# LU INC.

Safety and Health Program

**June 2011**

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# I. INTRODUCTION

Many benefits accrue to LU Inc. by conducting our field operations in a safe and orderly manner. Our competitive position can be enhanced considerably by reduced cost of insurance, labor, and field operations. Because there are few other job site activities with greater capacity for building goodwill, our safety program can serve as an effective public relations tools as well.

Obviously the value of safety cannot be measured entirely in dollars and cents. No one who has witnessed the injury, maiming or death of a construction worker can avoid the feeling of shock and indignation. A serious job accident can gravely undermine a contractor's reputation, and the attendant press publicity and popular opinion can undo years of favorable public relations. Certainly the humane benefit to the worker and his family is a primary advantage to be realized from accident prevention. Associated with this is worker morale, a potent factor in achieving high production and low costs. The employee who feels that the employer is genuinely concerned with his safety and who sees around him tangible evidence attesting to this concern is more apt to be a loyal and cooperative worker.

Although the inherently dangerous nature of construction work makes it highly unlikely that accidents will ever be completely eliminated, certainly the frequency and severity of these accidents can be reduced. Accidents are caused, they don't just happen. The very fact that work is hazardous should prompt us to give added attention to our safety program. The mere presence of a dangerous situation cannot be used to justify the omission of a single preventive step that can reduce the waste and suffering caused by accidents.

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Novice Cole
President

# II. SAFETY PROGRAM GOALS

The goal of this safety program is the prevention of all accidents. An accident, as referred to in this manual, is any unplanned or unintended event that disrupts the orderly process of performing work. All accidents by this definition may result in personal injury, equipment damage, property, or material damage, or a combination of these factors. Accidents also result in loss due to job disruption and loss of productivity. When an accident occurs, the determining factor in the degree of loss is very often luck. Therefore, prevention of all accidents must be the objective of our safety effort, rather than only those situations where the potential for serious loss is perceived.

The effectiveness of this program will depend upon the participation and cooperation of management and employees in carrying out the following basic procedures:

a. Planning all work to eliminate accidents that may result in personal injury, property damage and loss of productive time.
b. Maintain a system for promptly detecting and correcting unsafe practices and conditions.
c. Make available and enforce the use of personal protective equipment and mechanical guards.
d. Maintain an effective system of equipment and tool inspection and maintenance.
e. Investigate all accidents and near misses, determine cause, and take the necessary corrective action.
f. Establish educational programs to maintain interest and cooperation of all levels of employment.

# III. RESPONSIBILITIES

Management

It is the primary responsibility of management to see that all work is carried out in the safest manner possible. To insure that this responsibility is met, management must take an active role in all areas of the safety program.

Under the Occupational Safety and Health Act of 1970, "each employer shall furnish to each of his employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees."

Management recognizes that there are many humanitarian and economic reasons for preventing accidents and is prepared to take any and all necessary steps to insure the safety of our employees.

All safety inspection reports submitted by our safety officer or insurance carrier are reviewed by management. Superintendents and Project managers are required to respond to safety recommendations and copy management on their response.

All accident and near miss reports are monitored by top management. The project supervisor is required to submit a daily handwritten report to the project manager, which is reviewed by top management on any accident or near miss**.** A discussion is then held to determine what caused the accident and how to prevent a reoccurrence. The information from these reports is communicated through out the workforce.

Project Managers

The project managers shall be responsible for providing the personal knowledge, leadership and guidance necessary to insure the implementation and compliance with the safety program.

Project managers shall review inspection reports, accident reports, near miss reports, injury reports, supervisory safety reports, and other documentation to maintain a working knowledge of the safety activities on their jobsites. It is their responsibility to see that the program as established by management is carried through on their projects. It is imperative that project managers inform subcontractors of LU Inc.'s safety program and that they will be expected to comply with our program.

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Project managers will respond to any recommendation submitted by our safety officer or insurance carrier. A copy of this response will be sent to management.

Superintendents

The superintendent is the supervisor directly in charge of the workers on the project. They are responsible for the education, observation, and control of these employees under their jurisdiction. They should insist on compliance with all applicable federal, state, local rules and regulations, as well as all conditions contained in this manual.

The superintendent shall:

1. Reinforce safety policy by words and actions.
2. Enforce the rules and regulations, and require use of all safety and personal protective equipment.
3. Educate his crew on the relationship of safe working habits as they are related to their day-to-day tasks.
4. Educate the employees as to hazards they may encounter on any work prior to their starting this task.
5. Investigate all injuries and near misses and report them on the proper forms to the Project Manager.
6. Attend an OSHA 10 Hour class and maintain a current First Aid/CPR certification.

Employees

The all-important goal of this Safety Program is the protection of employees. To accomplish this goal, it is necessary that the employees become involved in the Safety Program and give it their total cooperation. Some of the general rules that apply to all employees are listed below. For more specific jobsite safety rules see the section titled **Jobsite Safety Procedures**.

## BASIC SAFETY RULES

1. Compliance with applicable Federal, State, County, City, Client and Company Safety Rules and Regulations is a condition of employment.

2. All injuries, regardless of how minor, must be reported to your supervisor and the Safety Office immediately. An employee that fails to fill out a "First Report Of Injury Form" and send it to the Safety Office can be issued a Safety Violation notice and may be subject to termination. In the event of an accident involving personal injury or damage to property, the persons involved in any way will be required to submit themselves to drug testing.

3. Hardhats will be worn by all employees on the project site. HARDHATS AND STEEL TOED BOOTS WILL BE WORN AT ALL TIMES. Alterations or modifications of the hat or liner shall be prohibited. Crane Operators, when in an enclosed cab have the option of not wearing a Hardhat due to the possible obstruction of view.

4. Safety glasses will be worn as the minimum required eye protection. Remember, additional eye and face protection such as mono-goggles and face shields are required for such operations as grinding, jack hammering, utilizing compressed air or handling chemicals, acids and caustics. Burning goggles for cutting, burning or brazing and welding hoods for welding, etc., are required.

5. Fall Protection Requirements:

   A. Full Body Harness and Lanyards shall be worn and secured any time there is a fall hazard of more than 6 feet.

   B. Lifelines shall be erected to provide fall protection where work is required in areas where permanent protection is not in place. Horizontal and vertical lifelines shall be properly designed or approved by a qualified person.

C. Workers using their positioning devices to access the work or position themselves on a wall or column, etc., must use an ADDITIONAL Safety lanyard for fall protection.

D. Proper use of manlifts: Employees must be properly trained prior to operating manlifts. As soon as you enter an articulating boom lift and before the lift is started, you must put on the harness and attach the lanyard to the lift.

6. Clothing must provide adequate protection to the body. Shirts with sleeves and long pants will be worn at all times. No shorts are to be worn on Projects. Shirt tails must be worn inside the trousers except in the case of welders and burners. NO POLYESTER OR NYLON CLOTHING WILL BE ALLOWED FOR BURNERS OR WELDERS. Steel toed work boots with rigid, slip resistant soles are required. No clogs, tennis shoes or loafers are permitted. Steel toe tennis shoes with the ANSI label are the only alternative to the leather work-boot.

7. All personnel are expected to attend scheduled Safety Meetings.

8. Firearms, alcoholic beverages or illegal drugs are not allowed on Company property or in Company vehicles at any time. WHENEVER DRUGS ARE PRESCRIBED BY A PHYSICIAN, the ***supervisor, foreman*** must be informed. The use or possession of illegal drugs or alcoholic beverages on the jobsite will result in immediate termination.

9. Housekeeping shall be an integral part of every job. Supervisors\foreman and employees are responsible for keeping their work areas clean and hazard-free. Clean up is required when you finish a job at the end of the day.

10. Burning and cutting equipment shall be checked daily before being used. Flash back arresters shall be installed at the regulators on both Oxygen and L.P. cylinders. All gas shall be shut off and hoses disconnected from cylinders and manifolds at the end of the day. Caps shall be replaced on cylinders when gauges are removed. When gauges are removed and caps replaced, the Oxygen and L.P. cylinders shall be separated into storage areas not less than 20' apart with a No Fire or Smoking" sign posted and a fire extinguisher readily available. Makeshift field repairs will not be allowed.

11. Drinking water containers are for drinking water and ice only. Tampering with or placing items such as drinks, etc., in the water cooler will result immediate termination. The "common drinking cup" is not allowed. Only disposable cups will be used, and a waste container must be provided used cups.

12. All tools whether company or personal, must be in good working condition. Defective tools will not be used. Examples: chisels with mushroomed heads, hammers with loose or split handles, guards missing on saws or grinders, etc.

13. All extension cords, drop cords and electrical tools shall be checked (to include presence of GFI's) and color coded by a designated competent person each month. This shall be part of the assured grounding program. Electrical cords and equipment must be properly grounded with GFI's in place and checked by a competent person. Cords and equipment which do not meet requirements shall be immediately tagged and removed from service until repairs have been made.

14. "HORSEPLAY" on the jobsite is strictly prohibited. Running on the jobsite is allowed only in extreme emergencies.

15. Glass containers or bottles of any kind are not permitted on jobsites, or in vehicles.

16. Riding as a passenger on equipment is prohibited unless the equipment has the safe capacity of transporting personnel.

17. Adequate precautions must be taken to protect employees and equipment from Hot Work such as welding or burning. Fire extinguishing equipment shall be no further away than 50 ft from all Hot Work. Return expired extinguishers to ***Equipment Maintenance Supervisor*** to be re-charged immediately. Use of welding blinds are required in high traffic areas.

18. All scaffolding and work platforms must be in accordance with OSHA specifications. All ladders must be in safe condition without broken rungs or split side rails. Damaged ladders shall be removed from service. Ladders shall be secured at the top and bottom and extend 3 past the working surface. Metal ladders around electrical work are prohibited. Never use a stepladder as an straight ladder. A stepladder must only be used when fully opened with braces locked.

19. Crowfoot connections on air hoses shall be wired to prevent accidental disconnection. Compressed air shall not be used to dust off hands, face, or clothing.

20. Report all UNSAFE CONDITIONS and NEAR-ACCIDENTS to your ***foreman/supervisor*** so corrective action can be taken.

21. All floor openings or excavations shall be barricaded on all sides to ensure employees are aware of the hazard. Floor holes shall be covered, the covers SECURED, and clearly marked, and meet loading requirements.

22. Warning signs, barricades, and tags will be used to fullest extent and shall be obeyed.

23. Respiratory Protection is required for employees exposed to dust hazards or to other contaminates that may be encountered.

These rules are for your safety and well being on the jobsite, as well as for proper job management. Although the overriding guide to safety on the jobsite is the OSHA 1926 Standards, these rules are included in this program for emphasis. Supervisors are empowered to implement additional safety rules they feel are needed for the protection of workers on their jobsite. Additional safety suggestions will be given full consideration and are encouraged.

# IV. PLANNING AND ORGANIZATION

A. Preparation of the Estimate

Include a realistic sum of money for safety requirements in accordance with conditions, safety policies, and owner and regulatory requirements.

B. The Project Manager will provide a copy of this program to all subcontractors bidding on work for us so that they will have a clear understanding of the safety requirements on LU Inc. projects

C. Pre-job Planning

Hold planning meeting soon after successful bid to discuss: (The owner representative, general contractor, subcontractors. and their supervisory personnel shall be in attendance at this meeting.)

1. Owner, regulatory agency, and LU Inc. safety requirements.
2. Hazards and control measures involving project employees, equipment and materials.
    a. Personal protective equipment required.
    b. Equipment safety devices.
    c. Maintenance procedures.
    d. Jobsite security
    e. Material storage, handling and security.
    f. Ladders, scaffolds, etc.
    g. First aid and medical requirements including locating nearest clinic or hospital.
    h. Traffic patterns, road layout and designated parking areas.
    i. Sanitary requirements.
3. Hazards and control measures involving members of the public and/or their property.

a. Public vehicular traffic exposure--need of signs, barricades, flashers, detours, etc.

b. Public, pedestrian and children--need for temporary walkways, overhead protection, fencing or other methods of protection and denial of access.

c. Utilities--underground and overhead--locating and marking. Ensure that our operations will not expose our workers to energized electric lines.

d. Control of water run-off and planning for possible flooding conditions.

D. Job Start up Procedures

1. Planning and Organization

a. Have medical facilities been located and coordinated with to provide expeditious treatment of injured workers and provide drug testing.

b. Has ordered safety equipment been received?

c. Any special conditions that would affect safety requirements.

d. Notification utility companies.

e. Assure that all pertinent reports, records, federal forms and posters are properly secured.

f. Set up employee bulletin board. At a minimum, the board must have all mandated poster required by the Department of Labor and the EEOC.

2. Safety Inspections on Equipment

a. Verify if equipment has been inspected prior to coming on jobsite. If not, arrange for inspection.

b. Inspect rented equipment to be sure that it meets LU Inc.'s standards.

3. Housekeeping

The first impression that the public will get of LU Inc. will probably result from the appearance of our work area. An organized, clean and orderly work area gives the impression of professionalism. Plan storage areas, offices, and parking with orderliness in mind. Instances of disorder are usually the result of following the lines of least resistance and of poor organization. Good housekeeping at all times on all jobs shall be top priority.

E. Visitors

Visitors shall be required to register at the job office prior to entering into the project. Unless visitors have a valid reason for going into the work areas, they should be refused permission. If visitors are allowed on the jobsite, they must be required to wear proper safety equipment.

# V. JOBSITE SAFETY PROCEDURES

In order to make our jobsites as safe as possible, the following procedures will be in effect on all projects. These are minimum requirements and supervisors are empowered to implement additional requirements as necessary to ensure the safety of workers on the jobsite. The overall guide to safety rules will be the OSHA 1926 standards. These rules are reinforced here for emphasis.

Supervisors will appoint “competent persons” to handle certain exposure areas such as excavations, fall protection, and scaffolding. These persons are experienced employees who have had training in these exposures and know how to properly manage these operations. They also have the authority to take prompt corrective action if unexpected hazards arise.

## 1. GENERAL ITEMS

a. Consumption of alcoholic beverages during working hours is prohibited. Workers should abstain from consuming alcohol for at least four hours before work. (see substance abuse policy)

b. No horseplay.

c. Proper work clothes are required.

d. Smoking is allowed in the designated areas only.

## 2. HOUSEKEEPING

a. Keep everything in its proper place.

b. Put scrap, trash and other waste in the right containers, especially flammables.

c. Do not bring glass containers on the jobsite.

d. Clean up tools and work area as your job progresses.

e. Keep all material, tools and equipment in a stable position (tied, stacked or choked) to prevent rolling or falling.

f. Maintain clear access to all work areas.

## 3. TOOLS AND EQUIPMENT

### a. General

i. Operate equipment and tools only if you are trained in their use and authorized to do so.

ii. Tools or guards are not to be altered.

iii. All equipment, tools, cables, slings, cords, etc. shall be inspected before each day's use and monitored during use. Any found to be defective shall be taken from service immediately and reported to your foreman or superintendent.

iv. Tools are to be used only for their designated purpose.

v. Personal tools are subject to inspection at any time. Any found defective or unsafe shall be immediately removed from service. Personal tools lost or stolen from a jobsite will not be replaced by the company.

### b. Electric Tools

i. Electric power operated tools shall either be approved double insulated or be properly grounded and used with ground fault circuit interrupters on all jobsites.

ii. Electric cords shall not be used for hoisting or lowering tools.

iii. Tools or extension cords that are frayed or have ground prongs missing shall not be used. Cords must be appropriately rated and insulated.

### c. Powder-Actuated Tools

i. Only employees who have been trained in the operation of the particular tool in use shall be allowed to operate a powder-actuated tool.

ii. Powder-actuated tools shall be operated in accordance with Section 1926.302(e) of the OSHA Standards.

iii. Eye protection and hearing protection will be worn by employees operating powder-actuated tools and by other employees working in near proximity to powder-actuated tool operations.

### d. Hand Tools

i. Wrenches shall not be used when the jaws are sprung to the point that slippage occurs.

ii. Impact tools, such as chisels and drift pins, shall be kept free of mushroomed heads.

iii. The wooden handles of tools shall be kept free of splinters or cracks and shall be kept tight in the tool.

iv. "Cheaters" shall not be used to increase the tool's capacity.

## 4. RIGGING

a. Know capacities and proper use of chain falls, hoists, chokers, shackles and clamps.

b. Cable clamps shall be applied so that the "U" section is in contact with the dead end of the cable.

c. Stay out from under and in front of loads on cranes, etc. Do not cause or permit a load to be carried over a worker who is unaware of it or cannot get clear.

d. Know proper hand signals for signaling cranes and be sure only one person is signaling the operator at one time. Anyone signaling the crane or rigging loads must be properly trained.

e. Crane signal person shall be identified by wearing a reflective vest.

## 5. FALL PROTECTION

a) Application – This section applies to all fall exposures except those covered by Subpart L (Scaffolding) and Subpart X (Stairways and Ladders). These exposures have their own standards.

b) Training

All workers exposed to potential fall hazards must receive training concerning those exposures and the means that will be used to protect them from falls. If they use personal fall arrest systems, they must be trained in the proper wearing, fitting and maintenance of those systems. This training must be documented.

c) Personal Fall Arrest Systems

Safety harnesses and shock absorbing lanyards shall be used when working on suspended scaffolds, within six feet of the edge of an unguarded flat roof, elevated slab or opening; on sloping roofs; and on any elevated work location 6 feet high or higher from the ground or floor where guardrails are not provided. Safety belts will not be used for fall protection. Anchor points must be capable of supporting 5000 lbs per worker attached.

d) Barricades/Guardrails/Covers

i. Barricades are needed for excavations, near roof edges, around overhead work and similar areas.

ii. Hole covers or barricades must be placed at all floor openings. (2” or more)

iii. Standard guardrails must be installed around any open sided floor 6' or more above the ground or adjacent floor. If you must remove this guardrail for any reason, replace it when you are finished.

iv. Floor holes or openings must be guarded or covered. If you must remove these guardrails or covers, replace them. Covers must be secured in place and be marked “hole” or other similar warning.

v. Guardrails will be 42” high (+ or - 3”) with a midrail approximately 21” above the floor. If there are workers below that may be exposed to objects falling on them, a toeboard is necessary. The top rail shall be able to support 200 lbs. of pressure in any direction except up.

vi. If the erection of a guardrail is not practical, the workers must use a personal fall arrest system as outlined in A above.

## 6. LADDERS

a. Straight and extension ladders must be tied off at a 4V:1H ratio. The top of the ladder must extend 3’ above the landing and the ladder must be secured to the structure.

b. Stepladders must be fully opened and set level.

c. Work facing the ladder with both feet on the rungs.

d. Stay off the top two steps of stepladders.

e. Never use two stepladders as supports for scaffold boards.

f. Only one employee at a time will be permitted to work on a ladder.

## 7. SCAFFOLD REQUIREMENTS

a. Scaffolds shall be erected on sound, rigid footing, capable of carrying the maximum intended load without settling or displacement. Base plates and mudsills will be used. An appointed “competent person” must supervise the erection. This person will also inspect the scaffold daily to ensure that is in safe working order.

b. All workers that use a scaffold must be trained in the proper way to work on the scaffold, including safe means of access and egress. This training must be documented.

c. Scaffolds and their components shall be capable of supporting, without failure, at least 4 times the maximum intended load.

d. Guardrails shall be installed on all open sides and ends of platforms more than 10 feet above the ground or floor. Toeboards shall be used on mobile scaffolds and on scaffolds where falling objects present a hazard to workers below the scaffold.

e. There shall be a screen with maximum 1/2-inch openings between the toeboard and the guardrail, where the persons are required to work or pass under the scaffold.

f. All planking shall be Scaffold Grade or equivalent as recognized by approved grading rules for the species of wood used.

g. Scaffold planking shall be overlapped a minimum of 12 inches or secured from movement.

h. Scaffold planks shall extend over their end supports not less than 6 inches nor more than 12 inches.

i. All scaffolding and accessories shall have any defective parts immediately replaced or repaired.

j. An access ladder or equivalent safe access shall be provided.

## 8. Electrical Safety

a. All temporary 120 volt circuits will be protected by Ground Fault Circuit Interrupters.

b. All extension cords will be at least 14 gauge, grounded, and without splices or insulation damage.

c. Hot work will be performed only as a last resort. Every effort shall be made to conduct the work in an electrically safe condition (dead). These requirements do not apply to circuits under 50 volts.

d. Work on energized circuits will only be done by “Qualified Employees”

e. Hot work permits will be utilized on all non-diagnostic hot work.

f. The requirements in NFPA 70E will be followed during all hot work.

## 9. EXCAVATIONS

a. A competent person shall be assigned to each excavation. Direct all questions to him/her

b. Shore or slope before entering, except in solid rock.

c. Keep soil back 2 feet from edge.

d. Ladders or other safe means of access/egress must be provided in trenches within 25 feet of workers.

e. Excavation walls shall be inspected daily, after rain and snow storms, after thawing and freezing or any other weather conditions which may cause a change in the excavation.

f. Do not enter an excavation that does not appear safe.

## 10. TRAFFIC CONTROL

a. Traffic control devices will be installed in accordance with DOT requirements and The Manual on traffic control devices, chapter 6.

b. Whenever possible, work will be performed behind concrete barriers.

c. All flaggers will receive appropriate training in proper flagging procedures.

d. On active LU every effort should be made to keep all equipment and activities on one side of the road, minimizing the distraction experienced by passing vehicles.

e. All employees working on or around highway projects will wear, as a minimum, class II reflective vests. On night time projects, class III vests will be required.

# VI. MOTOR VEHICLE SAFETY PROGRAM

## PURPOSE

To reduce motor vehicle incident exposure by establishing procedures to insure that only licensed drivers with acceptable driving records operate a company vehicle or a personally owned vehicle for company purposes.

## Scope

This program applies to all employees who operate/drive a motor vehicle for the purpose of fulfilling their job responsibilities.

## Definitions

For the purpose of this program, the following definitions have application to all driving situations; irrespective of whenever/wherever a violation may occur, whether during work time, non work time, in a company vehicle or in a personally owned vehicle. It is the purpose of this program to track and record all such activity and to assess an individual's qualification to operate a vehicle for work purposes in light of such activity due to the fact that the company believes that any such violation which impacts an individual's drivers license or qualification therefore likewise impacts such individual's qualification to operate a motor vehicle in the course of employment.

1. Motor Vehicle Record (MVR)
   Record of a driver;s accidents and traffic violations.

2. Type A Violations
   - Driving while intoxicated
   - Driving under the influence of drugs
   - Negligent homicide arising out of the use of a vehicle
   - Using a motor vehicle for the commission of:
     - A felony
     - An aggravated assault
     - A grand theft
     - A hit and run
     - A speed contest
   - Any other offense or activity reasonably designated by the company to constitute a Type A violation.

3. Type B Violation
   Type B violations are understood to be all moving violations not listed as Type A violations.

4. Moving Violation
   The commission or omission of an act by a person operating a motor vehicle that could directly result in injury or property damage and is also a violation of a statute, ordinance, rule, or regulation of the state in which the individual works or resides.

5. Accident Involvement
   A driver shall be considered to be involved in an accident if any motor vehicle which they are driving shall come in contact with any person, animal, other vehicle, or other inanimate object, in a manner that results in death, injury, or property damage. Any such

incident shall be considered an accident, regardless of whether anyone was killed or injured, whether on private property or on a public thoroughfare, or who was responsible or at fault.

6. License Types
A non-commercial driver's license is a required license for the operation of any non-commercial vehicle. Consult Tennessee's driving handbook to determine the specific license for the vehicle you operate. Drivers of commercial vehicles will be required to have a class A, B, or C commercial license, depending on the size of the vehicle that they drive, and its cargo.

## PROGRAM DESCRIPTION

The company Safety Officer is responsible to make sure only licensed drivers with satisfactory records (as determined in accordance with this program) operate motor vehicles in the course of employment.

Prior to being authorized to operate a motor vehicle in the course of employment, a MVR will be secured on each employee required to drive on public roadways for the purpose of completing their job responsibilities. Employees whose driving records do not meet the standards of this program will not be permitted to drive a vehicle in the course of employment until such time as all conditions of this program are met.

To ensure compliance with the Motor Vehicle Safety Program, the following procedures must be followed.

## PROCEDURES

1. The Motor Vehicle Safety Program will be administered by the company safety officer,. It will be his responsibility to determine which employees will be allowed to drive motor vehicles on public highways in the course of their employment.

2. The Safety Officer will check the driver's license of each prospective driver to verify possession of a valid license, the type of license possessed, and that the license class corresponds to the type of vehicles to be operated.

3. Each prospective employee driver will be required to complete a Motor Vehicle Release form. The Safety Officer will secure the MVR from the appropriate agency.

4. A printed report of the employee's driving record will be secured and used to determine whether or not an employee is authorized to operate a vehicle in the course of employment.

5. The Safety Officer will instruct each approved driver to report any license revocation, suspension, accident, or restriction immediately. Failure to report any of these license violations will result in disqualification of authorization to operate a vehicle in the course of their employment. If driving is essential to the performance of their job, and the employee is disqualified as a driver, the employee may be offered other employment if a position is available and the employee is qualified for that position. If the employee accepts another position, the employee will be paid within the pay range of that position. If an opportunity for another position is not available, the employee will be terminated.

6. An MVR release form must be completed following any vehicle accident involvement.

## QUALIFICATION FOR DRIVERS OF NONCOMMERCIAL MOTOR VEHICLES

Each individual, before becoming qualified as a driver for the completion of job duties will:

1. Be required to posses a current driver's license.

2. Carry at least the minimum amount of insurance required by state law.

3. Undergo a MVR review. The MVR must meet the company standards. Off the job accidents involving any vehicle, whether personal or borrowed, will show on the MVR and will count toward disqualification as a driver for the purposes of completing job duties.

## MOTOR VEHICLE REPORT STANDARDS

Employees can be disqualified from driving for the purpose of completing job responsibilities as a result of any of the following:

1. Revocation or suspension of a driver's license within the past three years as the result of accidents or moving violations.

2. One Type A violation within the past three years.

3. Four or more Type B violations within the past three years.

## REPORTING ACCIDENTS, DRIVER'S LICENSE REVOCATION, SUSPENSION AND RESTRICTIONS

1. Drivers must report and provide a copy of all Type A and Type B offenses, driver's license revocation, suspension, or restriction immediately to the company safety officer. Failure to report such actions within 10 days will result in disqualification of the employees driving authority.

2. Any driver whose driver's license is revoked, suspended, or restricted is to report this action to the company safety officer immediately following such action. Drivers who report such action will be suspended from driving in the course of their employment until the case is resolved. Failure to report such action will result in disqualification as a driver for company purposes. A restricted license will be reviewed to determine if the driver may continue driving for the company.

3. Drivers who are convicted of driving under the influence of alcohol or who plead "nolo contendere" to such charges will be disqualified as a driver in the course of their employment for a period of 12 months. The company will not consider such individuals for driving positions even after 12 months, unless they can show proof that they have completed a company approved treatment program or other professional counseling or therapy approved by the company.

4. Fines and expenses incurred as the result of operating violations will be the responsibility of the driver.

# VII. OFFICE SAFETY

There are many ways that accidents can occur in an office, but the two primary sources are falls and repetitive motion injuries. Falls occur due to numerous reasons, including poor housekeeping, slippery sidewalks, and carrying loads that obstruct your view. Repetitive motions injuries are hard to predict and control, but they can be managed. Designing workstations to fit the user and using proper posture are key elements in the prevention of these injuries. Below are some office safety rules that will make our office environments safer.

### General Rules

1. Do not block your view by carrying large or bulky items; use a dolly or hand truck or get assistance from a fellow employee.
2. Store sharp objects, such as pens, pencils, letter openers or scissors in drawers or with the points down in a container.
3. Use a ladder or step stool to retrieve or store items that are located above your head. Do not climb on chairs
4. Do not store or leave items on stairways or walkways.
5. Sidewalks, parking lots and other walking surfaces should be kept clean and free of slipping hazards. Each office should maintain a bag of ice melt for icy conditions.
6. Do not run on stairs or take more than one step at a time.
7. Use handrails when ascending or descending stairs or ramps.
8. Do not jump from ramps, platforms, ladders or step stools.
9. Obey all posted safety and danger signs.

### Work Stations

1. Chairs should be adjusted so that the user has both feet on the ground.
2. Chairs that recline should be locked in the upright position while working on computers.
3. Keyboards should be positioned so that they are approximately the same height as your elbows. Wrist pads are helpful.
4. Monitors should be positioned so that the top is just below eye level.
5. Never open more than one file drawer at a time.
6. Put heavy files in the bottom drawers of file cabinets.

**Fire Safety**

1. Do not use temporary extension cords on a long term basis.
2. Do not use temporary space heaters unless they are equipped with safety switches that turn the heater off if it is turned over.
3. Do not use extension or power cords that have the ground prong removed or broken off.
4. Remove trash on a regular basis.
5. Do not store flammable materials in the office unless they are in an approved fire cabinet.
6. Every office should have at least one ABC fire extinguisher rated at least 4A 60BC. Extinguishers should be mounted near a major entrance. Travel distance to an extinguisher must not exceed 75’.

# VIII. HIRING PROCEDURES

1. Require applicant to complete an application. Do not take applications unless you have an opening or are anticipating one in the near future.

2. Require applicant to show you driver's license to verify information on the application.

3. Discuss the duties of the job being applied for to insure that the applicant knows exactly what will be expected of them and that they are physically qualified for the position.

4. Insist that names and phone numbers of references are provided.

5. If the applicant is unknown to you, call at least one former employer (preferably someone you know) before the worker is hired.

6. If there is a possibility the applicant will be driving a company vehicle, obtain the following from his driver's license:
   a. full name as it appears on the license
   b. full address
   c. date of birth
   d. license number
   e. expiration date

7. Completion of the Immigration and Naturalization documentation form (I-9) is necessary.

8 If hired, discuss employee safety manual and the importance of these rules. Discuss the requirements of our substance abuse program. Have them fill out the receipt in the back of booklet and put it in his personnel file.

9. Employee should be furnished with personal protective equipment required for the position for which he was hired.

10. Conduct a new employee orientation using Exhibits E through H.(see next section of manual for training requirements)

11. Contact the office to schedule a formal safety training class for the new hire with our safety consultant.

# X. TRAINING PROGRAMS

1. New Employee Orientations

   All new employees will be oriented to their job by their supervisor using the new employee orientation outline (Exhibit E) and the safety orientation worksheet (Exhibit F). They will also be provided with an employee safety manual that can be used as a guide to this training. New employees will also be provided training by our consultant. When a new employee is hired, contact the office to schedule this training as soon as possible.

2. "Right to Know" Program

   Each employee should be instructed in the hazards involved in the use of any chemicals prior to his starting work. They should also be informed of the company's "Right to Know" program and it's location.(use Exhibits G and H)

3. Safety Training Meetings

   Safety training meetings will be held on a regular basis. These meetings can be a very valuable asset in training employees in safe working procedures. When the superintendent or foreman holds these meetings, the employee understands those individual's feelings toward safety. “Weekly tool box talks will be conducted by a Project Manager or a Superintendent.

4. Safety and Health Program

   This safety and health program should be available to all levels of supervision for their reference. You should also have a copy of either the U.S. Department of Labor, or the Tennessee Department of Labor Occupational Safety and Health Standards 1926. Each employee will be provided an "Employee Safety Manual."

5. Traffic Control Training

   Worksite traffic control personnel will be trained and certified by programs approved by the Tennessee Department of Transportation. Flaggers (except for short time emergency work) will also be trained and certified by a TDOT approved program.

6. As a participant in the Tennessee Drug Free Workplace Program our supervisors will receive two hour of training per year in order to meet the requirements of this program. Employees will receive one hour of training per year.

7. Certain types of work require specialized training, such as lockout/tagout, confined spaces and respirator use. This training will be coordinated through our safety officer and provided before workers are exposed to any unusual hazards.

## XI. ACCIDENT/NEAR MISS INVESTIGATION, REPORTING AND RECORDS

A. Purpose

Accident investigation is carried out to determine the cause of the accident so that appropriate actions can be taken to prevent a reoccurrence and to protect our interest in the case of litigation. Remember, the purpose of accident investigation is FACT FINDING, not fault finding.

B. Responsibility

1. The Project Manager or Superintendent is responsible for investigation of accidents occurring on his jobsite and for corrective measures necessary to prevent reoccurrence.
2. The Project Manager is responsible for reviewing the facts of the person that conducted the investigation and seeing that the corrective measures required are put into effect.

C. General procedures for all accidents:

1. Provide immediate first aid or medical care for the injured.
2. Report all accidents and near misses to the main office by telephone immediately. Follow up with written report and daily logs

D. Employee accidents on the jobsite

1. The foreman should initiate his investigation as soon as possible using Supervisors Accident Investigation Form (Exhibit B). Also, pictures should be taken of the scene.
2. All witnesses and the victim (if possible) should be interviewed as soon as possible. Interviews should be done individually, not as a group. Written statements should be taken if deemed appropriate.
3. Corrective measures should be implemented immediately.

E. Vehicle accidents

1. Contact police if on public road
2. Gather necessary data as required to complete the forms contained in the glove compartment of the vehicle.
3. Ascertain to what doctor or hospital the injured parties may have been taken.
4. Contact main office immediately.
5. Submit the written report as soon as possible (always on the same day as the accident).
6. Never make or allow anyone else to make a statement admitting liability or responsibility. This could compromise your insurance coverage.
7. If employee is at fault they will pay the cost.

F. Public Liability (accidents involving non-employees)

1. Call an ambulance if needed.
2. Call the police.
3. Contact project superintendent and the main office.
4. Get names and phone numbers of witnesses.
5. Draw diagrams, take photos, or gather any other pertinent information.
6. Get written or taped statements from witnesses (facts tend to change if these statements are not taken immediately).
7. MAKE NO STATEMENT TO MEDIA. Refer them to the main office.

# XII. SERIOUS/FATAL ACCIDENT PROCEDURES

1. Check conditions at the scene and secure the area. Could more injuries occur? Rope off area as soon as the ambulance leaves.
2. If the police did not respond with the ambulance, call them. They will have to conduct a homicide investigation if a fatality has occurred.
3. Contact the main office and tell them what happened. Tell them that you're going to refer all calls to them and let them know if you have informed the next of kin.
4. Check with police about notifying next of kin. They may do this for you. Check to see if the deceased has a relative or close friend on the job that might assist with the notification.
5. If the jobsite is fenced, send someone to the gate to prevent media and other spectators from entering the jobsite. Give reporters the main office phone number and tell them to contact the main office for information. Be pleasant but firm!
6. Establish two files, one for your records and one for the OSHA inspector. The files should contain:
    - The victim's application for employment.
    - A copy of all safety meetings conducted on this jobsite.
    - A copy of the company safety program.
    - A copy of your OSHA 300 form.
    - Inspection/maintenance records on any equipment involved in the accident.
    - Photographs of the entire scene.
    - Handwritten statements from witnesses. (Do not put these in the OSHA file, the inspector will conduct his own interviews.)

7. If the accident was a fatality, or required the hospitalization of three or more employees, notify OSHA or the TOSHA office. Document the call, noting the time and the name of the person that you spoke with. Remember that this must be done within 8 hours of the time of the accident. The TOSHA number is 615-741-2793. After work hours or in another state you can call the federal notification number, which is 1-800-321-OSHA.

# XIII. FIRE PREVENTION AND CONTROL

A well-planned program of organization and control will drastically reduce the exposure and probability of a fire loss. Proper layout and control of fuel storage areas, parts and material storage, burning and disposal areas, etc., is necessary.

Potential losses from fire include damage or total destruction of temporary construction facilities, building materials, equipment and supplies, permanent construction, public property, and human lives. Heavy costs have been incurred when adequate measures for fire prevention and control were not established and maintained. All fire damage, no matter how slight, shall be reported to management immediately.

1. Hazards
    a. Temporary and permanent heating devices.
    b. Electrical wiring and equipment.
    c. Volatile liquids and gas storage.
    d. Fueling operations.
    e. Handling flammable roofing compounds.
    f. Burning refuse.
    g. Poor housekeeping.
    h. Welding and burning.
    i. Spilled grease and oils.
    j. Spontaneous combustion.
    k. Explosives, gases and dust.
    l. Storage of flammable materials.
    m. Job site trailers
    n. Outside fuel tanks

2. Methods of Prevention

   a. Stack combustible and noncombustible materials alternately in storage areas.

   b. Separate temporary structures.

   c. Isolate shops, flammable liquids, and gas storage filling stations. Dike around fuel storage tanks.

   d. Use only approved safety cans that meet OSHA requirements.

   e. Do not store gas in shops. Only the amount of oils and grease needed for current work on hand should be kept in the shop.

   f. Do not use gasoline as a cleaning agent.

   g. Store oxygen, acetylene, and LP gas cylinders 20 feet apart. Cylinders not in use shall have protective caps installed, and all cylinders, whether empty or full, shall be secured in an upright position.

   h. Use approved three wire extension cords.

# XIV. MEDICAL TREATMENT -- FIRST AID

Medical facilities should be located within close proximity of the jobsite. Whenever possible, one of the clinic-type of facilities should be used. The phone number of the clinic or physician selected must be posted on an emergency phone list located in proximity to the jobsite telephone with directions. Contact should also be made with an ambulance service and this phone number should also be posted on the emergency phone list. When contacting the ambulance service, be sure they understand your location, and if necessary, any special instructions for entering the jobsite should also be given to this service.

Employees who are taken to medical facilities for treatment of work related injuries will be accompanied by a supervisor. The supervisor will be responsible for ensuring that the post-accident substance abuse test is conducted. He/she will also be responsible for accurately communicating the Doctors instructions and restrictions to management.

First Aid

If the jobsite is not reasonably accessible in time and distance to a hospital (4 minutes), you are required to have a person trained and certified in first aid/CPR on site. Every project will have at least one first aid kit with the necessary material for the treatment of minor injuries and the control of blood borne pathogens. If first aid is provided in the job office, a record shall be made even if the employee does not go on to the doctor.

# XV. PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment will be provided to employees for hazards to which they are exposed. The use of this equipment must be consistently enforced in accordance with federal, state, local and company rules. Safety equipment shall never be altered or modified.

A. Hard Hats

Hard hats shall be worn by all employees working on our projects. All hard hats are to be in compliance with federal standards.

B. Safety Glasses

ANSI approved safety glasses with side shields must be worn whenever hazards from flying objects are present that could cause eye injuries. Workers with prescription glasses may use these glasses if they are equipped with side shields.

C. Goggles

Goggles shall be worn where there is danger from splashing, chipping, sawing, grinding, cutting, etc., which could result in an eye injury. Face shields: will be worn where full-face protection is required such as working with flying objects produced when cutting or grinding.

D. Welding Helmets

Welding helmets are required for persons doing welding operations.

E. Hearing Protection

To be worn where exposed to high noise levels exceeding 85 dBA over an eight-hour period or short-term exposure to high noise levels such as concrete saws and powder actuated tools. Employees can estimate high noise levels by standing 3’ from a fellow employee and trying to communicate without having to raise their voice. If additional volume is necessary, hearing protection should be worn.

F. Respiratory Protection

To be used in accordance with health and safety regulations. Respirators should not be used without consulting with our safety consultant. If employees wish to voluntarily wear disposable dust masks, they should be provided with a copy of appendix D to the OSHA respiratory standard. A copy is available in the exhibits section of this program.

G. Safety Harnesses, Lanyards and Lifelines

To be worn by persons working at heights where suitable work platforms cannot be provided and as specified under OSHA standards. All harnesses, lanyards, lifelines, etc., must be inspected before each use.

H. Clothing

Suitable clothing for construction operations shall be required. Shirts with at least 4" sleeves shall be required at all times, and lightweight canvas shoes shall not be permitted. No shorts, No baggy pants, No sagging, and no inappropriate sayings on shirts (drugs/profanity)

Employees on projects where they are exposed to traffic will also wear appropriate reflective vests.

# XVI. EQUIPMENT INSPECTION AND MAINTENANCE

It is of the utmost importance that proper equipment inspection and maintenance programs be conducted on the project to reduce accident exposure.

Inspection and Maintenance Guidelines

1. Planned preventive maintenance and service on equipment shall be performed in accordance with programs and at scheduled intervals.
2. Equipment found to have defects in any critical area which could affect the safe operation of the equipment shall be tagged accordingly and taken out of service until proper repairs have been made.
3. Equipment shall be periodically cleaned to prevent the accumulation of oil, grease, dirt, etc.
4. Maintain records of inspection - use forms provided by manufacturer.
5. Use systems for locking out and tagging equipment that is undergoing maintenance.
6. Require safety equipment and components be maintained in an operative condition (i.e. low air warning devices, back-up alarms, brakes, mirrors, boom stops, etc.). Equipment system safety devices shall not be bypassed or blocked off.
7. Operator complaints on equipment condition shall be investigated and necessary corrective action taken.
8. All hoisting equipment shall be inspected daily and annually. Copies of the inspections shall be maintained in the equipment cab.

# XVII. EMERGENCY PROCEDURES

I. Dangerous Weather

A. When conditions are present that could produce dangerous weather, flooding, etc., it will be the supervisor's responsibility to closely monitor the situation and take necessary steps to protect workers, equipment, and materials.

B. Thunderstorms and Tornadoes -- At the first warning of approaching storms preliminary steps shall be taken to secure the jobsite.

1. Loose materials subject to wind damage should be secured.
2. Work on roofs and other elevated surfaces should be discontinued.
3. Equipment such as cranes that are subject to lightening strikes should be secured and evacuated.
4. A protected area should be selected for evacuation should a severe thunderstorm or tornado strike suddenly. This location should be communicated to all supervisors and employees so that immediate evacuation can take place once the superintendent directs it.

C. Flooding -- All equipment and materials should be stored in areas that are not subject to flooding. Should the entire project become subject to flooding, the superintendent will use available workers to evacuate equipment and materials from the jobsite as long as he feels it is safe to do so. Salvage efforts shall be discontinued as soon as they become a threat to workers safety.

II. Emergency Spill and Risk Procedures

A. All hazardous materials should be stored in such a way as to minimize the chance of a leak causing environmental damage. (Covered storage, diking, etc.)

B. Should a spill occur, the superintendent will direct efforts to temporarily contain and control the leakage, provided those efforts do not jeopardize the safety of the workers involved.

C. If the spilled materials present an immediate danger to safety or health, work will stop immediately and the superintendent will contact the local HAZMAT response team to manage the spill. In Nashville, that will be the Metro Fire Department.

D. Permanent clean up of spills will be done by outside consultants hired by the Main office.

III. Other Emergencies

Any other emergency on the jobsite will be managed through communications between the superintendent and the foremen on the jobsite. If evacuation is necessary the superintendent will direct an assembly point where foremen will be responsible for accounting for their personnel and providing a report to the superintendent.

# XVIII. Employee Disciplinary Action Plan

LU Inc.'s disciplinary policy for minor behavior problems, (i.e. excessive absenteeism, tardiness, minor safety violations) is as follows:

1) Verbal warning, with follow up
2) Written warning, with follow up
3) Final Written warning, with follow up
4) Termination

Disciplinary Action for Gross Misconduct will be termination. All areas of gross misconduct cannot be listed in this policy, but some examples are as follows:

1) Violation of safety policies that could result in serious injury or property damage
2) Theft
3) Deliberate damage to or misuse of property belonging to LU Inc. and/or its parent
4) Fraud, falsifying records
5) Working/driving under the influence of alcohol or illegal drugs
6) Fighting or physical assault
7) Threatening behavior
8) Insubordination
9) Conduct endangering any person
10) Gross negligence causing damage, loss or injury
11) Breach of data protection, e.g. unauthorized access to computer or manual records
12) Harassment or bullying or any type

The form on the following page will be used to document our progressive discipline program.

**Exhibit A**

**LU INC.**
**SUPERINTENDENT'S WRITTEN NOTICE TO SUBCONTRACTOR OF KNOWN SAFETY VIOLATIONS**

CONTRACTOR'S NAME:_____ DATE:_____

ADDRESS:_____

JOB NAME:_____ JOB #:_____

LU Inc. expects all contractors/subcontractors to comply with O.S.H.A. safety regulations. This is your notice that our supervisor finds the following items to be unsafe and needing immediate attention:

_____

_____

_____

The above list is not necessarily complete and you should make an immediate inspection for other items needing correction. It is your responsibility to comply with all federal, state, and local safety and health regulations applicable to this construction project. Our company disclaims any responsibility for said Contractor/Subcontractor.

Please help us make this a safe place to work.

_____
Job Supervisor

INSTRUCTIONS: This form is to be filled out with the following disposition:

1. Original given to foreman or superintendent representing named contractor. A response must be provided within 24 hours.
2. Mail one copy to home office of contractor.
3. File one copy at the office in properly identified file.

Contractors Response/Corrective Action

_____

_____

_____
Contractor's Representative

**Exhibit B**

# LU INC.
# SUPERVISORS ACCIDENT INVESTIGATION

INJURED_____ JOB #_____ JOB_____

INJURY DATE_____ TIME_____ AGE_____ SS#_____

OCCUPATION_____ MARRIED_____

DATE EMPLOYED_____

DESCRIPTION OF ACCIDENT (include nature of injury and material damage, if any):

_____

_____

WITNESSES_____

TIME INJURED LEFT WORK_____ TIME & DATE RETURNED_____

DESCRIBE ANY UNSAFE ACTS OR CONDITIONS_____

_____

WHAT CAN BE DONE TO PREVENT SIMILAR ACCIDENTS (must be filled out):

_____

MEDICAL FACILITY USED_____

_____ _____

Supervisor's signature Date

**********

I was offered medical treatment but elected not to accept it.

_____ _____

Employee's signature Witness signature

**Exhibit C**

# LU INC.
# SUPERVISORS INCIDENT INVESTIGATION

EMPLOYEE INVOLVED _____ JOB #_____

EMPLOYEE'S POSITION _____

INCIDENT DATE_____ TIME_____

DESCRIPTION OF INCIDENT:

_____

_____

WITNESSES_____

DESCRIBE ANY UNSAFE ACTS OR CONDITIONS_____

_____

WHAT CAN BE DONE TO PREVENT SIMILAR INCIDENTS (must be filled out):

_____

CORRECTIVE ACTION TAKEN

_____

_____ _____

Supervisor's signature Date

**Exhibit D**

# LU INC.
# JOBSITE SAFETY CHECKLIST

Superintendent_____Date_____

MARK √ FOR NO CORRECTION NEEDED;" NA " FOR NOT APPLICABLE; AND " C " FOR CORRECTION NEEDED.

_____1. ARE WALKWAYS AND JOB SECURITY ADEQUATE?

_____2. ARE LADDERS PROPERLY CONSTRUCTED AND SECURED?

_____3. IS HOUSEKEEPING GOOD, ALL UNNECESSARY DEBRIS CLEANED UP?

_____4. ARE GUARD RAILS ERECTED AROUND HOLES AND OTHER CRITICAL AREAS? PERIMETER PROTECTION IN PLACE?

_____5. IS ILLUMINATION ADEQUATE?

_____6. ARE HARD HATS AND OTHER PERSONAL PROTECTIVE EQUIPMENT WORN BY OUR WORKERS AND SUBS?

_____7. ARE CRANES AND HOISTS PROPERLY MAINTAINED AND SAFEGUARDED? HAS TODAY'S MATERIAL HANDLING BEEN PROPERLY PLANNED?

_____8. ARE ALL ELECTRICAL TOOLS GUARDED AND GROUNDED?

_____9. IS JOB TRAFFIC PLAN WORKING, INCLUDING WORKSITE TRAFFIC CONTROL PLAN?

_____10. ARE WORKERS EXPOSED TO TRAFFIC WEARING APPROPRIATE REFLECTIVE VESTS?

_____11. ARE FIRST AID SUPPLIES ADEQUATE? FIRST AIDERS AVAILABLE?

_____12. ARE FIRE HAZARDS CONTROLLED?

_____13. ARE EXCAVATIONS IN COMPLIANCE WITH THE OSHA EXCAVATION STANDARD?

_____14. ARE WORKERS PROTECTED FROM FALLING OBJECTS?

_____15. ARE HAZARDOUS MATERIALS BEING SAFELY HANDLED?

DESCRIPTIONS OF “C” ITEMS _____

_____

_____

OTHER UNSAFE ACTS/CONDITIONS NOTED?_____

_____

_

SUPERINTENDENT/SUPERVISOR_____

**Exhibit E**

**LU INC.**
**SAFETY ORIENTATION OUTLINE**

1. Provide new employee a copy of employee safety manual. Use the manual as the outline for the orientation.

2. Review requirements for clothing and personal protective equipment. (hard hats, safety glasses, hard sole shoes, gloves, etc.).

3. Discuss weekly safety meetings and the need to attend and participate.

4. Inform new employee of the requirement to report all accidents and near misses, no matter how minor to their supervisor. Tell them where first aid can be obtained.

5. Discuss the employee's responsibility to ensure that all tools and equipment must be in good, safe working order before they are used. Unsafe equipment shall be reported to their supervisor.

6. Drug & Alcohol Policy: Discuss policy (allow them to read it) and stress that they will be subject to drug testing on this jobsite. Have them sign Acknowledgment form which indicates that they have been informed of the Policy.

7. Fall Protection: Stress the need for and proper techniques for fall protection. Stress that some type of fall protection must be utilized when working within 6' of any edge that could result in a fall of 6' or more. This includes floor holes through which employees could fall.

8. Electrical Safety: All electrical circuits must be grounded and protected by GFCIs. Electrical tools must be inspected before use.

9. Excavation Safety: Instruct new employee that all excavations that workers may enter will be monitored by a “Competent Person” and that any questions or concerns about the safety of an excavation should be directed to the “Competent Person.”

10. Right-to-Know Law: Explain the "Right to Know" law and how it is being implemented on this jobsite. Use the "Right to Know" training outline and have them complete and sign the "Right to Know" worksheet.

11. Finish orientation by summarizing the company's dedication to safety and urging them to discuss any safety problems he observes with their supervisor. Ask key questions concerning the safety rules to ensure that he has absorbed the material covered.

12. Have new employee complete the safety orientation worksheet.

**Exhibit F**

**LU INC.**
**SAFETY ORIENTATION WORKSHEET**

Name:_____

Date:_____

1. How often will safety meetings be held and where? _____
2. Is attendance at safety meetings required? _____
3. To whom do you report accidents? _____
4. Should near-misses be reported? _____
5. Where are first aid facilities located? _____
6. What personal protective equipment must be worn <u>at</u> <u>all</u> <u>times</u> on this project?

   _____
7. Who is the “Competent Person” that will oversee excavations on this project?

   _____
8. What is the company’s policy concerning the use of alcohol and illegal drugs on the job?

   _____
9. The proper vertical to horizontal ratio for erecting a ladder is: _____
10. Where can fire extinguishers be found on this project? _____
11. What is the maximum depth of excavation that a person can be in without the sides being sloped back or stepped back? _____
12. What happens when wet concrete is left on your unprotected skin? _____

    _____

**Exhibit G**

# LU INC.
# Training Outline
# Right-to-Know/Hazcom Law

## HAZARDOUS CHEMICAL

Any chemical which poses a threat to your body.

## COMPLIANCE

Any company which uses hazardous chemicals must comply with the Right-to-Know Law.

## FIVE CATEGORIES OF RIGHT TO KNOW LAW

1. Hazard Evaluation
2. Written Program
3. Labels and Warning Signs
4. Collect Material Safety Data Sheets
5. Conduct Employee Training

## TYPES OF HAZARDS

1. Physical Hazard: Flammable, Combustible, Explosive
   (Occurs outside the body)
2. Health Hazard: Skin irritation, Carcinogens, Toxic
   (Occurs inside the body)

## TYPES OF HEALTH HAZARDS

1. Acute: immediate reaction
2. Chronic: may take years to show symptoms

## METHODS OF ENTRY TO THE BODY BY TOXIC CHEMICALS

1. Inhalation: breathing in vapors or fumes
2. Absorption: getting material on skin or in eyes
3. Ingestion: eating or drinking the material

## MATERIAL SAFETY DATA SHEETS

A Material Safety Data Sheet (MSDS) is printed material concerning the hazards of a product.
MSDS's for all hazardous chemicals used on the job must be reviewed.
MSDS's must be kept on the jobsite.(GC'S jobsite trailer)

## FIRST AID

Inhalation exposure: Fresh Air
Absorption exposure: Fresh Water

**Exhibit H**

**LU INC.**
**RIGHT-TO-KNOW/HAZCOM**
**WORKSHEET**

NAME_____ DATE_____

1. What companies are required to comply with the Right-to-Know Law?

_____

2. What is a hazardous chemical?

_____

3. What is a Material Safety Data Sheet and where will they be kept?

_____

_____

4. What are three ways a chemical can enter your body?

_____

_____

_____

5. What is the most common first aid for overexposure to hazardous chemicals?

_____

6. What hazardous chemicals are you exposed to and how can you determine overexposure?

_____

_____

_____

**Exhibit I**

## *Flagging Procedures*


**Properly Trained Flaggers**

- clear message to drivers as shown
- allows distance for drivers to react
- coordinate with other flaggers

**Properly Equipped Flaggers**

- approved sign paddles
- approved safety vest and hat
- retroreflective night equipment

**Proper Flagging Stations**

- good approach sight distance
- highly visible to traffic
- never stand in moving traffic lane

**Proper Advance Warning Signs**

- always use warning signs
- allow reaction distance from signs
- remove signs if not flagging

*Flags should only be used in emergency situations. Flags used for signaling shall be a minimum of 24" x 24", red in color and mounted on a staff, about 3' long.*

**EXHIBIT J**

# Subcontractor Evaluation Form

Subcontractor's Name: _____ Date Submitted _____

Safety Contact: _____ Phone Number: _____

It is the policy of LU Inc. to only work with subcontractors that share our vision of an accident free workplace. The information provided here will help us determine if you are qualified to be a part of our team. Our safety consultant may contact you with additional questions. Your cooperation with this process will be appreciated.

Experience Modifier for the past three policy years: 2007 _____
2006 _____
2005 _____

Recordable Incident Rate for the past three years: 2007 _____
# of OSHA recordable accidents X 200,000 divided by the man hours worked 2006 _____
2005 _____

Do you conduct substance abuse testing? _____
If so, please describe required testing and the applicable disciplinary procedures for positive tests. _____
_____
_____

Describe your employee safety training program, including new hire orientation, fall protection and other applicable safety exposures. _____
_____
_____
_____
_____
Proof of training will be checked if you are a successful bidder.

Does the supervisor of the crew that will be on our project have an OSHA 10 or 30 Hour card that shows completion of the course within the past two years? _____
_____

Does your company have a full time safety director? Name _____
Does your company have a part time safety director? Name _____
Does your company use a safety consultant, and if so describe their duties.
_____
_____
_____

**EXHIBIT K**

# MOTOR VEHICLE RECORD RELEASE FORM

I authorize LU, Inc. to secure a Motor Vehicle Record (MVR) of my driving record.

Name: _____
(as it appears on your driver's license)

Date of Birth: _____

Driver's License Number: _____

State of Issue: _____

Driver's Signature: _____

---

For completion by Company

_____ Informed driver of the requirement to report future license revocation, suspension, accident, or restriction immediately.

_____ _____
Signature of Authorized Company Representative Date

**Exhibit L**

# SAFETY TRAINING MEETING AGENDA/MINUTES

**1. REVIEW RECENT ACCIDENTS AND NEAR MISSES AND DISCUSS CAUSES AND PREVENTION:**

_____
_____

**2. TOPICS FOR THIS MEETING:**

_____
_____
_____
_____

**3. REVIEW HAZCOM DATA ON CHEMICALS THAT WILL BE BROUGHT ON THE JOB THIS WEEK:**_____
_____
_____

**4. REVIEW SAFETY INSPECTIONS AND OBSERVATIONS:**

_____
_____
_____
_____
_____

**5. SOLICIT SAFETY SUGGESTIONS:**

_____
_____
_____
_____
_____

**6. ENSURE THAT ALL ATTENDEES SIGN ATTENDANCE ROSTER**

**TRAINING CONDUCTED BY:**_____
**DATE:**_____

**EXHIBIT M**

**LU INC.**
**DISCIPLINE FORM**

Violations of company and safety polices will not be tolerated. Failure to comply with stated policies and procedures would subject the employee to disciplinary procedures. The following are guidelines only for disciplinary action, if the offense is of a serious enough nature immediate termination of employment may take place:

| | |
|---|---|
| **1st Offense:** | **Verbal warning, with follow up** |
| **2nd Offense:** | **Written warning, with follow up** |
| **3rd Offense:** | **Final Written warning, with follow up** |
| **4th Offense:** | **Termination** |

Employee Name: _____

Employee's Position: _____

Job Site: _____

Date of Infraction: _____

Describe the action that has caused this counseling and your correction taken. Include date by which improvement is expected:

_____
_____
_____
_____
_____
_____
_____
_____

Employee's Signature: _____
(Note if employee refuses to sign)

Supervisors Signature: _____

Distribution:

Employee's jobsite file
Main office personnel file
Employee

# HAZCOM PROGRAM

## LU INC.

June 2009

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# SECTION I

# INTRODUCTION

This program is designed to meet the requirements of the "Federal Hazard Communication" Standard. Outlined in the program are the steps that this company will follow in meeting the training and informational requirements of the law. This program will provide employees with all the information they need to safely perform their jobs. If any additional information is needed, employees are encouraged to request the information through their supervisors.

Our Safety Director has been assigned the responsibility of insuring that the provisions of the Hazardous Chemical Right to Know Law have been complied with, and any questions concerning this program should be directed to him.

_____

Novice Cole
President

# SECTION II

# TRAINING PROGRAM

A. Administrator and Designated Trainers

The administrator of this program will be our Safety Director. He will oversee both the initial training and our ongoing training program. A roster of the employees trained under this program will be kept in our corporate offices. Training of new employees will be conducted by their supervisor.

B. Annual Refresher Training

Our company will annually dedicate a safety meeting to the subject of hazardous materials. During this meeting, the MSDS on all hazardous materials regularly used by our employees will be discussed. In addition, proper handling procedures, container labeling, and first aid procedures will be reviewed. Prior to this meeting, the Hazardous Chemical List will be reviewed and updated as needed.

C. Hazard Determination Program

Chemicals used or produced in this facility will be evaluated by the following program to determine if they are hazardous or not:

Person responsible for program: Safety Director

Person assigned to hazardous chemical evaluation: Safety Director

<u>For Chemicals Used:</u>

Material Safety Data Sheets (MSDS) are used to evaluate whether or not supplied chemicals are hazardous. Chemicals which are health hazards will be designated as such by having ingredients that are listed in the hazardous ingredients section.

For Chemicals Produced: (such as intermediate products, welding fumes, carbon monoxide and wood dust)

MSDS's or equivalents are produced internally or obtained from the Tennessee Department of Labor. Chemicals for which there is scientifically valid evidence that it is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive) or water reactive are considered hazardous, and defined as physical hazards.

Additional Information:

Chemicals found in the following publications will automatically be considered as health hazards:

1. 29 CFR 1910, Subpart Z, "Toxic and Hazardous Substances", (OSHA);
2. "Threshold Limit Values and Biological Exposure Indices", latest edition), American Conference of Governmental Industrial Hygienists (ACGIH); and, for chemicals that are carcinogens or potential carcinogens;
3. a. National Toxicology Program (NTP), "Annual Report on Carcinogens", (latest edition);

   b. International Agency for Research on Cancer (IARC), "Monographs", (latest edition);

   c. 29 CFR 1910, Subpart Z, "Toxic and Hazardous Substances", Occupational Safety and Health Administration.

D. Location of Material Safety Data Sheets

MSDS's will be kept in an open file located in the main office and/or jobsite trailer. Supervisors will also carry a copy of the MSDS's in their truck. Employees are encouraged to review these sheets as often as they feel necessary. Anyone wishing to copy a MSDS for their own use is encouraged to do so, but the original must not be removed from the file.

E. Warning Labels

Containers that have hazardous chemicals inside will be marked with warning labels. Since we do not produce or re-package any hazardous chemicals, our responsibilities are limited to insuring that hazardous chemicals are properly labeled when they arrive. Improperly marked containers will not be accepted.

F. Location of Employee Rights Poster

A poster that outlines employee rights under this law will be posted on the employee bulletin board. Employees who have any questions that cannot be answered by the supervisor will be directed to our office.

G. Training of New Employees?

Any new employee will be thoroughly trained in the elements of the "Right to Know Law" prior to entering a workplace where he may be exposed to hazardous materials. This training will be done by their supervisor and consist of reviewing the elements of the law and pertinent parts of the Material Safety Data Sheets in the "Right to Know" file. Particular emphasis will be placed on employee recall. The training outline contained in Section III will be used as a guide to insure the quality of this training. Workers will fill out the Hazard Communication worksheet as they undergo training.

H. Methods Used to Inform Employees of the Hazards of Non-Routine Tasks

Employees involved in non-routine tasks (such as tank cleaning and maintenance) will be informed of the hazards involved, and trained at specific training sessions so as to insure awareness of required information.

I. Methods Used to Inform Contractor Employers

Subcontractors who may be exposed to hazardous chemicals will be informed both verbally and by means of an information sheet, as to hazards involved at a meeting before any work is accomplished.

J. Hazards of Unlabeled Piping

If work must be done on unlabeled piping the contents of that piping must be identified and communicated to the workers that will be performing the work. Under no circumstances will unlabeled piping be opened by non-qualified or non-trained workers.

## SECTION III

# TRAINING OUTLINE

# "Right to Know" Program

Introduction

The concept of the Hazard Communication Program was born in 1974 when the Standards Advisory Committee was formed to develop guidelines to implement Section 6 (B) 7 of the Occupational Safety and Health Act. This rule became law in 1984 and became known as 29 CFR Section 1910.1200. This law was designed to provide employees with the training necessary to safely deal with hazardous chemicals in the workplace. Its original intent was to provide information to employees in SIC Codes 20-39 which are manufacturing industries which use large quantities of hazardous materials. The scope has since been expanded to include all companies.

I. Basic Elements of the Right to Know Program

A. The Program is directed at two general groups: chemical manufacturers and chemical users.

B. There are five basic categories of the federal law. They are:

1. Evaluate chemical hazards.
2. Affix warning labels.
3. Provide Material Safety Data Sheets
4. Conduct chemical handling training.
5. Develop a written program.

C. A detailed explanation of each of these requirements is as follows:

1. Evaluate chemical hazards.

Each employer is required to inventory all of the materials used by his employees and determine if they are hazardous materials and should fall under this program. Any chemicals listed by the following sources are directly applicable to the Hazard Communication Standard.

a. Occupational Safety and Health Administration
b. American Conference of Governmental Industrial Hygienists (ACGIH)
c. National Toxicology Program
d. International Agency for Research on Cancer

The materials covered by this program are any materials that constitute a physical, toxicological or carcinogenic hazard to the worker.

2. Affix warning labels.

Manufacturers of hazardous materials are required to label all shipping containers holding their products. These labels must be on the box holding individual containers and on the individual containers. The labels may show the chemical name or its common name designation, and the label must contain a warning describing the primary health and physical hazards of the chemical. As an end user who does not manufacture or re-package hazardous chemicals, our responsibilities are limited to insuring that proper warning labels are on all hazardous chemical containers when they arrive at our office. Shipments of hazardous chemicals that arrive without proper warning labels will not be accepted.

3. Provide Material Safety Data Sheets (MSDS).

MSDS's must be obtained on all hazardous materials falling under the program. These sheets must be kept in a file that is accessible by all employees. These sheets contain the information that is necessary to determine the hazards involved with working with these chemicals. In addition, these sheets outline the protective measures that must be taken to prevent exposure to the chemicals and first aid procedures that should be implemented if an employee becomes exposed. The location of these sheets will be outlined in the written program.

Manufacturers of these materials are required to provide the consumer with Material Safety Data Sheets. If these sheets are not provided with the first shipment, they can be requested from the manufacturer.

4. Conduct chemical handling training.

   Employee training sessions must highlight the following five areas:

   a. Review the purpose of the Hazard Communication Standard.
   b. Describe the Material Safety Data Sheet's use and cataloging system.
   c. Review the hazards of the chemicals used by employees.
   d. Describe the safety measures for controlling the hazard.
   e. Summarize the particular hazardous materials used by the employer.

Training is required for all employees who are exposed to hazardous chemicals in the workplace. The Right to Know Law is a performance-oriented standard, meaning that the effectiveness of the program will be evaluated by how well the employees have been informed about the hazardous work environment.

II. Review of Hazardous Materials

The Material Safety Data Sheets of all the hazardous materials used in this company will be reviewed one by one with the important points being explained to the employees. The most important points on the MSDS are the following items:

1. The nature of the hazard that the chemical presents, i.e. flammable, carcinogenic, reactive, etc.
2. Method of entry into the body, i.e. inhalation, absorption, or ingestion.
3. Protective measures needed to prevent overexposure.
4. First aid to be implemented if overexposure occurs.

## Appendix A

# WORKPLACE CHEMICAL LIST

EMPLOYER NAME: LU INC. FEDERAL I.D.# ___ ___ - ___ ___ ___ ___ ___ ___ ___

ADDRESS: _ _____
_ _____

WORKPLACE LOCATION: (Not P.O. Box), IDENTIFICATION (If any), AND COUNTY: Main office and jobsites _____

PRIMARY SIC CODE ___ ___ ___ ___ SECONDARY SIC CODE (optional) ___ ___ ___ ___

TERTIARY SIC CODE (optional) ___ ___ ___ ___ NUMBER EMPLOYEES_____

DESCRIPTION OF PROCESS OR OPERATION Highway Guardrail Installation _____

| CHEMICAL/SUBSTANCE NAME | CHEMICAL ABSTRACTS Services (CAS.) No. | COMMON OR TRADE NAME(S) (Label Identify) | WORK AREA WHERE CHEMICAL IS NORMALLY USED OR STORED |
|---|---|---|---|
| oxygen | 7782-44-7 | oxygen | jobsites |
| acetylene | 74-86-2 | acetylene | jobsites |
| petroleum lubricant | 8042-47-5 | motor oil | jobsites |
| diesel fuel | 68476-30-2 | diesel | jobsites |
| toluene | 108-88-3 | diesel additive | jobsites |
| naphthalene | 91-20-3 | diesel additive | jobsites |
| unleaded gasoline | 64741-47-5 | gas | jobsites |
| benzene | 71-43-2 | gas | |
| H2S | 7783-06-4 | gas | |
| carbon monoxide | 630-08-0 | carbon monoxide | jobsites |
| portland cement | | concrete | jobsites |

| CHEMICAL/SUBSTANCE NAME | CHEMICAL ABSTRACTS Services (CAS.) No. | COMMON OR TRADE NAME(S) (Label Identify) | WORK AREA WHERE CHEMICAL IS NORMALLY USED OR STORED |
|---|---|---|---|
| **asphalt** | **6474293-4** | **asphalt** | **asphalt plants, jobsites** |
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## BLOODBORNE PATHOGENS AND BODILY FLUIDS EXPOSURE CONTROL POLICY

LU Inc. is committed to providing a safe and healthful work environment for our entire staff. In pursuit of this goal, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29 *CFR* 1910.1030, "Occupational Exposure to Bloodborne Pathogens."

### 1. Purpose

The purpose of this exposure control plan is to eliminate or minimize employee occupational exposure to blood or other potentially infectious materials as detailed in the Bloodborne Pathogens standard.

### 2. Exposure Determination

OSHA requires employers to perform an exposure determination concerning which employees may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment (i.e. employees are considered to be exposed even if they wear personal protective equipment.) This exposure determination is required to list all job classifications (e.g. maintenance crew, janitorial services, first aid responders, etc.) are in this category:

In this company no employees have been given job descriptions that include occupational exposure to blood or other body fluids. However, due to the nature of the work performed by this company, all employees have a potential exposure to bloodborne pathogens that may result from accidents on the job. For this reason this plan is being implemented.

### 3. Implementation Schedule and Methodology

OSHA also requires that this plan also include a schedule and method of implementation for the various requirements of the standard. The following complies with this requirement:

A. Compliance Methods

Universal precautions will be observed in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.

Protective gloves and spill clean up materials are available in all company first aid kits.

Hand washing facilities are also available to the employees who incur exposure to blood or other potentially infectious materials. OSHA requires that these facilities be readily accessible after incurring exposure. Hand washing facilities are located at the office restrooms.

After removal of personal protective gloves, employees shall wash hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water.

If employees incur exposure to their skin or mucous membranes then those areas shall be washed or flushed with water as appropriate as soon as feasible following contact.

B. Work Practices

All procedures will be conducted in a manner that will minimize splashing, spraying, splattering and generation of droplets of blood or other potentially infectious materials.
Methods that will be employed in this company to accomplish this goal are:

- All first aid kits will be equipped with Bloodborne Pathogens kits that will include gloves and protective eyewear.
- Annual training will be conducted to train workers on the principles of universal precautions.

C. Personal Protective Equipment

All personal protective equipment used will be provided without cost to employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials.

All garments that are penetrated by blood shall be removed immediately or as soon as feasible. All personal protective equipment will be removed prior to leaving the work area.

Gloves will be worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, non-intact skin, and mucous membranes. Gloves will be available from first aid kits.

**4. Evaluation of Circumstances Surrounding Exposure Incidents**

When the employee incurs an exposure incident, it should be reported to their supervisor who will then notify the Company Safety Director.

All employees who incur an exposure incident will be offered post-exposure evaluation and follow-up in accordance with the OSHA standard.

This follow-up will include the following:

- Documentation of the route of exposure and the circumstances related to the incident

- If possible, the identification of the source individual and, if possible, the status of the source individual. The blood of the source individual will be tested (after consent is obtained) for HIV/HBV infectivity.

- The results of testing of the source individual will be made available to the exposed employee with the exposed employee informed about the applicable laws and regulations concerning disclosure of the identity and infectivity of the source individual

- The employee will be offered the option of having their blood collected for testing of the employee's HIV/HBV serological status. The blood sample will be preserved for at least 90 days to allow the employee to decide if the blood should be tested for HIV serological status. However, if the employee decides prior to that time that testing will be conducted then the appropriate action can be taken and the blood sample discarded.

- The employee will be offered post exposure prophylaxis in accordance with the current recommendations of the U.S. Public Health Service.

- The employee will be given appropriate counseling concerning precautions to take during the period after the exposure incident. The employee will also be given information on what potential illnesses to be alert for and to report any related experiences to appropriate personnel.

## 5. Interaction with Health Care Professionals

Certain information is required to be provided to the health care professional responsible for providing an employee with the Hepatitis B vaccine and also certain information is required to be provided to the health care professional who conducts an evaluation of an employee following an exposure incident. This informational requirement is listed in paragraph (f) (4) of the standard.

A written opinion shall be obtained from the health care professional that evaluate employees of this facility. Written opinions will be obtained in the following instances:

1) When the employee is sent to obtain the Hepatitis B vaccine.

2) Whenever the employee is sent to a health care professional following an exposure incident.

Health care professionals shall be instructed to limit their opinions to:

1) Whether the Hepatitis B vaccine is indicated and if the employee has received the vaccine, or for evaluation following an incident

2) That the employee has been informed of the results of the evaluation, and

3) That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials. (Note that the written opinion to the employer is not to reference any personal medical information)

## 6. Training

Training for all employees will be conducted prior to initial assignment to tasks where occupational exposure may occur. Training will be conducted in the following manner:

Training for employees will include an explanation of the following:

1) The OSHA standard for Bloodborne Pathogens
2) Epidemiology and symptomology of bloodborne diseases
3) Modes of transmission of bloodborne pathogens
4) This Exposure Control Plan, i.e. points of this plan, lines of responsibility, how the plan will be implemented, etc.)
5) Procedures which might cause exposure to blood or other potentially infectious materials on this project
6) Control methods that will be used at the facility to control exposure to blood or other potentially infectious materials.
7) Personal protective equipment available on this project and who should be contacted concerning
8) Post exposure evaluation and follow-up
9) Signs and labels used at the facility
10) Hepatitis B vaccine program at the facility

All employees will receive annual refresher training. (Note that this training is to be conducted within one year of the employee's previous training.)

## 7. Recordkeeping

All records required by the OSHA standard will be maintained by the Main Office

## HEPATITIS B VACCINE DECLINATION (MANDATORY)

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 vaccination 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 occupational 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.

Signed: _____ Date:_____

(Employee Signature)

# LU INC.
# CONFINED SPACE PROGRAM

I. PURPOSE: To provide guidance to employees engaged in operations requiring entry into confined spaces.

II. DEFINITIONS:

A. "Attendant" means an individual stationed outside the permit required confined space that is trained as required by this standard and who monitors the authorized entrants inside the permit required confined space. An attendant may monitor not more entrants or more permit spaces than the entry permit specifically authorizes.

B. "Authorized Entrant" means an employee who is authorized by the employer to enter a permit required confined space. Authorized entrants may rotate duties, serving as attendants if the permit program and the entry permit so state. Any properly trained person with the authority to authorize entry by other persons may enter the permit space during the term of the permit provided the attendant is informed of that entry.

C. "Entry" means that when the entrant's face brakes the plane of the opening and the entrant is breathing the atmosphere of the permit space.

D. "Entry permit" means the written or printed document established by the employer, the content of which is based on the employer's hazard identification and evaluation for that confined space (or class or family of confined spaces if a number of space may contain similar hazards) and is the instrument by which the employer authorizes his or her employees to enter that permit required confined space. The entry permit: Defines the conditions under which the permit space may be entered; states the reason(s) for entering the space; the anticipated hazards of the entry; for entries where the individual authorizing the entry does not assume direct charge of the entry, lists the eligible attendants, entrants, and the individuals who may be in charge of the entry; and establishes the length of time (not to exceed one year) for which the permit may remain valid.

E. "Entry permit system" means the employer's written procedures for preparing and issuing permits for entry and returning the permit space to service following termination of entry, and designates by name or title the individuals who may authorize entry.

F. "Hazardous atmosphere" means an atmosphere that exposes employees to a risk of death, incapacitation, injury or acute illness from one or more of the following causes:

1. A flammable gas, vapor, or mist in excess of 10 percent of its lower flammable limit (LFL);

2. An airborne combustible dust at a concentration that obscures vision at a distance of five feet (1.52 m) or less;

3. An atmospheric oxygen concentration below 19.5 percent or above 23.5 percent;

4. An atmospheric concentration of any substance for which a permissible exposure limit is published in Subpart Z of 29 CFR Part 1910 and could result in employee exposure in excess of its permissible limit(s). [When an air contaminant for which OSHA has not determined a permissible exposure limit may be present in the permit space atmosphere, OSHA recommends employers consult other sources of information, such as Material Safety Data Sheets which comply with the Hazard Communication Standard, 1910.1200, for guidance in establishing the acceptable environmental conditions for entry by their employees.]

5. Any atmospheric condition recognized as immediately dangerous to life or health.

G. Non-permit confined space means a confined space that does not contain or, with respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or physical harm.

H. "Not-permitted condition" means any condition or set of conditions whose hazard potential exceeds the limits stated in the entry permit.

I. "Permit required confined space" means an enclosed space which,

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

2. Has limited or restricted means for entry or exit (some examples are tanks, vessels, silos, storage bins, hoppers, vaults, pits, crawl spaces, and diked areas;

3. Is not designed for continuous employee occupancy; and

4. Has one or more of the following characteristics:

   a. Contains or has a known potential to contain a hazardous atmosphere;

   b. Contains a material with the potential for engulfment of an entrant;

   c. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls, or a floor which slopes downward and tapers to a smaller cross-section; or,

   d. Contains any other recognized serious safety or health hazard.

J. "Qualified Person" means a person designated by the employer as being capable (by education and/or specialized training) of anticipating, recognizing, and evaluating employee exposure to hazardous substances or other unsafe conditions in a confined space.

## III. PROCEDURES FOR PERMIT REQUIRED CONFINED SPACES:

A. Identify Confined Spaces

Permit Required Confined Spaces will be identified by supervisors and marked with signs stating "Danger-Permit Required Confined Space-Do Not Enter".

B. Precautions Before Entry

Before employees are permitted to enter a confined space, the following requirements shall be met.

1. Inspection and Tests

   a. Before work begins, a qualified person should select an emergency medical facility near the work site and ensure that all workers on site are familiar with the procedures for contacting that facility.

   b. A qualified person should determine the type of product the confined space previously contained, as well as the indicated amount of sludge, residual product, or other contaminants within it, and the physical condition of the confined space itself.

c. A qualified person should make a survey of the surrounding area, including atmospheric testing, if appropriate, to determine whether it is safe to enter the area.

d. Entry into a confined space should not take place until initial testing of the atmosphere has been completed from the outside. Tests performed should include, as a minimum, those for oxygen content, flammability, and toxic contaminants. Additional tests should be selected and performed to the satisfaction of the qualified person. Such additional tests shall be made in a location that will be representative of the worst-case conditions that might be anticipated. All tests should be repeated as often as necessary to assure safety because changing conditions can result in changing atmospheric concentrations.

e. All test results should be recorded and posted on the permit. The permit must be posted at the work site during the confined space entry.

f. Entry into a confined space for any type of work should not take place when tests indicate the concentration of flammable gases in the atmosphere is greater than 10 percent of the LEL.

g. Entry into a confined space for any type of work should not take place when tests indicate the concentration of oxygen is less than 19.5 percent or greater than 23.5 percent.

h. Entry into a confined space containing toxic contaminants in concentrations at or above the threshold limit value (TLV) should be permitted only when personal protective equipment appropriate for the specific contaminants is provided to all participating employees.

i. The confined space should be tested as often as necessary to ensure the safety of employees whenever conditions in the confined space change. If continuous ventilation is not being used, constant monitoring of the atmosphere should be utilized.

j. In addition to atmospheric testing, a qualified person should take positive steps to ensure that employees are protected from other physical hazards, which would include, but not be limited to the following:

- Discharge of steam, high-pressure air, water or oil into the confined space, or against personnel working outside.

- Structural failure of the tank shell, roof, roof support members, swing line cables, or other tank members.

- Tools or other objects dropping from overhead.

- Falls through or from the roof, or from scaffolds, stairs, or ladders.

- Tripping over hoses, pipes, tools, or equipment.

- Slipping on wet, oily surfaces or colliding with objects in inadequately lighted interiors.

- Insufficient or faulty personal protective equipment.

- Insufficient or faulty operations equipment and tools.

- Noise in excess of acceptable levels.

- Temperature extremes that may require additional protection or shorter work periods.

2. Lockout/Tagout

a. Before employees are permitted to enter a confined space, the confined space should be isolated to preclude the entry of hazardous materials by one or more of the following methods:

* All electrical and mechanical devices within or attached to the confined space should be disconnected or locked and tagged to prevent accidental movement or energizing of such systems.

* Removing a valve, spool piece, or expansion joint in piping t, and as close as possible to, the confined space and blanking or capping the open end of the pipe leading to the confined space.

* Inserting a suitable full-pressure blank in piping between the flanges nearest to the confined space.

* Closing, locking, and tagging at least two valves in the piping leading to the confined space, and locking or tagging open to atmosphere a drain valve between the two closed valves. The drain should be checked to ensure that it is not plugged. In all cases, blanks or caps should be of a material that is compatible with the liquid, vapor, or gas with which they are in contact.

b. Coordination should be made with other contractors working in the area and the facility maintenance department to ensure that lockout procedures are standardized and understood by all parties involved.

3. Ventilation

a. All confined spaces should be mechanically ventilated to prevent accumulation of:

- Flammables in the atmosphere at concentrations above 10 percent of the LEL.

- Concentrations of combustible dusts.

- Oxygen excess or deficient atmospheres.

b. A qualified person should check periodically to ensure that contaminated air from a confined space is exhausted to a location where it presents no hazard.

4. Employee Training and Indoctrination

a. Employees assigned to work in confined spaces should have completed formal classroom and practical training which shall include the following:

- Types of confined spaces associated with the industrial activity.

- Chemical and physical hazards involved.

- Safe work practices and techniques.

- Familiarization with the Confined Space Permit.

- Testing requirements, evaluation, and test methods.

- Safety equipment, to include:

  -- Respiratory protective devices
  -- Protective clothing and other protection such as harnesses, lifelines, eye protection, etc.
  -- Explosion-proof lighting, power cords, and connectors

- Emergency first aid and rescue procedures for safety-standby personnel.

- Applicable federal, state, and local regulations.

b. Retraining

Personnel should be retrained at least annually.

c. Documentation

Proof of training and retraining should be fully documented in writing.

5. Illumination

When temporary lighting is used in confined spaces, the following requirements should be met:

- Confined spaces with potential for flammable or explosive atmospheres (including dust) must use lighting approved for use in Class I, Division I, Groups A, B, C, and D atmospheres. Extension cords use for temporary lighting in these locations should be equipped with connectors or switches approved for hazardous locations.

- Temporary lighting should be equipped with adequate guards to prevent accidental contact with the bulb.

- The lighting should not be suspended by the electric cords, unless they are designed for this method of suspension.

- Electric cords should be kept clear of working spaces and walkways or other locations
in which they may be exposed to damage.

6. Program Review

All permits will be kept for at least one year. These permits will be used to evaluate our program and recommend any needed improvements.

7. Additional Safety Equipment

Prior to entry the supervisor will ensure that all necessary safety equipment is on hand and in good operating order. In addition to ventilation equipment and lighting, which have already been covered in pervious section, the job may require the following equipment.

Retrieval Systems
Harnesses

Gas Monitors
Manbaskets
Respirators
Romex Suits

8. Procedures for Terminating a Confined Space Entry

-Once work has been completed, all entrants must be evacuated and accounted for.
- Any energy sources that were locked out must be restored in accordance with company lockout procedures.
- Access ports, guards, barriers, etc. must be restored to normal position.
-Entry permit must be completed and returned to your appropriate department.

C. Confined Space - Rescue

1. General Requirements

- It is the intent of the Confined Space Standard to minimize the need for rescue of personnel working in permit-required confined spaces. This should be accomplished by designing confined space entries, when possible, so that an injured entrant can be retrieved by the attendant without the attendant entering the confined space. This can be done by using harnesses, lifelines, and retrieval systems whenever possible. Care should be taken to ensure that the entrant does not wrap the retrieval line around piping or other obstacles that would prevent easy retrieval of the entrant.

- Whenever retrieval by the attendant is not possible a trained rescue team must be standing by in order to provide immediate assistance.

- Rescue personnel should be familiar with pertinent types of atmospheric testing, respiratory protection, rescue procedures, and the proper use of safety and rescue equipment.

- Rescuers should be instructed not to enter a confined space unless others are notified and standing by in case additional help is required.

- Tanks, vessels, or other confined spaces with both side and top openings should be entered from side openings when practical.

- An emergency phone number list with numbers that are geographically appropriate to the job should be posted at the jobsite.

2. Rescue Teams

a. Definition - Individuals who are physically capable of rescuing others by use of hoist, lifeline and harness, or entry into a confined space and who have current training in:

- Cardiopulmonary resuscitation (CPR)
- First aid
- Air-supplied respiratory protective equipment
- Self-contained supplied-air respiratory protective equipment

b. Duties

The employee should have an approved, maintained, self-contained respiratory protective device outside of the carrying case, ready for donning.

If a lifeline and harness are required for work inside the confined space, the stand-by person should wear the same.

An effective means of communication between employees inside a confined space and the attendant employee should be provided and used whenever atmospheric conditions of the confined space require the use of harnesses, or whenever employees inside a confined space are out of sight of the attendant.

The rescue team should enter the vessel only after alerting at least one additional employee outside the confined space of the existence of an emergency and of the rescue team's intent to enter the confined space, and only in case of an emergency such as:

- A worker inside suffers an injury.

- A worker inside indicates breathing difficulties.

## IV. PROCEDURES FOR NON-PERMIT REQUIRED CONFINED SPACES AND HAZARDOUS ATMOSPHERE ONLY CONFINED SPACES:

1. Section (c)(5)(i) of the Confined Space Standard allows that alternate procedures for entry into confined spaces can be utilized provided that all of the following apply:

a. The only hazard posed by the permit space is an actual or potential hazardous atmosphere.

b. Continuous forced air ventilation alone is sufficient to maintain the permit space safe for entry.

c. The employer has developed monitoring and inspection data that verifies the conditions set forth in (a) and (b).

d. If entry into the confined space is required in order to determine whether or not the confined space possesses any hazards, it must be done so in accordance with the procedures for entering a permit-required confined space.

e. Once the determination has been made that the confined space is a non-permit required confined space, the data supporting that determination must be made available to the workers. This can be done by completing a confined space permit, illustrating that the atmosphere and other hazards have been made safe, or it can be done with a meeting with the employees during which you demonstrate the atmospheric testing of the confined space and point out the nonexistence of other hazards.

2. Once the requirements for determination that the confined space is a non-permit required confined space have been completed, the entry may be done under the following conditions:

   a. Any condition making it unsafe to remove the entrance cover to a confined space must be eliminated and the entrance must be guarded by a railing or other temporary barricade as soon as the cover has been removed.

   b. Prior to entry, the internal atmosphere shall be tested with a calibrated direct reading instrument for the following conditions:

      1. Oxygen Content
      2. Flammable Gases and Vapors
      3. Potential Toxic Air Contaminants

   c. There may be no hazardous atmosphere within the space whenever an employee is inside the space.

   d. Continuous forced air ventilation must be used in the area where the employee is working and must continue until the employees have left the space.

e. Periodic testing of the atmosphere in the space must be conducted as necessary to ensure that continuous forced air ventilation is preventing the accumulation of a hazardous atmosphere.

f. If a hazardous atmosphere is detected during the entry:

1. Each employee shall leave the space immediately.
2. The space shall be evaluated to determine how the hazardous atmosphere developed.
3. Measures shall be implemented to protect employees from hazardous atmospheres before any subsequent entry takes place.

V. TRAINING OUTLINE: Personnel that engage in confined space work must be properly trained. Topics covered for each job on a confined space project are as follows:

A. Training and duties of authorized entrants

1. Hazard recognition. The authorized entrants will:

a. Know the hazards that may be faced during entry;

b. Recognize the signs and symptoms of exposure to a hazard; and

c. Understand the consequences of exposure to a hazard.

2. Communication

a. Maintain contact with the attendant; and

b. Notify the attendant when the entrants self-initiate evacuation of a permit space.

3. Protective equipment

a. Authorized entrants must be aware of the personal protective equipment, such as retrieval lines, respirators or clothing, needed for safe entry and exit;

b. Must be provided with the necessary personal protective equipment and have it on their vehicle;

c. Must use the personal protective equipment properly; and

d. Must be aware of the external barriers needed to protect entrants from external hazards and of the proper use of these barriers.

4. Self-rescue

Authorized entrants must exit the permit space, unless it is physically impossible to do so, when:

a. The attendant orders evacuation;

b. An automatic alarm is activated; or

c. The authorized entrants perceive that they are in danger.

B. Training and duties of the attendant.

An attendant must be stationed and remain outside the permit space(s) at all times during entry operations unless the confined space has been designated a "low hazard permit space." Employees who work as attendant must receive the appropriate training and perform their assigned duties under the entry permit program, as follows:

1. Number of entrants. Attendants must continuously maintain an accurate count of all persons in the space.

2. Hazard recognition. Attendants must know of and be able to recognize potential permit space hazards and monitor activities inside and outside the permit space to determine if it is safe for entrants to remain in the space.

3. Communication. Attendants must:

a. Maintain effective and continuous contact with authorized entrants during entry;

b. Order authorized entrants to evacuate the permit space immediately when:

i. The attendant observes a condition that is not allowed in the entry permit;

ii. The attendant detects behavioral effects of hazard exposure;

iii. The attendant detects a situation outside the space which could endanger the entrants;

iv. The attendant detects an uncontrolled hazard within the permit space;

v. The attendant is monitoring entry in more than one permit space and must focus attention on the rescue of entrants from one of those spaces; and

vi. The attendant must leave the workstation.

c. Summon rescue and other emergency services as soon as the attendant determines that authorized entrants need to escape from permit space hazards; and

d. Take the following actions, as necessary, when unauthorized persons approach or enter a permit space while entry is underway;

i. Warn the unauthorized persons away from the space;

ii. Request the unauthorized persons to exit immediately if they have entered the permit space; and

iii. Inform the authorized entrants and any other persons designated by the employer if unauthorized persons have entered the permit space.

e. Rescue. Attendants must be trained to ensure that they:

i. Do not enter the permit space to attempt rescue of entrants; and

ii. Properly use any rescue equipment provided for their use and perform any other assigned rescue and emergency duties, without entering the permit space.

C. Training and duties of the individual authorizing or in charge of entry (on-site supervisor)

Individuals authorizing or in charge of entry must receive the appropriate training and perform assigned duties, as follows:

1. Entry authorization and supervision. Individuals authorizing or in charge of entry shall:

    a. Determine that the entry permit contains the requisite information before authorizing or allowing entry;

    b. Determine that the necessary procedures, practices and equipment for safe entry are in effect before allowing entry;

    c. Determine, at appropriate intervals, that entry operations remain consistent with the terms of the entry permit, and that acceptable entry conditions are present.

    d. Cancel the entry authorization and terminate entry whenever acceptable entry conditions are not present; and

    e. Take the necessary measures for concluding an entry operation, such as closing off a permit space and canceling the permit, once the work authorized by the permit has been completed.

2. Dealing with unauthorized personnel

    Individuals authorizing or in charge of entry shall take the appropriate measures to remove unauthorized personnel who are in or near entry permit spaces.

**CONFINED SPACE ENTRY PERMIT CHECKLIST**

SUPERVISOR:_____ DATE:_____

JOBSITE: _____ TIME & DURATION OF ENTRY: _____
SPACE TO BE ENTERED:_____

NAME OF ENTRANT(S): _____

NAME OF ATTENDANT: _____

| Atmosphere Tested For | Y | N | Comments/Readings |
|---|---|---|---|
| % Oxygen > 19.5 | __ | __ | _____ |
| Explosive Atmosphere | __ | __ | _____ |
| Toxic Atmosphere | __ | __ | _____ |
| Continuous Air Monitoring Performed | __ | __ | _____ |
| Continuous Ventilation Provided | __ | __ | _____ |
| Personal Protective Equipment Provided | __ | __ | _____ |
| Supplied Air Respirator Provided | __ | __ | _____ |
| Safety Harness Provided | __ | __ | _____ |
| Lifelines/Emergency Escape Provided | __ | __ | _____ |
| Approved Lighting Equipment Provided | __ | __ | _____ |
| Necessary Rescue Equipment Provided | __ | __ | _____ |
| Communication Equipment Provided | __ | __ | _____ |
| All Attendants & Entrants have received training | __ | __ | _____ |

Air Testing Equipment Used: _____ Serial #: _____

Date Calibrated: _____

EMERGENCY SERVICE-

| Service | Phone # | Method of Contact |
|---|---|---|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

NOTES:

Testing will be done prior to entry and then monitored continuously.
Permit is good for day of issuance only.

Type of Work to be Done:

_____

_____

I certify that all required precautions have been taken and necessary equipment is provided for safe work and entry in this confined space.

_____

Supervisor's signature

# LU Inc.
# Lockout Program

## PURPOSE

This procedure establishes the minimum requirements for the lockout of energy isolating devices. It shall be used to ensure that the machine or equipment are isolated from all potentially hazardous energy, and locked out or tagged out before employees perform any servicing or maintenance activities where the unexpected energizing, start-up or release of stored energy could cause injury.

## RESPONSIBILITY

Appropriate employees shall be instructed in the safety significance of the lockout procedure. Each new or transferred affected employee and other employees whose work operations are or may be in the area shall be instructed in the purpose and use of the lockout procedure.

## PREPARATION FOR LOCKOUT

Make a survey to locate and identify all isolating devices to be certain which switch(es), valve(s) or other energy isolating devices apply to the equipment to be locked out. More than one energy source (electrical, mechanical, or others) may be involved. Equipment with only one energy source will be locked out using the generic procedures for lockout that are listed below. Equipment with multiple energy sources will be surveyed and a specific procedure developed for that equipment. Those procedures are attached to this program as appendices.

## SEQUENCE OF LOCKOUT SYSTEM PROCEDURE

1) Notify all affected employees that a lockout system is going to be utilized and the reason therefore. The authorized employee shall know the type and magnitude of energy that the machine or equipment utilizes and shall understand the hazards thereof.

2) If the machine or equipment is operating, shut it down by the normal stopping procedure (depress stop button, open toggle switch, etc.).

3) Operate the switch, valve, or other energy isolating device (s) so that the equipment is isolated from its energy source(s). Stored energy (such as that in springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as repositioning, blocking, bleeding down, etc.

4) Lockout the energy isolating devices with assigned individual lock(s).

5) After ensuring that no personnel are exposed, and as a check on having disconnected the energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate.

CAUTION: Return operating control(s) to "neutral" or "off" position after the test.

6) The equipment is now locked out.

RESTORING MACHINES OR EQUIPMENT TO NORMAL PRODUCTION OPERATIONS

1) After the servicing and/or maintenance is complete and equipment is ready for normal production operations, check the area around the machines or equipment to ensure that no one is exposed.

2) After all tools have been removed from the machine or equipment, guards have been reinstalled and employees are in the clear, remove all lockout devices. Operate the energy isolating devices to restore energy to the machine or equipment.

## PROCEDURE INVOLVING MORE THAN ONE PERSON

If more than one individual is required to lockout equipment, each shall place his/her own personal lockout device on the energy isolating device(s). When an energy isolating device cannot accept multiple locks, a multiple lockout device (hasp) may be used. As each person no longer needs to maintain his or her lockout protection, that person will remove his/her lock from the hasp.

## BASIC RULES FOR USING LOCKOUT SYSTEM PROCEDURE

All equipment shall be locked out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. Do not attempt to operate any switch, valve, or other energy-isolating device where it is locked or tagged out.

# Procedures for Multiple Energy Source Equipment

1. Name and description of the equipment: _____

_____

2. Manufacturer/Model _____

3. Location _____

4. Lockout Procedure

Notify all affected employees that the equipment will be locked out.

| Energy Sources | Lockout Procedures |
|---|---|
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |
| 6. | |
| 7. | |

5. Once all energy sources are locked out, attempt to operate the machine in order to ensure that all appropriate energy sources were locked out.

6. Restoring equipment

Repeat steps in the table above in the reverse order. Once the equipment has been reenergized, notify affected employees that the equipment has been restored to working order.