SAFETY PLAN

OBJECTIVE: The development and implementation of a program to protect and minimize personal injuries on the job, the safety of the general public, the environment, and to reduce work related injuries by a measureable amount. Our goal will be a 100% reduction.

STATEMENT OF POLICY: It is the policy of Silver Lake Construction to provide a healthy and safe place of employment for all employees; to abide by all regulations as they pertain to our industry which is set forth in Federal, State and Local Standards, statues and OSHA Standard 29 CFR 190, 29 CFR 1926, 49 CFR Part 325, Parts 350-399 and Department of Transportation Motor Vehicle Transportation requirements and to integrate good working safety habits into every aspect of our company activity. The "Company" as used in this Policy refers to Silver Lake Construction and its entities. To support this policy, 6 basic principles are inherent:

1. A positive belief that all personal injuries can be prevented
2. An acceptance on the part of management, superintendents and foremen of their responsibilities to prevent personal injuries
3. A conviction that is reasonably possible to safeguard all operating exposures which may result in injuries
4. Acceptance of the fact that the prevention of personal injuries is good business, both from the standpoint of efficiency and of economy
5. A recognition that it is necessary to train all employees including temporary personnel to work safely and to understand it is to their advantage as well as the Company's to work safety; further, that they have a definite responsibility to do so
6. An understanding that all vendors or sub-contractors are contractually obliged to abide to this Safety Policy, and to adhere to the Company Safety Program; Further, that any references to the company in this policy will be applicable in full to all sub-contractors as well

POLICY STATEMENT

The **purpose** of this plan is to establish the mechanics of an effective accident prevention and control program for Silver Lake Construction. It is the objective of Silver Lake Construction to work in partnership with each individual to secure adherence to these standards, which we believe will benefit every employee, our industry, the company and the public. Accident Prevention and Safety is not just mandatory, but is also the duty of each person working for Silver Lake Construction. This Safety Policy requires that management, supervisors, and each individual make an ongoing commitment to implement and participate in the safety program in all that they do at Silver Lake Construction.

The goals of this safety program are:

1. To eliminate accidents by having a maximum awareness of safety at all times
2. To maintain a safe and healthful place to work
3. To promote maximum efficiency

Silver Lake Construction will do all it can to provide a safe work place for all employees. We anticipate your cooperation in adhering to these procedures, and your active participation in a "Team" approach to promoting our goal of providing a safe work environment for all. Each individual will be continually encouraged to work in a safe and productive manner.

Brett Willis
Management

PLAN

Silver Lake Construction will promote safe construction practices by providing:

1. A safe working area.
2. Safe equipment and tools.
3. Guidelines and procedures for working safely.
4. Personal protective equipment (PPE) as needed.
5. Strict enforcement of this plan, which we consider to be in the best interest of all concerned. Disregard or violation of these procedures will be considered justification for prompt corrective actions up to and including immediate termination of employment.

To implement this Plan, Silver Lake Construction will require:

1. Planning of all projects to include appropriate safety considerations.
2. Employees at all levels will receive ongoing education in safe working methods and procedures
3. Regular inspection of work areas, methods, and equipment to insure that planning and education are producing the desired results. Management, Supervisors, and Employees will identify and correct any deficiencies to this plan.
4. That each employee work safely
5. Compliance with Silver Lake Construction safety standards, and all federal, state and local safety and health laws or regulations.

ORGANIZATIONAL RESPONSIBILITIES

The Safety Officer will head Silver Lake Construction safety program. The Safety Officer shall directly answer to Silver Lake Construction president in all matters relating to safety.

1. **RESPONSIBILITIES**: Safety begins with management commitment and participation. We will set goals, establish accountability and become involved. A poor safety record is a management problem. Management is required to abide by this policy as are all employees.

2. **DUTIES:**
    a. Communicate safety commitment and policy.
    b. Attend company functions
    c. Review accident reports and safety activities
    d. Make needed appropriations
    e. Set a good example
    f. Provide resource, including funding adequate to support this program.

SAFETY OFFICERS RESPONSIBILITY:

Safety Officer will be responsible for the overall safety program. Although Safety Officer is assigned overall responsibility for the administration of this program, the responsibility for a safe workplace rests with every employee, from the Owner to the newest hire.

1. Review project operations to determine required safety precautions. Use Silver Lake Construction Safety Manual and all applicable OSHA regulations. Review with the superintendent any specific hazards and/or specific safety precautions that may be required.
2. Make trips to each jobsite to stimulate interest in safety.
3. On every visit to a jobsite, inspect to determine if there are any unsafe conditions or practices being used by employees. If any are found, be certain they are eliminated.
4. Review accident reports to ensure that corrective action is being taken to prevent recurrence of an accident.
5. Issue Safety Citations to a Supervisor/Foreman if unsafe conditions are observed.
6. Maintain safety records, accident reports and accident investigation reports.
7. Report and thoroughly investigate accidents and near miss incidents.
8. Monitor field/production manager's inspections and safety meetings.
9. Posting and maintenance of posters/signs.
10. Actively support Silver Lake Construction safety program by personally following safe practices and encouraging others to do so.

11. Evaluate the safety performance of each field/production manager within the Division on a quarterly basis and establish a plan with each field/production manager to improve their safety performance.

SUPERVISOR'S/FOREMAN'S SAFETY RESPONSIBILITY:

Supervisors/Foreman have a direct responsibility for the safety of the working group. They will help build safety in to the work process and be alert for safety and health problems.

1. Conduct a new employee meeting with each new employee. At that time, the foreman shall:
    a. Inform the new employee that attendance at weekly safety meetings is mandatory.
    b. Provide hazardous communication training.
    c. Explain to each new employee that disregard of safety practices or carelessness is not acceptable behavior and is grounds for discipline up to and including immediate termination.
2. Determine the nearest medical facility, and conspicuously post the address and phone number.
3. Give workers detailed instructions relating to job performance, and explain any special hazards and/ or safety precautions. Plan and conduct all work in accordance with Silver Lake Construction safety standards.
4. For each project, conduct a tool box meeting at least weekly, with all Silver Lake Construction personnel present, in order to discuss: 1) Safety topics provided by the Safety Officer; 2) hazards and methods of corrections observed by the Safety Officer on his jobsite inspection; and 3) any accident or near miss incident occurring during the preceding period. A record of employees in attendance at the toolbox meeting shall be kept.
5. Personally supervise all hazardous work or any work that is unusual.
6. Provide workers with safe tools and equipment to perform their jobs.
7. Check to see that personal protective equipment (PPE) such as eye or ear protection is being used.
8. Actively participate in safety promotional activities.
9. Regularly inspect the work site to insure our safety standards are followed, including good housekeeping. This inspection shall be done no less than weekly using the Weekly Safety Check List as a guideline. Require that regular maintenance be performed on equipment so that mechanical failures do not occur.
10. Personally investigate all accidents and near miss incidents and correct any unsafe practices and conditions.

11. Constantly observe work procedures in order to detect and correct unsafe practices and conditions. Immediately stop any work that is being performed unsafely.
12. See that any injured worker promptly receives first aid or medical treatment as required.
13. Promptly and completely report accidents and near miss incidents occurring on the project. File a Supervisor's Investigation Report with the Safety Officer. **NOTE**: This same form is also used to help determine the applicable Workmen's Compensation Benefits due to injured employees.
14. After an accident or near miss incident, be prepared to discuss the accident/incident and actions taken to prevent recurrence of similar type accidents with your Supervisor/Foreman and Safety Officer.
15. In the event your jobsite is visited by an OSHA Inspection Officer. Make sure the OSHA Compliance Officers are furnished a copy of our Safety Program. Also, make certain that you call the Safety Officer immediately after the OSHA Compliance Officer announces that he/she desires to conduct an inspection and has provided proper identification. Relay this information to the Safety Officer so that he/she might have an opportunity to attend the jobsite walk-thru and post-inspection conference with the Inspection Officer.
16. If necessary, issue safety citations to workers who violate Silver Lake Construction safety standards.
17. Maintain OSHA package and signs on the jobsite

EMPLOYEES RESPONSIBILTIES:

Workers must learn the hazards of their jobs and abide by safety rules. The program requires the wholehearted support of those it was designed to protect. Employees are expected to participate to the fullest extent in this safety program.

1. Abide by safety rules
2. Report hazardous conditions or concerns
3. Communicate safety to fellow employees
4. Make suggestions to help improve safety
5. Ensure person protective equipment is maintained in good condition. If you need equipment or safety items, contact your field supervisor/foreman
6. Use and maintain person protective equipment provided
7. Attend weekly tool box safety meetings.

Every employee can feel confident that identifying unsafe acts or conditions will not result in any type of reprisal to them

IMPLEMENTATION:

All Silver Lake Construction employees, from top management to the newest hire are to be actively involved in the implementation of this program. Participation of all employees will be monitored by the Safety Officer to ensure that all involved are fully participating in the program and each employee is doing his or her part in the implementation of this program.

ACCIDENT INVESTIGATION AND CORRECTIVE ACTION

Legal Requirements:

1. Under the Workers' Compensation Law, we are required to make an immediate report for all injuries occurring in the course of employment which:

    a. Cause lost work time of more than one day OR
    b. Involve a claim for Occupational Disease OR
    c. Required Medical Attention more than first aid

2. If injured, an employee should report the accident as soon as possible. The accident should be reported to the field/production manager or to someone in authority. The injured employee or his co-workers should provide all the details surrounding the injury. Workers must file a **Notice of Injury** (Form C-1) within **seven** days after the accident. (NRS 616C.015) The Notice of Injury is not a claim for benefits and is not filed with the insurer. The employee receives one copy of the form the employer must retain another copy for three years.

3. If an injury at work results in medical treatment or time lost from work a **Claim for Compensation** (Form C-4) must also be filed within **90** days after the accident. (NRS 616C.020)

4. Silver Lake Construction or his agent must file a **Report of Injury** (Form C-3) within six working days after receiving the Form C-4 from the physician. The treating physician must complete and mail to the insurer and the employer the Form C-4 within three days after first treating the injured worker.

5. **An injured employee is required to have a physician's release to return to work.**

Injuries or illness that must be reported:

1. Any work related injury/illness that requires more than first aid treatment or involves more than one day off from work. Injury or illness of an employee requires recording and reporting as mandated by the Occupational Safety and Health Act (OSHA). Any serious injury (requiring hospitalization) shall be called in to Silver Lake Construction Safety Officer as soon as possible.

2. Any injury on the project to a non-employee or visitor, no matter how minor in nature. These shall be called in to Silver Lake Construction Safety Officer **as soon as possible.**

3. Any damage to Silver Lake Construction property or equipment. This shall be reported to the Safety Officer.
4. Any damage to the property or equipment of others including leased equipment. This shall be reported to the Safety Officer.
5. Any automobile accident, which results in bodily injury and/or property damage involving a Silver Lake Construction, owned or leased vehicles. This shall be reported to the Safety Officer.

Procedure to follow when an accident occurs:

1. **Non serious** injuries to employees:

   a. Administer first aid as required on the job.
   b. Refer (take if appropriate) the employee to the nearest medical facility as noted on the posted list.
   c. Complete the Accident Report forms as noted above and forward to the Safety Officer.
   d. Complete Silver Lake Construction Supervisor's Investigation Report as required.

2. **Serious injuries** to employees, visitors or non-employees:

   a. Call for an ambulance or have someone in the area call for one. If someone else calls, have them verify to you that an ambulance was called and is on the way.
   b. If appropriate, call one of the doctors on the list posted on the job or the nearest medical office/facility if the injured person is not being taken to a hospital. Explain to the doctor what happened and that an injured person is being brought to them.
   c. Give the doctor or medical facility your name, address/location and phone number.
   d. Do not unnecessarily move a seriously injured person, keep the injured person warm to avert or reduce shock.
   e. Look for and stop any arterial bleeding.
   f. Give artificial respiration if the person has stopped breathing.

g. Notify Silver Lake Construction Safety Officer.
h. Complete the Accident Report and forward to the Safety Officer. Remember to record all details of the accident; the time, place, operation, witness names and address.
i. Complete Silver Lake Construction Supervisor's/Foreman's Investigation Report as required.

3. Silver Lake Construction Owned Equipment or Property Damage:

a. Obtain all pertinent information concerning the accident and report on the Vehicle Accident Report.
b. Notify the Safety Officer.

4. Damage to the Property or Equipment of Others:

a. This includes leased equipment and requires that a written report on the details of the accident and damage be sent to the Safety Officer.

5. Any automobile accident, which results in bodily injury and/or property damage involving a vehicle.

a. Notify the Civil Authorities and Silver Lake Construction Safety Officer immediately.
b. As soon as possible, get all of the details of the accident and names of witnesses in writing.
c. Complete Silver Lake Construction Vehicle Accident Reports as required.
d. Cooperate with the State or Local police to the fullest extent.

6. Notification of Family:

a. In the event any employee is in eminent danger of death or has died as a result of injuries, the following procedure shall be followed:
  i. Prompt notification of Silver Lake Construction Safety Officer.
  ii. Prompt notification of civil authorities and the client will be done by Management Personnel.
    1. Fatality or Serious Accident Reporting Procedure – OSHA
    Any accident occurring in the course of employment which is fatal to one or more employees or which results in the hospitalization of three or more employees must be reported by the company

orally to the nearest office of the division of Occupational Safety and Heath **within 8 hours** after the time that the accident is reported to any agent or employee of Silver Lake Construction. A report must be submitted to OSHA, which must include:

a. The name of the employer;
b. The location and time of the accident;
c. The number of employees killed or hospitalized as a result of the accident;
d. A brief description of the accident; and
e. The name of the person who may be contacted by OSHA for further information.

2. Name of the person responsible for the above reporting procedure

Is: **Safety Officer** Safety Officer

a. Prompt notification of the family of an employee will be done by Management personnel. This notification should be done in person.

MEDICAL

1. ON-SITE FIRST AID

a. The company will provide and maintain first aid kits, commensurate with the number of employees on the job site
b. Medical and non-medical emergency telephone numbers will be posted on the site within view of telephones
c. No employee, as a condition of work, is required to provide CPR or First Aid Services to an injured person. Such action will be considered Good Samaritan Acts only

2. EMERGENCY ACTION

a. The company will be responsible for transportation of all non-life-threatening injuries that require medical attention
b. For all life-threatening injuries or illnesses, the company will immediately call for medical assistance by dialing 911

c. The company uses the following facility for medical attention other than emergency: Concentra 5850 Polaris Ave. #100 LV, NV 89118 P: 702.739.9957 if severe utilize: University Medical Center: 1800 W. Charleston Blvd LV, NV 89102 P: 702.383.200

ACCIDENT & NEAR MISS INCIDENT INVESTIGATION AND REPORTING POLICY

Each supervisor/foreman is required to personally investigate and report accidents & near miss incidents occurring on their jobsite which caused or could have caused personal injury, damage to material or damage to equipment. The supervisor's/foreman's Investigation Report" is to be completed in detail for the recording of accidents. The "Near Miss Incident Report" is to be completed for the recording of near miss incidents.

The purpose of an accident or near miss incident investigation is to determine and then eliminate the responsible conditions. The Safety Officer shall be responsible for conducting special investigation and reports of findings in the case of serious accidents or cases of property damage. The investigation shall be started without delay. The Safety Officer shall be immediately notified by telephone where possible in the event of serious injury or fatality of an employee.

1. Call the Safety Officer as-soon-as-possible to report an accident.
2. If an accident or near miss incident occurs, the Supervisor/Foreman is to complete in duplicate a "Supervisor's/Foreman's Investigation Report" or a "Near Miss Incident Report" by the end of the next scheduled work day. Note that these forms are in addition to the "Report of Injury" (Form C-3), which is required.
3. Accident & near miss incident reports will be used to determine causes of accidents, accident trends, near miss incidents and to develop corrective action throughout Silver Lake Construction operation.
4. Write a narrative of the events leading up to the accident or near miss incident and any pertinent events following any accident.

IDENTIFYING, ANALYZING AND CONTROLLING HAZARDS

Hazard identification and elimination is not only the responsibility of supervisor/foreman providing a safe work place for employees but also requires employees' involvement. A hazard evaluation and control shall be an on-going concern for all. It is the responsibility of management, supervisor/foreman and all employees to identify, report and correct all possible hazards. Reports should be made to the Safety Officer or supervisor/foreman for proper action.

Silver Lake Construction has a procedure for conducting inspections for compliance with health and safety rules. The purpose of the in-house inspection is to identify hazards and unsafe practices before they cause an injury or accident:

Formal safety and health inspections will be conducted under the following minimum schedule:

1. **Safety Officer**: Weekly inspections of all fixed facilities, shop and each project or Jobsite
2. **Supervisor/Foreman**: Weekly of their area of responsibility of the jobsite.
3. **Records Maintained**: All safety inspection records will be maintained by the Safety Officer at the main office: 4495 W. HACIENDA AVE STE #9. LV, NV 89118
4. **Procedures for Correcting/Follow Up on Identified Hazards**: Safety Officer and Supervisor/Foreman will addressed all identified by retraining all exposed employees.
5. **Employee Input**: Silver Lake Construction invites and welcome all employees to report any potential hazards/safety concerns to Safety Officer, Supervisor/Foreman or Management without fear of reprisal.
6. **Safety Program Update**: Silver Lake Construction safety and health program will be reviewed annually by the Safety Officer.

POLICY ON SUBSTANCE ABUSE

It is Silver Lake Construction policy to maintain a drug-free work place that provides a safe, efficient and professional environment for all our employees. The use, possession, sale or distribution of illegal drugs, drug-related paraphernalia, controlled substances, "look-alike" drugs, designer drugs, inhalants or intoxicating beverages constitute a serious threat to our employees and others with whom we may come in contact during the course of providing our services and are therefore strictly prohibited. The use and possession of these contraband items expose Silver Lake Construction to considerable potential liability and directly conflicts with the goals and objectives of our firm. This threatens our economic survival, the ability to employ our personnel and the privilege of providing service to our customers in an efficient and safe manner.

Silver Lake Construction will do all possible to prevent and discourage such use, possession, sale, distribution and/or being "under the influence" of the stated contraband at any time by any Silver Lake Construction employee. In accordance with this policy, periodic searches, and urinalysis drug screening may be conducted.

The primary purpose of this policy is to promote the safety and well-being of all employees. It would be inconsistent to promote a strong safety effort while allowing the use of drugs and alcohol to undermine the safe and effective performance of employees on the job.

1. **Impairment Prohibited** - No employee will report to work or will work impaired by any substance, drug, or alcohol, lawful or unlawful, except with management's approval. Such approval will be limited to lawful medications and based strictly on an assessment. Any employee who must take medication prescribed by a physician must be able to provide a record of their prescription including the name of the medication, the prescribing physician's name, the reason it was prescribed, and any limitations the prescription may place on the ability to discharge the employee's duties. Any violation of this policy may result in discipline, up to and including immediate discharge.

2. **Possession Prohibited** - No employee at any job site will possess any quantity of any substance, drug, or alcohol, lawful or unlawful, which could result in impaired performance, except for authorized substances. In addition, the following are specifically prohibited by this policy:

    a. Possession of prescribed drugs that are not prescribed to the person in possession.
    b. Possession of any drug that is not in a properly identified prescription container or manufacturer's container if bought over the counter.
    c. Any prescription drug more than one (1) year old.

d. Use or possession of any correctly prescribed drug which is unsafe to use while performing assigned duties. Employees using such drugs shall contact their field/ before reporting to work, to discuss the use of such medications. If the prescription drug use could cause safety problems, Silver Lake Construction may grant the employee sick leave or temporarily assign the individual different duties. The employee should routinely request information from his/her physician regarding the possible side effects of prescribed medications.

Any violation of this policy may result in discipline, up to and including immediate discharge.

3. **Substance Screening** - For purposes of assuring compliance with the policy on substance abuse, both employees and applicants for employment may be subject to substance screening under the circumstances described below.

a. **Employees** - The substance screening of employees will be for the following reasons:

i. **Suspected impairment** - When there is reasonable evidence to suspect any employee has reported to work or is working impaired, he or she may be subject to substance screening. Refusal to submit to such screening will be considered an act of insubordination, with attendant disciplinary and employment consequences.

ii. **Post accident/incident** - Any employee involved in either a job-related accident or job-related incident involving the apparent violation of a safety rule or standard, which did or could have resulted in injury or property damage, may be subject to substance screening. Refusal to submit to such screening will be considered an act insubordination, with attendant disciplinary and employment consequences.

iii. **Safety critical jobs** - Employees holding safety critical jobs may be subject to substance screening at any time on a random or other nondiscriminatory basis, as a term and condition of holding such jobs. Those jobs the performance of which requires a high degree of care and caution in execution that even minor impairment would continue an imminent hazard will be classified as "safety critical". Any refusal by an incumbent of a safety critical job to submit to substance screening will be considered an act of insubordination, with attendant disciplinary and employment consequences.

b. Positive substance screening results - Any employee whose substance screening results are positive for the presence of any drug or its metabolites shall be

conclusively presumed to have been under the influence of such drug at the time the sample was taken. The term "positive" means that a measurable amount of a prohibited substance was present in the urine sample. An employee may, at the time he/she is requested to furnish a urine sample, but not thereafter, offer a blood sample for testing. If Silver Lake Construction agrees to permit the blood test and if the results of the test prove to Silver Lake Construction satisfaction that the employee was not under the influence of a drug, Silver Lake Construction may, at its option, disregard the urinalysis results for disciplinary purposes. If the blood test results are consistent with the employee's has been under the influence of a drug, Silver Lake Construction may rely on either test or both the urinalysis and the blood test results for disciplinary purposes including dismissal.

c. Refusal to submit substance screening/inspection - Any employee who refuses to submit to an inspection or substance screening may be considered in violation of this policy and is subject to discipline, up to and including dismissal. ***By returning the employee's acknowledgment for this booklet, the employee has consented to submit to inspections or substance screening under Silver Lake Construction Substance Abuse Policy.***

4. **Inspections** - For purposes of assuring compliance with the prohibition of possession policy, employees may be subject to inspections at any time on a random or any nondiscriminatory basis without cause. Inspections may include the search of the person, Silver Lake Construction purposes, or any other items on Silver Lake Construction or client premises. Similarly, an inspection when brought onto any work site. Contraband items may be taken into custody and turned over to the proper law enforcement agency when deemed appropriate. Any refusal to submit to such inspection will be treated as an act of insubordination, with attendant disciplinary consequences.

5. **Administration** - The results of any substance abuse policy screening will be considered a medical report disseminated only in strict compliance with Silver Lake Construction "Confidentiality" policy.

6. **Employees Terminated for Policy Violation** - Any employee who is discharged from Silver Lake Construction because of a substance abuse policy violation may initiate a new application with Silver Lake Construction after a period of no less than one year, but must present themselves as drug-free. Any employee who is terminated due to a second substance abuse policy violation will be ineligible for re-hire.

7. Definitions

a. **"Alcohol"** means ethyl alcohol (ethanol) and includes all beverages, mixtures or preparations, which contain ethyl alcohol.
b. **"Drugs"** means any substance that has known mind or function altering effects upon the human body, or that impairs one's ability to safely perform his/her work, specifically including, but not limited to, all prescription and over-the-counter medications, all psychoactive substances, all controlled substances, all substances illegal under Federal or State law, all "synthetic" or "designer" drugs, all "look-alike" drugs and all drug paraphernalia.
c. **"Impaired"** means under the influence of a substance such that the employee's motor senses (i.e., sight, hearing, balance, reaction, reflex) or judgment either are or may be reasonably presumed to be affected.
d. **"Possession"** means to have either in or on one's person, in one's personal effects, in one's vehicle or under one's control.
e. **"Safety Critical Job"** means a job which (a) the employee's duties necessitate interaction with co-workers and/or the public on a regular and routine basis (b) the employee's impairment could pose a threat to the safety of co-workers and/or the public, and (c) the employee's job function creates situations where an act (or failure to act) is likely to cause injury to others or damage to property. Jobs within this category include, but are not limited to: Drivers or delivery persons, Supervisor/Foreman, Silver Lake Construction management, power tool operators, powder actuated tool operators, and any project management personnel.
f. **"Substance Screening"** means testing of the blood, urine, breath, saliva, or otherwise as reasonably deemed necessary to determine possession or impairment. A laboratory certified by The National Institute on Drug Abuse will perform substance screening.
g. **"Under the Influence"** means that condition wherein any of the body's sensory, cognitive, motor function or capabilities are altered, impaired, diminished or affected, due to alcohol or drugs. *"Under the Influence" also means the measurable presence of drugs within the body or .04 blood alcohol equivalent or higher.*
h. **"Use"** means consuming, ingesting, drinking, injecting, inhaling, smoking or otherwise using any drug or alcohol.

Silver Lake Construction recognizes drug and alcohol dependency as an illness and a major health problem. Silver Lake Construction also recognizes drug and alcohol abuse as a potential health, safety and security problem. Employees needing help with such problems are encouraged to seek assistance.

GENERAL SAFETY RULES

Following safe practices are critical for achieving success as a company and providing a safe place for our employees to work:

1. **General Safe Practices-**
    a. Obey all Silver Lake Construction and customer safety rules.
    b. Visitors, other than for business reasons are discouraged.
    c. Drugs and weapons are forbidden on Silver Lake Construction property, as well as employees or individuals who are under the influence of drugs or alcohol.
    d. Threatening of or interfering with a fellow employee's rights in any way will not be tolerated.
    e. **Wear your hard hat at all times while at the construction site**. Wear safety glasses, safety shoes, eye protection, ear protection, personal fall arrest system (safety harness), respirator, and other personal protective equipment whenever the job calls for them and as directed by your Supervisor/Foreman.
    f. Wear clothes suited for the job - no dangling or loose clothing around moving machinery. **Do not wear nylon, polyester or any clothing that is flammable**.
    g. Conductive articles of jewelry and clothing (such as watch bands, bracelets, rings, key chains, necklaces, metalized cloth with conductive thread or headgear) shall 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.
    h. Listen to your Supervisor's/Foreman's instruction. If you do not understand how to do the job safely, ask your Supervisor/Foreman before starting the work. Do not proceed with any work unless you know how to perform it safely.
    i. Report any injuries or near miss incidents to your foreman or first aid attendant immediately.
    j. Pile and unpile material carefully.
    k. Keep material out of walkways.
    l. When working with another person, let them know before you drop a load or do anything that might injure them.
    m. Learn to lift the right way. Plan the lift, set your body in a comfortable position. Keep the load close - Lift straight using the legs - don't twist. Always get help or lifting equipment for a heavy or awkward load.
    n. Whenever practical, use a dolly to move heavy or bulky materials. When you use a dolly, always remember to PUSH it. Never pull a dolly, wire cart or especially a lock box; you are much stronger and much less likely to get hurt when the load is pushed.
    o. Do not drop or throw anything from a height. You could seriously injure someone below you. Warn others working below you. Rope off areas below you

to prevent injury to others from accidental dropping of tools, equipment, or materials.

p. Make sure ladders are in good conditions and firmly placed. When ascending or descending a ladder, always face the ladder. Always use at least one hand to grasp the ladder when progressing up and down the ladder.
q. Promptly report any damage to scaffolds, false work or other supporting structures to your supervisor/foreman so that it can be properly repaired.
r. No scuffling or "horse play" on the job.
s. Do not ride or get under loads that are being carried by cranes or equipment.
t. Do not run - watch you step - keep firm footing and proper balance at all times.
u. Never use compressed air for dusting off clothes.
v. Practice good housekeeping. Keep work areas clean and free from stumbling hazards, grease, etc. Do this each day, as your work progresses. Bend down or remove any protruding nails.
w. Use the correct eye/face protection when working overhead, grinding, using a cutting torch, welding, drilling, using a powder actuated tool, sanding, chisels, chipping slag, breaking concrete or rock, handling chemicals, hammering, etc.
x. Never use gasoline or any explosive liquid for cleaning purposes.
y. Keep guards and protective devices in place at all times. When guards are removed for repairs, replace them in proper order before starting up.

2. <u>Tools and Equipment</u> –

a. Hand tools, such as hammers and chisels should be kept well-dressed so that injury from flying particles can be prevented.
b. Use tools only for their intended purposes. Do not use broken or dangerously worn, or dull tools.
c. Tools or equipment must be used in the proper manner and only for the manufacturer's intended use so that you will not injure yourself or others.
d. Be sure all electrical devices, power tools, and so forth are properly grounded.
e. All electric and other tools must be properly stored when not being used. This will protect the tools from unnecessary damage and eliminate the tripping hazard of electric cords.
f. All stationary grinders must be securely fastened and guards installed. Tool rests must be adjusted to no more than 1/8" from the grinding wheel.

3. **Machinery and Vehicles –**

- **a.** Do not attempt to operate any machinery or equipment without permission. Only operate machinery or equipment that you are trained & qualified to operate.
- **b.** Do not start machinery, operate valves, or change electric switches until you have made sure that it is safe to do so.
- **c.** Do not repair or adjust machinery while it is in operation. Never oil moving parts, except on equipment fitted with safeguards designed for this purpose.
- **d.** Never work under vehicles that are supported by jacks or chair hoists without protective blocking.
- **e.** Each operator is responsible for the safe operation of his respective machine and safety equipment.
- **f.** Truck drivers will shift to the proper gear before starting up or down grade.
- **g.** Keep guards and protective devices in place at all times. When guards are removed for repairs, replace them in proper order before starting up.
- **h.** Be sure you know what is behind your vehicle before backing up. Get out and look if necessary.
- **i.** Shut motors off before refueling.
- **j.** Check tires for wear; make sure that tires are inflated to the proper pressure.
- **k.** Do not exceed the rated gross weight for any vehicle or equipment.
- **l.** Do not store anything on the dashboard of a vehicle.
- **m.** Secure the load in the bed of a vehicle.
- **n.** A motor vehicle engine must not be left running if the vehicle is unattended.
- **o.** Always wear your seat belt at all times while driving or riding in a vehicle.

TRAINING & COMMUNICATION

1. NEW HIRES

New hires will receive safety program information and policies in writing prior to the beginning of their first shift. The material presented will include safety rules and responsibilities of employees, reporting procedures for injuries, accidents and exposures, Hazard Communication Program and compliance information.

Training will be conducted in a language and format the employees understand per NRS 618.383

2. ON THE JOB

Supervisor/Foreman will provide instruction to employees on any specific hazards on the job, and will assist them in working safely as they perform their duties.

The Supervisor/Foreman will conduct special training in safety techniques required during the performance of any job assignments. Supervisor/Foreman will confirm that employees are aware of safety precautions needed for their specific job tasks.

Supervisor/Foreman will conduct weekly safety meetings with employees. During these meetings supervisor/foreman will provide employees with specific safety related information that will aid in preventing accidents or injuries on the job.

Training topics include, but are not limited to the following:

a. Safety techniques and procedures
b. Equipment maintenance and safety
c. Accident prevention, reporting and investigation
d. Code of safe practices and safety program information
e. Hazard Communication Program
f. Project safety prevention and planning

3. JOB SAFETY TASK ANALYSIS (JSTA)/JOB HAZARD ANALYSIS (JHA)

A Job Task Analysis will be completed and specific training will be provided to employees whenever a new or previously unrecognized hazard, substance, or equipment is introduced to the workplace. The four basic steps in completing a “Job Safety Task Analysis” are as follows:

a. Select the job to be analyzed

b. Break the job down into successive steps and observe how these actions are performed
c. Identify the hazards and potential accidents
d. Develop safe job procedures to eliminate the hazards and prevent potential accidents.

4. PROCEDURE

The "Job Safety Task Analysis" is a procedure used to review job methods and uncover hazards that may have been overlooked in the layout of the project or work activity, that may have arisen after the project began, or may be the result of changes in the work, personnel or equipment. The Safety Officer should complete the JSTA with input from the Supervisor/Foreman and any key personnel involved in the project, work activity or task being analyzed. Other benefits of completing the JSTA are:

a. Train new employees on jobs they will be performing and provide refresher for seasoned employees.
b. Study jobs for possible improvements in job procedures and sequence of events.
c. Use a refresher for jobs that are non-routine or performed infrequently.
d. Use as a tool to inform employees of specific job hazards and protective measures to avoid accidents or injuries.

After the JSTA is completed, it should be reviewed with the personnel involved in completing the project, work activity or task making sure that each person involved understands all procedures and how to perform them safely.

The Safety Officer will maintain records of all training conducted for all employees. These records are maintained at 4495 W. HACIENDA AVE STE #9. LV, NV 89118 for up to 3 years.

5. TRAINING FOR TEMPORARY/OUTSIDE CONTRACTORS/EMPLOYEES

All employees whether temporary or outside contractors will undergo same procedure for new hires.

STANDARD FOR PERSONAL PROTECTIVE EQUIPMENT (PPE)

Where exposure to a potential hazard exists or where engineering cannot eliminate a hazard or a change in process, personal protective equipment (PPE) must be used. NO unprotected person shall knowingly be subjected to a hazardous environmental condition. The general types of “PPE" are as follows:

1. **Head Protection** - Approved Class "B" hard hats shall be worn at all times while at construction sites and anytime work is performed on any energized circuit.

2. **Eye and Face Protection** - Eye and face protection must be used where there is a reasonable probability that injury can be prevented by the use of such equipment. We shall make conveniently available suitable personal protective equipment for use when equipment or operations present potential eye or face injury and the employee shall wear it. The appropriate eye face protection must be worn any time when working in ceilings, working overhead or using chipping hammers, jack hammers, grinders, drills, power tools or powder actuated tools.

3. **Hearing Protection** - Hearing Protective equipment must be used where there is a reasonable probability that injury can be prevented by the use of such equipment. We shall make conveniently available, suitable equipment and the employee shall use it.

4. **Protective Footwear** - Safety footwear shall be worn when job requirements warrant it. Steel-toed safety footwear must be worn when operating jackhammers. Hard-soled footwear, with leather uppers shall be worn in all areas. Tennis shoes, running shoes, and leisure type shoes are not allowed.

5. **Respiratory Protection** - Appropriate Respiratory protection equipment must be used where there is harmful respiratory exposure to employees. The nature and extent of the hazard, work requirements, and conditions, as well as the limitations and characteristics of the available respirators, shall also be factors considered in making the proper selection. Each employee who uses respiratory protective equipment shall have thorough training in its use and proper fit. Silver Lake Construction has a Respiratory Protection Policy that must be followed.

6. **Hand Protection (Gloves)** - Protective gloves must be used where there is a reasonable probability that injury to the hands can be prevented by the use of such equipment. We shall make conveniently available, suitable equipment and the employee shall use it.

7. **Personal Fall Arrest System** - Lifelines, full body harnesses and shock absorbing lanyards with locking type snap hooks must be used where there is a fall exposure greater than six feet to an employee and another approved means of fall protection is not provided. Lifelines, full body harnesses, shall be rigged such that an employee can neither fall more than 6 feet, nor contact any lower surface. Anchorage used for attachment of personal fall arrest equipment shall be an independent anchorage and be capable of supporting at least 5,000 pounds. Any lifeline, full body harness or shock-absorbing lanyard actually subjected to in service loading, as distinguished from static load testing, shall be immediately removed from service and shall not be used again for employee safeguarding. A full body harness, with shock absorbing lanyard shall be worn and a lanyard attached to the boom or basket when working from an aerial lift or platform. Any employee using this type of equipment must receive training and certification prior to use.

8. **Safety Belts** - Body type safety belts shall not be used as a means of fall protection for an employee. Body belts may be used as a positioning device only. The lanyard used with the body belt must have locking type snap hooks. Any employee using this type of equipment must receive training and certification prior to use.

STANDARD FOR HOUSEKEEPING

Good housekeeping on a jobsite has always been the safest and most economical policy to follow. Housekeeping on the jobsite is often a good indicator of our attitude toward general safe practices.

Our standard for housekeeping includes:

1. During the course of daily construction debris shall be kept cleared from work areas and passageways in and around building or other structures.
2. Combustion scrap shall be removed at regular intervals of no less than once a week.
3. Containers shall be provided for the collection and separation of waste, trash, oily and used rags, and other refuse.
4. Containers used for garbage and oil, flammable, or hazardous wastes must have covers.
5. Materials shall not be stored on scaffolds or runways in excess of immediate needs.
6. Materials stored inside a building under construction shall not be stored within 6 feet of hoist ways or within 10 feet of an outside wall, which is lower than the top of the stored material.
7. Maximum safe load limits of floors within building and structures in pounds per square foot must be conspicuously posted in all storage areas.
8. Non-compatible materials shall be segregated in storage.
9. Used lumber shall have all nails withdrawn before stacking.
10. All piles of materials must be stable with proper supports.
11. Whenever materials are dropped to any point outside the building, an enclosed chute must be used.
12. When debris is dropped through floor holes warning signs must be posted at each level. 42-inch high barricades spaced at least 6 feet back from each opening must be maintained on each floor.

STANDARD FOR FIRE PROTECTION

Practices designed to help prevent fires around construction projects are required to be followed. Some of the more obvious standards are summarized here:

1. Electrical wiring, both temporary and permanent, must be in accord with the standards.
2. Smoking is prohibited in areas, which are a fire hazard. Proper signs will be conspicuously posted.
3. Engine exhausts must be well away from combustible materials.
4. No temporary building may inhibit or block any exit.
5. Combustible materials must be piled in stable piles, never over 20 feet high.
6. Driveways between and around combustible storage piles must be at least 15 feet wide. They must always be free of rubbish, equipment or any obstruction.
7. Weeds and grass shall be kept down on open lot storage. Periodic clean-ups shall be provided.
8. No combustible material shall be stored outdoors within 10 feet of a building or structure.
9. Only approved containers shall be used for handling or storage of flammable materials on any quantity. Quantities less than 1 gallon must be kept in the original shipping container.
10. Combustible scrap and debris must be removed at regular intervals during the course of the construction.
11. Containers will be provided for the collection and separation of waste, trash, and oily and used rags.
12. Containers used for garbage, oily rags, flammable materials and caustic materials must be equipped with covers. Garbage and other waste must be disposed of at frequent and regular intervals.

13. Containers used for the storage of bulk quantities of flammable materials must be listed as approved for such use and must be grounded.

STANDARD FOR FIRE EXTINGUISHERS

1. Portable extinguishers must be kept fully charged and useable.

2. They must be in a conspicuous location and readily visible and accessible along normal routes or travel.

3. If you need extinguishers of different classes, each must be conspicuously marked and identified to ensure that the proper extinguisher is used on a fire.

4. Extinguishers under 40 pounds weight must not be over 5 feet above the floor. Those over 40 pounds weight must not be over 3-1/2 feet above floor level.

5. Extinguishers shall be suitable for use within a temperature range of plus 40 deg. Fahrenheit to 120 deg. Fahrenheit. Those exposed to temperatures outside this range must be certified for such exposure or protected from such exposures.

6. Extinguishers must be mounted on hangers or brackets supplied or in cabinets, unless mounted on wheels.

7. Inspection must be made monthly of all extinguishers to make sure they are: 1) in their proper place; 2) HAVE NOT BEEN TAMPERED WITH; 3) have not been damaged; and 4) have not been used; 5) a record of inspection shall be kept and be available for review.

8. At regular intervals not more than one year apart, all extinguishers must be thoroughly examined and/or recharged to ensure operability and safety. The inspection tag information on the extinguisher must be updated at this time. If the extinguishers are removed from the area or jobsite for this maintenance, spare extinguishers must replace them during this period.

STANDARD FOR LADDERS

1. All ladders shall be heavy duty, industrial strength.

2. The user is responsible for visually inspecting a ladder before use. The inspection for defects shall include the following: Broken steps, splitting steps, broken rungs, broken rails, split rails, defective hardware, broken fittings, excess wear, or corrosion.

3. Any ladder found defective shall be tagged "Do Not Use", with the defect noted. The ladder shall be immediately removed from service, and sent in to the office to be repaired to destroy.

4. Wooden ladders are not to be coated with anything other than clear preservative.

5. Ladders are not to be used as scaffold boards.

6. Work straight ahead from a ladder. To prevent overreaching, keep body position such that your belt buckle is always inside the side rails.

7. When ascending or descending a ladder, the user shall face the ladder.

8. Always use at least one (1) hand to grasp the ladder when progressing up and/or down the ladder.

9. Only one (1) person is permitted to climb a ladder at a time. A person climbing any ladder must weigh at least 25 pounds less than the gross weight rating for the ladder. This allows for tool and/or material weight.

10. If necessary, have someone hand you your load after you have climbed the ladder or use a rope to lift it.

11. Personnel must not stand on the cap or top step of an extension ladder, stepladder or straight ladder.

12. Step ladders are not to be used as a straight ladder.

13. All straight and extension ladders must be tied off within three rungs of the top or held by another person when in use.

14. Cotton or hemp rope is prohibited on extension ladders and for tying off all ladders.

15. All straight and extension ladders must be equipped with nonskid feet.

16. Straight and extension ladders shall be placed at such an angle that the base is one forth of the working length of the ladder out from the top support. (E.g. 20' up, 5' out, or one rung out for each 4 up.)

17. Any ladder transported on the outside of a vehicle must be secured to the vehicle by either a cable or chain, with a lock to secure them.

STANDARD FOR ASSURED EQUIPMENT GROUNDING CONDUCTORS

WHEN A GROUND FAULT CIRCUIT INTERRUPTER (GFCI) IS NOT USED FOR PROTECTION OF PERSONNEL WHEN USING CORD AND PLUG EQUIPMENT ON 120 VOLT, SINGLE PHASE, 15 AND 20 AMPERE RECEPTACLES, THE FOLLOWING SHALL APPLY:

1. **Equipment Grounding Conductors** shall be installed as follows:
    a. All 120 volt, single phase, 15 and 20 ampere receptacles shall be of the grounding type and their contacts shall be grounded by connection to the equipment grounding conductor of the circuit supplying the receptacles in accordance with the applicable requirements of the National Fire Protection Association (NFPA) Standard 70, National Electrical Code (NEC), as approved by the American National Standards Institute (ANSI), unless specifically exempted.

    b. All 120-volt cord sets (extension cords) shall have an equipment-grounding conductor, which shall be connected to the grounding contacts of the connector(s) on each end of the cord set.

    c. The exposed noncurrent-carrying metal parts of 120-volt cord and plug connected tools and equipment that are likely to become energized shall be grounded in accordance with applicable requirements of the National Electrical Code.
2. **Visual Inspection** - employees shall visually inspect receptacles, flexible cord sets (extension cords), except those that are fixed and not exposed to damage, and equipment connected by cord and plug before each day's use for external defects such as deformed or missing pins, damaged strain relief, or insulation damage and for indication of possible internal damage. Where there is evidence of damage, that item shall be taken out-of-service and tagged "DAMAGED" until it's tested and any necessary repairs have been made.
3. All 120 volt, single phase, 15 and 20 ampere receptacles which are not a part of the permanent wiring of the building or structure, 120 volt flexible cord (extension cords) sets, and 120 volt cord and plug connected equipment required to be grounded shall be tested as follows:
    a. All equipment grounding conductors shall be tested for continuity and shall be electrically continuous.

    b. Each receptacle and attachment cap or plug shall be tested for correct attachment of the equipment-grounding conductor. The equipment grounding conductor shall be connected to it's proper terminal.

STANDARD FOR ELECTRICAL SAFETY

All electrical work shall be in accordance with the National Fire Protection Association (NFPA) Standard 70, National Electrical Code, as approved by the American National Standards Institute (ANSI), unless specifically exempted.

Due to the serious safety considerations associated with electrical installations, all employees performing electrical work shall be considered doing "Safety Critical Work".

Some of the more generally encountered areas of jobsite use have the following provisions:

1. It is the responsibility of the foreman to determine before operations start if there are any energized electrical circuits with which the employees may come into contact and to provide protection and warning against all hazards. If it is deemed necessary to work on an energized circuit of 440 volts or more, the field/production manager must be notified prior to the start of the work and two (2) journeymen must be present throughout the time of the work.
    a. The supervisor/foreman must personally inspect the work area and review the procedures to be performed with the journeymen assigned. The purpose of the inspection and review shall be to include the use of personal protective equipment such as rubber insulating gloves or rubber insulating blankets. Safety glasses, goggles or a face shield, and hard hats shall be worn at all times when working on energized circuits.
    b. Two (2) journeymen must be present throughout the time of the work. If for any reason one (1) of the two (2) journeymen leaves the immediate area, work on the energized circuit shall stop until the second journeyman returns.

2. Only a journeyman electrician is allowed to work on any energized circuit.

3. All circuits and equipment must be clearly identified. Those under repair or de-energized must be locked and tagged at all points where they may be energized or stored energy exist. Silver Lake Construction has a Lock/Tag out procedure that must be followed.

4. All non-current carrying parts of electrical equipment must be grounded or have an approved double-insulation system.

5. Grounding circuits must have enough capacity to carry all currents liable to be imposed on it. The resistance to ground for grounding circuits must not exceed 25 ohms.

Grounding circuits must be checked to insure that the circuit between the ground and the grounder power conductor has sufficient flow to blow the fuse or trip the circuit breaker.

6. Extension cords used with portable tools must be 3-wire grounding type. Only U.L. or E.T.L. approved extensions cords shall be used.

7. Any necessary open wiring must be made inaccessible to unauthorized people. All switchgear, panels, or other open wiring must have barricades and warning signs.

8. Lighting branch circuits on barricades, fences or sidewalk coverings shall have an approved wiring method, not subject to physical abuse.

9. Temporary lighting must have guards to prevent accidental contact with the bulb except where the bulb is deeply recessed in the reflector or enclosed in an approved tube guard.

10. Temporary lights shall not be suspended by the cord unless the fixture was specifically designed that way, as with trouble lights.

11. All 120 volt, single phase, 15 and 20 ampere receptacle outlets on construction sites, which are not a part of the permanent wiring of the building or structure and which are in use by employees, shall have approved ground-fault circuit interrupters (GFCI) for personnel protection. These GFCI's shall be tested no less than once per month and a test record kept as described in Section 24, Item 5, "Test Record".

12. Extension cords shall not be fastened with staples, hung from a nail, or suspended by wire.

13. Splices shall have insulation equal to the cable.

14. Attachment plugs shall have a cord grip strain relief so that there is no strain on the terminal screws.

15. Flexible cord shall be used only in continuous lengths without splice; except that soldered splices with vulcanized or molded insulation may be used.

16. Worn or frayed electric cables shall not be used.

17. All electrical equipment and wiring in all locations must conform to the National Electrical Code (NEC) Standard.

18. Listed, labeled, or certified equipment shall be installed and used in accordance with the instructions included in the listing, labeling or certification.

19. Load Centers - On projects requiring temporary power, a temporary load center with ground fault circuit interrupters (GFCI's) shall be provided. It is imperative that the ground fault circuit protection not be defeated in any way. No field modifications to any load center are permitted. Each GFCI in the load centers shall be tested no less than once per month and a test record kept as described in Section 24, Item 5, "Test Record".

20. Illumination - General construction areas, stairwells, ramps, runways, corridors, offices, shops, warehouse, tunnels and storage areas must be lighted to not less than 5 foot-candles.

STANDARD FOR LOCKOUT/TAGOUT (Less than 600 volts)

This policy shall apply to the installation, servicing and maintenance of machinery and equipment where unexpected start-up or energization, and/or release of stored energy, might cause injury to employees or others. This procedure established the minimum requirements of Silver Lake Construction for the Lockout/Tag out of energy isolating devices.

Responsibility for Lockout/tag out

Before starting any maintenance or service on any equipment, the job field/production manager will locate and identify all isolating devices which affect the equipment to be worked on, make certain there is not more than one energy source, determine the voltage level and current characteristics of the energy source, and locate all sources such as capacitors, hydraulics, springs, weights, flywheels and so forth. The job supervisor will develop a procedure to unload or block all stored energy sources. The job field/production manager will review the Lockout/Tag out procedures, and the reasons for them, with all persons who will work on the equipment, making sure each one verifies that they understand why the Lockout/Tag out procedure is necessary and how it is to be accomplished.

The Six-Step Procedure for Lockout/Tag out:

1. **Preparation for Shutdown**

The field/production manager will identify the type or types of energy involved and how the energy is to be controlled during the shutdown. Involve (whatever possible) the machine or equipment operators in the Lockout/Tag out procedure.

2. **Equipment Shutdown**

The supervisor shall witness the shutdown of the machinery or equipment using the normal operating controls. The shutdown procedure shall be the normal procedure for the equipment so that personnel is not endangered by or during shutdown.

3. **Equipment Isolation**

All energy isolating devices shall be operated so that the equipment is isolated from its energy source. This must include any secondary energy sources as well as the main one. Never pull an electrical switch while it is under load.

4. **Application of the Lockout/Tag out Devices**

   a. **All** energy-isolating devices are to be **locked** and **tagged.**
   b. Only locks designated solely for the use of Lockout/Tag out shall be used for Lockout/Tag out.
   c. If the lock and tag cannot be placed directly on the device, a supplemental lockout device **shall** be used.
   d. When more than one employee is required to perform the work, **every** employee in the work crew **shall** attach a lock with a different key. A multiple lock hasp **shall** be used for this purpose.
   e. **Only** tags designed for the purpose of Lockout/Tag out **shall** be used and **shall** be filled out by the job supervisor and include the following information:
      1. The words: "DANGER" front and back.
      2. The words: "DO NOT OPERATE".
      3. The tag shall state that: "Only the individual who signed the reverse side may remove this Lock/Tag".
      4. The **name** of the person applying the tag.
      5. The **date** the person applied the tag.
      6. The expected completion of the shutdown.

5. **Control of Stored Energy**

   Take the following steps to guard against injury from energy stored in the machinery/equipment after it has been isolated from its energy sources. This shall be done in accordance with the machinery or equipment manufactures operations manual.

   a. Inspect the system to make sure that all parts have stopped moving.
   b. Relieve any trapped pressure.
   c. Release the tension on springs, or block the movement of spring driven parts.
   d. Block or brace parts that could fall due to gravity.

e. Block parts in hydraulic and pneumatic systems that could move from loss of pressure.
f. Bleed the lines and leave vent valves open.
g. Drain process piping systems and close valves to prevent the flow of hazardous materials.
h. If a line must be blocked where there is no valve, use a blank flange.
i. Dissipate extreme cold or heat, and/or wear protective clothing.
j. Capacitors shall be discharged and high capacitance elements shall be short circuited and grounded. **Capacitors shall be treated as energized in meeting this requirement**.
k. If stored energy can re-accumulate, monitor it to make sure it stays below hazardous levels.

6. **Verification of Equipment Isolation**

a. Make sure that all danger areas are clear of personnel.
b. Verify that the isolating devices (disconnect switch, circuit breaker, valves, etc.) cannot be moved to the on position.
c. Using a volt meter (verify that volt meter is operable), test all conductors for voltage present, both phase-to-phase and phase-to-ground prior to any work being done on the locked/tagged out machinery/equipment.
d. Test all start buttons and all activating control on the machinery/equipment to ensure that it will not start.
e. Shut off all machine/equipment controls when the testing to verify equipment isolation is finished.

WHILE THE WORK IS IN PROGRESS, DO NOT ATTEMPT TO OPERATE ANY SWITCH, VALVE, OR ANY ENERGY ISOLATING DEVICE THAT IS LOCKED/ TAGGED OUT.

7. Removing the Lockout/Tag out

a. Make sure that the equipment is safe to operate
b. Remove all tools from the work area
c. Be sure that the machinery/equipment is fully assembled.
d. Remove jumpers, shorts, grounds and other such devices so that the circuits and equipment can be safely energized.

8. Safeguard all employees:

- **a.** Conduct a headcount to make sure everyone is clear of the machinery/equipment.
- **b.** Notify everyone who works in the area that the lockout/tag out is being removed.
- ***c.*** Remove the lockout/tag out. Except in emergencies, each device is to remove by the person who put them on. ***If an Emergency arises, the removal of the Lockout/Tag out shall be removed only in the presence of a Company supervisor. Never cut a lock unless a supervisor is present. The Lockout/Tag out shall not by removed without making sure that it is absolutely safe. If any of the employee's who put the Lockout/Tag out in place are absent from the workplace when the Lockout/Tag out is removed, the employee(s) must be notified before they return to the workplace.***
- **d.** If the work requires more than one shift, Lockout/Tag out protection must not be interrupted. The Lockout/Tag out shall be transferred to the new shift by the supervisors of both shifts. All Lockout/Tag out equipment (All keys shall be transferred to the new shift and the Tag out shall be changed out.) must remain in place until the new shift has taken custody of the Lockout/Tag out.
- **e.** The last person to remove the Lockout/Tag out shall be the supervisor. The field/production manager shall remove the hasp, if one has been installed.
- **f.** The field/production manager, shall remove, sign, date, and turn in the tag to the safety officer.
- **g.** Follow the recommended start-up procedure to re-energize the machinery/equipment.

STANDARD FOR HAND AND POWER TOOLS

All hand and power tools must be maintained in a safe condition. Handles shall be tight and free from cracks or splinters. Impact tools must not have mushroomed heads.

1. Power tools must have the manufacturers guards attached and they must be used as intended. Electric hand tools must:

    a. Have double insulated frames or have the frames grounded;
    b. Have a constant pressure switch;
    c. Not be raised or lowered by the cord.

2. All electric connections must have all prongs intact and cords in good condition.
3. All moving parts of machinery must be guarded if the parts are exposed to contact by the operator.
4. Personal protective equipment (PPE) must be worn by operators if there is a danger of falling, flying, abrasive or splashing objects, or harmful dusts, fumes, mists, vapors or gases.
5. Compressed air must not be used for cleaning.
6. Air hoses shall not be used to raise or lower tools.
7. Powder-actuated tools must be operated only by trained, and licensed personnel, wearing proper personal protective equipment. All operations must be in accordance with the manufacturer's standard practices.
8. All abrasive wheels and tools shall have safety guards attached in accordance with the standards.
9. All equipment, which produces dust, fumes, mists, vapors or gases in concentrations that are harmful upon exposure to employees, must have adequate exhaust ventilation in accordance with the standards.

STANDARD FOR MATERIAL HANDLING

1. An employee shall obtain assistance in lifting heavy objects or power equipment shall be used. Back belts or back braces shall be used as required.

2. When two or more persons carry a heavy object that is to be lowered or dropped, there shall be a prearranged signal for releasing the load

3. When 2 or more persons are carrying an object, each employee, if possible, should face the direction in which the object is being carried. The right way to lift is easiest and safest. Crouch or squat with the feet close to the object to be lifted, secure good footing, take a firm grip, bend the knees, keep the back vertical, and lift by bending at the knees and using the leg and thigh muscles. Employees shall not attempt to lift beyond their capacity. (Caution shall be taken when lifting or pulling in an awkward position).

4. Employees should avoid twisting or excessive bending when lifting or setting down loads

5. When moving a load horizontally, employees should push the load rather than pull it.

6. When performing a task that requires repetitive lifting, the load should be positioned to limit bending and twisting. The use of lift tables, pallets, and mechanical devices should be considered

7. When using such tools as screwdrivers and wrenches, employees should avoid using their wrists in a vent (flexed), extended, or twisted position for long periods of time. Employees should maintain their wrists in a neutral (straight) position.

8. When gripping, grasping, or lifting an object such as a pipe or board, the whole hand and all the fingers should be used. Gripping, grasping, and lifting with just the thumb and index finer should be avoided.

PROPER LIFTING TECHNIQUES

1. Lift with your mind, instead of your back
2. Plan ahead!
3. If something looks awkward, it is!
4. **BEFORE LIFTING:**
    a. Test the weight before you lift
    b. Back injuries have occurred when an employee jerks suddenly to avoid injury. Be properly equipped:
        i. Do you need gloves?
        ii. Are your feet protected?
    c. Can you slide or push the object and eliminate the lift?
    d. Do you know where you're going with the item?
    e. Is there a clear path so you don't trip or fall?
    f. Prepare to lift without twisting or bending
    g. Do not reach to lift an item when you are sitting
    h. Do not reach!
5. **WHEN LIFTING:**
    a. Use the large leg muscles, not your small back muscles
    b. Hold your abdominal muscles in tightly while lifting
    c. Maintain the natural curves of your back; chest and chin up, bending your legs, rear-end out
    d. Lift smoothly, no jerking motion
    e. Keep the item close to your body
    f. Always use proper lifting equipment provided, or another person to "TEM LIFT" with you.
6. **TYPES OF LIFTS:**
    a. Squat Lift
    b. Tripod Lift
    c. Diagonal Lift
    d. Golfers Lift
    e. Power Lift
    f. Team Lift

OFFICE SAFETY

WHILE NOT ALL SAFETY CODES APPLY TO THOSE WORKING IN CLERICAL POSITIONS, IT IS REQUIRED THAT ANY CODE THAT MAY PERTAIN TO CLERICAL DUTIES, PLUS THE FOLLOWING SUPPLEMENTS, BE FOLLOWED:

1. Never open more than one drawer of a file cabinet at a time. THIS IS THE MOST COMMON CAUSE OF OFFICE ACCIDENTS

2. Do not lay electrical extension cords in areas where people walk

3. Do not overload circuits by plugging in more electrical devices than the electrical receptacle is designed to handle

4. Do not place liquid containers near electrical machines. (Example: Do not sit a cup of coffee near your calculator or computer

5. Lifting heavy files or boxes beyond your physical ability is prohibited. When in doubt, get someone to help you

6. Handrails must be used when using stairs

7. Don not sit on or slide down handrails

8. Proper lighting of your work area is of utmost importance. If the lighting is in need of repair report it to your supervisor or the Safety Officer at once

9. When using micro-wave ovens you are to follow the manufacturer's safety recommendations

10. You must know the location and proper use of the fire extinguishers. Should it be necessary to discharge an extinguisher, report it to your supervisor immediately so they can get it recharged.

STANDARD FOR MOTOR VEHICLES AND MECHANIZED EQUIPMENT

The standard relating to motor vehicles are as follows:

1. Equipment left unattended at night next to a highway or active construction area must have lights or reflectors to identify the location of the equipment.

2. A safety tire rack, cage, or equivalent must be used in repairing tires with split rims.

3. Heavy machinery or parts, which are suspended or held aloft, must be cribbed or blocked before employees may work under or around them. All blades, buckets, forks, or beds shall be fully lowered or blocked when not in use or are being repaired.

4. Parked equipment shall be choked or parking brakes set.

5. All motor vehicles shall have a service brake system, emergency brake system, parking brake system, audible warning device, and seat belt.

6. Tools, materials and equipment must be secured when transported in the bed of a vehicle or in the employee compartment.

7. Any ladder transported on the outside of a vehicle must be secured to the vehicle by either a cable or chain, with a lock to secure them.

8. All rubber-tired vehicles shall be equipped with fenders.

9. All vehicles in use shall be checked at the beginning of each day to assure that the following parts, equipment, etc., are in safe operating condition and free from apparent damage that could cause failure while in use: service brakes, including trailer brake connections, parking system, tires, emergency stopping system, horn, back-up alarm, steering mechanism, coupling devices, seat belts, operating controls, safety devices. All defects shall be corrected before the vehicle is used.

10. No modifications, which affect the capacity of safe operation of equipment, shall be made.

11. A motor vehicle must not be left running if the vehicle is unattended unless, (a) a supplementary positive braking system is used, and (b) it is necessary in the normal

operational requirement of the unit. Forklifts shall always be turned off when unattended. Unattended means that the driver has left the normal control position of the vehicle.

12. Do not refuel engine driven equipment while the engine is running, or near any predictable source of ignition, such as welding operations.

13. Drivers of Company vehicles are required to strictly adhere to the Company's Driver Standard, and all state laws while operating them. Any violation of this policy may result in discipline, up to and including immediate discharge.

Federal and State Regulations:

Silver Lake Construction vehicles are to be driven in strict compliance with federal safety regulations or in the case where government regulations do not apply; they will be operated in compliance with motor vehicle safety regulations of the state in which the vehicles are operated. It is the responsibility of the supervisor to see that each driver under their responsibility is fully aware of the regulations applicable to the vehicle that they are assigned or to any vehicle they may be required to operate.

Note: The above defined driver qualifications are general rules that will be applied; however, Silver Lake Construction reserves the right to review each accident or incident individually and take any course of reasonable action deemed to be appropriate based on the facts available and assessed Silver Lake Construction exposure and risk.

Driver Daily Vehicle Inspection:

Every motor vehicle driver is required to inspect the vehicle they are operating each day before its use. This vehicle inspection shall include the following as a minimum:

1. Make sure the seat belt is installed and working.
2. Check tires for air loss (no air leaks).
3. Tires must have a tread depth of 4/32 inch or greater.
4. Wheels checked for cracked rims. No cracked rims. No missing lug nuts.

5. Horn working.
6. Lighting system - Brake, turn signal, parking, back up, clearance and headlights working.
7. Brake system - Excessive stroke in brake pedal shall be considered out of service.
8. Parking brake operating properly.
9. Steering mechanism - Excessive slack or play in steering wheel shall be considered out of service.
10. Fire extinguisher (on service trucks) fully charged and secured.
11. Any materials/tools in the vehicle or on roof racks secured.

Silver Lake Construction vehicles shall not be operated with faulty or inadequate brakes, steering gear, horn or lights except to have repairs made, and then, only when such driving can be done in a safe manner and in a short distance.

Driver Weekly Vehicle Inspection:

Every motor vehicle driver is required to inspect the vehicle they are operating each week. This vehicle inspection shall include all items and be recorded. The report shall be forwarded to your field/production manager each week.

Accident Reporting Procedures:

Every vehicle driver is responsible for compliance with Silver Lake Construction accident reporting procedures. They are as follows

1. Notify the authority (local, county, parish, or state) having jurisdiction over the location of the accident.
2. Any accident involving Silver Lake Construction vehicle shall be reported to your supervisor as-soon-as possible.
3. The following information must be given by telephone or in person to your field/production manager **for any accident.**
    a. Date and Time of the accident.
    b. Weather conditions.
    c. Location of the accident. For each motor vehicle driver involved in the accident, provide the following:
        i. Name.
        ii. Complete Address.
        iii. Telephone numbers (daytime and home).
        iv. Driver's license number.
        v. Insurance company name and policy number.
        vi. Make, year and model of vehicle.

vii. License number of vehicle
viii. Number and types of vehicles involved.
ix. Number of fatalities, if any.
x. Number of persons injured, if any. Describe injury.
xi. Description of property damage.
xii. A brief description of the accident.
xiii. Name, address and telephone number of any witness.

4. Silver Lake Construction Vehicle Accident Report must be completed and forwarded to your field/production manager and the Safety Officer for any accident by the close of the next business day.
5. All state, city and insurance company accident report forms must be completed and forwarded to the appropriate agency. Silver Lake Construction requires a copy of these report(s) be forwarded to your Field/Production Manager and the Safety Officer by the close of the next business day.

STANDARD FOR HAZARD COMMUNICATION

This program has been prepared to comply with the requirements of the Federal OSHA standard 1926.59 and to insure information necessary for the safe use, handling and storage of hazardous chemicals is provided to and made available to employees.

This program includes guidelines on identification of chemical hazards and the preparation and proper use of container labels, placards and other types of warning devices.

1. **Chemical Inventory**
    a. Silver Lake Construction maintains an inventory of all known chemicals in use on the worksite. A chemical inventory list is available from the Supervisor/Foreman or the Safety Officer.
    b. Hazardous chemicals brought onto the worksite by Silver Lake Construction will be included on the hazardous chemical inventory list.

2. **Container Labeling**

    a. All chemicals on site will be stored in their original or approved containers with the proper label attached, except small quantities for immediate use. Any container not properly labeled should be given to the Field/Production Manager for labeling or proper disposal.
    b. Workers may dispense chemicals from original containers only in small quantities intended for immediate use. Any chemical left after work is completed must be returned to the original container or the Supervisor/Foreman for proper handling.
    c. No unmarked containers of any size are to be left in the work area unattended
    d. Silver Lake Construction will rely on manufacturer applied labels whenever possible, and will insist that these labels are maintained. Containers that are not labeled or on which the manufacturer's label has been removed will be relabeled
    e. Silver Lake Construction will insist that each container is labeled with identity of the contained and any appropriate hazard warning.

3. **Safety Data Sheets (SDS)**
    a. Employees working with a hazardous chemical may request a copy of the safety data sheet (SDS). Request for SDS's should be made to the Super or the Safety Officer.

b. SDS should be available and standard chemical references may also be available on the site to provide immediate reference to chemical safety information.
c. An emergency procedure to obtain access to SDS information will be established.

4. Employee Training

Employees will be trained to work safely with hazardous chemicals. Employee training will include:

a. Methods that may be used to detect a release of hazardous chemical(s) in the workplace.
b. Physical and health hazards associated with chemicals,
c. Protective measures to be taken,
d. Safe work practices, emergency responses and use of personal protective equipment.
e. Information on the Hazard Communication Standard including labeling and warning systems, and an explanation of Safety Data Sheets.

5. Personal Protective Equipment (PPE)

Required PPE is available from the Foreman. Any employee found in violation of PPE requirements may be subject to disciplinary actions up to and including discharge.

6. Emergency Response

a. Any incident of over exposure or spill of a hazardous chemical/substance must be reported to the Foreman at once.
b. The Field/Production Manager or the immediate supervisor will be responsible for insuring that proper emergency response actions are taken in leak/spill situations.

7. Hazards of Non-Routine Tasks

a. Field/Production Manager will inform employees of any special tasks that may arise which would involve possible exposure to hazardous chemicals.
b. Review of safe procedures and use of required PPE will be conducted prior to start of such tasks. Where necessary, areas will be posted to indicate the nature of the hazard involved.

8. **Informing Other Employers**

   a. Other on site employers are required to adhere to the provisions of the Hazard Communication Standard.
   b. Information on hazardous chemicals known to be present will be exchanged with other employers. Employers will be responsible for providing necessary information to their employees.
   c. Other on site employers will be provided with a copy of Silver Lake Construction Hazard Communication Program.

9. **Posting Requirements**

Silver Lake Construction will post information for employees at all job sites on the Hazard Communication Standards. This information may be found at bulletin boards and in the office.

Training Information:

What is the Globally Harmonized System?

The Globally Harmonized System (GHS) is an international approach to hazard communication providing agreed criteria for classification of chemical hazards, and a standardized approach to label elements and Safety Data Sheets (SDS) (formerly SDS or Safety Data Sheets).

The GHS was negotiated in a multi-year process by hazard communication experts from many different countries, international organizations and stakeholder groups. It is based on major existing systems around the world, including OSHA's Hazard Communication Standard and the chemical classification and labeling systems of other US agencies.

Why did OSHA decide to modify the Hazard Communication Standard to adopt the GHS?

OSHA has modified the Hazard Communication Standard (HCS) to adopt the GHS to improve safety and health of workers through more effective communications on chemical standards.

- Original standard is performance oriented, allowing chemical manufacturers, and importers to convey information on labels and Safety Data Sheets (SDS) in whatever format they choose.

- While the information was helpful in improving safety and health a more standardized approach to classify the hazards conveying the information will be more effective and provide further improvement to American workplaces.

- The Safety Material Sheets (SMS) requirements establish an order of information that is standardized. The harmonized format of the Safety Data Sheets will enable employers, works health professionals, and emergency response responders to access the information more effectively.

- Adoption of the GHS in the US and around the world will also help to improve information received from other countries since the US is a major importer and exporter of chemicals, American workers often see labels and safety data sheets from other countries.

- Conflicting national and international standards requirements can create confusion.

- For example labels and safety data sheets may include symbols and hazard statements that are unfamiliar to us or not well understood. Adoption by countries around the world of the GHS will minimize the problems and chemical crossing borders will have consistent information, thus improving communication globally.

OSHA believes that American workplaces will soon begin to receive labels and SDSs that are consistent with the GHS, since many American and foreign chemical manufacturers have already begun to produce HAZCOM 2012/GHS-compliant labels and SDSs. It is important to ensure that when employees begin to see the new labels and SDSs in their workplaces, they will be familiar with them, understand how to use them, and access the information effectively.

Major changes to the Hazard Communication Standard:

- **Hazard clarification:** The definitions of hazard have been changed to provide specific criteria for classification of health and physical hazards, as well as classification of mixtures. These specific criteria will help to ensure that evaluations of hazardous effects are consistent across manufacturers, and that labels and safety data sheets are more accurate as a result.

- **Labels:** Chemical manufacturers and importers will be required to provide a label that includes a harmonized signal word, pictogram, and hazard statement for each hazard class and category. Precautionary statements must be provided.

- **Safety Data Sheets**: Will now have a specified 16-section format and will replace The Safety Data Sheets

The revised Hazard Communication Standard (HCS) requires that workers be re-trained within two years of the publication of the final rule to facilitate recognition and understanding of the new labels and safety data sheets.

How will chemical hazard evaluation change under the revised standard?

- The revised HCS has specific data for each criteria for each health and physical hazard, along with detailed instructions for hazard evaluation and determinations as to whether mixtures are covered.

- Establishes both hazard classes and hazard categories for most of the effects; classes are divided into categories that reflect the relative severity of the effect.

How will labels change under the revised Hazard Communication Standard?

Labels require the following elements:

- **Pictogram:** a symbol plus other graphic elements, such as border, background pattern or color that is intended to convey specific information about hazards of a chemical. Each pictogram, consists of a different symbol on white background within a red square frame set on a point (i.e. red diamond). There are nine pictograms under the GHS, however, only eight pictograms are required under HCS. (see Appendix XIV.)
- **Signal words:** a single word used to indicate the relative level of severity of hazard and alert the reader to a potential hazard on the label. The signal words used are "danger" and "warning". "Danger" is used for the more severe hazards, while "warning" is used for less severe hazards. (see Appendix XIV.)

- **Hazard Statement:** a statement assigned to a hazard class and category that describes the nature of the hazard(s) of a chemical, including, where appropriate, the degree of the hazard. (see Appendix XIV.)

- **Precautionary Statement:** a phrase that describes recommended measures to be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical, or improper storage or handling of a hazardous chemical. (see Appendix XIV)

What pictograms are required in the revised Hazard Communication Standard? What hazard does each identify?

There are nine pictograms under the GHS to convey health, physical and environmental hazards. The final Hazard Communication Standard (HCS) requires eight of these pictograms, the exception being the environmental pictogram, as environmental hazards are not within OSHA's jurisdiction. The hazard pictograms and their corresponding hazards are shown below.

Health Hazard  • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity	Flame  • Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self-Reactives • Organic Peroxides	Exclamation Mark  • Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity (harmful) • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non Mandatory)
Gas Cylinder  • Gases under Pressure	Corrosion  • Skin Corrosion/ burns • Eye Damage • Corrosive to Metals	Exploding Bomb  • Explosives • Self-Reactives • Organic Peroxides
Flame over Circle  • Oxidizers	Environment (Non Mandatory)  • Aquatic Toxicity	Skull and Crossbones  • Acute Toxicity (fatal or toxic)

Can a black border be used on pictograms for domestic shipment?

- Under the HCS programs pictograms must have red borders
- OSHA believes that the use of red frame will increase recognition
- Therefore, the red frame is required regardless of whether the shipment is domestic or international.

Will OSHA allow blank red borders?

- The revised HCS requires that all red borders printed on a label have a symbol inside it.

- If OSHA allowed blank red borders workers may be confused about what they mean. OSHA is prohibits the use of blank red borders on labels it is necessary to provide the maximum recognition and impact of warning labels.

The Safety Data Sheet (SDS) changing under the revised Hazard Communication Standard

The information on the Safety Data Sheet will remain essentially the same as that in the current standard (HAZCOM 1994) it indicates what information has to be included on an SDS but does not specify a format for the presentation or order of information. The revised Hazard Communication Standard (2012) requires the information on the SDS be presented using specific headings in specific sequence**.**

Multi Employer Worksites:

Multi employer work sites present unique hazards because workers from other companies have the potential to be exposed to chemicals being used during our operations. It is important that employers from other companies are made aware of any hazards related to chemical exposure by our operations. To that end, the following procedures will be implemented immediately on arrival at the site.

1. A copy of the Hazard Communication program will be maintained at the construction project general contractor's office. All other contractors at the site will be made aware of its location. This program will be kept updated.

2. If our operations include any "Non-Routine Tasks" as defined in 29CFR 1926.59 (e) (ii), immediate action will be taken to contact supervisors of any other employees that could be exposed to chemical hazards and advise them to either remove their employees for the duration of the exposure, or take appropriate action to protect them.

STANDARD FOR RESPIRATORY PROTECTION

In order to insure the protection of employees working in atmospheres contaminated with dust, fumes or spray mists, every effort must be made to provide the necessary engineering controls to reduce the contamination level to acceptable standards. Since, in most cases, it is impractical to institute absolute engineering controls proper respiratory protection in the form of personal breathing devices must be provided.

1. Selection of Respiratory Protection Equipment:

All respirators will be selected based on the information derived from the manufacturers Safety Data Sheets (SDS) and the information table excerpted from the Occupational Safety and Health Register, SubPart 1926.103 Table E-4. All respiratory protective devices must be approved and acceptable to the U.S. Department of Labor for the specific use intended. Approval of both type and specific model of selected respirators must be obtained from the Division Safety Manager and the individual must have qualitative fit test prior to using a respirator.

2. Normally Used Respiratory Protection Equipment:

The below listed work classification and respiratory protection devices are used in conjunction with our field of work and normally, the use of other devices is not necessary or warranted. In the event that respiratory hazard (other than hazards normally present due to the course of our work) be present, detailed information concerning the contaminant and concentration thereof must be obtained and the appropriate respiratory device selected.

To insure compliance with the above, all Supervisor/Foreman are to inspect the work place and contact the appropriate cognizant parties to determine the existence or possible existence of a respiratory hazard other than those which are normally present in the pursuance of our work. (Note: All plants, manufacturing facilities, mills, etc., have a Safety Officer who is aware of any possible hazard due to the normal course of their respective operations).

3. USE AND CARE OF RESPIRATORS

a. Employees required to use the respiratory protective equipment herein described shall be instructed in the use and limitations of such equipment.

Points of instruction should include the following:

1. Fit to insure a proper air seal

2. Routine inspection of all parts of the respirator body, especially the inhalation valves, face plate and head bands.

3. Proper cleaning and storage of respirators.

4. Limitation of the effectiveness in specific atmospheres.

b. Issuance of Respiratory Equipment:

Whenever possible, employees should be issued respiratory protective equipment for their exclusive use. All equipment issued will be either new or will have been cleaned and disinfected prior to distribution.

c. Care of Respiratory Protection Equipment:

1. Chemical Cartridge Respirators:

Respirators must be maintained and stored in a clean and orderly manner. Washing with a mild detergent and rinsing in clear water will effectively remove accumulated dirt and dust. Harsh detergents or chemicals must not be used since they may result in damage to the face piece, inhalation valves and head band, thereby reducing the effectiveness of the equipment and possibly exposing the wearer to undue hazards. While in use, the chemical cartridges and particulate filters should be checked whenever the wearer notices undue resistance in breathing or a detectable odor. However, in no case shall the equipment be checked less than twice per shift. The chemical cartridges and filters should be replaced accordingly.

4. CAUTIONS

a. The respiratory protection equipment herein described is suitable for the hazards normally encountered during application of our work. Since these hazards are not immediately dangerous to life and health, a back-up or secondary support system is not generally required. Should an employee experience difficulty and/or malfunction of the respiratory protection equipment, they are to remove the respiratory equipment and immediately leave the work area.

b. In cases which may arise requiring the use of respiratory protective equipment suitable for protection against hazards immediately dangerous to life and health, it is imperative that proper equipment, instructions and an application program be instituted specific to each case. Examples of such cases are; atmospheres containing radioactive contaminants, chlorine gases, etc. In these instances, thorough training, equipment, back-up systems and monitoring are required.

Silver Lake Construction Safety Officer, in conjunction with the cognizant health physics or hygienist representative, will develop and oversee implementation of each specific program.

STANDARD FOR RESPIRABLE DUST

Exposure to respirable crystalline silica can cause silicosis, lung cancer, other respiratory diseases, and kidney disease. Exposure can occur during common construction tasks such as using masonry saws, grinders, drills, jackhammers and handheld powered chipping tools; operating vehicle-mounted drilling rigs; milling; operating crushing machines; and using heavy equipment for demolition or certain other tasks. The construction standard does not apply where exposures will remain low under any foreseeable conditions; for example, when only performing tasks such as mixing mortar; pouring concrete footers, slab foundation and foundation walls; and removing concrete formwork.

What does the standard require?

The standard requires employers to limit worker exposures to respirable crystalline silica and to take other steps to protect workers. The standard provides flexible alternatives, especially useful for small employers.

Employers can either use a control method laid out in Table 1* of the construction standard, or they can measure workers' exposure to silica and independently decide which dust controls work best to limit exposures to the PEL in their workplaces. Regardless of which exposure control method is used, all construction employers covered by the standard are required to:

• Establish and implement a written exposure control plan that identifies tasks that involve exposure and methods used to protect workers, including procedures to restrict access to work areas where high exposures may occur. • Designate a competent person to implement the written exposure control plan. • Restrict housekeeping practices that expose workers to silica where feasible alternatives are available. • Offer medical exams—including chest X-rays and lung function tests—every three years for workers who are required by the standard to wear a respirator for 30 or more days per year. • Train workers on work operations that result in silica exposure and ways to limit exposure. • Keep records of workers' silica exposure and medical exams.

What is Table 1?

Table 1 matches common construction tasks with dust control methods, so employers know exactly what they need to do to limit worker exposures to silica. The dust control measures listed in the table include methods known to be effective, like using water to keep dust from getting into the air or using ventilation to capture dust. In some operations, respirators may also be needed. Employers who follow Table 1 correctly are not required to measure workers' exposure

to silica and are not subject to the PEL. Table 1 Example: Handheld Power Saws If workers are sawing silica-containing materials, they can use a saw with a built-in system that applies water to the saw blade. The water limits the amount of respirable crystalline silica that gets into theair.

In this example, if a worker uses the saw outdoors for four hours or less per day, no respirator would be needed. If a worker uses the saw for more than four hours per day or any time indoors, he or she would need to use a respirator with an assigned protection factor (APF) of at least 10. In this case, a NIOSH-certified filtering facepiece respirator that covers the nose and mouth (sometimes referred to as a dust mask) could be used. If a worker needs to use a respirator on 30 or more days a year, he or she would need to be offered a medical exam. Alternative exposure control methods Employers who do not use control methods in Table 1 must:

- Measure the amount of silica that workers are exposed to if it may be at or above an action level of 25 µg/m3 (micrograms of silica per cubic meter of air), averaged over an eight hour day.
- Protect workers from respirable crystalline silica exposures above the permissible exposure limit of 50 µg/m3, averaged overan eight-hour day.
- Use dust controls to protect workers from silica exposures above the PEL.
- Provide respirators to workers when dust controls cannot limit exposures to the PEL.

When are employers required to comply with the standard?

Construction employers must comply with all requirements of the standard by June 23, 2017, except requirements for laboratory evaluation of exposure samples, which begin on June 23, 2018.

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS
WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA

Equipment / Task	Engineering and Work Practice Control Methods	Required Respiratory Protection and Minimum Assigned Protection Factor (APF)	
		≤ 4 hours /shift	> 4 hours /shift
(i) Stationary masonry saws	Use saw equipped with integrated water delivery system that continuously feeds water to the blade. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	None	None
(ii) Handheld power saws (any blade diameter)	Use saw equipped with integrated water delivery system that continuously feeds water to the blade. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. – When used outdoors. – When used indoors or in an enclosed area.	None APF 10	APF 10 APF 10
(iii) Handheld power saws for cutting fiber- cement board (with blade diameter of 8 inches or less)	For tasks performed outdoors only: Use saw equipped with commercially available dust collection system. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency.	None	None

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA			
Equipment / Task	**Engineering and Work Practice Control Methods**	**Required Respiratory Protection and Minimum Assigned Protection Factor (APF)**	
		≤ 4 hours /shift	**> 4 hours /shift**
(iv) Walk-behind saws	Use saw equipped with integrated water delivery system that continuously feeds water to the blade. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. – When used outdoors. – When used indoors or in an enclosed area.	None APF 10	None APF 10
(v) Drivable saws	For tasks performed outdoors only: Use saw equipped with integrated water delivery system that continuously feeds water to the blade. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	None	None
(vi) Rig-mounted core saws or drills	Use tool equipped with integrated water delivery system that supplies water to cutting surface. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	None	None

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA			
Equipment / Task	**Engineering and Work Practice Control Methods**	**Required Respiratory Protection and Minimum Assigned Protection Factor (APF)**	
		≤ 4 hours /shift	**> 4 hours /shift**
(vii) Handheld and stand-mounted drills (including impact and rotary hammer drills)	Use drill equipped with commercially available shroud or cowling with dust collection system. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism. Use a HEPA-filtered vacuum when cleaning holes.	None	None
(viii) Dowel drilling rigs for concrete	For tasks performed outdoors only: Use shroud around drill bit with a dust collection system. Dust collector must have a filter with 99% or greater efficiency and a filter-cleaning mechanism. Use a HEPA-filtered vacuum when cleaning holes.	APF 10	APF 10

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA			
Equipment / Task	**Engineering and Work Practice Control Methods**	**Required Respiratory Protection and Minimum Assigned Protection Factor (APF)**	
		≤ 4 hours /shift	**> 4 hours /shift**
(ix) Vehicle-mounted drilling rigs for rock and concrete	Use dust collection system with close capture hood or shroud around drill bit with a low-flow water spray to wet the dust at the discharge point from the dust collector. OR Operate from within an enclosed cab and use water for dust suppression on drill bit.	None None	None None

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA			
Equipment / Task	**Engineering and Work Practice Control Methods**	**Required Respiratory Protection and Minimum Assigned Protection Factor (APF)**	
		≤ 4 hours /shift	**> 4 hours /shift**
(x) Jackhammers and handheld powered chipping tools	Use tool with water delivery system that supplies a continuous stream or spray of water at the point of impact.		
	— When used outdoors.	None APF	APF 10
	— When used indoors or in an enclosed area.	10	APF 10
	OR		
	Use tool equipped with commercially available shroud and dust collection system.		
	Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.		
	Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism.		
	— When used outdoors.		
	— When used indoors or in an enclosed area.	None APF	APF 10
		10	APF 10

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE			
Equipment / Task	**Engineering and Work Practice Control Methods**	**Required Respiratory Protection and Minimum Assigned Protection Factor (APF)**	
		≤ 4 hours /shift	**> 4 hours /shift**
(xi) Handheld grinders for mortar removal (i.e., tuckpointing)	Use grinder equipped with commercially available shroud and dust collection system. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide 25 cubic feet per minute (cfm) or greater of airflow per inch of wheel diameter and have a filter with 99% or greater	APF 10	APF 25
(xii) Handheld grinders for uses other than mortar removal	For tasks performed outdoors only: Use grinder equipped with integrated water delivery system that continuously feeds water to the grinding surface. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust	None	None
	OR		

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA			
Equipment / Task	**Engineering and Work Practice Control Methods**	**Required Respiratory Protection and Minimum Assigned Protection Factor (APF)**	
		≤ 4 hours /shift	**> 4 hours /shift**
	Use grinder equipped with commercially available shroud and dust collection system. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide 25 cubic feet per minute (cfm) or greater of airflow per inch of wheel diameter and have a filter with 99% or greater efficiency and a cyclonic pre-separator or filter-cleaning mechanism. – When used outdoors. – When used indoors or in an enclosed area.	None None	None APF 10

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA			
Equipment / Task	**Engineering and Work Practice Control Methods**	**Required Respiratory Protection and Minimum Assigned Protection Factor (APF)**	
		≤ 4 hours /shift	**> 4 hours /shift**
(xiii) Walk-behind milling machines and floor grinders	Use machine equipped with integrated water delivery system that continuously feeds water to the cutting surface. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. OR	None	None
	Use machine equipped with dust collection system recommended by the manufacturer. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide the air flow recommended by the manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism. When used indoors or in an enclosed area, use a HEPA-filtered vacuum to remove loose dust in between passes.	None	None

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA			
Equipment / Task	**Engineering and Work Practice Control Methods**	**Required Respiratory Protection and Minimum Assigned Protection Factor (APF)**	
		≤ 4 hours /shift	**> 4 hours /shift**
(xiv) Small drivable milling machines (less than half-lane)	Use a machine equipped with supplemental water sprays designed to suppress dust. Water must be combined with a surfactant. Operate and maintain machine to minimize dust emissions.	None	None

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA			
Equipment / Task	**Engineering and Work Practice Control Methods**	**Required Respiratory Protection and Minimum Assigned Protection Factor (APF)**	
		≤ 4 hours /shift	**> 4 hours /shift**
(xvi) Crushing machines	Use equipment designed to deliver water spray or mist for dust suppression at crusher and other points where dust is generated (e.g., hoppers, conveyers, sieves/sizing or vibrating components, and discharge points). Operate and maintain machine in accordance with manufacturer's instructions to minimize dust emissions. Use a ventilated booth that provides fresh, climate-controlled air to the operator, or a remote control station.	None	None
(xvii) Heavy equipment and utility vehicles used to abrade or fracture silica- containing materials (e.g., hoe-ramming, rock ripping) or used during demolition activities involving silica-containing materials	Operate equipment from within an enclosed cab. When employees outside of the cab are engaged in the task, apply water and/or dust suppressants as necessary to minimize dust emissions.	None None	None None

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA			
Equipment / Task	**Engineering and Work Practice Control Methods**	**Required Respiratory Protection and Minimum Assigned Protection Factor (APF)**	
		≤ 4 hours /shift	**> 4 hours /shift**
(xviii) Heavy equipment and utility vehicles for tasks such as grading and excavating but not including: demolishing, abrading, or fracturing silica- containing materials	Apply water and/or dust suppressants as necessary to minimize dust emissions. OR When the equipment operator is the only employee engaged in the task, operate equipment from within an enclosed cab.	None None	None None

STANDARD FOR POWERED INDUSTRIAL TRUCK

OPERATOR TRAINING:

I. SAFE OPERATION

Employer shall ensure that each powered industrial truck operator is competent to operate a powered industrial truck safely, as demonstrated by the successful completion of the training specified in this program.

Prior to permitting an employee to operate a powered industrial truck (except for training purposes), the employer shall ensure that each operator has successfully completed the required training:

II. TRAINING PROGRAM IMPLEMENTATION

A. Trainees may operate a powered industrial truck only:

B. Under the direct supervision of persons who have the knowledge, training and experience to train operators and evaluate their competence; and

C. Where such operation does not endanger the trainee or other employees

D. Training shall consist of a combination of formal instruction (e.g. lecture, discussion, interactive computer learning, videotape, written material, practical training (demonstrations performed by the trainer and practical exercises performed by the trainee), and evaluation of the operator's performance in the workplace.

III. TRAINING PROGRAM CONTENT

Powered industrial truck operators shall receive initial training in the following topics, except in topics, which the employer can demonstrate, are not applicable to safe operation of the truck in the employer's workplace.

A. Truck Related Topics

1. Operating instructions, warnings, and precautions for the types of truck the operator will be authorized to operate;
2. Differences between the truck and the automobile;
3. Truck controls and instrumentation: where they are located, what they do, and how they work;
4. Engine or motor operation;
5. Steering and maneuvering;
6. Visibility (including restrictions due to loading);
7. Fork and attachment adaptation, operation, and use limitations;
8. Vehicle capacity;
9. Vehicle stability;
10. Any vehicle inspection and maintenance that the operator will be required to perform;
11. Refueling and/or charging and recharging of batteries;
12. Operating limitations;
13. 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.

B. Workplace-related topics

1. Surface conditions where the vehicle will be operated;
2. Composition of loads to be carried and load stability;
3. Load manipulation, stacking, and unstacking;
4. Pedestrian traffic in areas where the vehicle will be operated;
5. Narrow aisles and other restricted places where the vehicle will be operated;
6. Hazardous (classified) locations where the vehicle will be operated;
7. Ramps and other sloped surfaces that could affect the vehicle's stability;
8. Closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust;
9. Other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation.

IV. Refresher Training and Evaluation

Refresher training, including an evaluation of the effectiveness of that training shall be conducted as required by CFR 1910.178 paragraph (1)(4)(ii) to ensure that the operator has the knowledge and skills needed to operate the powered industrial truck safely.

Refresher training in relevant topics shall be provided to the operator when:

- The operator has been observed to operate the vehicle in an unsafe manner;
- The operator has been involved in an accident or near-miss incident;
- The operator has received an evaluation that reveals that the operator is not operating the truck safely;
- The operator is assigned to drive a different type of truck; or

- A condition in the workplace changes in a manner that could affect safe operation of the truck;
- An evaluation of each powered industrial truck operator's performance shall be conducted at least once every three years.

V. DUPLICATE TRAINING

If an operator has previously received training in a topic specified in section III. Training Program Content, and such training is appropriate to the truck and working conditions encountered, additional training in that topic is not required if the operator has been evaluated and found competent to operate the truck safely.

VI. CERTIFICATION

The employer shall certify that each operator has been trained and evaluated as required by CFR 1910.178. The certification shall include the name of the operator, the date of the training, the date of the evaluation, and the identity of the person(s) performing the training or evaluation.

If the employee was hired:	The initial training and evaluation of that employee must be completed:
Before December 1, 1999	By December 1, 1999
After December 1, 1999	Before the employee is assigned to operate a Powered industrial truck

STANDARD FOR CONCRETE

Construction Loads

Employers must not place construction loads on a concrete structure or portion of a concrete structure unless the employer determines, based on information received from a person who is qualified in structural design, that the structure or portion of the structure is capable of supporting the intended loads.

Reinforcing Steel

All protruding reinforcing steel, onto and into which employees could fall, must be guarded to eliminate the hazard of impalement.

Post-Tensioning Operations

Employees (except those essential to the post-tensioning operations) must not be permitted to be behind the jack during tensioning operations.

Signs and barriers must be erected to limit employee access to the post-tensioning area during tensioning operations.

Concrete Buckets

Employees must not be permitted to ride concrete buckets.

Working Under Loads

Employees must not be permitted to work under concrete buckets while the buckets are being elevated or lowered into position.

To the extent practicable, elevated concrete buckets must be routed so that no employee or the fewest employees possible are exposed to the hazards associated with falling concrete buckets.

Personal Protective Equipment

Employees must not be permitted to apply a cement, sand, and water mixture through a pneumatic hose unless they are wearing protective head and face equipment.

Requirements for Cast-in-Place Concrete?

General Requirements for Formwork
Formwork must be designed, fabricated, erected, supported, braced, and maintained so that it will be capable of supporting without failure all vertical and lateral loads that might be applied to the formwork. As indicated in the Appendix to the standard, formwork that is designed, fabricated, erected, supported, braced, and maintained in conformance with Sections 6 and 7 of the *American National Standard for Construction and Demolition Operations -- Concrete and Masonry Work* (ANSI) A10.9-1983 also meets the requirements of this paragraph.

Drawings or Plans
Drawings and plans, including all revisions for the jack layout, formwork (including shoring equipment), working decks, and scaffolds, must be available at the jobsite.

Shoring and Reshoring
All shoring equipment (including equipment used in reshoring operations) must be inspected prior to erection to determine that the equipment meets the requirements specified in the formwork drawings.

Damaged shoring equipment must not be used for shoring. Erected shoring equipment must be inspected immediately prior to, during, and immediately after concrete placement. Shoring equipment that is found to be damaged or weakened after erection must be immediately reinforced.

The sills for shoring must be sound, rigid, and capable of carrying the maximum intended load. All base plates, shore heads, extension devices, and adjustment screws must be in firm contact and secured, when necessary, with the foundation and the form.

Eccentric loads on shore heads must be prohibited unless these members have been designed for such loading.

If single-post shores are used one on top of another (tiered), then additional shoring requirements must be met. The shores must be as follows:

- Designed by a qualified designer and the erected shoring must be inspected by an engineer qualified in structural design,
- Vertically aligned,
- Spliced to prevent misalignment, and
- Adequately braced in two mutually perpendicular directions at the splice level. Each tier also must be diagonally braced in the same two directions.

Adjustment of single-post shores to raise formwork must not be made after the placement of concrete.

Reshoring must be erected, as the original forms and shores are removed, whenever the concrete is required to support loads in excess of its capacity.

Vertical Slip Forms
The steel rods or pipes on which jacks climb or by which the forms are lifted must be (1) specifically designed for that purpose and (2) adequately braced where not encased in concrete. Forms must be designed to prevent excessive distortion of the structure during the jacking operation. Jacks and vertical supports must be positioned in such a manner that the loads do not exceed the rated capacity of the jacks.

The jacks or other lifting devices must be provided with mechanical dogs or other automatic holding devices to support the slip forms whenever failure of the power supply or lifting mechanisms occurs.

The form structure must be maintained within all design tolerances specified for plumbness during the jacking operation.

The predetermined safe rate of lift must not be exceeded.

All vertical slip forms must be provided with scaffolds or work platforms where employees are required to work or pass.

Reinforcing Steel
Reinforcing steel for walls, piers, columns, and similar vertical structures must be adequately supported to prevent overturning and collapse.

Employers must take measures to prevent unrolled wire mesh from recoiling. Such measures may include, but are not limited to, securing each end of the roll or turning over the roll.

Removal of Formwork
Forms and shores (except those that are used for slabs on grade and slip forms) must not be removed until the employer determines that the concrete has gained sufficient strength to support its weight and superimposed loads. Such determination must be based on compliance with one of the following:

- The plans and specifications stipulate conditions for removal of forms and shores, and such conditions have been followed, or

- The concrete has been properly tested with an appropriate American Society for Testing and Materials (ASTM) standard test method designed to indicate the concrete compressive strength, and the test results indicate that the concrete has gained sufficient strength to support its weight and superimposed loads.

Reshoring must not be removed until the concrete being supported has attained adequate strength to support its weight and all loads placed upon it.

Precast Concrete
Precast concrete wall units, structural framing, and tilt-up wall panels must be adequately supported to prevent overturning and to prevent collapse until permanent connections are completed.

Lifting inserts that are embedded or otherwise attached to tilt-up wall panels must be capable of supporting at least two times the maximum intended load applied or transmitted to them; lifting inserts for other precast members must be capable of supporting four times the load. Lifting hardware shall be capable of supporting at least five times the maximum intended load applied or transmitted to the lifting hardware.

Only essential employees are permitted under precast concrete that is being lifted or tilted into position.

Lift-Slab Operations

- Lift-slab operations must be designed and planned by a registered professional engineer who has experience in lift-slab construction. Such plans and designs must be implemented by the employer and must include detailed instructions and sketches indicating the prescribed method of erection. The plans and designs must also include provisions for ensuring lateral stability of the building/structure during construction.
- Jacking equipment must be marked with the manufacturer's rated capacity and must be capable of supporting at least two and one-half times the load being lifted during jacking operations and the equipment must not be overloaded. For the purpose of this provision, jacking equipment includes any load bearing component that is used to carry out the lifting operation(s). Such equipment includes, but is not limited to, the following: threaded rods, lifting attachments, lifting nuts, hook-up collars, T-caps, shearheads, columns, and footings.
- Jacks/lifting units must be designed and installed so that they will neither lift nor continue to lift when loaded in excess of their rated capacity; and jacks/lifting units must have a safety device which will cause the jacks/lifting units to support the load at any position in the event of their malfunction or loss of ability to continue to lift.

- No employee, except those essential to the jacking operation, shall be permitted in the building/structure while any jacking operation is taking place unless the building/structure has been reinforced sufficiently to ensure its integrity during erection. The phrase "reinforced sufficiently to ensure its integrity" as used in this paragraph means that a registered professional engineer, independent of the engineer who designed and planned the lifting operation, has determined from the plans that if there is a loss of support at any jack location, that loss will be confined to that location and the structure as a whole will remain stable.
- Under no circumstances shall any employee who is not essential to the jacking operation be permitted immediately beneath a slab while it is being lifted.

Masonry Construction

Whenever a masonry wall is being constructed, employers must establish a limited access zone prior to the start of construction. The limited access zone must be as follows:

- Equal to the height of the wall to be constructed plus 4 feet (1.2 meters), and shall run the entire length of the wall;
- On the side of the wall that will be unscaffolded;
- Restricted to entry only by employees actively engaged in constructing the wall; and
- Kept in place until the wall is adequately supported to prevent overturning and collapse unless the height of the wall is more than 8 feet (2.4 meters) and unsupported, in which case it must be braced. The bracing must remain in place until permanent supporting elements of the structure are in place.

STANDARD FOR BLOODBORNE PATHOGENS EXPOSURE

PURPOSE:

This procedure provides precautions necessary for employees to use when occupationally exposed to blood, body fluids and other potentially infectious materials. These materials may cause diseases as hepatitis B and human immunodeficiency virus (HIV).

I. DEFINITIONS

A. Occupational Exposure

Reasonably anticipated skin, eye, mucous membrane, or other physical contact with blood or "other potentially infectious materials", that may result from the performance of an employee's duties.

B. Other Potentially Infectious Materials

Any body fluid that is visibly contaminated with blood and all body fluids in situations where it is difficult or impossible to differentiate between body fluids and any unfixed tissue or organ (other than intact skin).

II. EXPOSURE DETERMINATION/EDUCATION

The following exposure classifications apply to tasks; individuals may move from one classification to another as they perform their daily activities.

Classification I - Exposure. Tasks that involve an inherent potential for Occupational

Employees in this classification are EMT's (or primary first-aid providers) onsite and persons collecting urine for drug screening.

Classification II - Tasks that involve no Occupational Exposure but may require performing

Unplanned Classification I tasks.

Employees in this classification are: Site Safety Managers, Leadmen, Foreman, and Superintendents.

Classification I and II employees will review this policy.

III. WORK PRACTICE CONTROLS

The primary methods to reduce occupational exposure will be to:

- Isolate or contain the hazard

IV. HOUSEKEEPING GUIDELINES

- Implements of treatment, pails, bins, containers or similar receptacles (including protective coverings and work surfaces) must be cleaned and

  decontaminated after each contact with blood or other potentially infectious material.

- Broken glassware in the treatment area must be picked up with a dust pan
  and broom/brush and not by hand.

- All items and spills must be cleaned with germicide or sodium hypo chlorite
  (a 1:8 dilution of household bleach)

IV. VACCINATION, POST-EXPOSURE EVALUATION AND FOLLOW UP

The designated person shall select a licensed health care professional (HCP) (as defined by state law) to administer the HBV and provide post-exposure medical evaluation and follow up. Employees in Classification I who test negative for HBV antibodies, shall be offered the HBV series (three shots over a six-month period). Employees who decline the vaccination must sign a waiver (Attachment A); however, if the employee later chooses to be inoculated, he/she may do so at no cost. The signed waiver shall be placed in the employee's confidential medical file. Employees should note that the HBV vaccination is effective if received within seven days after exposure.

A. Post-Exposure Evaluation and Follow up

The selected HCP shall provide post-exposure and follow up to employees who report an exposure incident. This evaluation shall:

- document the routes of entry and circumstances surrounding the exposure,
- identify the source individual, if feasible;
- test the source individual's blood, if consented to;
- provide post-exposure medical treatment, if indicated;
- offer HBV vaccination series to exposed employees;
- provide counseling; and
- provide a written opinion in accordance with 29 CFR 1910.1030 (f) (5).

B. Information provided to HCP

The site manager shall provide the HCP who administers the HBV or post-exposure evaluation and follow up, the following information:

- A copy of OSHA's Bloodborne Pathogen Standard
- A copy of the Exposure Incident Evaluation

ATTACHMENT A

WAIVER OF HEPATITIS "B" VACCINATION

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

Date	**Employee Signature**
Date	**Witness**

STANDARD FOR EMERGENCY ACTION PLAN

1. Emergency action plan coordinator.

Name _____

Title _____

Jobsite _____

Telephone No: _____

2. A preferred means of reporting fires and other emergencies will be developed.

Type of Emergency Phone No: Reported by

Fire _____

Explosion _____

Weather _____

Bomb Threat _____

Chemical Spill/Leak _____

Violence _____

Medical _____

Other _____

3. The elements will include the following:

a. Emergency escape procedures and routes

Emergency escape procedures and route assignments will be posted in work areas or

Construction offices and all employees will be trained by a supervisor in the correct procedures to follow. New employees are trained when assigned to a work area or construction site. A sample escape procedure and escape route sheet of type posted in work area is given in Example A.

b. Procedures for employees who remain to operate critical operations before they evacuate (Example B) describes operation, procedures and personnel required in order for the critical operations to be performed before the assigned person(s) evacuate during emergency situations. A description of special training provided is included.

c. Employee accountability procedures after evacuation

Each field/production manager is responsible for accounting for all assigned employees, and sub-contractor personnel, personally or through a designee, by having all such persons report to a predetermined designated rally point and conducting a head count. Every person must be accounted for by name. All Supervisor/Foreman are required to report their head count (by name) to the emergency evacuation rally points, together with the identities of field/production manager, is also given in Example A.

d. Rescue and medical duties

Specific rescue and medical duties are to be assigned to designated individuals. These personnel have received special training and instructions for properly carrying out these assignments.

The following is a list of designated individuals and their training:

Name/Job Title	Training
_____	_____
_____	_____
_____	_____

e. Alarm system

Alarm systems for notifying employees in case of an emergency are: _____

_____

_____

Where required by specific OSHA standards, Silver Lake Construction will comply. Such as 29 CFR 1910.165

f. Training

The following personnel have been trained to assist in the safe and orderly emergency evacuation of all employees:

Name	Title	Location

4. Emergency shutdown procedures

During some emergency situations, it will be necessary for some specifically assigned and properly

Trained employees to remain in work areas that are being evacuated long enough to perform critical duties. These assignments are necessary to ensure proper emergency control.

Assignments:

Name	Title	Location	Description of Assignment

5. Special Training

The preceding persons have received special instructions and training by their field/production manager or individuals certified to give instructions to ensure their safety in carrying out the designated assignments. A training record describing the

instruction and time detailed procedures to be followed is maintained in the safety office or construction trailer.

6. Employee accountability procedures following an emergency excavation

Each supervisor is responsible for accounting for each assigned employee follows an emergency evacuation. This will be accomplished by performing the procedures established for such an eventuality.

7. Employee accountability

1. Rally point(s) have been established for all evacuation routes and procedures. These points
   Are designated on each posted work area or construction site.
2. All work areas or construction site supervisor and employees must report to their designated
   rally points immediately following an evacuation.
3. Each employee is responsible for reporting to his/her rally point so that the field/production manager can make an accurate head count. Field/Production Manager will check off names and report those not checked to the emergency control center.
4. The field/production manager or designee will be located at following locations for counting employees:

   A. Primary location

   B. Second location

   4. The emergency control center will determine the method to be utilized to locate missing personnel.

8. Rescue and medical duties

It may become necessary in an emergency to rescue personnel and perform some medical duties including first-aid treatment. All employees assigned to perform such duties will have been properly trained and equipped to carry out their assigned responsibilities properly and safely.

Assignments:

Name	Location	Assignment	Training

STANDARD FOR SAFETY COMMITTEE

1. If an employer has more than 25 employees, the establishment of a safety committee. The safety committee must include representatives of employees. If the employees are represented by a labor organization, the representative of employees must be selected by the employees and not appointed by the employer.

2. A representative of employees while engaging in the business of a safety committee, including attendance at meetings, authorized inspections or any other activity of the committee, must be paid by his employer as if that employee were engaged in his usual work activities.

SAFETY COMMITTEE MEETINGS

Silver Lake Construction will conduct safety meeting each quarter and document all employees in attendance. The quarterly safety meeting report will include a brief narrative of the topic(s) discussion.

Supervisors will conduct weekly tool-box safety meetings and will document these brief training sessions as to attendance and topic of the discussion. Tool-box safety meetings are usually conducted by department or section, not an all company group meeting.

SAFETY COMMITTEE POLICY

1. PURPOSE

The purpose of the Safety Committee is to assist and support Silver Lake Construction as it strives to continuously provide a safe and hazard free workplace. The Committee provides a support service as it completes important assignments and performs safety related functions.

2. SELECTION OF MEMBERS

The President will select all members and their term of service on the Committee. Represented employees select an employee of their own choice.

3. FREQUENCY OF MEETINGS

Safety committee meetings will be conducted at least quarterly. The President and Safety Chairman will schedule additional meetings, as necessary.

4. RECORDKEEPING

Each meeting held by the Safety Committee will be documented. The Safety Chairman will document attendance, discussions, and recommendations made during each meeting. The Safety Officer will maintain these records.

5. TRAINING

The Safety Officer or Safety Consultant may train members of the Safety Committee. The purpose of training the members will be to provide them with safety knowledge that will improve their contributions to the Committee. Safety information will be provided to them at training sessions that will cover company practices and procedures, safety laws, accident investigation techniques, reporting requirements and general safety management.

6. DUTIES

a. Participate in the scheduled meetings.

b. Review safety information presented by the Safety Chairman and provide recommendations and suggestions.

c. Compile updated safety related information that will aid the Committee with its decision making and planning.

d. Maintain appropriate records of activities.

e. Assist with accident investigation, if requested.

f. Analyze accident and injury data.

3. The safety committee has _____ management representatives and _____ employees representatives

ENFORCING SAFETY PRACTICES

1. ENFORCEMENT

Corrective action for safety violations will be enforced with all employees. In most instances, a method of progressive discipline will be enforced (with exceptions) as follows:

First Offense	**Verbal warning (Supervisor/Foreman document)**
Second Offense:	**Written warning**
Third Offense:	**Written warning and one (1) week off work (without pay)**
Fourth Offense:	**Termination of Employment (Supervisor/Foreman** document)

Serious safety violations may results in immediate termination.

Supervisor/Foreman will be responsible and accountable for enforcing the safety rules and Code of Safe Practices. The methods of enforcement may include, but will not be limited to, one or more of the following corrective measures:

First Offense:	**Verbal or written warning**
Second Offense:	**Written warning and individual counseling of the employee**
Third Offense:	**Written warning and individual training**
Fourth Offense:	**Suspension and/or termination of employment***

Serious safety violations may result in immediate termination.

To ensure that employees are aware of the rules and safety procedures, all new employees will receive safety related rules and procedures information upon hire. Receipt and acknowledgment of the information received by the employee will be maintained in the personnel files.

There may be an incident or accident so severe that termination would be necessary without formal written warnings of violations or reprimands. A serious violation is defined as a violation that causes or could cause serious harm to the employee, a co-worker, customer, or the general public. Also, any employee who negligently, willfully

or flagrantly violates any safety practices or procedures will be subject to disciplinary action up to and including immediate discharge.

All trainings will be conducted in a language and format the employees understand NRS 618:383. Training will be documented and records will be kept by (Safety Officer) for 3 years at corporate office.

All new employees/temporary/leased will be given proper training before they begin work. All employees who is affected by new tasks or operations will undergo specialized training before proceeding and follow up training if necessary.

2. INCENTIVE PROGRAM

All employees will be assigned to a crew who will be awarded monthly if found free from safety violations/write ups. Not only they will receive free lunch but awarded as the safety crew of the month. They will also be recognized on our employee safety wall. (by World Wide Safety) Addition to this program Silver Lake Construction will also have a raffle with all the names of employees without any safety violations every 4 months. Silver Lake Construction believes in positive enforcement to be our safety driving force into a safer place to be!

3. SUBCONTRACTORS

All Subcontractors are responsible for their employee's compliance with all aspects of Occupational Safety and Health Rules (Federal and State), Mine Safety and Health Administration Standards, existing governmental codes, states, rules and orders.

INSTRUCTIONS FOR HANDLING OSHA INSPECTIONS

1. Polite, Respectful and Cooperative:

Since there seems to be a tendency to resent an outsider who attempts to interfere with or question the running of a job, it is imperative to control emotions. Hostile attitudes and attempts to delay or interfere with the investigation will only result in the employer losing precious rights during the inspection and receiving maximum penalties and fines for violations. The atmosphere of the investigation should be that of cooperation.

See Credentials:

An employer has the right to know who is entering his job. The OSHA Act specifically provides that "upon presenting appropriate credentials to the agent in charge" the Compliance Officer shall be allowed to enter the workplace without delay. This means that the highest official available on the employer's project is entitled to see and read the individuals identification papers to determine whether this person is really a bona fide government safety inspector before they are allowed to inspect the jobsite. This does not mean that an employer can abuse this right as a means of delaying the inspector's entry, but it does mean that they can be asked to wait a few minutes while the highest ranking official of the employer for the construction site is located and brought to the receiving gate or office.

2. Get his card and copies of citation:

Since management may wish to contest an alleged violation as a result of the investigation it is important to record all relevant information concerning the inspection. If the investigation is pursuant to a written complaint, the superintendent should get a copy of that citation and keep it. Also, the names, business affiliations and addresses of all persons present should be written down. An exchange of business cards is an excellent way to obtain this information. Where the investigation is prompted by a written complaint the employer's copy of the citation will not include the name of the person filing the complaint nor the names of individuals referred to therein where the U.S. Department of Labor has been requested not to disclose the name. Under the statutory prohibition against releasing names where requested not to do so, it would be improper to ask the Compliance Officer for such names. In this connection, the Supervisor/Foreman should ask the inspector whether the complaint was filed by one of his employees, by an employee of a subcontractor, by the customer, or by an outside party not employed around the workplace involved. Be careful not to try to appear to be guessing the identity of the complaining party. If the Compliance Officer refuses to tell you, drop the subject. Under the present regulations, the U.S. Department of Labor will not accept a written complaint from any person other than an employee of the contractor to be inspected or from

an authorized representative of the employer's employees. This is a good ruling and if continued in the future by the U.S. Department of Labor, demonstrates the bona fide intent of the U.S. Department of Labor to only be concerned with safety enforcement.

3. Pre-investigation Conference:

Prior to the beginning of the inspection the Compliance Officer will explain the nature and purpose of the inspection, indicate generally the scope of the inspection and outline generally those records he wishes to review and employees he wishes to question. This summary will not in any way preclude such additional investigation as the Compliance Officer may deem necessary, but it will provide a guideline of what will be involved and assist the Compliance Officer in conducting an efficient, orderly, and fair inspection. Where a contractor is performing work at an existing facility or in conjunction with other contractors, the foreman should inquire whether the inspection will involve work places and equipment of the customer for whom the contractor is working or of other contractors and subcontractors not directly involved in the inspection. If this were the case, then it would be proper for the field/project manager to ask permission to notify the customer or such other contractors who may become involved that a safety inspection is underway on a portion of the jobsite or of the plant. The foreman should also request permission to have someone contact the office of the employer to advise the Safety Officer/Manager of the situation of the jobsite. This will give the Safety Officer the opportunity to attend the inspection. Again, these requests are proper and should be granted in most cases if they will not delay the investigation. However, if these are made in bad faith in an attempt to delay or interfere with the inspection, these courtesies not only may be denied but the inspector can make the inspection and penalties extremely tough. Good faith is an employer's only salvation under this act.

REASONABLENESS OF INSPECTION

4. Reasonableness is a right:

The act repeatedly guarantees employers the right to a reasonable, orderly, and fair inspection. The entry must be at "reasonable manner", such places of employment and all pertinent conditions, structures, machines, apparatus, devices, equipment, and materials and to question privately an employer, owner, operator, agent, or employee. The act further provides that where there is no representative authorized by the employees, the Compliance Officer shall question a "reasonable number" of employees. In this regard, the foreman should conduct

himself in a businesslike manner and expect the Compliance Officer to do the same. The test of reasonableness will be a question of whether after preliminary inspection, the requests by the inspector for further examination or questioning are grounded on a reasonable belief that further examination or questioning will reveal an unsafe or unhealthy condition, or the request will be so time-consuming and costly as compared with the likelihood of an unsafe condition being revealed or discovered. The act gives the Department of Labor the right to go "fishing" on the employer's construction site for violations, but this right must be tempered with reasonableness. In the event a foreman believes that a request is unreasonable, he again must use careful judgment and good faith in handling the situation. He certainly can discuss the matter with the Compliance Officer and explain why he thinks the request is unreasonable. (Example: The questioning of an employee could disrupt the work scheduled for the day.) If the Officer insists on the request, the foreman will then be faced with the alternative of giving in or asking the inspector to wait until senior management can be consulted. If the foreman has strong convictions that the request is unreasonable and unnecessary, he should consult with management before proceeding. There should be other areas the Compliance Officer can inspect while a decision is being made by management.

5. Avoidance of Disruption:

As a part of the requirement that an inspection be conducted in a reasonable manner, the Department of Labor's proposed regulations on inspections direct the Compliance Officer to conduct his investigation so as to avoid any undue and unnecessary disruption of the normal operations of the employer. It is the job foreman's duty to inform the Compliance Officer of the day's schedule of construction and to assist them in conduction the investigation so as not to unduly interfere with the work.

THE INSPECTION

6. Accompany the Compliance Officer:

This is the most important right given to any employer during the physical inspection of any workplace for the purpose of aiding such an inspection. As the representative will be the only spokesman for the employer during the inspection and the eyes and ears of management for any contest proceeding later, he or she should accompany the inspector or assign the job to a person who can adequately represent their employer. The proposed regulation expressly

provides the Compliance Officer with the authority "to deny the right of accompaniment to any person whose conduct interferes with a fair and orderly inspection". With this in mind, the foreman should be careful to be cooperative and to properly introduce the Compliance Officer to those employees privately if he wishes and may examine any machinery or equipment in the workplace. He is empowered to take pictures, samples, and employ other reasonable investigative techniques.

7. Take Notes:

Since the employer's representative is the only eyes and ears management during the inspection, it is imperative that he/she takes notes during the inspection. The notes should identify as completely as possible the areas visited, the machinery, equipment and material examined, and the employees and other persons interviewed or involved in the investigation. As an employer has a right to defend himself against any alleged violation, there is nothing improper about taking notes during the investigation. After the investigations completed, a full written report should be prepared incorporating the above information and any other relevant comments by the inspector or information acquired during the pre-inspection and post-inspection conferences and during the inspection.

8. Representatives Authorized by Employees:

The act also provides a right for a representative authorized by the employer's employees to accompany the Compliance Officer during the physical inspection of any workplace but, it further provides that "when there is not an authorized employee representative, the Compliance Officer shall consult with a reasonable number of employees concerning matters of health and safety in the workplace".

POST-INSPECTION MATTERS

9. Post-Inspection Conference:

Upon the completion of the inspection, the Compliance Officer shall confer with the employer or his representative and informally advise him of apparent safety or health violations disclosed by the investigation. In this regard, it will be advantageous for the employer to have a person with authority to make decisions present at this conference. The job foreman should have contacted the Safety Officer shortly after Compliance Officer's arrival on the jobsite. Unless the geographical distance is prohibitive, the Safety Officer shall make all efforts to be on the jobsite to sit in on the post inspection conference. Should the Safety Officer not be able to attend the post-inspection conference, he will give guidance by telephone to the Company's Designated Representative. When the inspection begins, the Compliance Officer may allow someone at the jobsite to call the main office to advice management of the pending investigation. On jobs where the employees have an authorized representative, there is no provision for his inclusion in this conference unless invited by the employer. Otherwise, the role of the employer's representative is completed with the end of the actual inspection.

10. Imminent Danger:

If the Compliance Officer concludes that conditions or practices exist which could reasonably be expected to cause deaths or serious harm before the danger can be eliminated, he shall so inform the employer or his representative and attempt to get the employer to immediately abate the danger. Where the danger can be immediately abated without shutting down the job, the employer should endeavor to correct the problem. However, the Compliance Officer has no power to shut the job down without a court order, so there is time to consult top management. If the employer decides that it cannot abate the danger without a court order, the Compliance Officer can only leave and report to his office. But, he is required before he leaves to personally inform the affected employees of the danger and advise the employer and employees that he is recommending a civil action to restrain or remove such conditions. Also, if the employer guesses wrong on whether the danger is a violation of the Act and an employee is killed before a court order can remove the danger, the employer has clearly opened himself to the criminal penalties of a $10,000 fine and/or six (6) months imprisonment.

STANDARD FOR RESPIRABLE CRYSTALLINE SILICA

Exposure to respirable crystalline silica can cause silicosis, lung cancer, other respiratory diseases, and kidney disease. Exposure can occur during common construction tasks such as using masonry saws, grinders, drills, jackhammers and handheld powered chipping tools; operating vehicle-mounted drilling rigs; milling; operating crushing machines; and using heavy equipment for demolition or certain other tasks. The construction standard does not apply where exposures will remain low under any foreseeable conditions; for example, when only performing tasks such as mixing mortar; pouring concrete footers, slab foundation and foundation walls; and removing concrete formwork.

What does the standard require?

The standard requires employers to limit worker exposures to respirable crystalline silica and to take other steps to protect workers. The standard provides flexible alternatives, especially useful for small employers. Employers can either use a control method laid out in Table 1* of the construction standard, or they can measure workers' exposure to silica and independently decide which dust controls work best to limit exposures to the PEL in their workplaces. Regardless of which exposure control method is used, all construction employers covered by the standard are required to:

• Establish and implement a written exposure control plan that identifies tasks that involve exposure and methods used to protect workers, including procedures to restrict access to work areas where high exposures may occur. • Designate a competent person to implement the written exposure control plan. • Restrict housekeeping practices that expose workers to silica where feasible alternatives are available. • Offer medical exams—including chest X-rays and lung function tests—every three years for workers who are required by the standard to wear a respirator for 30 or more days per year. • Train workers on work operations that result in silica exposure and ways to limit exposure. • Keep records of workers' silica exposure and medical exams.

What is Table 1?

Table 1 matches common construction tasks with dust control methods, so employers know exactly what they need to do to limit worker exposures to silica. The dust control measures listed in the table include methods known to be effective, like using water to keep dust from getting into the air or using ventilation to capture dust. In some operations, respirators may also be needed. Employers who follow Table 1 correctly are not required to measure workers' exposure to silica and are not subject to the PEL. Table 1 Example: Handheld Power Saws If workers are sawing silica-containing materials, they can use a saw with a built-in system that applies water to the saw blade. The water limits the amount of respirable crystalline silica that gets into the air.

In this example, if a worker uses the saw outdoors for four hours or less per day, no respirator would be needed. If a worker uses the saw for more than four hours per day or any time indoors, he or she would need to use a respirator with an assigned protection factor (APF) of at least 10. In this case, a NIOSH-certified filtering facepiece respirator that covers the nose and mouth (sometimes referred to as a dust mask) could be used. If a worker needs to use a respirator on 30 or more days a year, he or she would need to be offered a medical exam. Alternative exposure control methods Employers who do not use control methods in Table 1 must: • Measure the amount of silica that workers are exposed to if it may be at or above an action level of 25 µg/m3 (micrograms of silica per cubic meter of air), averaged over an eight hour day. • Protect workers from respirable crystalline silica exposures above the permissible exposure limit of 50 µg/m3, averaged over an eight-hour day. • Use dust controls to protect workers from silica exposures above the PEL. • Provide respirators to workers when dust controls cannot limit exposures to the PEL.

When are employers required to comply with the standard?

Construction employers must comply with all requirements of the standard by June 23, 2017, except requirements for laboratory evaluation of exposure samples, which begin on June 23, 2018.

All Employees must follow Table 1 to eliminate Silica Exposure.

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODSWHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA

Equipment / Task	Engineering and Work Practice Control Methods	Required Respiratory Protection and Minimum Assigned Protection Factor (APF)	
		≤ 4 hours /shift	> 4 hours /shift
(ii) Handheld power saws (any blade diameter)	Use saw equipped with integrated water delivery system that continuously feeds water to the blade. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. – When used outdoors. – When used indoors or in an enclosed area.	None APF 10	APF 10 APF 10
(iii) Handheld power saws for cutting fiber-cement board (with blade diameter of 8 inches or less)	For tasks performed outdoors only: Use saw equipped with commercially available dust collection system. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency.	None	None

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA			
Equipment / Task	**Engineering and Work Practice Control Methods**	**Required Respiratory Protection and Minimum Assigned Protection Factor (APF)**	
		≤ 4 hours /shift	**> 4 hours /shift**
(vii) Handheld and stand-mounted drills (including impact and rotary hammer drills)	Use drill equipped with commercially available shroud or cowling with dust collection system. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism. Use a HEPA-filtered vacuum when cleaning holes.	None	None
(viii) Dowel drilling rigs for concrete	For tasks performed outdoors only: Use shroud around drill bit with a dust collection system. Dust collector must have a filter with 99% or greater efficiency and a filter-cleaning mechanism. Use a HEPA-filtered vacuum when cleaning holes.	APF 10	APF 10

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA			
Equipment / Task	**Engineering and Work Practice Control Methods**	**Required Respiratory Protection and Minimum Assigned Protection Factor (APF)**	
		≤ 4 hours /shift	**> 4 hours /shift**
(x) Jackhammers and handheld powered chipping tools	Use tool with water delivery system that supplies a continuous stream or spray of water at the point of impact. – When used outdoors. – When used indoors or in an enclosed area. OR Use tool equipped with commercially available shroud and dust collection system. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism. – When used outdoors. – When used indoors or in an enclosed area.	None APF 10 None APF 10	APF 10 APF 10 APF 10 APF 10

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA			
Equipment / Task	**Engineering and Work Practice Control Methods**	**Required Respiratory Protection and Minimum Assigned Protection Factor (APF)**	
		≤ 4 hours /shift	**> 4 hours /shift**
(xi) Handheld grinders for mortar removal (i.e., tuckpointing)	Use grinder equipped with commercially available shroud and dust collection system. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide 25 cubic feet per minute (cfm) or greater of airflow per inch of wheel diameter and have a filter with 99% or greater efficiency and a cyclonic pre-separator or filter-cleaning mechanism.	APF 10	APF 25
(xii) Handheld grinders for uses other than mortar removal	For tasks performed outdoors only: Use grinder equipped with integrated water delivery system that continuously feeds water to the grinding surface. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	None	None

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA			
Equipment / Task	**Engineering and Work Practice Control Methods**	**Required Respiratory Protection and Minimum Assigned Protection Factor (APF)**	
		≤ 4 hours /shift	**> 4 hours /shift**
	Use grinder equipped with commercially available shroud and dust collection system. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide 25 cubic feet per minute (cfm) or greater of airflow per inch of wheel diameter and have a filter with 99% or greater efficiency and a cyclonic pre-separator or filter-cleaning mechanism.		
	– When used outdoors.	None	None
	– When used indoors or in an enclosed area.	None	APF 10

Employees are not allowed to perform any drilling of any kind of silica pertaining materials without proper methods approved by Tiberti Fence to submerge any silica dust. No dry cutting is allowed! All equipment must have water feed integrated to tool or vacuum to eliminate any exposure above PEL. (25 micrograms cubic meters)

N 95 are given voluntary for use as needed. Appendix D are given and provided to all employees before anyone is allowed to wear this type of Respirator.

APPENDIXES

SUPERVISOR'S/FOREMAN'S INVESTIGATION REPORT OF WORK INJURY

Job Name: _____ Address: _____

Project Mgr.: _____Foreman: _____

General Contractor/Client: _____

Name of Injured Person: _____

Nature of Injury: _____

Was first aid given at jobsite?_____ Was person taken to hospital? _____

If so, name of hospital: _____

Who transported injured to Dr's. Office or hospital_____

Names of witnesses? _____/_____/_____

Other persons involved _____/_____/_____

Date/Time of accident: _____a.m./p.m. Time reported _____ a.m./p.m.

Has Employer's First Report of Accident been completed? _____

Was area well lit_____ were hazards causing accident corrected? _____

Was the weather a factor in this accident? _____

How did you learn of the accident?_____

_____

What safety rules were broken, if any? _____

_____

Write a brief description of the events before, during and after the accident:

_____

Signed: _____ Date: _____

NEAR MISS INCIDENT REPORT

INCIDENT: (CHECK ALL THAT APPLY)

	POTENTIAL LOW	POTENTIAL HIGH	
INJURY	☐	☐	
NEAR MISS	☐	☐	DATE: _/_____/_____
INDUSTRIAL HYGIENE	☐	☐	TIME: _____
ENVIRONMENTAL	☐	☐	COMPLETED BY: _____
FIRE/EXPLOSION	☐	☐	
EQUIP/PROCESS DAMAGE		☐	LOCATION: _____
UNCLASSIFIED	☐	☐	PROJECT NAME: _____

DESCRIPTION/EXTENT:

_____

_____

_____

CORRECTIVE ACTION	RESPONSIBLE PERSON	COMPLETION DATE

SAFETY OFFICER: _____

SUPERVISOR/FOREMAN: _____

APPPENDIX II

VEHICLE ACCIDENT REPORT

Original shall be filed with the Company safety department. A copy shall be maintained at the Division office. Date: _____ Time of Accident: _____ a.m. _____ p.m.

Weather conditions: _____ Day of the Week: Sun. M. T. W. T. F. S.

Accident Location:

a. Accident occurred in the County/Parish of _____

b. City or Town _____

c. Road on which accident occurred _____

d. Road was under construction _____Yes _____ No

e. Name of nearest intersection _____

f. Accident occurred at an intersection _____Yes _____ No

g. Distance from intersection _____ Ft. ____ North_____ South_____ East _____ West

Your Vehicle:

a. Driver's Name _____

b. Driver's License # _____

c. Driver's Social Security Number _____

d. Driver's Street Address _____

e. Driver's City/State/Zip _____

f. Company Vehicle Number _____

g. Company Vehicle License Plate Number _____

h. Type of Vehicle _____

i. Damage to Vehicle _____

Other Vehicle(s):

a. Driver's Name _____

b. Driver's License # _____

c. Driver's Social Security Number _____

d. Driver's Street Address _____

e. Driver's City/State/Zip _____

f. Driver's Daytime & Home Phone Numbers _____

g. Insurance Carrier & Policy Number _____

h. Vehicle License Plate Number _____

i. Type of Vehicle _____

j. Damage to Vehicle _____

Damage to Property Other than Vehicles: _____

Injuries/Casualties:

a. Name _____

b. Address _____

c. Age_____d. Sex _____

e. Describe Injury _____

Name/Address/Phone # of Witness: _____

APPENDIX III

VEHICLE INSPECTION REPORT

Date: _____ **ODOMETER REATING:** _____**TRUCK #** _____

PRIOR TO STARTING ENGINE:

1. Oil level _____ OK _____ Added
2. Coolant level _____ OK _____ Added
3. Power steering level _____ OK _____ Added
4. Engine drive belts _____ OK _____NO
5. Check under hood for fluid leaks _____ OK _____ NO
6. Burglar alarm working correctly _____ OK _____ NO

Describe problems for 1-6 _____

_____

START ENGINE, SET PARKING BRAKE & CHECK:

1. Engine warning buzzer _____ Operable _____ Inoperable
2. Engine oil pressure _____ P.S.I.
3. Dash warning lights:

A. Brake light out _____ YES _____ NO

B. Charging light came on when key was depressed, then out when engine started ___YES___ NO

Describe problems for 1 –3 _____

_____

WALK AROUND INSPECTION:

1. Lights and signals _____ YES _____ NO
2. Oil leaks at rear wheels _____ YES _____NO
3. State inspection up to date _____ YES _____NO
4. Mileage of last oil change _____
5. Tire condition = % of wear _____
6. Mirrors _____ OK _____ NO
7. Windshield _____ OK _____ NO
8. Wipers _____ OK _____ NO
9. Heater _____ OK _____ NO
10. License plates expire: _____Month _____ Year
11. Condition of body – List damage _____

_____

12. Company (2) way radio working _____ YES _____ NO
13. Vehicle dash cleaned off _____ YES _____ NO
14. Fire extinguisher full charged _____ YES _____ NO

Describe problems for 1 – 14: _____

_____

FUEL USAGE:

Date _____ Gallons _____ $ Amount _____

Date _____ Gallons _____ $ Amount _____

DRIVER' S NAME: _____ _____

(PRINT) (SIGN)

APPENDIX IV

WEEKLY SAFETY CHECK LIST

Inspected by: _____ Date: _____

Project Name: _____ Project Foreman: _____

First Aid Kit(s) _____ List any missing/needed first aid supplies _____

_____

Emergency Phone # Posted _____ SDS Manual _____ w/Haz Mat, Index _____

W/Haz. Mat. Inventory _____

Posters: EEOC _____ Workers' Comp _____ Unemployment Compt. Act ____

Fair Labor Standards Act _____ OSHA Act _____ Haz Comm. _____

Family & Medical Leave Act _____ Polygraph Protection Act _____

_____ Lockout/Tagout on Job

_____ Hot gloves on Job/If needed (test date within 90 days)

_____ Volt Meter(s) on Job

_____ Safety Goggles on Job

_____ Safety Glasses on Job

_____ Hearing Protection on Job

_____ Hard Hats, if required/each person

_____ Proper Footgear/each person

_____ License for Powder Actuated Tools as required/each person

_____ Fire Extinguisher(s) (Test Dates ok)

_____ Housekeeping

_____ Storage Area(s) Clean/Orderly

_____ Any Flammable Liquids Stored Properly/Signage in Place

_____ Weekly Safety Meeting Held. Topic This week: _____

_____ Any material which may suggest profanity removed

_____ Extension cords (grounds checked) (cut or frayed)

_____ Power Tools (guards in place, Cords and Grounds Checked)

_____ Ladders Inspected (remove any found defective)

_____ Temp. Load Centers (GFCI'S inspected/tested) (Dead fronts & covers)

_____ Inspect/Test Portable GFCI"S

_____ Temporary (Adequate lighting, guards, lamps)

_____ Scaffolds (toe boards, guard rails, planning, braces)

_____ Compressed Air/Gas stored properly (caps in place, secured)

_____ Machinery (guards, hoses, horns, brakes)

_____ Cables/ropes/slings

_____ Safety Rails/barriers in place

NOTES/COMMENTS/SUGGESTIONS/SAFETY VIOLATIONS:

_____

_____

SAFETY OFFICER:_____SUPERVISOR/FOREMAN: _____

APPENDIX V

NEW AND EXISTING HAZARDS
IDENTIFYING, ANALYZING AND CONTROLLING

COMPANY NAME: _____

1. Are routine safety inspections performed: _____

2. Who conducts the inspections: _____

3. Frequency of inspections: _____

4. How are the records of inspections kept (checklists) etc. _____

_____

5. Procedure for correction of identified hazards: _____

_____

_____

6. Procedure for providing for employee input in regards to safety concerns without fear of

Reprisal: _____

7. The follow up procedure on the status of the reported hazard is: _____

_____

SAFETY MEETING MINUTES

Date: _____

Meeting Leader (print clearly): _____

Meeting Leader (signature) _____

TOPICS DISCUSSED (attach or identify all documents provided and discussed)

PERSONNEL IN ATTENDANCE

Employee Name (print clearly)	Employee Signature

EMPLOYEE TRAINING PROGRAM

COMPANY NAME: _____

1. Name of person responsible for safety training: _____

2. List of topics to be trained _____

3. Training outlines and training formats are included for each topic: _____

_____

4. Procedure for new-employee orientation in safety procedure and rules in the Workplace: _____

_____

_____

5. If there are temporary employees how are they trained? _____

_____

_____

6. Procedure for documenting and maintaining safety training records: _____

_____

_____

_____

APPPENDIX VIII

EMPLOYEE SAFETY INFORMATION

This form is for use by employees who wish to provide a safety suggestion or report an unsafe work place condition or practice.

Description of unsafe condition or practice:_____

_____

_____

_____

Causes or other contributing factors:_____

_____

_____

_____

Employee Name (optional): _____

Department: _____ Date: _____

Employees are advised that use of this form or other reports of unsafe conditions or practices are protected law. It would be illegal for the employer to take any action against an employee in reprisal for completing this form.

Silver Lake Construction will investigate any report or question as required by OSHA and State of Nevada Regulations and advise the employee who provided the information or the workers in the area of the employer's response.

APPENDIX IX

INITIAL ORIENTATION

HAZARD COMMUNICATION PROGRAM TRAINING RECORD

Date/Time: _____ Location: _____

Trainer (Name/Title): _____

I, _____ have been afforded the opportunity to review the details of Silver Lake Construction Hazard Communication Program, and received instruction in the container labeling requirements and Safety Data Sheets.

APPENDIX X

SPECIFIC TRAINING

HAZARD COMMUNICATION PROGRAM TRAINING RECORD

Date/Time: _____ Location: _____

Trainer (Name/Title): _____

Prior to initial assignment, I _____ have been trained in the hazards related to the following chemicals that I may use as part of my job assignment.

PRODUCT NAME / CHEMICAL

_____
_____
_____

A copy of this record must be forwarded to the Safety Officer, immediately upon completion.

APPENDIX XI

CHEMICAL INVENTORY RECORD

PRODUCT NAME	MANUFACTURER	WORK OPERATION/AREA

APPENDIX XII

OSHA INSPECTION CHECK LIST

1. Be polite, respectful and cooperative.
2. Ask to see the inspector's credentials.
3. Get his/her business card and a copy of the citation.
4. Ask the inspector to wait while you notify company office.
5. Call the office and inform the Safety Officer.
6. Attend the pre-investigative conference.
7. Remember that the reasonableness of the inspection is a right and the inspection should not disrupt your work schedule or unnecessarily disrupt your workers.
8. Accompany the compliance officer on the inspection.
9. Take notes throughout the inspection; i.e.: who, when, and where. Take pictures when the inspector takes pictures.
10. Attend the post-inspection conference.

APPENDIX XIII

INITIAL ORIENTATION

SAFETY PROGRAM/SDS TRAINING

Date: _____ Location: Office: 4495 W. HACIENDA AVE STE #9. LV, NV 89118
(Fecha) (Ubicacion)

Trainer: _____

I, _____ have received the opportunity to review the Silver Lake Construction Safety Program & Hazard Communication Program. I have also received a copy for my records.

I, _____ han recibido la ooportunidad de revisar Silver Lake Construction el programa de seguridad y el programa de comunicacion de peligros. Tambien he recibido una copia para mis archivos.

_____

Employee Signature

APPENDIX IX

POST-INCIDENT MEDICAL EVALUATION DECLINATION FORM

Date of Incident: _____ Job Name _____

Brief description of incident and injury:

_____

_____

_____

_____

_____

I have been offered, free of charge, a medical evaluation for treatment and have freely declined. I understand that this declination does not prevent me from seeking medical treatment at a later date.

Employee Signature_____ Date_____

Supervisor Signature_____ Date_____

APPENDIX X

NON-WORK RELATED INJURY SIGN OFF

I _____, have not suffered a work related injury. I have had a personal injury that did not occur during the course of employment with Silver Lake Construction. This injury occurred on _____.

I fully understand Silver Lake Construction is not liable for this injury and may or may not be able to work me if I have restrictions until I am released from my doctor to return to work without restrictions. It is my responsibility to keep Silver Lake Construction informed of all doctor appointments and treatments.

_____ _____

Employee Signature & Number: Date:

_____

Supervisor Name:

_____ _____

Supervisor Signature: Date:

APPENDIX XI