in providing a firm base of support.

Bend your knees ó Bend at your knees, not at your waist. Bend down as far as necessary using your legs and not your back.

Get a good grip ó Grip the load firmly, using your whole hand, not just your fingers.

Lift with your legs ó Lift with your legs, allowing your body's powerful leg muscles to do the work. Flex your knees and hips, not your back. **AVOID BENDING AT THE WAIST!**

Keep the load close ó Keep the load close to your body. The closer it is to your spine, the less force it exerts on your back. Maintain the natural inward curve of your lower back. Keep your back upright. Whether you are lifting or putting down a load, do not add the weight of your body to the load. Grasp the object with your palms, not just your fingers.

Pivot; don't twist ó Don't twist your body when moving objects that have already been lifted. Pivot your feet and turn your entire body in the direction of movement.

Maintaining a Healthy Back

Driving

- Maintain the normal curve of your spine. Use a cushion or rolled towel if your car or truck doesn't provide adequate support for your lower back.
- Position your seat so that your legs are in a comfortable position.
- Avoid twisting when getting in or out.
- Avoid jumping to the ground. This places a great deal of pressure on the spine.
- On long trips, stop, get out and stretch periodically.

Sitting

- Maintain the normal curve of your spine. Use a cushion or rolled towel if your car or chair doesn't provide adequate support for your lower back.
- Place your feet comfortably on the floor or on a footrest.
- Locate materials within arms' reach. This will help avoid awkward movements or excessive reaching.
- If the job permits, perform some of your work standing. This can reduce some of the pressure on your back.
- Change positions frequently throughout the day.

Standing

- Maintain the normal curve of your spine as much as possible.
- Stand on anti-fatigue mats or wear soft sole shoes or inserts. This will reduce the demand on your legs and back.
- Place one foot on an elevated surface from time to time to keep the back in a balanced position.
- Don't stand with your legs in a locked position. Stand with a slight bend at the knees to help the muscles of your legs absorb shock. This also improves circulation.
- Stand with your legs shoulder width apart with one foot slightly ahead of the other. This provides a wide base of support and allows you to shift your weight comfortably while you are working.
- Keep your stomach muscles firm while you are standing. This will keep you from standing with your back in an over-arched position.
- Stretch periodically to give your back a break.

Stretching and Warm-up Activities

It is important to understand that movement is a critical part of staying healthy. At the beginning of each work day or on particularly cold days, the muscles are cooler and their

flexibility is limited. You can decrease the risk of injury if the muscles are warmed up before they are used to perform work. Simple stretching exercises can help get the muscles ready for a task. This will not only reduce your risk of injury, but will leave you with a body that is ready to participate in after work activities.

Back Safety Tips

When possible, push instead of pulling an object. Lean into the object and let your body weight and thigh muscles do the work. Pushing puts less strain on your back.

Keep loads out of the danger zone (above the shoulder) by keeping the load between shoulder and knuckle height. Working in the danger zone multiplies the chance of injury.

If necessary, plan rest stops along your route. Muscle fatigue increases the risk of injury. Lower the load slowly, by flexing the knees and hips. After releasing the load, straighten up using your legs. Remember, you can injure yourself just as badly by putting the load down incorrectly as you can by lifting it.

Choose the safest and quickest route to your destination. Walk using short steps with feet far enough apart to maintain good balance. Avoid stairs and other areas which provide poor footing. Keep the worksite clean in order to avoid slipping or tripping hazards. Good housekeeping eliminates a lot of unnecessary injuries.

Don't reach over a surface to pick up an object. If you can't get closer to the object, slide it toward you. Tighten the abdominal muscles (stomach) to give added support to the spine, thus helping offset the force of the load.

Don't obstruct your view by stacking objects too high. This is one of the quickest ways to have an injury. Move the load in a smooth motion. Don't use jerky movements. Jerky movements not only increase the chance of a strain or sprain, but also may throw you off balance.

Do not attempt to lift objects that are cumbersome, without the assistance of another person.

THINK BEFORE YOU LIFT!

SPM11 – MEDICAL SERVICES and FIRST AID

PURPOSE

The purpose of this procedure is to ensure that prompt, qualified medical attention is provided to those in need. This procedure shall be followed in regard to first aid care and medical attention for all Company employees.

PROCEDURE

First Aid ó Minor injuries not requiring the attention of a physician may be cared for by a Company employee qualified to administer appropriate first aid treatment. All foremen shall be trained and certified in Basic First Aid and CPR. Procedures for accident investigation, outlined in SPM 06, shall be followed and strictly adhered to.

Medical Services ó Employees requiring medical attention for the treatment of a job related injury or illness, of a non-emergency nature, shall be cared for at a local clinic within close proximity to the project site. Prior to startup of all new projects, the Safety Director will locate a clinic within close proximity to the project site to provide care of all

job related injuries and illnesses. The clinic name, location, and telephone number, along with directions, will be provided to the project foreman. The President shall be promptly notified of all injuries or illnesses requiring medical attention. The Safety Manager or Safety Director shall accompany the employee to the appropriate treatment facility. After treatment has been administered, the Safety Manager or Safety Director will consult with the physician and/or review the medical report to determine the employee's work status. Procedures for reporting and completion of the Accident Investigation Report, located in SPM 05, shall be followed and strictly adhered to.

Emergency Medical Services ó In emergency cases requiring ambulance service, the Vice President must be notified. In our area, this emergency service can be contacted by dialing 9-1-1 on any outside telephone line. The person requesting ambulance service must provide accurate information such as nature of injury/illness and your exact location.

For those injuries/illnesses requiring emergency medical treatment and transportation, the emergency room at the local hospital, within close proximity to the project site, shall be used and the person transported to that location.

Non-Emergency Transportation ó Transportation of an employee for treatment of a non-emergency injury or illness is a decision to be made by the immediate foreman. Transportation may be provided by use of a personal or Company vehicle. His/her foreman or a designated employee shall transport the injured employee to the medical facility. At no time shall injured employees be allowed to drive themselves to the medical facility.

Emergency Telephone Numbers ó Prior to startup of all new projects, the field superintendent will locate a clinic and hospital within close proximity to the project site to provide care for all job related injuries and illnesses. The clinic name, location, and telephone number, along with directions, will be provided to the project foreman. Emergency telephone numbers for corporate personnel shall also be provided to the project foremen, in the event that additional assistance is needed.

First Aid Kits and Supplies ó First aid supplies shall be easily accessible when required. All foremen shall be issued a first aid kit to be maintained at their project site. First aid kits shall consist of appropriate items (see attachment 1) and stored in a weather proof container with individual sealed packages of each type of item per ANSI Standard Z308.1 (1998) or 29 CFR 1010.151 (Aug. 1998) for minimum requirements. All first aid kits shall be thoroughly inspected before being installed within the facility and weekly thereafter to ensure that expended items are replaced.

ATTACHMENT 1

First Aid Supplies

To maintain control of company first aid kits, along with maintaining compliance with OSH regulations, a list of required supplies has been developed and approved by our company physician. Only individually wrapped medications that contain dosage information, along with applicable warning information, will be permitted on this list. All medications chosen will be those that greatly reduce the potential for drowsiness or hyperactivity, thereby reducing the potential for accidents.

NO SUPPLIES OTHER THAN THAT LISTED BELOW SHOULD BE KEPT IN THE COMPANY FIRST AID KITS WITHOUT WRITTEN PERMISSION FROM THE CORPORATE OFFICE.

All company first aid kits will be inspected weekly, as a minimum, by the foreman to ensure an adequate supply of required items at all times. Any item that has been depleted, or is not in sufficient amount, must be replaced.

REQUIRED SUPPLIES

4x4 Sterile Gauze	7/8x3 Band-Aids
Eye Wash	Disposable Latex Gloves
1/2 Adhesive Tape	Antibiotic Ointment
Instant Cold Pack	Alcohol Prep Pads
Knuckle Bandages	4x4 Water Gel
Triangular Bandages	Hydrogen Peroxide
Finger Tip Bandages	Hydrocortisone Cream (0.5%)

OPTIONAL SUPPLIES

Aspirin*	Un-Aspirin*
Trial-Antacid*	Histenol Forte Cold Tablets*

*All items marked with an * must be individually wrapped and/or packaged.*

All job related first aid cases MUST be documented and reported to the project foreman immediately. All injuries requiring medical treatment MUST be reported to the project foreman IMMEDIATELY.

SPM12 – BLOODBORNE PATHOGENS PROGRAM

PURPOSE

This procedure will outline the methods of protection, safe work practices, training needs and communication for those who have the potential, through their normal job duties, of being exposed to blood or other infectious materials. Adhering to this procedure shall help reduce the potential for employee exposure to blood or other potentially infectious materials; thereby reducing the possibility for illness that may result from said exposure. All persons designated to respond to medical emergencies must comply with this procedure to safeguard themselves from potential exposure to infectious substances.

POLICY

Application

This procedure shall apply to any employee who has been trained and is expected to render medical aid to personnel during their course of work. The Plan shall be accessible to all employees by referring to this section of the Safety and Health Manual or the employee Safety and Health Pocket Manual.

Definitions

Bloodborne Pathogen ó Pathogenic microorganisms that are present in human blood and can cause disease in humans. This includes, but is not limited to, hepatitis B and HIV.

Contaminated ó The presence, or reasonably anticipated presence, of blood or other potentially infectious materials on an item or surface.

Contaminated Sharps ó Any contaminated object that can penetrate the skin including, but not limited to, needles, syringes, broken glass, sharp tools, and exposed ends of dental wires.

Decontamination ó Physically or chemically removing, inactivating, or destroying bloodborne pathogens on a surface or item to where they are no longer harmful.

Occupational Exposure ó Reasonably anticipated skin, eye, mucous membrane, or other contact with blood or potentially infectious materials which may result from the performance of employees' duties.

Other Potentially Infectious Materials – Saliva, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, skin tissue, etc. that is visibly contaminated with blood; any unfixed tissue or organ from a human, etc. This list is not all inclusive, but provides a guide to assist in determining potential contact.

Exposure Determination

Exposure to blood borne pathogenic agents is not inherent to normal operations within City Masonry, Inc.; however, it is recognized that a potential for said exposure may exist for those who are recognized as capable of responding to incidents where personal injury may be involved. Therefore, all foremen will be trained and are designated as First Aid Responders. Any and all body fluids shall be considered as being potentially infectious.

Universal precautions shall be observed to prevent contact with blood or other potentially infectious materials. Under circumstances in which differentiation between body fluids is difficult or impossible, all body fluids shall be considered potentially infectious material. Exposure determination shall be made without regard to the use of personal protective equipment.

Methods of Compliance

Any and all persons designated to provide medical assistance will receive appropriate training in the following topics.

- First Aid
- CPR
- Company Bloodborne Pathogens Program
- Content of OSHA 29 CFR 1910.1030 Bloodborne Pathogens

Whenever designated personnel provide medical assistance, it shall be considered as potential for exposure. Medical assistance will be provided only by those designated and commensurate with the level of certified training received.

The provider, with no exception, shall wear protective equipment provided for medical response, and appropriate for the injury. Each project shall be provided with a response kit, which shall consist of the following protective equipment:

- Disposable surgical gloves
- Glasses w/side shields
- Goggles
- Chin length face shield
- Disposable coveralls
- One-way CPR mouthpiece or mask
- Disposable dust/mist respirator
- Plastic bags, with required Biohazard label, for disposal of all contaminated materials
- Antiseptic hand cleanser and paper towels

When CPR is not being performed, the respirator shall be worn. Either glasses with side shields, goggles, or chin length face shields shall be worn at all time while medical aid is being provided to the victim. All contaminated or potentially contaminated materials shall be placed in the appropriate leak proof bags, and properly disposed of.

Designated persons providing medical aid shall wash their hands, and any other potentially exposed areas of skin, with soap and water, immediately after removal of protective equipment. Where washing is not feasible, antiseptic cleaner and paper towels shall be used immediately after removal of protective equipment, and as soon as possible soap and water washing shall be accomplished.

All first aid and medical equipment must be thoroughly cleaned after each use. This may require the equipment to be sterilized and/or properly sanitized. All contaminated work surfaces shall be cleaned and decontaminated after contact with blood or other potentially infectious substances. Materials used for cleaning shall be placed in a leak proof biohazard container or bag and properly disposed of with other biohazard waste.

Broken glassware that is contaminated must not be picked up by hand, but may be removed using a brush and dustpan or tongs. All contaminated sharps, such as glass,

needles, etc., must be placed in the appropriate puncture resistant biohazard container and properly disposed of.

All blood soaked bandages and other potentially infectious materials must be handled using protective gloves so as to prevent contact with such contaminated materials. These materials shall be placed in the appropriate biohazard container or bag that will prevent leakage during handling and transport. Arrangements will be made with our medical provider to dispose of all biohazard containers and bags and these containers and bags will be transported to their location for disposal

Engineering and Work Practice Controls

Engineering and work practice controls shall be used to eliminate or minimize potential employee exposure. Engineering controls shall be examined on a regular basis and maintained or replaced to ensure their effectiveness. Personal protective equipment shall be used at all times with providing first aid care.

Hand washing facilities are readily accessible to employees within the administration and shop areas of the Company. However, for field operations, they may not be readily accessible. When facilities for hand washing are not feasible, either antiseptic hand cleanser with clean cloth/paper towels or antiseptic towelettes will be made available. When antiseptic hand cleansers or towelettes are used, hands shall be washed with soap and running water as soon as feasible. Employees are required to wash their hands immediately or as soon as feasible after removal of gloves or other personal protective equipment.

Employees are also required to wash their hands and any other skin with soap and water, or flush mucous membranes with water immediately or as soon as feasible following contact of such body areas with blood or other potentially infectious materials.

Employees will not be trained beyond the level of basic first aid and, therefore, will not be handling any needles, contaminated needles, or other contaminated sharps. In the event such items are used by advanced medical personnel, such items will be handled and removed by those persons.

All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, spattering, and generation of droplets of these substances.

Information and Training

All employees designated to provide medical aid shall participate in a training program at the time of initial assignment and annually thereafter. Additional training will be provided whenever new equipment and/or procedures have been implemented.

The training program provided to designated employees shall contain at a minimum the following elements:

- An explanation of the contents of the standard and providing each individual with a copy of its text;
- An explanation and copy of the Company's Exposure Control Plan;
- A general explanation of the epidemiology and symptoms of bloodborne diseases.
- An explanation of how bloodborne pathogenic agents are transmitted;
- How to recognize tasks and other activities which may involve exposure to blood or other potentially infectious materials;
- How to reduce or prevent exposure, such as work practices and personal protective equipment;
- Information on the types, proper use, location, removal, handling, decontamination, and disposal of protective equipment and other potentially contaminated materials;
- An explanation as to how and why the protective equipment was selected;
- Information on the Hepatitis B vaccine, including information on its efficacy, safety, method of administration, benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge;
- What to do and who to contact in emergencies involving blood or other potentially infectious materials;
- What to do if an incident occurs, including the method of reporting the incident and the medical follow-up that will be provided;
- Information on the post-exposure evaluation and follow-up that the Company is required to provide for the employee following an exposure incident;
- An explanation of the signs, labels, and/or color coding required by the standard;
- An opportunity for questions and answers with the persons conducting the training.

Record Keeping – Medical

Appropriate medical records shall be established and maintained in accordance with OSH 29 1910.20, which shall include the following:

- Name and social security number of the employee;
- A copy of the employee's Hepatitis B vaccinations and any medical records relative to his ability to receive the vaccination;
- A copy of all examinations, medical testing, and follow-up procedures required;
- The employer's copy of any and all evaluations performed by the Company's health care professional;
- A copy of any and all information provided to the Company's health care professional after an exposure incident;

Employee medical records shall be kept confidential and shall not be disclosed or reported without the employee's express written consent to any person within or outside

the workplace except as may be required by law. All medical records shall be maintained for at least the duration of the employment plus 30 years in accordance with 29 CFR 1910.1020.

Record Keeping – Training

Training records shall be maintained at the main office. Training records will include the following information:

- Dates of the training sessions
- Contents or a summary of the training sessions
- Names and qualifications of the person or persons conducting the training sessions
- Names and job titles of all persons attending the training sessions

Training records shall be maintained for 3 years from the date the training was conducted, and shall be made available, by request of the employee, for review and copying by the Assistant Secretary of Labor and the Director of the National Institute for Occupational Safety and Health (NIOSH). Prior to release of any employee medical record, the employee must provide written consent for such release.

Records Availability

Employee medical and training records required to be maintained shall be available upon request to the Assistant Secretary of Labor and the Director of the National Institute for Occupational Safety and Health (NIOSH) for examination and copying in accordance with 29 CFR 1910.1020.

Employee training records required by this paragraph shall be provided upon request for examination and copying to employees and to employee representatives.

Employee medical records shall be responsible for maintaining all medical and training records, at the main office and shall be responsible for overall effectiveness of this program.

Responsibility for Record Keeping

The Operations Manager shall be responsible for maintaining all medical and training records, at the main office, and shall be responsible for the overall effectiveness of this program.

Transfer of Records

If the Company ceases to do business and there is no successor employer to receive and retain records for the prescribed period, the Company shall notify the Director of the National Institute for Occupational Safety and Health (NIOSH), at least three month prior to their disposal and transmit them to the Director, if required by the Director to do so, within that three month period.

Hepatitis B Vaccinations

Hepatitis B vaccinations will be made available to all employees designated to be trained in First Aid and CPR, after they have successfully completed the required training

program. The appropriate forms depicting whether the employee accepted or declined the offered vaccination shall be signed by the employee and documentation maintained in his personnel file. This vaccination shall be provided within ten (10) working days of assignment to job functions that may result in potential exposure. Any employee who initially declines the Hepatitis B vaccination, but at a later date decides to accept the vaccination, shall be allowed to receive it at no cost to the employee.

If routine boosters of Hepatitis B vaccination are recommended by the Company's health care professional, they shall also be made available at no cost to the employee.

HEPATITIS B VACCINATION DECLINATION

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline Hepatitis B vaccine at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Employee Signature/Date

Witness/Date

SPM13 – HAZARD COMMUNICATION PROGRAM

PURPOSE

The purpose of the Hazard Communication standard is to ensure that all hazardous substances in the workplace are evaluated and information concerning such substances is communicated to all employees. Additionally, the purpose is also to provide all employees with information and training regarding hazards of the chemicals with which they are working.

MISSION

The personal safety and health of each employee of City Masonry, Inc., is of primary concern and of great importance. In keeping with the highest standards, the Company will provide its employees with the necessary information concerning the health and physical hazards of the chemical materials used in our operations to ensure the personal safety and health of our employees.

It is the responsibility of the Safety Director to procure and disseminate the proper information and training to our employees. We will maintain the Hazard Communication Program according to the best practices established at this Company.

It shall be the responsibility of each employee to follow safe practices outlined in product labels, Material Safety Data Sheets, Company operating procedures, and Company provided training.

To make this program successful, managers, supervision, and all employees must assume personal responsibility for preventing injury and illness. Our objective is to have a comprehensive Hazard Communication Program that will reduce all manner of human, material, and equipment losses to an absolute minimum.

At City Masonry, Inc., communication is everyone's responsibility.

**WHAT EMPLOYEES SHOULD KNOW ABOUT
OSHA'S HAZARD COMMUNICATION STANDARD**

The final Hazard Communication Standard (HAZCOM) was published in the Federal Register on November 25, 1983, by the Occupational Safety and Health Administration (OSHA), 29 CFR 1910.1200. The goal of this standard is to reduce the incidence of chemical source illness and injuries in industry.

The HAZCOM Standard gives employers the flexibility to develop their own programs suitable for their particular company. However, chemical manufacturers, importers, and distributors must convey, hazard information to downstream employees by means of a list of chemicals known to be present in the workplace which employees may be exposed to under normal conditions of use, or in a foreseeable emergency; labels on containers; Material Data Safety Sheets (MSDS's); and employee training.

In addition, all covered employers are required to have a written Hazard Communication (HAZCOM) program and to provide this information to their employees. The HAZCOM Program will help us create a safer working environment, prevent human loss, equipment loss, and work time losses. The effectiveness of our Company's program depends upon the participation and cooperation of management, superintendents, foremen, and employees in carrying out the following basic procedures:

- **Conduct an annual chemical inventory**
- **Maintain and update the list of chemicals used on job sites**
- **Obtain MSDS's from each of the suppliers**
- **Obtain MSDS's from subcontractor for all chemicals they bring into our facility**
- **Review each MSDS to ensure that it provides sufficient data**
- **Communicate, implement, and maintain the written HAZCOM program**
- **Make the HAZCOM program accessible to all employees, OSHA, and NIOSH**

WRITTEN HAZARD COMMUNICATION PROGRAM

Hazard determination applies to any hazardous substance present in the workplace such that employees may be exposed under normal working conditions or in a reasonably foreseeable emergency. Hazardous substances may be categorized as follows:

- Health Hazards – Substances which carcinogenic, toxic, reproductive toxins, irritants, corrosives, sensitizers, hepatoxins, nephrotoxins, and agents which act on the hematopoietic system.
- Physical Hazards – Substances which are flammable, combustible, explosive, organic peroxides, oxidizers, pyrophoric, unstable (reactive), water reactive or compressed gases.

The company will maintain a list of all chemicals used in its operations, along with those used by our subcontractors. This list will be updated annually or more often as new chemicals are added, and a copy of this list will be maintained in the MSDS book within each department.

The Company will rely on the chemical evaluations performed by the manufacturers on the various hazards of the chemicals they supply us. We will obtain a Material Safety Data Sheet (MSDS) for each chemical used in our operations, and those that our subcontractors bring into our projects, and will accept the hazard determination listed on the MSDS. The Safety Director shall be responsible for securing and maintaining the MSDS's file for all chemicals used within our operations.

LIST OF HAZARDOUS CHEMICALS

All purchase of hazardous substances will be channeled through the Vice President. The Safety Director must ensure that all labeling requirements are met and that an MSDS has been obtained for each hazardous substance.

A book containing a list of chemicals used, along with the appropriate Material Safety Data Sheets (MSDS), will be provided to each foreman. This book shall be maintained in the foreman's vehicle and readily available to all employees. The chemical list will be updated annually, of whenever a new chemical is introduced into the workplace.

PROCEDURES - LABELS & OTHER FORMS OF WARNINGS

All containers of chemicals used in our operations are to be labeled. Since chemical manufacturers are required to label their containers, we will use these already printed labels as our means of labeling. The labels are to identify the container contents, the appropriate warnings, and the name and address of the manufacturer. Any container that does not have this information may be returned to the supplier, at his expense.

Labels are not to be removed from any container, or defaced in any manner. Empty containers are not to be re-used to store other materials unless the container has been cleaned, the old label removed, and a new label affixed in place. Notify your foreman if you find a container without a label. Proper labels must be installed on all containers

shipped from or received by this Company. The Vice President should be notified if labeling does not comply. This situation is to be corrected as soon as possible.

PROCEDURES – MATERIAL SAFETY DATA SHEETS

The MSDS for each chemical used or potentially exposed to within our operations must be readily accessible during work hours. An explanation of how to interpret the MSDS, which includes details on each section of the MSDS, will be provided to all employees.

Each MSDS will be marked “received” and dated. Documentation of the receipt of each MSDS will be maintained and kept up to date. We will arrange to have monitoring performed for any chemical in the workplace that is questionable. Every attempt will be made by the Company to provide controls to eliminate any hazard to our employees. MSDS’ for chemicals used in our operations will be maintained in a book provided to the foremen. It shall be the Field Superintendent’s responsibility to ensure that updates are provided to each foreman. Each foreman shall be responsible for placing those updates into the MSDS book.

METHODS TO INFORM EMPLOYEES ABOUT HAZARDS OF NON-ROUTINE TASKS

Non-routine hazardous tasks are not normal operations of City masonry, Inc., employees; however, the potential for such tasks as confined space entry, cleaning, and painting equipment, may exist. Prior to starting work on such projects, each effected employee will be provided information by his/her supervisor, about the hazardous chemicals he may encounter during such activity. This information will include specific chemical hazards, along with safety measures employees are expected to use. It will also include methods the company is using to reduce potential hazards, which may include ventilation, respiratory equipment, the presence of a second employee, and approved emergency procedures.

METHODS TO INFORM SUBCONTRACTORS ABOUT HAZARDS

Subcontractors, vendors, and service personnel will be informed of any potential exposure to hazardous chemicals, should they exist, by the project foreman or his designee. The subcontractor, vendor, or service personnel will be provided an MSDS for any hazardous chemical that they may be potentially exposed to. They will also be made aware of the location and availability all MSDS’s and the Written HAZCOM Program. It is, however, their responsibility to provide training for their employees.

Multi-Employer Work Sites ó All project sites that City Masonry works on are multi-employer worksites. Prior to beginning work at the project, the Field Superintendent or project foreman shall provide the General Contractor with a copy of our Written Hazard Communication Program, which can be made available to other subcontractors working on the project.

TRAINING PROCEDURES

Information and Training ó All employees will be provided with information and training on hazardous chemicals, used within our operations, at time of initial assignment, through the initial orientation for new employees. Training will also be provided to all applicable employees whenever a new hazard is introduced into the workplace. Retraining will be performed annually, as a minimum, or whenever a new chemical is brought into the workplace, unless the new chemical has similar hazards to existing chemicals for which training has already been done. However, if the new chemical is a suspect carcinogen, training will be performed.

The Written Hazard Communication Program, a list of hazardous chemicals in the workplace, and MSDSø are maintained by the project foremen and available through the main office.

All employees assigned to tasks where hazardous materials are present will receive instructions and training on the following subjects:

- The content and requirements of Hazard Communication Standard;
- The operations in their work area where hazardous materials are or may be present;
- The location and availability of each MSDS;
- Proper understanding of the MSDS, warning labels, and signs;
- The details of this HAZCOM program, an explanation of the labeling system, the MSDS, and how employees can obtain and use this information;
- Methods and observations to be used to detect the presence or release of a hazardous material in the work area (appearance, odor, etc.);
- The physical and health hazards of chemicals in the work area;
- Measures employees can take to protect themselves from hazards (i.e., work practices, emergency procedures, first aid, medical procedures);
- The controls the Company has provided to eliminate any hazard to employees;
- The personal protective equipment required by an employeeø specific job (if any);

In addition to the information available on the MSDS, special emergency procedures, such as evacuation and fire emergency procedures will be explained. Non-routine tasks will be identified and instructions will be provided so that these tasks may be performed safely.

All non-English speaking personnel shall be provided with an in interpreter so as to ensure their understanding of this program, along with their understanding of the signs, symbols, and placards installed on containers.

Documentation of Training:

All training sessions will be documented, with signatures of all employees attending, and be accompanied by the date the training took place. Also noted will be the format of the

program (i.e. audiovisuals, classroom instruction, etc.) the name of the trainer, and the trainer's signature.

PROGRAM RESPONSIBILITY

This written Hazard Communication Program has been approved by the President and implemented in compliance with the Federal OSHA Hazard Communication Standard. It should be the intent of the Company to replace, if feasible, those hazardous chemicals now in use, with less hazardous chemicals as they become available.

Management, supervision, and employees will be held accountable for enforcing the established work rules for all employees to ensure chemicals are being handled and used properly to eliminate or reduce exposure. Every employee will be responsible for safety performing his/her work in line with established work practices and precautions outlined in Hazardous Materials labels and this written program.

HAZARD COMMUNICATION PROGRAM

HOW TO INTERPRET MATERIAL SAFETY DATA SHEETS

Section I.

This section states the name of the chemical, who makes it, and the chemical formula.

Section II. Ingredients and TLV

This section lists the chemical's ingredients and provides the recommended exposure guidelines. The exposure limit, called a Threshold Limit Value, is the highest exposure level recommended in a work area without special protection. Experts in toxic substances determine TLV. These guidelines are based on scientific information such as studies of exposed animals. When the concentration of a substance in the air is more than the guideline allows, your risk of health problems is greater than when the concentration is below the standard.

Section III. Physical Properties

This section provides information about the physical properties of the substance or mixture. This tells people what they need to know to determine how to work safely with the chemical and how to store it. It includes the boiling temperature, tells whether it can be dissolved in water, how fast it evaporates, and its appearance and color.

Section IV. Fire and Explosion Hazards

The most important information in this section deals with fires and explosions. This information may be essential in an emergency.

Section V. Health Problems

Information about possible health problems which can occur if the amount of the chemical in the air is above the allowable limit (TLV). This section also includes first aid information, so you can be prepared if an accident occurs.

Section VI. Mixing Hazards

This lists reactivity hazards, or information about the chemical properties of the substance when mixed with other substances. It also provides precautions to take in case of this problem.

Section VII. Spills

Section VII contains information about how to properly clean up a spill. It also covers how to safely dispose of the material. Often this is regulated by other laws and federal agencies, such as the Toxic Substances Control Act, Department of Transportation, and the Texas Water Commission. This section is particularly important when preparing an emergency preparedness plan.

Section VIII. Protective Measures

This section of the MSDS describes the ventilation requirements for working with the substance. It also gives details on the type of protective equipment, such as gloves, eye protection, and respirators workers should use when they handle the substance.

Section IX. First Aid

The last section of the MSDS provides information on first aid procedures to administer in the event of an exposure to the chemical.

SPM14 – GENERAL SAFETY RULES

PURPOSE

The purpose of this procedure is to ensure that all employees are familiar with the “General Safety Rules” in order to prevent unnecessary injury and/or illness. All employees are expected to follow these general safety rules, as a minimum. New employees may receive an orientation as suggested below, prior to assignment to any task.

POLICY

New Employee Orientation ó Upon hire, all new employees shall receive orientation and training, provided either by the Safety Manager or project Foreman. This orientation and training should consist of the following as a minimum:

1. General Safety Rules & Policies
2. Company Drug and Alcohol Policy
3. Accident/Incident Reporting
4. Accident Investigation Procedures
5. Personal Protective Equipment
6. Hazard Communication & Chemical Safety Procedures
7. Fall Protection
8. Back Injury Prevention and Safe Lifting Techniques
9. Housekeeping
10. Employee Responsibilities

Back Safety Rules ó Always remember that your primary duty as an employee is to perform your tasks in a safe manner.

SAFE PRODUCTIVITY IS OUR GOAL!!!

All persons working at City Masonry, Inc., will follow the following basic safety rules:

- All employees shall follow the safe practices and rules contained in this manual, the safety rules of our clients, and any other rules and practices communicated on the job.
- All employees shall report all unsafe conditions or practices to their foremen immediately.
- Good housekeeping is essential and shall be a part of every job. Clean-up all waste and eliminate any dangers in the work area.
- Give your undivided attention to on-the-job safety discussions conducted by your foreman to prepare you for accident free work. **IF IN DOUBT, ASK YOUR FOREMAN!!!**
- Anyone consuming or under the influence of intoxicating alcohol or drugs, including prescription drugs, which might impair motor skills and judgment, shall not be allowed on the job.
- Observe and comply with all "No Smoking" and other safety precaution signs. Smoking shall be allowed in designated areas ONLY and in some areas NOT AT ALL.
- Work shall be planned and supervised to avoid injuries in the handling of heavy materials and while using equipment.
- Never attempt a job alone when common sense and safe working practices tell you that assistance is needed.
- Retreat to a safe location when unusual strains are placed on equipment and materials.
- The use of gasoline or other flammable liquids as solvents is prohibited. Soaps should be made available for such use.
- Do not leave tools or other materials in passages or walkways. Do not lean tools or other materials against walls where there is the possibility of their falling. Unsafe practices such as these may cause injury to you or your fellow worker.
- Scaffolds must not be overloaded.
- All scaffolds MUST be inspected daily before use and properly tagged: Green for complete or Red for incomplete
- Use ladders, ramps, gangways, and paths intended for safe travel. **DO NOT TAKE SHORT CUTS!!!**
- Before starting any tasks, be sure you understand exactly what is to be done and how to do it safely. Always protect yourself and your fellow worker.
- Inform your foreman if you feel you do not have adequate safety protection in any work activity.
- It is a requirement of employment for each employee to know and comply with all safety regulations on the job.

- Protective guards MUST remain on the equipment and in proper order at all times.
- Avoid walking under suspended loads. When necessary to work under raised load on jacks or otherwise suspended by hoisting equipment, the load shall be blocked and secured.
- **Report all injuries**, no matter how slight to your foreman as soon as possible, so that they can arrange for medical attention, if necessary.
- Loose clothing, loose sleeves, neckties, or gloves should not be worn when there is a possibility of their being caught in moving or rotating machinery.
- Pony tail or otherwise exceptionally long hair is to be worn in such a manner that it will not interfere with the tasks being performed.
- Work safely at all times. If you are in doubt about a safety matter, consult your foreman.
- Employees are responsible for their own safety as well and that of their fellow worker.
- Horseplay, fighting, or other unsafe acts will not be tolerated.
- Wearing of personal protective equipment and devices (i.e.; goggles) are required when hazards may be present.
- Firearms and weapons shall not be permitted on Company or client property or vehicles.
- All employees must observe and obey all danger and caution signs and warnings and labels.
- Do not alter or remove ANY safety tags or devices.
- All safety equipment, protective clothing, and devices must be worn when appropriate or directed by foreman. Faulty or damaged equipment should be reported to your foreman immediately.
- Read and observe all labels on cleaning equipment and chemical substances. Follow directions for proper use and handling.
- Spills and debris should be cleaned up or corrected immediately. Broken glass should not be picked up by hand, use a broom and pan.
- Signs should be appropriately placed to alert others to wet surfaces and/or slippery conditions.
- Stack heavier boxes and objects on lower shelves. Do not use boxes or shelves for climbing; use a ladder.
- Use proper lifting procedures (arms & legs ó not back muscles) to lift objects.
- Compliance with Federal State, local, and Company safety regulations is a condition of your employment. Repeated negligence or willful violation of said regulations shall be considered grounds for disciplinary action.

Barricades

Barricades shall be used in conjunction with safety signs where it is necessary to prevent or limit personnel access to work areas exposing them to hazards such as but not limited to, non-insulated electrical conductors or circuit parts, sparks, falling objects, slips, trips, or fall hazards, or other hazards which would endanger workers beneath the work area.

If work exposes energized or moving parts that are normally protected, danger signs shall be displayed and barricades erected, as necessary, to warn other personnel in the area.

Readily visible barricades shall guard temporary storage areas.

When debris is dropped through holes in the floor without the use of chutes, the area onto which the material is dropped shall be completely enclosed with barricades not less than 42 inches high and not less than six (6) feet back from the projected edge of the opening above. Signs warning of the hazard of falling materials shall be posted at each level. Removal shall not be permitted in this lower area until debris handling ceases above.

Barricades or barriers shall be installed to prevent accidental contact with energized lines or equipment.

Always inform your foreman of all areas where barricades have been installed. Remove barricades as soon as the hazard has past. All barricades shall have information tags or signs on all sides identifying the hazard.

Scaffolds

Scaffold shall be completed with full planking, cross bracing, guard railing, and toe boards prior to allowing access. All scaffolds MUST be inspected daily before use and tagged as "Complete" or "Incomplete". Removal of any portion of a completed scaffold shall require the tag to be changed to incomplete.

Fall Protection

For scaffold work persons working 6 feet or more above the ground or floor level must be protected from falling by use of standard guardrails or body harness secured to a permanent fixture to prevent fall.

An approved fall protection device must have the following:

- A body harness designed to spread the shock of a fall over the shoulders, thighs, and seat areas.
- A lanyard equipped with double locking hooks and a shock-absorbing device designed to reduce the shock of a fall to below 9.0 g's.

All personnel required to use fall restraint systems must receive proper training prior to using the equipment.

Fall restraint systems must be inspected daily. If the system breaks a fall, the complete system, including lanyard, must be replaced or sent to the manufacturer for re-inspection.

The lanyard must be attached to the anchor point that will limit the maximum fall distance to six (6) feet. The anchor point must be capable of supporting 5,500 pounds of dead weight.

Ladders

Ladders shall be provided on all scaffolds and attached to sections of the scaffold where the employee is most likely to access the scaffold.

Ladders must extend three (3) feet beyond the upper resting point of the ladder and firmly attached to the scaffold.

All straight, extension, and stepladders must be in accordance with the latest revisions of ANSI/NIOSH codes and standards. All ladders must be type 1 industrial grade.

Stepladders must not exceed a height of ten (10) feet. They must be used fully extended with spreaders locked into position. Never use stepladders as straight ladders.

Do not place ladders in front of doors unless the door is blocked open, locked, or guarded. Posting caution signs or barricading the door is always a good idea.

Only one person is allowed to work from a ladder. Do not use a ladder in the horizontal position or as a scaffold or platform.

For every four (4) feet of the ladder's height, move the base of the ladder one (1) foot from the wall or support structure. Do not work from the top four (4) rungs of a straight ladder or the top two (2) steps of a stepladder.

When climbing ladders, personnel must have both hands free to use for climbing. Hands should be used on the side rails rather than the rungs. When climbing or descending, always face the ladder.

Never splice ladders together. Any and all defective ladders must be removed from the facility immediately.

A competent person shall be assigned to conduct periodic inspections of all ladders at the project, to detect any visible defects. Additional inspections shall be conducted after an occurrence that could affect the safety of the ladder.

Scissor or High Lift Equipment

When using scissor or similar equipment, the outriggers must be fully extended, secured and supported on a firm foundation.

Never place arms, legs, or other body parts between the collapsible parts of the lift, as serious injury could occur. Install barricading around the lift or have someone stationed around the lift to keep people away from the collapsible parts and from walking under overhead work.

Only trained and qualified personnel shall be allowed to operate high lift or scissor lifts.

Good Housekeeping Practice

Good housekeeping shall be of primary concern to all employees and shall be a part of each employee's daily routine. All work areas shall be kept free of waste and loose materials. This shall be especially adhered to in the vicinity of ladders and stairs.

An effective means of preventing careless litter shall be provided, i.e.; material trash bins and garbage cans placed in convenient locations. Obsolete and/or unstable material and/or equipment, metal scraps, discarded tools, or older parts, should not be allowed to accumulate around buildings.

Office Safety

Good housekeeping in the office is a must. Desks and cabinets shall be maintained in a clean and orderly fashion. An open drawer of a desk or cabinet is a hazard that can cause you or others to trip and injure yourselves. Always keep drawers and cabinet doors closed when not in use.

The standard four-drawer filing cabinet can cause injury if it tips when too many drawers are opened at the same time. Open only one drawer at a time. Use handles when closing desk drawers, files, safes, and doors.

All chairs should be used sensibly. Do not tilt them or slump backward. Added strain on chairs can cause them to break or slip, resulting in injury to the occupant. Do not use defective chairs.

Do not attempt any electrical repairs. Contact a qualified electrician for such matters.

Cords on electrically operated machines and telephones create a tripping hazard when left on the floor or in walkways. Arrange your work area to avoid this hazard. When using extension cords, place them so they are not in traffic areas (tripping hazard) or through doors that may be closed and thus cut the cord.

Do not remove the ground prong of a three-prong plug, and do not use one with ground plug removed. Electrical equipment with a three-prong plug requires a three-hole receptacle. If an adapter must be used to accommodate a two-prong receptacle, maintenance personnel shall ensure that the adapter is properly grounded.

Walk, don't run. When using hallways and stairs, keep to the right, especially at corners. Do your reading at your desk, not while walking. When using stairs, take your time and use the handrails. Do not stand or talk in front of a closed door that may be opened suddenly.

Avoid spilling or splashing liquids on the floor. This may cause someone to slip or fall. Spills are to be cleaned-up immediately. Paper, pencils, or even paper clips on the floor

can cause a slip or fall. Remember good housekeeping and pick up materials lying on the floor.

Sharpened pencils should be placed point down in pencil holders. Other sharp objects ó scissors, letter openers, etc. ó should be covered or placed in such a manner as to prevent wounds. Carry pencils, pens, scissors, etc., in such a way that the sharp end cannot cause puncture wounds to you or others.

Report all defective equipment to your foreman for repair.

Remember: Report all job related injuries and illnesses to your foreman immediately.

Building Maintenance

When replacing light bulbs or florescent tubes, observe the following precautions:

- Ask persons to move from under the fixture.
- Select a stepladder of proper height and do not stand on the top step. Do not use a chair.
- Remove the glove or fitting and place it on a desk or the floor beneath the ladder.
- Remove the bulb, using a protective device or gloves if hot.
- Be sure florescent tubes are properly locked in place.
- Replace glove and fittings, using both hands, making sure they are secure.
- When replacing quartz lamps, do not touch the lamp with your bare hands; wear white gloves.

The oil from your skin will damage the lamp and could cause it to explode when electrical current is applied.

Never carry light bulbs in pockets. Light bulbs should never be wiped with a damp cloth while still in the socket. Do not use an oily cloth to clean light bulbs. Beware that defective fluorescent tubes contain powder that can be harmful or even fatal.

Report any fixtures or appliances from which a shock is received. Disconnect all power sources while working on equipment and place a tag on the breaker for which the work is being performed. Lockout/Tagout procedures shall be strictly followed. All electrical equipment must be inspected periodically for damage and defects.

Handle broken glass carefully. Do not pick up broken glass with your hands, use a broom and dustpan. Discard in a suitable container, not in trashcans that are accessible to other employees or the public. Replace broken windows or door panes promptly.

When cleaning floors, stairways, etc., place warning signs to alert others to the wet surfaces and slip hazard. Wet or slick floors can cause accidents. Never use fingers or bare hands to comb down mops, as there may be glass or other sharp objects caught inside.

Poor housekeeping breeds fire. All storage areas should be kept clear and neat. Cardboard boxes, paper and other combustible materials should not be used to accumulate but removed to a safe dry storage bin immediately. No stairway or exit should ever be used for a storage area, even temporarily.

Use only approved and inspected portable electric tools and extension lamps. When using portable extension lamps, observe the following rules:

- Always use well-guarded and grounded lamps.
- If flammable liquids, vapors, or dust are present, make sure that you are using a 12-volt lamp, or one that is intrinsically safe for use in such areas. If in doubt, ask your foreman. If possible, eliminate the hazard before proceeding with work.
- If the insulation on the electrical cord had been damaged, do not attempt to patch or repair it; get a new cord.

When removing an electrical cord from its outlet, do so by pulling on the plug, straight out, and not by pulling on the cord. Pulling on the cord will loosen the wires and cause them to short out and burn, and may break the ground prong.

SPM15 – FIRE PREVENTION & PROTECTION

PURPOSE

The purpose of this procedure is to assist in the protection of employees, the project, and equipment from loss due to fire. This Fire Protection Plan has been developed to work in conjunction with company emergency plans and other safety programs. This includes reviewing all new building construction and renovations to ensure compliance with applicable state, local, and national fire and life safety standards. Fire prevention measures reduce the incidence of fires by eliminating opportunities for ignition of flammable materials. This fire prevention program is compliance with OSH 29 CFR 1910.157 and 1926.150.

POLICY

Rules and Responsibilities

President ó Ensure that all fire protection methods are established and enforced. Ensure that company owned fire suppression systems, such as extinguishers and sprinklers, are inspected monthly by a designated employee to ensure their operability, and annually by a qualified, licensed service company. Ensure that all employees are trained to properly use portable fire extinguishers for incipient stage fire fighting.

Safety Director ó Assist with the development and execution of the Fire Protection Program and training (i.e., fire extinguisher use and emergency procedures).

Safety Manager ó The Field Superintendent shall ensure that all employees receive adequate instruction in the identification and use of fire suppression equipment. He will also ensure that all fire extinguishers are inspected on a monthly basis, by a designated employee, and maintain records of such inspections.

Foremen ó Foremen must closely monitor the use of flammable materials and liquids and train employees in the safe storage, use and handling of flammable materials. They must also ensure that flammable material storage areas are properly maintained and a fire extinguisher mounted in close proximity.

Employees ó Employees are responsible for their participation in the Fire Protection Training program. They are to use, store, and transfer flammable materials in accordance with appropriate regulations and training. Do not mix flammable liquids. Employees are to properly use all fire protection equipment as per the Fire Protection program remembering these key rules:

- Never fight a fire:
 - If the fire is spreading beyond the spot where it started.
 - If you can't fight the fire with your back to an escape route.
 - If the fire can block your only escape
 - If you don't have adequate fire fighting equipment. Alert others and summon help immediately.

Training

All office employees shall receive classroom and actual hand-on training on the use of portable fire extinguishers annually. Each employee is expected to become familiar with the five (5) classes of fires, their burning characteristics, and the proper extinguishing agents for each. These classes are as follows:

- Class A ó Ordinary combustible materials such as wood, paper, rags, etc. Water may be used to extinguish Class A fires.
- Class B ó Oils, chemicals, combustible, or flammable liquids. CO₂, dry chemical, and/or foam extinguishing agents are used to extinguish Class B fires.
- Class C ó Electrical equipment. Halon and/or dry chemical extinguishing agents are used to extinguish electrical fires.
- Class D ó Combustible metals, such as titanium, zirconium, and magnesium.
- Class K ó Combustible cooking media.

Requirements

All fire extinguishers in offices and in shops are to be mounted on walls or locations easily accessible in an emergency. The area under and adjacent to the mounted fire extinguisher is to be kept free of all obstructions. It is a good idea to stripe a yellow 3ø3ø area in front of the fire extinguisher to ensure that access to the fire extinguisher is never obstructed. On projects, fire extinguishers shall be installed in the company storage conex.

An inventory of all fire extinguishers is to be maintained. All fire extinguishers shall be maintained in a fully charged and operable condition and kept in their assigned places, except during use. Any fire extinguisher not meeting the prescribed criteria shall be removed from service until the deficiencies are corrected. All fire extinguishers are to be inspected monthly, by a designated employee. An annual inspection will be conducted by an approved third party qualified and licensed in fire extinguisher maintenance and service.

All fires, no matter how small, must be reported to your foreman.

Flammable Liquids

Fire and explosion hazards can exist in almost any work area. Potential hazards include:

- Improper operation or maintenance of gas fired equipment.
- Improper storage or use of flammable liquids.
- Smoking in prohibited areas.
- Accumulation of trash.
- Unauthorized Hot Work operations.

Flammable liquids, such as gasoline, must be kept in UL and NFPA approved containers and labeled with its contents, and stored inside NFPA Flammable storage cabinets. These approved containers shall be of the "Safety Can" type that is equipped with spring-loaded caps and flash arresters.

Flammable liquids must not be stored within fifty (50) feet of work areas where ignition sources may be present.

Volatile liquids must not be used or applied near open flames. If volatile liquids must be applied in vessels, closed areas, or other poorly ventilated areas, explosion-proof lighting and connections must be used. Flammable, combustible, or volatile liquids must not be used to clean tools or equipment. A non-hazardous solvent should be used whenever possible.

Elimination of Ignition Sources

All nonessential ignition sources must be eliminated where flammable liquids are used or stored. The following is a list of some of the more common potential ignition sources:

- Open flames, such as cutting and welding torches, furnaces, matches, and heaters – these sources should be kept away from flammable liquids operations. Cutting or welding on flammable liquids equipment should not be performed unless the equipment has been properly emptied and purged with a neutral gas such as nitrogen.
- Sources of ignition such as dc-motors, switches, and circuit breakers should be eliminated where flammable liquids are handled or stored. Only approved explosion-proof devices should be used in these areas.
- Mechanical sparks – these sparks can be produced as a result of friction. Only non-sparking tools should be used in areas where flammable liquids are stored or handled.
- Static sparks – these sparks can be generated as a result of electron transfer between two contacting surfaces. The electrons can discharge in a small volume, raising the temperature to above the ignition temperature. Every effort should be made to eliminate the possibility of static sparks. Also proper bonding and

grounding procedures must be followed when flammable liquids are transferred or transplanted.

Removal of Incompatibles

Materials that can contribute to a flammable liquid fire should not be stored with flammable liquids. Examples are oxidizers and organic peroxides, which, on decomposition, can generate large amounts of oxygen.

Fire Extinguishers

A portable fire extinguisher is a “first aid” device and is very effective when used while the fire is small. The use of fire extinguishers that matches the class of fire, by a person who is well trained, can save both lives and property. Portable fire extinguishers must be installed in workplaces regardless of other firefighting measures. The successful performance of a fire extinguisher in a fire situation largely depends on its proper selection, inspection, maintenance, and distribution. Each employee shall receive training in the use of the fire extinguishers located in the specific work area pursuant to OSHA regulations 1910.157(g)(1) and 1926.150(c)(xi).

Location and Marking of Extinguishers

In buildings and shop areas, extinguishers will be conspicuously located and readily accessible for immediate use in the event of fire. They will be located along normal paths of travel and egress. Wall recesses and/or flush-mounted cabinets will be used as extinguisher locations whenever possible. Extinguishers will be clearly visible. In locations where visual obstruction cannot be completely avoided, directional arrows will be provided to indicate the location of extinguishers and the arrows will be marked with extinguisher classification.

If extinguishers intended for different classes of fire are located together, they will be conspicuously marked to ensure that the proper class extinguisher selection is made at the time of a fire. Extinguisher classification markings will be located on the front of the shell above or below the extinguisher nameplate. Markings will be of a size and form to be legible from a distance of 3 feet.

Portable extinguishers will be maintained in a fully charged and operable condition. They will be kept in their designated locations at all times when not being used. When extinguishers are removed for maintenance or testing, a fully charged and operable replacement unit will be provided.

Mounting and Distribution of Extinguishers

Extinguishers will be installed on hangers, brackets, in cabinets, or on shelves. Extinguishers having a gross weight not exceeding 40 pounds will be so installed that the top of the extinguisher is not more than 3-1/2 feet above the floor.

Extinguishers mounted in cabinets or wall recesses or set on shelves will be placed so that the extinguisher operating instructions face outward. The location of such

extinguishers will be made conspicuous by marking the cabinet or wall recess in a contrasting color, which will distinguish it from the normal décor.

Extinguishers must be distributed in such a way that the amount of time needed to travel to their location and back to the fire does not allow the fire to get out of control. OSHA requires that the travel distance for Class A and Class D extinguishers not exceed 75 feet. The maximum travel distance for Class B extinguishers is 50 feet because flammable liquid fires can get out of control faster than Class A fires. There is no maximum travel distance specified for Class C extinguishers, but they must be distributed on the basis of appropriate patterns for Class A and B hazards.

Inspection and Maintenance

Once an extinguisher is selected, purchased, and installed, it is the responsibility of the President to oversee the inspection, maintenance, and testing of fire extinguishers to ensure that they are in proper working condition and have not been tampered with or physically damaged. The Vice President shall ensure that portable fire extinguishers are subjected to monthly visual checks and an annual maintenance check. A record of the annual maintenance data shall be retained for one year after the last entry of life of the shell; whichever is less, in the main office.

Fire Safety Inspection & Housekeeping

Foremen are responsible for conducting work site surveys that include observations of compliance with the Fire Protection Program. These surveys should include observations of worksite safety and housekeeping issues and should specifically address proper storage of chemicals and supplies, unobstructed access to fire extinguishers, and emergency routes.

Emergency Exits

In buildings, offices, and shop areas, every exit will be clearly visible, or the route to it is conspicuously identified in such a manner that every occupant of the building will readily know the direction of escape from any point. At no time will exits be blocked. All emergency exits shall conform to NFPA Standards.

Any doorway or passageway which is not an exit or access to an exit but which may be mistaken for an exit, will be identified by a sign reading "Not An Exit" or a sign indicating it's actual use (i.e., "Storeroom"). Exits and accesses to exits are to be marked by a readily visible sign. Each exit sign (other than internally illuminated signs) will be illuminated by a reliable light source providing not less than 5 foot-candles on the illuminated surface.

Emergency Plan for Persons with Disabilities

In the office area, the office manager is assigned the responsibility to assist Persons with Disabilities (PWD) under their supervision. The office manager will appoint an alternate assistant. The role of the assistants is to report to their assigned person, and to either assist in evacuation or assure that the PWD is removed from danger.

- The office manager, alternates, and the person with a disability will be trained on available escape routes and methods.
- A list of persons with disabilities is kept in the main office.
- Visitors who have disabilities will be assisted in a manner similar to that of company employees. The Host of the person with disabilities will assist in their evacuation.

Emergencies Involving Fire

Fire Alarms

In the event of a fire emergency within the office area, all personnel will be notified by use of the public address system within the office.

Evacuation Routes and Plans

The office manager is responsible for development of an emergency evacuation plan at the main office. During an emergency requiring evacuation from the main office, the office manager is responsible for verifying all personnel under have evacuated from their assigned areas by an accounting of all personnel.

SPM16 ó ELECTRICAL SAFETY RELATED WORK PRACTICES

PURPOSE

The purpose of this procedure is to assure the protection of all personnel working around, near, or with electrical circuitry. Safe work practices are designed, and must be used, to prevent accidents and injuries caused by electrical hazards in the workplace.

APPLICATION

These provisions shall cover electrical safety work practices for both qualified and unqualified persons working on, near, or with the following installations:

- Installations of conductors that connect to the supply of electricity; and
- Installations of electric conductors and equipment within or on buildings or other structures, and on other premises such as yards, carnival, parking, and other lots, and industrial substations; and
- Installations of other outside conductors on the premises; and
- Installations of optical fiber cable where such installations are made along with electric conductors.

DEFINITIONS

Qualified persons – those persons who have training in avoiding the electrical hazards of working on or near exposed energized parts

Unqualified persons – those persons with little or no training in avoiding the electrical hazards of working on or near exposed energized parts

TRAINING

The training requirements contained in this program apply to employees who face a risk of electric shock that is not reduced to a safe level by installation of electrical safety requirements.

Content of Training

All employees will be trained in and familiar with safety-related work practices of their work area and their job, as required by OSHA, prior to being assigned to their respective job assignments. In addition, all employees shall acknowledge that a three-foot clearance, as minimum, shall be maintained in from of and around all electrical panels breaker boxes. Employees considered as unqualified persons shall also be trained in and familiar with any other electrically related safety practices not specifically addressed by OSHA regulations, but are necessary for their continued safety. Only qualified persons may work on electrical equipment.

Qualified persons shall, at a minimum, will receive, or shall document receipt of, training in and become familiar with the following:

- The skills and techniques necessary to distinguish exposed live parts from other parts of electric equipment; and
- The skills and techniques necessary to determine the nominal voltage of exposed live parts, and
- The clearance distances specified in 1910.333(c) and the corresponding voltages to which the qualified person will be exposed.

POLICY

Appropriate safety-related work practices, such as maintaining proper clearances, reporting of malfunctions, work performed by qualified persons, etc., shall be used at all times to prevent electric shock or other injuries resulting form either direct or indirect contact with electrical circuitry, when work is performed near or on equipment or circuits which are or may be energized.

All energized electrical parts must be de-energized before any work is performed on or near them, if at all possible. If this is not feasible, then the appropriate personnel protective equipment used, and any other precautions taken, to prevent electrical shock to employees.

While any employee is exposed to contact with part of fixed electric equipment or circuits which have been de-energized, the circuits energizing parts shall be locked out or tagged or both in accordance with the company Lockout/Tagout procedure.

Work on Energized Equipment

Only qualified persons will be allowed to work on electric parts or equipment that has not been de-energized. Since City Masonry is not in the electrical business, a qualified electrical contract will be contracted to perform any and all services requiring the use of a qualified person. These persons shall have been trained and must be capable or working safely on energized circuits and shall be familiar with the proper use of special precautionary techniques, personal protective equipment, insulating and shielding materials, and insulated tools.

Overhead Power Lines

If work is to be performed near overhead power lines, the lines shall be de-energized and grounded, or other protective measures shall be initiated before work is started. If the lines are to be de-energized, arrangements shall be made with the person or organization that operates or controls the electric circuits involved to de-energize and ground them. If protective measures, such as guarding, isolating, or insulating, are provided, these precautions shall prevent employees from contacting such lines directly with any part of their body or indirectly through conductive materials, tools, or equipment. If de-energizing is not feasible, then a distance of 10 feet, as a minimum, shall be maintained at all times, from the energized overhead power line.

When an unqualified person is working in a position near overhead lines, he must remain far enough away so that the longest conductive object cannot come closer to any unguarded, energized overhead line than the following distances:

- **For voltages to ground 50kV or below – 10 feet;**
- **For voltages to ground over 50kV – 10 feet plus 4 inches for every 10kV over 50kV.**

When a qualified person is working in the vicinity of overhead lines, whether in an elevated position or on the ground, the person may not approach or take any conductive object without an approved insulating handle closer than 10 feet unless:

- **The person is insulated from the energized part (gloves, with sleeves if necessary, rated for the voltage involved are considered to be insulation of the person from the energized part on which work is performed), or**
- **The energized part is insulated both from all other conductive objects at a different potential and from the person, or**
- **The person is insulated from all conductive objects at a potential different from that of the energized part.**

Scaffolds and Mechanical Equipment

Any scaffold or mechanical equipment working at elevations near energized overhead lines must maintain a clearance of no less than 10 feet. If the voltage is higher than 50kV, the clearance shall be increased 4 inches for every 10kV over that voltage.

Conductive Materials and Equipment

Conductive materials and equipment shall be maintained and handled in a manner that will prevent them from contacting exposed energized conductors or circuit parts. If an employee must handle long conductive objects in areas with exposed live parts, insulation or guard must be used to help minimize the hazard.

SPM17 6 HEARING PROTECTION PROGRAM

PURPOSE

The purpose of this program shall be to reduce employee exposure to excessive noise levels, and also comply with OSHA 29 CFR 1936.52, relating to occupational noise exposure. Hearing protection shall be work in areas and for tasks where noise levels

exceed 85 dba. Those areas must be noted by a sign which states “HEARING PROTECTION REQUIRED”. The following procedures shall be adhered to by all employees working with and for City Masonry, Inc.

POLICY

Determination of Noise Exposure – In shop and office areas, periodic noise level surveys will be performed to determine any areas of excessive noise levels and those areas will be noted with signs stating “HEARING PROTECTION REQUIRED”. Any areas that are suspected to be high noise level areas, whether or not signs are posted, shall require the use of hearing protection. If in doubt, ask your foreman.

There are some tasks that may created noise levels above the required limits; such as sawing, grinding, buffing, hammering, etc. Hearing protection shall be required when performing tasks that create excessive noise levels.

Employee Training – All employees will be sufficiently trained in the proper use, care, and installation of hearing protectors. When in doubt about the level of noise, use your hearing protection. Employees shall maintain hearing protectors in clean, serviceable condition at all times. Never use dirty or soiled hearing protectors, as they may cause infection to the inner ear.

Selection of Hearing Protection – The Company shall furnish appropriate hearing protectors for use by all employees where noise levels may exceed the required limits of 85 dBa for a period of 8 hours. Hearing protectors will be replaced as necessary, at no cost tot employees. Each project shall maintain an adequate supply of hearing protectors to be provided to employees.

Hearing Conservation Program – If surveys determine that employees are or may be exposed to noise that is equal to or exceed an 8-hour time-weighted average (TWA) of 85 decibels, a hearing conservation program will be established.

Permissible Noise Exposure Permitted Duration per Workday

<u>Duration per day,</u>	<u>Sound level dBa</u>
<u>hours</u>	<u>Slow response</u>
<u>8.....</u>	<u>90</u>
<u>6.....</u>	<u>92</u>
<u>4.....</u>	<u>95</u>
<u>3.....</u>	<u>97</u>
<u>2.....</u>	<u>100</u>
<u>1Ⓢ.....</u>	<u>102</u>
<u>1.....</u>	<u>105</u>
<u>Ⓢ.....</u>	<u>110</u>
<u>Ⓢ or less.....</u>	<u>115</u>

Monitoring – When information indicates that an employee’s exposure may equal or exceed an 8-hour TWA of 90 decibels, a monitoring program will be established. Periodic monitoring will be performed and repeated whenever a change in the work assignment increases noise exposures or when it is determined that hearing protectors used by exposed employees may not be adequate protection. Results of the monitoring efforts will be communicated to all potentially exposed employees.

Monitoring will be conducted by an outside professional and the sampling strategy must be designed to identify employees for inclusion in the hearing conservation program and to enable the proper selection of hearing protectors. Where circumstances such as high worker mobility, significant variations in sound level, or a significant component of impulse noise make area monitoring generally inappropriate, representative personal sampling will be used.

Audiometric Testing – Audiometric testing will be provided for all employees whose exposure equals or exceeds an 8-hour TWA of 85 decibels. Such tests will be performed by a licensed or certified audiologist, otolaryngologist, or other physician, or by a technician who is certified by the Council of Accreditation in Occupational Hearing Conservation. Within (6) six months of an employee’s first exposure at or above the action level, a baseline audiogram will be provided. Testing to establish a baseline audiogram will be preceded by at least 14 hours without exposure to workplace noise. This baseline audiogram will be used as a comparison to subsequent audiograms.

At least annually after obtaining the baseline audiogram, each exposed employee will be provided a new audiogram. The annual audiogram will be compared to the employee’s baseline audiogram to determine it’s validity and if a threshold shift has occurred.

Re-evaluation – If a comparison of the annual audiogram to the baseline audiogram indicates a standard threshold shift has occurred, the employee shall be informed of this fact in writing, within 21 days of the determination.

Unless a physician determines that the standard threshold shift is not work related or aggravated by occupational noise exposure, the company will ensure that the following steps are taken when a standard threshold shift occurs:

- Employees not using hearing protectors will be fitted with hearing protectors, trained in their use and care, and required to use them.
- Employees already using hearing protectors will be refitted and retrained in the use of hearing protectors and provided with hearing protectors that offer greater protection, if necessary.
- The employee will be referred for a clinical audiological evaluation or an otological examination, as appropriate, if additional testing is necessary or if it is suspected that a medical problem of the ear is caused or aggravated by the wearing of hearing protectors.

- **The employee is informed of the need for an otological examination if a medical problem of the ear that is unrelated to the use of hearing protectors is suspected.**

Hearing Protector Attenuation ó Hearing protectors will be evaluated for the specific noise environments in which protector will be used.

Record Keeping – Exposure measurements and audiometric test results shall be maintained on all employees.

This record shall include:

- **Name and job classification of the employee;**
- **Date of the audiogram;**
- **The examiner’s name;**
- **Date of the last acoustic or exhaustive calibration of the audiometer; and**
- **Employer’s most recent noise exposure assessment.**
- **The employer shall maintain accurate records of the measurements of the background sound pressure levels in audiometric test rooms.**

Record Retention

Employee records will be retained at the corporate office for at least the following periods:

- **Noise exposure measurement records will be retained for two years.**
- **Audiometric test records will be retained for the duration of the affected employee’s employment.**

Training Program – Annual training will be conducted for all employees, whether exposed or not. This training will explain the Company’s hearing protection program, the effects of noise on hearing; the purpose of hearing protectors, their advantages, disadvantages; attenuation of various types of hearing protectors; and instructions on selection, fitting, use, and care of hearing protectors. Training will also explain the purpose of audiometric testing and an explanation of the test procedures. Information provided in the training program will be updated to be consistent with changes in protective equipment and work processes.

Access to Information and Training Materials – Should a hearing conservation program be necessary, a copy of this program and the OSHA standard will be provided to all affected employees and copies posted in the workplace.

Informational materials pertaining to the OSHA standard will also be provided to all affected employees. In addition, all materials related to the company training and education program will be made available to employees and the Assistant Secretary of Labor and the Director of the National Institute for Occupational Safety and Health (NIOSH) upon request.

Recordkeeping – Employee exposure measurements will be kept on file at the main office and retained for a period of two years. Employee audiometric test results will

also be kept at the main office and retained for the duration of the affected employee's employment.

SPM18 6 PERSONAL PROTECTIVE EQUIPMENT PROGRAM

PURPOSE

This procedure outlines the basis personal protective equipment (PPE) requirements, along with the areas and tasks where required, to be followed by all persons working for or with City Masonry, Inc. It is the responsibility of each employee to maintain his PPE in clean serviceable condition, at all times. PPE that has been damaged, has excessive wear, or contaminated, shall be repaired and thoroughly cleaned before reused. PPE in unserviceable condition shall be reported to your foreman. The required PPE may vary depending on the work to be performed and specific requirements of the job. All required PPE shall be furnished by the company.

POLICY

General – Always wear clean clothes. When clothes are contaminated with oil, dirt, and other materials, those materials contact your skin. Flammable materials in the cloth may ignite your clothing.

When working on or around machinery, wear clothing that protects your skin and won't snag or get caught in machinery. For example:

- Long-sleeve shirts buttoned at the wrist.
- Shirts tucked in.

Around machinery DO NOT wear:

- Sleeveless shirts and blouses
- Tank tops
- Muscle shirts
- Mesh material shirts
- Long, dangling sleeves
- Neckties
- Other loose clothing or jewelry
- Clothing saturated with oil or other flammable material.

Welders should wear clothing that protects the skin from hot sparks, electric arc, or welding rays. Some clothes can catch sparks. When welding, do not wear clothes with:

- Open pockets
- Cuffed pants

Caution with jewelry. Remove all finger rings, watches, bracelets, or other jewelry if there is a danger of it getting caught on equipment or machinery.

HAZARD ASSESSMENT and EQUIPMENT SELECTION

A hazard assessment has been conducted by the Safety Director. All PPE has been selected based on the anticipated hazard present and the employees expected to wear such equipment. All employees have been introduced to and trained on all PPE required to be worn by employees of City Masonry, Inc. I, Glenn Whitehead, Safety Director certify that hazards are present, and the following are results of this assessment.

Safety Hard Hats – Safety hard hats are required inside all working all project sites and must be worn in other areas, or when performing work, that presents a hazard of falling objects. When required, only ANSI Z-89.1-2-1981 approved hard hats shall be worn. Excessive long hair must be maintained and worn in a manner that it does not present a hazard.

Never alter the suspension or punch/drill holes in hard hats. Hard hats shall not be worn in the reverse direction.

Employees must check their safety hard hats regularly. Check the suspension system. If it is loose or doesn't provide proper support, it must be replaced. Check the shell. If it has gouges or damage, has become brittle, or has been exposed to chemicals that weaken it, replace it.

Eye Protection and Face Protection – ANSI Z-87 eye protection with side shield protection are required on most project sites and must be worn in areas where the potential for eye injury may exist. Such area/tasks include, but may not be limited to, operating the brick saw. When operating such equipment, a face shield shall also be worn. The wearing of contact lenses is prohibited where eye protection or respirator use is required. Glasses with dark tinted lens shall not be worn at night or in dark locations during the day.

Hearing Protection – Approved hearing protectors shall be worn in all areas designated as high noise areas, and are available upon request in non-designated areas. An adequate supply of hearing protectors shall be maintained at each project site. Hearing protectors are available from your foreman. Stand as far away from noise sources as possible.

Footwear – Substantial leather footwear appropriate for the task involved shall be worn by all employees on City Masonry, Inc. projects. Where the possibility exists for heavy objects to fall on the feet, steel-toe footwear shall be worn.

Respiratory Protection – Respiratory protection is not typically required for our operations. However, when respiratory protection is needed for anyone, it shall be furnished by the Company in compliance with OSHA 29 CFR 1910.134. No employees shall be required to wear respiratory protection without have been fit tested, thoroughly trained and instructed in the use and limitations of such equipment. Employees expected to wear respiratory protective equipment must be

certified by the Company physician as physically capable of wearing said equipment.

There are two basic categories of respiratory protection:

1. Air Purifying – Not to be used in confined spaces
 - Single use disposal dust mask
 - Half mask respirator
 - Full face cartridge respirator
2. Air Supplied
 - Airline respirator
 - Airline respirator with escape cylinder
 - Self-contained breathing apparatus (SCBA)

Respirator selection should be made based on the potential hazards that may be encountered. These hazards may include:

- Oxygen deficient atmosphere
- Temperature extremes
- Chemical contaminants
- Dusts

The following types of respirators must be worn when working in an atmosphere contaminated with harmful dusts, fogs, mists, gases, smoke, sprays, vapors, and fumes:

- Single use disposable dust mask – For use in nuisance dust only, with no chemical contamination.
- Half-mask cartridge respirator – For use in dusts, sprays, mists, vapors, and fumes, where the potential for eye injury or irritation does not exist.
- Full-face cartridge respirator – For use in dusts, sprays, mists, vapors, and fumes where the potential for eye injury or irritation does exist.
- Self-contained breathing equipment – This equipment must be used in atmospheres that are, or may be, “Immediately Dangerous To Life or Health” (IDLH). Self-contained breathing equipment shall be used under strict supervision ONLY.

If in doubt about the use and selection of respiratory protection, ask your foreman.

Gloves – Gloves should be worn whenever a job involves the potential for injury to the hands or exposure to hot or hazardous chemicals. Such jobs include, but may not be limited to, mixing mortar.

When working with hazardous chemicals, special protective gloves may be required. Consult your foreman or the Material Safety Data Sheet (MSDS) for that specific chemical. Hydrocarbon resistant gloves may be worn when handling acids, caustic soda, soda ash, or other substances that can irritate the skin.

Training

Each employee who is required to use PPE will receive the appropriate training to become familiar with the following:

- **When PPE is necessary;**
- **What PPE is necessary;**
- **How to properly don, doff, adjust, and wear PPE;**
- **The limitations of the PPE; and,**
- **The proper care, maintenance, useful life and disposal of the PPE.**

Each employee must demonstrate an understanding of the training and the ability to use PPE properly, before being allowed to perform work requiring the use of PPE. They will receive written certification of all training. This certification will include the employee's name, date of training, and type of training provided.

Retraining

When there is reason to believe that any affected employee who has already been trained does not have the understanding and skill required to wear their PPE, the employee shall be retrained. Circumstances where retraining is required, include, but are not limited to, situations where:

- **Changes in the workplace render previous training obsolete; or**
- **Changes in the types of PPE to be used render previous training obsolete; or**
- **Inadequacies in affected employee's knowledge or use of assigned PPE indicate that the employee had not retained the requisite understanding or skill.**

SPM19 6 FALL PROTECTION PROGRAM

PURPOSE

This policy outlines the basic requirements for the protection of personnel from falls while working on 6 feet or more above the next lower level.

SCOPE

This policy and procedure shall be applicable to all employees, contractors, and vendors working with or for City Masonry, Inc. Fall protection will be provided for all employees working on scaffolds at elevations of six feet or more above the next lower level.

DEFINITIONS

Anchorage means a secure point of attachment for lifelines, lanyards or deceleration devices.

Body harness means straps which may be secured about the employee in a manner that will distribute the fall arrest forces over at least the thighs, pelvis, waist, chest and shoulders with means for attaching it to other components of a personal fall arrest system.

Free fall means the act of falling before a personal fall arrest system begins to apply force to arrest the fall.

Free fall distance means the vertical displacement of the fall arrest attachment point on the employee's body belt or body harness between onset of the fall and just before the system begins to apply force to arrest the fall. This distance excludes deceleration distance, and lifeline/lanyard elongation, but includes any deceleration device slide distance or self-retracting lifeline/lanyard extension before they operate and fall arrest forces occur.

Guardrail system means a barrier erected to prevent employees from falling to lower levels.

Hole means a gap or void 2 inches (5.1 cm) or more in its least dimension, in a floor, roof, or other walking/working surface.

Lanyard means a flexible line of rope, wire rope, or strap that generally has a connector at each end for connecting the body belt or body harness to a deceleration device, lifeline, or anchorage.

Leading edge means the edge of a floor, roof, or form work for a floor or other walking/working surface (such as deck) which changes location as additional floor, roof, decking, or form work sections are placed, formed, or constructed. A leading edge is considered to be an "unprotected side and edge" during periods when it is not actively and continuously under construction.

Lifeline means a component consisting of a flexible line for connection to an anchorage at one end to hang vertically (vertical lifeline), or for a connection to anchorages at both ends to stretch horizontally (horizontal lifeline), and which serves as a means for connecting other components of a personal fall arrest system to the anchorage.

Opening means a gap or void, 30 inches (76 cm) or more high and 18 inches (48 cm) or more wide, in a wall or partition, through which employees can fall to a lower level.

Personal fall arrest system means a system used to arrest an employee in a fall from working level. It consists of an anchorage, connectors, a body belt or body harness and may include a lanyard, deceleration device, lifeline, or suitable combinations of these. As of January 1, 1998, the use of a body belt for fall arrest is prohibited.

Positioning device system means a body belt or body harness system rigged to allow an employee to be supported on an elevated vertical surface, such as a wall, and work with both hands free while leaning.

Safety-monitoring system means a safety system in which a competent person is responsible for recognizing and warning employees of fall hazards.

Control Line System means a safety system consisting of posts and flagged ropes to warn of a leading edge.

POLICY

Each employee on a level 6 feet or more below the next lower level shall be protected from falling to that lower level. Protection shall be provided use of a guardrail system or a personal fall arrest system.

Employees working on roofs shall be protected from falling by use of a guardrail system, a personal fall arrest system, or a control line system.

GUARDRAIL SYSTEMS

Guardrail systems shall consist of a top rail and a mid rail. The top edge height of top rails must be installed between 38 inches and 45 inches above the platform surface. Midrails must be installed approximately halfway between the top rail and platform

Personal Fall Arrest System

Effective January 1, 1998, body belts were no longer allowed as par of a personal fall arrest system. The use of body harnesses, instead of body belts, must be implemented as part of the fall arrest system.

Control Line System

A control line system shall consist of flagged ropes attached to portable posts or stanchions. Control lines should be placed no less than 6 feet from the leading edge at a height (including sag) of no less than 34 in. and no more than 39 in. Access to the controlled access zone shall be protected by means of a scaffold frame with a guardrail system attached to the control lines no less than 6 feet from the leading edge.

At a time of purchasing fall protection equipment systems all applicable ANSI & ASTM requirements should be met.

Personal fall arrest systems and their components which have involved in a fall or other impacting load will be immediately removed from service and will not be used again until inspected and determined by a competent person to be undamaged and suitable for reuse.

Personal fall arrest systems must be inspected prior to each use for wear, damage and other deterioration. Any defective component will require the system to be removed from service.

Employee Training

Each employee who may be exposed to fall hazards will receive appropriate training. This program will enable each employee to recognize the hazards of falling and also provide training in the procedures to be followed in order to minimize these hazards.

Training will be conducted by a competent person qualified in the following areas:

- **The nature of fall hazards in the work area;**
- **The correct procedures for erecting, maintaining, disassembling, and inspecting the fall protection systems to be used;**
- **The use and operation of guardrail systems, personal fall arrest systems, safety net systems, controlled access zones, and other protection to be used;**
- **The role of each employee in the safety monitoring system when this system is used;**
- **The correct procedures for the handling and storage of equipment and materials and the erection of overhead protection; and**
- **The role of employees in fall protection plan**
- **The OSHA standard for fall protection.**

Retraining

When there is reason to believe that any employee who has already been trained does not have the understanding and skill required, that employee will be retrained. Other circumstances where retraining may be required include, but are not limited to, situations where:

- **Changes in the workplace render previous training obsolete; or**
- **Changes in the types of fall protection systems or equipment to be used render previous training obsolete; or**
- **Inadequacies in an employee's knowledge or use of fall protection systems or equipment indicate that the employee has not retrained the required understanding or skill.**

Accident/Incident Investigation

In the event of an employee fall, near miss, or other serious incident, all work shall cease immediately and an investigation conducted to determine the cause and circumstances relating to the incident. The Fall Protection Program will be revised as needed.

Full Body Harness and Lanyard Inspection Criteria

<u>Harness Webbing</u>	<u>Yes</u>	<u>No</u>
<u>Cuts</u>		
<u>Fraying</u>		
<u>Abrasion</u>		
<u>Burns</u>		
<u>Damage Stitching</u>		
<u>Chemical Exposure</u>		
<u>Harness Hardware</u>		
<u>Deformed</u>		
<u>Corrosion</u>		
<u>Rust</u>		
<u>Chemical Exposure</u>		
<u>Lanyard Double Latch Hook</u>		
<u>Gate Works Freely</u>		
<u>Lock Works Correctly</u>		
<u>Deformed</u>		
<u>Corrosion</u>		
<u>Rust</u>		
<u>Chemical Exposure</u>		
<u>Lanyard Webbing</u>		
<u>Cuts</u>		
<u>Fraying</u>		
<u>Abrasion</u>		
<u>Damaged Stitching</u>		

NOTE: Any harness or lanyard that has been subject to a fall shall be immediately removed from service.

INSPECTOR: _____

DATE OF INSPECTION: _____

SPM20 6 SCAFFOLD PROGRAM

SCOPE

This program is applicable to all City Masonry, Inc. employees and applies to all scaffolds used in our operations. It does not apply to crane or derrick suspended personnel platforms.

DEFINITIONS

Bearer means a horizontal transverse scaffold member (which may be supported by ledgers or runners) upon which the scaffold platform rest and which joins scaffold uprights, posts, poles, and similar members.

Body harness means a design of straps which may be secured about the employee in a manner to distribute the fall arrest forces over at least the thighs, pelvis, waist, chest and shoulders, with a means for attaching it to other components of a personal fall arrest system.

Brace means a rigid connection that holds one scaffold member in a fixed position with respect to another member, or to a building or structure.

Cleat means a structural block used at the end of a platform to prevent the platform from slipping off its supports. Cleats are also used to provide footing on sloped surfaces such as crawling boards.

Competent person means one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

Fabricated decking and planking means manufactured platforms made of wood (including laminated wood, and solid sawn wood planks), metal or other materials.

Fabricated frame scaffold (tubular welded frame scaffold) means a scaffold consisting of a platform(s) supported on fabricated end frames with integral posts, horizontal bearers, and intermediate members.

Guardrail system means a vertical barrier, consisting of, but not limited to, toprails, midrails, and posts, erected to prevent employees from falling off a scaffold platform or walkway to lower levels.

Maximum intended load means the total load of all persons, equipment, tools, materials, transmitted loads, and other loads reasonably anticipated to be applied to a scaffold or scaffold component at any one time.

Personal fall arrest system means a system used to arrest an employee's fall. It consists of an anchorage, connectors, a body belt or body harness and may include a lanyard, deceleration device, lifeline, or combinations of these.

Platform means a work surface evaluated above lower levels. Platforms can be constructed using individual wood planks, fabricated planks, fabricated decks, and fabricated platforms.

Qualified means one who, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training, and experience, has successfully demonstrated his/her ability to solve or resolve problems related to the subject matter, the work, or the project.

Supported scaffold means one or more platforms supported by outrigger beams, brackets, poles, legs, uprights, posts, frames, or similar rigid support.

CONSTRUCTION

Each scaffold and scaffold component must be constructed so that it is capable of supporting, without failure, its own weight and at least 4 times the maximum intended load applied or transmitted to it. The scaffold configuration must be designed by a qualified, competent person and constructed and loaded in accordance with that design.

SCAFFOLD PLATFORM CONSTRUCTION

Each platform on all working levels of scaffolds must be completely planked or decked between the front uprights and the guardrail supports so that the space between the platform and the uprights is no more and 1 inch wide.

On scaffolds where platforms are overlapped to create a long platform, the overlapping must be made over scaffold supports only, and must not be less than 12 inches unless the platforms are nailed together or otherwise restrained to prevent movement.

Footings of scaffolds must be level, sound, rigid, and capable of supporting the loaded scaffold without settling or displacement.

SCAFFOLD ACCESS

When scaffold platforms are more than 2 feet above or below a point of access, hook-on ladders or attachable ladders shall be used. Crossbraces shall not be used as a means of access. Hook-on and attachable ladders shall be positioned so as not to tip the scaffold, and so that the bottom rung is not more than 24 inches above the scaffold supporting level.

SCAFFOLD USE

All scaffolds and their components shall be inspected for visible defects by a Competent Person at the beginning of each work shift and tagged, Green for complete or Red for incomplete. Scaffolds shall be tagged at all access points with a Red tag indicating an incomplete or unsafe scaffold and a green tag indicating a complete scaffold, which is ready for work. Green scaffold tags shall be dated accordingly to document the inspection. Any part of the scaffold which has been damaged or weakened shall Red tagged and taken out of service until appropriate repairs are made. If it is necessary to remove guardrails for loading materials, they must be replaced immediately after loading before resuming work.

Scaffold shall be erected, moved, dismantled, or altered only under the supervision and direction of a competent person. Scaffolds shall be red tagged during erection and dismantling.

FALL PROTECTION

Each employee on a scaffold more than 6 feet above the ground or lower level shall be protected from falling to that lower level by the use of personal fall arrest systems or guardrail systems. The foreman (designated competent person) shall

determine the feasibility and safety of providing fall protection for employees erecting or dismantling supported scaffolds. Where the installation and use of such protection is feasible and does not create a greater hazard, employees shall use personal fall arrest systems.

Personal fall arrest systems used on incomplete scaffolds must be attached by lanyard to a horizontal lifeline or scaffold structural member if it is determined that the attachment point meets the strength requirements. When horizontal lifelines are used, they shall be secured to two or more structural members of the scaffold.

Guardrail systems shall be installed along all open sides and ends of platforms, and shall be installed before the scaffold is released for use by employees other than erection/dismantling crews. The top edge height of top rails shall be installed between 38 inches and 45 inches above the platform surface. Midrails shall be installed at a height approximately midway between the top edge of the guardrail system and the platform surface.

Each top rail of a guardrail system must be capable of withstanding, without failure, a force applied in any downward or horizontal direction at any point along its top edge of at least 200 pounds.

Toeboards shall be installed on all scaffolds and must be capable of withstanding, without failure, a force of at least 50 pounds applied in any downward or horizontal direction at any point along the toeboard.

Toeboards must be at least three and one-half inches high from the top edge of the toeboard to the level of the walking/working surface, must be securely fastened in place at the outermost edge of the platform, and have not more than ¼ inch clearance above the walking/working surface. They must be solid with openings not over one inch wide.

SPM21 6 HAND, ELECTRICAL, and PNEUMATIC TOOL SAFETY

PURPOSE

Tools are an essential part of the equipment used by employees at City Masonry, Inc. The purpose of this policy is to establish safe working procedures for hand, electrical, and pneumatic tools to reduce the potential of injuries.

GENERAL

The safe design of any tool must not be exceeded or modified in any manner that reduces its original safe capacity. Defective tools must be removed from service immediately. The defective tool must be repaired prior to reuse. This rule will apply whether the tool is supplied by the company, contractor, or the employee. Workers are required to inspect all tools before using them Pneumatic and electrical tools must not have lock-on power type controls.

Hand Tools

Hand tools must be designed and manufactured for the intended purpose. Monogoggles must be worn when using hammer struck tools. Handles of hand tools, such as hammers, must be maintained in good condition and fit tightly into the head. Cracked handles or tools with metal handles (unless so manufactured) must not be used.

Electrical Tools

Electrical tools will be operated only within their designed limitations. They should not be used in damp or wet locations. All electrical tools must have a three-wire cord, with ground, or be double insulated.

Splicing electrical conductors may be done by using splicing devices designed for that use, or by brazing, welding, or soldering with a fusible metal alloy. All splices and joints and free ends of conductors must be covered with an insulation equivalent to that of the conductors or with an insulating device designed for that purpose.

All electrical equipment must be prominently marked with the manufacturer's name, trademark, or other descriptive markings of the party responsible for the manufacture of the product.

Ground Fault Circuit Interrupters (GFCI) will be used where 120-volt, single phase, 15 and 20 ampere service is not a part of the permanent wiring of the building or structure.

An assured grounding program may be established in lieu of the GFCI. Monthly inspections of all electrical tools, equipment, cord sets, receptacles, etc., must be conducted by a competent person and documentation maintained.

All electrical cords must be free of cuts, abrasions, cracks, and burn marks. Report any defects to your foreman immediately and do not use the cord until corrected. Ensure all equipment is unplugged prior to leaving the work area.

Use personal protective equipment where applicable. When using electrical tools that can produce flying particles, workers must wear safety goggles or face shields.

Pneumatic Tools

When using air-operated tools, ensure that the source of air supply pressure cannot exceed the maximum working pressure of the tool. When using pneumatic tools, always wear goggles or safety glasses and face shield to protect your eyes.

General

SAFETY GUARDS, SAFETY TRIGGERS, OR SAFETY DEVICE OF ANY OTHER TYPE SHALL NOT BE REMOVED OR OTHERWISE ALTERED.

All equipment guards will remain in place unless servicing the equipment. Equipment must be locked and tagged-out before servicing areas that are guarded.

Never leave tools and other materials on scaffolds or other elevations where they may become dislodged and fall. Never throw tools, material, or equipment up or down from one work level to another. Such articles should be sent up or down by use of a hand line or some other safe practical method.

SPM22 6 GOVERNMENTAL AGENCY INSPECTIONS

PURPOSE

The purpose of this procedure is to assist management, supervision and others in the proper handling of an OSHA, EPA, or other governmental compliance inspection.

GENERAL

Safety compliance inspections of facilities may be conducted by one or more of the following agencies:

- **Occupational Safety and Health Administration (OSHA) - Federal or State**
Some states have a State OSHA plan; therefore, Federal and/or State OSHA may be the labor agency to inspect the facility
- **State Workers Compensation Commission – State Governmental Agency**
- **Environmental Protection Agency (EPA) – Federal Governmental Agency**

In our industry, the most common of all safety and health inspections are those conducted by OSHA, State or Federal. However, all governmental inspections should follow the same format, as outlined in this procedure.

PROCEDURE

ARRIVAL OF INSPECTOR – When an OSHA (or other government agency) Compliance Safety and Health Officer (“Inspector”) arrives, he/she will typically visit the General Contractor first, then request an opening conference with all subcontractors on the project. The General Contractor should request to see their credentials, and ask the Inspector the nature of his/her visit. The inspector will then request an opening conference with all subcontractors in attendance.

Inspections are typically conducted based on one or more of the following reasons:

- **General Scheduled Inspection**
- **Complaint Inspection**
- **Accident Inspection**
- **Follow-up Inspection for Previously Issue Citations**
- **Inspection Of or For Specific “Targeted” Hazards.**

Inspections for any of these reasons, other than a General Inspection, have limitations. If the inspection is for a specific area, alleged hazard, etc., the Inspector will be escorted directly to the area in question. He may observe and comment on conditions along the way, but not seek out other parts of the facility to inspect,

UNLESS the Inspector observes enough evidence to warrant a General Inspection. NOTIFY THE PRESIDENT AND SAFETY DIRECTOR IMMEDIATELY!!!!

OPENING CONFERENCE – The inspector must conduct an opening conference where the nature and purpose of the inspection is detailed and the scope of inspection and records to be reviewed are described.

Once the Inspector has completed their statements, the foreman should assure himself that all specifics relating to the inspection are clear, including:

- **Precise records and programs to be examined.**
- **Targeted work conditions within a specific area of operation.**
- **Specific identity of those individuals the Inspector wishes to interview.**
- **Whether photographs are to be taken.**

Prior to beginning the walk-through inspection, the foreman shall request, as a condition of our written program, that the inspector wait for the President or Safety Director before walking the job. After all aspects of the inspection have been disclosed and detailed by the Inspector, the “inspection party” will probably be narrowed down to a manageable number and only those of concern to the inspection. Foremen should always remember that they are a representative of the Company and always exhibit a spirit of cooperation.

WALK-THROUGH INSPECTION – The Inspector will be escorted to the area to be inspected by the General Contractor and the inspection party. Be courteous but not overly cooperative; do not volunteer information or offer demonstrations. Remember, “YES” and “NO” are great answers.

During the course of the inspection, listen carefully to the inspector’s comments and/or criticisms. Take detailed notes and document everything the Inspector documents.

If violations of safety standards are noted, immediate corrective action shall be taken while the Inspector is present, if possible. Feel free to discuss the alleged violations with the Inspector, but do not argue, no matter how unreasonable you may think the alleged violation may be.

The Inspector has the right to privately interview only employees who do not have supervisory or management responsibilities. Employees should be informed (preferably prior to the inspection, but certainly prior to the interview) that they may consult with the management at any time during the interview. They also have the right to refuse and/or have a supervisor present at any time if they prefer.

RECORDS INSPECTION – Under OSHA’s rules governing access to employee medical records, an employer must produce certain medial records for inspection. However, due to the employees’ substantial personal privacy interest, OSHA may examine records which would identify individual employees ONLY after the Agency

had made a careful determination of its need for such records. However, the employee must grant OSHA such permission or they must obtain a written access order that meets specific requirements. These records should not be produced if the employee has not given written consent or OSHA has not obtained a written access order. OSHA is, however, permitted to inspect other records that employers are required to maintain, without regard to the above restrictions. The foreman should make note of these requested items so that they may be provided. Such records include:

- OSHA Form 300 – Log of Occupational Injuries and Illness
- OSHA Form 301 (or equivalent) – Supplemental Record/Employers First Report of Injury
- OSHA Form 300-A – Annual Summary of Occupational Injuries and Illnesses

CLOSING CONFERENCE – A Closing conference should be conducted upon completion of the inspection. The Inspector should discuss their preliminary finding, any alleged violations and the specific standards perceived to have been violated, as well as how the penalty, if any, will be determined. The Inspector may also suggest abatement measures for identified violations and discuss any discrepancies, mistakes, or misperceptions. Do not make any unnecessary statement.

After the closing conference, and after the Inspector has departed, the foreman must contact the President or Safety Director to discuss the outcome of the inspection. All notes made during the inspection should be assembled and maintained as documentation for further action.

CITATIONS – If citations are issued, they will be sent directly to the main office. The Safety Director will immediately review the citations before our 15-day notice of contest period has expired. Any citation issued will also provide detailed information concerning the violation, penalty assessed, abatement period, instructions concerning posting requirements, and information on how to contest the citations. No response should be made without consulting the President.

CONCLUSION – If our projects are maintained within the guidelines of this Manual, we can comfortably expect that no citations will be issued.

SPM23 ó SAFETY SIGNS and TAGS

PURPOSE

Potential hazards, which cannot be eliminated, need to have warning signs or tags installed or attached to alert any person that may be exposed to the hazard. The following guidelines are intended to eliminate the indiscriminate posting of accident prevention signs and tags and to standardize designs of signs or tags for specific purposes.

GENERAL

The word sign refers to a surface prepared for the warning of, or safety instructions of, industrial workers or members of the public who may be exposed to hazards. Signs and symbols used for this purpose will be visible at all times when work is being performed, and shall be removed or covered promptly when the hazards no longer exist.

CLASSIFICATION

Danger Signs

Danger signs shall be used only when an immediate hazard exists. They shall have red as the predominating color for the upper panel; black outline on the borders; and a white lower panel for additional sign wording.

All employees shall be instructed that danger signs indicate immediate danger and that special precautions are necessary.

Caution Signs

Caution signs shall be used only to warn against potential hazards or to caution against unsafe practices. Caution signs shall have yellow as the predominating color; black upper panel and borders; yellow lettering of “caution” on the black panel; and the lower yellow panel for additional sign wording. Black lettering shall be used for additional wording.

All employees shall be instructed that caution signs indicate a possible hazard against which proper precautions should be taken.

Exit Signs in Buildings

Exit signs, when required, shall be lettered in legible red letters at least 6 inches high, ¾ inch wide, on a white background.

Safety Instruction Signs

Safety instruction signs shall be used where there is a need for general instructions and suggestions relative to safety measures. They shall be white with green upper panel with white letters to convey the principle message. Any additional wording on the sign shall be black letters on the white background.

Biological Hazard Signs

The term “biological hazard” or “biohazard” shall include only those infectious agents presenting a risk of potential risk to the well being of persons.

The biological hazard warning shall be used to signify the actual or potential presence of a biological hazard and to identify equipment, containers, rooms, materials, etc., which contain, or are contaminated with, viable hazardous agents.

COLOR and USE

Red – Marking of fire protection equipment, danger signs, emergency stop buttons or controls, exits, safety cans.

Yellow – Designating caution and for marking physical hazards and lanes for driving or walking; marking of fuel gas lines.

Green – Marking location of first aid equipment such as showers and eye washes. (This does not include fire fighting equipment).

Yellow/Black Alternating Bars – Marking of caution areas, hearing protection areas, etc.

SIGN FINISH

Sign materials should be selected based on factors such as the purpose of the sign or tag, normal visibility requirements, visibility requirements during emergencies such as fire or power failure, exposure to wear, or damage, etc. Artificial illumination may be used to increase the effectiveness of certain signs.

DESIGN FEATURES

The colors, proportions, and locations of the identification panels on each sign or tag are standard as per OSHA regulations. Generally, vendors will supply these signs or tags according to these standards. If there is uncertainty about a particular sign or tag, the Safety Consultant should be consulted.

All signs should be furnished with rounded or blunt corners and must be free from sharp edges, burrs, splinters, or other sharp projections. Bolts, nails, or other fastening devices should be located so that they do not present a hazard or obscure any part of the sign message.

ACCIDENT PREVENTION TAGS

Accident prevention tags shall be used to temporarily warn employees of an existing hazard, such as defective tools, equipment, etc. They shall not be used in place of, or as a substitute for, accident prevention signs.

SPM24 6 DISCIPLINARY ACTION POLICY

PURPOSE

The purpose of this policy is to provide specific guidelines that are to be followed when an employee requires disciplinary action for substandard work, or any other reason. Our sense of fairness dictates that everyone should know where he or she stands. Employees who are not meeting minimum standards may not enjoy hearing that they are not doing a good job, but letting them know is the only way can expect them to do better. In order to provide fair and equal treatment for all employees when documenting infractions of safety or other Company policies and rules, this policy should be followed.

DEFINITIONS

Safety Violation – Failure to follow verbal or written safety procedures, guidelines, and rules; horse play; failure to wear selected PPE; abuse of selected PPE, etc.

POLICY

Any violation of Company safety policies, rules, etc., will be grounds for disciplinary action. Disciplinary action, to include termination of employment, may be based upon the following criteria:

- First Violation Written Warning
- Second Violation Suspension or Termination
- Third Violation Termination

Disciplinary action involving suspension or termination will be at the discretion of management.

RESPONSIBILITY

The President assumes overall responsibility for our disciplinary action program; however, the Superintendent and Foremen have direct responsibility to administer appropriate disciplinary action to their project employees. All levels of employees at City Masonry have certain responsibilities for the successful operation of our Safety Program. Coupled with these responsibilities is the corresponding accountability for the execution of such. However, the key person in our safety and loss prevention program is the first line supervisor, the foreman. Because of their day-to-day contact with the workforce, he is the primary person in the position to implement and enforce the basic elements of the program.

IMMEDIATE TERMINATION

Employees may be terminated, with no warning, for the following acts:

- Fighting, with or without injury
- Bringing alcohol or illegal drugs on Company or Client property, being under their influence, or any infraction under the Company Drug and Alcohol Policy
- Bring firearms, loaded or unloaded, on Company or Client property
- Causing bodily injury of any kind, in any manner, to themselves or another employee, on purpose or accidentally
- Performing any act which under City Masonry, Inc. Safety Policy allows for immediate termination

WARNING

Except for the acts listed above, an employee should be warned and given time to correct his/her behavior prior to termination and documentation is required. When a warning is issued, the employee may be placed on 15 to 30 days probation to correct the problem described in the report. Upon completion of the probation period, the employee may be re-evaluated with either positive or negative results

and his performance discussed with him/her. Again, this re-evaluation must also be documented.

If the result is negative, he/she may, at the discretion of the President or Superintendent, be terminated or begin another probationary period with a cut in pay. The duration of this second, if any probationary period is 30 days. At the end, a frank discussion will be held and documented again. If there is no substantial improvement in performance, the employee should be terminated.

All discussions and warnings must be in writing and a copy filed in the employee's personnel file.

TERMINATION

Employees may be terminated for violations of safety rule listed in the City Masonry Safety Manual. If termination is decided upon, the employee will be informed in a polite manner. The cause(s) will be explained exactly and a record of this conversation filed in the employee's file.

REHIRE OF TERMINATED EMPLOYEES

When an employee has been terminated for cause, that is, other than lack of work, and appears to have corrected the problem that led to his/her dismissal, he/she may be considered for rehiring. Under no circumstances, however, should the employee be rehired until six months has elapsed since his/her last work day. Any rehiring must be done in accordance with City Masonry, Inc. procedures. All accumulated seniority, vacation, etc. will be lost, and the employee will be treated as if this was his/her first employment with City Masonry, Inc.

SPM 25- EMERGENCY EVACUATION PROCEDURES

PURPOSE

The purpose of this policy is to provide specific procedures for evacuating the workplace in a safe and orderly manner in the event of an emergency. It is vital to the safety of our employees that everyone is removed from harm's way and accounted for as quickly and efficiently as possible.

POLICY

The company will develop site specific emergency procedures for each individual workplace in which we place employees. The plan shall include instructions for communication of evacuation orders, procedures for accounting for all personnel, and a diagram of the site, detailing evacuation routes, building exits, and a meeting place after the evacuation. The company will adopt the policy of the general contractor when one is available. If the general contractor does not have one, the

Safety Director will develop one for the site.If using the general contractor's plan, a copy will be attached to the site specific Written Program.

RESPONSIBILITY

The Safety Manager will be responsible for insuring that all employees have received training in the company and site-specific procedures and are familiar with the designated exit and evacuation routes. The foreman will be responsible for communicating the evacuation order and conducting the evacuation according to plan. Each employee is responsible for knowing and following company procedures in the event of an emergency and communicating information to others. It is the responsibility of everyone to see that all exits and evacuation routes are kept clear of obstruction.

TRAINING

At the start of each project the safety manager will conduct a training session on the evacuation plan for that job. The foreman or safety manager will make sure that new employees receive training before beginning work on the site.

Emergency Contacts

Job _____

Address _____

Emergency Phone: 911

Main Office:		713-691-1000
Company President:	Paul McCurdy	281-932-0860
Safety Director:	Glenn Whitehead	281-846-8416
Safety Manager:	Rene Reyes	281-889-6443
Field Supt.:	Earl Lowry	713-545-4935
Field Supt.:	Robert Cox	713-545-2860

ACKNOWLEDGEMENT

MY SIGNATURE BELOW ACKNOWLEDGES THAT I HAVE RECEIVED A COPY OF THE SAFETY RULES AND PROCEDURES OF CITY MASONRY, INC. I THOROUGHLY UNDERSTAND AND AGREE TO ABIDE BY THESE RULES AND PROCEDURES AT ALL TIMES. I FURTHER UNDERSTAND THAT IT IS MY RESPONSIBILITY TO COME FORWARD IF I HAVE ANY QUESTIONS REGARDING ANY PORTION OF ITS CONTENTS.

Employee Printed Name

Employee Signature

Employee Social Security Number

Date

