Accident Prevention & Safety Manual

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Corporate Safety Policies and Procedures

General Company Safety Philosophy Statement

This general Company safety philosophy has been developed to reflect and communicate the proactive safety attitude maintained at this Company.

The Company will comply with appropriate safety and security laws and regulations such as those established by:

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

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

The Company will comply with appropriate safety and security laws and regulations such as those established by OSHA, EPA, DOT, and all other applicable federal, state, and local safety and health regulations.

We believe that the safety of employees is of utmost importance, along with quality, production, and cost-control. Maintenance of safe operating procedures at all times is of both monetary and human value, with the human value being far greater to the employer, the employee, and the community. The following principles support this philosophy:

- All injuries and accidents are preventable through establishment and compliance with safe work procedures.
- The prevention of bodily injury and safeguarding of health are the first considerations in all workplace actions and are the responsibility of every employee at every level.
- Written safety plans describing the safe work practices and procedures to be practiced in all workplace actions are an essential element of the overall workplace safety program. All employees at every level are responsible for knowing and following the safety practices described in the written safety plans.
- Off the job, all employees should be similarly safe and demonstrate awareness of potential hazards.

Types of Written Safety Plans In Place

Because we care about our employees and strive to provide a safe work place, we have put into place a number of written safety plans. These written plans provide guidance and direction for the safety issues they cover. Those plans are covered throughout this Accident Prevention and Safety Manual.

Employer/Employee Responsibilities

This section lists responsibilities of employers and employees. These responsibilities are to be taken seriously at all times.

- It is the policy of this Company to provide a place of employment reasonably free from hazards which may cause illness, injury, or death to associates. It is also this Company's policy to establish an effective and continuous safety program incorporating educational and monitoring procedures maintained to teach safety, correct deficiencies, and provide a safe, clean working environment. All Company supervisors, managers, directors, and officers are responsible for the enforcement of safety policies and practices. They must ensure that:
    - Their staff members are trained in appropriate safety procedures, including chemical-specific training as required. Individual safety files are maintained in Personnel for all associates.
    - They notify the Safety Manager and complete the necessary forms if an accident or work-related health problem occurs in the work area.
    - Equipment and property within their area of responsibility is maintained in a safe, hazard-free condition

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

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

Disciplinary Policy

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

- Verbal reprimand:

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

- Written reprimand:

  A written form documenting the safety misconduct, to be presented to the employee and placed in the employee's personnel file.

- Probation:

A trial period during which the employee is given specific rules and goals to meet, during which, if he or she cannot meet the rules and goals, he or she is subject to termination.

- Suspension:

A period of time during which the employee is debarred from the function of attending work and during which the employee is not paid.

- Dismissal/termination of employment:

The permanent separation of an employee from the Company, initiated for disciplinary reasons, safety misconduct

Certain circumstances warrant disciplinary action.

Upon violation of any Company safety rule, the violating employee will be penalized. The severity of the penalty will be in direct correlation to the severity of the safety violation, and in accordance with the Company's disciplinary policy outlined in the employee handbook.

Designated Safety Manager

The designation of a Safety Manager is the most critical part of preparing ourselves to succeed or fail with the establishment and maintenance of our company safety program. The designated Safety Manager is the glue that holds the many aspects of your program together.

A-1 Asphalt Inc. has designated Brian Ingle as our Safety Manager. The key critical ingredients considered in making this decision were:

1. Willingness - the person chosen must indicate a genuine interest and desire to do this work.

2. Knowledge - College degrees in Safety and/or experience in the field are necessary for a full time Safety program.

3. Money - A budget needs to be established for this program to, at a minimum, include the following.

    a. Reference material - software, books, etc……

    b. Designated person attending seminars.....

    c. Safety committee meetings.....

    d. Incentive Program.....

4. The total cost/savings benefit ratio is arrived at by estimating our fines, should OSHA inspect our business before we become prepared, and the plus or minus effect on your experience modifier.

5. Accountability - The person to fulfill these tasks must be accountable only to the company President in all matters of safety and health for these reasons:

    a. This plainly demonstrates top management's commitment to the safety program.

    b. Keeps top management in the loop and provides for guidance at all stages of the program.

    c. Prevents creativity of the designated safety person from being thwarted or stifled by intermediate supervisors who are unaware of the tremendous negative impact OSHA fines and increased workers' compensation premiums can have on the company's bottom line.

Job Responsibility Definitions

Safety Manager Responsibilities

1. Will be responsible for the administration and implementation of the Safety and Health Regulations as they apply to A-1 Asphalt Inc.. In addition, he/she will administer the company safety program and see that it is put into effect and administered as outlined below.

2. Will see that a monthly report is completed, listing all accidents which occurred during the preceding month. These will be reviewed to determine type and degree of accident so that corrective measures may be taken through safety talks to personnel, bulletins to employees, purchase of new equipment, or change in work procedures.

3. Will see that all sub and trade contractors abide by their safety and health program and that documentation is made of any alleged violations.

4. Will maintain and update a set of basic safe work rules. These safety rules will be explained by the company Safety Manager to the President and Supervisor(s) who, in turn, will discuss these with employees safety talks. Company safety rules will be posted in all work areas.

5. Will periodically conduct safety inspections and file reports.

6. Will provide safety training for employees.

7. Will read, review and provide the President and Supervisor(s) with updated OSHA Safety Standards.

8. Will make necessary corrections in company policy and work procedures by advising of changes in OSHA rules and regulations.

9. Through the purchasing section, will see that all vendors are advised of the company safety and health programs as they apply to the vendor and supplier personnel entering the job site. In addition, all purchase orders will require compliance with OSHA Act.

10. Will meet regularly with supervisors/management to review safety procedures on the job, and, in general, check on the supervision's compliance with the company safety and health program.

President’s Responsibilities

1. Read and review the OSHA Safety Standards and become knowledgeable of federal, state and local standards.

2. Responsible to see that a study is made of the work area(s) to determine the exposure to accidents, which may develop. Particular attention will be given to the protection of the public and to fire prevention facilities.

3. Be safety oriented when walking through work areas. Report to the Safety Manager all unsafe acts and conditions either of your company's or sub or trade contractor's personnel.

4. Review all accident reports.

Supervisor's Responsibilities

1. The Supervisor is responsible for the implementation of the company safety and health program.

2. Make available all necessary personal protective equipment, job safety materials, and First Aid equipment.

3. Instruct the employees that safe practices are to be followed and safe conditions maintained throughout the job.

4. Inform the Leadperson that they are not to require nor permit their workers to take chances - rather that they instruct the workers in proper and safe procedures.

5. Require all contractors and their prime subcontractors to adhere to all safety regulations. The Supervisor will report any unsafe conditions on contractor portions of the work to the Safety Manager.

6. Review all accidents with employee and see that corrective action is taken immediately.

7. Be familiar with the laws pertaining to safety and their basic requirements.

8. Investigate all accidents. File a complete accident report with the Safety Manager and correct the causes immediately. Use OSHA Form 301 or its equivalent.

9. Be familiar with the laws pertaining to safety and their basic requirements.

Employee Responsibilities

1. Work according to good safety practices as posted, instructed and discussed.

2. Refrain from any unsafe act that might endanger himself/herself or his/her fellow workers.

3. Use all safety devices provided for his/her protection.

4. Immediately report any unsafe situation or acts to his/her supervisor or safety personnel.

5. In the event of an injury, report to the designated area for First Aid treatment. In all cases, the employee and Supervisor will report and/or record all accidents.

6. Maintain a clean and safe work area.

7. Be a safe worker, off the job, as well as on.

Safety Committee Responsibilities

1. In general, the committee will serve in an advisory capacity to the Safety Manager on determining a general plan of action for the company's safety policy as set by management.

2. More specifically, the members of the committee will familiarize themselves with safety standards and assist in formulating plans for the application of the standards in all work areas.

Training Policy

A-1 Asphalt Inc. is committed to instructing all employees in safe and healthy work practices. The Company will provide training to each employee with regard to general, acceptable, safety procedures and to any hazards or safety procedures that are specific to that employee's work situation.

1. Training can take many forms and is synonymous with education and can be attained in a number of ways.

2. Company Safety Rules: Employees should read the rules and understand them. The issuance of these rules should be logged and signed receipts should be kept on file. Each new employee, as he arrives on the job, should be approached in the same manner.

3. Periodic Safety Talks – the company should attempt to hold a safety talk with their employees on a weekly or at least monthly basis. The talk may consist merely of restating the company safety rules or warning of dangerous conditions which exist. A particular subject may be covered, such as lockout tagout, confined space, or fire prevention.

4. Changed Conditions -When a of the job operation changes or when new hazardous materials are brought into the workplace, employees should be made aware of new or added potential dangerous situations that might occur and the proper action employees can take to maintain a safe workplace.

5. Safety Equipment -Employees should not simply be issued protective equipment. They should be instructed as to its proper and safe use.

6. Consistency/Redundancy -The employer must consistently and routinely entertain the concept of safety training. Once is not enough. At the orientation meeting of new employees, on through the follow-up weekly/monthly safety talks, the central theme must be to dwell on employees not committing unsafe acts.

7. Management Follow-Up -Management must not be content with advising employees on unsafe practices. A follow-up of employee actions must be made. The Supervisor(s) must be instructed to watch for employees committing unsafe acts. Employees should be reprimanded when found doing unsafe acts. (See disciplinary program)

8. Documentation -All actions taken by Management as it relates to Safety Training/Education should be documented. Documentation of good faith efforts in meeting the training requirements can be invaluable in defending a lawsuit that results from an injury due to an unsafe act by an employee. Also, documentation substantiates your commitment to and compliance with the OSHA Training Requirements.

9. Individual/Group Instruction -Safety Education can be aimed at a group such as at a weekly/monthly safety talk or at an individual as in a case where the employee is being given instruction on use of a new tool, etc., by the Supervisor. Whichever the case may be, it should be documented.

In Closing

Safety training must be ongoing. It must be given to all employees and members of management. Documentation of instruction and other forms of safety awareness techniques must be made. Never assume everyone knows the safest way of performing his or her task.

Disciplinary Action Program

Role of Disciplinary Systems in the Workplace

The disciplinary system does not exist primarily to punish employees. Its purpose should be to control the work environment so that workers are protected and accidents are prevented. A disciplinary system helps ensure workplace safety and health by letting the A-1 Asphalt Inc.'s employees know what is expected of them. It provides workers with opportunities to correct their behavior before an accident happens.

A disciplinary system is one of the keys to successfully implementing the Company's safety and health program. It ensures that the Company's rules and safe working practices are taken seriously by employees and are actually followed. It lets employees know how A-1 Asphalt Inc. expects them to operate in relation to the goals of the Company's safety and health program. And it lays out the actions the Company will take if individuals do not meet the Company's expectations. The employee's supervisor and all members of management are responsible for the enforcement of this disciplinary program.

A disciplinary system cannot work in a vacuum. Before the Company can hold employees accountable for their actions, the Company first needs to establish its safety and health policy and disciplinary rules.

Policy Statement

Employees need to know the Company's position on safety and health and what the Company expects of them. They need a clear understanding of the rules and the consequences of breaking those rules. This is true in all areas of work, but it is especially important for worker safety and health. As part of the policy statement, and in the employee safety handbook, the Company has a written statement setting forth the Company's disciplinary policy. Company managers and supervisors will always be on the lookout for safety violations and will conscientiously and vigorously enforce the Company's commitment to safety.

Employee Information and Training

It is important that employees understand the system and have a reference to turn to if they have any questions. Therefore, in addition to issuing a written statement of the Company's disciplinary policy, the Company has drawn up a list of what it considers major violations of Company policy and less serious violations. This list specifies the disciplinary actions that will be taken for first, second, or repeated offenses.

- The list for immediate termination and grounds for immediate discharge are:
    - Drinking alcohol, and/or drug abuse prior to or during working hours
    - Fighting, provoking or engaging in an act of violence against another person on Company property or applicable jobsite
    - Theft

- Willful damage to property
- Failure to wear Personal Protective Equipment (eye protection, hearing protection, safety helmets, etc.).
- Not using safety harnesses and lanyards when there is a potential for falling
- Removing and/or making inoperative safety guards on tools and equipment
- Tampering with machine safeguards or removing machine tags or locks
- Removing barriers and/or guardrails and not replacing them
- Failure to follow recognized industry practices
- Failure to follow rules regarding the use of company equipment or materials
- Major traffic violations while using a company vehicle
- Engaging in dangerous horseplay
- Failure to notify the Company of a hazardous situation and
- Other major violations of company rules or policies

- General Offences requiring a warning and can lead to termination:

  - Minor traffic violations while using Company vehicles
  - Creating unsafe or unsanitary conditions or poor housekeeping habits
  - Threatening an act of violence against another person while on company property
  - Misrepresentation of facts
  - Unauthorized use of Company property
  - Excessive tardies and late to work
  - Disrespect and/or insubordination to authority
  - Other violations of Company Policy and rules

<u>Training</u>

Training can reduce the need for disciplinary action. The Company shall instruct employees in the importance of workplace safety and health, the need to develop safety habits, the Company's operations, safe work practices, and the hazards they control, and the standards of behavior that the Company expects. The Company's employees must understand the disciplinary system and the consequences of any deliberate, unacceptable behavior.

Supervision

Supervision includes both training and corrective action. Ongoing monitoring of the Company's employees' work and safety habits gives the Company's supervisors the opportunity to correct any problems before serious situations develop. In most cases, effective supervision means correcting a problem before issuing any punishment.

Where the relationship between employees and their supervisors is open and interactive, problems are discussed and solutions are mutually agreed upon. This type of relationship fosters a work environment where the need for disciplinary action is reduced. When such action is needed, the parties are more likely to perceive it as corrective than punitive.

Employee Involvement

Employees are encouraged to help informally in the enforcement of rules and practices. The intent here is not to turn employees into spies and informers, but to encourage them to be their "brother's keeper" and to watch out for the safety and health of their colleagues. Many employers successfully have encouraged an atmosphere -- a company "culture" – where employees readily speak up when they see an easily corrected problem, for example, a coworker who needs reminding to put on safety goggles.

The Company's employees deserve the opportunity to correct their own behavior problems. An effective disciplinary system is a two-way process. Once a problem is spotted, discuss it with the employee, who should be given at least one or two opportunities to change the behavior or correct the problem. Only after these discussions (and possibly some retraining) should disciplinary action be taken.

Appropriate Control Measures

Disciplinary actions need to be proportionate to the seriousness of the offense and the frequency of its occurrence. It is certainly inappropriate to fire someone for occasional tardiness. It is equally inappropriate to issue only oral warnings to an employee who repeatedly removes a machine guard.

Disciplinary procedures should not be instituted without explanation. The Company will provide feedback to the employee on what behavior is unacceptable, why the corrective action is necessary, and how the employee can prevent future violations and disciplinary action. In addition, take time to recognize an employee who improves or corrects his/her behavior.

Consistent Enforcement

Workers must realize that safe work practices are a requirement of employment and that unsafe practices will not be tolerated. It is necessary, therefore, that the employer have a disciplinary system that is implemented fairly and consistently.

If the Company's disciplinary system is to work well and be accepted by the Company's workforce, the system applies equally to everyone. This includes subjecting managers and supervisors to similar rules and similar or even more stringent disciplinary procedures.

For minor violations, supervisors shall meet with the employee to discuss the infraction and inform the employee of the rule or procedure that was violated AND describe the corrective action needed to remedy the situation.

Documentation

One key to ensuring fairness and consistency in a disciplinary system is keeping good records. It is in the best interest of both the Company and the employee to have written rules and disciplinary procedures. It is just as important to document instances of good or poor safety and health behavior, including discussions with the employee, and to place relevant information in the employee's personnel file. The “Safety Hazard Citation” on the next page will be used to document infractions.

Documentation serves a variety of purposes. It helps the Company to track the development of a problem, corrective actions, and the impact of measures taken. It provides information so the Company can keep employees informed of problems that need correction.

When the Company is evaluating the managerial and supervisory skills of a supervisor, it provides a useful record of how they handled problems.

If warnings, retraining, and other corrective actions fail to achieve the desired effect, and if the Company decides to discharge an employee, then documentation becomes even more critical. Conversely, the Company will conduct an annual clearing of the personnel files of employees whose good overall safety records are marred by minor warnings.

Minor safety violations will be documented and become part of the employee’s personnel record.

A Copy of any Citation will be placed in the employees Employment File. Three Citations can be grounds for termination.

Positive Reinforcement

Each supervisor should provide frequent reinforcement of work practices training. The informal observation described above serves not only to gauge training effectiveness, but also to reinforce the desired behavior.

Recording and Reporting Injuries and Illnesses

Purpose

This Recording and Reporting Occupational Injuries and Illnesses Compliance Program explains our company's process for meeting the requirements of OSHA 29 CFR 1904. This regulation allows the Bureau of Labor Statistics under the U.S. Department of Labor to uniformly gather statistics on occupational injuries and illnesses. With this data, the Occupational Safety and Health Administration (OSHA) can identify and solve work-related exposures nationwide through new and revised regulations and guidance.

At the same time, the data can help A-1 Asphalt Inc. identify its own company exposures and solve them with improved engineering, administrative, and work practice controls. It is essential that data we record be uniform, to assure the validity of the statistical data. This program is ultimately designed for the safety and health of our employees.

Administrative Duties

Brian Ingle, Safety Manager, is also our Recording and Reporting Occupational Injuries and Illnesses Compliance Program Administrator, is responsible for developing and maintaining this written program. This person has full authority to make necessary decisions to ensure the success of this program. Copies of this written program may be obtained from the Safety Manager's office. If after reading this program, you find that improvements can be made, please contact Brian Ingle. We encourage all suggestions because we are committed to the success of this written program.

Employee Involvement

One of the goals of our program is to enhance employee involvement in the recordkeeping process. We believe that employee involvement is essential to the success of all aspects of safety and health for the company. This is especially true in the area of recordkeeping, because free and frank reporting by employees is the cornerstone of the system. If employees fail to report their injuries and illnesses, the "picture" of the workplace that the OSHA forms reveal will be inaccurate and misleading. This means that our company and our employees will not have the information we need to improve safety and health in the workplace.

Therefore, A-1 Asphalt Inc. involves employees in our program in the following ways:

- Training employees on how to report work-related injuries and illnesses, Allowing employees access to report forms (with limitations), and/or
- Posting the annual summary of injuries and illnesses.

Employee Injury and Illness Reporting System

Employee reports of injuries and illnesses are taken seriously by our company. We use the following method for reporting:

- Incidents (Injuries and Illnesses)

All work-related injuries and illnesses are to be reported to the Supervisor immediately or as soon as practically possible. Failure to report work related injuries and illnesses in a timely manner may result in the denial of benefits under the Workers' Compensation Law.

Upon being advised of the incident, the supervisor on duty at the time of the incident should report immediately to the scene of the occurrence to assure prompt medical attention for the employee(s) involved and address any safety hazards which may have caused or contributed to the incident. In the event the incident occurs outside the employee's work area, the supervisor on duty in the area where the incident occurs should report to the scene immediately.

Serious injury or illness posing a life-threatening situation shall be reported immediately to the local emergency response medical services (Call 911).

Injuries and illnesses shall be reported by the injured employee to his or her supervisor in person or by phone as soon after any life-threatening situation has been addressed. If the injured employee is unable to report immediately, then the incident should be reported as soon as possible.

Upon notification of an occupational injury or illness, the supervisor should notify the Safety Manager, who will then prepare the necessary record keeping forms.

Events

Incidents not involving injury or illness, but resulting in property damage, must also be reported to the involved employee's Supervisor immediately or as soon as practically possible.

In cases of a fire or explosion that cannot be controlled by one person, vehicular accident resulting in injury or more than $500 worth of damage, or a chemical release requiring a building evacuation, the involved party must immediately report the incident to the emergency response services in the area (911 – police, fire, etc.)

All near miss incidences are also required to be reported to the supervisor immediately or as soon as practically possible and recorded on the Incident Report Form within 48 hours of occurrence. In place of indicating the result of the incident (i.e., actual personal or property damage), the reporting person shall indicate the avoided injury or damage.

Events, hazardous working conditions or situations, and incidents involving contractor personnel must be reported to Supervisor and/or Safety Manager immediately.

Our reporting system ensures that Safety Manager and/or Supervisor receive the report. The Safety Manager has examined our existing reporting policies and practices to ensure that they encourage and do not discourage reporting and participation in our program. Also, A-1 Asphalt Inc. does not discriminate against employees who file a work-related injury or illness or any other safety and health complaint.

Training

Our employees are expected to understand our occupational injury and illness reporting system, so that reports of work-related injuries and illnesses are received in a timely and systematized manner. Safety Manager will make arrangements with each Supervisor to schedule training for new employees. The Safety Manager is responsible for training each employee in how and when to report a work-related injury or illness.

Training topics include:

- The company's Injury and Illness Reporting Process,
- What is considered work-related and what is not,
- What is considered OSHA recordable and non-recordable,
- Each employee's right to access certain records, and
- Posting of the annual summary.

Training is done in a lecture and discussion format with some written materials provided. All training and information is provided in a language the trainees will understand. The company's training program includes an opportunity for employees to ask questions and receive answers a physically present and qualified trainer.

The Safety Manager is responsible for keeping records certifying each employee who has successfully completed training. Each certificate includes: trainee name, date of training, and trainer's signature.

Recording Injuries and Illnesses

A-1 Asphalt Inc. keeps records of its employee fatalities, injuries, and illnesses that:

- Is work-related; and
- Is a new case; and
- Meets one or more of the general recording criteria of Sec. 1904.7 or the application to specific cases of Sec. 1904.8 through Sec. 1904.12.

Each recordable injury or illness is entered on OSHA 300 Log of Work-Related Injuries and Illnesses, OSHA 301Form Injury and Illness Incident Report, and a separate, confidential list of privacy-concern cases, if any, within (7) calendar days calendar days of receiving information that a recordable injury or illness has occurred. The Safety Manager keeps these records up to date.

If there is a privacy-concern case, we have the option to not enter the employee's name on OSHA 300 Log of Work-Related Injuries and Illnesses. Instead, the text "Privacy Case" is entered in the space normally used for the employee's name.

This will protect the privacy of the injured or ill employee when another employee, a former employee, or an authorized employee representative is provided access to the OSHA 300 Log under Sec. 1904.35(b)(2). The company will keep a separate, confidential list of the case numbers and employee names for your privacy concern cases so that we can update the cases and provide the information to the government if asked to do so.

Annual Summary

At the end of each calendar year, Safety Manager performs the following steps:

1. Reviews OSHA 300 Log of Work-Related Injuries and Illnesses to verify that the entries are complete and accurate,

2. Corrects any deficiencies identified in the entries,

3. Creates an annual summary of injuries and illnesses recorded on OSHA 300 Log of Work-Related Injuries and Illnesses,

4. Ensures that he, Brian Ingle, who is the Safety Manager of the company certifies that he reasonably believes, based on his knowledge of the process by which the information was recorded, that the annual summary is correct and complete, and

5. Posts OSHA 300-A Summary of Work-Related Injuries and Illnesses on the Main Office bulletin board from February 1 of the year following the year covered by the records and kept in place until April 30 for a total of three (3) months.

Employee Access to Report Forms

All employees, former employees, their personal representatives, and their authorized employee representatives have a right to access our regulatory-required injury and illness records, with the following limitations:

- We are allowed to give the requester a copy of OSHA 300 Log of Work- Related Injuries and Illnesses by the end of the next business day.
- We may choose to not record the employee's name on OSHA 300 Log of Work-Related Injuries and Illnesses in order to protect the privacy of injured and ill employees in certain privacy-concern cases.
- We are allowed to give an employee, former employee, or personal representative a copy of OSHA 301Form Injury and Illness Incident Report by End of the next business day.

A personal representative is: Any person that the employee or former employee designates as such, in writing; or The legal representative of a deceased or legally incapacitated employee or former employee.

We are allowed to give authorized employee representatives under a collective bargaining agreement a copy of OSHA 301Form Injury and Illness Incident Report within seven (7) calendar days.

An authorized employee representative is an authorized collective bargaining agent of employees. The authorized employee representative will be provided the OSHA 301 Incident Report section titled 'Tell us about the case.' The company will remove all other information from the copy of the OSHA 301 Incident Report or the equivalent substitute form that is given to the authorized employee representative.

While the first copy is free, we may charge a reasonable amount for retrieving and copying additional copies.

Employees also have access to OSHA 300-A Summary of Work-Related Injuries and Illnesses, which is posted on the Main Office bulletin board from February 1 of the year following the year covered by the records and kept in place until April 30 for a total of three (3) months.

A-1 Asphalt Inc. does not discriminate against employees who request access to any records required by OSHA 29 CFR 1904 or otherwise exercise any rights afforded by the OSH Act.

Record Retention

The Safety Manager saves the following records for (5) years following the end of the calendar year that these records cover:

- OSHA 300 Log, the privacy case list (if one exists),
- The annual summary, and
- The OSHA 301 Incident Report forms.

During the storage period, The Safety Manager updates OSHA 300 Log of Work- Related Injuries and Illnesses to include any newly discovered recordable injuries or illnesses and any changes that have occurred in the classification of previously recorded injuries and illnesses. If our company changes ownership, Brian Ingle, Safety Manager and General Manager is responsible for transferring the OSHA 29 CFR 1904 records to the new owner.

Variances

If our company wishes to keep records in a different manner from that prescribed by OSHA 29 CFR 1904, we may submit a variance petition to the Assistant Secretary of Labor for Occupational Safety and Health, U.S. Department of Labor, Washington, DC 20210. Alternative recordkeeping systems can be approved for a variance if they collect the same information, meet the OSH Act, and do not interfere with administration of the Act. See OSHA 29 CFR 1904 for instructions in how to obtain a variance.

Reporting Fatalities and Hospitalizations

Within eight (8) hours after the death of any employee from a work-related incident or the inpatient hospitalization of three (3) or more or more employees as a result of a work-related incident, Brian Ingle, Safety Manager, is responsible for orally reporting the fatality and/or multiple hospitalization by telephone or in person to OSHA's Regional Office:

OSHA toll-free central telephone number 1-800-321-OSHA (1-800-321-6742)

The Safety Manager will provide the agency the following information:

- The establishment name;
- The location of the incident;
- The time of the incident;
- The number of fatalities or hospitalized employees;
- The names of any injured employees;
- Your contact person and his or her phone number; and
- A brief description of the incident.

Fatalities or multiple hospitalization incidents resulting from a motor vehicle accident or on a commercial or public transportation system do not require reporting. However, these injuries must be recorded on our injury and illness records if required.

Other Reporting

When an authorized government representative asks for the records we keep under OSHA 29 CFR 1904, Safety Manager provides copies of the records within four business hours of the request.

If we receive OSHA's annual survey form, the Safety Manager fills it out and sends it to OSHA or OSHA's designee, as stated on the survey form, within 30 calendar days, or by the date stated in the survey form, whichever is later. If our company receives a Survey of Occupational Injuries and Illnesses Form from the Bureau of Labor Statistics (BLS), or a BLS designee, the Safety Manager promptly completes the form and returns it following the instructions contained on the survey form.

Workers' Compensation Fraud

A-1 Asphalt Inc. is committed to every employee who receives a legitimate, work- related injury or illness. However, if an employee attempt to file a fraudulent work comp claim for injury is suspected it will be turned over to the company's Workers' Compensation insurer and the state's Attorney General's Office for investigation. Workers' Compensation fraud is a serious crime and will be prosecuted to the fullest extent of the law. Fraud results in high Workers' Compensation insurance premiums and productivity interruption affecting the company's ability to remain competitive in the marketplace. This in turn affects all employee's job security and wages. All employees are encouraged to immediately report any suspected fraud to his/her supervisor. Complete confidentiality will be maintained.

Accident Investigation Plan

Purpose

This is A-1 Asphalt Inc.'s Accident Investigation Plan prescribes methods and practices for investigating accidents. No matter how conscientious the safety effort at a company, accidents happen occasionally due to human or system error. Therefore, this written plan is intended to provide a means to deal with all workplace accidents in a standardized way.

Administrative Duties

Brian Ingle, Safety Manager is responsible for developing and maintaining this written Accident Investigation Plan. This person is solely responsible for all facets of the plan and has full authority to make necessary decisions to ensure the success of this plan. Brian Ingle is also qualified, by appropriate training and experience that is commensurate with the complexity of the plan, to administer or oversee our Accident Investigation Plan and conduct investigations.

This written Accident Investigation Plan is kept in the Safety Manager's office.

Accident Investigation Procedures

Thorough accident investigations will help the company determine why accidents occur, where they happen, and any trends that might be developing. Such identification is critical to preventing and controlling hazards and potential accidents. For all accident investigations, Safety Manager, Safety Team and Employee Supervisor will perform the following duties:

1. Conducts the accident investigation at the scene of the injury as soon after the injury as safely possible.

2. Asks the employee involved in the accident and any witnesses, in separate interviews, to tell him/her in their own words exactly what happened. He/She does not interrupt or ask for more details at that time; he/she just lets the employee describe it in his/her own style.

3. Repeats the employee's version of the event back to the employee or witness and allows him/her to make any corrections or additions.

4. After the employee or witness has given his/her description of the event, asks appropriate questions that focus on causes.

5. Reminds the employee that the investigation was to determine the cause and possible corrective action that can eliminate the cause(s) of the accident.

6. Completes section "A" of the attached Accident Investigation Form with the employee, and reviews the data with the employee for accuracy.

7. Uses the Accident Investigation Form for:

- Tracking and reporting injuries on a monthly basis;
- Grouping injuries by type, cause, body part affected, time of day, and process involved;

- Determining if any trends in injury occurrence exist and graphing those trends if possible;
- Identifying any equipment, materials, or environmental factors that seem to be commonly involved in injury incidents;
- Discussing with the safety team and superiors the possible solutions to the problems identified; and
- Proceeding with improvements to reduce the likelihood of future injuries.

Injury, Illness, and Medical Issues

We also follow these procedures:

1. If a workplace accident results in an injury or illness requiring hospitalization of three or more employees or a fatality of one or more employee, Brian Ingle, Safety Manager reports the incident within eight hours by phone or in person to the nearest OSHA office.

2. If an injured person is taken to a doctor, Brian Ingle attaches the doctor's statement to the Accident Report Form.

3. If the injury or illness is "recordable" according to OSHA regulation, 29 CFR 1904, then the Safety Manager enters each recordable injury or illness on the OSHA 300 Log, OSHA 301 Incident Report, and a separate, confidential list of privacy-concern cases, if any, within 7 calendar days of receiving information that a recordable injury or illness has occurred.

4. Employees with workplace injuries resulting in time off work shall be put in the company's Return-to-Work Program to facilitate their full recovery and resumption of original work.

5. Weekly compensation for workplace injuries or illnesses requiring time off work will be forwarded to the Workers Compensation Insurance after the third day of wage loss. The claim will be payable to the employee in the maximum amount as determined by the Insurance company’s current rate schedules.

6. Any time an associate is away from work because of an accident on-the-job, it should be recorded on the time sheet under Accident On Duty.

Recordkeeping

Brian Ingle, Safety Manager is responsible for maintaining the following records and documentation:

- Accident Report Forms.
- Accident Investigation Forms.
- OSHA 300 Form, Log of Work-Related Injuries and Illnesses. Starting January 1, 2002, injuries and illnesses at the company are recorded on this form within seven calendar days of receiving information that a recordable injury or illness has occurred.
- OSHA 301 Form, Injury and Illness Incident Report. Starting January 1, 2001, injuries and illnesses at the company are recorded on this form within seven calendar days of receiving information that a recordable injury or illness has occurred.

- OSHA 300-A Form, Summary of Work-Related Injuries and Illnesses. This form is completed by the end of the year, posted no later than February 1 of the year following the year covered by the form (the first one must be posted in the year 2003), and kept posted in place until April 30.
- Training records.
- Other forms including equivalent injury and illness recording forms.

Employee Involvement and Training

This plan is an internal document guiding the action and behaviors of employees, so they need to know about it. At the time of their hire Brian Ingle, Safety Manager thoroughly explains to all employees why the Accident Investigation Plan was prepared and how employees may be affected by it. Employees are informed in how to report an injury or illness.

Our company does not discriminate against employees for:

- Reporting a work-related fatality, injury, or illness;
- Filing a safety and health complaint;
- Asking for access to occupational injury and illness records; or
- Exercising any rights afforded by the Occupational Safety and Health Act.

Program Evaluation

The Accident Investigation Plan is evaluated and updated by Brian Ingle, Safety Manager annually to determine whether the plan is being followed and if further training may be necessary.

Appendices

We have attached the following appendices to ensure better understanding of this plan:

- Employee Report of Accident, Injury or Illness
- Supervisor's Report of Accident
- Safety Committee Accident Investigation Report

Employee Report of Accident, Injury or Illness

Instructions: Please Print. Fill in all blanks. If a blank does not pertain to your accident, injury or illness write "N/A" in that blank. When completed, return this form to your supervisor.

Name:
Social Security Number: Sex Age
Address Phone Number
Marital Status 0 Single 0 Married 0 Separated 0 Divorced 0 Widowed
#of Dependents
Employment Start Date Time in Present Job
Job Title Supervisor's Name
Department Date & Time of Accident
Location of Accident Task being Performed
Name of Witness Name of Witness
Describe how the accident happened
What caused the Accident
What could have prevented this accident
Date & Time you first sought medical attention
Name of Hospital or Doctor
Were you using required safety equipment?
Do you have a job at another company?

The information I have provided either in my own writing or verbally for the purpose of this form is true and correct. I understand that providing false or misleading information or omission of information on this report or any other form relating to this claim of injury/accident may result in termination of my employment.

Signature of Employee: _____ Date: _____

Signature of Witness: _____

Supervisor's Report of Accident

Supervisor's Name: _____

Basic Rules for Accident Investigation

- Find the cause to prevent future accidents - Use an unbiased approach during investigation
- Interview witnesses & injured employees at the scene - conduct a walkthrough of the accident
- Conduct interviews in private - Interview one witness at a time.
- Get signed statements from all involved.
- Take photos or make a sketch of the accident scene.
- What hazards are present - what unsafe acts contributed to accident
- Ensure hazardous conditions are corrected immediately.

Date & Time		Location	
Tasks performed		Witnesses	
Resulted in	Injury	Fatality	Property Damage
Describe Property Damage:			
Describe Accident Facts & Events			
Supervisor's Incident Cause Analysis			
Check ALL that apply to this accident			
Unsafe Acts		Unsafe Conditions	
Improper work technique		Poor Workstation design	
Safety rule violation		Unsafe Operation Method	
Improper PPE or PPE not used		Improper Maintenance	
Operating without authority		Lack of direct supervision	
Failure to warn or secure		Insufficient Training	
Operating at improper speeds		Lack of experience	
By-passing safety devices		Insufficient knowledge of job	
Protective equipment not in use		Slippery conditions	
Improper loading or placement		Excessive noise	
Improper lifting		Inadequate guarding of hazards	
Servicing machinery in motion		Defective tools/equipment	
Horseplay		Poor housekeeping	
Drug or alcohol use		Insufficient lighting	

Unsafe Acts require a written warning and re-training before the Employee resumes work

Supervisor Signature _____ Date _____

Safety Committee Accident Investigation Report

Name	Age	Time	Date
Department – Shift	Job	How long on this job?	
What Happened?			
Why Did It Happen?			
What Should Be Done?			
What Has Been Done Thus Far?			
How Will This Improve Operations?			
Investigated By		Date	

Safety Manager Signature _____ Date _____

Safety Committee & Accident Investigations

Purpose

Accident prevention and control of hazards is the result of a well-designed and executed safety and health program. One of the keys to a successful program includes company safety committees composed of management and general labor personnel. Two of the most critical functions of a well-designed, trained safety committee are safety audits and accident investigations. The basic purpose of audits and investigations is to determine measures that can be taken to prevent accidents in the future. A-1 Asphalt Inc. is committed to accident prevention in the workplace.

Policy

A company safety committee has been established composed of the personnel listed below. When possible, new employees will be rotated on to the committee to provide new enthusiasm and perspectives on safety in the workplace.

Safety committee members:

Brian Ingle, President

Daniel Seyffert, Vice President

This list will be updated as members change.

The safety committee has four primary responsibilities and they are as follows:

1. Assisting in the enforcement of company safety policies.
2. Investigating employee safety complaints.
3. Conducting periodic safety audits of their assigned area(s).
4. Conducting prompt, unbiased, and accurate accident investigations.

The safety committee meets on a monthly basis to discuss current safety issues and to conduct a safety audit of the job site(s). These activities will be documented using the attached Minutes of Safety Committee Meeting Form.

Safety Inspections & Audits

Inspection of job sites and audits of safety programs are tools that can be used to identify problems and hazards before these conditions result in accidents or injuries. Audits also help to identify the effectiveness of safety program management and can be used as a guide to assure regulatory compliance and a safe workplace.

Types of Inspections

- Supervisor & Management Daily Walk-through: this is an undocumented inspection that is made daily prior to startup and shift change to ensure the job site and equipment are in safe conditions for Employees. All noted unsafe areas are placed in a safe condition prior to Employees working in the area.
- Monthly Safety Committee Inspection: each month members of the Safety Committee will tour the job site(s) with the Safety Manager. This tour is to ensure Safety Committee Members are familiar with all areas of the operation. Record of problem areas, committee recommendations and deficiencies will be recorded and provided to management.
- Equipment Inspections: are conducted on a routine basis to ensure specific safety equipment is in good working order and will function when needed.
- Program Audits: are conducted to check the administration of specific safety and health programs. Program Audits shall be conducted annually.

Accident Investigations

It is the policy of A-1 Asphalt Inc. that all work related accidents, injuries and illnesses are to be conducted in a professional manner to identify probable causes and are used to develop specific management actions for the prevention of future accidents. Every minor or non-disabling injury will be investigated with the same vigor and thoroughness as serious injuries. Proper and complete investigation of these injuries can be an effective injury prevention tool. The Safety Committee will be responsible for conducting accident investigations.

All accident investigations will be conducted as soon as possible, within 48 hours. All accident investigations will be documented using the attached Accident Investigation Report Form. While conducting accident investigations, particular attention will be given to suggesting ways to prevent future occurrences of the events which caused the accident and corrective action to be taken.

Hazard Communication Program

This Hazard Communication Program has been developed in accordance with the Occupational Safety and Health Administration (OSHA) regulations 29 CFR 1910.1200. It provides detailed safety guidelines and instructions for receipt, use and storage of chemicals at our facility by employees and contractors.

Administrative Duties

Brian Ingle, Safety Manager has overall responsibility for coordinating safety and health programs in this company. He is the person having overall responsibility for the Hazard Communication Program. Brian Ingle will review and update the program, as necessary. Copies of the written program may be obtained in the Safety Manager's office.

General Program Information

This written Hazard Communication Plan (HAZCOM) has been developed based on OSHA's Hazard Communication Standard and consists of the following elements:

- Identification of Hazardous Materials
- Product Warning Labels
- Material Safety Data Sheets (MSDS)
- Written Hazard Communication Program
- Effective Employee Training

Some chemicals are explosive, corrosive, flammable, or toxic. Other chemicals are relatively safe to use and store but may become dangerous when they interact with other substances. To avoid injury and/or property damage, persons who handle chemicals in any area of the Company must understand the hazardous properties of the chemicals. Before using a specific chemical, safe handling methods and health hazards must always be reviewed. Supervisors are responsible for ensuring that the equipment needed to work safely with chemicals is accessible and maintained for all employees on all shifts.

Employee Training

A-1 Asphalt Inc. will communicate hazard communications to non-English speaking employees by have training and communication materials in the employee's language and/or through the use of a interpreter.

Initial Orientation Training

All new employees shall receive safety orientation training covering the elements of the HAZCOM and Right to Know Program. This training will consist of general training covering:

1. Location and availability of the written Hazard Communication Program

2. Location and availability of the List of Chemicals used in the workplace

3. Methods and observation used to detect the presence or release of a hazardous chemical in the workplace.

4. The specific physical and health hazard of all chemicals in the workplace

5. Specific control measures for protection from physical or health hazards

6. Explanation of the chemical labeling system

7. Location and use of MSDS

Job Specific Training

Employees will receive on the job training from their supervisor. This training will cover the proper use, inspection and storage of necessary personal protective equipment and chemical safety training for the specific chemicals they will be using or will be working around.

Annual Refresher Training

Annual Hazard Communication refresher training will be conducted as part of the company's continuing safety training program.

Immediate On-the-Spot Training

This training will be conducted by supervisors for any employee that requests additional information or exhibits a lack of understanding of the safety requirements.

A-1 Asphalt Inc. will communicate hazard communications to non-English speaking employees by have training and communication materials in the employee’s language and/or through the use of a interpreter.

Non-Routine Tasks

Non-routine tasks are defined as working on, near, or with unlabeled piping, unlabeled containers of an unknown substance, confined space entry where a hazardous substance may be present and/or a one-time task using a hazardous substance differently than intended (example: using a solvent to remove stains from tile floors).

Steps for Non-Routine Tasks

Step 1: Hazard Determination

Step 2: Determine Precautions

Step 3: Specific Training & Documentation

Step 4: Perform Task

All non-routine tasks will be evaluated by the Area Supervisor and Safety Manager before the task commences, to determine all hazards present. This determination will be conducted with quantitative/qualitative analysis (air sampling, substance identification/analysis, etc., as applicable).

Once the hazard determination is made, the Department Supervisor and Safety Department will determine the necessary precautions needed to either remove the hazard, change to a non-hazard, or protect from the hazard (use of personal protective equipment) to safeguard the Employees present. In

addition, the Department Supervisor or Safety Department will provide specific safety training for Employees present or affected and will document the training.

Off-Site Use or Transportation of Chemicals

An MSDS will be provided to employees for each chemical and each occurrence of use or transport away from the company facilities. All State and Federal DOT Regulations will be followed including use of certified containers, labeling & marking, securing of containers and employee training.

General Chemical Safety

Assume All Chemicals Are Hazardous

The number of hazardous chemicals and the number of reactions between them is so large that prior knowledge of all potential hazards cannot be assumed. Use chemicals in as small quantities as possible to minimize exposure and reduce possible harmful effects.

General Safety Rules

- Read and understand the Material Safety Data Sheets.
- Keep the work area clean and orderly.
- Use the necessary safety equipment.
- Carefully label every container with the identity of its contents and appropriate hazard warnings.
- Store incompatible chemicals in separate areas. Substitute less toxic materials whenever possible.
- Limit the volume of volatile or flammable material to the minimum needed for short operation periods.
- Provide means of containing the material if equipment or containers should break or spill their contents.

Task Evaluation

Each task that requires the use of chemicals should be evaluated to determine the potential hazards associated with the work. This hazard evaluation must include the chemical or combination of chemicals that will be used in the work, as well as other materials that will be used near the work. If a malfunction during the operation has the potential to cause serious injury or property damage, a Safe

Operational Procedure (SOP) should be prepared and followed. Operations must be planned to minimize the generation of hazardous wastes.

Chemical Storage

The separation of chemicals (solids or liquids) during storage is necessary to reduce the possibility of unwanted chemical reactions caused by accidental mixing. Explosives should be stored separately outdoors. Use either distance or barriers (e.g., trays) to isolate chemicals into the following groups:

- Flammable Liquids: store in approved flammable storage lockers. Acids: treat as flammable liquids
- Bases: do not store bases with acids or any other material

- Other liquids: ensure other liquids are not incompatible with any other chemical in the same storage location.
- Lips, strips, or bars are to be installed across the width of storage shelves to restrain the chemicals in case of earthquake.

Chemicals will not be stored in the same refrigerator used for food storage. Refrigerators used for storing chemicals must be appropriately identified by a label on the door.

Container Labels

It is extremely important that all containers of chemicals are properly labeled. This includes every type of container from a 5000-gallon storage tank to a spray bottle of degreaser. The following requirements apply:

- All containers will have the appropriate label, tag or marking prominently displayed that indicates the identity, safety and health hazards.
- Portable containers which contain a small amount of chemical need not be labeled if they are used immediately that shift, but must be under the strict control of the employee using the product.
- All warning labels, tags, etc., must be maintained in a legible condition and not be defaced. Facility weekly supervisor inspections will check for compliance of this rule.
- Incoming chemicals are to be checked for proper labeling.

Emergencies and Spills

In case of an emergency, implement the proper Emergency Action & Response Plan.

1. Evacuate people from the area.

2. Isolate the area.

3. If the material is flammable, turn off ignition and heat sources.

4. Only personnel specifically trained in emergency response are permitted to participate in chemical emergency procedures beyond those required to evacuate the area.

5. Call for Emergency Response Team assistance if required.

Housekeeping

Maintain the smallest possible inventory of chemicals to meet immediate needs. Periodically review stock of chemicals on hand.

Ensure that storage areas, or equipment containing large quantities of chemicals, are secure from accidental spills.

Rinse emptied bottles that contain acids or inflammable solvents before disposal. Recycle unused laboratory chemicals wherever possible.

DO NOT Place hazardous chemicals in salvage or garbage receptacles.

DO NOT Pour chemicals onto the ground.

DO NOT Dispose of chemicals through the storm drain system.

DO NOT Dispose of highly toxic, malodorous chemicals down sinks or sewer drains.

Contractors

All outside contractors working inside Company Facilities are required to follow the requirements of this program. The Company will provide Contractors information concerning:

- Location of MSDS
- Precautions to be taken to protect contractor employees
- Potential exposure to hazardous substances
- Chemicals used in or stored in areas where they will be working
- Location and availability of Material Safety Data Sheets
- Recommended Personal Protective Equipment
- Labeling system for chemicals

Definitions

Chemical: any element, chemical compound or mixture of elements and/or compounds.

Combustible liquid: means any liquid having a flash point at or above 100 deg. F (37.8 deg. C), but below 200 deg. F (93.3 deg. C), except any mixture having components with flash points of 200 deg. F (93.3 deg. C), or higher, the total volume of which make up 99 percent or more of the total volume of the mixture.

Compressed gas: any compound that exhibits:

A gas or mixture of gases having, in a container, an absolute pressure exceeding 40 psi at 70 deg. F

A gas or mixture of gases having, in a container, an absolute pressure exceeding 104 psi at 130 deg. F. regardless of the pressure at 70 deg. F.

A liquid having a vapor pressure exceeding 40 psi at 100 deg. F.

Container: any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, or the like that contains a hazardous chemical. For purposes of this section, pipes or piping systems, and engines, fuel tanks, or other operating systems in a vehicle, are not considered to be containers.

Employee: a worker who may be exposed to hazardous chemicals under normal operating conditions or in foreseeable emergencies. Workers such as office workers or bank tellers who encounter hazardous chemicals only in non-routine, isolated instances are not covered.

Employer: a person engaged in a business where chemicals are either used, distributed, or are produced for use or distribution, including a contractor or subcontractor.

Explosive: a chemical that causes a sudden, almost instantaneous release of pressure, gas, and heat when subjected to sudden shock, pressure, or high temperature.

Exposure or exposed: an employee is subjected in the course of employment to a chemical that is a physical or health hazard, and includes potential (e.g. accidental or possible) exposure. Subjected in

terms of health hazards includes any route of entry (e.g. inhalation, ingestion, skin contact or absorption.)

Flammable: a chemical that falls into one of the following categories:

"Aerosol, flammable" means an aerosol that yields a flame projection exceeding 18 inches at full valve opening, or a flashback (a flame extending back to the valve) at any degree of valve opening;

"Gas, flammable" means a gas that, at ambient temperature and pressure, forms a flammable mixture with air at a concentration of thirteen (13) percent by volume or less; or

A gas that, at ambient temperature and pressure, forms a range of flammable mixtures with air wider than twelve (12) percent by volume, regardless of the lower limit;

"Liquid, flammable" means any liquid having a flash point below 100 deg. F., except any mixture having components with flash points of 100 deg. F. or higher, the total of which make up 99 percent or more of the total volume of the mixture.

"Solid, flammable" means a solid, other than a blasting agent or explosive as defined in 1910.109(a), that is liable to cause fire through friction, absorption of moisture, spontaneous chemical change, or retained heat from manufacturing or processing, or which can be ignited readily and when ignited burns so vigorously and persistently as to create a serious hazard. A chemical shall be considered to be a flammable solid if it ignites and burns with a self-sustained flame at a rate greater than one-tenth of an inch per second along its major axis.

Flash point: the minimum temperature at which a liquid gives off a vapor in sufficient concentration to ignite.

Hazardous chemical: any chemical which is a physical hazard or a health hazard.

Hazard warning: any words, pictures, symbols, or combination appearing on a label or other appropriate form of warning which convey the specific physical and health hazard(s), including target organ effects, of the chemical(s) in the container(s). (See the definitions for "physical hazard" and "health hazard" to determine the hazards which must be covered.)

Health hazard: a chemical for which there is evidence that acute or chronic health effects may occur in exposed employees. The term "health hazard" includes chemicals which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents which act on the hematopoietic system, and agents which damage the lungs, skin, eyes, or mucous membranes.

Identity: any chemical or common name which is indicated on the material safety data sheet (MSDS) for the chemical. The identity used shall permit cross- references to be made among the required list of hazardous chemicals, the label and the MSDS.

Immediate use: the hazardous chemical will be under the control of and used only by the person who transfers it from a labeled container and only within the work shift in which it is transferred.

Label: any written, printed, or graphic material displayed on or affixed to containers of hazardous chemicals.

Material safety data sheet (MSDS): written or printed material concerning a hazardous chemical which is prepared in accordance with OSHA Standard 1910.1200 requirements.

Mixture: any combination of two or more chemicals if the combination is not, in whole or in part, the result of a chemical reaction.

Oxidizer: means a chemical other than a blasting agent or explosive as defined in 1910.109(a), that initiates or promotes combustion in other materials, thereby causing fire either of itself or through the release of oxygen or other gases.

Physical hazard: a chemical that it is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive) or water-reactive.

Pyrophoric: a chemical that will ignite spontaneously in air at a temperature of 130 deg. F. or below.

Specific chemical identity: the chemical name, Chemical Abstracts Service (CAS) Registry Number, or any other information that reveals the precise chemical designation of the substance.

Unstable (reactive): a chemical which in the pure state, or as produced or transported, will vigorously polymerize, decompose, condense, or will become self-reactive under conditions of shocks, pressure or temperature.

Use: to package, handle, react, emit, extract, generate as a byproduct, or transfer.

Water-reactive: a chemical that reacts with water to release a gas that is either flammable or presents a health hazard.

Work area: a room or defined space in a workplace where hazardous chemicals are produced or used, and where employees are present.

Workplace: an establishment, job site, or project, at one geographical location containing one or more work areas.

MSDS Information

Material Safety Data Sheets are provided by the chemical manufacturer to provide additional information concerning safe use of the product. Each MSDS provides:

- Common Name and Chemical Name of the material
- Name, address and phone number of the manufacturer
- Emergency phone numbers for immediate hazard information
- Date the MSDS was last updated
- Listing of hazardous ingredients
- Chemical hazards of the material
- Information for identification of chemical and physical properties

Material Safety Data Sheets are located in the Scheduling Office. Contact your supervisor to obtain an MSDS on any hazardous chemical in our workplace.

Information Chemical Users must know

Fire and/or Explosion Information

- Material Flash Point, auto-ignition temperature and upper/lower flammability limits
- Proper fire extinguishing agents to be used Fire fighting techniques
- Any unusual fire or explosive hazards

Chemical Reaction Information

- Stability of Chemical
- Conditions and other materials which can cause reactions with the chemical
- Dangerous substances that can be produced when the chemical reacts

Control Measures

- Engineering Controls required for safe product use
- Personal protective equipment required for use of product
- Safe storage requirements and guidelines
- Safe handling procedures

Health Hazards

- Permissible Exposure Limit (PEL) and Threshold Limit Value (TLV)
- Acute or Chronic symptoms of exposure
- Main routes of entry into the body
- Medical conditions that can be made worse by exposure
- Cancer causing properties if any
- Emergency and First Aid treatments

Spill & Leak Procedures

- Clean up techniques
- Personal Protective Equipment to be used during cleanup
- Disposal of waste & cleanup material

Employee Use of MSDS

For MSDS use to be effective, employees must:

- Know the location of the MSDS
- Understand the major points for each chemical
- Check MSDS when more information is needed or questions arise
- Be able to quickly locate the emergency information on the
- MSDS Follow the safety practices provided on the MSDS

Responsibilities

Management

- Ensure compliance with this program
- Conduct immediate corrective action for deficiencies found in the program
- Maintain an effective Hazard Communication training program
- Make this plan available to employees or their designated representative
- Shipping & Receiving Manager
- Ensure all received containers are properly labeled and that labels are not removed or defaced
- Ensure all shipped containers are properly labeled
- Ensure shipping department employees are properly trained in spill response
- Ensure received Material Safety Data Sheets (MSDS) are properly distributed

Safety Manager

- Maintain a list of hazardous chemicals using the identity that is referenced on the MSDS
- Monitor the effectiveness of the program
- Conduct annual audit of the program
- Monitor employee training to ensure effectiveness
- Keep management informed of necessary changes
- Ensure MSDSs are available as required
- Monitor facility for proper use, storage and labeling of chemicals
- Ensure MSDS are available for emergency medical personnel when treating exposed employees
- Provide information, as requested, concerning health effects and exposure symptoms listed on MSDSs

Supervisors

- Comply with all specific requirements of the program
- Provide specific chemical safety training for assigned employees
- Ensure chemicals are properly used stored & labeled
- Ensure only the minimum amount necessary is kept at work stations
- Ensure up to date MSDS are readily accessible to all employees on all shifts

Employees

- Comply with chemical safety requirements of this program
- Report any problems with storage or use of chemicals
- Immediately report spills of suspected spills of chemicals
- Use only those chemicals for which they have been trained
- Use chemicals only for specific assigned tasks in the proper manner

Contractors

- Comply will all aspects of this program
- Coordinate information with the Safety Manager
- Ensure Contractor employees are properly trained
- Notify the Safety Manager before bringing any chemicals into company property or facilities
- Monitor and ensure proper storage and use of chemicals by Contractor employees

Lockout Tagout – Control of Hazardous Energy Program

Purpose

The following procedure is provided for use in both lockout and tagout programs. This procedure may be used when there are limited number or types of machines or there is a single power source. For more complex systems, a more comprehensive procedure will need to be developed, documented, and utilized.

Lockout is the preferred method of isolating machines or equipment from energy sources. This procedure establishes the minimum requirements for the lockout of energy isolating devices whenever maintenance or servicing is done on machines or equipment. It shall be used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources, and locked out before employees perform any servicing or maintenance where the unexpected energization or start-up of the machine or equipment or release of stored energy could cause injury such as minor to serious shock, burns (chemical or thermal), cuts, or abrasions.

Administrative Duties

Brian Ingle has overall responsibility for coordinating safety and health programs in this company. He is the person having overall responsibility for the Lockout/Tagout Program. Brian Ingle will review and update the program, as necessary. Copies of the written program may be obtained in the Safety Manager's office.

All employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout. The authorized employees are required to perform the lockout in accordance with this procedure. Servicing is to be done only by trained, authorized employees. 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 or tagout procedures. All employees, upon observing a machine or piece of equipment which is locked out to perform servicing or maintenance, shall not attempt to start, energize, or use the machine or equipment.

Contractors are required to utilize this company's procedure except when the contractor can demonstrate that their current lockout procedure affords the same level of safety as A-1 Asphalt Inc.' procedure.

Basic Rules for Using Lockout or Tagout System Procedure

All equipment shall be locked out or tagged out to protect against accidental or inadvertent operations when such operations 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.

This standard does not apply to work on cord and plug connected to electrical equipment for which exposure to the hazards of unexpected energization or start up the equipment is controlled by the unplugging of the equipment from the energy source and by the plug being under the exclusive control of the employee performing the servicing or maintenance.

In the event a piece of equipment is to be isolated for a period of time exceeding one normal shift and the isolating means is not capable of being locked out, a reasonable effort will be made to affix a device to the isolating means to make capable of being locked out.

Lockout-Tagout protects workers from these energy sources:

- moving machinery (kinetic)
- stored energy (potential)
- electrical
- chemical
- thermal
- hydraulic
- gravitational
- pneumatic

Definitions

Authorized (Qualified) Employees

> The only ones certified to lock and tagout equipment or machinery. Whether an employee is considered to be qualified will depend upon various circumstances in the workplace. It is likely for an individual to be considered "qualified" with regard to certain equipment in the workplace, but "unqualified" as to other equipment. An employee who is undergoing on-the-job training and who, in the course of such training, has demonstrated an ability to perform duties safely at his or her level of training and who is under the direct supervision of a qualified person, is considered to be "qualified" for the performance of those duties.

Affected Employees

> Those employees who operate machinery or equipment upon which lockout or tagging out is required under this program. Training of these individuals will be less stringent in that it will include the purpose and use of the lockout procedures.

Other Employees

> Identified as those that do not fall into the authorized, affected or qualified employee category. Essentially, it will include all other employees. These employees will be provided instruction in what the program is and not to touch any machine or equipment when they see that it has been locked or tagged out.

<u>Machinery and Equipment</u>

Lockout is the preferred method of isolating machines or equipment from energy sources. Tagout is to be performed instead of lockout only when there is no way to lockout a machine.

<u>Routine Maintenance & Machine Adjustments</u>

Lockout/tagout procedures are not required if equipment must be operating for proper adjustment. This rare exception may be used only by trained and authorized Employees when specific procedures have been developed to safely avoid hazards with proper training. All consideration shall be made to prevent

the need for an employee to break the plane of a normally guarded area of the equipment by use of tools and other devices.

Locks, Hasps and Tags

All Qualified Maintenance Personnel will be assigned a lock with one key, hasp and tag. All locks will be keyed differently, except when a specific individual is issues a series of locks for complex lockout-tagout tasks. In some cases, more than one lock, hasp and tag are needed to completely de-energize equipment and machinery. Additional locks may be checked out from the Department or Maintenance Supervisor on a shift-by-shift basis. All locks and hasps shall be uniquely identifiable to a specific employee.

Preparation for Lock and Tag Out Procedures

A Lockout/Tagout survey has been conducted to locate and identify all energy sources to verify which switches or valves supply energy to machinery and equipment. Dual or redundant controls have been removed.

A Tagout Schedule has been developed for each piece of equipment and machinery. This schedule describes the energy sources, location of disconnects, type of disconnect, special hazards and special safety procedures. The schedule will be reviewed each time to ensure employees properly lock and tag out equipment and machinery. If a Tagout Schedule does not exist for a particular piece of equipment, machinery and process, one must be developed prior to conducting a Lockout - Tagout. As repairs and/or renovations of existing electrical systems are made, standardized controls will be used.

Sequence of Lockout System Procedure

1. Lockout locks cannot be used for any purpose other than lockout, and must meet the following provisions.

    a. Standardized throughout the plant by color, shape or size.

    b. Durable enough to withstand heat, cold, humidity or corrosiveness.

    c. Strong enough so that it cannot be removed without heavy force or tools such as bolt cutters.

    d. Identified by the name of the employee who installs and removes it.

2. The authorized employee (one who performs maintenance or servicing) shall identify the type and magnitude of the energy that the machine or equipment utilizes, shall understand the hazards of the energy, and shall know the methods to control the energy.

3. The authorized employee is to notify all affected employees that servicing or maintenance is required on a machine or equipment, and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.

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

5. De-activate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).

6. Stored or residual energy (such as that in capacitors, 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 grounding, repositioning, blocking, bleeding down, etc.

7. Lockout the energy isolating devices with a lock(s).

8. Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating control(s), or by testing to make certain the equipment will not operate.

9. CAUTION: RETURN OPERATING CONTROL(S) TO NEUTRAL OR "OFF" POSITION AFTER VERIFYING THE ISOLATION OF THE EQUIPMENT.

10. The machine or equipment is now locked out. Maintenance or servicing may be performed.

Sequence of Tagout System Procedure

1. The authorized employee shall use the tagout procedure ONLY WHEN THE MACHINE OR EQUIPMENT IS NOT CAPABLE OF BEING LOCKED OUT.

2. The tagout device shall be standardized throughout the plant, and shall meet the following provisions:

   a. Easy to read and understand, even if used in dirty, corrosive, or damp areas.

   b. Can't be released with less than 50 pounds of pressure.

   c. Can be attached by hand.

   d. Is self-locking.

   e. Shows the identity of the authorized employee.

   f. Can't be reused.

3. The tagout device shall be attached at the same location that the lockout device would have been attached.

4. Authorized employees shall utilize additional means as necessary to provide the equivalent safety available from the use of a lockout device. Additional safety measures that reduce the likelihood of inadvertent energization may include:

   a. The removal of an isolating circuit element;

   b. Blocking of a controlling switch;

   c. Opening of an extra disconnecting device; or

   d. The removal of a valve handle.

Restoring Machines/Equipment to Normal Production Operations

When the servicing is completed and the equipment is ready to return to normal operating condition, the following steps shall be taken:

1. Check the work area to ensure that all employees are a safe distance from the equipment.

2. Check the machine or equipment and the immediate area around the machine or equipment to ensure that nonessential items (such as tools) have been removed, and that the machine or equipment components are operationally intact.

3. Reinstall any machine guards.

4. Verify that the controls are in neutral.

5. Remove the lockout and/or tagout devices and reenergize the machine or equipment.

6. Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.

NOTE: The removal of some forms of blocking may require re-energization of the machine before safe removal. When maintenance or service is done, only the same authorized employee who installed the lock may remove it. When the authorized employee is not available to remove the lock, a "Lockout Removal" form must be completed by the employee removing the lock (see attachment Procedure for Lockout & Tagout Removal).

Temporary Removal

Occasionally, lockout/tagout devices must be temporarily removed in order to test the equipment or machine. When this occurs the following steps should be taken.

1. Clear away any tools from the danger area.

2. Remove any employees from the danger area.

3. Remove the lockout/tagout device(s).

4. Carefully re-energize and proceed with testing.

5. De-energize and reapply lockout/tagout device(s) following the sequence of lockout/tagout procedures listed above.

6. Document the name and title of the individual(s) who performs and verifies this process.

Procedure Involving More Than One Person

In the preceding steps, if more than one individual is required to lockout or tagout equipment, each shall place his or her own personal lockout or tagout device on the energy isolating device(s).

When an energy-isolating device cannot accept multiple locks or tags, a multiple lockout or tagout device (hasp) may be used. If lockout is used, a single lock may be used to lockout the machine or equipment with the key being placed in a lockout box or cabinet which allows the multiple locks to secure it. Each employee will then use his or her own lock to secure the box or cabinet. As a person no

longer needs to maintain his or her lockout protection, that person will remove his or her lock from the box or cabinet.

If a single authorized employee is given the primary responsibility for a set number of employees working under the protection of a group lockout or tagout device then the following safety measures must be adhered to:

1. Authorized employee must ascertain the exposure status of individual group members.

2. Each employee shall attach a personal lockout/tagout device to the group's device while he/she is working. The device shall be removed when finished.

Stored Energy

Following the application of the lockout or tagout devices to the energy isolating devices, all potential or residual energy will be relieved, disconnected, restrained, and otherwise rendered safe.

Where the re-accumulation of stored energy to a hazardous energy level is possible, verification of isolation will be continued until the maintenance or servicing is complete.

Release stored energy (capacitors, springs, elevated members, rotating fly wheels, and hydraulic/air/gas/steam systems) must be relieved or restrained by grounding, repositioning, blocking and/or bleeding the system.

Extended Lockout/Tagout

Should the shift change before the machinery or equipment can be restored to service, the lock and tag out must remain. If the task is reassigned to the next shift, those Employees must lock and tag out before the previous shift may remove their lock and tag.

Procedure for Electrical Plug-Type Equipment

This procedure covers all Electrical Plug-Type Equipment such as Battery Chargers, some Product Pumps, Office Equipment, Powered Hand Tools, Powered Bench Tools, Lathes, Fans, etc.

When working on, repairing, or adjusting the above equipment, the following procedures must be utilized to prevent accidental or sudden startup:

1. Unplug Electrical Equipment from wall socket or in-line socket.

2. Attach "Do Not Operate" Tag and Plug Box & Lock on end of power cord.

   An exception is granted to not lock & tag the plug is the cord & plug remain in the exclusive control of the Employee working on, adjusting or inspecting the equipment.

3. Test Equipment to assure power source has been removed by depressing the "Start" or On" Switch.

4. Perform required operations.

5. Replace all guards removed.

6. Remove Lock & Plug Box and Tag.

7. Inspect power cord and socket before plugging equipment into power source. Any defects must be repaired before placing the equipment back in service.

NOTE: Occasionally used equipment may be unplugged from power source when not in use.

Management's Removal of Lock and Tag Out

Only the Employee that locks and tags out machinery, equipment or processes may remove his/her lock and tag. However, should the Employee leave the facility before removing his/her lock and tag, the Maintenance Manager may remove the lock and tag. The Maintenance Manager must be assured that all tools have been removed, all guards have been replaced and all Employees are free from any hazard before the lock and tag are removed and the machinery, equipment or process are returned to service. Notification of the employee who placed the lock is required prior to lock removal. This process must be properly documented.

Training

Authorized Employees Training

All Maintenance Employees, Department Supervisors and Janitorial employees will be trained to use the Lockout/Tagout Procedures. The training will be conducted by the Maintenance Supervisor or Safety Coordinator at time of initial hire. Retraining shall be held at least annually. The training will consist of the following:

1. Review of General Procedures

2. Review of Specific Procedures for machinery, equipment and processes

3. Location and use of Specific Procedures

4. Procedures when questions arise

Affected Employee Training

1. Only trained and authorized Employees will repair, replace or adjust machinery, equipment or processes

2. Affected Employees may not remove Locks, locking devices or tags from machinery, equipment or circuits.

3. Purpose and use of the lockout procedures.

Other Employee Training

1. Only trained and authorized Employees will repair, replace or adjust machinery or Equipment.

2. Other Employees may not remove Locks, locking devices or tags from machinery, equipment or circuits

Documentation

1. Procedural steps for lockout/tagout for all machines shall be documented on the Lockout/Tagout Schedule form (see attachment). A copy of this form will be given to the authorized employee and will be kept in the Safety Coordinator's office.

2. Documentation of employee training shall be kept on file in each employee's training file.

3. An inspection shall be performed, certified and documented annually, under the direction of the Safety Manager, to assure compliance with the written program. This will be kept in the Safety Manager's office. The purpose is to ensure that the written procedures and the requirements of the standard are being followed, and that employees understand their responsibilities under the procedures.

Affected Employees for Lockout/Tagout

Because people may be moved from one work area to another, it would not be appropriate or practical to generate a list of people identified with a particular area. Therefore, the person who initiates, or terminates, a lockout or tagout procedure will notify those persons in the affected area.

Periodic Inspection

A periodic inspection is done, looking at the energy control procedures performed to ensure that the procedure and requirements of the standard are being followed. This inspection is performed annually (see attachment).

Lockout/Tagout Schedule

Equipment or Process: _____

Location of Equipment: _____

A tag is required on each Isolation Location listed below

The Specific Type of Lock must be applied at the location listed

Date prepared: _____ Prepared by: _____

Type of Energy	Isolation Location	Type of Lockout Device
Electrical		
Potential (Stored)		
Kinetic (in-motion)		
Pneumatic (air - gas pressure)		
Hydraulic		
Thermal		
Chemical		

Special Hazards	Procedure for Control of Special Hazard
Special Procedures	Stored Energy Release Procedure

Notes

Isolation Location shall positively identify the exact breaker, valve, switch or other disconnect or blocking device to be locked and tagged to isolate the source of energy from the work area.

Type of Lockout shall specifically name the exact type of locking device needed to ensure the disconnect or blocking device stays in the isolated condition/position. i.e.. Breaker Clip, Valve Handwheel Cover, Blank Flange, etc.

Stored Energy: Following the application of the lockout or tagout devices to the energy isolating devices, all potential or residual energy will be relieved, disconnected, restrained, and otherwise rendered safe.

Procedure for Lockout/Tagout Removal

This form must be completed before removal of any lockout or tagout by a person other than the person placing the lockout or tagout on equipment.

Lockout/Tagout originator has been called and:

_____ was reached and reported back to work to remove lock or tag.

_____ could not be reached.

Equipment Locked/Tagged Out _____ Date _____

Location _____

Reason Locked/Tagged Out _____

Person Locking/Tagging Out _____

Date _____

Reason Removing Lock or Tag _____

Have you checked to ensure safety of removal?

Yes _____

No _____

Employee Signature _____

Cc: Safety Manager Supervisor

Periodic – Annual Observation of Lockout Tagout Program

EMPLOYEE BEING OBSERVED		PLANT #	DEPT. #
BLDG. #	MACHINE/EQUIPMENT/PROCESS		EQUIP. #
OBSERVATION QUESTION	YES	NO	COMMENTS
1. Has all energy-isolating device been located?			
2. Does the plant provide devices specifically for lockout/tagout procedures?			
3. Are lockout/tagout devices durable enough to withstand plant conditions?			
4. When only tagout devices are used, are attachments non-reusable, attachable by hand, self-locking and non-releasable with minimum unlocking strength of 50 lbs.?			
5. Can the person using a lockout/tagout device be easily identified?			
Authorization:			
6. Is an authorized person performing the lockout/tagout?			
Preparation:			
7. Are affected employees notified when there is an application or removal of lockout/tagout devices?			
Shutdown:			
8. Are normal “shutdown” procedures followed?			
Energy Isolation:			
9. Are energy isolating device(s) located and energy source(s) separated from the machine?			
Lockout/Tagout Device Application:			
10. Are lockout/tagout devices placed on each energy-isolating device?			
OBSERVATION QUESTION			
Stored Energy:			
11. Are potentially hazardous, stored or residual energy relieved, disconnected or restrained?			
Verification of Isolation:			
12. Does the authorized employee verify that de- energization of the equipment has been accomplished?			
Inspection:			
13. Prior to removing locks/tags, has the work area been inspected, nonessential items removed and			

the machine components including guards, made operationally intact?		
Employee Notification:		
14. Prior to removing locks/tags, have affected employees been notified and the work area		
inspected to ensure all employees are in a safe position?		
Lockout/Tagout Device Removal:		
15. Have Lockout/Tagout devices been removed by the person who applied them?		
COMMENTS:		
OBSERVER INFORMATION		
OBSERVER		
EMPLOYEE #	OBSERVER SIGNATURE	DATE
EMPLOYEE #	EMPLOYEE SIGNATURE	DATE

Electrical Safety & Ground Fault Protection Plan

The Electrical Safety program is designed to prevent electrically related injuries and property damage. This program also provides for proper training of maintenance employees to ensure they have the requisite knowledge and understanding of electrical work practices and procedures. Only employees qualified in this program may conduct adjustment, repair or replacement of electrical components or equipment. Electricity has long been recognized as a serious workplace hazard, exposing employees to such dangers as electric shock, electrocution, fires and explosions. References: NFPA 70E, Electrical Safety Requirements for Employee Workplaces, National Electrical Code (NEC) and OSHA Standard (Electrical Safety) 29 CFR 1910.331 to 1910.339.

A written description of the program, including the specific procedures adopted by us, is available at all job sites for inspection and copying by OSHA and any affected employee.

Administrative Duties

We have designated the following competent person to implement the program: Brian Ingle, Safety Manager. The competent person is responsible for developing and maintaining this written Electrical Safety Plan for Construction.

He is qualified, by appropriate training and experience that is commensurate with the complexity of the plan, to administer and oversee our electrical safety plan and conduct the required evaluations of plan effectiveness.

Equipment Grounding Conductor Program

This written plan is intended to establish and implement specific procedures for an equipment grounding conductor program covering:

- all cord sets,
- receptacles which are not a part of the building or structure, and
- equipment connected by cord and plug which are available for use or used by employees.

These requirements apply to all of A-1 Asphalt Inc.'s construction job sites.

This part of the written plan complies with the requirements of 1926.404(b)(1)(iii).

Equipment Grounding Conductor Inspection

Each cord set, attachment cap, plug and receptacle of cord sets, and any equipment connected by cord and plug, except cord sets and receptacles which are fixed and not exposed to damage, are visually inspected by Site Supervisor before each day's use for external defects, such as deformed or missing pins or insulation damage, and indications of possible internal damage.

Equipment found damaged or defective is not to be used until repaired, and is to be removed from service immediately by the person finding it and handed over to Site Supervisor.

Equipment Grounding Conductor Testing

The following tests are performed on all cord sets, receptacles which are not a part of the permanent wiring of the building or structure, and cord- and plug-connected equipment required to be grounded:

- All equipment grounding conductors are tested for continuity and are electrically continuous.
- Each receptacle and attachment cap or plug is tested by the maintenance department for correct attachment of the equipment grounding conductor. The equipment grounding conductor is connected to its proper terminal.

All required tests are performed:

- Before first use.
- Before equipment is returned to service following any repairs.
- Before equipment is used after any incident which can be reasonably suspected to have caused damage (for example, when a cord set is run over).
- At intervals not to exceed 3 months, except that cord sets and receptacles which are fixed and not exposed to damage will be tested at intervals not exceeding 6 months.

A-1 Asphalt Inc. does not provide or permit employees to use any equipment which has not met the requirements of this program.

Recordkeeping

Tests performed as required in this program are recorded. The test records: identify each receptacle, cord set, and cord- and plug-connected equipment that passed the test, and indicate the last date it was tested or the interval for which it was tested.

The Safety Manager is responsible for maintaining these records.

This record is kept by means of an inspection log and is maintained until replaced by a more current record. The record is made available on the job site for inspection by OSHA and any affected employee.

Working On Electric Circuit Parts or Equipment

Only qualified personnel are permitted to work on electric circuit parts or equipment that have not been de-energized. Qualified personnel will be made familiar with the use of special precautionary techniques, including but not limited to the following:

- Proper personal protective equipment.
- Insulating and shielding materials.
- The use of insulated tools to ensure safety.

Overhead Lines

If work is to be performed near overhead lines, the lines will be deenergized and grounded, or other protective measures will be provided before work is started. If the lines are to be deenergized, arrangements will be made with the person or organization that operates or controls the electric circuits involved to deenergize and ground them. If protective measures, such as guarding, isolating, or

insulating, are provided, these precautions will prevent employees from contacting such lines directly with any part of their body or indirectly through conductive materials, tools, or equipment.

Warnings and Barricades

Warnings and barricades will be employed to alert unqualified Employees of the present danger related to exposed energized parts. The following rules apply:

1. Safety signs, warning tags, etc., must be used to warn Unqualified Employees of the electrical hazards present, even temporarily, that may endanger them.

2. Non-conductive barricades will be used with safety signs to prevent Unqualified Employees access to exposed energized parts or areas.

3. Where barricades and warning signs do not provide adequate protection from electrical hazards, an Attendant will be stationed to warn and protect Employees.

Working Clearances

600 Volts, Nominal, or Less

Working space about electric equipment. Sufficient access and working space will be provided and maintained about all electric equipment to permit ready and safe operation and maintenance of such equipment.

Working clearances. Except as required or permitted elsewhere in this Chapter, the dimension of the working space in the direction of access to live parts operating at 600 volts or less and likely to require examination, adjustment, servicing, or maintenance while alive will not be less than indicated in Table 1.

In addition to the dimensions shown in Table 1, workspace will not be less than 30 inches (762 mm) wide in front of the electric equipment. Distances will be measured from the live parts if they are exposed, or from the enclosure front or opening if the live parts are enclosed. Walls constructed of concrete, brick, or tile are considered to be grounded.

Working space is not required in back of assemblies such as dead-front switchboards or motor control centers where there are no renewable or adjustable parts such as fuses or switches on the back and where all connections are accessible from locations other than the back.

TABLE 1 WORKING CLEARANCES

Nominal voltage to ground	Minimum clear distance for conditions 1		
	(a)	(b)	(c)
	Feet2	Feet2	Feet 2
0 - 150	3	3	3
151 - 600	3	3.5	4

1 Conditions (a), (b), and (c) are as follows: (a) Exposed live parts on one side and no live or grounded parts on the other side of the working space, or exposed live parts on both sides effectively guarded by insulating material. Insulated wire or insulated busbars operating at not over 300 volts are not considered live parts. (b) Exposed live parts on one side and grounded parts on the other side. (c) Exposed live parts on both sides of the workspace (not guarded as provided in Condition (a)) with the operator between.

2 NOTE: For International System of Units (SI): one foot = 0.3048 m.

Clear spaces. Working space required will not be used for storage. When normally enclosed live parts are exposed for inspection or servicing, the working space, if in a passageway or general open space, will be guarded.

Access and entrance to working space. At least one entrance will be provided to give access to the working space about electric equipment.

Front working space. Where there are live parts normally exposed on the front of switchboards or motor control centers, the working space in front of such equipment will not be less than 3 feet (914 mm).

Headroom. The minimum headroom of working spaces about service equipment, switchboards, panelboards, or motor control centers will be 6 feet 3 inches (1.91 m).

Guarding of live parts.

1. Except as required or permitted elsewhere, live parts of electric equipment operating at 50 volts or more will be guarded against accidental contact by cabinets or other forms of enclosures, or by any of the following means:

A. By location in a room, vault, or similar enclosure that is accessible only to qualified persons.

B. By partitions or screens so arranged that only qualified persons will have access to the space within reach of the live parts. Any openings in such partitions or screens will be so sized and located that persons are not likely to come into accidental contact with the live parts or to bring conducting objects into contact with them.

C. By location on a balcony, gallery, or platform so elevated and arranged as to exclude unqualified persons.

D. By elevation of 8 feet (2.44 m) or more above the floor or other working surface and so installed as to exclude unqualified persons.

2. In locations where electric equipment would be exposed to physical damage, enclosures or guards will be so arranged and of such strength as to prevent such damage.

3. Entrances to rooms and other guarded locations containing exposed live parts will be marked with conspicuous warning signs forbidding unqualified persons to enter.

Over 600 Volts, Nominal

General. Conductors and equipment used on circuits exceeding 600 volts, nominal, will comply with all applicable provisions of paragraphs (a) through

(g) of this section and with the following provisions which supplement or modify those requirements. The provisions of paragraphs (j)(2), (j)(3), and (j)(4) of this section do not apply to equipment on the supply side of the service conductors.

Enclosure for electrical installations. Electrical installations in a vault, room, closet or in an area surrounded by a wall, screen, or fence, access to which is controlled by lock and key or other equivalent means, are considered to be accessible to qualified persons only. A wall, screen, or fence less than 8 feet (2.44 m) in height is not considered adequate to prevent access unless it has other features that provide a degree of isolation equivalent to an 8-foot (2.44-

m) fence. The entrances to all buildings, rooms or enclosures containing exposed live parts or exposed conductors operating at over 600 volts, nominal, will be kept locked or will be under the observation of a qualified person at all times.

1. Installations accessible to qualified persons only. Electrical installations having exposed live parts will be accessible to qualified persons only and will comply with the applicable provisions of paragraph (j)(3) of this section.

2. Installations accessible to unqualified persons. Electrical installations that are open to unqualified persons will be made with metal-enclosed equipment or will be enclosed in a vault or in an area, access to which is controlled by a lock. Metal-enclosed switch-gear, unit substations, transformers, pull boxes, connection boxes, and other similar associated equipment will be marked with appropriate caution signs. If equipment is exposed to physical damage from vehicular traffic, guards will be provided to prevent such damage. Ventilating or similar openings in metal-enclosed equipment will be designed so that foreign objects inserted through these openings will be deflected from energized parts.

3. Workspace about equipment. Sufficient space will be provided and maintained about electric equipment to permit ready and safe operation and maintenance of such equipment. Where energized parts are exposed, the minimum clear workspace will not be less than 6 feet 6 inches (1.98 m) high (measured vertically from the floor or platform), or less than 3 feet (914 mm) wide (measured parallel to the equipment). The depth will be as required in Table 2. The workspace will be adequate to permit at least a 90-degree opening of doors or hinged panels.

4. Working space. The minimum clear working space in front of electric equipment such as switchboards, control panels, switches, circuit breakers, motor controllers, relays, and similar equipment will not be less than specified in Table 2 unless otherwise specified in this Chapter. Distances will be measured from the live parts if they are exposed, or from the enclosure front or opening if the live parts are enclosed. However, working space is not required in back of equipment such as deadfront switchboards or control assemblies where there are no renewable or adjustable parts (such as fuses or switches) on the back and where all connections are accessible from locations other than the back. Where rear access is required to work on de-energized parts on the back of enclosed equipment, a minimum working space of 30 inches (762 mm) horizontally will be provided.

TABLE 2 MINIMUM DEPTH OF CLEAR WORKING SPACE IN FRONT OF ELECTRIC EQUIPMENT

Nominal voltage to ground Conditions 1

(a) (b) (c)

601 to 2,500 .....

2,501 to 9,000 .....

9,001 to 25,000 .....

25,001 to 75 kV .....

Above 75 kV Feet2 Feet2

Feet 2

3 4 5

4 5 6

5 6 9

6 8 10

8 10 12

1 Conditions (a), (b), and (c) are as follows: (a) Exposed live parts on one side and no live or grounded parts on the other side of the working space, or exposed live parts on both sides effectively guarded by insulating material. Insulated wire or insulated busbars operating at not over 300 volts are not considered live parts. (b) Exposed live parts on one side and grounded parts on the other side. Walls constructed of concrete, brick or tile are considered to be grounded surfaces. (c) Exposed live parts on both sides of the workspace (not guarded as provided in Condition (a)) with the operator between.

2 NOTE: For SI units: one foot = 0.3048 m.

Lighting outlets and points of control. The lighting outlets will be so arranged that persons changing lamps or making repairs on the lighting system will not be endangered by live parts or other equipment. The points of control will be so located that persons are not likely to come in contact with any live part or moving part of the equipment while turning on the lights.

Elevation of unguarded live parts. Unguarded live parts above working space will be maintained at elevations not less than specified in Table 3.

TABLE 3 ELEVATION OF UNGUARDED ENERGIZED PARTS ABOVE WORKING SPACE

Normal voltage between phases Minimum elevation

601 - 7,500 .....

7,501 - 35,000 .....

Over 35 kV ..... 8 feet 6 inches 1

9 feet

9 feet + 0.37 inches per kV above 35 kV

1 NOTE: For SI units: one inch = 25.4 mm; one foot = 0.3048 m.

Entrance and access to workspace. At least one entrance not less than 24 inches (610 mm) wide and 6 feet 6 inches (1.98 m) high will be provided to give access to the working space about electric equipment. On switchboard and control panels exceeding 48 inches (1.22 m) in width, there will be one entrance at each end of such board where practicable. Where bare energized parts at any voltage or insulated energized parts above 600 volts are located adjacent to such entrance, they will be guarded.

Vehicular and Mechanical Equipment

Any vehicle or mechanical equipment capable of having parts of its structure elevated near energized overhead lines will be operated so that a clearance of 10 ft. (305 cm) is maintained. If the voltage is higher than 50kV, the clearance will be increased 4 in. (10 cm) for every 10kV over that voltage. However, under any of the following conditions, the clearance may be reduced:

If the vehicle is in transit with its structure lowered, the clearance may be reduced to 4 ft. (122 cm). If the voltage is higher than 50kV, the clearance will be increased 4 in. (10 cm) for every 10 kV over that voltage.

If insulating barriers are installed to prevent contact with the lines, and if the barriers are rated for the voltage of the line being guarded and are not a part of or an attachment to the the vehicle or its raised structure, the clearance may be reduced to a distance within the designed working dimensions of the insulating barrier.

If the equipment is an aerial lift insulated for the voltage involved, and if the work is performed by a qualified person, the clearance (between the uninsulated portion of the aerial lift and the power line) may be reduced to the distance given in Table S-5.

Employees standing on the ground may not contact the vehicle or mechanical equipment or any of its attachments, unless:

The employee is using protective equipment rated for the voltage; or

The equipment is located so that no uninsulated part of its structure (that portion of the structure that provides a conductive path to employees on the ground) can come closer to the line than permitted in paragraph (c)(3)(iii) of this section.

If any vehicle or mechanical equipment capable of having parts of its structure elevated near energized overhead lines is intentionally grounded, employees working on the ground near the point of grounding may not stand at the grounding location whenever there is a possibility of overhead line contact. Additional precautions, such as the use of barricades or insulation, will be taken to protect employees from hazardous ground potentials, depending on earth resistivity and fault currents, which can develop within the first few feet or more outward from the grounding point.

Illumination

Employees may not enter spaces containing exposed energized parts, unless illumination is provided that enables the employees to perform the work safely.

Where lack of illumination or an obstruction precludes observation of the work to be performed, employees may not perform tasks near exposed energized parts.

Employees may not reach blindly into areas which may contain energized parts.

Confined or Enclosed Work Spaces

When an employee works in a confined or enclosed space (such as a manhole or vault) that contains exposed energized parts, A-1 Asphalt Inc. will provide, and the employee will use, protective shields, protective barriers, or insulating materials as necessary to avoid inadvertent contact with these parts. Doors, hinged panels, and the like will be secured to prevent their swinging into an employee and causing the employee to contact exposed energized parts.

Conductive Materials and Equipment

Conductive materials and equipment that are in contact with any part of an employee's body will be handled in a manner that will prevent them from contacting exposed energized conductors or circuit parts. If an employee must handle long dimensional conductive objects (such as ducts and pipes) in areas with exposed live parts, A-1 Asphalt Inc. will institute work practices (such as the use of insulation, guarding, and material handling techniques) which will minimize the hazard.

Portable Ladders

Portable ladders will have nonconductive siderails if they are used where the employee or the ladder could contact exposed energized parts.

Conductive Apparel

Conductive articles of jewelry and clothing (such a watch bands, bracelets, rings, key chains, necklaces, metalized aprons, cloth with conductive thread, or metal headgear) may not be worn if they might contact exposed energized parts.

However, such articles may be worn if they are rendered nonconductive by covering, wrapping, or other insulating means.

Housekeeping Duties

Where live parts present an electrical contact hazard, employees may not perform housekeeping duties at such close distances to the parts that there is a possibility of contact, unless adequate safeguards (such as insulating equipment or barriers) are provided. Electrically conductive cleaning materials (including conductive solids such as steel wool, metalized cloth, and silicon carbide, as well as conductive liquid solutions) may not be used in proximity to energized parts unless procedures are followed which will prevent electrical contact.

Lockout and Tagging of Circuits

This portion of the plan has been created to maintain a written copy of procedures to be followed during work on or near enough to exposed de-energized parts of conductors and electric equipment to expose employees to any electrical hazard they present. The requirements apply to all of A-1 Asphalt Inc.'s construction job sites.

This written procedure includes procedural steps for each one of the following: de-energizing equipment,

application of locks and tags,

verification of de-energized condition, and re-energizing equipment.

While any employee is exposed to contact with parts of fixed electric equipment or circuits which have been de-energized, the circuits energizing the parts will be locked out or tagged or both according to the requirements of this written plan.

Conductors and parts of electric equipment that have been de-energized but have not been locked out or tagged according to these procedures will be treated as energized parts.

The requirements must be followed in the order in which they are presented. A-1 Asphalt Inc. maintains this written copy of procedures Safety Manager's Office and makes it available for inspection by employees and the Assistant

Secretary of Labor (the head of OSHA) and his or her authorized representatives.

De-energizing Equipment

Safe procedures for de-energizing circuits and equipment will be determined by Site Supervisor before circuits or equipment are de-energized.

The circuits and equipment to be worked on will be disconnected from all electric energy sources. Control circuit devices, such as push buttons, selector switches, and interlocks, may not be used as the sole means for de-energizing circuits or equipment. Interlocks for electric equipment may not be used as a substitute for lockout and tagging procedures.

Stored electric energy which might endanger personnel will be released. Capacitors will be discharged and high capacitance elements will be short-circuited and grounded, if the stored electric energy might endanger personnel.

If the capacitors or associated equipment are handled in meeting this requirement, they will be treated as energized.

Stored non-electrical energy in devices that could re-energize electric circuit parts will be blocked or relieved to the extent that the circuit parts could not be accidentally energized by the device.

Application of Locks and Tags

A lock and a tag will be placed on each disconnecting means used to de-energize circuits and equipment on which work is to be performed. Employees can obtain these locks and tags from Site Supervisor.

The lock will be attached so it prevents persons from operating the disconnecting means unless they resort to undue force or the use of tools.

Each tag will contain a statement prohibiting unauthorized operation the disconnecting means and removal of the tag.

If a lock cannot be applied or if A-1 Asphalt Inc. can demonstrate that tagging procedures will provide a level of safety equivalent to that obtained by the use of a lock, a tag may be used without a lock.

If a tag is used without a lock, the tag will be supplemented by at least one additional safety measure that provides a level of safety equivalent to that obtained

by the use of a lock. Examples of additional safety measures include the removal of an isolating circuit element, blocking of a controlling switch, or opening of an extra disconnecting device.

A lock may be placed without a tag only under the following conditions: Only one circuit or piece of equipment is de-energized, and

The lockout period does not extend beyond the work shift, and

Employees exposed to the hazards associated with re-energizing the circuit or equipment are familiar with this procedure.

Use of either of these exceptions must be approved by Site Supervisor

Verification of De-energized Condition

The following requirements must be met before any circuits or equipment can be considered and worked as de-energized:

A qualified person will operate the equipment operating controls or otherwise verify that the equipment cannot be restarted.

A qualified person will use test equipment to test the circuit elements and electrical parts of equipment to which employees will be exposed and will verify that the circuit elements and equipment parts are de-energized.

The test will also determine if any energized condition exists as a result of inadvertently induced voltage or unrelated voltage backfeed even though specific parts of the circuit have been de-energized and presumed to be safe. If the circuit to be tested is over 600 volts, nominal, the test equipment will be checked for proper operation immediately before and immediately after this test.

Only authorized employees that have been trained and designated as qualified persons are authorized to perform duties in that capacity.

Re-Energizing Equipment

The following requirements will be met, in order given, before circuits or equipment are re-energized, even temporarily:

A qualified person will conduct tests and visual inspections, as necessary, to verify that all tools, electrical jumpers, shorts, grounds, and other such devices have been removed, so that the circuits and equipment can be safely energized.

Employees exposed to the hazards associated with re-energizing the circuit or equipment will be warned to stay clear of circuits and equipment.

Each lock and tag will be removed by the employee who applied it or under his or her direct supervision. However, if this employee is absent from the workplace, then the lock or tag may be removed by a qualified person designated to perform this task provided that the employee who applied the lock or tag is not available at the workplace, and the employee is aware that the lock or tag has been removed before he or she resumes work at that workplace.

There will be a visual determination that all employees are clear of the circuits and equipment.

See the Lockout Tagout Program for complete details. Training

Training is provided to ensure that employees are familiar with the requirements of this plan. This training is provided to employees at the time of hire and annually thereafter.

Brian Ingle, Safety Manager is responsible for conducting training.

The training program addresses the required written elements for electrical safety for:

The assured equipment grounding conductor program.

Lockout and tagging procedures to be used when working on exposed de- energized parts.

Training for Unqualified Employees

Training for Unqualified Employees is general electrical safety precautions to provide an awareness and understanding of electrical hazards.

Electrical Safety Rules for Non-Qualified Workers

1. Do not conduct any repairs to electrical equipment
2. Report all electrical deficiencies to your supervisor
3. Do not operate equipment if you suspect and electrical problem
4. Water and electricity do not mix.
5. Even low voltages can kill or injure you
6. Do not use cords or plugs if the ground prong is missing
7. Do not overload electrical receptacles

Training for Qualified Employees

Training for Qualified Employees includes specific equipment procedures and requirements of:

Electrical Safety, 29 CFR 1910.331 to 1910.339

Program Evaluation

The Electrical Safety Plan is evaluated and updated annually by Safety Manager to ensure the continued effectiveness of the program.

This plan is current as of January 1, 2023.

A-1 Asphalt Inc.

Machinery & Machine Guarding Safety

Purpose

It is the policy of A-1 Asphalt Inc. to permit only trained and authorized employees to operate machinery, tools, or equipment at any time. This policy is applicable to:

daily operators of machinery, tools, and equipment; and

those who only occasionally have cause to use machinery, tools, or equipment.

This written Machine/Equipment Safety and Guarding Plan describes methods and practices for care and use of machines, equipment, and tools that can be read and understood by all managers, supervisors, and employees at A-1 Asphalt Inc.. This written plan is intended to be used to:

create an awareness of the hazards among our workforce, standardize procedures for use and care of the equipment,

provide a consistent format for training employees on the proper procedures to be used,

minimize the possibility of injury or harm to our employees, and

demonstrate A-1 Asphalt Inc.'s compliance with machine safety and equipment usage requirements for general industry in Subpart O and P of 29 CFR 1910.

Administrative Duties

Brian Ingle, Safety Manager, is responsible for developing and maintaining this written Machine/Equipment Safety and Guarding Plan. This person is solely responsible for all facets of the plan and has full authority to make necessary decisions to ensure the success of this plan. Brian Ingle is also qualified, by appropriate training and experience that is commensurate with the complexity of the plan, to administer or oversee our machine/equipment safety program and conduct the required evaluations.

This written Machine/Equipment Safety and Guarding Plan is kept in the Safety Manager's office.

If, after reading this plan, you find that improvements can be made, please contact Brian Ingle, Safety Manager. We encourage all suggestions because we are committed to creating a safe workplace for all our employees, and a safe and effective machine/equipment safety and guarding program is an important component of our overall safety plan. We strive for clear understanding, safe work practices, and involvement in the program from every level of the company.

Policy

All mechanical motion is potentially hazardous. Motion hazards, such as rotating devices, cutting or shearing blades, in-running nip points, reciprocating parts, linear moving belts and pulleys, meshing gears, and uncontrolled movement of failing parts, are examples of motion and peculiar to any one machine or job operation. Employees working within areas where they are exposed to machinery or equipment hazards must be aware of the potential for accidents. Machine operators and others are exposed to moving parts and can get clothing or body parts caught in the machinery.

Training

Employees will be trained to:

1. Safely operate each machine they will be required to use
2. To recognize potential accident producing situations, and
3. To know what to do when hazards are discovered.

Only employees who have been thoroughly trained, or those who are undergoing supervised on-the-job training on the equipment, will be permitted to operate machinery.

Personal Protective Equipment

Eye protection or face shields will be worn by all employees within areas where machines are operated.

Loose fitting clothing, neckties, rings, bracelets, or other apparel that may become entangled in moving machinery will not be worn by machine operators or their helpers.

Hair nets or caps will be worn to keep long hair away from moving machinery.

Gloves will not be worn where there is a chance of them being caught in machinery.

Ear plugs or muffs will be used when required for worker protection.

The Safety Manager should be contacted to assist Supervisors in determining employees protective equipment needs.

Environmental

Machines designed for fixed locations will normally be securely fastened to the floor or other suitable foundation to eliminate all movement or “walking.”

Machines equipped with rubber feet, non-skid foot pads, or similar vibration dampening materials will be installed according to the manufacturer’s recommendations.

Machines that have the potential of tipping or falling over will be firmly secured.

Machines that develop fine dust and fumes will be equipped with effective exhaust hoods, connected to an effective exhaust system. An interlocking device should be installed to link the machine's power supply and the exhaust system to prevent the operation of machines without the exhaust system operating.

Machines will never be left unattended with the power on unless the worker is operating more than one machine in a battery of machines. In this latter instance, the clear zone will be appropriately marked to include all machines in the group.

No attempt will be made to clean any part of a machine until the moving parts have come to a complete stop. Chips will not be removed from machinery by hand.

Hand brushes should be used but compressed air may be used when reduced to less

than 30 psi and then only with effective chip guarding and personal protective equipment.

Brushes, swabs, lubricating rolls, and automatic or manual pressure guns will be used by operators to lubricate material, punches, or dies. This equipment will be used so that operators are not required to reach into the point of operation or other hazardous area.

Housekeeping

Floors will be kept in good repair and free of chips, dust, metal scraps, and other slipping and tripping hazards.

Waste containers will be emptied daily or more often, if necessary, to prevent excessive waste accumulations.

All materials, including usable scrap, will be stored so that they will not present a hazard.

Drip pans will be used whenever equipment must be oiled. Machinery will not be in motion when being lubricated unless lubrication is automatic or a long gravity flow spout is used, enabling the oiler to remain in the clear while performing this task.

Material Handling

Trucks used for scrap disposal will not be overloaded, and scrap will not extend beyond the ends or sides of trucks.

When materials are of a weight or size which makes manual lifting hazardous, mechanical handling equipment will be used.

Maintenance and Repair

When maintenance or repair is needed, machines will be completely shut down and the control switch(es) locked and tagged in the “OFF” position.

Cutting tools will be kept sharp and forming tools well dressed and free from accumulations of chips, dust, and other foreign matter. Where two or more cutting tools are used in one cutting head, they will be properly adjusted and balanced.

Damaged cutting tools will be removed from service and will not be used until repaired.

Machine Usage

Machines will be used only for work within the rated capacity specified by the machine manufacturer.

Machines will be maintained so that while running at full or idle speed, with the largest cutting tool attached, they are free of excessive vibration.

Machines will be completely stopped before attempting to clear jammed work or debris.

No saw blade, cutter head, or tool collar will be placed or mounted on a machine arbor, unless it has been accurately sized and shaped to fit the arbor.

Electrical Safeguards

The motor “START” button will be protected against accidental/inadvertent operation. “START” buttons will not be wedged for continuous operation.

The wiring and grounding of machinery will be in accordance with the National Electric Code.

Each machine will have a positive electrical disconnect or isolation switch which can be locked out.

Electrically driven machines will be equipped with undervoltage protective systems to preclude automatic restart after either a power failure or other undervoltage condition.

Machine Controls

Foot pedal mechanisms will be located and guarded so that they cannot be activated by falling objects or other accidental means. A pad with a non-slip contact area will be firmly attached to the pedal.

Controls will be available to the workers at their operating positions so that they do not reach over moving parts of the equipment. Control functions will be identified

by printed words and color coding. Controls will not be wedged for continuous operation.

Power controls must have a way of locking out electrical power. Disconnecting or isolating switches will be mounted on a visible side of, or near, the machine and will be used to lock out power to the machine during repairs or adjustments. When the power is locked out, the isolating switch will be tagged.

Training Program

Under no circumstances will an employee operate a piece of machinery or equipment until he/she has successfully completed this company's machinery and equipment training program. This includes all new operators or users of machinery and equipment, regardless of claimed previous experience.

The company training program usually includes supervised on-the-job training unless operation a piece of equipment requires specialized train and/or has specific training requirements under other OSHA standards. Training will be conducted for each specific piece of machinery and equipment to be utilized by the employee in the assigned work area.

Brian Ingle will identify all new employees in the employee Orientation Program and make arrangements with Supervisor to schedule training.

Operational training consists of:

Pre-operational procedures.

Basic maintenance for machinery and equipment.

Operational review of each piece of machinery, tool, or equipment the employee is expected to operate.

How to safely operate each machine they will be required to use How to recognize potential accident producing situations, and How to know what to do when hazards are discovered.

Machine Guards

Purpose

The Machine Guard Program is designed to protect Employees from hazards of moving machinery. All hazardous areas of a machine shall be guarded to prevent accidental "caught in" situations. References: General Requirements for all Machines (29 CFR 1910.212), Woodworking Machinery (29 CFR

1910.213), Abrasive Wheels (29 CFR 1910.215), Power Presses (29 CFR

1910.217), Power Transmission (29 CFR 1910.219), and Subpart I of 29 CFR

1926.

Many accidents are caused by machinery that is improperly guarded or not guarded at all. Important factor that must be kept in mind relative to machinery guarding is that no mechanical motion that threatens a worker's safety should be left without a safeguard.

The following areas of machinery will be provided with barriers and/or enclosures that will effectively prevent employees from coming in contact with moving components:

1. Point of operation exposures such as blades, knives and cutting heads.

2. Power transmission exposures such as belts, pulleys, shaft, gears, etc.

3. Top, bottom and backside exposures, such as the underside of table saws and the wheels on band saws.

4. When a point-of-operation guard cannot be used because of unusual shapes or cuts, jigs or fixtures which will provide equal safety for the operator will be used.

5. Upon completion of an unusual operation, the guard will be immediately replaced.

Whenever a guard is removed for other than an operational requirement, the machine will be shut down and the control switch(es) locked and tagged in the "OFF" position.

Guards will be affixed to the machine. Where possible, the guards will be of the hinged type to enhance maintenance or adjustments.

Responsibilities

Management will ensure all machinery is properly guarded and that employees are provided adequate training on machine guard rules.

Supervisors will train assigned employees on the specific machine guard rules in their work areas. In addition, they will monitor and inspect to ensure machine guards remain in place and functional, and immediately correct machine guard problems.

Employees will not remove machine guards unless equipment if locked and tagged. They will replace machine guards properly and report machine guard problems to their supervisor immediately. Employees will not operate equipment unless guards are in place and functional. Only trained and authorized employees may remove machine guards

Machine Guarding Requirements

1. Guards shall be affixed to the machine where possible and secured.

2. A guard shall not offer an accident hazard in itself.

3. The point-of-operation of machines whose operation exposes an Employee to injury shall be guarded.

4. Revolving drums, barrels and containers shall be guarded by an enclosure which is interlocked with the drive mechanism.

5. When periphery of fan blades are less than 7 feet above the floor or working level the blades shall be guarded with a guard having openings no larger than 1/2 inch.

6. Machines designed for a fixed location shall be securely anchored to prevent walking or moving. For example; Drill Presses, Bench Grinders, etc.

General Requirements for Machine Guards

1. Guards must prevent hands, arms or any part of an Employees body from making contact with hazardous moving parts. A good safeguarding system eliminates the possibility of the operator or other Employees from placing parts of their bodies near hazardous moving parts.

2. Employees should not be able to easily remove or tamper with guards. Guards and safety devices should be made of durable material that will withstand the conditions of normal use and must be firmly secured to the machine.

3. Guard should ensure that no objects can fall into moving parts. An example would be a small tool which is dropped into a cycling machine could easily become a projectile that could and injure others.

4. Guard edges should be rolled or bolted in such a way to eliminate sharp or jagged edges.

5. Guard should not create interference which would hamper Employees from performing their assigned tasks quickly and comfortably.

6. Lubrication points and feeds should be placed outside the guarded area to eliminate the need for guard removal.

Training

All Employees shall be provided training in the hazards of machines and the importance of proper machine guards. Machine safety and Machine guarding rules will be thoroughly explained as part of the new hire orientation program and annually as refresher safety training.

New Equipment Start-up Inspection Procedures

The procedures in this section are required at the following times: during and after the installation of new equipment,

during and after the rearrangement of existing equipment into a new layout, and

during the relocation of existing equipment.

While work is in progress on installation of new equipment, the following departments, in charge of specific expertise, must be involved from the beginning to the end of the installation process:

Engineering Maintenance

Corrections that need implementation during the installation should be done as needed.

Before operation of the equipment in the workplace, all specialty departments must signify that the equipment meets all expectations in their area of concern.

The Supervisor is accountable for all phases of installation and for making sure equipment is safe and efficient to run before letting employees operate it.

Once the Supervisor has verified completion, the equipment can be put into service.

Inspections

Machinery, tools, and equipment will be inspected regularly to insure safety and serviceability. Supervisor inspects all machinery, equipment, cords and accessories on a monthly basis.

Recordkeeping

Each Supervisor is responsible for maintaining records of inspections of machinery, tools, and equipment.

The Safety Manager maintains records in employee safety files of individuals trained and certified for machinery and equipment.

Disciplinary Procedures

Constant awareness of and respect for machine, tool, and equipment safety procedures and compliance with all safety rules are considered conditions of employment. Supervisors and individuals in the Safety

and Employees Department reserve the right to issue disciplinary warnings to employees, up to and including termination, for failure to follow the guidelines of this machine, tool, and equipment safety program.

Program Evaluation

Although we may not be able to eliminate all problems, we try to eliminate as many as possible to improve employee protection and encourage employee safe practices. Therefore, Brian Ingle, Safety Manager is responsible for evaluating and updating this written plan. The evaluation will include a review of reported accidents, as well as near misses, to identify areas where additional safety measures need to be taken.

Brian Ingle, Safety Manager will also conduct a periodic review to determine the effectiveness of the program. This review may include a walk-through of the facility, and interviews with employees to determine whether they are familiar with the requirements of this program and if safety measures are being practiced.

Appendices

Machine Guarding Inspection List

Machine & Operation Safety Inspection List

A-1 Asphalt Inc.

Machine Guarding

Company Name: Facility Address:

Manager/Supervisor: Date/Time:

Inspector(s):

Yes No NA Corr Date Area Inspected

1. Training program to instruct employees on safe methods of machine operation?

2. Adequate supervision to ensure that employees are following safe machine operating procedures?

3. Regular program of safety inspection of machinery and equipment?

4. Machinery and equipment kept clean and properly maintained?

5. Sufficient clearance provided around and between machines to allow for safe operations, servicing, material handling and waste removal?

6. Equipment and machinery securely placed and anchored, when necessary to prevent tipping or other movement that could result in personal injury?

7. Power shut-off switch within reach of the operator's position at each machine?

8. Electric power to each machine be locked out for maintenance, repair, or security?

9. Noncurrent-carrying metal parts of electrically operated machines bonded and grounded?

10. Foot-operated switches guarded or arranged to prevent accidental actuation by employees or falling objects?

11. Manually operated valves and switches controlling the operation of equipment and machines clearly identified and readily accessible?

12. All emergency stop buttons colored?

13. Pulleys and belts that are within 7 feet of the floor or working level properly guarded?

14. All moving chains and gears properly guarded?

15. Splash guards mounted on machines that use coolant to prevent the coolant from reaching employees?

16. Methods provided to protect the operator and other employees in the machine areas from hazards created at the point of operation, nip points, rotating parts, flying chips, and sparks?

17. Machinery guards secure and arranged that they do not offer a hazard when in their use?

18. If special hand tools are used for placing and removing material, do they protect the operator's hands?

19. Revolving drums, barrels, and containers guarded by an enclosure that is interlocked with the drive mechanism, so that revolution cannot occur unless the guard enclosures are in place?

20. Arbors and mandrels have firm and secure bearings and are they free from play?

21. Provisions made to prevent machines from automatically starting when power is restored after a power failure or shutdown?

22. Machines constructed so as to be free from excessive vibration when the largest size tool is mounted and run at full speed?

23. If machinery is cleaned with compressed air, is air pressure controlled and personal protective equipment or other safeguards utilized to protect operators and other workers from eye and body injury?

24. Fan blades protected with a guard having openings no larger than 1/2 inch, when operating within 7 feet of the floor?

25. Saws used for ripping, equipped with anti-kick back devices and spreaders?

26. Radial arm saws so arranged that the cutting head will gently return to the back of the table when released?

A-1 Asphalt Inc.

Machine & Operation Safety Inspection

Company Name : Facility Address:

Manager/Supervisor: _ Date:

Inspector(s):

Machinery Inspected:

Yes No NA Correction Date Area Inspected

Safeguard Requirements

1. Do the safeguards prevent workers' hands, arms, and other body parts for making contact with dangerous moving parts?

2. Are the safeguards firmly secured and not easily removable?

3. Do the safeguards ensure that no object will fall into the moving parts?

4. Do the safeguards permit safe, comfortable, and relatively easy operation of the machine?

5. Can the machine be oiled without removing the safeguard?

6. Is there a system for shutting down the machinery before safeguards are removed?

7. Can the existing safeguards be improved?

Point of Operation Hazards

1. Is there a point-of-operation safeguard provided for the machine?

2. Does it keep the operator's hands, fingers, body out of the danger area?

3. Is there evidence that the safeguards have been tampered with or removed?

4. Could you suggest a more practical, effective safeguard?

5. Could changes be made on the machine to eliminate the point-of- operation hazard entirely?

Power Transmission Hazards

1. Are there any unguarded gears, sprockets, pulleys, or flywheels on the apparatus?

2. Are there any exposed belts or chain drives?

3. Are there any exposed set screws, key ways, collars, etc.?

4. Are starting and stopping controls within easy reach of the operator?

5. If there is more than one operator, are separate controls provided?

Moving Parts Hazards

1. Are safeguards provided for all hazardous moving parts of the machine including auxiliary parts?

Non-Mechanical Hazards

1. Have appropriate measures been taken to safeguard workers against noise hazards?

2. Have special guards, enclosures, or personal protective equipment been provided, where necessary,

to protect workers from exposure to harmful substances used in machine operation?

Electric Hazards

1. Is the machine installed in accordance with National Fire Protection Association and National Electrical Code requirements?

2. Are there loose conduit fittings?

3. Is the machine properly grounded?

4. Is the power supply correctly fused and protected?

5. Do workers occasionally receive minor shocks while operating any of the machines?

Employee Training

1. Do operators and maintenance workers have the necessary training in how to use the safeguards and why?

2. Have operators and maintenance workers been trained in where the safeguards are located, how they provide protection, and what hazards they protect against?

3. Have operators and maintenance workers been trained in how and under what circumstances guards can be removed?

4. Have workers been trained in the procedures to follow if they notice guards that are damaged, missing, or inadequate?

Protective Equipment and Proper Clothing

1. Is protective equipment required?

2. If protective equipment is required, is it appropriate for the job, in good condition, kept clean and sanitary, and stored carefully when not in use?

3. Is the operator dressed safely for the job (no loose-fitting clothing or jewelry)?

Machinery Maintenance and Repair

1. Have maintenance workers received up-to-date instruction on the machines they service?

2. Do maintenance workers lock out the machine from its power sources before beginning repairs?

3. Where several maintenance persons work on the same machine, are multiple lockout devices used?

4. Do maintenance persons use appropriate and safe equipment in their repair work?

5. Is the maintenance equipment itself properly guarded?

6. Are maintenance and servicing workers trained in the requirements of 29 CFR 1910.147, lockout/tagout hazard, and do the procedures for lockout/tagout exist before they attempt their tasks?

Personal Protective Equipment Program

Purpose

The A-1 Asphalt Inc. provides all Employees with required PPE to suit the task and known hazards. This Chapter covers the requirements for Personal Protective Equipment with the exception of PPE used for hearing conservation and respiratory protection or PPE required for hazardous material response to spills or releases, which if applicable are covered under separate programs.

The Brian Ingle, Safety Manager is the program coordinator, acting as the representative of the plant manager, who has overall responsibility for the program. The Safety Manager will designate appropriate plant supervisors to assist in training employees and monitoring their use of PPE. This written plan is kept in the Safety Manager's office. Then he will review and update the program as necessary. Copies of this program may be obtained from the Safety Manager's office.

We at A-1 Asphalt Inc. believe it is our obligation to provide a hazard free environment to our employees. Any employee encountering hazardous conditions must be protected against the potential hazards. The purpose of protective clothing and equipment (PPE) is to shield or isolate individuals from chemical, physical, biological, or other hazards that may be present in the workplace.

Establishing an overall written PPE program detailing how employees use PPE makes it easier to ensure that they use PPE properly in the workplace and document our PPE efforts in the event of an OSHA inspection. A-1 Asphalt Inc.'s PPE program covers:

Purpose

Hazard assessment PPE selection Employee training

Cleaning and maintenance of PPE PPE specific information

If after reading this program, you find that improvements can be made, please contact the Safety Manager, Brian Ingle. We encourage all suggestions because we

are committed to the success of our Personal Protective Equipment Program. We strive for clear understanding, safe behavior, and involvement in the program from every level of the company.

General Policy

Engineering controls shall be the primary methods used to eliminate or minimize hazard exposure in the workplace. When such controls are not practical or applicable, personal protective equipment shall be employed to reduce or eliminate personnel exposure to hazards. Personal protective equipment (PPE) will be provided, used, and maintained when it has been determined that its use is required and that such use will lessen the likelihood of occupational injuries and/or illnesses. All aspects of the PPE Program will be governed by the A-1 Asphalt Inc. Employee Handbook, and are subject to change.

Responsibilities

The Safety Manager will be responsible for assessing the hazards and exposures that may require the use of PPE, determining the type of equipment to be provided, and purchasing the equipment. Input from managers, supervisors, and employees will be obtained and considered in selecting appropriate equipment.

Managers/supervisors will be responsible for training employees in the use and proper care of PPE, ensuring that all employees are assigned appropriate PPE, and ensuring that PPE is worn by employees when and where it is required.

Employees are responsible for following all provisions of this program and related procedures. They are expected to wear PPE when and where it is required.

Hazard Assessment

The Company will perform an assessment of the workplace to determine if hazards are present, or likely to be present, which necessitate the use of personal protective equipment (PPE). This assessment will consist of a survey of the workplace to identify sources of hazards to workers. Consideration will be given to hazards such as impact, penetration, laceration, compression (dropping heavy objects on foot,

roll-over, etc.), chemical exposures, harmful dust, heat, light (optical) radiation, electrical hazards, noise, etc. Where such hazards are present, or likely to be present, the Company will:

Select, and have each affected Employee use, the proper PPE Communicate selection decisions to each affected Employee Select PPE that properly fits each affected employee.

Train employees in the use and care of PPE as described elsewhere in this program

The Company will verify that the workplace hazard assessment has been performed by conducting a written certification. This certification will be dated and signed by the Safety Manager or person conducting the assessment. Whenever there is a change in process or in the workplace that might introduce or change an exposure or hazard, the company will perform an assessment to determine if there needs to be additional PPE or a change in the PPE provided. These supplemental hazard assessments will also be documented, signed and dated by the person performing the assessment. The Company will review and update the workplace hazard assessment on an annual basis.

Sources

During the walk-through survey the Safety Manager should observe:

a) sources of motion; i.e., machinery or processes where any movement of tools, machine elements or particles could exist, or movement of personnel that could result in collision with stationary objects;

b) sources of high temperatures that could result in burns, eye injury or ignition of protective equipment, etc.;

c) types of chemical exposures;

d) sources of harmful dust;

e) sources of light radiation, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights, etc.;

f) sources of falling objects or potential for dropping objects;

g) sources of sharp objects which might pierce the feet or cut the hands;

h) sources of rolling or pinching objects which could crush the feet;

i) layout of workplace and location of co-workers; and

j) any electrical hazards. In addition, injury/accident data should be reviewed to help identify problem areas.

Organize Data

Following the walk-through survey, it is necessary to organize the data and information for use in the assessment of hazards. The objective is to prepare for an analysis of the hazards in the environment to enable proper selection of protective equipment.

Analyze Data

Having gathered and organized data on a workplace, an estimate of the potential for injuries should be made. Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury from each of the hazards found in the area. The possibility of exposure to several hazards simultaneously should be considered.

Controlling Hazards

PPE devices alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls, and sound manufacturing practices.

Assessment and Selection

It is necessary to consider certain general guidelines for assessing the foot, head, eye and face, and hand hazard situations that exist in an occupational or educational operation or process, and to match the protective devices to the particular hazard. It should be the responsibility of the Safety Manager to exercise

common sense and appropriate expertise to accomplish these tasks. Personal protective equipment will meet the following standards:

Eye & Face Protection devices - ANSI Z87.1-1989 "American National Standard Practice for Occupational and Educational Eye and Face Protection"

Head Protection devices - ANSI Z89.1-1986 "American National Standard for Personal Protection - Protective Headwear for Industrial Workers"

Foot Protection devices - ANSI Z41-1991 "American National Standard for Personal Protection - Protective Footwear"

Hand Protection - No national standard available - Selection will be based on task performed, conditions present, duration of use, and the hazards and potential hazards identified.

Electrical Protective equipment - No national standard - Equipment will be tested electrically before first use and every 6 months thereafter or upon indication that insulating value is suspect.

Selection Guidelines

The general procedure for selection of protective equipment is to:

a) Become familiar with the potential hazards and the type of protective equipment that is available, and what it can do; i.e., splash protection, impact protection, etc.;

b) compare the hazards associated with the environment; i.e., impact velocities, masses, projectile shape, radiation intensities, with the capabilities of the available protective equipment;

c) select the protective equipment which ensures a level of protection greater than the minimum required to protect employees from the hazards; and

d) fit the user with the protective device and give instructions on care and use of the PPE. It is very important that end users be made aware of all warning labels for and limitations of their PPE.

Fitting the Device

Careful consideration must be given to comfort and fit. PPE that fits poorly will not afford the necessary protection. Continued wearing of the device is more likely if it fits the wearer comfortably. Protective devices are generally available in a variety of sizes. Care should be taken to ensure that the right size is selected.

Devices with Adjustable Features

Adjustments should be made on an individual basis for a comfortable fit that will maintain the protective device in the proper position. Particular care should be taken in fitting devices for eye protection against dust and chemical splash to ensure that the devices are sealed to the face. In addition, proper fitting of helmets is important to ensure that it will not fall off during work operations. In some cases a chin strap may be necessary to keep the helmet on an employee's head. (Chin straps should break at a reasonably low force, however, so as to prevent a strangulation hazard). Where manufacturer's instructions are available, they should be followed carefully.

Reassessment of Hazards

It is the responsibility of the Safety Manager to reassess the workplace hazard situation as necessary, by identifying and evaluating new equipment and processes, reviewing accident records, and reevaluating the suitability of previously selected PPE.

Defective & Damaged Equipment

Defective or damaged personal protective equipment shall not be used.

Selection of Personal Protective Equipment (PPE)

Personal protective equipment (PPE) will be selected on the basis of the hazards to which the workers' are exposed or potentially exposed. All selections will be made by with input from managers, supervisors and workers.

Training

Each employee who is required to use PPE will be trained in the following:

- Why PPE is necessary
- When PPE is necessary

- What PPE is necessary and any alternative choices of equipment

- How to properly don, doff, adjust, and wear PPE

- The proper care, maintenance, storage, useful life, and disposal of PPE

The training will include an opportunity for employees to handle the PPE and demonstrate that they understand the training and have the ability to use the PPE properly. Training will be provided by the manager or supervisor of the affected employees. Training will be documented in writing with the documentation including the names of each employee trained, the date(s) of the training, and the subject matter covered.

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

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

If the Safety Manager has reason to believe an employee does not have the understanding or skill required, the employer must retrain. Since an employee's supervisor is in the best position to observe any problems with PPE use by individual employees, the Safety Manager will seek this person's input when making this determination. Circumstances where retraining may be required

include changes in the workplace or changes in the types of PPE to be used, which would render previous training obsolete. Also, inadequacies in an affected employee's knowledge or use of the assigned PPE, which indicates that the employee has not retained the necessary understanding or skills, would require retraining.

The Safety Manager certifies in writing that the employee has received and understands the PPE training.

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

Cleaning and Maintenance

It is important that all PPE be kept clean and properly maintained by the employee to whom it is assigned. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision. PPE is to be inspected, cleaned, and maintained by employees at regular intervals as part of their normal job duties so that the PPE provides the requisite protection. Supervisors are responsible for ensuring compliance with cleaning responsibilities by employees.

If PPE is for general use, the Safety Manager has responsibility for cleaning and maintenance. If a piece of PPE is in need of repair or replacement it is the responsibility of the employee to bring it to the immediate attention of his or her supervisor or the Safety Manager. It is against work rules to use PPE that is in disrepair or not able to perform its intended function. Contaminated PPE that cannot be decontaminated is disposed of in a manner that protects employees from exposure to hazards.

Personal Protective Equipment

Engineering controls shall be the primary methods used to eliminate or minimize hazard exposure in the workplace. When such controls are not practical or applicable, personal protective equipment shall be employed to reduce or eliminate personnel exposure to hazards.

Personal protective equipment (PPE) will be provided, used, and maintained when it has been determined that its use is required and that such use will lessen the likelihood of occupational injuries and/or illnesses. The Safety Manager will recommend and/or provide necessary protective equipment where there is a reasonable probability that the use of the equipment will prevent or reduce the severity of injuries or illness.

Equipment Specifications and Requirements-

All personal protective clothing and equipment will be of safe design and construction for the work to be performed. Only those items of protective clothing and equipment that meet National Institute of Occupational Safety and Health (NIOSH) or American National Standards Institute (ANSI) standards will be procured or accepted for use.

Eye and Face Protection-

The majority of occupational eye injuries can be prevented by the use of suitable/approved safety spectacles, goggles, or shields. Approved eye and face protection shall be worn when there is a reasonable possibility of personal injury. Supervisors, with assistance from the Safety Manager, determine jobs and work areas that require eye protection and the type of eye and face protection that will be used.

Typical hazards that can cause eye and face injury are:

Splashes of toxic or corrosive chemicals, hot liquids, and molten metals; Flying objects, such as chips of wood, metal, and stone dust;

Fumes, gases, and mists of toxic or corrosive chemicals; and Aerosols of biological substances.

Prevention of eye accidents requires that all persons who may be in eye hazard areas wear protective eyewear. This includes employees, visitors, researchers, contractors, or others passing through an identified eye hazardous area. To provide protection for these personnel, activities shall procure a sufficient quantity of heavy duty goggles and/or plastic eye protectors which afford the maximum amount of protection possible.

If these personnel wear personal glasses, they shall be provided with a suitable eye protector to wear over them.

Specifications-

Eye and face protectors procured, issued to, and used by Company personnel must conform to the following design and standards:

a) Provide adequate protection against the particular hazards for which they are designed

b) Fit properly and offer the least possible resistance to movement and cause minimal discomfort while in use.

c) Be durable.

d) Be easily cleaned or disinfected for or by the wearer.

e) Be clearly marked to identify the manufacturer.

f) Persons who require corrective lenses for normal vision, and who are required to wear eye protection, must wear goggles or spectacles of one of the following types:

1. Spectacles with protective lenses which provide optical correction.

2. Goggles that can be worn over spectacles without disturbing the adjustment of the spectacles.

3. Goggles that incorporate corrective lenses mounted behind the protective lenses.

Description and Use of Eye/Face Protectors

Safety Spectacles. Protective eye glasses are made with safety frames, tempered glass or plastic lenses, temples and side shields which provide eye protection from moderate impact and particles encountered in job tasks such as carpentry, woodworking, grinding, scaling, etc.

Single Lens Goggles. Vinyl framed goggles of soft pliable body design provide adequate eye protection from many hazards. These goggles are available with clear or tinted lenses, perforated, port vented, or non- vented frames.

Single lens goggles provide similar protection to spectacles and may be worn in combination with spectacles or corrective lenses to insure protection along with proper vision.

Welders/Chippers Goggles. These goggles are available in rigid and soft frames to accommodate single or two eye piece lenses.

Welders goggles provide protection from sparking, scaling or splashing metals and harmful light rays. Lenses are impact resistant and are available in graduated shades of filtration.

Chippers/grinders goggles provide eye protection from flying particles. The dual protective eye cups house impact resistant clear lenses with individual cover plates.

Face Shields. These normally consist of an adjustable headgear and face shield of tinted/transparent acetate or polycarbonate materials, or wire screen. Face shields are available in various sizes, tensile strength, impact/heat resistance and light ray filtering capacity. Face shields will be used in operations when the entire face needs protection and should be worn to protect eyes and face against flying particles, metal sparks, and chemical/ biological splash.

Welding Shields. These shield assemblies consist of vulcanized fiber or glass fiber body, a ratchet/button type adjustable headgear or cap attachment and a filter and cover plate holder. These shields will be provided to protect workers' eyes and face from infrared or radiant light burns, flying sparks, metal spatter and slag chips encountered during welding, brazing, soldering, resistance welding, bare or shielded electric arc welding and oxyacetylene welding and cutting operations.

The Safety Manager maintains a supply of various eye and face protective devices. Personnel requiring prescription safety glasses must contact the Safety Manager.

Emergency Eyewash Facilities-

Emergency eyewash facilities meeting the requirements of ANSI Z358.1- 1981 shall be provided in all areas where the eyes of any employee may be exposed to corrosive materials. All such emergency facilities shall be located where they are easily accessible to those in need. A-1 Asphalt Inc. currently has emergency eyewash stations located in the following areas:

Portable eyewash stations are available with every crew as part of the emergency equipment, and in the general shop.

Hearing Protection-

Hearing protection devices are the first line of defense against noise in environments where engineering controls have not reduced employee exposure to safe levels. Hearing protective devices can prevent significant hearing loss, but only if they are used properly.

The most popular hearing protection devices are earplugs which are inserted into the ear canal to provide a seal against the canal walls. Earmuffs enclose the entire external ears inside rigid cups. The inside of the muff cup is lined with acoustic foam and the perimeter of the cup is fitted with a cushion that seals against the head around the ear by the force of the headband.

Preformed earplugs and earmuffs should be washed periodically and stored in a clean area, and foam inserts should be discarded after each use. It is important for you to wash hands before handling pre-formed earplugs and foam inserts to prevent contaminants from being placed in the ear which may increase your risk of developing infections.

Also, check hearing protective devices for signs of wear or deterioration. Replace devices periodically.

The Safety Manager and Site Supervisor maintains a supply of a variety of disposable foam ear inserts and earmuffs.

Respiratory Protection

Respiratory hazards may occur through exposure to harmful dusts, fogs, fumes, mists, gases, smoke, sprays, and vapors. The best means of protecting personnel is through the use of engineering controls, e.g., local exhaust ventilation. Only when engineering controls are not practical or applicable shall respiratory protective equipment be employed to reduce personnel exposure.

The Safety Manager is responsible for the Respiratory Protection Program at the Company. Workers requiring the use of respirators must first obtain medical approval from the Company physician to wear a respirator before a respirator can be issued. The Safety Manager conducts respirator training and fit tests and is responsible for determining the proper type of respiratory protection required for the particular hazard.

Adherence to the following guidelines will help ensure the proper and safe use of respiratory equipment:

Wear only the respirator you have been instructed to use. For example, do not wear a self-containing breathing apparatus if you have been assigned and fitted for a half-mask respirator.

Wear the correct respirator for the particular hazard. For example, some situations, such as chemical spills or other emergencies, may require a higher level of protection than your respirator can handle. Also, the proper cartridge must be matched to the hazard (a cartridge designed for dusts and mists will not provide protection from vapors)

Check the respirator for a good fit before each use. Positive and negative fit checks should be conducted.

Check the respirator for deterioration before and after use. Do not use a defective respirator.

Recognize indications that cartridges and canisters are at their end of service. If in doubt, change cartridges/ canisters before using respirator.

Practice moving and working while wearing the respirator so that you can get used to it.

Clean the respirator after each use, thoroughly dry it and place the cleaned respirator in a sealable plastic bag.

Store respirators carefully in a protected location away from excessive heat, light, and chemicals.

Head Protection

Hats and caps have been designed and manufactured to provide workers protection from impact, heat, electrical and fire hazards. These protectors consist of the shell and the suspension combined as a protective system. Safety hats and caps will be of nonconductive, fire and water resistant materials. Bump caps or skull guards are constructed of lightweight materials and are designed to provide minimal protection against hazards when working in congested areas.

Head protection will be furnished to, and used by, all employees and contractors engaged in construction and other miscellaneous work in head- hazard areas. Head protection will also be required

to be worn by engineers, inspectors, and visitors at construction sites. Bump caps/skull guards will be issued to and worn for protection against scalp lacerations from contact with sharp objects. They will not be worn as substitutes for safety caps/hats because they do not afford protection from high impact forces or penetration by falling objects.

Hand Protection

Skin contact is a potential source of exposure to toxic materials; it is important that the proper steps be taken to prevent such contact. Gloves should be selected on the basis of the material being handled, the particular hazard involved, and their suitability for the operation being conducted. One type of glove will not work in all situations.

Most accidents involving hands and arms can be classified under four main hazard categories: chemicals, abrasions, cutting, and heat. There are gloves

available that can protect workers from any of these individual hazards or any combination thereof.

The first consideration in the selection of gloves for use against chemicals is to determine, if possible, the exact nature of the substances to be encountered. Read instructions and warnings on chemical container labels and MSDSs before working with any chemical. Recommended glove types are often listed in the section for personal protective equipment.

All glove materials are eventually permeated by chemicals. However, they can be used safely for limited time periods if specific use and glove characteristics (i.e., thickness and permeation rate and time) are known. The Safety Manager can assist is determining the specific type of glove material that should be worn for a particular chemical.

Gloves should be replaced periodically, depending on frequency of use and permeability to the substance(s) handled. Gloves overtly contaminated should be rinsed and then carefully removed after use.

Gloves should also be worn whenever it is necessary to handle rough or sharp-edged objects, and very hot or very cold materials. The type of glove materials to be used (in these situations) include leather, welder’s gloves, aluminum-backed gloves, and other types of insulated glove materials.

Careful attention must be given to protecting your hands when working with tools and machinery. Power tools and machinery must have guards installed or incorporated into their design that prevent the hands from contacting the point of operation, power train, or other moving parts. To protect the hands from injury due to contact with moving parts, it is important to:

Ensure that guards are always in place and used.

Always lock out machines or tools and disconnect the power before making repairs.

Treat a machine without a guard as inoperative; and

Do not wear gloves around moving machinery, such as drill presses, mills, lathes, and grinders.

The Safety Manager can help the supervisor identify appropriate glove selections for their operations. It is the responsibility of the individual employee to provide their own gloves.

Safety Shoes

Safety shoes shall be worn in the shops, warehouses, maintenance, cagewash, glassware, and on all jobsite areas as determined by the Health and Safety Branch. Recommendations for safety footwear shall be approved by the Health and Safety Branch. All safety footwear shall comply with American National Standards Institute (ANSI) Standard ANSI Z41-1991, "American National Standard for Personal Protection - Protective Footwear. Protective footwear purchased before July 5, 1994, shall comply with ANSI Standard Z41.1-1967.

Responsibilities

Supervisor - Reviews employees work situation and recommends safety footwear as appropriate in accordance with established Institute policy. Ensures that all employees under his supervision use and maintain safety footwear. Makes determination on the need for replacement or repair of safety shoes.

Employee - Wears Institute approved safety shoes in all areas requiring safety footwear as determined by the supervisor and the Safety Manager.

Safety Manager - Consults with supervisors concerning safety shoe requirements.

Safety Shoes

Procedures

Supervisors must review employee's work situation in consultation with the Safety Manager to decide the need for safety footwear and appropriate types.

Hearing Personal Protective Equipment

Hearing protective devices (ear plugs, muffs, etc.) shall be the permanent solution only when engineering or administrative controls are considered to be infeasible or cost prohibitive. Hearing protective devices are defined as any device that can be worn to reduce the level of sound entering the ear.

Hearing protective devices shall be worn by all personnel when they must enter or work in an area where the operations generate noise levels of:

•Greater than 85 dBA sound levels, or

•115 dB peak sound pressure level or greater

Types of Hearing Protective Devices Hearing protective devices include the following:

A device designed to provide an air-tight seal with the ear canal. There are three types of insert earplugs – premolded, formable, and custom earplugs.

Premolded earplugs are pliable devices of fixed proportions. Two standard styles, single flange and triple flange, come in various sizes, and will fit most people. Personnel responsible for fitting and dispensing earplugs will train users on proper insertion, wear, and care. While premolded earplugs are reusable, they may deteriorate and should be replaced periodically.

Formable earplugs come in just one size. Some are made of material which, after being compressed and inserted, expands to form a seal in the ear canal. When properly inserted, they provide noise attenuation values that are similar to those from correctly fitted premolded earplugs.

Individual units may procure approved formable earplugs. Supervisors must instruct users in the proper use of these earplugs as part of the annual education program. Each earplug must be held in place while it expands enough to remain firmly seated. A set of earplugs with a cord attached is available. These earplugs may be washed and therefore are reusable, but will have to be replaced after two or three weeks or when they no longer form an airtight seal when properly inserted.

Custom Molded Earplugs: A small percentage of the population cannot be fitted with standard premolded or formable earplugs. Custom earplugs

can be made to fit the exact size and shape of the individual's ear canal. Individuals needing custom earplugs will be referred to an audiologist.

Earmuffs are devices worn around the ear to reduce the level of noise that reaches the ear. Their effectiveness depends on an air tight seal between the cushion and the head.

Selection of Hearing Protective Devices

Employees will be given the opportunity to select hearing protective devices from a variety of suitable ones provided by the Safety Manager. In all cases the chosen hearing protectors shall have a Noise Reduction Ratio (NRR) high enough to reduce the noise at the ear drum to 85 dBA or lower.

Issuance of Hearing Protective Devices

The issuance of hearing protective devices is handled through the Safety Manager. The Safety Manager will issue and fit the initial hearing protective devices (foam inserts, disposables). Instruction on the proper use and care of earplugs and earmuffs will be provided whenever HPDs (hearing protective devices) are dispensed. Personnel requiring earmuffs in addition to earplugs will be informed of this requirement and educated on the importance of using proper hearing protection. The Safety Manager will dispense ear muffs when necessary and will maintain a supply of disposable earplugs.

Use of Hearing Protective Devices

Always use and maintain HPDs as originally intended and in accordance with instructions provided.

Earmuff performance may be degraded by anything that compromises the cushion-to-circumaural flesh seal. This includes other pieces of personal protective equipment such as eyewear, masks, faceshields, and helmets.

Maintenance of Hearing Protective Devices

Reusable earplugs, such as the triple flange or formable devices should be washed in lukewarm water using hand soap, rinsed in clean water, and dried thoroughly before use. Wet or damp earplugs should not be placed in their containers. Cleaning should be done as needed.

Earmuff cushions should be kept clean. The plastic or foam cushions may be cleaned in the same way as earplugs, but the inside of the muff should not get wet. When not n use, ear muffs should be placed in open air to allow moisture that may have been absorbed into the cups to evaporate.

Hearing Protection Performance Information

The maximum of sound attenuation one gets when wearing hearing protection devices is limited by human body and bone conduction mechanisms. Even though a particular device may provide outstanding values of noise attenuation the actual noise reductions may be less because of the noise surrounding the head and body bypasses the hearing protector and is transmitted through tissue and bone pathways to the inner ear.

The term “double hearing protection” is misleading. The attenuation provided from any combination earplug and earmuff is not equal to the sum of their individual attenuation values.

Appendices

Hazard Assessment Form

A-1 Asphalt Inc.

Certification of Hazard Assessment

Date of Hazard Assessment:

Person Certifying Hazard Assessment: Title:

Task Hazard PPE

Required Department(s) Comments

A-1 Asphalt Inc.

Housekeeping & Material Storage

Good housekeeping is a necessary requirement for maintaining safety in all work areas. Clean and tidy work areas hold fewer hazards for all employees. Accidents and injuries are avoided and productivity improved where good housekeeping is a daily occurrence. This document informs interested persons, including employees, that our company is complying with OSHA's housekeeping requirements.

Many regulations lead to housekeeping procedures. Common sense and safety concerns encourage standardization of housekeeping measures in the workplace. A-1 Asphalt Inc. has developed a set of written housekeeping procedures. In this way we have standardized housekeeping measures and are providing clear expectations and procedures for housekeeping at our company.

Good housekeeping is possibly the most visible evidence of management and employee concern for safety and health that a company displays on a day-to-day basis. Orderliness in our workplace contributes to a safe working environment by minimizing obstacles and potential safety and health threats such as spills, trip hazards, etc. In fact, we have nine good reasons for housekeeping:

1. Prevents accidents
2. Prevents fire
3. Saves time
4. Gives control to our workers
5. Increases production
6. Gives our workers the freedom to move
7. Gives our workers pride
8. Protects our products and equipment
9. Reduces our waste.

Our Written Housekeeping Program begins with a purpose statement. Then it provides a section to explain our expectations for a walk-around assessment. We have also included specific housekeeping procedures. Because no program can be successful without employee participation, we train our employees in the procedures. Plus, we have a system to promptly address and resolve any housekeeping-related accidents and hazard reports.

Purpose Statement

This document serves as the written procedures for general housekeeping at A-1 Asphalt Inc.. These guidelines provide housekeeping standards in this facility to help ensure a safe work environment at all times in all areas.

Administrative Duties

Brian Ingle, Safety Manager, is responsible for developing and maintaining the program. A copy of the plan may be reviewed by employees. It is located in the Safety Manager's Office. In addition, each Supervisor is responsible for maintaining any records related to the housekeeping program.

If after reading this program, you find that improvements can be made, please contact Brian Ingle, Safety Manager. We encourage all suggestions because we are committed to the success of our written housekeeping program.

We strive for clear understanding, safe behavior, and involvement from every level of the company.

Walk-Around Assessment

Every week the Safety Manager and/or Supervisors walk(s) around the facility for an assessment to identify main housekeeping issues. These persons look for a lack of order, unremoved spills or obstructions, or other hazards due to poor organization or poor housekeeping. They ask employees working in each area to identify and recommend corrective actions for their area. They also walk around the grounds to see if there is refuse or an untidy appearance due to storing materials haphazardly. In addition, they check the OSHA Form 300 injury and illness records (which are located Safety Manager's office) to see if one or more incidents such as slips, trips, falls, or other types of accidents were related in some way to poor housekeeping.

Responsibilities

All employees share the responsibility for maintaining good housekeeping practice and following the established housekeeping procedures. The Safety Manager, each Supervisor and Safety Committee will be responsible to monitor housekeeping as part of their facility safety inspection procedures, note any

hazards or areas of non- compliance, initiate clean-up procedures and provide follow-up. Management has

the additional responsibility to provide disciplinary action when necessary to reinforce compliance with this program.

Smoking Policy

Smoking is not permitted inside buildings and/or within 50 feet of material storage. Smoking is “strictly” prohibited on some specific work sites. The Safety Manager and/or each Supervisor are responsible for assessing the hazards of each site and designating smoking areas. Smoking is permitted outside in designated areas and in the Smoking Section of authorized break areas before work, after work and during breaks. To prevent fires and keep the grounds neat and orderly, all cigarette/cigar ashes and butts are to be disposed in the provided butt cans or ash- trays only.

Main Facility and Work Area Housekeeping Procedures

Office areas are to be kept neat and orderly. The following general rules apply to prevent injuries and maintain a professional appearance.

1. All aisles, emergency exits, fire extinguishers, etc., will be kept clear (a minimum of three feet of either side) of material storage (temporary and permanent) at all times.

2. Storage areas will be maintained orderly at all times. When supplies are received, the supplies will be stored properly.

3. Spills will be cleaned-up immediately and wastes disposed of properly.

4. All waste receptacles will be lined with a plastic trash bag to avoid direct contact while handling. Custodial Employees will use rubber gloves and compaction bar when handling wastes.

5. Keep file and desk drawers closed when not attended to avoid injuries. Open only one drawer at a time to prevent tipping of file cabinets.

6. At the end of the business day, turn off all office equipment (area heaters, lamps, coffee-maker, PCs, etc.) and lights to save energy and prevent fires. All space heaters must be un-plugged at the end of the day to assure they have been turned-off.

Work areas will be kept neat and orderly, during operations and as follows:

1. All aisles, emergency exits, fire extinguishers, eye wash stations, etc., will be kept clear (a minimum of three feet in front of and to either side) of product storage, material storage, fork trucks and pallet jacks at all times.

2. Spills will be cleaned up immediately.

3. All process leaks will be reported to supervision and maintenance for immediate repair and clean-up.

4. Utility Employees will be responsible to keep aisles and work floors clear of excessive debris and waste materials during shift operation, between breaks and at shift change when necessary or directed by supervision; however, all Employees are responsible to communicate slippery floors to supervision for immediate clean-up.

5. All refuse and waste materials will be placed in the recognized waste containers for disposal.

Restrooms and break areas are provided as a convenience for all Employees. The following rules will apply:

1. Employees are expected to clean-up after themselves as a common courtesy to fellow Employees.

2. Flammable materials (fire works, explosives, gasoline, etc.) may not be stored in break areas or brought on company property.

3. Personal food item will not be stored in break areas overnight.

4. All waste receptacles will be lined with a plastic trash bag to avoid direct contact while handling and Custodial Employees will use rubber gloves and compaction bar when handling wastes.

5. All refuse and waste materials will be placed in the recognized waste containers for disposal.

Maintenance Areas

1. All aisles, emergency exits, fire extinguishers, etc., will be kept clear (a minimum of three feet of either side) of material storage (temporary and permanent) at all times.

2. Storage Areas will be maintained orderly at all times:

a. Pipe stock stored horizontally on racks and sorted by size

b. Metal stock stored horizontally on racks and sorted by size

c. Sheet metal stock stored vertically in racks and sorted by type

d. All fittings, etc., stored in bins on shelves and sorted by type and use

e. All flammables stored in OSHA-approved Fire Cabinets and self- closing cans where necessary

3. Spills will be cleaned-up immediately by the person responsible and wastes disposed properly.

4. All refuse and waste materials will be placed in the recognized waste containers for disposal.

Grounds

The grounds surrounding our main facility and worksites are an extension of the work place. Grounds that are kept neat and orderly show pride by the Company for Employees, customers and neighbors to enjoy.

The following general rules will apply:

1. Keep the parts of buildings that are visible to public roads cleaned by washing them at regular intervals.

2. Keep the other parts of buildings cleaned at regular intervals.

3. Keep all doors and loading docks completely free of debris, shrubs, or other obstructions.

4. Maintain visibility through all windows by washing at regular intervals.

5. Keep doors and windows properly maintained in good working order.

6. Repair any damage to doors and windows at regular intervals.

7. All trash will be discarded only in the waste containers provided.

8. Park only in the designated assigned area.

9. The Maintenance Department will be responsible for grounds keeping (mowing, trimming, etc.) as needed. Maintenance will also establish procedures for ice/snow removal, when necessary, prior to operations each day.

10. Provide any stairs or platforms adjacent to or leading into the building(s) with adequate rails, adequate treads to climb, and an area clean and free of materials.

11. Keep grounds neat and orderly, free of refuse and unnecessary materials. 12.Store materials outdoors only in designated areas of the grounds.

13. Provide designated walkways through grounds, preferably paved and kept clear of snow, ice, materials, or any other physical hazards.

14. Provide a lighting system that is adequate to allow employees to navigate around the grounds as necessary at dusk and after dark.

15. Maintain a neat landscaping appearance--trim lawn, trees and shrubs in such a way as to minimize any possible safety hazards.

16. Trim grass short enough to prevent trip hazards to employees. 17.Prevent trees and shrubs from obstructing doors and windows.

Material Storage

Proper storage procedures are required for dry, raw materials, flammables and compressed gases storage to prevent fires, keep exits and aisles clear and avoid injuries and illnesses. General rules for material storage are as follows:

Materials Storage

1. Materials may not be stored any closer than 18 inches to walls or sprinkler heads. A minimum of 3 feet side clearance will be maintained around doorways and emergency exits. Passageways and aisle will be properly marked and a minimum of six feet in width. Materials, fork lifts, pallet jacks, etc., may not be stored in aisles or passageways.

2. Aisles and passageways will be kept clear of debris. All spills of materials will be immediately cleaned-up by the person responsible.

3. All platforms and racks will have maximum load capacity displayed. The weight of stored material will not exceed the rated load capacity.

Flammable Storage

1. All flammables will be stored in OSHA-approved flammable storage cabinets or stored outside (at least 50 feet from any structure)

2. Fuels, solvents and other flammables (not stored in original shipping containers) will be stored in OSHA-approved self-closing containers with flame arresters. Flammables may not be stored in open containers (open parts baths, etc.).

3. Flammable storage areas will be kept dry and well ventilated. No storage of combustible materials, open flames or exposed electrical components are permitted in the flammable storage area.

4. Flammable or combustible materials may not be stored in electrical rooms. Electrical rooms must be kept clean and dry at all times.

Compressed Gas Storage Safety

Gas Cylinder Shipment Receiving

1. Inspect bottle for defects & proper marking/labels
2. Ensure stamped date on bottle has not expired
3. Inspect valve assembly and adapter thread area
4. Ensure MSDS is on file or with shipment
5. Follow MSDS requirements for storage

Gas Cylinder Storage

1. Cylinder cap securely in place when not in use.
2. Marked with contents and if empty/full.

3. Stored up-right and secured to a stationary structure in an shaded and well ventilated area.
4. Cylinders not stored within 50 feet of exposed electrical components or combustible materials.
5. Cylinders are protected from accidental rupture.
6. Chemically reactive gases not stored within 50 feet of each other.

Gas Cylinder Movement

1. Must be secured to a cart or cylinder trolley
2. Cap securely fastened

Gas Cylinder Usage

1. Inspect valve adapter threads.
2. Inspect all fasteners, hoses & regulators prior to hooking up to cylinder.
3. Use only for approved purposes.
4. Use in up-right position.
5. Fasten cylinder to structure or cart.
6. Regulators must be of same rated pressure as cylinder
7. Keep cylinder valve shut when not in use; don't depend on regulators

A-1 Asphalt Inc.

Fire Prevention Plan

Purpose

The Company Fire Safety Plan has been developed to work in conjunction with company emergency plans and other safety programs. This includes reviewing all new building construction and renovations to ensure compliance with applicable state, local, and national fire and life safety standards. Fire prevention measures reduce the incidence of fires by eliminating opportunities for ignition of flammable materials.

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

Major workplace fire hazards and their proper handling and storage procedures.

Potential ignition sources for fires and their control procedures.

The type of fire protection equipment or systems which can control a fire involving them.

Regular job titles of personnel responsible for maintenance of equipment and systems installed to prevent or control ignition of fires and for control of fuel source hazards.

Under this plan, our employees will be informed of the plan's purpose, preferred means of reporting fires and other emergencies, types of evacuations to be used in various emergency situations, and the alarm system. The plan is closely tied to our emergency action plan where procedures are described for emergency escape procedures and route assignments, procedures to account for all employees after emergency evacuation has been completed, rescue and medical duties for those employees who perform them. Please see the emergency action plan for this information.

Brian Ingle, Safety Manager, is the program coordinator, who has overall responsibility for the plan. The written program is kept in Safety Manager's office.

He/she will review and update the plan as necessary. Copies of this plan may be obtained in the Safety Manager's office.

The FPP communicates to employees, policies and procedures to follow when fires erupt. This written plan is available, upon request, to employees, their designated representatives, and any OSHA officials who ask to see it.

If after reading this program, you find that improvements can be made, please contact Brian Ingle, Safety Manager. We encourage all suggestions because we are committed to the success of our emergency action plan. We strive for clear understanding, safe behavior, and involvement in the program from every level of the company.

Safety Manager Responsibilities

Here at A-1 Asphalt Inc., the Safety Manager is responsible for the following activities. He must:

1. Develop a written fire prevention plan for regular and after-hours work conditions.

2. Immediately notify the local fire department fire or police departments, and the building owner/superintendent in the event of a fire affecting the office.

3. Integrate the fire prevention plan with the existing general emergency plan covering the building occupied.

4. Distribute procedures for reporting a fire, the location of fire exits, and evacuation routes to each employee.

5. Conduct drills to acquaint the employees with fire procedures, and to judge their effectiveness.

6. Satisfy all local fire codes and regulations as specified.

7. Train designated employees in the use of fire extinguishers and the application of medical first-aid techniques.

8. Keep key management personnel home telephone numbers in a safe place in the office for immediate use in the event of a fire. Distribute a copy of the list to key persons to be retained in their homes for use in communicating a fire occurring during non-work hours.

9. Decide to remain in or evacuate the workplace in the event of a fire.

10. If evacuation is deemed necessary, the safety manager ensures that:

All employees are notified and a head count is taken to confirm total evacuation of all employees.

When practical, equipment is placed and locked in storage rooms or desks for protection.

The building owner/superintendent is contacted, informed of the action taken, and asked to assist in coordinating security protection.

In locations where the building owner/superintendent is not available, security measures to protect employee records and property are arranged as necessary.

Workplace Fire Hazards

It is the intent of this company to assure that hazardous accumulations of combustible waste materials are controlled so that a fast developing fire, rapid spread of toxic smoke, or an explosion will not occur. Employees are to be made aware of the hazardous properties of materials in their workplaces, and the degree of hazard each poses.

Fire prevention measures must be developed for all fire hazards found. Once employees are made aware of the fire hazards in their work areas, they must be trained in the fire prevention measures developed and use them in the course of their work. For example, oil soaked rags must be treated differently than general paper trash in office areas. In addition, large accumulations of waste paper or corrugated boxes, etc., can pose a significant fire hazard. Accumulations of materials which can cause large fires or generate dense smoke that are easily ignited or may start from spontaneous combustion, are the types of materials with

which this fire prevention plan is concerned. Such combustible materials may be easily ignited by matches, welder's sparks, cigarettes and similar low level energy ignition sources. It is the intent of this company to prevent such accumulation of materials.

Certain equipment is often installed in workplaces to control heat sources or to detect fuel leaks. An example is a temperature limit switch often found on deep-fat food fryers found in restaurants. There may be similar switches for high temperature dip tanks, or flame failure and flashback arrester devices on furnaces and similar heat producing equipment. If these devices are not properly maintained or if they become inoperative, a definite fire hazard exists. Again employees and supervisors should be aware of the specific type of control devices on equipment involved with combustible materials in the workplace and should make sure, through periodic inspection or testing, that these controls are operable.

Manufacturer's recommendations should be followed to assure proper maintenance procedures.

Fuel is used throughout the building and work areas/sites as an energy source for various systems or equipment. This fuel can be a significant fire hazard and must be monitored and controlled. Flammables are stored is safe, approved areas away from flames, sparks, heat, or other ignition sources.

Potential Ignition Sources

Flammable or combustible materials may not ignite on their own without an external source of ignition.

Many of the thousands of chemicals in use in the workplace are both highly toxic and highly volatile. Extreme caution must be used to prevent and fight fires resulting from chemical spills and accidents. Chemicals can cause serious injuries through physical (fire or explosion) or health (burns or poisons) hazards. Chemicals are classified by the inherent properties that make them hazardous.

Flammable - these chemicals catch fire very easily; hazards include property damage, burns and injuries that result when toxic and corrosive compounds are released into the air.

Reactive - a reactive material is one that can undergo a chemical reaction under certain conditions; reactive substances can burn, explode, or release toxic vapor if exposed to other chemicals, air or water.

Explosive - an explosive is a substance that undergoes a very rapid chemical change producing large amounts of gas and heat; explosions can also occur as a result of reactions between chemicals not ordinarily considered explosive.

The National Fire Protection Association (NFPA) has classified four general types of fires, based on the combustible materials involved and the kind of extinguisher needed to put them out. The four fire classifications are A, B, C and D.

Class A. This type of fire is the most common. The combustible materials are wood, cloth, paper, rubber and plastics. The common extinguisher agent is water, but dry chemicals are also effective. Carbon dioxide extinguishers and those using sodium or potassium bicarbonate chemicals are not to be used on this type of fire.

Class B. Flammable liquids, gases and greases create class B fires. The extinguishers to use are foam, carbon dioxide and dry chemical. Also, water fog and vaporizing liquid extinguishers can be used.

Class C. Class C fires are electrical fires and a non-conducting agent must be used. Carbon dioxide and dry chemical extinguishers are to be used. Never use foam or water-type extinguishers on these fires.

Class D. Combustible metals, such as magnesium, titanium, zirconium and sodium fires are class D. These fires require specialized techniques to extinguish them. None of the common extinguishers should be used since they can increase the intensity of the fire by adding an additional chemical reaction.

There are only two dry chemical extinguishers that can be used on A, B, and C fires, and those are multi-purpose ABC extinguishers, either stored pressure or cartridge operated. Multi-purpose extinguishers (ABC) will handle all A, B, and C fires. All fire extinguishers are labeled with either ABC, or A, or B, or C.

It is important to know what type of fire is in progress. If you use a fire

extinguisher, be sure to use one only on fires for which that fire extinguisher is designed. Using the wrong agent on a fire may increase the intensity of the fire. Check the label on the fire extinguisher; it should list the fire class(es) it is meant to put out.

Fire Protection Equipment

Fire protection equipment, selected and purchased by Brian Ingle, Safety Manager, in use at this company includes the following extinguishers to protect from the various types of fire hazards.

Type of Fire: A, combustibles like wood, paper, etc.

Type of Extinguisher: A or ABC, water or dry chemicals

Type of Fire: B, flammable liquids, gases and greases

Type of Extinguisher: B or ABC, foam, carbon dioxide, dry chemicals

Type of Fire: C, electrical fires

Type of Extinguisher: C or ABC, non-conducting agent such as carbon dioxide and dry chemicals

Type of Fire: D, combustible metals such as titanium and sodium.

Type of Extinguisher: This type of fire calls for specialized techniques for which the fire department will be called.

Maintenance of Fire Protection Equipment

Once hazards are evaluated and equipment is installed to control them, that equipment must be monitored on a regular basis to make sure it continues to function properly. The following personnel are responsible for maintaining equipment and systems installed to prevent or control fires:

- Brian Ingle

These individuals follow strict guidelines for maintaining the equipment.

Fire extinguishers are inspected on a monthly basis with each receiving an annual hydrostatic test.

Housekeeping Procedures

Our company controls accumulations of flammable and combustible waste materials and residues so that they do not contribute to a fire.

The following procedures have been developed to eliminate or minimize the risk of fire due to improperly stored or disposed of materials.

1. All aisles, emergency exits, fire extinguishers, eye wash stations, etc., will be kept clear (a minimum of three feet in front of and to either side) of product storage, material storage, fork trucks and pallet jacks at all times.

2. Storage areas will be maintained orderly at all times. When supplies are received, the supplies will be stored properly.

3. Spills will be cleaned-up immediately and wastes disposed of properly.

4. All process leaks will be reported to supervision and maintenance for immediate repair and clean-up.

5. All refuse and waste materials will be placed in the recognized waste containers for disposal keeping floor free of paper or saw dust, storing oily rags in specially designed containers, storing all flammables in fire cabinets when not in use

6. At the end of the business day, turn off all office equipment (area heaters, lamps, coffee-maker, PCs, etc.) and lights to save energy and prevent fires. All space heaters be un-plugged at the end of the day to assure they have been turned-off.

Training

At the time of a fire, employees should know what type of evacuation is necessary and what their role is in carrying out the plan. In cases where the fire is large, total and immediate evacuation of all employees is necessary. In smaller fires, a partial evacuation of nonessential employees with a delayed evacuation of others may be necessary for continued plant operation. We must be sure that employees know what is expected of them during a fire to assure their safety.

This document is not one for which casual reading is intended or will suffice in getting the message across. If passed out as a statement to be read to oneself, some employees will choose not to read it, or will not understand the plan's importance. In addition, training on the plan's content is required by OSHA.

A better method of communicating the fire prevention plan is to give all employees a thorough briefing and demonstration. A-1 Asphalt Inc. has chosen to train employees through presentation followed by a drill. Our local fire department requires one or more fire drill(s) each year, so we cover related FPP information at that time.

A better method of communicating the fire prevention plan is to give all employees a thorough briefing and demonstration. Brian Ingle has all managers and supervisors present the plan to their staffs in small meetings.

Training, conducted on initial assignment, includes: What to do if employee discovers a fire

Demonstration of alarm, if more than one type exists

How to recognize fire exits Evacuation routes

Assisting employees with disabilities

Measures to contain fire (e.g., closing office doors, windows, etc. in immediate vicinity)

Head count procedures (see EAP for details) Return to building after the "all-clear" signal

The employer must inform employees of the fire hazards of the materials and processes to which they are exposed.

The employer shall review with each employee upon initial assignment those parts of the fire prevention plan which the employee must know to protect the employee in the event of an emergency.

The written plan shall be kept in the workplace and made available for employee review. For those employers with 10 or fewer employees, the plan may be communicated orally to employees and the employer need not maintain a written plan.

If the Safety Manager has reason to believe an employee does not have the understanding required, the employee must be retrained. The Safety Manager certifies in writing that the employee has received and understands the fire prevention plan training.

Because failure to comply with company policy concerning fire prevention can result in OSHA citations and fines as well as employee injury, an employee who does not comply with this program will be disciplined.

Fire Prevention Equipment

The Safety Manager/supervisor provides training for each employee who is required to use fire prevention equipment. Employees shall not use fire prevention equipment without appropriate training. Training, before an individual is assigned responsibility to fight a fire, includes:

Types of fires

Types of fire prevention equipment Location of fire prevention equipment How to use fire prevention equipment Limitations of fire prevention equipment

Proper care and maintenance of assigned fire prevention equipment and

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

If the Safety Manager has reason to believe an employee does not have the understanding or skill required, the employee must be retrained. The Safety

Manager certifies in writing that the employee has received and understands the fire prevention equipment training.

A-1 Asphalt Inc.

Emergency Action Plan

Purpose

A-1 Asphalt Inc. is dedicated to the protection of its employees from emergencies such as tornadoes and fires. When emergencies do occur, our Emergency Action Plan (EAP) is initiated. This EAP is in place to ensure employee safety from emergencies during regular hours and after hours. It provides a written document detailing and organizing the actions and procedures to be followed by employees in case of a workplace emergency.

OSHA's Emergency Action Plan requirements, require A-1 Asphalt Inc. to have a written emergency action plan (EAP). This EAP addresses emergencies that our company expects may reasonably occur at any of sites.

The EAP communicates to employees, policies and procedures to follow in emergencies. This written plan is available, upon request, to employees, their designated representatives, and any OSHA officials who ask to see it.

Administrative Duties

Brian Ingle, Safety Manager (or designee) is the EAP administrator, who has overall responsibility for the plan. This responsibility includes the following:

Developing and maintaining a written Emergency Action Plan for regular and after hours work conditions;

Notifying the local fire or police departments, and the building owner/superintendent in the event of an emergency affecting the facility;

Taking security measures to protect employees;

Integrating the Emergency Action Plan with any existing general emergency plan covering the building or work area occupied;

Distributing procedures for reporting emergencies, the location of safe exits, and evacuation routes to each employee;

Conducting drills to acquaint employees with emergency procedures and to judge the effectiveness of the plan;

Training designated employees in emergency response such as the use of fire extinguishers and the application of first aid;

Deciding which emergency response to initiate (evacuate or not);

Ensuring that equipment is placed and locked in storage rooms or desks for protection;

Maintaining records and property as necessary; and

Ensuring that our facility meets all local fire codes, building codes, and regulations.

The Safety Manager is responsible for reviewing and updating the plan as necessary. Copies of this plan may be obtained from the Safety Manager's office.

The Safety Manager has full authority to decide to implement the EAP if he believes an emergency might threaten human health. The following potential emergencies might reasonably be expected at this facility or work areas and thus call for the implementation of this EAP:

Fire emergencies (process area fires, non-pressurized tank fires, pressurized tank fires, fires at loading facilities, warehouse fires, office building fires, electrical fires)

Toxic gas releases

Flammable gas releases Hazardous liquid spills Oil spills

Release of radiation

Tornadoes

Winter storms Flooding

Earthquakes

Bomb threat/Civil disturbance. First-aid emergencies

The Safety Manager can be contacted regarding further information about duties under this written Emergency Action Plan

Key management personnel home telephone numbers are kept in a safe place, on office and work area bulletin boards, and in company vehicles, for immediate use in the event of an emergency. These telephone numbers include:

- Brian Ingle, General Manager Work: (616) 262-6689

- Daniel Seyffert, Coordinator Work: (616) 437-7955

These telephone numbers of key management personnel have been distributed all supervisors to be retained in their homes for use in communicating an emergency occurring during non-work hours:

If, after reading this plan, you find that improvements can be made, please contact the plan administrator, Brian Ingle. We encourage all suggestions because we are committed to the success of our Emergency Action Plan. We strive for clear understanding, safe behavior, and involvement in the program from every level of the company.

Alarms

Different emergencies call for different alarms to indicate what actions employees should take. A-1 Asphalt Inc. has established an employee alarm system that complies with 29 CFR 1910.165. We will use the tornado alarm to warn employees of tornado warnings only. Alarm systems will include:

- Fire/Evacuation: single, continuous blast from air horn.
- Seek Shelter: repeated, intermittent blast from air horn.

We have posted the following emergency telephone numbers near telephones, or emergency notice boards, and other conspicuous locations for use when telephones serve as a means of reporting emergencies:

Emergency responder:	Telephone number:
Ambulance	911
Fire	911
Fire Non-Emergency	(616) 456-3900
Police	911
Police Non-Emergency	(269) 673-0500

Emergency Reporting and Weather Monitoring Procedures

In the Event of an Emergency Requiring Evacuation

When employees detect an emergency that requires an evacuation, such as a fire or hazardous release, they should Activate the fire alarm and exit the building to the designated safe area for a headcount. The fire department will be notified via telephone.

In the Event of a Tornado Watch

We monitor tornadoes by severe weather radio. When available, our backup method for monitoring tornadoes includes city and county tornado sirens

Evacuation Procedures

Some emergencies require evacuation or escape procedures, while some require employees to stay indoors, or in a safe area. Our emergency escape procedures are designed to respond to many potential emergencies, depending on the degree of

seriousness. Nothing in these procedures precludes the plan administrator's authority in determining whether employees should remain inside or evacuate. At this company, the following types of emergency evacuations exist:

total and immediate evacuation partial evacuation

Our emergency escape procedures and assignments are designed to respond to many potential emergencies that require them, including: fire, tornado, bomb threat, chemical release.

Employees need to know what to do if they are alerted to a specific emergency. After an alarm is sounded to evacuate, employees should take the following steps:

1. Cease work immediately and proceed to the nearest available exit.
2. Go to your designated safe area for a headcount and further instructions.

Procedures to Account for Employees

Trained evacuation personnel assist in safe and orderly evacuation for all types of emergencies that require evacuation. Once evacuation is complete, they conduct head counts. The employees selected are trained in the complete workplace layout and the various alternative escape routes from the workplace. All trained personnel are made aware of employees with disabilities who may need extra assistance, such as using the buddy system, and of hazardous areas to be avoided during emergencies. Before leaving, these employees check rooms and other enclosed spaces in the workplace for employees who may be trapped or otherwise unable to evacuate the area.

Frontline supervisors must be aware of the locations of those employees working on a particular day when an emergency occurs, and be aware of who is absent or otherwise away from the premises. Accounting for employees will aid local responding fire/rescue departments in determining whether rescue efforts are necessary.

Once each evacuated group of employees have reached their evacuation destinations, each trained evacuation employee:

Takes roll of his or her group,

Makes sure all persons are accounted for,

Reports in to a central checkpoint managed by Brian Ingle, Safety Manager, and

Assumes role of department contact to answer questions.

Head count results should be given to the Fire Chief or firefighter, if requested.

No employees are to return to their work area until advised by Brian Ingle, Safety Manager or designee (after determination has been made that such re-entry is safe).

Fire

1. Upon sounding the alarm, all personnel shall evacuate the work area by the most direct route. The routes are shown on the work place maps posted on the bulletin boards.

2. Prior to exiting, turn off machine at your work station or close the valves on gas operated equipment such as oxygen/acetylene carts. Do not try to retrieve items or tools.

3. Brian Ingle, prior to exiting the area, shall ensure that all equipment is secured and all areas are checked to ensure that no employee remains in his area.

4. All employees shall go directly upon sounding the alarm to the parking lot and assemble with your Supervisor for a head count. At no time will you leave this area unless directed by management or supervision. Do not try to re-enter the work area to obtain personal items or tools. Supervisors will report to Brian Ingle or his or representative with the names of all employees counted and any unaccounted for personnel as soon as the head count is completed.

5. Any fire fighting, rescue or medical duties will be performed by the fire department, police department, or hospital medical personnel. At no time will our personnel attempt on their own initiative, a rescue or fire suppression, after departing the area. The only fire fighting attempted by our personnel will be in the incipient stage of the fire.

6. Should an employee discover a fire, he or she will notify the Supervisor in that area who will advise Brian Ingle or his representative. At the same time the Supervisor will direct the use of fire extinguishers against the fire and evacuate when he or she deems it necessary.

7. Brian Ingle will be responsible for furnishing any further information to the employees concerning this plan.

Tornado

1. Upon being advised of the distinct possibility that a tornado may strike the area Brian Ingle or his representative shall sound the alarm. All personnel shall seek shelter immediately by either crawling under sturdy work benches, equipment, inside rooms or basements within the shop after shutting off power to machines.

2. Upon sounding the all clear signal which will be a voice signal and providing the tornado missed the shop, all personnel shall resume normal production duties.

3. If the tornado strikes the shop and the all clear is sounded by the U.S. Weather Bureau, it may be necessary to evacuate part of the work area.

4. Personnel in each building will be advised by voice communication by Brian Ingle or his representative as to what action is necessary. If evacuation is deemed necessary those personnel to be evacuated will proceed directly to the parking lot. Do not try to retrieve personal items or tools. Head counting procedures will be the same as for fires. At no time will you leave this area unless directed by management or supervisory personnel.

5. All fire fighting, rescue and medical duties will be performed by fire department, police department, and hospital medical personnel. At no time will our personnel attempt on his own initiative a rescue after departing the work area.

6. Brian Ingle will be responsible for furnishing any further information to the employees.

Earthquake

1. Upon realization that an earthquake is occurring get under the nearest workbench or equipment that will provide you overhead protection from falling objects. Try to stay away from electrical lines and overhead storage racks containing heavy objects.

2. Upon sounding the alarm, all personnel shall evacuate the area by the most direct exit. The routes are shown on the work place maps posted on bulletin boards. Prior to your exit turn off your machine at your work station and close the valves on gas operated equipment such as oxygen/acetylene welding carts. Do not try and retrieve personal items or tools.

3. Brian Ingle, prior to exiting the work area, shall ensure that all equipment is secured and all areas are checked to ensure that no employee remains on the work area.

4. All employees shall go directly upon sounding of the alarm to the parking lot and assemble with your Supervisor for a head count. At no time will you leave the area unless directed by management or supervisory personnel. Do not try to re-enter the work area to obtain personal items or tools. Supervisors report to Brian Ingle or his or her representative the names of personnel counted and any unaccounted personnel as soon as the head count is completed.

5. Any rescue or medical duties will be performed by fire departments, police departments, or hospital medical personnel. At no time will our personnel attempt on their own initiative a rescue or fire suppression after departing the work area.

Terrorist Bomb Threat

Conduct Bomb Search

1. All supervisory personnel shall be advised by voice communication that a bomb threat has been received by the company at this work area.

2. All work activities shall cease in the suspected areas and a planned, organized search for the suspected bomb will be conducted by all personnel.

They are to be instructed to look for any item that normally would not be in this area. This could be a package, bundle, sack, box, or any object that might look suspicious.

Employees are to be instructed never to touch the object in any way, but to notify supervision who in turn advise fire and police personnel of the find.

3. At this time management must consider the possibility of a partial evacuation of the area. If this evacuation is deemed advisable then evacuation procedures outlined in the following paragraph shall be followed.

Evacuation

1. Upon sounding the alarm, personnel shall evacuate the area by the most direct exit.

The routes are shown on the work place maps posed on bulletin boards.

2. Prior to exit, turn off your machine at the work station or close valves on gas operated equipment. Do not try to retrieve personal items, tools or vehicles. Brian Ingle, prior to exiting the work area, shall ensure that all equipment is secured and all areas are checked to ensure no employees remain on the work area. LEAVE THE LIGHTS ON TO ASSIST SEARCH PERSONNEL.

The employees shall go directly upon sounding of the alarm, to the parking lot and assemble with your Supervisor for a head count.

At no time will you leave this area unless directed by management or supervisory personnel. Do not try to re-enter the building or grounds to obtain personal items or tools or cars. Supervisors shall report to Brian Ingle or his representative the names of all employees counted and any unaccounted for personnel as soon as head count is completed.

Hazardous Chemical Release

In the event of an accidental release of hazardous chemicals, an evacuation would be required if the release is in a significant amount to cause, or have potential to cause, harm to employees.

1. After it is determined that there is a hazardous chemical emergency, the Management Team will be notified and make the decision whether to evacuate any areas. All unqualified Employees should remain clear of any spill or release of any hazardous material. If evacuation procedures have been initiated, ALL EMPLOYEES MUST LEAVE THE PLANT and proceed to the designated meeting area

NO ONE MAY ENTER THE RELEASE/SPILL/AFFECTED AREAS WITHOUT PROPER PERSONAL PROTECTIVE EQUIPMENT AND MANAGEMENT PERMISSION.

PPE is required at all times until the hazard has been dissipated with proof by proper testing procedures.

2. Maintenance Manager will proceed directly to the emergency area to determine if evacuation or outside help is necessary.

3. Management will activate the Emergency Response Team if required.

4. Management will implement the Emergency Spill Procedures of the Spill Prevention Control & Countermeasures Plan if any hazardous material is released.

Notification of State Department of Environmental Monitoring and EPA is required if spilled oil material discharges or threatens to discharge into a waterway of the State causing a visible sheen on or a discoloration of the surface water or shorelines, or if a reportable quantity for a hazardous substance is discharged or may unavoidably be discharged to a waterway of the State.

Medical Emergencies

All Medical Treatment provided by OHCP employed by Company shall follow the

Medical Directives and Nursing Procedures for Emergency Care

1. After a medical emergency has been identified, the Assigned Manager, Occupational Health Care Professional or Senior Management Team Member and Area Supervisor should be notified immediately. The Area

Supervisor has the responsibility to assure that the Assigned Manager, OHCP or Senior Management Team Member has been notified.

2. The severity of the medical emergency and level of action required will be determined by the on-site OHCP.

3. All Medical Emergency Care Providers will use the proper PPEs as outlined in the Control of Bloodborne Pathogens Program and will follow the proper standards of care.

4. All injured or ill Employees requiring emergency medical care for life/death medical emergencies will be transported by local Emergency Medical Services (EMS) to the nearest local Hospital.

5. All non-life/death medical emergencies will be managed by the OHCP and Company Physician following proper standards of care.

6. All Employees who are involved in an injury or accident shall be screened for drugs and alcohol as prescribed by company policy.

7. During any emergency, the OHCP or Assigned Manager will have the responsibility to set-up the emergency medical care station at a location directed by the Senior Management Team Member depending on the emergency and relevant conditions.

Plan Administrator Duties

During an emergency, Brian Ingle, Safety Manager will do the following:

Take all necessary measures to contain the hazard and prevent its spread to other nearby areas, with the assistance of emergency personnel.

If the emergency is a hazardous material spill, ensure that the hazardous material and any material with which in came into contact (gravel, soil, etc.,), will be scraped up using shovels and/or brooms. All this combined material will be considered hazardous waste unless analysis shows otherwise.

Provide for collection, treatment, and disposal of the waste and contaminated material by the emergency crew or outside contractor, as appropriate.

Ensure that contaminated soil, liquids, or other material is placed in drums and handled as a hazardous waste.

Ensure that the emergency crew restores all emergency equipment to full operational status.

Assisted by other qualified persons, begin to investigate the cause of the emergency and take steps to prevent a recurrence of such or similar incidents.

Ensure that the cause of the emergency has been eliminated and that cleanup and restoration have progressed at least to the point of not jeopardizing the health and safety of the employees, and that EPA, state, and local authorities have been notified, if required.

Ensure that for spills or releases involving a hazardous substance at or above its reportable quantity, the following necessary information is recorded and reported: name of chemical(s) involved, whether the substance is listed under 40 CFR 302—extremely hazardous substances, estimated quantity of the released substance, time of the release and duration, medium into which the substance was released, health risks associated with the release, precautions taken to respond to the release, name and telephone numbers of persons who can be contacted for further information.

Training

Our Plan Administrator reviews with each of our employees at the following times, those parts of the Emergency Action Plan that employees must know to protect themselves in the event of an emergency:

Initially when the plan is developed,

Whenever an employee's responsibilities or designated actions under the plan change, and

Whenever the plan is changed.

The information in this plan is not intended for casual reading, but is intended to get the appropriate message across.

Drills are conducted annually. After a drill, the Plan Administrator judges the effectiveness of the plan and reviews any employee input concerning the drill. Employees performing the drill may identify something that did not follow procedure or was ineffective. For example, they may discover doors that would not open; they may enter storage closets instead of exiting; they may get lost and confused. These are the types of things the Plan Administrator needs to hear about after a drill. That way, they can be addressed before a real emergency.

Emergency Action Diagram

Attached is a copy of the company Emergency Action Diagram showing the following:

Exit Locations

Fire Extinguisher Locations

Storage Locations for Hazardous/Flammable Materials

Storage Area for Spill Response Supplies and Personal Protective Equipment

Tornado Shelters

A copy of this diagram is posted on company bulletin boards and near each exit.

A-1 Asphalt Inc.

Excavation, Trenching & Shoring Procedures

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

Definitions

Aluminum hydraulic shoring means an engineered shoring system comprised of aluminum hydraulic cylinders (crossbraces),used in conjunction with vertical rails (uprights) or horizontal rails (walers). Such a system is designed specifically to support the sidewalls of an excavation and prevent cave-ins.

Benching means a method of protecting employees from cave-ins by excavating the sides of an excavation to form one or a series of horizontal levels or steps, usually with vertical or near-vertical surfaces between levels.

Cave-in means the separation of a mass of soil or rock material from the side of an excavation, or the loss of soil from under a trench shield or support system, and its sudden movement into the excavation, either by falling or sliding, in sufficient quantity so that it could entrap, bury, or otherwise injure and immobilize a person.

Competent person means one who is capable of identifying existing and predictable hazards in the surroundings, or working conditions that are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them. All competent persons must complete the 4-hour Physical Plant trenching and shoring class, successfully pass the exam, and be certified for successful completion of the class. A competent person should have and be able to demonstrate the following:

Training, experience, and knowledge of:

- soil analysis,
- use of protective systems, and
- requirements of 29 CFR 1926 Subpart P.

Ability to detect:

- conditions that could result in cave-ins,
- failures in protective systems,
- hazardous atmospheres, and
- other hazards including those associated with confined spaces.

Authority to take prompt corrective measures to eliminate existing and predictable hazards and to stop work when required.

Excavation means any man-made cut, cavity, trench, or depression in an earth surface, formed by earth removal.

Registered professional engineer means a person who is registered as a professional engineer.

Shield (shield system) means a structure that is able to withstand the forces imposed on it by a cave-in and thereby protect employees with the structure. Shields can be permanent structure or can be designed to be portable and moved along as work progresses. Also known as trench box or trench shield.

Shoring (shoring system) means a structure such as a metal hydraulic, mechanical or timber shoring system that supports the sides of an excavation and which is designed to prevent cave-ins.

Sloping (sloping system) means a method of protecting employees from cave-ins by excavating to form sides of an excavation that are inclined away from the excavation so as to prevent cave-ins. The angle of incline varies with differences in such factors as the soil type, environmental conditions of exposure, and application of surcharge loads.

Trench (trench excavation) means a narrow excavation (in relation to its length) made below the surface of the ground. In general, the depth is greater than the width, but the width of a trench is not greater than 15 feet. If forms or other structures are installed or constructed in an excavation as to reduce

the dimension measured from the forms or structure to the side of the excavation to 15 feet or less, the excavation is also considered to be a trench.

Administrative Duties

Brian Ingle, Safety Manager is responsible for developing and maintaining the written Excavation Procedures. These procedures are kept in the Safety Manager's office.

Our Excavation Procedures are administered under the direction of our competent person(s), someone capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them. These competent persons include Brian Ingle and all Site Supervisors.

Before Excavating

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

1. Contact the utility companies or property owners and ask the companies or owners to find the exact location of the underground installations in the area.

2. If the utility companies or owners do not respond within 24 hours or the period established by law or ordinance, or if they cannot establish the location of the utility lines, the excavation may proceed with caution. In this situation, provide employees with detection equipment or other safe and acceptable means to locate utility installations.

3. Remove or adequately support the following objects (i.e., trees, rocks, and sidewalks) in the excavation area that could create a hazard to employees.

4. Using Appendix A to 29 CFR 1926, Subpart P, classify the type of soil and rock deposits at the site as either stable rock, Type A, Type B, or Type C soil. The soil classification is based on the results of at least one visual and at least one manual analysis conducted by a competent person. Details of the acceptable visual and manual analyses are to be found in Appendix A of 29 CFR 1926, Subpart P. NOTE: Soil classification is not necessary if the excavation will be sloped to an angle of one and one-half horizontal to one

vertical.

5. Have the competent person choose the appropriate method for protective support systems, as necessary. See the Protective Support Systems section for the procedures he/she used for selecting this system.

Testing Methods

The competent person in charge of the excavation shall be responsible for determining whether the soil is Type B or C. The competent person shall use a visual test coupled with one or more manual tests (see appendices for Soil Analysis Checklist).

Visual test

In addition to checking the items on the trench inspection form, the competent person should perform a visual test to evaluate the conditions around the site. In a visual test, the entire excavation site is observed, including the soil adjacent to the site and the soil being excavated. The competent person also checks for any signs of vibration.

During the visual test, the competent person should check for crack-line openings along the failure zone that would indicate tension cracks, look for existing utilities that indicate that the soil has been previously disturbed, and observe the open side of the excavation for indications of layered geologic structuring.

This person should also look for signs of bulging, boiling, or sloughing, as well as for signs of surface water seeping from the sides of the excavation or from the water table.

In addition, the area adjacent to the excavation should be checked for signs of foundations or other intrusions into the failure zone, and the evaluator should check for surcharging and the spoil distance from the edge of the excavation.

Manual tests

Thumb penetration test- Attempt to press the thumb firmly into the soil in question. If the thumb penetrates no further than the length of the nail, it is probably Type B soil. If the thumb penetrates the full length of the thumb, it is Type C. It should be noted that the thumb penetration test is the least accurate testing method.

Dry strength test- Take a sample of dry soil. If it crumbles freely or with moderate pressure into individual grains it is considered granular (Type C). Dry soil that falls into clumps that subsequently break into smaller clumps (and the smaller clumps can only be broken with difficulty) it is probably clay in combination with gravel, sand, or silt (Type B).

Plasticity or Wet Thread Test- Take a moist sample of the soil. Mold it into a ball and then attempt to roll it into a thin thread approximately 1/8 inch in diameter by two inches in length. If the soil sample does not break when held by one end, it may be considered Type B.

Spoil

A pocket penetrometer, shearvane, or torvane may also be used to determine the unconfined compression strength of soils.

Temporary spoil shall be placed no closer than 2 feet from the surface edge of the excavation, measured from the nearest base of the spoil to the cut. This distance should not be measured from the crown of the spoil deposit. This distance requirement ensures that loose rock or soil from the temporary spoil will not fall on employees in the trench.

Spoil should be placed so that it channels rainwater and other run-off water away from the excavation. Spoil should be placed so that it cannot accidentally run, slide, or fall back into the excavation.

Permanent spoil should be placed some distance from the excavation.

Surface Crossing of Trenches

Surface crossing of trenches should not be made unless absolutely necessary. However, if necessary, they are only permitted under the following conditions:

Vehicle crossings must be designed by and installed under the supervision of a registered professional engineer.

Walkways or bridges must: have a minimum clear width of 20 inches, be fitted with standard rails, and extend a minimum of 24 inches past the surface edge of the trench.

Ingress and Egress

Trenches 4 feet or more in depth shall be provided with a fixed means of egress.

Spacing between ladders or other means of egress must be such that a worker will not have to travel more than 25 feet laterally to the nearest means of egress.

Ladders must be secured and extend a minimum of 36 inches above the landing.

Metal ladders should be used with caution, particularly when electric utilities are present.

Protective Support Systems

The company protects each employee in an excavation from cave-ins during an excavation by an adequate protective system designed in accordance with OSHA standards. Protective system options include proper sloping or benching of the sides of the excavation; supporting the sides of the excavation with timber shoring or aluminum hydraulic shoring; or placing a shield between the side of the excavation and the work area. A-1 Asphalt Inc. has the following standard operating procedures regarding protective support systems for excavations, in accordance with safe practices and procedures and OSHA excavation regulations:

If the excavation is made entirely of stable rock, then no protective system is necessary or used.

If the excavation is less than 5 feet in depth (provided there is no indication of a potential cave-in), then no protective system is necessary or used.

If the excavation is less than or equal to 20 feet in depth, then competent

person chooses the most practical design approach (that meets required performance criteria) for the particular circumstance, and/or

Sloping

A registered professional engineer designs all protective systems for use in the excavation.

When sloping is used to protect against cave-ins, these options can be chosen for designing sloping systems:

1. If a soil classification is not made, then slope the sides of the excavation to an angle not steeper than one and one-half horizontal to one vertical (34 degrees). A slope of this gradation or less is considered safe for any type of soil.

2. Use Appendices A and B of 29 CFR 1926, Subpart P to determine the maximum allowable slope and allowable configurations for sloping systems. The soil type must be determined in order to use this option.

3. Use other tabulated data approved by a registered professional engineer.

4. Have an engineer design and approve the system to be used.

There are a number of exceptions or special cases to these general sloping guidelines, which can be utilized by your company if the conditions meet the exception's requirements. The exceptions and conditions are outlined below:

In Type A soil, simple slope excavations which are open 24 hours or less (short term) and which are 12 feet high or less in depth may have a maximum allowable slope of 1/2 horizontal to 1 vertical.

In Type A soil, all excavations 8 feet or less in depth which have unsupported vertically sided lower portions must have a maximum vertical side of 3.5 feet.

In Type A soil, excavations over 8 feet but less than 12 feet in depth with unsupported vertically sided lower portions must have a

maximum allowable slope of 1H:1V and a maximum vertical side of

3.5 feet.

In Type A soil, excavations 20 feet or less with vertically sided lower portions that are supported or shielded shall have a maximum allowable slope of 3/4 H:1V. The support or shield system must extend at least 18 inches above the top of the vertical side.

In Type B soil, all excavations 20 feet or less which have vertically sided lower portions shall be shielded or supported to a height at least 18 inches above the top of the vertical side. The excavation shall have a maximum allowable slope of 1H:1V.

In Type C soil, all excavations 20 feet or less which have vertically sided lower portions shall be shielded or supported to a height at least 18 inches above the top of the vertical side. The excavation shall have a maximum allowable slope of 1-1/2 H:1V.

When an excavation contains layers of different types of soils, the general sloping requirements do not apply. The excavation must be sloped according to Appendix B-1.4 of 29 CFR 1926, Subpart P.

Maximum allowable slopes for excavations less than 20' based on soil type and angle to the horizontal are as follows:

Soil Type	Height/depth ratio	Slope angle
Type B	1:1	45 degrees
Type C	1 1/2:1	34 degrees

A 10-foot-deep trench in Type B soil would have to be sloped to a 45-degree angle, or sloped 10 feet back in both directions. Total distance across a 10-foot-deep trench would be 20 feet, plus the width of the bottom of the trench itself.

In Type C soil, the trench would be sloped at a 34-degree angle, or 15 feet back in both directions for at least 30 feet across, plus the width of the bottom of the trench itself. All simple slope excavations 20 feet or less in depth shall have a maximum allowable slope of 1 1/2:1.

The competent person chooses the best option for sloping for the job at hand.

Benching

When benching is used to protect against cave-ins, these options can be chosen for designing benching systems:

1. Use Appendices A and B of 29 CFR 1926, Subpart P to determine the maximum allowable slope and allowable configurations for benching systems. The soil type must be determined in order to use this option.

2. Use other tabulated data approved by a registered professional engineer.

3. Have an engineer design and approve the system to be used.

There are a number of exceptions or special cases to these general benching guidelines, which should be utilized by your company if the conditions meet the exception's requirements. The exceptions and conditions are outlined below:

In Type A soil, simple slope excavations which are open 24 hours or less (short term) and which are 12 feet high or less in depth may have a maximum allowable slope of 1/2 horizontal to 1 vertical.

In Type A soil, all excavations 8 feet or less in depth which have unsupported vertically sided lower portions must have a maximum vertical side of 3.5 feet.

In Type A soil, excavations over 8 feet but less than 12 feet in depth with unsupported vertically sided lower portions must have a maximum allowable slope of 1H:1V and a maximum vertical side of 3.5 feet.

In Type A soil, excavations 20 feet or less with vertically sided lower portions that are supported or shielded shall have a maximum allowable slope of 3/4H:1V. The support or shield system must extend at least 18 inches above the top of the vertical side.

In Type B soil, all excavations 20 feet or less which have vertically sided lower portions shall be shielded or supported to a height at least 18 inches above the top of the vertical side. The excavation shall have a maximum allowable slope of 1H:1V.

In Type C soil, all excavations 20 feet or less which have vertically sided lower portions shall be shielded or supported to a height at least 18 inches above the top of the vertical side. The excavation shall have a maximum allowable slope of 1-1/2 H:1V.

When an excavation contains layers of different types of soils, the general sloping requirements do not apply. The excavation must be sloped according to Appendix B-1.4 of 29 CFR 1926, Subpart P.

There are two basic types of benching, single and multiple, which can be used in conjunction with sloping.

All benched excavations 20 feet or less in depth shall have a maximum allowable slope of 1:1. In Type B soil, the vertical height of the benches must not exceed 4 feet. Benches must be below the maximum allowable slope for that soil type. In other words, a 10-foot deep trench in Type B soil must be benched back 10 feet in each direction, with the maximum of a 45- degree angle.

Benching is not allowed in Type C soil.

The competent person chooses the best option for sloping for the job at hand.

Support Systems, Shield Systems, and Other Protective Systems

Timber Shoring

When trenches do not exceed 20 feet, timber shoring according to OSHA

design specifications may be used. Designs for timber shoring in trenches for company work sites are determined by the competent person using the following method(s):

1. Use the requirements set forth by OSHA in Appendices A and C of the 29 CFR 1926, Subpart P. The design specifications for timber shoring provided by OSHA may be found in Tables C-1.1 through C-1.3 of Appendix C of 29 CFR 1926, Subpart P. These tables refer to the actual dimensions and not nominal dimensions of the timber. If the competent person chooses to use nominal size shoring, he/she must use the additional tables found in Appendix C of 29 CFR 1926, Subpart P. The soil type in which the excavation is made must be determined in order to use the OSHA data.

NOTE: The specifications do not apply in every situation experienced in the field; the data were developed to apply to most common trenching situations. If the specifications do not apply to the situation encountered in the field, the competent person will make a determination of what approach to use to allow safe protective support of the excavation.

2. Use data provided by the manufacturer of the support system.

3. Use other tabulated data approved by an engineer.

4. Have a registered professional engineer design the system.

Aluminum Hydraulic Shoring

Determined by the competent person, each design for aluminum hydraulic shoring is based upon the following method(s):

1. Use the manufacturer's tabulated data and design in accordance with the manufacturer's specifications, recommendations, and limitations. Deviations from the manufacturer's specifications, recommendations, or limitations are only allowed upon written approval of the manufacturer, which must be obtained by the competent person prior to implementation. The written approval is kept at the job site during construction of the protective system.

2. Use the OSHA specifications found in Appendix D of 29 CFR 1926, Subpart P, if the manufacturer's tabulated data cannot be utilized. NOTE:

Before using the OSHA data, the soil type must be determined.

3. Use other tabulated data approved by an engineer.

Here are some typical installations of aluminum hydraulic shoring: Vertical aluminum hydraulic shoring (spot bracing)

Vertical aluminum hydraulic shoring (with plywood)

Vertical aluminum hydraulic shoring (stacked)

Aluminum hydraulic shoring waler system (typical)

Other Support Systems

Designs for our support systems are determined by the competent person using the following method(s):

1. Use data provided by the manufacturer of the support system.

2. Use other tabulated data approved by an engineer.

3. Have a registered professional engineer design the system.

Shielding

Determined by the competent person, designs for shielding are based upon the following method(s):

1. Use data provided by the manufacturer of the support system.

2. Use other tabulated data approved by an engineer.

3. Have a registered professional engineer design the system.

Other Protective Systems

Designs for our protective systems are determined by the competent person using the following method(s):

1. Use data provided by the manufacturer of the support system.

2. Use other tabulated data approved by an engineer.

3. Have a registered professional engineer design the system.

General Requirements for Excavations

The following rules are to be followed at all times by all employees working on, in, or near excavations, as applicable:

Employees exposed to public vehicular traffic must wear warning vests or other suitable garments made of reflectorized or high-visibility

material.

The competent person inspects the excavation and the adjacent areas on a daily basis for possible cave-ins, failure of protective systems and equipment, hazardous atmospheres, or other hazardous conditions (see appendices for Daily Inspection Checklist. Inspections are also required after the occurrence of any natural (such as rain) or man-made events (such as blasting) that could increase the potential for hazards.

Employees may not begin work until after being informed by the competent person that these inspections are complete.

A warning system is used to alert operators of heavy equipment and other employees at the work site of the edge of an excavation.

Adequate protection is provided to protect employees from falling rock, soil, or other materials and equipment. Protection is provided by placing and keeping such materials or equipment at least 2 feet from the edge of excavations, or by the use of retaining devices that are sufficient to prevent materials or equipment from falling or rolling into excavations, or by a combination of both if necessary.

Employees are not permitted under loads that are handled by lifting or digging equipment. Employees are not allowed to work in the excavation above other employees unless the lower level employees are adequately protected.

While the excavation is open, underground installations are protected, supported, or removed as necessary to safeguard employees. Adjacent structures are supported to prevent possible collapse.

Employees are not permitted to work in excavations where water has accumulated or is accumulating unless adequate precautions have been taken. Diversion ditches, dikes, or other means are used to prevent surface water from entering an excavation and to provide drainage to the adjacent area.

Before an employee enters an excavation greater than 4 feet in depth, the competent person must test the atmosphere where oxygen deficiency or a hazardous atmosphere exists or could reasonably exist (i.e., excavations

in landfill areas or excavations in areas where hazardous substances are stored nearby). Emergency rescue equipment is readily available and attended when hazardous atmospheric conditions exist or may develop.

Sufficient means for exiting excavations 4 feet deep or more are provided and are within 25 feet of lateral travel for employees.

Guardrails are provided if there are walkways or bridges crossing over an excavation.

Training

Brian Ingle, Safety Manager will identify all new employees in the employee orientation program and make arrangements with management to schedule training. The following person(s) will conduct initial

training and evaluation: Brian Ingle and/or the Site Supervisor. These instructor(s) have the necessary knowledge, training, and experience to train excavation workers.

Training Certification

After an employee has completed the training program, our company keeps records certifying that each excavation worker has successfully completed excavation training. The certificate includes the name of the worker, the date(s) of the training, and the signature of the person who did the training. Safety Manager is responsible for keeping a copy of all training certification records.

Current Certified Excavation Workers

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

Inspection Procedures

Our competent person inspects excavations daily and during poor weather. Our inspection checklist is attached to these written Excavation Procedures. Site Supervisor is responsible for retaining completed inspection checklists.

Personal Protective Equipment

All excavation workers required to wear all required personal protective equipment and are trained when it is necessary; what equipment is necessary; how to properly put on, take off, adjust, and wear it; limitations of the equipment; and proper care, maintenance, useful life, and disposal of PPE.

Recordkeeping

We keep a copy of the following documents at the job site during construction of a particular excavation protective system and then store them in the Safety Manager's office at company headquarters where they will be readily available to OSHA upon request:

- Tabulated data for designing any of our sloping or benching systems

- Designs of any sloping or benching systems approved by a registered professional engineer

- Manufacturer’s specifications, recommendations, and limitations for designs of support systems, shield systems, and other protective systems drawn from manufacturer’s tabulated data

- Manufacturer’s approval to deviate from the specifications, recommendations, and limitations for designs of support systems, shield systems, and other protective systems drawn from manufacturer’s tabulated data

- Tabulated data for designing any of our support systems, shield systems, and other protective systems

- Designs of all support systems, shield systems, and other protective systems approved by a registered professional engineer

Appendix

We have attached the following documents to these written Excavation Procedures:

- DAILY EXCAVATION CHECKLIST
- SOIL ANALYSIS CHECKLIST

A-1 Asphalt Inc.

Daily Excavation Safety Checklist

Company Date

Project Name Approx. Temp.

Project Location Approx. Wind Dir.

Job Number Safety Rep

Excavation Depth & Width Soil Classification

Protective System Used

Activities In Excavation

Competent Person

Excavation > 4 feet deep? Yes No

If YES, fill out a Confined Space Permit PRIOR to ANY person entering the excavation.

NOTE: Trenches over 4 feet in depth are considered excavations. Any items marked NO on this form MUST be remediated prior to any employees entering the excavation.

YES	NO	N/A	DESCRIPTION
GENERAL			
			Employees protected from cave-ins & loose rock/soil that could roll into the excavation
			Spoils, materials & equipment set back at least 2 feet from the edge of the excavation.

Engineering designs for sheeting &/or manufacturer's data on trench box capabilities on site

Adequate signs posted and barricades provided

Training (toolbox meeting) conducted w/ employees prior to entering excavation

UTILITIES

Utility company contacted & given 24 hours notice &/or utilities already located & marked

Overhead lines located, noted and reviewed with the operator

Utility locations reviewed with the operator, & precautions taken to ensure contact does not occur

Utilities crossing the excavation supported, and protected from falling materials

Underground installations protected, supported or removed when excavation is open

WET CONDITIONS

Precautions taken to protect employees from water accumulation (continuous dewatering)

Surface water or runoff diverted /controlled to prevent accumulation in the excavation

Inspection made after every rainstorm or other hazard increasing occurrence

HAZARDOUS ATMOSPHERES

Air in the excavation tested for oxygen deficiency, combustibles, other contaminants

Ventilation used in atmospheres that are oxygen rich/deficient &/or contains hazardous substances

Ventilation provided to keep LEL below 10 %

Emergency equipment available where hazardous atmospheres could or do exist

Safety harness and lifeline used

Supplied air necessary (if yes, contact safety department)

ENTRY & EXIT

Exit (i.e. ladder, sloped wall) no further than 25 feet from ANY employee

Ladders secured and extend 3 feet above the edge of the trench

Wood ramps constructed of uniform material thickness, cleated together @ the bottom

Employees protected from cave-ins when entering or exiting the excavation

A-1 Asphalt Inc.

Soil Analysis Checklist

Client Date

Project Name Job Number

Project Location Weather

Competent Person

Where was the sample taken from

Excavation length, depth and width L: D: W:

VISUAL TEST

Particle type Fine Grained (Cohesive) Granular (sand/silt or gravel) Other:

Water Conditions Wet Dry Seeping Water Surface Water present Submerged

Notes

Yes No N/A Description

Layered Soils Dipping Into excavation? If yes, describe:

Excavation exposed to vibrations? If yes, describe:

Previously disturbed soils?

Crack like openings or sprawlings observed?

Underground utilities? If yes, what type:

Layered soils? (Note: the least stable layer controls the soil type)

MANUAL TEST

Plasticity Cohesive Non-cohesive Dry Strength Cohesive (broken w/ difficulty) Granular

Wet Shake Water comes to surface (granular material) Surface remains dry (clay material)

THUMB TEST Note: Used to estimate unconfined compression strength of cohesive soil.

Test Performed Yes No N/A, Explain:

Soil indented by thumb with very great effort? Type A

Soil indent by thumb with some effort? Type B

Soil easily penetrated several inches by thumb with little or no effort. NOTE: If soil is submerged, seeping water, subjected to surface water, runoff, exposed to wetting. Type C

PENETROMETER or SHEARVANE TEST Note: Used to estimate unconfined compressive strength of cohesive soils.

Test Performed Yes No Device Used / Serial Number:

Soil with unconfined compressive strength of 1.5 tsf of greater Type A

Soil with unconfined compressive strength of greater than 0.5 tsf and less than 1.5 tsf. Type B

Soil with unconfined compressive strength of 0.5 tsf or less. Note: if the soil is submerged, seeping water, subjected to surface water, runoff, exposed to wetting. Type C

No soil is Type A if fissured, subject to vibration, previously disturbed, layered dipping into excavation on a slope of 4h:1v

SOIL CLASSIFICATION

Stable Rock Type A Type B Type C

SELECTION OF PROTECTIVE SYSTEM (Refer to Appendix F of 29CFR1926)

Sloping (Appendix B)

Specify angle: Timber Shoring

(Appendix C) Trench Shield

Max depth in this soil: Hydraulic Shoring

(Appendix D)

A-1 Asphalt Inc.

Fall Protection Plan

OSHA currently regulates fall protection for construction under Part 1926, Subpart

M. The standards for regulating fall protection systems and procedures are intended to prevent employees from falling off, onto or through working levels and to protect employees from falling objects. Fall protection requirements under the OSHA Construction regulations require considerable planning and preparation.

Written fall protection procedures establish guidelines to be followed whenever an employee works above dangerous equipment on ramps or runways, or at heights with fall protection at the job site. The regulations:

Are designed to provide a safe working environment, and Govern use of fall protection procedures and equipment.

Written procedures for fall protection establish uniform requirements for fall protection training, operation, and practices. The effectiveness of the written fall protection procedures depends on the active support and involvement of all employees who perform the jobs requiring it. This plan is intended to document procedures that ensure all work requiring fall protection is carried out safely.

Purpose

A-1 Asphalt Inc. is dedicated to the protection of its employees from on-the-job injuries. All employees of A-1 Asphalt Inc. have the responsibility to work safely on the job. The purpose of this plan is to:

Supplement our standard safety policy by providing safety standards specifically designed to cover fall protection on this job.

Ensure that each employee is trained and made aware of the safety provisions which are to be implemented by this plan prior to the start of erection.

This program informs interested persons, including employees, that A-1 Asphalt Inc. is complying with OSHA's Fall Protection requirements, (29 CFR 1926.500 to.503).

This program applies to all employees who might be exposed to fall hazards, except when designated employees are inspecting, investigating, or assessing workplace conditions before the actual start of construction work or after all construction work has been completed.

All fall protection systems selected for each application will be installed before an employee is allowed to go to work in an area that necessitates the protection. Brian Ingle, Safety Manager, is the program coordinator/manager and is responsible for its implementation. Copies of the written program may be obtained from the Safety Manager's Office. Certain employees are authorized to inspect, investigate, or assess workplace conditions before construction work begins or after all construction work has been completed. These employees are exempt from the fall protection rule during the performance of these duties. They are the Safety Manager and Site Supervisors.

These authorized employees determine if all walking/working surfaces on which our employees work have the strength and structural integrity to support the employees. Our employees will not be allowed to work on these surfaces until they have the requisite strength and structural integrity.

All employees, or their designated representatives, can obtain further information about this written program, and/or the fall protection standard from Brian Ingle, Safety Manager.

Our Duty to Provide Fall Protection

To prevent falls A-1 Asphalt Inc. has a duty to anticipate the need to work at heights and to plan our work activities accordingly. Careful planning and preparation lay the necessary groundwork for an accident-free jobsite.

Worksite Assessment and Fall Protection System Selection

Because some sites may require fall protection while others may not, this is the written General Plan applying to all applicable worksites.

This fall protection plan is intended to anticipate the particular fall hazards to which our employees may be exposed. Specifically, we:

Inspect the area to determine what hazards exist or may arise during the work.

Identify the hazards and select the appropriate measures and equipment.

Give specific and appropriate instructions to workers to prevent exposure to unsafe conditions.

Ensure employees follow procedures given and understand training provided.

Apprise ourselves of the steps our specialty subcontractors have taken to meet their fall protection requirements.

Providing fall protection requires an assessment of each fall situation at a given jobsite. Our criteria for selecting a given fall protection system follow those established at 29 CFR 1926.502, fall protection systems criteria and practices. Each employee exposed to these situations must be trained as outlined later in this plan.

Unprotected Sides and Edges

Our employees must be protected when they are exposed to falls from unprotected sides and edges of walking/working surfaces (horizontal and vertical surfaces) which are 6 feet or more above lower levels.

We know that OSHA has determined that there is no "safe" distance from an unprotected side or edge that would render fall protection unnecessary.

We have chosen the following fall protection for unprotected sides and edges at our worksites:

Guardrails safety nets

personal fall arrest

We maintain the fall protection system(s) chosen until all work has been completed or until the permanent elements of the structure which will eliminate the exposure to falling hazards are in place.

Leading Edge Work

Leading edges are defined as the edge of a floor, roof, or formwork that changes location as additional floor, roof, or formwork sections are placed, formed, or constructed. If work stops on a leading edge it will be considered to be an "unprotected side or edge" and will be covered by the section of this plan on unprotected sides and edges.

We presume that it is feasible and will not create a greater hazard to implement at least one of the conventional fall protection systems for our leading edge work.

Employees who are not constructing the leading edge, but who are on walking/working surfaces where leading edges are under construction, are also protected from a fall by guardrails, safety nets, personal fall arrest.

Hoist Areas

In all situations where equipment and material hoisting operations take place, we protect our employees from fall hazards. When we are involved in hoisting operations we will use the following fall protection systems at these specific locations:

guardrails or personal fall arrest systems

When operations require the materials to be lifted by crane to a landing zone (and do not require an employee to lean through the access opening or out over the edge to receive or guide materials), we can select either personal fall arrest equipment or a guardrail system.

When guardrails (or chains or gates) are removed to facilitate hoisting operations, and one of our employees must lean through the access opening or out over the edge to receive or guide materials they will be protected by a personal fall arrest system.

Holes

A-1 Asphalt Inc. protects employees from:

Tripping in or stepping into or through holes (including skylights).

Objects falling through holes (including skylights).

We use the following fall protection system to protect our employees working on walking/working surfaces with holes where they can fall 6 feet or more to a lower surface:

Covers guardrails

personal fall arrest systems

At this worksite employees can trip or step into or through a hole (including skylights) or an object could fall through a hole and strike a worker. In these instances we use covers to prevent accidents.

We understand that OSHA does not intend that a guardrail be erected around holes while employees are working at the hole, passing materials, and so on. Therefore, if the cover is removed while work is in progress, guardrails are not required because they would interfere with the performance of work. When the work has been completed, we will be required to either replace the cover or erect guardrails around the hole.

Formwork and Reinforcing Steel

A jobsite may require formwork or reinforcing steel work 6 feet or more above lower levels. We could be involved in work where different systems fit different applications. Therefore, we have chosen the following fall protection systems that might be used to protect our employees:

positioning device safety net

personal fall arrest system

Ramps, Runways, and Other Walkways

We equip all ramps, runways, and other walkways with guardrails when employees are subject to falling 6 feet or more to lower levels.

Excavations

Some jobsites may have excavation edges that will not be readily seen (i. e., concealed from view by plant growth, etc.). When it is necessary, and when the excavation is 6 feet or more deep we protect these excavations by:

guardrail systems fences

barricades

In addition, walls, pits, shafts, and similar excavations 6 feet or more deep will be guarded to prevent employees from falling into them by:

guardrail systems fences

barricades covers

Dangerous Equipment

A-1 Asphalt Inc. is committed to protecting our employees from falling onto dangerous equipment. When this equipment is less than 6 feet below an employee, but because of form or function is dangerous, the employee is protected by guardrails or an equipment guard

When this equipment is more than 6 feet below an employee, but because of form or function is dangerous, the employee is protected by guardrails, personal fall arrest system, or a safety net.

Roofing Work on Low-Slope Roofs

Each of our employees engaged in roofing activities on low-slope roofs (4 in 12 or less, vertical to horizontal pitch) with unprotected sides and edges six-feet or more above lower levels will be protected from falling by:

guardrails

personal fall arrest system safety net

a combination of warning line and guardrail

a combination of warning line and safety net

a combination of warning line and personal fall arrest

We follow the guidelines in Appendix A of Subpart M to determine how to correctly measure a roof that is not a rectangle.

Steep Roofs

We will protect our workers on roofs with slopes greater than 4 in 12 vertical to horizontal pitch (steep roofs) from falling when the roof has unprotected sides or edges more than 6 feet above lower levels by the use of:

Wall Openings

guardrail with toeboards personal fall arrest system, or safety net

Employees who are exposed to the hazard of falling out or through wall openings (including those with chutes attached) where the outside bottom edge of the wall opening is 6 feet or more above lower

levels and the inside bottom edge of the wall opening is less than 39 inches above the walking/working surface must be protected from falling. We protect our employees from falls out or through wall openings by the following methods:

guardrails safety nets, or

personal fall arrest systems

Walking/Working Surfaces Not Otherwise Addressed

We realize there will be situations that are not covered by our written safety plan, for which we have the duty to provide fall protection. All employees exposed to falls of 6 feet or more to lower levels must be protected by a guardrail system, safety net system, or personal fall arrest system except where specified otherwise in Part 1926.

We have audited all of our worksites for fall protection hazards that are not covered elsewhere in this plan. We have taken the following measures to address these hazards:

guardrails

personal fall arrest system, or safety net

Protection From Falling Objects

When employees are exposed to falling objects, we ensure they wear hard hats and also implement one of the following measures:

Erect toeboards, screens, or guardrail systems to prevent objects from falling from higher levels.

Erect a canopy structure and keep potential fall objects far enough from the edge of the higher level so that those objects would not go over the edge if they were accidentally moved.

Barricade the area to which objects could fall, prohibit employees from entering the barricaded area, and keep objects that may fall far enough away from the edge of a higher level so that those objects would not go over the edge if they were accidentally moved.

Cover or guard holes 6 feet or more above a lower level.

Controlled Access Zones

A Controlled access zone is a work area designated and clearly marked in which certain types of work (such as overhand bricklaying) may take place without the use of conventional fall protection systems, guardrail, personal arrest or safety net to protect the employees working in the zone.

Controlled access zones are used to keep out workers other than those authorized to enter work areas from which guardrails have been removed. Where there are no guardrails, masons are the only workers allowed in controlled access zones.

Controlled access zones, when created to limit entrance to areas where leading edge work and other operations are taking place, must be defined by a control line or by any other means that restrict access. Control lines shall consist of ropes, wires, tapes or equivalent materials, and supporting stanchions, and each must be:

Flagged or otherwise clearly marked at not more than 6-foot (1.8 meters) intervals with high-visibility material.

Rigged and supported in such a way that the lowest point (including sag) is not less than 39 inches (1 meter) from the walking/working surface and the highest point is not more than 45 inches (1.3 meters)--nor more than 50 inches (1.3 meters) when overhand bricklaying operations are being performed from the walking/working surface.

Strong enough to sustain stress of not less than 200 pounds (0.88 kilonewtons). Control lines shall extend along the entire length of the unprotected or leading edge and shall be approximately parallel to the unprotected or leading edge Control lines also must be connected on each side to a guardrail system or wall. When control lines are used, they shall be erected not less than 6 feet (1.8 meters) nor more than 25 feet (7.6 meters) from the unprotected or leading edge, except when precast concrete members

are being erected. In the latter case, the control line is to be erected not less than 6 feet (1.8 meters) nor more than 60 feet (18 meters) or half the length of the member being erected, whichever is less, from the leading edge.

Controlled access zones when used to determine access to areas where overhand bricklaying and related work are taking place are to be defined by a control line erected not less than 10 feet (3 meters) nor more than 15 feet (4.6 meters) from the working edge. Additional control lines must be erected at each end to enclose the controlled access zone. Only employees engaged in overhand bricklaying or related work are permitted in the controlled access zones.

On floors and roofs where guardrail systems are not in place prior to the beginning of overhand bricklaying operations, controlled access zones will be enlarged as necessary to enclose all points of access, material handling areas, and storage areas.

On floors and roofs where guardrail systems are in place, but need to be removed to allow overhand bricklaying work or leading edge work to take place, only that portion of the guardrail necessary to accomplish that day's work shall be removed.

Safety Monitoring Systems

When no other alternative fall protection has been implemented, the Company shall implement a safety monitoring system. MiD-America Environmental Solutions will appoint the site Safety Coordinator of Supervisor to monitor the safety of workers and the Company shall ensure that the safety monitor:

Is competent in the recognition of fall hazards.

Is capable of warning workers of fall hazard dangers and in detecting unsafe work practices.

Is operating on the same walking/working surfaces of the workers and can see them.

Is close enough to work operations to communicate orally with workers and has no other duties to distract from the monitoring function.

Not have other assignments that would take monitors attention from the monitoring function.

Mechanical equipment shall not be used or stored in areas where safety monitoring systems are being used to monitor employees engaged in roofing operations on low-sloped roofs.

No worker, other than one engaged in roofing work (on low-sloped roofs) or one covered by a fall protection plan, shall be allowed in an area where an employee is being protected by a safety monitoring system.

All workers in a controlled access zone shall be instructed to promptly comply with fall hazard warnings issued by safety monitors.

Selection & Use Guidelines for Fall Protection Equipment

Providing fall protection requires an assessment of each fall situation at a given jobsite. Our criteria for selecting a given fall protection system follow those established at 29 CFR 1926.502, fall protection systems criteria and practices. Each employee exposed to these situations must be trained as outlined later in this

plan. When purchasing equipment and raw materials for use in fall protection systems applicable ANSI & ASTM requirements will be met.

General Worksite Policy

1. If any one of the conditions described in the Workplace Assessment is not met for the area or piece of equipment posing a potential fall hazard, then do not perform that work until the condition is met. If you cannot remedy the condition immediately, notify a supervisor of the problem and utilize a different piece of equipment or work in a different area, according to the situation.

2. If the situation calls for use of fall protection devices such as harnesses or lanyards because the fall hazard cannot be reduced to a safe level, then the employee must don such protective equipment before beginning the work and use it as intended throughout the duration of the work.

3. Only employees trained in such work are expected to perform it.

4. All places of employment, job sites shall be kept clean and orderly and in a sanitary condition.

5. All walking/working surfaces must be kept in a clean and, so far as possible, dry condition. Where wet processes are used, drainage shall be maintained, and false floors, platforms, mats, or other dry standing places should be provided where practicable.

6. All places of employment, job sites shall be kept clean and orderly and in a sanitary condition

Training Program

Under no circumstances shall employees work in areas where they might be exposed to fall hazards, do work requiring fall protection devices, or use fall protection devices until they have successfully completed this company's fall protection training program.

The training program includes classroom instruction and operational training on recognition and avoidance of unsafe conditions and the regulations applicable to

their work environment for each specific fall hazard the employee may encounter.

The training program is conducted by the Safety Manager, a "competent person" qualified in each aspect of the program, and must cover the following areas:

The nature of fall hazards in the work area.

Selection and use of personal fall arrest systems, including application limits, proper anchoring and tie-off techniques, estimation of free fall distance (including determination of deceleration distance and total fall distance to prevent striking a lower level), methods of use, and inspection and storage of the system.

The correct procedures for erecting, maintaining, disassembling, and inspecting the fall protection systems to be used.

The use and operation of guardrail systems, personal fall arrest systems, safety net systems, warning line systems, safety monitoring systems, controlled access zones, and other protection to be used.

The role of each employee in the safety monitoring system when this is used.

The limitations on the use of mechanical equipment during the performance of roofing work on low-sloped roofs.

The correct procedures for the handling and storage of equipment and materials and the erection of overhead protection.

The role of employees in fall protection plans.

The standards contained in Subpart M of the construction regulations.

The Safety Manager will identify all current and new employees who require training and schedule the classroom instruction for those employees. Training on the above components will occur both in the classroom and on the job site, as appropriate. Classroom training will cover written policy/procedures on fall protection and include a training video on the subject. Job site instruction will include demonstration of and practice in wearing fall protection equipment and any

instruction necessary for a specific job.

Brian Ingle, Safety Manager has overall responsibility for the safety of employees and will verify compliance with 1926.503(a), training program, for each employee required to be trained.

The Safety Manager and/or Site Supervisor has the responsibility of determining when an employee who has already been trained, does not have the understanding and skill required by the training program (1926.503(a)).

A written certificate of training is required which must include: The name or other identity of the employee trained.

The date(s) of training.

The signature of the competent person who conducted the training or the signature of the employer.

Retraining is required when an employee cannot demonstrate the ability to recognize the hazards of falling and the procedures to be followed to minimize fall hazards.

Enforcement

Constant awareness of and respect for fall hazards, and compliance with all safety rules are considered conditions of employment. The jobsite superintendent, as well as individuals in the Safety and Personnel Department, reserve the right to issue disciplinary warnings to employees, up to and including termination, for failure to follow the guidelines of this program.

Incident Investigation

All accidents that result in injury to workers, regardless of their nature, are investigated and reported. It is an integral part of any safety program that documentation take place as soon as possible so that the cause and means of prevention can be identified to prevent a reoccurrence.

In the event that an employee falls or there is some other related, serious incident (e.g., a near miss) occurs, this plan will be reviewed to determine if additional practices, procedures, or training need to be implemented to prevent similar types

of falls or incidents from occurring.

Changes to Plan

Any changes to the plan will be approved by the Safety Manager. This plan is reviewed by a qualified person as the job progresses to determine if additional practices, procedures or training needs to be implemented by the competent person to improve or provide additional fall protection. Workers are

notified and trained, if necessary, in the new procedures. A copy of this plan and all approved changes is maintained at the jobsite.

A-1 Asphalt Inc.

Forklift Program: Inspection & Safe Operation

It's hard to imagine any tool more important to materials handling than the powered industrial truck-the forklift. Like many companies, A-1 Asphalt Inc. relies on these versatile vehicles to load, unload, and move stock and other materials.

This written Forklift Operation Program establishes guidelines to be followed whenever any of our employees work with powered industrial trucks at this company. The rules established are to be followed to:

Provide a safe working environment,

Govern operator use of powered industrial trucks, and

Ensure proper care and maintenance of powered industrial trucks.

The procedures here establish uniform requirements designed to ensure that powered industrial truck safety training, operation, and maintenance practices are communicated to and understood by the affected employees. These requirements also are designed to ensure that procedures are in place to safeguard the health and safety of all employees.

It is our intent to comply with the requirements of OSHA's 29 CFR 1926.600, 1926.602(c), and 1926.441 for construction activities. These regulations have requirements for powered industrial truck operations, including that for battery care and charging. We also comply with applicable requirements of design, construction, stability, inspection, testing, maintenance, and operation of ASME/ANSI B56.1-1969, Safety Standard for Low Lift and High Lift Trucks. However, the powered industrial trucks we operate in our storage and maintenance yards and warehouses comply with 29 CFR 1910.176 and 1910.178.

Administrative Duties

Brian Ingle, Safety Manager is our Forklift Operation Program Coordinator, who has overall responsibility for the plan. Copies of this written program may be obtained from the Safety Manager's office.

Training

The Safety Manager will identify all new employees in the employee orientation program and make arrangements with department management to schedule training.

Before we begin training a new employee, our Forklift Operation Program Administrator, Brian Ingle and/or the Area Supervisor, determines if the potential powered industrial truck operator is capable of performing the duties necessary to be a competent and safe driver. This is based upon his/her physical and mental abilities to perform job functions that are essential to the operation of the vehicle.

These capabilities include the level at which the operator must:

See and hear within reasonably acceptable limits, (this includes the ability to see at a distance and peripherally, and in certain instances, it is also necessary for the driver to discern different colors, primarily red, yellow, and green);

Endure the physical demands of the job; and

Endure the environmental extremes of the job, such as the ability of the person to work in areas of excessive cold or heat. An operator must be able to climb onto and off of a truck, to sit in the vehicle for extended periods of time, and to turn his/her body to look in the direction of travel when driving in reverse.

Once our Administrator determines that a potential operator is capable of performing powered industrial truck duties, the following person(s) will conduct initial training and evaluation: Safety

Manager and/or Area Supervisors. These instructor(s) have the necessary knowledge, training, and experience to train new powered industrial truck operators.

Initial Training

During an operator's initial training, the instructor(s) combine(s) both classroom instruction and practical training.

Our classroom instruction includes the following formats:

Lecture Discussion Video Handouts

Classroom instruction, itself, covers the following topics:

TRUCK-RELATED:

Operating instructions, warnings, and precautions for the types of trucks the operator will be authorized to operate;

Differences between the truck and automobiles;

Truck controls and instrumentation: where they are located, what they do, and how they work;

Engine or motor operation; Steering and maneuvering;

Visibility (including restrictions due to loading);

Fork and attachment adaptation, operation, and use limitations; Vehicle capacity;

Vehicle stability;

Any vehicle inspection and maintenance that the operator will be required to perform;

Refueling and/or charging and recharging of batteries; Operating limitations;

Any other operating instructions, warnings, or precautions listed in the

operator's manual for the types of vehicle that the employee is being trained to operate.

WORKPLACE-RELATED:

Surface conditions where the vehicle will be operated; Composition of loads to be carried and load stability; Load manipulation, stacking, and unstacking;

Pedestrian traffic in areas where the vehicle will be operated;

Narrow aisles and other restricted places where the vehicle will be operated; Hazardous locations where the vehicle will be operated;

Ramps and other sloped surfaces that could affect the vehicle's stability.

Closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust;

Other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation..

Our practical training includes these formats:

TRUCK-RELATED:

Operating instructions, warnings, and precautions for the types of trucks the operator will be authorized to operate;

Differences between the truck and automobiles;

Truck controls and instrumentation: where they are located, what they do, and how they work;

Engine or motor operation; Steering and maneuvering;

Visibility (including restrictions due to loading);

Fork and attachment adaptation, operation, and use limitations; Vehicle capacity;

Vehicle stability;

Any vehicle inspection and maintenance that the operator will be required to perform;

Refueling and/or charging and recharging of batteries; Operating limitations;

Any other operating instructions, warnings, or precautions listed in the

operator's manual for the types of vehicle that the employee is being trained to operate.

WORKPLACE-RELATED:

Surface conditions where the vehicle will be operated; Composition of loads to be carried and load stability; Load manipulation, stacking, and unstacking;

Pedestrian traffic in areas where the vehicle will be operated;

Narrow aisles and other restricted places where the vehicle will be operated;

Hazardous locations where the vehicle will be operated;

Ramps and other sloped surfaces that could affect the vehicle's stability.

Closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust;

Other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation.. All powered industrial truck operators are trained and tested on the equipment they will be driving before they begin their job.

Each type of powered industrial truck has a different “feel” to it, and that makes operating it slightly different from operating other industrial trucks. The work areas where these trucks are being used also present particular hazards. For these reasons, it is impractical to develop a single “generic” training program that fits all of our powered industrial trucks. Accordingly, during training, A-1 Asphalt Inc. covers the operational hazards of our powered industrial trucks, including:

General hazards that apply to the operation of all or most powered industrial trucks;

Hazards associated with the particular make and model of the truck; Hazards of the workplace in general; and

Hazards of the particular workplace where the vehicle is operated.

If each potential operator has received training in any of the elements of our training program, and is evaluated to be competent, they need not be retrained in those elements before initial assignment in our workplace. The training must be specific for the types of trucks that employee will be authorized to operate and for the type of workplace in which the trucks will be operated.

Training Certification

After an employee has completed the training program, the instructor will determine whether the potential driver can safely perform the job. At this point, the trainee will take a performance test or practical exercise through which the

instructor(s) will decide if the training has been adequate. All powered industrial truck trainees are tested on the equipment they will be driving.

Brian Ingle, Safety Manager is responsible for keeping records certifying that each employee who has successfully completed operator training and testing. Each certificate includes the name of the driver, the date(s) of the training, and the name of the person who did the training and evaluation.

Performance Evaluation

Each certified powered industrial truck operator is evaluated at least once every 3 years to verify that the operator has retained and uses the knowledge and skills needed to drive safely. This evaluation is done by Safety Manager and/or Area Supervisor. If the evaluation shows that the operator is lacking the appropriate skills and knowledge, the operator is retrained by our instructor(s).

Refresher Training

Refresher training is triggered by any of the following situations:

If the operator is involved in an accident or a near-miss incident;

If the operator has been observed driving the vehicle in an unsafe manner;

When the operator is assigned to a different type of truck;

If it has been determined during an evaluation that the operator needs additional training; or

When there are changes in the workplace that could affect safe operation of the truck. This could include a different type of paving, reconfiguration of the storage racks, new construction leading to narrower aisles, or restricted visibility.

Current Certified Truck Operators

Under no circumstances shall an employee operate a powered industrial truck until he/she has successfully completed this company's powered industrial truck training program. Regardless of claimed previous experience, all new operators must at least undergo a performance evaluation.

Pre-Operational Inspection Procedures

The company requires operators to perform pre-operational equipment checks on powered industrial trucks prior to the beginning of each shift in which those trucks will be utilized to ensure the safe operating condition of the vehicle. The pre- operational check is performed by completing a daily truck inspection checklist.

See an attached sample form. A supply of these forms is provided in each charging and parking area within user areas.

No blank spaces are allowed on the form. If an item does not apply, we use the code N/A. We also require that operators fill out the comment section thoroughly and accurately if there are any operational or visual defects. That way our Maintenance Department can pinpoint and repair the problem before the truck becomes unsafe to operate.

Our pre-operational inspection procedures used by operators include:

If a completed checklist form is not present on the powered industrial truck, then the truck may not be operated until a checklist is completed.

If the powered industrial truck is safe to operate, the operator must:

Place the completed checklist form in the holder provided on the vehicle. The checklist must remain in the vehicle's holder for the duration of the shift. This serves as a visual notice to all area operators that this piece of equipment was inspected at the beginning of the shift and may be used during the shift without another inspection.

At the end of the shift, operators must turn the checklist in to the department/area manager or supervisor. The manager or supervisor is responsible for reviewing the checklists for accuracy, completeness, and any noted defects.

If the powered industrial truck is unsafe to operate, the operator is to: Remove the key from the powered industrial truck;

Place a DANGER DO NOT OPERATE tag on the steering wheel or control lever of the powered industrial truck;

Report the problem to his/her immediate supervisor;

Not use the truck until the problem has been identified and fixed. No one else may use the truck until the problem has been identified and fixed.

Appropriate disciplinary action will be enforced for anyone violating this policy. Area Supervisor is responsible for retaining all daily truck inspection checklist forms for each vehicle for 6 months.

Periodic Inspection Procedures

Periodic inspections are in conjunction with the particular powered industrial truck's maintenance or service schedule. Maintenance schedules are normally expressed in days and operating or running hours. Qualified Maintenance Personnel perform(s) inspection and maintenance monthly. Most manufacturers' operator instruction manuals contain the recommended maintenance schedule.

Inspections and maintenance or repair beyond the recommended service schedules are done by authorized workshops and/or service technicians.

See an attached sample of our periodic truck inspection checklist. A supply of these forms is provided in each charging and parking area within user departments. Maintenance Department is responsible for retaining all periodic truck inspection checklist forms for each vehicle.

Operating Procedures

Powered industrial trucks can create certain hazards that only safe operation can prevent. That's why we have created sets of operating procedures. Our operating procedures follow.

Driving

Driving a powered industrial truck is fundamentally different than driving a car or other trucks. In fact, powered industrial trucks:

Are usually steered by the rear wheels, Steer more easily loaded than empty,

Are driven in reverse as often as forward, Are often steered with one hand, and

Have a center of gravity toward the rear, shifting to the front as forks are raised.

Unlike cars, some powered industrial trucks have a greater chance of tipping over when suddenly turned. Because of the design of powered industrial trucks, they have a very short rear wheel swing. This means that, at high speeds, sudden turns can tip them and could result in serious injury and damage. Speed can cause the center of gravity to shift dramatically. Similarly, speeding over rough surfaces can cause tipping.

Although structurally different than cars, powered industrial trucks, like cars, can collide with property and people. Therefore it is our policy for all operators to follow these driving procedures:

Use only powered industrial trucks approved for the location of use.

Only start/operate a powered industrial truck from the designated operating location.

Observe all traffic regulations, including plant speed limits and keeping to the right.

Yield the right of way to pedestrians and emergency vehicles.

Maintain safe distances from powered industrial trucks ahead (typically three truck lengths).

Travel at speeds that will permit vehicles to stop safely at all times, under all road and weather conditions.

Avoid quick starts/changes of direction.

Turns must be negotiated by reducing speed and turning the steering wheel with a smooth, sweeping motion.

Maintain forks in proper position. Drive properly in reverse.

Cross railroad tracks at an angle, never a right angle. Do not engage in stunt driving and horseplay.

Drive slowly over wet or slippery floors.

When the forks are empty, travel with the forks at a negative pitch as low to the floor as practical. Adjust the height of the forks to a safe level when the operating terrain warrants.

When operating a narrow aisle reach truck that is unloaded, do not travel until the forks are fully retracted and positioned at a negative pitch as low to the floor as practical.

Approach elevators slowly and squarely. Once on an elevator, neutralize controls, shut off power, and set the brakes.

Direct motorized hand trucks into elevators with loads facing forward. Do not run over loose objects on roadway surfaces.

Slow down and sound the horn and look at intersections, corners, and other locations where vision is obstructed.

Do not pass other trucks traveling in the same direction at intersections,

blind spots, or other dangerous locations.

Maintain a clear view of the direction of travel at all times. Look in direction of travel.

Keep unauthorized personnel from riding on powered trucks, and provide a safe place to ride where riding on trucks is authorized.

Keep all body parts within truck.

Do not allow anyone to place their arms or legs between the uprights of the mast or outside the running lines of the truck.

Do not drive trucks up to anyone standing in front of a bench or other fixed object.

A vehicle is considered “unattended” when an operator is 25 feet or more away from a vehicle which remains in view, or whenever an operator leaves a vehicle and it is not in view. Unattended trucks must be secured by:

Fully lowering forks or other attachments (when unloaded, tilt the forks forward first and then lower them to the ground until the tips of the forks come in contact with the ground;

Neutralizing controls; Shutting off power; and Setting brakes.

Secure trucks when dismounted operators are within 25 feet of a vehicle still in view by:

Fully lowering the load; Neutralizing controls; and

Setting brakes.

Be aware of headroom under overhead installations, lights, pipes, door beams, and sprinkler systems.

Do not block access to fire or emergency exits, stairways, fire equipment, or electrical panels.

Sound the horn or other audible warning device at all intersections and corners to warn pedestrians.

Maintain safe distances from the edges of ramps or platforms while on any elevated dock, platform, or freight car.

Dockboards and bridgeplates must be secured before vehicles cross over them. Be sure they do not exceed rated weight limits.

When ascending or descending a grade or incline:

Proceed slowly and with caution;

Tilt or raise the forks and attachments only as far as necessary to clear the road surface; and

Sound the horn before ascending or descending.

Do not park on inclines, ramps, or dock plates. If you must park on an incline, block the wheels.

Do not use powered industrial trucks for any purpose other than what they were designed.

Clean up all fluid leaks (oil, hydraulic, transmission, etc.) from the floor.

Do not operate a powered industrial truck with a leak in the fuel system until the leak has been corrected.

If the warning device (like a warning lamp or sound-producing device) comes on, stop the truck as soon as possible.

Follow manufacturer's recommended emergency procedures for fire or tipover and be familiar with manufacturer's emergency equipment.

Do not modify a powered industrial truck.

Report all powered industrial truck accidents involving employees, building structures, and equipment to department management.

Load Lifting and Carrying

Powered industrial trucks can lift only so much. Each truck has its own load capacity, which is indicated on the rating plate. Powered industrial trucks also have three-point suspension that forms an imaginary triangle from the left front wheel to the right front wheel to the point between the two back wheels. The center of gravity for a powered industrial truck must lie somewhere within this triangle or else the truck will tip over. The load and its position on the forks, as well as traveling speed and slopes, all affect the center of gravity. Loads, themselves, have gravity with which to contend. Loads need special care so that they do not fall. In order to prevent tipping and load falling hazards, we have established the following load lifting and carrying procedures:

Handle loads only within the capacity rating of the truck. Use a forking system which suits the load.

Do not allow anyone to stand or pass under the elevated portion of any truck whether empty or loaded.

Do not start a powered industrial truck or operate any of its functions or attachments from any position other than from the designated operator's position.

Keep a clear view of the path of travel and look for other traffic, personnel and safe clearances. If the load being carried obstructs forward view, travel with the load trailing.

When traveling with a load on the forks, travel with the load as low to the

floor as practical with the load tilted back slightly for improved stability.

When ascending or descending a grade or incline:

Drive with the load positioned upgrade or uphill when the truck is loaded.

When unloading or loading semi-trailers:

Engage dock lock mechanism and light before entering the trailer.

Check condition of dock leveler plate and trailer floor before entering.

Set the brakes of the semi-tractor.

Chock the rear wheels of the trailer prior to loading or unloading.

When unloading or loading the 28 foot trailers:

Engage dock lock mechanism and light before entering the trailer.

Check condition of dock leveler plate and trailer floor before entering.

Be sure the semi-tractor is coupled to the trailer, or the fixed jack on the front of the trailer is lowered to the ground to prevent these two trailers from tipping forward.

Set the brakes of the semi-tractor. Chock the rear wheels of the trailer.

Use the following backup procedure and sequence:

Pivot at the waist and inspect the area of operation in the rear of the fork truck, watching for obstructions and pedestrians.

Blow the horn to alert any pedestrians that may or may not be visible.

Engage the directional lever to the reverse position.

Concentrate on the removal of the forks from the load to avoid any load disturbance, as you back the fork truck out of the load.

Stop the fork truck 18” to 24” away from the load’s resting location and lower the forks to the proper travel height and angle.

During load placement:

Square the fork truck with the load resting location.

Stop the fork truck 18” to 24” away from the load resting location. Raise the load to proper entry height.

Drive forward with the load and position the load over its resting location.

Lower the load to a height of 4” if possible. Tilt the load forward to a level position.

Lower the load to its resting platform.

Back up the unit using proper back up procedures and sequence.

Do not attempt to move loads with broken pallets. During load retrieving:

Tie together unstable loads.

Square the fork truck with the load resting location.

Stop the fork truck 18” to 24” away from the load resting location.

Raise the forks to eye level and level the forks to a horizontal position.

Raise the forks to the proper entry height.

Slide the forks into the load and maintain the clearance around the forks to avoid load disturbance. Be sure to place the heaviest part of the load closest to the backrest.

Raise the load so it is completely suspended from its resting platform. Be sure to support and center the load so that it will not fall forward or sideways.

Tilt the load back.

Visually inspect the rear area of the fork truck to ensure no pedestrians are behind or around the unit.

Back up the unit using proper back up procedures and sequence. Back up the fork truck 18” to 24” and stop.

Know the load limits of elevators.

Whenever a truck is equipped with vertical only, or vertical and horizontal controls elevatable with the lifting carriage or forks for lifting personnel, use these precautions:

Use a safety platform that is firmly secured to the lifting carriage and/or forks.

Provide a way for the person on the platform to shut off power to the truck.

Provide protection from falling objects.

Fuel Handling and Storage

Some of our powered industrial trucks operate with highly flammable and combustible fuels.

The storage and handling of liquid fuels, including gasoline and diesel fuel are done in accordance with NFPA Flammable and Combustible Liquids Code (NFPA 30-1969).

The storage and handling of liquefied petroleum gas fuel is done in accordance with NFPA Storage and Handling of Liquefied Petroleum Gases (NFPA 58-1969). All employees who handle or use flammable liquids are instructed by Safety Manager and/or Area Supervisors in their safe handling and use and

made aware of the specific OSHA requirements for what they are doing with the liquids. More specifically, employees are instructed in the following procedures:

The storage and handling of liquid fuels such as gasoline and diesel fuel shall be in accordance with NFPA Flammable and Combustible Liquids Code (NFPA No. 30-1969), which is incorporated by reference as specified in 29 CFR 1910.6.

The storage and handling of liquefied petroleum gas fuel shall be in accordance with NFPA Storage and Handling of Liquefied Petroleum Gases (NFPA No. 58-1969), which is incorporated by reference as specified in 29 CFR 1910.6. General industry employers may also find more information under 29 CFR 1910.106 and 1910.110.

Construction employers may find more information under 29 CFR 1926.152 and 1926.153.

If your employees are required to handle or use flammable liquids they must be instructed in their safe handling and use and be made aware of the specific OSHA requirements for the tasks they perform with the liquids. Here are some good fuel storage and handling procedures you can use:

Never smoke in fueling areas.

Prevent open flames, sparks, or electric arcs while fueling.

Never fuel a powered industrial truck while the engine is running.

Keep solvent waste, oily rags, and flammable liquids (liquids having a flashpoint below 140 deg. F and capable of being easily ignited, burning intensely, or having a rapid rate of flame spread) in fire resistant covered containers until removed from the workplace.

To change an liquid petroleum (LP) gas tank: Put on leather work gloves and goggles.

Disconnect powered industrial truck valve from the empty LP cylinder.

Replace with full cylinder.

NOTE: The pin on the lift truck must fit into the cut out hole(s) provided on the LP cylinder. This is required by law.

Strap in the cylinder and re-connect the truck valve securely to the cylinder outlet.

Open cylinder valve and listen for leaks.

If leaking, close cylinder valve and slowly uncouple the fuel valve. Try to re-connect. If still leaking, try a different cylinder and notify department management of faulty cylinder.

If no leaks are present, lift truck may be utilized.

Battery Charging and Changing

Batteries present a hazard because they contain corrosive chemical solutions, either acid or alkali. During recharging, a worker may be exposed not only to the acid solution but also to hydrogen gas that is produced during the recharging process.

Because of the hazards involved in battery charging and changing, only personnel who have been trained in the appropriate procedures, understand the dangers involved, and know the appropriate precautions to take may be allowed to perform

this work.

We have an area in our facility specifically for charging or changing batteries. This area is separate from the main aisles.

Good housekeeping procedures are essential. We keep the area clean and free of any combustible materials. We also maintain a moderate temperature range suitable for battery maintenance.

A-1 Asphalt Inc. has installed the following safety features: An eyewash station for workers.

A hose and floor drain for flushing and neutralizing spilled electrolyte.

The charging apparatus is protected to prevent damage from vehicles.

Because we use on-board chargers, our designated charging area meets the electrical requirements of the charger and facility for fire protection.

Smoking is prohibited in charging areas. Battery charging generates hydrogen gas that may present an explosion hazard. This precaution also applies to open flames, sparks, or electric arcs. An effective means of fire protection must be provided in the area.

Electric lift trucks are an excellent choice for moving materials inside a facility. They are much cleaner and quieter than trucks propelled by liquid fuels and they do not create a carbon monoxide hazard. This type of vehicle, however does have potentially dangerous situations associated with it—hazards that occur during battery recharging or changing.

There are two types of batteries that are commonly used in electric lift trucks: lead and nickel-iron. These batteries present a hazard because they contain corrosive chemical solutions, either acid or alkali. If battery acid is splashed on a person, it will burn the skin; if splashed in the eyes, it can cause blindness; and if it gets on clothing, it will eat holes in it. During recharging, a worker may be exposed not only to the acid solution, but to hydrogen gas which is produced during the recharging process. Hydrogen gas may present an explosive hazard. Therefore,

smoking, open flames, sparks, and electric arcs are prohibited in charging areas. An effective means of fire protection must be provided in the area. Because of the hazards involved in battery charging and changing, only personnel who have been trained in the appropriate procedures, understand the dangers involved, and know the appropriate precautions to take should be allowed to perform this work.

Due to the hazards above, it is necessary for the company to:

Provide battery charging installations located in areas designated for that purpose.

Provide fire protection, in the form of a fire extinguisher or standpipe system.

Provide for quick drenching of the eyes and body within 25 feet of battery handling areas.

Provide facilities for flushing and neutralizing spilled electrolyte.

Provide a means of protecting charging apparatus from damage by trucks.

Ventilate the battery charging area to prevent the build-up of hydrogen gas.

Treat racks and trays to make them resistant to electrolyte in the battery handling area.

Provide acid resistant floors in the battery handling area unless protected from acid accumulations.

Provide a conveyor, overhead hoist, or equivalent material handling equipment for handling batteries.

Provide appropriate personal protective equipment like eye and face protection, gloves, protective footwear, long-sleeved shirts, and aprons.

Provide an easily accessible first aid kit in the charging/changing area.

Here are some good battery charging/changing procedures:

When removing battery covers to add or inspect electrolyte levels, wear proper goggles, faceshield, rubber gloves, and an apron. Protective equipment is not required when filling batteries equipped with an automatic filler.

Wear appropriate foot protection where there is the risk of foot injury.

If the powered industrial truck is not put on a charge during off shifts or weekends, disconnect the battery plug from the truck plug. NOTE: During normal production operation, the powered industrial truck may remain plugged into the battery when left unattended.

Do not smoke in the battery charging area.

Wear hearing protection in the battery charging area if necessary.

Prevent open flames, sparks, and electric arcs in the battery charging area.

Keep tools and other metallic objects away from the tops of uncovered batteries.

Keep the charging area clean.

Keep the charging area work surface dry and slip-resistant.

When batteries are being charged, keep the vent caps in place to avoid electrolyte spray.

Take care to assure that vent caps are functioning. The battery (or compartment) cover(s) must be open to dissipate heat.

When charging batteries, acid must be poured into water; water must not be poured into acid.

Provide carboy tilter or siphon for handling electrolyte.

Clean up spilled materials or liquids in the charging area immediately.

Test all non-supervised fire alarm systems near battery charging/changing areas bimonthly.

Test all supervised fire alarm systems (ones that have a device to indicate a system malfunction) yearly.

Always use a battery replacement that is within the weight range specified on the nameplate of the truck in order to maintain vehicle stability.

Properly position and secure reinstalled batteries to the truck.

Securely position and set the brakes of a truck before attempting to change or charge the battery.

Ensure that all workers in the immediate area of the changing area stay clear when the battery is moved.

Know where the eyewash station is located. Know where the first aid kit is located.

Carbon Monoxide Awareness

Powered industrial trucks with internal combustion engines produce carbon monoxide (CO), an odorless, colorless, and deadly gas produced by the incomplete burning of any material that contains carbon. These materials include gasoline, natural gas, propane, coal, and wood. The most common source of CO is the internal combustion engine. Trucks, cars, forklifts, floor polishers, pressure washers, or any other machine powered by fossil fuels generates CO.

If inhaled, CO restricts the ability of your blood system to carry oxygen to the body tissues that need it. Overexposure combined with less oxygen results in carbon monoxide poisoning. Mild poisoning can result in headaches, tightness in the chest, dizziness, drowsiness, inattention, fatigue, flushed face, or nausea. If you

continue exposure lack of coordination, confusion, weakness, or loss of consciousness may result. A heart condition, smoking, taking drugs or alcohol, and pregnancy can aggravate CO poisoning. Physical activity, too, can make a situation worse. That’s because your body needs more oxygen to exert itself. Severe poisoning can kill you within minutes, sometimes without warning symptoms. The more CO there is in the air and the longer the exposure, the greater the danger.

We use these procedures to spread carbon monoxide awareness, reduce CO levels, and prevent CO illness:

DEFINITION OF CO: an odorless, colorless, and deadly gas common in many workplaces and produced by the incomplete burning of any material that contains carbon. These materials include gasoline, natural gas, propane, coal, and wood.

The most common source of CO is the internal combustion engine. Trucks, cars, forklifts, floor polishers, pressure washers, or any other machine powered by fossil fuels generates CO.

SYMPTOMS OF CO POISONING

If inhaled, CO restricts the ability of your blood system to carry oxygen to the body tissues which need it. Overexposure combined with less oxygen results in carbon monoxide poisoning. Mild poisoning can result in headaches, tightness in the chest, dizziness, drowsiness, inattention, fatigue, flushed face, or nausea. If you continue exposure lack of coordination, confusion, weakness, or loss of consciousness may result. A heart condition, smoking, taking drugs or alcohol, and pregnancy can aggravate CO poisoning. Physical activity, too, can make a situation worse. That's because your body needs more oxygen to exert itself. Severe poisoning can kill you within minutes, sometimes without warning symptoms. The more CO there is in the air and the longer the exposure, the greater the danger.

A-1 Asphalt Inc. will make every attempt to prevent CO poisoning. When feasible and practical the company will:

Install an effective ventilation system in place if powered industrial trucks are used indoors;

Purchase trucks which comply with national safety standards;

Ensure that powered industrial trucks are maintained in good order. Be sure to address the carburetor, air cleaner, and ignition timing;

Only allow qualified persons to modify powered industrial trucks but only if approved by the manufacturer;

Use original parts instead of replacement parts when a new part is needed;

Switch from fossil fuel-powered to battery-powered trucks where possible;

Use fuels with high octane levels so that fuels will burn slower and more efficiently;

Try a CO emissions controller to be added to the fuel system to control the mixture of fuel and air. CO controller parts include a computer control box, a warning light, an oxygen sensor, and a solenoid air valve;

Add a catalytic converter to truck exhaust systems, but only if trucks are used continually during the shift (if converter temperature does not rise above operating temperature, the converter will fail);

Install CO monitors and regularly test air levels;

Provides initial and periodic medical exams for exposed workers and instructs workers in the hazards of CO.

WHAT OUR EMPLOYEES CAN DO ABOUT CO

There are a number of approaches employees can take to prevent CO poisoning:

Inform your safety director of any condition (such as ventilation problems or enclosed areas) that may lead to the formulation or accumulation of carbon monoxide;

Report complaints immediately;

Be aware that physical activity can increase the danger of CO poisoning;

If someone is exposed to CO, take them to fresh air, loosen clothing, give artificial respiration if necessary, contact a doctor, administer oxygen if necessary, and let the victim rest to prevent cardiac or respiratory problems;

If you become ill, let your doctor know about the possibility of CO poisoning;

Consider reducing or eliminating any smoking habit (burning tobacco also produces CO resulting in a higher CO level before going to work).

Personal Protective Equipment (PPE)

We have assessed our workplace and determined that the hazards which threaten our operators include:

Injurious gases, vapors, and liquids; Dusts or powders, fumes, and mists; Flying objects or particles;

Foot compression or puncture; Slipping;

Extreme heat or cold;

Hand cuts, punctures, abrasions, and crushing; Electricity;

Materials handling; Falling objects;

Bumping head or other body part against fixed object; Noise;

Falling from an elevated platform attached to the powered industrial truck;

Falling out of the powered industrial truck;

Being crushed by a tipped over powered industrial truck.

For this reason, we require that our powered industrial truck operators wear at least the following PPE and equipment:

Hard Cap

Steel-Toed Shoes

Gloves for Material Handling

Ear Plugs are required when noise levels exceed the db threshold listed in our Hearing Conservation Program

NOTE: According to a letter of interpretation dated 1/18/94 about ASME/ANSI B56.1-1988, if a powered industrial truck is equipped with a seat belt or other restraining device, the operator must use these devices. This will reduce the risk of entrapment of the head and torso between the truck and the ground.

All operators required to wear this equipment are trained: When PPE is necessary;

What PPE is necessary;

How to properly put on, take off, adjust, and wear PPE; Limitations of the PPE; and

Proper care, maintenance, useful life, and disposal of PPE.

See the Written Personal Protective Equipment Program for more details.

Pedestrians

Because powered industrial trucks are typically used near pedestrians, we require both pedestrians and powered industrial truck operators to watch out for each other.

All powered industrial truck operators must:

Yield the right of way to pedestrians and emergency vehicles.

Sound the horn or other audible warning device at all intersections and corners to warn pedestrians.

When backing up pivot at the waist and inspect the area of operation to the rear of the powered industrial truck, watching for obstructions and pedestrians and blow the horn to alert any pedestrians that may or may

not be visible.

When retrieving a load and before backing up, visually inspect the rear area of the powered industrial truck to ensure no pedestrians are behind or around the unit.

Never allow riders on any powered industrial truck. Never engage in horseplay.

Do not allow pedestrians to walk under loads.

Do not allow anyone to place their arms or legs between the uprights of the mast or outside the running lines of the truck.

Do not drive trucks up to anyone standing in front of a bench or other fixed object.

All pedestrians must:

Use designated pedestrian walkways.

Look out for powered industrial trucks and give them the right of way. Listen for horns and other warning devices.

Use any provided mirrors to assist with vision around corners.

Do not walk in front of, behind, or beside a powered industrial truck. Never walk or stand under a raised load.

Do not hitch a ride on a powered industrial truck.

Maintenance

Investing time and effort into the proper upkeep of our equipment results in day-to- day reliability. Keeping up with the manufacturer's recommended maintenance

and lubrication schedules, and completing the proper records, will also increase our trucks' longevity and enhance its resale value.

The Maintenance Department complete(s) a receiving or delivery inspection whenever our company purchases powered industrial trucks, and they perform the recommended "breaking in" inspections and maintenance.

Area Supervisors or the Forklift Operator follow(s) the manufacturer's operator instruction manual for daily or weekly maintenance.

Periodic maintenance (those completed monthly, every 6 months, or annually) is done by a factory-trained expert or a dealer. Maintenance Department retains all maintenance records.

Appendices

The following documents have been attached to this written program: Daily Inspection Checklist

Monthly Inspection Checklist

Forklift Operator's Initial Certification

Forklift Operator's Re-Evaluation Certification A-1 Asphalt Inc.

Forklift Operator's

Daily Forklift Inspection Report

Operator's Name: Date: Unit #: Model: Serial #:

Special

Hour Meter Reading (Start of 1st Shift): Attachments:

IMPORTANT!!! This check must be made by the forklift operator daily at the start of each shift.

 Check each safe item X each defect NA-not applicable

Inspection Checklist

1st Shift

2nd Shift

3rd Shift

COMMENTS

1. Engine Oil: Check level (When oil must be added, show number of quarts in “comments” column.)

2. Fuel System: Check for leaks & report any immediately.

3. Radiator: Check coolant level (caution).

4. Tires: Check for foreign particles, gouges and cuts; check pneumatic tire pressure.

5. Mast, Carriage, Fork, or Attachment: Check for loose or missing bolts & damage; check chain; check adjustment & operation.

6. Oil & Water: Check for leaks.

7. Truck Damage: Explain in comments.

8. Operator’s Compartment: Inspect for cleanliness.

9. Engine Oil Gauge: Check pressure & report any abnormal pressure reading.

10. Fuel: Check level.

11. Ammeter: Check charging rate & report unusual readings.

12. Safety Equipment (Rotating lights, back-up alarms, etc.): Check operation.

13. Steering: Check operation.

14. Brakes: Check brake pedal travel & parking brake adjustment.

15. Truck Operation: Report any unusual operation or noises.

1st Shift Operator's Signature: 2nd Shift Operator's Signature: 3rd Shift Operator's Signature:

A-1 Asphalt Inc. Maintenance Department Monthly Forklift Inspection Record

Inspector's Name: Month 20

Unit #: Model: Serial #:

Special

Hour Meter Reading (Start of Week): Attachments:

 Check each safe item X each defect NA-not applicable

Inspection Checklist COMMENTS

1. Engine Off: Check oil level. When oil must be added & show number of qts in

comments.

2. Fuel System: Check for leaks. Report any leaks immediately.

3. Radiator: Check coolant level (caution).

4. Tires: Check for foreign particles, gouges and cuts; check pneumatic tire

pressure.

5. Mast, Carriage, Fork, or Attachment: Check for loose or missing bolts & damage; check chain; check adjustment & operation.

6. Oil & Water: Check for leaks.

7. Truck Damage: Explain in comments.

8. Operator's Compartment: Inspect for cleanliness.

9. Engine Oil Gauge: Check pressure & report any abnormal pressure reading.

10. Fuel: Check level.

11. Ammeter: Check charging rate & report unusual readings.

12. Safety Equipment (Rotating lights, back-up alarms, etc.): Check operation.

13. Steering: Check operation.

14. Brakes: Check brake pedal travel & parking brake adjustment.

15. Truck Operation: Report any unusual operation or noises.

Additional Items to Inspect Clean Air Cleaner

Hydraulic Oil Level

Clutch Oil Level

Transmission Oil Level

Oil Lines for Leaks

Battery Compartment & Electrolyte Level

Power Steering Oil Level

Lift Chain Adjustment

Inspector's Signature: Date:

A-1 Asphalt Inc. Initial Forklift License

Certification

Name Clock No.

Selection Criteria

I certify that I meet all of the following physical qualifications and that if any changes to my physical condition develops or if I no longer possess a valid State Drivers License, I will inform my supervisor within 24 hours.

No adverse vision problems that are not corrected by glasses or contacts No adverse hearing problems that are not corrected by hearing aids

No physical disorders that would impair safe operation

No medication is being taken that will affect perception, vision, or physical abilities

Employee Signature:

Classroom Training

Review of OSHA Standard 1910.178 Safe Operating Procedures

Load Handling & Vehicle Inspections Refueling / Recharge Procedure

Special Environments Stability & Control

Fuel Spill / Battery Acid Spill Procedure Safety around pedestrians

Trainer Signature: Date:

Hands On Training & Evaluation: Rating: 1=Poor 2=Fair 3=Good 4=Excellent

Grade	Area of Evaluation	Grade	Area of Evaluation
	Familiarity w/ controls		Travel w/ load at proper height
	Slows at intersections		Lowers load smoothly & slow
	Sounds horn at intersections		Load properly balanced
	Obeys Signs		Smooth start & stop
	Plans route, checks doorways		Moves forks properly
	Proper cornering & turning		Dock plate inspection
	Proper Refueling		Yields to pedestrians
	Places-stacks load square & even		Drives forward under control
	Drives backward under control		Parks properly-neutralizes controls
	Proper approach to loads		Maneuvers w/ load properly
	Lifts load properly		Properly changes & charges battery
	Maintains clear view		Drives on ramps

Additional training is required for all areas graded as Fair or below

Evaluator Signature Date:

Certification

Written Exam Grade / Date /

Qualified - Safety Manager Signature

A-1 Asphalt Inc. Re-Evaluation Forklift License

Certification

Type of Re-Evaluation Certification:

Name Clock No.

Selection Criteria

I certify that I meet all of the following physical qualifications and that if any changes to my physical condition develops or if I no longer possess a valid State Drivers License, I will inform my supervisor within 24 hours.

No adverse vision problems that are not corrected by glasses or contacts No adverse hearing problems that are not corrected by hearing aids

No physical disorders that would impair safe operation

No medication is being taken that will affect perception, vision, or physical abilities

Employee Signature:

Hands On Training & Evaluation

Rating: 1=Poor 2=Fair 3=Good 4=Excellent

Grade	Area of Evaluation	Grade	Area of Evaluation
	Familiarity w/ controls		Travel w/ load at proper height
	Slows at intersections		Lowers load smoothly & slow
	Sounds horn at intersections		Load properly balanced
	Obeys Signs		Smooth start & stop
	Plans route, checks doorways		Moves forks properly
	Proper cornering & turning		Dock plate inspection
	Proper Refueling		Yields to pedestrians
	Places-stacks load square & even		Drives forward under control
	Drives backward under control		Parks properly-neutralizes controls
	Proper approach to loads		Maneuvers w/ load properly
	Lifts load properly		Properly changes & charges battery

Maintains clear view Drives on ramps

Additional training is required for all areas graded as Fair or below

Evaluator Signature Date:

Certification

Qualified - Safety Manager Signature

A-1 Asphalt Inc.

Heavy Equipment Operation Procedures

Purpose

The written Heavy Equipment Operation Procedures for Construction establish guidelines to be followed whenever any of our employees work with heavy equipment at A-1 Asphalt Inc.. The rules are established to:

Provide a safe working environment,

Govern operator use of heavy equipment, and

Ensure proper care and maintenance of heavy equipment.

These procedures establish uniform requirements designed to ensure that heavy equipment operation practices are communicated to and understood by the affected employees. These requirements are also designed to ensure that procedures are in place to protect the health and safety of all employees.

It is our intent to comply with the requirements of 29 CFR 1926, Subpart O for construction activities. This regulation has requirements for heavy equipment operations.

We also comply with the applicable requirements of:

Standard or Regulation:	Name:
ANSI B56.1-1969	Safety Standards for Powered Industrial Trucks
SAE J166 -1971	Trucks and Wagons
SAE J236-1971	Self-Propelled Graders
SAE J237-1971	Front End Loaders and Dozers
SAE J319b-1971	Self-Propelled Scrapers
SAE J386-1969	Seat Belts for Construction Equipment
SAE J333a-1970	Operator Protection for Agricultural and Light Industrial Tractors
SAE J321a-1970	Fenders for Pneumatic-Tired Earth moving Haulage Equipment
29 CFR 1926.20(b)(4)	General Safety and Health Provisions
29 CFR 1926.178(l)	Powered industrial trucks

ASME Power Boilers (section I)

ASME Pressure Vessels (section VIII)

Administrative Duties

Brian Ingle, Safety Manager is responsible for developing and maintaining the written Heavy Equipment Operation Procedures for Construction. These procedures are kept in the Safety Manager's Office

Heavy Equipment Training

It is the policy of A-1 Asphalt Inc. to permit only those employees qualified by training or experience to operate heavy equipment. The Safety Manager will identify new employees in the employee orientation program who need heavy equipment training.

Our company trains our own employees in heavy equipment operation. The Safety Manager and/or a qualified Supervisor have the job duty to train employees on heavy equipments operation.

Brian Ingle, Safety Manager is responsible for keeping heavy equipment training certification records.

Inspections

Heavy Equipment Competent Person

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

Pre-shift

The company performs a pre-shift inspection to assure that parts, equipment, and accessories are in safe operating condition and free of apparent damage.

Cab Inspections

Our company performs quipment and vehicle cab inspections.

Periodic Inspections

We perform periodic equipment and vehicle inspections.

Operating Procedures

Heavy equipment can create certain hazards that only safe operation can prevent. Here are the heavy equipment safe operating procedures that have been implemented:

Driving

Load Lifting and Handling Fuel Handling and Storage Battery Charging and Changing Carbon Monoxide

Overhead Obstacles

Other Operating Procedures

Maintenance

Any deficiencies found in our heavy equipment are repaired, or defective parts replaced, before continued use. However, no modifications or additions that affect the capacity or safe operation of the equipment may be made without the manufacturer's written approval. If such modifications or changes are made, the capacity, operation, and maintenance instruction plates, tags, or decals must be changed accordingly. In no case may the original safety factor of the equipment be reduced.

A qualified Company mechanic are responsible for ensuring the heavy equipment is capable of safe and reliable operation after any major repair or design modification. While defective parts may be found, we prefer to invest time and effort into the proper upkeep of our equipment, which results in day-to-day reliability. Keeping up with the

manufacturer's recommended maintenance schedules, and completing the proper records, will also increase our heavy equipments' longevity and enhance resale value.

A qualified Company mechanic completes a receiving or delivery inspection whenever our company purchases heavy equipment, and performs the recommended "breaking in" inspections and maintenance.

A qualified Company mechanic follow(s) the manufacturer's operator instruction manual

for daily maintenance. In addition, our company does periodic maintenance (those completed monthly or less frequently) in-house.

First Aid and Protective Measures

We supply provisions for rendering first aid and medical assistance in accordance with 29 CFR 1926 Subpart D.

Our employees engaged in site clearing are protected from hazards of irritant and toxic plants and suitably instructed in the first aid treatment available.

While performing marine operations, we ensure that there is in the vicinity of each barge in use at least:

One U.S. Coast Guard-approved 30-inch life ring with not less than 90 feet of line attached, and

One portable or permanent ladder which will reach the top of the apron to the surface of the water.

If the above equipment is not available at the pier, we furnish it during the time that employees are working the barge.

We protect employees walking or working on the unguarded decks of barges with U.S. Coast Guard-approved work vests or buoyant vests.

Load Ratings

Our company follows all equipment load ratings.

We comply with the safety requirements, ratios, or limitations applicable to machines or attachment usage covered in Power Crane and Shovel Associations Standards No. 1 and No. 2 of 1968, and No. 3 of 1969.

Our industrial trucks meet the requirements of 29 CFR 1926.600 and the following:

Lift trucks, stackers, etc., shall have the rated capacity clearly posted on the vehicle so as to be clearly visible to the operator. When auxiliary removable counterweights are provided by the manufacturer, corresponding alternate rated capacities also shall be clearly shown on the vehicle. These ratings shall not be

exceeded.

No modifications or additions which affect the capacity or safe operation of the equipment shall be made without the manufacturer's written approval. If such modifications or changes are made, the capacity, operation, and maintenance instruction plates, tags, or decals shall be changed accordingly. (enter your answer) is the person the keeps the records of these modifications or additions. In no case shall the original safety factor of the equipment be reduced.

If a load is lifted by two or more trucks working in unison, the proportion of the total load carried by any one truck shall not exceed its capacity.

Recordkeeping

The company mechanic maintains the records related to heavy equipment inspection, maintenance and repair. The Safety Manager maintains all training and qualification records.

Ladder Safety

Purpose

A-1 Asphalt Inc. understands that ladders present unique opportunities for unsafe acts and unsafe conditions. Employees who use ladders must be trained in proper selection, inspection, use and storage. Improper use of ladders has cause a large percentage of accidents in the workplace are of accidents. Use caution on ladders. OSHA reference: (29 CFR 1910.25, 1910.26, and 1910.27).

Hazards

Falls from ladders can result in broken bones, crippling injuries and death. Ladder safety is taken very seriously by our company. Ladder hazards include:

Ladders with missing or broken parts. Using a ladder with too low a weight rating Using a ladder that is too short for purpose. Using metal ladders near electrical wires.

Using ladders as a working platform Objects falling from ladders

Inspections

Inspect ladders before each use.

All rungs and steps are free of oil, grease, dirt, etc. All fittings are tight.

Spreaders or other locking devices are in place. Non-skid safety feet are in place.

No structural defects, all support braces intact.

Do not use broken ladders. Most ladders cannot be repaired to manufacturer specifications. Throw away all broken ladders.

Storage

Store ladders on sturdy hooks in areas where they cannot be damaged. Store to prevent warping or sagging. Do not hang anything on ladders that are in a stored condition.

Ratings & Limits

Ladder weight ratings

I-A 300 pounds (heavy duty) I 250 pounds (heavy duty)

II 225 pounds (medium duty) III 200 pounds (light duty).

Limits on ladder Height.

A stepladder should be no more than 20 feet high.

A one-section ladder should be no more than 30 feet.

An extension ladder can go to 60 feet, but the sections must overlap.

Ladder Setup

The following procedure must be followed to prevent ladder accidents:

1. Place ladder on a clean slip free level surface.

2. Extend the ladder to have about 4 feet above the top support or work area.

3. Anchor the top and bottom of the ladder.

4. Place the ladder base 1/4 the height, of the ladder, from the wall when using an extension ladder.

5. Never allow more than one person on a ladder.

6. Use carriers and tool belts to carry objects up a ladder.

7. Do not lean out from the ladder in any direction.

8. If you have a fear of heights - don't climb a ladder.

9. Do not allow other to work under a ladder in use.

Maintenance

Keep ladders clean.

Never replace broken parts unless provided by the original manufacturer. Do not attempt to repair broken side rails.

Keep all threaded fasteners properly adjusted. Replace worn steps with parts from manufacturer.

A-1 Asphalt Inc.

Scaffolding Safety Procedures for Construction

Purpose

It is this company's purpose in issuing these procedures to further ensure a safe workplace based on the following formal, written procedures for scaffold work. These procedures will be reviewed and updated as needed to comply with new OSHA regulations, new best practices in scaffolding, and as business

practices demand. Brian Ingle, Safety Manager is the plan coordinator/manager and is responsible for its implementation. Copies of the written program may be obtained at the Safety Manager's office.

Application

This general scaffold plan applies to:

All employees who perform work while on a scaffold.

All employees who are involved in erecting, disassembling, moving, operating, repairing, maintaining, or inspecting scaffolds.

General Procedures

The following general procedures apply to all scaffold and aerial lift operations for A-1 Asphalt Inc..

Capacity

Taking into account the OSHA rules we must apply and the engineering/manufacturing requirements of our scaffolds, the following rules apply.

Each scaffold and scaffold component we use will support, without failure, its own weight and at least four times the maximum intended load applied or transmitted to it.

When we use non-adjustable suspension scaffolds, each suspension rope, including connecting hardware, will support, without failure, at least six times the maximum intended load applied or transmitted to that rope.

Direct connections to roofs and floors, and counterweights used to balance adjustable suspension scaffolds, shall be capable of resisting at least 4 times the tipping moment imposed by the scaffold operating at the rated load of the hoist, or 1.5 (minimum) times the tipping moment imposed by the scaffold operating at the stall load of the hoist, whichever is greater.

Each suspension rope, including connecting hardware, used on non-adjustable suspension scaffolds shall be capable of supporting, without failure, at least 6 times the maximum intended load applied or transmitted to that rope.

Each suspension rope, including connecting hardware, used on adjustable suspension scaffolds shall be capable of supporting, without failure, at least 6 times the maximum intended load applied or transmitted to that rope with the scaffold operating at either the rated load of the hoist, or 2 (minimum) times the stall load of the hoist, whichever is greater.

The stall load of any scaffold hoist shall not exceed 3 times its rated load.

Scaffolds shall be designed by a qualified person and shall be constructed and loaded in accordance with that design.

Platform Construction

This section documents the procedures and safety requirements we use to construct our scaffold platforms.

The following safety rules apply for this scaffold platform construction:

Each platform on all working levels of scaffolds shall be fully planked or decked between the front uprights and the guardrail supports as follows:

o Each platform unit (e.g., scaffold plank, fabricated plank, fabricated deck, or fabricated platform) shall be installed so that the space between adjacent units and the space between the platform and the

uprights is no more than 1 inch (2.5 cm) wide, except where the employer can demonstrate that a wider space is necessary (for example, to fit around uprights when side brackets are used to extend the width of the platform).

Where the employer makes the demonstration provided for in paragraph (b)(1)(i) of this section, the platform shall be planked or decked as fully as possible and the remaining open space between the platform and the uprights shall not exceed 9 1/2 inches (24.1 cm).

Exception to paragraph (b)(1): The requirement in paragraph (b)(1) to provide full planking or decking does not apply to platforms used solely as walkways or solely by employees performing scaffold erection or dismantling. In these situations, only the planking that the employer establishes is necessary to provide safe working conditions is required.

Except as provided in paragraphs (b)(2)(i) and (b)(2)(ii) of this section, each scaffold platform and walkway shall be at least 18 inches (46 cm) wide.

Each ladder jack scaffold, top plate bracket scaffold, roof bracket scaffold, and pump jack scaffold shall be at least 12 inches (30 cm) wide. There is no minimum width requirement for boatswains' chairs.

Where scaffolds must be used in areas that the employer can demonstrate are so narrow that platforms and walkways cannot be at least 18 inches (46 cm) wide, such platforms and walkways shall be as wide as feasible, and employees on those platforms and walkways shall be protected from fall hazards by the use of guardrails and/or personal fall arrest systems.

Except as provided in paragraphs (b)(3)(i) and (ii) of this section, the front edge of all platforms shall not be more than 14 inches (36 cm) from the face of the work, unless guardrail systems are erected along the front edge and/or personal fall arrest systems are used in accordance with paragraph (g) of this section to protect employees from falling.

The maximum distance from the face for outrigger scaffolds shall be 3 inches (8 cm).

The maximum distance from the face for plastering and lathing operations shall be 18 inches (46 cm).

Each end of a platform, unless cleated or otherwise restrained by hooks or equivalent means, shall extend over the centerline of its support at least 6 inches (15 cm).

Each end of a platform 10 feet or less in length shall not extend over its support more than 12 inches (30 cm) unless the platform is designed and installed so that the cantilevered portion of the platform is

able to support employees and/or materials without tipping, or has guardrails which block employee access to the cantilevered end.

Each platform greater than 10 feet in length shall not extend over its support more than 18 inches (46 cm), unless it is designed and installed so that the cantilevered portion of the platform is able to support employees without tipping, or has guardrails which block employee access to the cantilevered end.

On scaffolds where scaffold planks are abutted to create a long platform, each abutted end shall rest on a separate support surface. This provision does not preclude the use of common support members, such as "T" sections, to support abutting planks, or hook on platforms designed to rest on common supports.

On scaffolds where platforms are overlapped to create a long platform, the overlap shall occur only over supports, and shall not be less than 12 inches (30 cm) unless the platforms are nailed together or otherwise restrained to prevent movement.

At all points of a scaffold where the platform changes direction, such as turning a corner, any platform that rests on a bearer at an angle other than a right angle shall be laid first, and platforms which rest at right angles over the same bearer shall be laid second, on top of the first platform.

Wood platforms shall not be covered with opaque finishes, except that platform edges may be covered or marked for identification. Platforms may be coated periodically with wood preservatives, fire-retardant finishes, and slip-resistant

finishes; however, the coating may not obscure the top or bottom wood surfaces.

Scaffold components manufactured by different manufacturers shall not be intermixed unless the components fit together without force and the scaffold's structural integrity is maintained by the user. Scaffold components manufactured by different manufacturers shall not be modified in order to intermix them unless a competent person determines the resulting scaffold is structurally sound.

Scaffold components made of dissimilar metals shall not be used together unless a competent person has determined that galvanic action will not reduce the strength of any component to a level below that required by paragraph (a)(1) of this section.

Supported Scaffolds

Supported scaffolds with a height to base width (including outrigger supports, if used) ratio of more than four to one (4:1) shall be restrained from tipping by guying, tying, bracing, or equivalent means, as follows:

o Guys, ties, and braces shall be installed at locations where horizontal members support both inner and outer legs.

o Guys, ties, and braces shall be installed according to the scaffold manufacturer's recommendations or at the closest horizontal member to the 4:1 height and be repeated vertically at locations of horizontal members every 20 feet (6.1 m) or less thereafter for scaffolds 3 feet (0.91 m) wide or less, and every 26 feet (7.9 m) or less thereafter for scaffolds greater than 3 feet (0.91 m) wide. The top guy, tie or brace of completed scaffolds shall be placed no further than the 4:1 height from the top. Such guys, ties and braces shall be installed at each end of the scaffold and at horizontal intervals not to exceed 30 feet (9.1 m) (measured from one end [not both] towards the other).

o Ties, guys, braces, or outriggers shall be used to prevent the tipping of supported scaffolds in all circumstances where an

eccentric load, such as a cantilevered work platform, is applied or is transmitted to the scaffold.

Supported scaffold poles, legs, posts, frames, and uprights shall bear on base plates and mud sills or other adequate firm foundation.

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

Unstable objects shall not be used to support scaffolds or platform units. Unstable objects shall not be used as working platforms.

Front-end loaders and similar pieces of equipment shall not be used to support scaffold platforms unless they have been specifically designed by the manufacturer for such use.

Forklifts shall not be used to support scaffold platforms unless the entire platform is attached to the fork and the forklift is not moved horizontally while the platform is occupied.

Supported scaffold poles, legs, posts, frames, and uprights shall be plumb and braced to prevent swaying and displacement.

Suspension Scaffolds

All suspension scaffold support devices, such as outrigger beams, cornice hooks, parapet clamps, and similar devices, shall rest on surfaces capable of supporting at least 4 times the load imposed on them by the scaffold operating at the rated load of the hoist (or at least 1.5 times the load imposed on them by the scaffold at the stall capacity of the hoist, whichever is greater).

Suspension scaffold outrigger beams, when used, shall be made of structural metal or equivalent strength material, and shall be restrained to prevent movement.

The inboard ends of suspension scaffold outrigger beams shall be stabilized by bolts or other direct connections to the floor or roof deck, or they shall have their inboard ends stabilized by counterweights, except masons' multi- point adjustable suspension scaffold outrigger beams shall not be stabilized by counterweights.

Before the scaffold is used, direct connections shall be evaluated by a competent person who shall confirm, based on the evaluation, that the supporting surfaces are capable of supporting the loads to be imposed. In addition, masons' multi-point adjustable suspension scaffold connections shall be designed by an engineer experienced in such scaffold design.

Counterweights shall be made of non-flowable material. Sand, gravel and similar materials that can be easily dislocated shall not be used as counterweights.

Only those items specifically designed as counterweights shall be used to counterweight scaffold systems. Construction materials such as, but not limited to, masonry units and rolls of roofing felt, shall not be used as counterweights.

Counterweights shall be secured by mechanical means to the outrigger beams to prevent accidental displacement.

Counterweights shall not be removed from an outrigger beam until the scaffold is disassembled.

Outrigger beams which are not stabilized by bolts or other direct connections to the floor or roof deck shall be secured by tiebacks.

Tiebacks shall be equivalent in strength to the suspension ropes.

Outrigger beams shall be placed perpendicular to its bearing support (usually the face of the building or structure). However, where the employer can demonstrate that it is not possible to place an outrigger beam perpendicular to the face of the building or structure because of obstructions that cannot be

moved, the outrigger beam may be placed at some other angle, provided opposing angle tiebacks are used.

Tiebacks shall be secured to a structurally sound anchorage on the building or structure. Sound anchorages include structural members, but do not include standpipes, vents, other piping systems, or electrical conduit.

Tiebacks shall be installed perpendicular to the face of the building or structure, or opposing angle tiebacks shall be installed. Single tiebacks installed at an angle are prohibited.

Suspension scaffold outrigger beams shall be:

o Provided with stop bolts or shackles at both ends;

o Securely fastened together with the flanges turned out when channel iron beams are used in place of I-beams;

o Installed with all bearing supports perpendicular to the beam center line;

- Set and maintained with the web in a vertical position; and

- When an outrigger beam is used, the shackle or clevis with which the rope is attached to the outrigger beam shall be placed directly over the centerline of the stirrup.

Suspension scaffold support devices such as cornice hooks, roof hooks, roof irons, parapet clamps, or similar devices shall be:

- Made of steel, wrought iron, or materials of equivalent strength;

- Supported by bearing blocks; and

- Secured against movement by tiebacks installed at right angles to the face of the building or structure, or opposing angle tiebacks shall be installed and secured to a structurally sound point of anchorage on the building or structure. Sound points of anchorage

include structural members, but do not include standpipes, vents, other piping systems, or electrical conduit.

- Tiebacks shall be equivalent in strength to the hoisting rope.

When winding drum hoists are used on a suspension scaffold, they shall contain not less than four wraps of the suspension rope at the lowest point of scaffold travel. When other types of hoists are used, the suspension ropes shall be long enough to allow the scaffold to be lowered to the level below without the rope end passing through the hoist, or the rope end shall be configured or provided with means to prevent the end from passing through the hoist.

The use of repaired wire rope as suspension rope is prohibited.

Wire suspension ropes shall not be joined together except through the use of eye splice thimbles connected with shackles or coverplates and bolts.

The load end of wire suspension ropes shall be equipped with proper size thimbles and secured by eyesplicing or equivalent means.

Ropes shall be inspected for defects by a competent person prior to each workshift and after every occurrence which could affect a rope's integrity. Ropes shall be replaced if any of the following conditions exist:

- Any physical damage which impairs the function and strength of the rope.
- Kinks that might impair the tracking or wrapping of rope around the drum(s) or sheave(s).
- Six randomly distributed broken wires in one rope lay or three broken wires in one strand in one rope lay.
- Abrasion, corrosion, scrubbing, flattening or peening causing loss of more than one-third of the original diameter of the outside wires.
- Heat damage caused by a torch or any damage caused by contact with electrical wires.
- Evidence that the secondary brake has been activated during an overspeed condition and has engaged the suspension rope.

Swaged attachments or spliced eyes on wire suspension ropes shall not be used unless they are made by the wire rope manufacturer or a qualified person.

When wire rope clips are used on suspension scaffolds:

- There shall be a minimum of 3 wire rope clips installed, with the clips a minimum of 6 rope diameters apart;
- Clips shall be installed according to the manufacturer's recommendations;

o Clips shall be retightened to the manufacturer's recommendations after the initial loading;

o Clips shall be inspected and retightened to the manufacturer's recommendations at the start of each workshift thereafter;

o U-bolt clips shall not be used at the point of suspension for any scaffold hoist;

o When U-bolt clips are used, the U-bolt shall be placed over the dead end of the rope, and the saddle shall be placed over the live end of the rope.

Suspension scaffold power-operated hoists and manual hoists shall be tested by a qualified testing laboratory.

Gasoline-powered equipment and hoists shall not be used on suspension scaffolds.

Gears and brakes of power-operated hoists used on suspension scaffolds shall be enclosed.

In addition to the normal operating brake, suspension scaffold power- operated hoists and manually operated hoists shall have a braking device or locking pawl which engages automatically when a hoist makes either of the following uncontrolled movements: an instantaneous change in momentum or an accelerated overspeed.

Manually operated hoists shall require a positive crank force to descend.

Two-point and multi-point suspension scaffolds shall be tied or otherwise secured to prevent them from swaying, as determined to be necessary based on an evaluation by a competent person. Window cleaners' anchors shall not be used for this purpose.

Devices whose sole function is to provide emergency escape and rescue shall not be used as working platforms. This provision does not preclude the use of systems which are designed to function both as suspension scaffolds and emergency systems.

Gaining Access to Scaffolds

We know that getting to the working platform is critical to the safety of our employees. This section outlines the mechanical requirements for gaining access to scaffold platforms such as: (1) ladders, (2) ramps and walkways, (3) stairrails, and

(4) direct access from another scaffold. This section is divided into two parts. The first part is for workers gaining access to scaffold platforms to do work; the second part is access for employees erecting and dismantling scaffolds.

Working Employees

When scaffold platforms are more than 2 feet (0.6 m) above or below a point of access, portable ladders, hook-on ladders, attachable ladders, stair towers (scaffold stairways/towers), stairway-type ladders (such as ladder stands), ramps, walkways, integral prefabricated scaffold access, or direct access from another scaffold, structure, personnel hoist, or

similar surface shall be used. Crossbraces shall not be used as a means of access.

Portable, hook-on, and attachable ladders (Additional requirements for the proper construction and use of portable ladders are contained in subpart X of this part -- Stairways and Ladders):

o Portable, hook-on, and attachable ladders shall be positioned so as not to tip the scaffold;

o Hook-on and attachable ladders shall be positioned so that their bottom rung is not more than 24 inches (61 cm) above the scaffold supporting level;

o When hook-on and attachable ladders are used on a supported scaffold more than 35 feet (10.7 m) high, they shall have rest platforms at 35-foot (10.7 m) maximum vertical intervals.

o Hook-on and attachable ladders shall be specifically designed for use with the type of scaffold used;

o Hook-on and attachable ladders shall have a minimum rung length of 11 1/2 inches (29 cm); and

o Hook-on and attachable ladders shall have uniformly spaced rungs with a maximum spacing between rungs of 16 3/4 inches.

Stairway-type ladders shall:

o Be positioned such that their bottom step is not more than 24 inches (61 cm) above the scaffold supporting level;

o Be provided with rest platforms at 12 foot (3.7 m) maximum vertical intervals;

o Have a minimum step width of 16 inches (41 cm), except that mobile scaffold stairway-type ladders shall have a minimum step width of 11 1/2 inches (30 cm); and

o Have slip-resistant treads on all steps and landings.

Stairtowers (scaffold stairway/towers) shall be positioned such that their bottom step is not more than 24 inches (61 cm.) above the scaffold supporting level.

o A stairrail consisting of a toprail and a midrail shall be provided on each side of each scaffold stairway.

o The toprail of each stairrail system shall also be capable of serving as a handrail, unless a separate handrail is provided.

o Handrails, and toprails that serve as handrails, shall provide an adequate handhold for employees grasping them to avoid falling.

o Stairrail systems and handrails shall be surfaced to prevent injury to employees from punctures or lacerations, and to prevent snagging of clothing.

o The ends of stairrail systems and handrails shall be constructed so that they do not constitute a projection hazard.

o Handrails, and toprails that are used as handrails, shall be at least 3 inches (7.6 cm) from other objects.

o Stairrails shall be not less than 28 inches (71 cm) nor more than 37 inches (94 cm) from the upper surface of the stairrail to the surface of the tread, in line with the face of the riser at the forward edge of the tread.

o A landing platform at least 18 inches (45.7 cm) wide by at least 18 inches (45.7 cm) long shall be provided at each level.

o Each scaffold stairway shall be at least 18 inches (45.7 cm) wide between stairrails.

o Treads and landings shall have slip-resistant surfaces.

o Stairways shall be installed between 40 degrees and 60 degrees from the horizontal.

o Guardrails meeting the requirements of paragraph (g)(4) of this section shall be provided on the open sides and ends of each landing.

o Riser height shall be uniform, within 1/4 inch, (0.6 cm) for each flight of stairs. Greater variations in riser height are allowed for the top and bottom steps of the entire system, not for each flight of stairs.

o Tread depth shall be uniform, within 1/4 inch, for each flight of stairs.

Ramps and walkways.

o Ramps and walkways 6 feet (1.8 m) or more above lower levels shall have guardrail systems which comply with subpart M of this part -- Fall Protection;

o No ramp or walkway shall be inclined more than a slope of one

(1) vertical to three (3) horizontal (20 degrees above the horizontal).

o If the slope of a ramp or a walkway is steeper than one (1) vertical in eight (8) horizontal, the ramp or walkway shall have cleats not more than fourteen (14) inches (35 cm) apart which are securely fastened to the planks to provide footing.

Integral prefabricated scaffold access frames shall:

o Be specifically designed and constructed for use as ladder rungs;

o Have a rung length of at least 8 inches (20 cm);

o Not be used as work platforms when rungs are less than 11 1/2 inches in length, unless each affected employee uses fall protection, or a positioning device, which complies with 1926.502;

o Be uniformly spaced within each frame section;

o Be provided with rest platforms at 35-foot (10.7 m) maximum vertical intervals on all supported scaffolds more than 35 feet (10.7 m) high; and

o Have a maximum spacing between rungs of 16 3/4 inches (43 cm). Non-uniform rung spacing caused by joining end frames together is allowed, provided the resulting spacing does not exceed 16 3/4 inches (43 cm).

Steps and rungs of ladder and stairway type access shall line up vertically with each other between rest platforms.

Direct access to or from another surface shall be used only when the scaffold is not more than 14 inches (36 cm) horizontally and not more than 24 inches (61 cm) vertically from the other surface.

Erecting and Dismantling

Our company shall provide safe means of access for each employee erecting or dismantling a scaffold where the provision of safe access is feasible and does not create a greater hazard. We shall have a competent person determine whether it is feasible or would pose a greater hazard to provide, and have employees use a safe means of access. This determination shall be based on site conditions and the type of scaffold being erected or dismantled.

Hook-on or attachable ladders shall be installed as soon as scaffold erection has progressed to a point that permits safe installation and use.

When erecting or dismantling tubular welded frame scaffolds, (end) frames, with horizontal members that are parallel, level and are not more

than 22 inches apart vertically may be used as climbing devices for access, provided they are erected in a manner that creates a usable ladder and provides good hand hold and foot space.

Cross braces on tubular welded frame scaffolds shall not be used as a means of access or egress.

Fall Protection Plan

Fall protection planning is critical to the safety and well being of our employees. Our fall protection plan follows the OSHA requirements that are different depending on the type of scaffold we are using. In this plan we address fall protection for our scaffold erectors and dismantlers separately.

One fact never changes. We know we must provide fall protection for any employee on a scaffold more than 10 feet above a lower level.

Working Employees

This fall protection plan for our working employees is for the following type(s) of scaffold(s):

Single- or two-point adjustable suspension scaffold-We will protect each employee on our single- or two-point adjustable suspension scaffolds by a personal fall arrest system. Our personal fall arrest systems:

o Meet the requirements of 1926.502(d) (OSHA's Fall protection rule).

o Are attached by lanyard to a vertical lifeline, horizontal lifeline, or scaffold structural member.

NOTE: Vertical lifelines shall not be used when overhead components, such as overhead protection or additional platform levels, are part of a single-point or two-point adjustable suspension scaffold.

 When vertical lifelines are used, they shall be fastened to a fixed safe point of anchorage, shall be independent of the scaffold, and shall be protected from sharp edges and abrasion. Safe points of anchorage include structural members of buildings, but do not include standpipes, vents, other piping systems, electrical conduit, outrigger beams, or counterweights.

 When horizontal lifelines are used, they shall be secured to two or more structural members of the scaffold, or they may be looped around both suspension and independent suspension lines (on scaffolds so equipped) above the hoist and brake attached to the end of the scaffold. Horizontal lifelines shall not be attached only to the suspension ropes.

 When lanyards are connected to horizontal lifelines or structural members on a single-point or two-point adjustable suspension scaffold, the scaffold shall be equipped with additional independent support lines and automatic locking devices capable of stopping the fall of the scaffold in the event one or both of the suspension ropes fail. The independent support lines shall be equal in number and strength to the suspension ropes.

 Vertical lifelines, independent support lines, and suspension ropes shall not be attached to each other, nor shall they be attached to or use the same point of anchorage, nor shall they be attached to the same point on the scaffold or personal fall arrest system.]

Self-contained adjustable scaffold supported by the frame structure-We will protect each employee on our self-contained, frame structure supported, adjustable scaffolds by a guardrail system. The guardrail system:

o Has a minimum 200-pound toprail capacity.

o Will be installed before being released for use by our employees.

o Guardrail systems shall be installed along all open sides and ends of platforms. Guardrail systems shall be installed before the scaffold is released for use by employees other than erection/dismantling crews.

o The top edge height of toprails or equivalent member on supported scaffolds manufactured or placed in service after January 1, 2000 shall be installed between 38 inches (0.97 m) and 45 inches (1.2 m) above the platform surface. The top edge height on supported scaffolds manufactured and placed in service before January 1, 2000, and on all suspended scaffolds where both a guardrail and a personal fall arrest system are required shall be between 36 inches (0.9 m) and 45 inches (1.2 m). When conditions warrant, the height of the top edge may exceed the 45-inch height, provided the guardrail system meets all other criteria of paragraph (g)(4).

o When midrails, screens, mesh, intermediate vertical members, solid panels, or equivalent structural members are used, they shall be installed between the top edge of the guardrail system and the scaffold platform.

o When midrails are used, they shall be installed at a height approximately midway between the top edge of the guardrail system and the platform surface.

o When screens and mesh are used, they shall extend from the top edge of the guardrail system to the scaffold platform, and along the entire opening between the supports.

o When intermediate members (such as balusters or additional rails) are used, they shall not be more than 19 inches (48 cm) apart.

o Each toprail or equivalent member of a guardrail system shall be capable of withstanding, without failure, a force applied in any downward or horizontal direction at any point along its top edge of at least 100 pounds (445 n) for guardrail systems installed on single-point adjustable suspension scaffolds or two- point adjustable suspension scaffolds, and at least 200 pounds (890 n) for guardrail systems installed on all other scaffolds.

o When the loads specified in paragraph (g)(4)(vii) of this section are applied in a downward direction, the top edge shall not drop below the height above the platform surface that is prescribed in paragraph (g)(4)(ii) of this section.

o Midrails, screens, mesh, intermediate vertical members, solid panels, and equivalent structural members of a guardrail system shall be capable of withstanding, without failure, a force applied in any downward or horizontal direction at any point along the midrail or other member of at least 75 pounds (333 n) for guardrail systems with a minimum 100 pound toprail capacity, and at least 150 pounds (666 n) for guardrail systems with a minimum 200 pound toprail capacity.

o Suspension scaffold hoists and non-walk-through stirrups may be used as end guardrails, if the space between the hoist or stirrup and the side guardrail or structure does not allow passage of an employee to the end of the scaffold.

o Guardrails shall be surfaced to prevent injury to an employee from punctures or lacerations, and to prevent snagging of clothing.

o The ends of all rails shall not overhang the terminal posts except when such overhang does not constitute a projection hazard to employees.

o Steel or plastic banding shall not be used as a toprail or midrail.

o Manila or plastic (or other synthetic) rope being used for toprails or midrails shall be inspected by a competent person as frequently as necessary to ensure that it continues to meet the strength requirements of paragraph (g) of this section.

o Crossbracing is acceptable in place of a midrail when the crossing point of two braces is between 20 inches (0.5 m) and 30 inches (0.8 m) above the work platform or as a toprail when the crossing point

of two braces is between 38 inches (0.97 m) and 48 inches (1.3 m) above the work platform. The end points at each upright shall be no more than 48 inches (1.3 m) apart.]

Falling Object Protection

All employees must wear hardhats when working on, assembling, or dismantling scaffolds. This is our primary protection from falling objects. Additionally, we will:

Install all guardrail systems with openings small enough to prevent passage of potential falling objects.

Prevent tools, materials, or equipment that inadvertently fell from our scaffolds from striking employees by barricading the area below the scaffold.

In addition to wearing hardhats each employee on a scaffold shall be provided with additional protection from falling hand tools, debris, and other small objects through the installation of toeboards, screens, or guardrail systems, or through the erection of debris nets, catch platforms, or canopy structures that contain or deflect the falling objects.

When the falling objects are too large, heavy or massive to be contained or deflected by any of the above-listed measures, the Company will place such potential falling objects away from the edge of the surface from which they could fall and shall secure those materials as necessary to prevent their falling.

Where there is a danger of tools, materials, or equipment falling from a scaffold and striking employees below, the following provisions apply:

o The area below the scaffold to which objects can fall shall be barricaded, and employees shall not be permitted to enter the hazard area; or

o A toeboard shall be erected along the edge of platforms more than 10 feet (3.1 m) above lower levels for a distance sufficient to protect employees below, except on float (ship) scaffolds where an edging of 3/4 x 11/2 inch (2 x 4 cm) wood or equivalent may be used in lieu of toeboards;

o Where tools, materials, or equipment are piled to a height higher than the top edge of the toeboard, paneling or screening extending from the toeboard or platform to the top of the guardrail shall be erected for a distance sufficient to protect employees below; or

o A guardrail system shall be installed with openings small enough to prevent passage of potential falling objects; or

o A canopy structure, debris net, or catch platform strong enough to withstand the impact forces of the potential falling objects shall be erected over the employees below.

o Canopies, when used for falling object protection, shall comply with the following criteria:

 Canopies shall be installed between the falling object hazard and the employees.

 When canopies are used on suspension scaffolds for falling object protection, the scaffold shall be equipped with additional independent support lines equal in number to the number of points supported, and equivalent in strength to the strength of the suspension ropes.

 Independent support lines and suspension ropes shall not be attached to the same points of anchorage.

o Where used, toeboards shall be:

 Capable of withstanding, without failure, a force of at least 50 pounds (222 n) applied in any downward or horizontal direction at any point

along the toeboard (toeboards built in accordance with Appendix A to this subpart will be deemed to meet this requirement); and

 At least three and one-half inches (9 cm) high from the top edge of the toeboard to the level of the walking/working surface. Toeboards shall be securely fastened in place at the outermost edge of the platform and have not more than 1/4 inch (0.7 cm) clearance above the walking/working surface. Toeboards shall be solid or with openings not over one inch (2.5 cm) in the greatest dimension

Using Scaffolds

Site preparation, scaffold erection, fall protection, and gaining access to the working platform are only some of the requirements for scaffold work. While this all takes concentration and safe work practices, the most dangerous time can be when employees are concentrating on their work and not particularly aware of the hazards of working from scaffolds. It is critical that employees who use scaffolds be trained, among other things, in the recognition of the hazards associated with the type of scaffold being used and to understand the procedures to control or minimize those hazards. Our competent person will inspect all scaffolds and scaffold components for visible defects before each work shift, and after any occurrence that could affect a scaffold's structural integrity. However, in addition to that, all users of scaffolds in this company will know and understand the following safety rules:

Scaffolds and scaffold components will never be loaded in excess of their maximum intended loads or rated capacities.

Debris must not be allowed to accumulate on platforms. The use of shore or lean-to scaffolds is prohibited.

Scaffolds and scaffold components shall be inspected for visible defects by a competent person before each work shift, and after any occurrence which could affect a scaffold's structural integrity.

Any part of a scaffold damaged or weakened such that its strength is less than that required by paragraph (a) of this section shall be immediately tagged out,

repaired or replaced, braced to meet those provisions, or removed from service until repaired. An example of tag used in tagging out scaffolding equipment is provided at the back of this program.

Scaffolds shall not be moved horizontally while employees are on them, unless they have been designed by a registered professional engineer specifically for such movement or, for mobile scaffolds, where the provisions of §1926.452(w) are followed.

The clearance between scaffolds and power lines shall be as follows: Scaffolds shall not be erected, used, dismantled, altered, or moved such that they or any conductive material handled on them might come closer to exposed and energized power lines than (see table in 1926.451(f)(6)).

Exception to paragraph (f)(6): Scaffolds and materials may be closer to power lines than specified above where such clearance is necessary for performance of work, and only after the utility company, or electrical system operator, has been notified of the need to work closer and the utility company, or electrical system operator, has deenergized the lines, relocated the lines, or installed protective coverings to prevent accidental contact with the lines.

Scaffolds shall be erected, moved, dismantled, or altered only under the supervision and direction of a competent person qualified in scaffold erection, moving, dismantling or alteration. Such activities shall be performed only by experienced and trained employees selected for such work by the competent person.

Employees shall be prohibited from working on scaffolds covered with snow, ice, or other slippery material except as necessary for removal of such materials.

Where swinging loads are being hoisted onto or near scaffolds such that the loads might contact the scaffold, tag lines or equivalent measures to control the loads shall be used.

Suspension ropes supporting adjustable suspension scaffolds shall be of a diameter large enough to provide sufficient surface area for the functioning of

brake and hoist mechanisms.

Suspension ropes shall be shielded from heat-producing processes. When acids or other corrosive substances are used on a scaffold, the ropes shall be shielded, treated to protect against the corrosive substances, or shall be of a material that will not be damaged by the substance being used.

Work on or from scaffolds is prohibited during storms or high winds unless a competent person has determined that it is safe for employees to be on the scaffold and those employees are protected by a personal fall arrest system or wind screens. Wind screens shall not be used unless the scaffold is secured against the anticipated wind forces imposed.

Debris shall not be allowed to accumulate on platforms.

Makeshift devices, such as but not limited to boxes and barrels, shall not be used on top of scaffold platforms to increase the working level height of employees.

Ladders shall not be used on scaffolds to increase the working level height of employees, except on large area scaffolds where employers have satisfied the following criteria:

o When the ladder is placed against a structure which is not a part of the scaffold, the scaffold shall be secured against the sideways thrust exerted by the ladder;

o The platform units shall be secured to the scaffold to prevent their movement;

o The ladder legs shall be on the same platform or other means shall be provided to stabilize the ladder against unequal platform deflection, and

o The ladder legs shall be secured to prevent them from slipping or being pushed off the platform.

Platforms shall not deflect more than 1/60 of the span when loaded.

To reduce the possibility of welding current arcing through the suspension wire rope when performing welding from suspended scaffolds, the following precautions shall be taken, as applicable:

o An insulated thimble shall be used to attach each suspension wire rope to its hanging support (such as cornice hook or outrigger). Excess suspension wire rope and any additional independent lines from grounding shall be insulated;

o The suspension wire rope shall be covered with insulating material extending at least 4 feet (1.2 m) above the hoist. If there is a tail line below the hoist, it shall be insulated to prevent contact with the platform. The portion of the tail line that hangs free below the scaffold shall be guided or retained, or both, so that it does not become grounded;

o Each hoist shall be covered with insulated protective covers;

o In addition to a work lead attachment required by the welding process, a grounding conductor shall be connected from the scaffold to the structure. The size of this conductor shall be at least the size of the welding process work lead, and this conductor shall not be in series with the welding process or the work piece;

o If the scaffold grounding lead is disconnected at any time, the welding machine shall be shut off; and

o An active welding rod or uninsulated welding lead shall not be allowed to contact the scaffold or its suspension system.]

Prohibited Practices

The following practices will never be tolerated in this company:

Scaffold components manufactured by different manufacturers will never be intermixed unless the components fit together without force and the scaffold's structural integrity is maintained.

Unstable objects will never be used to support scaffolds or platform units. Footings must be level, sound, rigid, and capable of supporting the loaded scaffold without settling or displacement.

Crossbraces will never be used as a means of access. The use of shore or lean-to scaffolds is prohibited.

Aerial Lifts

Anytime aerial lifts, including: (1) extensible boom platforms, (2) aerial ladders,

(3) articulating boom platforms, (4) vertical towers, or (5) a combination of any such devices, are used to elevate employees to job-sites above ground, the following safety rules will apply:

No aerial lift this company owns or uses will be 'field modified' for uses other than those intended by the manufacturer unless:

the manufacturer certifies the modification in writing, or

any other equivalent entity, such as a nationally recognized testing lab, certifies the aerial lift modification conforms to all applicable provisions of ANSI A92.2-1969, and the OSHA rules at 1926.453. The lift must be at least as safe as the equipment was before modification.

Ladder Trucks and Tower Trucks

Aerial ladders must be secured in the lower traveling position by the locking device on top of the truck cab, and the manually operated device at the base of the ladder before the truck is moved for highway travel.

Extensible and articulating boom platforms

We will test lift controls each day prior to use to determine they are in safe working condition.

Only authorized employees can operate an aerial lift.

A body belt must be worn and a lanyard attached to the boom or basket when working from an aerial lift.

[* No aerial lift this company owns or uses will be "field modified" for uses other than those intended by the manufacturer unless: (1) the manufacturer certifies the modification in writing, or (2) any other equivalent entity, such as a nationally recognized testing lab, certifies the aerial lift modification conforms to all applicable provisions of ANSI A92.2-1969, and the OSHA rules at 1926.453. The lift must be at least as safe as the equipment was before modification.

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We will test lift controls each day prior to use to determine they are in safe working condition.

Only authorized employees can operate an aerial lift.

A body belt must be worn and a lanyard attached to the boom or basket when working from an aerial lift.]

Duties of Competent and Qualified Persons

When working with scaffolds in this company there are some tasks that must be done by our competent or a qualified person. By definition they are:

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

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

The following tasks will only be done by the person we have deemed competent or qualified to perform them:

Competent Person(s):

We will not intermix scaffold components manufactured by different manufacturers unless the components fit together without force and the scaffold's structural integrity is maintained. Scaffold components manufactured by different manufacturers will not be modified in order to intermix them unless our competent person determines the resulting scaffold is structurally sound.

Before a suspension scaffold is used, direct connections must be evaluated by our competent person who will confirm, based on the evaluation, that the supporting surfaces are capable of supporting the loads to be imposed.

Prior to each work shift and after every occurrence that could affect a rope's integrity, suspension scaffold ropes will be inspected by our competent person. Ropes will be replaced if any of the conditions outlined in 1926.451(d)(10) exist.

Scaffolds will be erected, moved, dismantled, or altered only under the supervision and direction of a competent person.

Qualified Person(s)

Scaffolds must be designed by a qualified person and shall be constructed and loaded in accordance with that design.

Swaged attachments or spliced eyes on wire suspension ropes of suspension scaffolds will not be used unless they are made by the wire rope manufacturer or a qualified person.

We will have each employee who performs work while on a scaffold trained by a person qualified in the subject matter to recognize the hazards associated with the type of scaffold being used and to understand the procedures to control or minimize those hazards.

NOTE: Only qualified and competent personnel are allowed to modify scaffolding systems. Non-qualified personnel may create more hazards. If modifications are attempted by non-qualified personnel they will be subject to disciplinary action up to and including termination of employment.

Training

Recognizing the need for training for employees who: (1) perform work while on scaffolds, (2) are involved in erecting, disassembling, moving, operating, repairing, maintaining, or inspecting scaffolds, and (3) have lost the requisite proficiency, training is one of the highest priority of this program.

Employees Who Use Scaffolds

Our employees who perform work on scaffolds will be trained by a qualified person to recognize the hazards associated with the type of scaffold being used and to understand the procedures to control or minimize those hazards. The training will include the following areas as applicable:

The nature of and the correct procedures for dealing with electrical hazards.

The nature of and the correct procedures for erecting, maintaining, and disassembling the fall protection and falling object protection systems used.

The proper use of the scaffold, and the proper handling of materials on the scaffold.

The maximum intended load and the load-carrying capacities of the scaffolds used.

Tagging out of scaffolds.

Any other pertinent requirements of the OSHA rules.

Employees Who Erect, Disassemble, Move, Operate, Repair, Maintain, or Inspect Scaffolds

Our employees who erect, disassemble, move, operate, repair, maintain, or inspect scaffolds will be trained by our competent person to recognize the hazards associated with the work being done. The training will include the following topics as applicable:

The nature of scaffold hazards.

The correct procedures for erecting, disassembling, moving, operating, repairing, inspecting, and maintaining the type of scaffold in question.

The design criteria, maximum intended load-carrying capacity, and intended use of the scaffold.

Tagging out of scaffolds.

Any other pertinent requirements of this subpart.

Employees Who Need Retraining

When we have reason to believe that one of our employees lacks the skill or understanding needed for safe work involving the erection, use or dismantling of scaffolds, we will retrain the employee so that the requisite proficiency is regained. Retraining will be done in at least the following situations:

o Where changes at the worksite present a hazard about which the employee has not been previously trained.

o Where changes in the types of scaffolds, fall protection, falling object protection, or other equipment present a hazard about which an employee has not been previously trained.

o Where inadequacies in an affected employee's work involving scaffolds indicate that the employee has not retained the requisite proficiency.

Example of tags used to tagout scaffolding equipment. DANGER. EQUIPMENT TAGGED OUT. MY LIFE IS ON THE LINE.

First Aid Program

Purpose

A-1 Asphalt Inc. is dedicated to the protection of its employees from on-the-job injuries and illnesses. However, when injuries or illnesses do occur, we are prepared to see that the needs of the injured or ill are met.

This written First Aid Program is intended to ensure that A-1 Asphalt Inc. meets the requirements of 29 CFR 1910.151, Medical Services and First Aid.

Administrative Duties

Brian Ingle, Safety Manager, our First Aid Program Administrator, is responsible for establishing and implementing the written First Aid Program. This person has full authority to make necessary decisions to ensure the success of this program. Copies of this written program may be obtained from Safety Manager in his office. If after reading this program, you find that improvements can be made, please contact Brian Ingle, Safety Manager. We encourage all suggestions because we are committed to the success of this written program.

Company Policy

In the absence of an infirmary, clinic, or hospital in near proximity to the workplace which is used for the treatment of all injured employees, a person or persons are adequately trained to render first aid and adequate first aid supplies are readily available.

The Company provides a First Aid Kit on the premises. It is there for employee's use in the treatment of minor scratches, burns, headaches, nausea, etc. All employees shall know the location of the First Aid Kit and shall notify their supervisor if they need to use the First Aid Kit.

If an employee has a work related injury or illnesses that requires professional medical assistance, they shall notify their supervisor and let him/her know before they receive this assistance. If they fail to notify their supervisor, they may be ineligible for Worker's Compensation or other applicable benefits.

The Safety Manager shall inspect First Aid Kits before the kits are sent out to each area, and on a weekly basis the kits shall be inspected by the site supervisor to insure that they are filled and complete

In all cases requiring emergency medical treatment, immediately call, or have a co- worker call, to request emergency medical assistance.

Refer to the "Emergency Medical Treatment" section of this program for a list of A-1 Asphalt Inc. personnel who are trained in CPR and First Aid.

Minor First Aid Treatment

First aid kits are stored in the main office building and in company vehicles to maintain at least one kit per jobsite. If an employee sustains an injury or are involved in an accident requiring minor first aid treatment, they shall:

Inform their supervisor.

Administer first aid treatment to the injury or wound.

If a first aid kit is used, indicate usage on the accident investigation report.

Access to a first aid kit is not intended to be a substitute for medical attention.

Provide details for the completion of the accident investigation report.

Non-Emergency Medical Treatment

For non-emergency work-related injuries requiring professional medical assistance, management must first authorize treatment. If an employee sustains an injury requiring treatment other than first aid, they shall :

Inform your supervisor.

Proceed to the posted medical facility. Your supervisor will assist with transportation, if necessary.

Provide details for the completion of the accident investigation report.

Portable eye wash stations shall be used in the event an employee accidentally spills or splashes injurious chemicals or liquids on their clothing or body.

Employees shall notify their supervisor if they use an eye wash station.

Emergency Medical Treatment

If an employee sustains a severe injury requiring emergency treatment: Call for help.

Fixed line telephones and mobile or cellular phones are available to

contact emergency medical service.

Use the emergency telephone numbers and instructions posted next to the telephone in your work area to request assistance and transportation to the local hospital emergency room.

Provide details for the completion of the accident investigation report.

The nearest hospital, clinic, or infirmary, Spectrum Health, is located at

80 68th Street S.E.

Grand Rapids, MI 49508

Spectrum Health is not considered in near proximity because it is not within three to four minutes away. Therefore, the following personnel have been trained in CPR and First Aid:

- Bill Zetty
- Roland Mudget
- Darryl Baker

Refer to the company’s Emergency Action Plan for a complete list of emergency telephone numbers.

First Aid Supplies and Equipment

It is important that our first aid supplies and equipment meet the specific needs of our worksite. Brian Ingle, Safety Manager has ensured that adequate first aid supplies are readily available, including:

Variety of bandages, compresses, and gauze pads

Antiseptic swabs Burn treatments Adhesive tape

Latex or similar gloves Eye dressing

Eyewash solution Instant cold packs Antibiotic cream Ammonia inhalants

The contents of the first aid kit shall be placed in a weatherproof container with individual sealed packages for each type of item. They are located in designated areas and each company vehicle.

Brian Ingle, Safety Manager checks the first aid supplies. The contents of the first- aid kit shall be checked by the employer before being sent out on each area and at least weekly on each job to ensure that the expended items are replaced. Supplies are replaced promptly when expended.

Program Evaluation

By having Brian Ingle, Safety Manager thoroughly evaluate and, as necessary, revise our program, we ensure our program's effectiveness and prevent or eliminate any problems. Program evaluation is performed annually.

A-1 Asphalt Inc.

Substance Abuse Program

Purpose

A-1 Asphalt Inc. is dedicated to the protection of its employees from situations arising from substance abuse. To ensure that its workforce is productive, its facility is safe, and the success of its business is not hindered by substance abuse, A-1 Asphalt Inc. has established a Substance Abuse Program. At the same time, the program will promote morale and reduce absenteeism, accident potential, and health and workers' compensation insurance.

Administrative Duties

Brian Ingle, General Manager, our company’s Substance Abuse Program Administrator, is responsible for developing and maintaining the written substance Abuse Program. This person is solely responsible for all facets of the program and has full authority to make necessary decisions to ensure the success of this program. He is also qualified via appropriate training and experience that is commensurate with the complexity of the program to administer or oversee it and conduct the required evaluations of program effectiveness.

Company Policy

Because our company is concerned about Workplace safety,

Worker health,

Product quality, Productivity, Public liability, or

Regulatory compliance.

it is committed to a drug- and alcohol-free workplace. Our company substance abuse policy statement is as follows:

The possession, sale, or use of illegal drugs is inconsistent with the company’s objective of operating in a safe and efficient manner. Accordingly, no officer, employee, agent, contractor, or visitor shall use or have in his or her possession illegal drugs during working hours or on company property at any time.

Additionally, no officer, employee, agent, or contractor shall report to work while under the influence of alcohol or illegal drugs.

Anyone violating this policy will be subject to the following:

The services of any employee who engages in such conduct will be subject to discipline up to and including discharge per vested authority. The only exception is the taking of prescribed drugs under the direction of a physician. The unlawful involvement with drugs or narcotics off company property will constitute grounds for severe disciplinary action, up to and including termination of employment.

A-1 Asphalt Inc. will give each employee a copy of our drug-free workplace policy statement, included in the employee handbook.

If you have a substance abuse problem, it is your responsibility to seek and complete treatment. If you think someone you know (like a co-worker or a family member) has a drug problem, you could tell the person that, based on what you've seen, you believe something is happening and it concerns you. Urge that person to get help. If nothing is done, that person could adversely affect the well being of not only himself/herself, but you, your family, and the company.

Drug and Alcohol Testing

We retain the right to test our employees for alcohol and drugs according to the following guidelines:

Pre-employment.

Following any work-related injury that requires medical attention. Following any accident that results in property damager.

Reasonable suspicion.

If a test reveals a positive result, then

the employee(s) will be subject to disciplinary action up to and including termination of employment.

See the Drug and Alcohol Testing section later in this written program for more details.

Company-Sponsored Activities

The Company prohibits the use of alcohol during company-sponsored activities.

Supervisor Training

Supervisors are the key to the success of our policy. As the people in direct contact with employees, supervisors can detect performance problems that may indicate substance abuse. Supervisors are responsible for:

1. Observing and documenting unsatisfactory work performance or behavior;

2. Talking to employees about work problems and what needs to be done about them (i.e., contacting the Employee Assistance Program or local resources); and

3. Other responsibilities.

In order to carry out their responsibilities properly, supervisors must understand the substance abuse policy, be able to explain the policy to employees, and know when to take action.

Our supervisors are not responsible for diagnosing substance abuse problems and treating substance abuse problems.

Our supervisors are trained to observe employees' job performance noting the following items:

1. Physical signs: Unusual clumsiness and frequent illness;

2. Mood: Unusually lighthearted one day and depressed the next;

3. Absenteeism: More than usual;

4. Actions: Violent reactions when things go wrong or when upset;

5. Accidents: Increased number of accidents; and

6. Relationships: Easily irritated by others; would prefer being left alone rather than interacting with other employees.

Other training topics we cover with our supervisors include the following:

Information on specific drugs,

Methods of detecting drug and alcohol use, Insurance coverage for substance abuse treatment, Prevention and education strategies, and

Background on drug testing issues and how the drug testing program relates to the EAP.

The company training program uses classroom instruction that uses lectures, discussions, videotapes, and/or conference formats.

The Human Resources Department is responsible for providing supervisor training. The Human Resource Director and/or Safety Manager is responsible for conducting the training.

Employee Education and Awareness

Our employees must understand and remain aware of our ongoing commitment to a drug- free workplace. All new and current employees must successfully complete A-1 Asphalt Inc.'s Employee Education and Awareness Program.

The Human Resource Department will identify when each employee will receive retraining. The Human Resources Department and/or Safety Manager is responsible for conducting this training.

The company training program uses Classroom instruction including lecture, discussion, videotape, and/or conferences.

Through training, A-1 Asphalt Inc. ensures that employees are knowledgeable in the following:

1. Dangers of drug abuse,
2. Our drug-free workplace policy,
3. The availability of any drug counseling programs,
4. The possible penalties for drug abuse violations occurring in the workplace,
5. Your company's EAP and its services,
6. How drugs and alcohol actually affect the company and the employee including productivity,
7. Product quality,

8. Absenteeism,
9. Health care costs and/or accident rates, 10.Testing procedures,

11.Health effects of alcohol and drugs, 12.How drugs affect the community,

13.Illegal drugs (what they look like, how they are used, their effects), 14.The symptoms of overdose and withdrawal),

15.How the use of alcohol and drugs can influence their children's behavior, 16.How to help others avoid involvement in substance abuse, and

17.How to recognize the signs of substance abuse.

Drug and Alcohol Testing

Our drug and alcohol testing program is also part of our Substance Abuse Program. We have set up a drug testing program for the following reasons:

1. It is the right business decision for your company; or
2. The work your employees do falls under rules that require drug testing.

Recordkeeping

Human Resource Department is responsible for maintaining all records and documentation related to employee training and testing.

Conviction Notification

A-1 Asphalt Inc. will ensure that the contracting agency is notified within 10 days after receiving notice that an employee has been convicted of violating any criminal drug statute.

Employee Sanction

A-1 Asphalt Inc. will ensure that any employee who is convicted of violating any criminal drug statute, will have sanctions imposed or will be required to satisfactorily participate in a drug abuse assistance or rehabilitation program.

A-1 Asphalt Inc. Revision 1/5/12

Safety Meeting Manual

Kick off meeting

During the month of March before the season begins for a majority of A-1 Asphalt Inc. employees, our first safety meeting will be held, with all company employees attending. Topics discussed would include but not limited to OSHA, accident safety, prevention manual, substance abuse program, first aid, training and documentation, disciplinary policy, accident reporting, job site and yard safety, emergency action plan, lifting and stretching, maintaining proper fueling and maintenance precautions, traffic safety, PPE, and proper load securement. A guest speaker specializing in one of the above subjects will present personal experiences, law changes on how this would affect A-1 Asphalt Inc. and its employees. Question and answer sessions along with open commits would conclude the meeting. A-1 Asphalt Inc. would document attendance and provide necessary literature for future reference.

Emergency safety meeting

Emergency meetings will be held if any major accident would occur here at A-1 Asphalt Inc. Or with one of our competitors, or related construction field would have any major safety event take place. At this point A-1 Asphalt Inc. would address our current system, evaluate, and possibly adjust certain issues. Then documentation and training would proceed applying the new system immediately. A-1 Asphalt Inc. main concern being to avoid any kind of major accident, focusing on the commitment to safety policies and procedures.

Tool Box Talks

Each Monday a safety discussion takes place led by the safety manager. Various topics on accident prevention and safety concerns are openly talked about among A-1 Asphalt Inc. foremen status, usually 10 to 15 employees. The foremen will then take this discussion and individually with their crews continue outlining the meeting points.

Questions and concerns will be answered by safety manager at all levels of employment. Any clarifications or other relevant information will be represented at the next meeting. Documentation including date, topic discussed and present employees would be generated.

This all ultimately designed to ensure the safety of the employees here at A-1 Asphalt Inc.

A-1 Asphalt Inc.

OSHA Inspection Management

Opening Conference

1. Inspector should explain purpose & reason for visit. (E.g., triggered by complaint, a fatality, catastrophe)

Company's rights when inspection is related to an employee complaint.

a. copy of complaint

b. knowledge of subject matter of complaint

c. company has "no" right to employee's identity

2. Company representative should ascertain precisely the scope of the inspection & ask for a copy of the OSHA standards that will apply to the inspection.

3. Inspector should be made aware immediately if company is participating in an OSHA compliance program.

4. Inspector should explain reasons for scrutinizing specific areas because these elements define the focus of the inspection.

The Walkabout

1. Do not volunteer information that is not requested.

2. A company representative should remain with the inspector at all times.

3. Inspector may choose a non-management employee representative.

4. Inspector should limit the number of employee consultations to a reasonable number & should not unduly interfere with their work.

5. If inspection appears to be expanding in scope beyond what was discussed in conference, company representatives should not hesitate to point that out & question the change in plans.

6. If OSHA inspector takes any photos or samples the company representative should do the same for later comparison, if necessary.

7. If inspector points out a violation that can be corrected immediately, that correction should be made. A simple show of good faith.

8. If the inspector is unduly hostile, abusive or intrusive beyond the initial defined scope of the inspection---the employer should consult with legal counsel about requesting that the inspection be adjourned pending a meeting with the area director or for other possible legal action before the walkabout continues.

9. In any case, company representatives should not respond to an inspector in a hostile manner—they should maintain a professional, matter-of-fact demeanor.

Examination of Records

1. Records to be inspected include records of injuries, illnesses, fatalities, & exposures to any toxic or hazardous substances.

2. OSHA 200 and 300 logs & its required posting.

3. OSHA Health & Safety Poster.

4. Training records.

5. Accident Prevention & Safety Manual

6. Hazardous communication (HAZCOM) program & material safety data sheets (MSDSs).

7. Other miscellaneous documents depending on the scope of the inspection.

The Closing Conference

1. Company should ask the inspector to explain problems & needs that were identified. (This provides an opportunity to ask questions about corrective action (abatement) & anticipated citations & penalties.)

2. Inspector is highly unlikely to disclose specific penalties.

3. Inspector should explain deficiencies & company's right to appeal any adverse findings & penalties.

4. Inspector should provide company with a copy of OSHA publication 3000, which explains employer rights & responsibilities following an OSHA inspection.

What Happens After the Inspection

1. Inspector files a report with the area director, who determines whether to issue citations & assess penalties.

2. Company decides whether or not to exercise its right to appeal.

3. Company corrects all deficiencies to avoid further penalty(s).

Strss Due to Weather

A-1 Asphalt Inc.

Employee Safety Handbook

General Health & Safety Policies

A-1 Asphalt Inc.'s policy is that all employees be provided with a safe and healthful place of employment. Identification of hazardous conditions may be accomplished at the planning and design stage, as a result of workplace inspections, or by employee reports. All recognized safety and health hazards shall be eliminated or controlled as quickly as possible, subject to priorities based upon the degree of risk posed by the hazards. The preferred method of hazard abatement shall be through application of engineering controls or substitution of less hazardous processes or materials. Total reliance on personal protective equipment is acceptable only when all other methods are proven to be technically and/or economically infeasible.

Safety Rules have been developed with input from Supervision and Employees. While held to a minimum, the rules address behaviors and work practices that can lead to accidents and injuries. Each

Employee should become familiar with and follow General and Departmental Safety Rules. Supervisors must enforce Safe Work practices through strict adherence to Safety Rules. Most accidents can be prevented if everyone uses assigned safety equipment and follows the established safety rules. To operate a safe and successful business, we must work as a team to

THINK SAFE, WORK SAFE, AND BE SAFE.

Why Work Safely?

Work safely for the most important people in your life, your family.

If you are injured at work the people you will directly affect the most will be your family.

A work related injury could cause you to be unable to play with your children, take part in recreational activities or hobbies.

What is working safely?

Wearing required PPE such as safety glasses.

Completing every task the correct way, not taking hazardous shortcuts. Paying attention to the task at hand.

Asking your supervisor how to complete unfamiliar tasks.

Your Safety Rights

You have several important rights concerning safety, which are protected by federal, state and local laws that you should be aware of. They are:

The right to a safe work-place free from recognized hazards

The right to request information on safety and health hazards in the workplace, precautions that may be taken, and procedures to be followed if an employee is injured or exposed to toxic substances.

The right to know about the hazards associated with the chemicals you work with, and the safety procedures you need to follow to protect yourself from those hazards.

The right to question any instruction which requires you to disobey a safety rule, which puts yourself or someone else in unnecessary danger of serious injury, or requires you to perform a task for which you have not been trained to safely perform.

The right to access your medical and exposure records.

The right of freedom from retaliation for demanding your safety rights.

Your Safety Responsibilities

You also have some important responsibilities concerning safety. These are:

The responsibility of reporting all injuries and illnesses to your supervisor, no matter how small.

The responsibility of always following the safety rules for every task you perform, The responsibility of reporting any hazards you see.

The responsibility of helping your co-workers recognize unsafe actions or conditions they cause.

The responsibility of asking about the safety rules you are not sure about.

Employee Safety Rules

It is impossible to list or include all safety rules for all the possible tasks you may have to do. But the following rules have been prepared to help you avoid hazards, which may cause injury while doing some of the more common tasks you may be asked to do. You should study and follow the rules provided in this booklet, and to ask your supervisor for additional rules when asked to do a task you are not familiar with, and this booklet does not cover. Failure to follow safety rules and /or safe practices will result in disciplinary action, up to and including termination.

General Safety Rules

Read and follow the safety notices and other information that is posted. Observe and follow all safety instructions, signs, and operation procedures. Help your fellow employee when they ask for assistance or when needed for their safety.

Never participate in “horseplay”. Horseplay that results in injury is often not covered by Workers’ Compensation.

Clean up spills immediately.

Report all unsafe conditions, hazards, or equipment immediately. Make sure other people are warned of the problem so that they may avoid it.

Wear personal protective equipment as required to reduce injury potential. Use gloves, safety glasses, back support belts, etc., as necessary.

Never stand on chairs, furniture, or anything other than an approved ladder or step stool.

Never use intoxicating beverages or controlled drugs before or during work.

Prescription medication should only be used at work with your Doctor's approval.

Access to Employee Exposure & Medical Records

Whenever an employee or designated representative requests access to a record, A-1 Asphalt Inc. will assure that access is provided in a reasonable time, place, and manner. If A-1 Asphalt Inc. cannot reasonably provide access to the record within fifteen (15) working days, the company will within the fifteen (15) working days apprise the employee or designated representative requesting the record of the reason for the delay and the earliest date when the record can be made available. Employee

exposure and medical records can be obtained by contacting Brian Ingle, Safety Manager.

Bloodborne Pathogens

Unless you have received proper bloodborne pathogen training and have at least been offered the Hepatitis B vaccination series, DO NOT touch any blood or other body fluid or material contaminated with these fluids. If you accidentally come in contact with another person's blood or body fluid immediately notify your supervisor so that you can be medically evaluated by a physician for possible exposure to bloodborne pathogens.

Injuries & Accidents

All injuries and accidents must be reported to your supervisor immediately.

This includes first aid injuries and close calls.

First Aid injuries must be documented on the first aid log.

Accidents and injuries resulting in medical treatment must be documented on an accident investigation form.

Not reporting an injury or accident immediately will result in disciplinary action.

Failure to report work related injuries and illnesses in a timely manner might result in the denial of benefits under the workers' compensation law.

Workers' Compensation Fraud

A-1 Asphalt Inc. is committed to every employee who receives a legitimate, work-related injury or illness. However, if an employee attempt to file a fraudulent work comp claim for injury is suspected it will be turned over to the company's Workers' Compensation insurer and the State Attorney General's Office for investigation. Workers' Compensation Fraud is a very serious crime and will be prosecuted to the fullest extent of the law. Fraud results in high Workers' Compensation insurance premiums and productivity interruption

affecting the company's ability to remain competitive in the marketplace. This in turn affects all employee's job security and wages. All employees are encouraged to immediately report any suspected fraud to his/her supervisor.

Complete confidentiality will be maintained.

Horse Play

Horse Play, scuffling, pranks, wrestling, or throwing material at others are not allowed under any circumstances. This type of behavior often results in injuries.

Disciplinary Action

Disregarding safety rules or established safety practices will result in immediate dismissal or at least being written up and suspended. Examples of violations:

- Not wearing required PPE
- Not immediately reporting an injury or damage
- Committing an unsafe act such as removing a guard
- Operating a piece of equipment you are not authorized to operate such as forklift

Return to Work Policy

All injured employees that are returned to work with restrictions will be accommodated with a modified duty position until they can return to full capacity. Every effort will be made to return employees on medical restrictions to their normal position with modifications to meet the required medical restrictions. When it is not possible to accommodate employees at their normal position an alternative task, within the scope of the restrictions will be assigned.

Drug & Alcohol Testing

The company alcohol and drug testing program is intended to eliminate the use of illegal drugs, alcohol, and other controlled substances in the work place. Designed solely for the benefit of our employees, this program will provide reasonable safety on the job and protection from offending individuals.

Drugs and alcohol tests will be administered under the following conditions:

To any employee when there is reasonable suspicion that he/she is under the influence of illegal drugs or alcohol

To any employee who is involved in a workplace accident which causes property damage or which requires examination and/or treatment by a licensed physician or medical facility

Upon application for employment and as a condition of employment

Refusing a Drug and/or Alcohol Test

An employee's refusal to submit to testing as stated above shall be grounds for immediate discharge.

OSHA'S Hazard Communication Standard

All chemicals must be labeled with the name of the chemical & manufacturer Bulk chemicals and chemicals with a hazard must be labeled with the Hazard Management Information System.

The higher the number rating the more hazardous the chemical.

A list of hazardous materials used in the workplace is kept in the Safety Manager's office if you ever need to access it.

Always use required and recommended PPE when working with any chemical.

Specific Hazards

The marking in the bottom white square

OXY - Oxidizer (causes fire through release of oxygen) ACID - Acid

ALK – Alkali

CORR - Corrosive (both CORR & ALK material create burns on human skin)

W - Use No Water

- Radiation Hazard

Material Safety Data Sheet (MSDS)

MSDS = Material Safety Data Sheets

In-depth information on health hazards, reactivity, flammability chemical properties, guidelines on usage and storage.

The MSDSs are located in the Safety Manager's office. Anytime you need an MSDS just ask your supervisor and he or she will get it for you.

Required PPE

Your supervisor will inform you of the PPE required to perform your specific job safely.

Face shield and gloves are required when working with corrosives.

Proper eye, face and hand protection must always be worn when operating a welder or cutting torch.

Face shield, safety glasses, gloves and hearing protection is required for all grinding activities.

Gloves are required to be worn when handling materials that might result in injury to the hand(s).

If an injury is sustained due to failure to wear required PPE, benefits and/or

compensation that may be due you under Workers' Compensation Law will be reduced to the minimum required by law, including forfeiture of benefits and/or compensation.

Care of PPE

Inspect all PPE prior to using each time.

If any part of your PPE is damaged see your supervisor for a replacement Store all PPE in a clean, dry and secure place.

If your PPE is lost or stolen you will charged for a replacement.

See the Safety Manager, Brian Ingle, or the employee handbook for more information regarding Company provided PPE.

The A-1 Asphalt Inc. Employee Handbook will govern PPE procedures.

Limitations of PPE

Dust, airborne dirt, and sparks can travel underneath and around the lens of safety glasses.

Leather gloves can be cut through.

Eye Safety

Never rub your face or eyes with dirty hand or while wearing a glove.

If you get something in your eye never rub it with your finger, this will only make it worse.

If something is in your eye blink it several times then use an eye wash.

Lock Out Tag Out: Control of Hazardous Energy

If you ever see a red lock, yellow lock or a danger tag on a machine it is locked out for repairs.

Never try to start a locked out machine. Never remove locks or tags.

All machines being serviced must be locked out.

Only trained and authorized maintenance employees can lock a machine out.

Electrical Safety

Only trained maintenance employees are authorized to conduct trouble shooting or electrical repairs.

Do not attempt any maintenance activities you are not trained or authorized to conduct.

Never use a damaged extension cord or any other piece of damaged equipment. Never used electrical equipment in damp or wet areas.

Forklifts

Only licensed and certified operators are authorized to operate forklifts.

Do not operate mobile equipment until you pass the required training and are certified.

Never stand on raised forks or on a pallet on the forklift.

Never place any body part under raised forks, pallet or other load.

Always keep a buffer distance of at least 6 feet from all directions of possible travel.

Always insure the lift operator knows you will walk in front of or behind the lift.

Never stand in an area where a load could fall off forks and strike you. Never ride on a forklift as a passenger.

Machine Safety

Never try to operate equipment you are not familiar with or trained to operate.

Never place hands in areas where there are moving parts or crush zones. Never reach into a machine while it is operating.

Machine Guarding

Never remove a guard from a machine

Do not use any machines with a guard missing. Report the problem immediately to your supervisor.

Never reach around a guard. Never rig or bypass a guard.

Housekeeping

It is important not to leave lumber, scrap, or garbage on the floor. Items not stored correctly will cause a trip hazard.

Water or oil on the floor will create slip hazards for employees or fork lifts. Clean up or immediately notify your supervisor of these conditions.

Lifting and Moving Material

Always check the weight of an object prior to lifting it.

If it seems heavy get help from another person, use a forklift or a crane. Stretch and plan the path of travel before the lift.

Always lift with your legs keeping your back straight. Never twist while carrying a load.

Fire Procedures

If you find a fire smaller then a small trash can you can try and put it out. Anything larger sound the alarm, notify your supervisor and evacuate the building.

Assemble in your designated area outside

Report any missing coworkers to your supervisor.

Fire Extinguishers

Fire extinguishers only have a minute of retardant in each extinguisher. So you will only be able to put out fires the size of a small trashcan.

To use a fire extinguisher Remember PASS

Pull the pin

Aim at the base of the fire Squeeze the handle Sweep the base of the fire

A-1 Asphalt Inc.

Employee Name: Clock No.:

Training Topics Covered In The Employee Safety Handbook: GENERAL HEALTH & SAFETY POLICIES

THE IMPORTANCE OF WORKING SAFELY & WHAT IT INVOLVES YOUR SAFETY RIGHTS

EMPLOYEE RESPONSIBILITIES EMPLOYEE SAFETY RULES

EMPLOYEE ACCESS TO EXPOSURE & MEDICAL RECORDS BLOODBORNE PATHOGENS – GENERAL AWARENESS REPORTING OF INJURIES AND ACCIDENTS

SEEKING MEDICAL TREATMENT FOR WORK RELATED INJURIES WORKERS' COMPENSATION FRAUD

HORSE PLAY DISCIPLINARY ACTION RETURN TO WORK POLICY

DRUG & ALCOHOL TESTING POLICY

OSHA'S HAZARD COMMUNICATION STANDARD

PERSONAL PROTECTIVE EQUIPMENT (PPE): JOB REQUIREMENTS, CARE & LIMITATIONS OF PPE.

EYE SAFETY

LOCKOUT/TAGOUT: CONTROL OF HAZARDOUS ENERGY ELECTRICAL SAFETY

FORKLIFT OPERATION MACHINE SAFETY & GUARDING

LIFTING & MOVING MATERIAL HOUSE KEEPING

FIRE PROCEDURES & USE OF FIRE EXTINGUISHERS

I have read and understand all of the information covered in the Employee Safety Handbook. The topics covered in the handbook are listed above. In addition, I have read and understand A-1 Asphalt Inc. Accident Prevention and Safety Plan.

Employee Signature:

Clock No.:

Witness Signature: Date: