

ABC CUTTING CONTRACTORS, INC.
5230 Commerce Circle
Indianapolis, IN 46237

SAFETY PROGRAM

Safety Program Statement and Introduction

Safety is a prime concern in all of ABC Cutting Contractors, Inc.'s (hereinafter referred to as ABC) operations. It is our policy and goal to provide a healthy, safe working environment, to abide by federal, state, and local standards, and to follow good construction practices. Accident prevention shall be considered of primary importance in all phases of operation and administration. ABC considers OSHA and IOSHA standards, guidelines and regulations as the minimum standards for the construction industry.

The primary responsibility for the coordination, implementation, and maintenance of our safety program has been assigned to our Safety Director, Bill Runion. A Safety Committee has also been established to assist in evaluating safety rules and regulations, reviewing incidents, and identifying and recommending corrective measures and improvements for the safety program.

Safety training is provided that includes written materials, safety films, industry seminars and jobsite training with toolbox talks and evaluations. Responsibility and accountability for safety is also assigned to all other supervisory personnel within their areas of operations.

Safety to the worker, as well as to others engaged in the same operations, is not only dependent upon total commitment from management and the judgment of the superintendent in charge, but also on the individual workers themselves. All ABC personnel are expected to apply good sense and use safe practices while working on jobsites and to use good judgment in the application of policies. This program's instruction and rules must be obeyed for the good of all workers. Proper safety devices and precautions must be used. Setting the tone for safety at the beginning of the project will pay off tremendously all throughout the job. The safe way to do a job must be found before going ahead. In the event no rule is found to cover the situation in question and employee is unsure of how to proceed in a safe and proper way, contact the safety director or superintendent for specific instruction.

ABC personnel and visitors on all ABC worksites or operations are expected to comply with the safety rules and regulations in effect at each site and perform their work in a safe manner. ABC will strive to ensure that the operations of other contractors not under our control do not endanger the safety of our employees or the public in general. To this end all employees are required to report any hazardous and unsafe activities to the appropriate ABC officials for correction.

This policy statement and corresponding safety program expresses management's commitment to and involvement in providing and maintaining a safe and healthful work environment. It is a condition of employment that all ABC employees comply with this policy, as well as the safety rules, instructions, guidelines and procedures issued in conjunction with it. Repeated or willful failure by an employee to comply with these rules could result in disciplinary action as outlined in the program.

It is our goal to strive for zero injuries and to be an industry leader in safety performance. With the combined efforts of our employees we feel this is an obtainable goal. Safety is everyone's responsibility and participation within the program either through the safety committee, making suggestions or just doing a job the safest way possible will help us attain this goal. Our direction and progress towards our safety goals will be communicated during the annual employee meeting. At any time prior to that if an employee would like additional safety information or would like to make safety suggestions they may contact the Safety Director, their supervisor or the President directly.

Mark Hege
President

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RESPONSIBILITIES ASSIGNMENTS

Management:

1. Establish rules and programs designed to promote safety and make known to all employees the established rules and programs.
2. Discipline any employee disregarding this policy.
3. Set a good personal example to following the safety policy from the top and throughout the company.
4. Provide for safety through a corporate safety budget as well as building safety into every bid process and every job site.
5. Completion of OSHA 10 hour training course.
6. Annually review the performance of each supervisor as it relates to their safety performance
7. Annually review the performance of the Safety Director and also the completion of any safety initiatives.

Safety Director:

1. Establish rules and programs designed to promote safety and make known to all employees the established rules and programs.
2. Provide all supervisors with copies of appropriate rules and regulations.
3. Make available training necessary for employees to perform their tasks safely.
4. Provide personal protective equipment for employees where required.
5. Impress upon all personnel the responsibility and accountability of each individual to maintain a safe workplace.
6. Record all instances of violations and investigate all accidents and enters into safety database.
7. Support the disciplinary action policy concerning any employee disregarding this policy.
8. Require any subcontractors to follow safety rules.
9. Encourage all prime contractors work safely.
10. Maintains enforcement authority over safety matters.
11. Conduct safety inspections of all company's jobsites, maintain records, and continually monitor the program for effectiveness.
12. Set a good personal example to following the safety policy from the top and throughout the company.
13. Safety Director to work with safety committee on establishing and updating new rules and programs.
14. Conducts safety inspections in accordance with superintendent of all the company's jobsites, maintain OSHA 300 records, and continually monitor the program for effectiveness.
15. Completion of OSHA 10 and 40 hour training course.
16. Serve as facilitator at safety committee meetings.
17. Manage current safety budget for company as well as personal safety training budget.
18. Report directly to the President the status of the company overall safety program.
19. Perform all job hazard analysis for jobs.
20. Annually review the company safety program and New Employee Orientation program content.
21. Trains all Supervisors and Project Managers in the requirements of the company safety program.
22. Ensures corrective actions identified on the accident investigation report are implemented and communicates lessons learned from accident / incident investigations to all employees.

Safety Committee:

1. Assist in establishing rules and programs designed to promote safety and make known to all employees the established rules and programs.
2. Conduct regular meetings to discuss rules and programs, and work with safety director when incorporating new programs into daily work routines.
3. Review accident/incident reports, determine corrective actions and monitor.

Superintendent Responsibilities:

1. Plan production so that all work will be done in compliance with established safety regulations.
2. Be completely responsible for on-the-job safety and health and secure the correction of safety deficiencies.
3. Make sure proper safety materials and personal protective equipment are available and used and all equipment is in safe working order.
4. Instruct workers in safety requirements for new hire orientation and periodically thereafter.
5. Perform periodic jobsite inspections which will assist in preventing potential accidents from occurring.
6. Review accidents, supervise correction of unsafe practices, and file accident reports.
7. Conduct jobsite safety meetings and provide employees with proper instruction on safety requirements.
8. Require conformance to safety standards from subcontractors.
9. Notify company office of safety violations.
10. Provide for the protection of the public from company operations.
11. Attempt to insure safe performance by others present on the site, including owner and architect/engineer representatives, the general public, visitors and the employees of other contractors.
12. Completion of OSHA 10 hour training course.
13. If OSHA representatives come on the jobsite, review this safety program with them and then walk the job with them. Make notes of the observation and contact management regarding their findings. Be courteous, polite and cooperative. Follow up with corrective action if required.
14. Continuously monitor the weather. Discontinue work processes which could lead to injury/damage in hazardous weather.
15. Instruct new employees and existing employees performing new tasks on safe working practices.
16. Install and maintain devices to protect the public from company operations.
17. Correct all hazards, including unsafe acts and conditions which are within the scope of your position and monitor progress.
18. Secure prompt medical attention for any injured employees.
19. Report all injuries and safety violations and ensure investigation of the event occurs the same day.
20. Serve on safety committee.

Worker Responsibilities:

1. Carry out safety program at the work level.
2. Be aware of all safety requirements and safe working practices.
3. Plan all work activities to comply with safe working practices.
4. Make sure personal protective equipment is available and used as required.
5. Make sure work is performed in a safe manner and no unsafe conditions or equipment are present.
6. Work safely in such a manner as to insure your own safety as well as that of coworkers and others.
7. Request help when unsure about how to perform any task safely.
8. Correct unsafe acts or conditions within the scope of the immediate work.
9. Report any uncorrected unsafe acts or conditions to the appropriate supervisor.
10. Report for work in good mental and physical condition to safely carry out assigned duties.

11. Avail yourself of company and industry sponsored safety programs.
12. Use and maintain all safety devices and personal protective equipment provided.
13. Maintain and properly use all tools under your control.
14. Become familiar with safety rules and abide by them.
15. Provide fellow employees help with safety requirements.
16. Report any accidents/incidents, near misses, chemical spills etc. to the supervisor no matter how minor. Failure to do so could jeopardize company payment of medical bills as a result of late reported injuries as well; corrective actions for events cannot be identified to prevent repeating.
17. Selected workers serve on safety committee.
18. Complete periodic physical; submit copy to ABC from doctor showing ability to work.
19. Complete safety hazard / safety suggestion notification report to Supervisor as needed.

All Personnel Responsibilities:

1. All personnel shall follow dress code and protective equipment requirements. All workers or other persons admitted to the jobs shall wear shirts with at least 4 inch sleeves, long pants, steel toe leather or rubber boots and hard hats and safety glasses as required. No loose fitting or torn clothing or sweat pants are allowed to be worn on jobsites. When appropriate for the work process, safety harness, hearing protection, gloves, respirators, masks and breathing apparatus shall be used as well as other personal protective equipment for use under special circumstances.
2. Strive to make all operations safe.
3. Maintain mental and physical health conducive to working safely.
4. Keep all work areas clean and free of debris.
5. Assess the result of your actions on the entire workplace. Work will not be performed in ways that cause hazards for others.
6. Before leaving work, replace or repair safety precautions signs removed or altered. Unsafe conditions will not be left to imperil others.
7. Abide by the safety rules and regulations of every constructions site.
8. Work in strict conformance with federal, state, and local regulations.
9. Maintain a drug free workplace; refrain from the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance.

Subcontractors and Suppliers:

1. Each subcontractor will establish a project safety program, in detail, commensurate with the requirements of said project and plan shall be reviewed by ABC Safety Director.
2. Abide by the safety rules of contractors on site and if any, the owner's safety program.
3. Notify all other contractors when their activities could affect the health or safety of other company employees.
4. Check in with supervisor before entering the area.
5. Report to ABC any injuries to workers immediately. Maintain accurate incident and injury reports to be available to ABC upon request.
6. Report to controlling contractor any unsafe conditions that come to your attention.
7. Provide copy of Hazard Communication Plan (MSDS) to ABC
8. Each subcontractor shall have a designated onsite safety representative and that name and contact numbers shall be communicated to the ABC supervisor and the ABC Safety Director.
9. Subcontractors shall give weekly tool box talks or other forms of documented weekly training to those employees working on ABC job sites.

DISCIPLINARY POLICY

It is not possible to list all forms of behavior that are considered unacceptable in the workplace.

The following are examples of infractions of rules of conduct that will result in disciplinary action. Other actions that a reasonable person would deem inappropriate will also constitute unacceptable behavior. Commission of the following offenses shall result in the issuance of a written warning to the employee, unless circumstances warrant more severe discipline, up to and including immediate termination. All disciplinary action will be kept on file in the employee's personal file. All incidents as it relates will be documented on the Disciplinary Action Form.

1. Insubordination, disrespectful conduct toward customers, supervision or management or the failure of an employee to comply with instructions from a supervisor or manager.
2. Use, possession, distribution, sale, or transfer of alcoholic beverages or illegal drugs; or being under the influence of either while on the job or while operating ABC owned equipment or vehicles.
3. Leaving the work site during scheduled working hours without supervisions permission.
4. A positive drug test result, or the refusal to submit to drug screening where it is mandated as a prerequisite to being employed.
5. Horseplay, carelessness, an act of work place violence, or irresponsible behavior on the job.
6. Failure to extend proper respect to a customer or his representative, or threatening or using abusive language to a customer, or another ABC employee, at any time.
7. Unauthorized use or possession of company or customer's property.
8. Injuring or endangering another person or property by deliberate act of negligence, and/or willful violation of ABC's, OSHA's, or IOSHA's safety rules.
9. Theft, destruction or inappropriate disposal or removal of company property.
10. Falsification of company records.
11. Participation in illegal activities.
12. Sexual or other unlawful or unwelcome harassment, intimidation or discrimination against a minority, a female, a handicapped individual, or employees of another company.
13. Use, possession, distribution, sale or transfer of dangerous items such firearms in the work place.
14. Unauthorized disclosure of confidential information.
15. Unsatisfactory performance or conduct.
16. Failure to report an accident, injury, or hazardous condition to a supervisor.
17. Unauthorized use of company owned tools, equipment, or motor vehicles.
18. Any other safety violations will result in disciplinary actions taken.
19. Failure to report an accident or injury as well as failure to work within any restrictions given by a PLHCP
20. Failure to wear the appropriate personal protective equipment while working on an ABC jobsite.

GENERAL RULES AND PERSONAL SAFETY GUIDELINE

1. Listen to your supervisor's instructions. If you do not understand how to do a job safely, ask before starting work.
2. Learn to lift in the proper manner; bend knees, keep back erect, do not twist while lifting and get help for heavy loads.
3. Never leave a ladder with tools or materials on the top of it.
4. Know where the fire extinguishers, first aid kits and emergency telephone numbers are located.
5. Warn fellow employees of your presence when working above or below them.
6. Never become involved with the throwing of objects, scuffling or horseplay. If you observe such unsafe acts, report it to your supervisor immediately.
7. Construction areas, aisles, stairs, ramps, runways, corridors, offices, shops, and storage areas where work is in progress shall be lighted with either natural or artificial illumination.

8. Never begin or perform work, which is beyond your physical or mental limitations, or the limitations of the tools and equipment you are using.
9. You should always give fellow employees the benefit of your experience. You cannot afford to become complacent or set an example that may encourage less experienced employees to take "short cuts" or perform unsafe acts.
10. Signs and barricades shall be visible at all times when work is being performed. Always replace barricades before leaving the area.
11. Flagmen required to work in traffic shall be provided and must wear appropriate warning vests where applicable.
12. For operations that are not normally performed by ABC consult your supervisor and secure proper training prior to attempting to perform such work. This would include, but is not limited to such items as welding, cranes, hoisting operations, work with lead, asbestos removal work, etc.
13. Perform self-inspections to assess jobsite conditions prior to beginning work operations. Correct any unsafe conditions. Consult supervisor when in doubt of jobsite safety.

14. All accidents shall be reported to your supervisor immediately. The health/welfare of the injured employee shall come first. If possible, the employee will assist the supervisor in performing an investigation to determine causes, conditions, or unsafe acts and appropriate actions will be taken to prevent further accidents of the same nature. The supervisor will assist the safety director in obtaining the necessary information to fill out the first report of injury and all other necessary investigation forms. We have a light restricted duty policy, and when a physician places restrictions on an employee for returning to work, ABC will make every effort to find work that will accommodate those restrictions.
15. Keep work areas, passageways, and stairs clean and clear of debris. Separate labeled and covered containers shall be used for trash and separate covered containers shall be used for oily, flammable, acids and other hazardous wastes. Dispose of waste, scrap and debris at regular intervals.

EMERGENCY PROCEDURES

We seldom have the opportunity to set the jobsite emergency procedures. However, if we are the ones to determine the procedures the following information will determine the procedures to be used. Preplan the method that will be used to signal emergencies. If you do not have an alarm and shouting would not alert the entire area use a whistle, or an air horn, or possibly a jobsite radio. Some means has to be designated. It is necessary that the below procedures be addressed on each job and updated as the job progresses. Each employee must be informed of the plan and it must be updated as the project progresses. The EAP shall be posted in each job trailer or on each gang box.

1. Tornado:

- a. If the phase of construction is such that a building exists, go to the center of the building; if possible get under some equipment that would be heavy enough to give you some additional protection. Do not go to the windows and door openings.
- b. If the job has not progressed to the above point, you might lie down under the trailer for protection.
- c. If none of the above is available, try to find a land depression or ditch close by and lay down in it. (The weather bureau does not recommend getting into your car.)

2. Medical Emergency:

- a. In cases of medical emergency, which would require an ambulance, police, etc., use your fastest means of communications; don't forget your jobsite radio could easily serve this

purpose. To save valuable time emergency telephone numbers are to be posted by the telephones. Each jobsite shall have an designated emergency medical or Occupational Health Clinic (Methodist or St. Francis Occupational Health Center) posted in the job trailer or posted on each gang box.

- b. When emergency medical help has been summoned station someone by the entrance to direct them back to the area they need to go.
- c. When an employee has been treated for a work related injury / illness information shall be communicated to the Supervisor and Safety Director immediately.
- d. Each treated employee shall work within their work restrictions and the Supervisor shall do everything possible to accommodate the injured employee's needs.
- e. Failure of the employee to work within the restrictions given by the PLHCP or the supervisor to make accommodations or contact the office that accommodations on the job site are not possible shall be subject to the company's disciplinary policy.

3. Fire/Explosion:

- a. Know where fire extinguishers are located at all times. Only attempt to fight the fire if it is small enough you can extinguish it yourself. Remember the word "**PASS**" when using the fire extinguisher. **P**ull the pin, **A**im at the bottom of the fire, **S**queeze the lever, **S**pray with a steady sweeping motion.
- b. If it is a major fire or explosion summon help the fastest possible way. Try to station someone at the front entrance to direct emergency vehicles.

4. Emergency Evacuations:

In cases of evacuation for any reason a predetermined meeting place shall be established so we can be sure everyone is out of the area.

RESPIRATORY PROTECTION

ABC employees will not normally be required to wear respirators. Work practice controls (wet methods) are used for all concrete cutting. If a situation arises in which the use of respiratory protection is required, report it to your safety representative immediately. Jobs that would require respiratory protection would be performed by designated individuals who have been properly trained, medically evaluated, and fit tested. Because of our scope of work, employees will not normally be exposed to any situations requiring the use of a respirator.

Respirator Procedures:

If a job requires the wearing of respirators ABC is required to have a written program/procedure specific to the project before employees can wear respirators. Additionally, certain criteria must be met for the employee before he is allowed to perform work while wearing a tight fitting face respirator. The Safety Director will administer this program. Prior to an employee wearing a respirator the employee must be medically evaluated. The employee must see a physician and fill out a medical questionnaire. The physician shall determine the extent of medical evaluation required. Each affected employee must be trained in the proper fit of the respirator. Facial hair that interferes with the ability to get a good seal must be removed. Thick eyeglass temple bars or straps that pass between the sealing surface of a respirator and the worker's face can prevent a good seal and should not be used. N-95 respirators/filtering face piece and half mask canisters are the only type of respirators that will be used. Quantitative and Qualitative fit testing methods will be performed annually.

Testing:

1. Negative Pressure Check:
 - a. Cover the air intake (cartridges) with the palm of your hands.
 - b. Inhale gently and hold your breath for at least 20 seconds.
 - c. If the face piece collapses slightly and no inward leakage of air into the face piece is detected it can be reasonably assumed that the respirator has been properly fitted and the exhalation valve and face pieces are not leaking.
2. Positive Pressure Check:
 - a. Close off the exhalation valve (cap) so that it will not allow passage of air.
 - b. Exhale gently for at least 10 seconds.
 - c. You have a proper fit if a slight positive pressure can be built up inside the face piece without the detection of any outward leakage of air between the sealing surface of the face piece and the wearer's face.
3. Canned Smoke Test:
 - a. After the above tests have been performed we do one more assurance test. While the person is wearing the respirator place a large plastic bag over their head. Break a tube of the "Smoke" and wave it in the bag. If it's a proper fit the person will not be able to detect the smell of the "Smoke".
4. Care of Respirator:
 - a. Clean after each use, and thoroughly dry before storage.
 - b. Inspect before each use, and repair or have repaired by manufacturer as needed.
 - c. Store in clean dry location, protected from dust, harmful chemicals, sunlight, excessive heat or cold, moisture and mechanical damage.
 - d. Store in a plastic zip lock bag. Place it so that the face piece and exhalation valves will rest in the normal position, never hung by its strap.
5. Voluntary wearing of a respirator:

Persons wanting to wear a paper respirator for purpose of nuisance dust may do so without complying with the above, provided they read the following:

Appendix "D" of the OSHA Respirator Protection standard states: Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean the respirator itself can become a hazard to the worker. Sometimes, workers may wear a respirator to avoid exposure to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning, and care, and warnings regarding the respirators limitations. Choose a respirator certified for use to protect against the contaminant of concern. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. Keep track of your respirator so that you do not mistakenly use someone else's.

FALL PROTECTION PROCEDURES

When working under the following circumstances some type of fall protection must be provided for unprotected sides and edges of buildings and floors.

1. Unguarded walking/working surfaces with a drop off of 6' or more.
2. Protection from objects falling through holes.
3. Open ramps and/or runways -with a drop off of 6' or more.
4. Excavations -where employees are exposed to drop off of 6' or more.

5. When reaching more than 10" below the level of a walking surface or guardrail, such as hoisting areas.
6. Wall openings: working on, at, above, or near wall openings (including those with chutes attached) where the outside bottom edge of the wall openings is 6' + above lower levels of the working surface and the opening is 18" by 30" or greater.
7. Floor openings of 2" by 2" or greater with a 6' fall hazard.

Types of Fall Protection:

1. Guardrail systems - Height 42" (+ or -3" is acceptable). The exception to this rule is when stilts are being used, and then the height of the top edge of the top rail shall be increased equal to the height of the stilts. Midrails and toe boards shall be a part of the guardrail system. Where protection is needed from objects falling through holes, screening shall be used.
2. Covers secured and marked shall protect open holes, including skylights. They shall be capable of holding twice the maximum intended load.
3. Safety nets shall be installed as close as practical under the walking/working surface- but in no case more than 25' below. Nets shall be installed with sufficient clearance under them to prevent contact with the surface below. When used under bridges, the potential fall area from the work surface to the net shall be unobstructed.
 - a. Nets shall be drop tested prior to the start of work.
 - b. When tools or materials fall into the nets, they shall be promptly removed.
4. Personal Fall Protection -Harnesses and shock absorbing lanyards:
 - a. shall be rigged such that an employee can neither free fall more than 6' nor contact any lower level.
 - b. shock absorbing lanyards shall be attached in the center of the back.
 - c. harnesses and lanyards must be used when working in an aerial lift that booms out before booming up. The lanyard is to be attached to the basket of the lift, not to the building or other permanent structure.
5. Positioning devices -(positioning device system is a body belt or body harness system rigged to allow an employee to be supported on an elevated vertical surface, such as a wall, and work with both hands free while leaning.) The positioning device shall be rigged such that an employee cannot free fall more than 2'. (Free fall means the act of falling before a personal fall arrest system begins to apply force to arrest the fall).
6. Harnesses and lanyard attachment equipment requirements:
 Snap hooks are required to be of the locking type. Unless the snap hook is a locking type and is designed for the following connections, snap hooks shall not be engaged as follows:
 - directly to webbing
 - to each other
 - to a lead ring to which another snap hook or connector is attached
 - any object that is incompatibly shaped in relation to the snap hook
 - a snap hook cannot be connected back on its lanyard

Training :

The employer is to provide a training program for any employee who might be exposed to fall hazards. If/when needed additional training shall be provided. The employer shall keep written documentation of student's signatures, with dates and signature of the trainer. The trainer shall certify the employee is:

1. Capable of recognizing fall hazards

2. Knows the correct procedures for erecting, maintaining, disassembling, and inspecting the fall protection system to be used, and have the ability to stop work until it is corrected.
3. Knows the proper use and procedures for safety nets.
4. Knows when/where guardrails are required.
5. Knows the limitations of the equipment.
6. Knows when safety monitoring systems are needed.
7. Knows the correct storage and handling of harnesses and lanyards.
8. Understands and imparts to the employee their roll in fall protection.

FIRE PREVENTION

1. Know where the fire extinguisher is located in your area and never block access to them. They should be conspicuously located and in operating condition at all times.
2. The proper fire extinguisher must be used for the type of fire it is expected to extinguish.
3. Do not operate equipment with internal combustion engines for a prolonged period of time in an area near combustible materials or an area with limited ventilation. Always be certain the fumes from such equipment can be readily diffused to properly ventilated areas.
4. Do not place or store combustible materials, liquids or gas in an area where potential fire hazards exist. All flammables and combustibles shall be stored in the appropriate containers and labeled in accordance with the companies Hazard Communication Plan.
5. It is the responsibility of the employees as well as the company to be on the lookout for unsafe conditions and practices. Your supervisor has been trained in the recognition and remedy of unsafe practices and conditions. Report to him immediately any condition you believe to be unsafe.
6. Portable ABC fire extinguishers shall be provided in designated areas on each job site based upon the job hazard analysis.
7. Supervision will ensure that monthly inspections and annual maintenance of portable fire extinguishers are completed, documented and that deficiencies are corrected immediately.
8. All employees shall receive annual fire extinguisher training and fire hazard recognition.

PERSONAL PROTECTIVE EQUIPMENT

1. Hard hats provided by the company must be worn on all projects at all times
2. When excessive noise levels are a problem, and it is not feasible to reduce the levels, you shall wear ear protection, provided by the employer. (Plain cotton is not acceptable ear protection.) See your supervisor for ear protection supplies.
3. Employees shall use face protection provided by the company when hazards to the face exist. It shall be kept clean and in good repair.
4. Employees shall wear eye protection provided by the company at all times while on jobsite.
5. Over-the-ankle steel toe work boots or rubber safety boots must be worn at all times.
6. High visibility vests provided by the company must be worn when working on or near a roadway.

TOOL SAFETY, HAND AND POWER

1. All hand and power tools and similar equipment, whether furnished by the company or the employee, shall be maintained in safe condition.
2. All moving parts that could injure employees shall be guarded. If the tool is designed for such a guard it shall be operational and in place when in use.
3. ABC will not issue nor permit any employee to use drift pins, wedges, chisels, etc. that have mushroomed heads.
4. ABC will not issue nor permit the use of any type of wrenches, including adjustable or socket that have sprung jaws or worn ridges.

5. All electrically powered tools must be properly grounded or be of the approved double insulated type. Ground faults must be used at all times. The manufacturers label shall be properly attached and readable.
6. Medium sized tools like drills may have lock-on control, provided the tool can be turned off with the same finger that turned it on. Larger tools may have a "dead man" switch.
7. All hand and power tools shall be inspected prior to each use. . Unsafe equipment shall be tagged out of service and reported to the Supervisor immediately.

MOTOR VEHICLES AND MECHANIZED EQUIPMENT

1. No employee will be allowed to operate equipment of which he has not had competent training. Each driver and/or operator is responsible for the safe operation and condition of the equipment he is operating. Only the operator of mechanized equipment will be allowed to ride the equipment. Operators of motor vehicles and mechanized equipment shall be required at the beginning of each day or work shift to inspect the vehicle to be operated, for the following:
 - a. Service brakes, including trailer brake connections, parking brakes and emergency stopping brakes must be free from any apparent damage that could cause failure of the systems.
 - b. Each vehicle must be equipped and have in good operating condition, seat belts, at least two head lamps, two tail lamps, two brake lamps, and front and rear directional signals.
 - c. All motor vehicles must have a horn in proper working order and that is audible above the surrounding noise levels.
 - d. Cracked or broken cab glass on any equipment shall be reported and replaced immediately.
 - e. The steering mechanism, coupling devices(hitches), operating controls and safety devices shall be in good operating order before the equipment is placed in service.
 - f. Safety chains and hitches in place and working properly.
 - g. Tire condition and inflation.
2. Any motor vehicle that has an obstructed rear view must have an observer's notification to the driver that the area to the rear is clear for backing.
3. Any lifting and/or hauling equipment, such as lift trucks, hydraulic cranes, crawler cranes, mobile cranes, etc. shall never be used in a manner that their capacities are exceeded. Equipment with outriggers must have them lowered in place before a lift can be made.
4. No equipment shall be modified to increase its lifting capacities without the manufacturers written approval and procedures.
5. Never ride or get under loads that are being carried by lifting machinery.
6. Only use construction equipment for the purpose/use the manufacturer designed it for.
7. Never leave a machine idling and in gear, unless proper precautions are taken for the type of functions of the equipment. (i.e.: winch trucks, boom trucks, bucket trucks)
8. Persons operating company vehicles will maintain a clean valid drivers license with additional certifications as required by ABC, (i.e.: chauffeurs, CDL) Notify the office of any change in the status of you driver's license. Also, a current DOT Medical Card is required.
9. All engines must be turned off when refueling. Smoking is prohibited when refueling.
10. Saw blade hood guards must be in place when the saw is in use.
11. The back panel of the walk-behind saws must remain in place during use.
12. Employees must obey all traffic laws and speed limits. Do not tailgate.
13. When pulling trailers, inspect the trailer daily for proper connections, properly secured equipment, functioning lights, etc. Secure and properly tie down all loads no matter how unlikely it seems that the load may blow or fall off.

MEANS OF EGRESS

In every building or structure exits shall be so arranged and maintained as to provide free and unobstructed egress from all parts of the building or structure at all times when it is occupied. No lock or fastening to prevent free escape from the inside of any building shall be installed except in mental, penal, or corrective institutions where supervisory personnel is continually on duty and effective provisions are made to remove occupants in case of fire or other emergency. Means of egress shall be continually maintained free of all obstructions or impediments to full instant use in the case of fire or other emergency. Exits shall be marked by a readily visible sign. Access to exits shall be marked by readily visible signs in all cases where the exit or way to read it is not immediately visible to the occupants. Employees should be aware of the means of egress on their jobsites prior to start of work.

LADDER SAFETY

1. Employees shall receive annual training in the correct use and selection of ladders. Choose the correct ladder for the type of work you have to do. Check the condition of the ladder before you use it.
2. Check the area around your ladder for hazards before you climb up, and again before you climb down. Watch for overhead obstructions and power lines before positioning ladder.
3. Stand the ladder on solid footing, and at the proper angle. (Extension/straight ladders shall be placed 1' away from the wall for each 4' of height.
4. Your body should maintain three points of contact while climbing a ladder. Do not over extend your reach; keep your body inside the side rails while working.
5. Barricades or guards should be used when a ladder is placed in a high traffic area.
6. If the ladder is in front of a door that opens towards the ladder, the door shall be locked or barricaded, so you cannot be displaced from the ladder. If you cannot lock it have someone guard it.
7. Ladders used as an access to another level shall extend 3' above the accessing floor level, and must be tied off.
8. Aluminum ladders shall not be used.
9. Job-made ladders are not allowed to be built or used.

Carrying Ladders:

1. Carry ladders horizontally.
2. If you carry the ladder by yourself be sure it's not too heavy for you to lift. (If it's too heavy get help.) Grasp the middle of the ladder with one hand. Walk with the front of the ladder slightly higher than the back, and carry it horizontally.
3. When moving a ladder fold it up to carry.

Setting up an Extension Ladder:

1. To set up an extension ladder place it flat on the floor or ground with the bottom end of the ladder touching the base of the wall or building, and the base section on top.
2. Walk the ladder up with your hands one rung at a time.
3. Pull the base of the ladder slightly away from the building. Lift the fly section and lock it.
4. Continue pulling the base of the ladder away from the building until you reach the 1/4 to 1 angle.
5. Make sure the ladder shoes are correctly positioned, and that the rung locks are secure.
6. Tie the ladder off securely.

SCAFFOLD SAFETY

The following guidelines are implemented in order to provide the safest possible condition of scaffolding components and provide guidelines for the correct installation of scaffolding systems. Scaffold components consist of screw jacks, wheels, safety clips, handrails, midrails, pick boards, etc. If you do not receive the proper pick boards and all other components for a complete scaffold setup, let your supervisor know immediately, do not substitute/improvise. If any of the components are damaged or broken do not use them, call for replacements. Erection will be per the manufacturers instructions and in compliance with OSHA regulations: All scaffolding erection and inspection shall be overseen by a competent person.

Employees Working on Scaffold:

Scaffold assemblies shall be inspected at least daily to see that changes or alterations have not been made to the assembly that will affect the safety of its use. Remember changing weather conditions can change soil conditions.

1. Check to be sure that the scaffold connectors, fastenings, footings, tie-ins, and bracing are secure. If the scaffold is 10' or more does the work platform have guardrails, midrails, and toe boards on all open sides. Is the scaffold level and plumb?
2. Is the work platform fully planked, are the planks cleated or do the planks overlap a minimum of 12"?
3. Does the scaffold have an access ladder, or internal stairs? (Scaffold braces are not to be used to ascend or descent unless the bracing is specifically designed for climbing.)
4. Never use a ladder or make shift device to extend the height of a scaffold. If the scaffold is higher than 30' is it tied off?
5. Know the nature of electrical, fall, and falling object hazards in your work area. Overhead protection shall be provided for persons on a scaffold exposed to overhead hazards. Do not allow excavation adjacent to the scaffold.
6. Keep platforms and area near scaffold clear of debris, unneeded equipment or material, and anything else that might cause you to slip or trip. Slippery conditions on scaffolds shall be eliminated as soon as possible. Apply sand to wet planking for sure footing.
7. Do not overload scaffolding. Never stockpile or overload materials on scaffolds. Tools, materials, and debris shall not be allowed to accumulate in quantities to cause a hazard. Remove all tools and left over materials at the end of the day.
8. Employees shall not work on scaffolds in high winds. Ground yourself during storms and take precautions. In winter clear platforms of all ice and snow before using.
9. Help protect scaffolds; do not bang into them with equipment or materials. Move scaffold by pushing at the base level only.
10. Do not carry anything in your hands while climbing up or down hoist materials. When hoisting material from the ground, control it with a tagline.
11. Workers are prohibited from riding rolling scaffolds unless the floor is within 3" of level, and the floor is free of defects, holes or obstructions, minimum dimensions of the base is at least 1/2 the scaffold height, and tools and materials are removed/secured.

Scaffold Erecting and/or Dismantling:

1. Begin with good footing: Scaffolds and their components shall be capable of supporting without failure at least 4 times the maximum intended load (never overload a scaffold). All footing or

anchorage for scaffolds shall be sound, rigid, and capable of carrying the maximum intended load

without settling or displacement. A change in weather conditions can cause a change in the condition of your footing and/or anchorage supports check them continually.

2. The height of a scaffold shall not exceed 4 times the base and the base dimension changes when outriggers are added. Outriggers should be used with tall, narrow scaffolds, to help stable it. In some instances we can get a variance from the 4 times the base height rule. Examples would be to tie off to the structure, or when the scaffold is located in a narrow hallway where tip over hazard would not exist, etc.
3. All scaffolds 10' or higher shall have guardrails, midrails and toe boards installed on all open sides and ends of the top platform. Cross-braces and/or supports shall be at intervals not to exceed 8'. Toe boards shall be a minimum of 4" high, and guardrails shall be approximately 42" high. Where persons are required to work or walk under the scaffold wire mesh screening shall be installed between the toe boards and the guardrails, along the entire opening.
4. When assembling scaffold reject damaged parts. Any scaffold and/or accessories damaged or weakened from any cause shall be immediately repaired or replaced.
5. Fully plank working platforms. Planking shall be overlapped a minimum of 12" or cleated to secure them from movement.
6. An access ladder, internal stairs or equivalent safe access shall be provided.
7. The poles, legs, or uprights of scaffolds shall be plumb, and securely and rigidly braced to prevent swaying and displacement.
8. Tie scaffold to structure every 2 frames horizontally and every 3 frames vertically. Anchor running scaffold to the wall or structure at each end and every 30' in length.
9. Anchors must prevent the scaffold from tipping into or away from the wall or structure.
10. When guardrails are removed during building/dismantling, wear a safety belt or safety harness with the lanyard properly tied off to lifeline, scaffold, or structure.
11. All casters shall be securely pinned to scaffold frames.

Retraining as Necessary:

Don't assume all employees on your job site have worked on or built a scaffold at some time. Prior to beginning scaffold work poll your employees to find out which ones have been trained to work on scaffolds, and which ones have been trained in constructing a scaffold, etc. Do not forget about new employees who come to the site, if they are going to be required to perform scaffold work, have they been trained. Once the supervisor has assured everyone working on the scaffold has been properly trained their next responsibility, as they walk the job, is to observe the scaffold work going on to be sure each employee is performing their job correctly. If you find employees working incorrectly from a scaffold, or if you inspect a scaffold that has been constructed incorrectly, it is time to retrain. Retraining should include the building of and working from scaffolds.

LOCKOUT/TAGOUT POLICY

It is an OSHA requirement that we develop issue and execute a written program of lockout tag out procedures. These procedures are to be used when the sudden unexpected start up of equipment could put a worker at risk of death or injury .The machinery or equipment must have all energy sources electrical, hydraulic, pneumatic, steam, etc. isolated prior to start of most service and maintenance. Employees shall be trained in these procedures including newly assigned employees and re-training shall be preformed for any new equipment or changes in this program or if the annual audit shows deficiencies in the program.

At the beginning of the job we will designate which employee will be responsible for the lockout program procedures. The person applying the lock shall keep the key, and be the only one

authorized to remove the lock, except in extenuating circumstances such as work to finish up on second shift, or person apply lock went home sick, etc. If anyone unlocks the equipment, other than the person who originally locked it they must have conversation with the person who originally locked it, and it must be documented in writing, unless it is impossible to do so.

Each employee involved in the lockout shall know the general step by step procedure for the lockout technique that will be used, and will be responsible for following the agreed upon procedures:

1. Know the equipment you are locking out, and how many places you need to lockout to keep from operation, or which specific part you would lockout to keep a particular portion of it from operating.
2. Notify others who are working in the area, or who would be using the machine.
3. Shut off the power.
4. Disconnect and lockout all energy sources. Use a lock that has only 1 key. Don't use a standard lock that several people might have a key for.
5. Control or dissipate secondary energies. Remember gravity can be a secondary energy.
6. Verify the lockout. (Attempt to start it.)
7. Upon completion reverse the complete process of lockout. Replace any guards you removed, and inform all persons in the area you are re-energizing.

The Lockout/Tagout program will be audited annually for compliance by the Safety Director and a designated authorized Employee.

EXCAVATION/TRENCHING POLICY

This company does not own large trenching or excavation equipment at this time. Therefore when we work in an area that was prepared by another company we would consider that contractor to be our competent person. It is essential that ABC employees understand and recognize the dangers of an excavation and proceed only when conditions are deemed safe and secure. All surface encumbrances that are located so as to create a hazard to employees shall be removed or supported as necessary. Where the stability of adjoining buildings, walls, or other structures is endangered by excavation operations; support systems such as shoring, bracing, or underpinning shall be provided to ensure stability. Support systems shall be installed and removed in a manner that protects employees from cave-ins, structural collapses, or from being struck by members of the support systems.

While excavation is open, underground installations shall be protected, supported, or removed as necessary to safeguard employees. ABC shall ensure that a trained competent person in trenching and excavation is on site for entries that ABC performs. The competent shall have certified training and shall attend refresher training in T&E annually.

Access:

Excavations in excess of 4' shall have a stairway, ladder, or ramp as a safe means of egress. They shall be located so as to require no more than 25' of lateral travel for employees.

Protective systems shall have the capacity to resist without failure all loads that are intended or could reasonably be expected to be applied or transmitted to the system.

The maximum allowable slopes for stable rock for vertical excavations shall be 90 degrees, for type A soil 3/4" (53 degrees), for type B soil 1.1 (45 degrees) for Type C 1 1/2 to 1 (34 degrees). The actual slope shall be less steep than the maximum allowable slope when there are signs of distress. If that situation occurs, the slope shall be cut back to an actual slope, which is at least 1/2 horizontal to one vertical, less steep than the maximum allowable slope. Further details and regulations regarding proper angles of repose for excavations or the need for trench bracing and shoring can be found in the OSHA 1926.65 standards.

Protection:

Adequate protection of employees from loose rock or soil shall be provided. Such protection shall consist of scaling to remove loose materials, or installation of protective barricades. Employees shall be protected from cave in by placing and keeping such materials or equipment at least 2' from the edge of the excavation, or by use of retaining devices that are sufficient to prevent materials or equipment from falling or rolling into excavations. Removal of supports shall begin at and progress from the bottom of the excavation. Members shall be released slowly so as to note any indication of possible failure of the remaining members. No traffic shall be allowed in the area while employees are in the excavated area, unless the necessary precautions have been taken prior to entry. No employees shall be permitted underneath loads handled by lifting or digging equipment. They shall be required to stand away from vehicles being loaded or unloaded to avoid being struck by any spillage or falling materials. Warning system shall be used for mobile equipment adjacent to an excavation, or approaching the edge of it. Atmosphere testing may be required if there is reason to believe a hazardous atmosphere exists. Emergency rescue equipment shall be readily available where hazardous atmospheric conditions exist or may reasonably be expected to develop during the work. Fall protection shall be provided where employees or equipment are required or permitted to cross over excavations. A competent person shall inspect the excavation daily, after rainstorms and after any event that could compromise the safety of the excavation. Barricades shall be installed to prevent unauthorized entry to excavations that will be left overnight. The accumulation of ground water, storm water and or water used in cutting processes shall be immediately pumped from the excavation and the competent person shall determine the safety of the results.

Quick Observation Tips:

1. Observe soil as it is excavated. Soil that remains in clumps when excavated is cohesive. Soil that breaks up easily and does not stay in clumps is granular. Observe the side of the opened excavation and the surface area adjacent to the excavation. Crack like openings such as tension cracks could indicate fissured material. If chunks of soil spall off a vertical side the soil could be fissured. Small spalls are evidence of moving ground and are indications of potentially hazardous situations.
2. The competent person shall determine the soil type by visual inspection or by mechanical means.
3. Observe the area adjacent to the excavation and the excavation itself for evidence of existing utility and other underground structures and to identify previously disturbed soil.
4. Observe the opened side of the excavation to identify layered systems. Examine layered systems to identify if the layers slope toward the excavation. Estimate the degree of slope of the layers. (Refer to OSHA 1926 Subpart P.)
5. Observe the area adjacent to the excavation and the sides of the open excavation for

evidence of surface water, water seeping from the sides of the excavation, or the location of the level of the water table.

6. Observe the area adjacent to the excavation and the area within the excavation for sources of vibration that may affect the stability of the excavation face.

COMPRESSED AIR CYLINDERS

All hoses with couplings are to be checked daily and secured with wires or pins. Valve protection caps must be in place before compressed cylinders are transported, moved or stored. Cylinder valves will be closed when work is finished and when cylinders are empty or being moved. They must be secured in an upright position at all times. They must be kept a safe distance and shielded from welding or cutting operations and away from an electrical circuit. Oxygen and acetylene must not be stored together. Oxygen and fuel gas cylinders shall be stored a minimum of 20 feet apart or by a fire barrier at least 5 feet tall and a burn rating of one half hour. Cylinders shall not be moved by rolling them on their sides.

ELECTRICAL SAFETY

Before work begins it shall be determined if an employee might be subjected to coming into contact with energized power lines/circuits. If at all possible energized lines will be de-energized while work is being done. If they cannot be de-energized consult your supervisor. Electrical rated hard hats will be worn by all employees.

ABC employees will not work on energized electrical equipment.

A 3' passageway shall be kept in front of transformers for safe working distance. We will endeavor to keep working spaces, walkways, and similar locations clear of cords.

Extension cords shall be kept in good working condition; no frays or broken ground prongs will be used. All electric and extension cords are to be inspected at least quarterly for continuity and daily for defects. They cannot be fastened with staples, hung from nails, suspended with wire, nor placed in a pinch point position. Ground fault circuit protection (GFI's) must be provided for all plugs and cord sets on construction sites. If the panel does not contain GFI breakers, portable GFI receptacles must be used. On work in existing buildings with existing power, GFI protection must be used any time you plug an extension cord into an existing building receptacle.

SELF INSPECTIONS

The Job Site Supervisor shall conduct weekly documented safety observations for ABC job site including the actions and conditions of all subcontractors and forward to the Safety Director. Employees are instructed to assess jobsite conditions prior to beginning any work operations. Utilize previous safety training experience to make the determination of safe working conditions and by evaluating for the various hazards listed in this program. Correct any unsafe conditions. Contact supervisor if unsure of how to proceed and wait for further instructions and assistance. Utilize the training previously provided and the other safety information in this program to assist in performing self inspections. Forms are in place to be completed on jobsites when needed. The company Safety director will conduct random job site safety inspection on a monthly basis to identify compliance and areas for improvement. Corrective actions will be documented on the inspection form and discussed with the site supervisor and shall be tracked until completed. Results of the inspections and corrective actions will be discussed with Management and the Safety Committee.

ACCIDENT/INCIDENT REPORTING

In order to prevent reoccurrence and to identify potentially unsafe conditions or unsafe work practices, we need to record information on all workplace accidents and incidents including but not limited to worker injury, property damage, acts of violence, vandalism, chemical spills or releases and near misses. The employee is to immediately complete an accident/incident report, which is kept in all trucks in the file box, unless physically unable at the time. If an accident occurs:

1. Remain calm.
2. Assist any injured persons, ask their consent if possible.
3. Call for emergency assistance if needed. (Calling 911 will provide medical and police.)
4. Notify employer.
5. Complete accident report.
6. Complete witness statements as appropriate

An accident/incident investigation will be performed by the supervisor at the location where the accident occurred whenever practical or conduct an interview with the employee. The Safety Director is responsible for seeing that all accident investigation reports are being filled out completely, and that the recommendations are being addressed. Supervisors will investigate all accidents, injuries, and incidents the same day of the event using the following investigation procedures:

1. Implement temporary control measures to prevent any further injuries to the employees.
2. Review the equipment, operations, and processes to gain an understanding of the accident situation. Take pictures if possible.
3. Identify and interview each witness and any other person who might provide clues to the accident's causes.
4. Investigate causal conditions and unsafe acts; make conclusions based on existing facts.
5. Complete the accident investigation report within 24 hours accident.
6. Provide recommendations for corrective actions.
7. Review findings with Safety Director.
8. Safety Committee to review incident and complete review form.
9. Indicate the need for additional or remedial safety training.

FIRST AID PROCEDURES

First Aid kits are kept in the office and in all company vehicles at jobsites. First Aid training is to be periodically included in safety meetings utilizing verbal, written, and visual materials. First Aid treatment is to be administered as follows.

1. An injury sustained requiring minor first aid treatment is to be treated using first aid kit supplies or medical attention if needed. The supervisor and or office is to be informed of injury and provided details of injury.
2. Any non-emergency injuries needing professional medical assistance are to be reported to the office or supervisor for assisted transportation, reporting, and medical facility locations if needed.
3. Any emergency injuries should be treated immediately by calling for help and assistance from a co-worker or someone on site or dial 911. After treatment notify office or supervisor of injury providing details for reporting.
4. Any employee whose injury requires professional medical assistance must have a doctor's release to return to work.
5. Employees may utilize the local medical facilities in their worksite area or if in the Indianapolis area seek assistance at a Methodist or St. Francis Occupational Health Center.

CARBON MONOXIDE

Carbon Monoxide (CO) is a tasteless, colorless, odorless gas that is toxic. A common source of CO is from gasoline, propane or diesel engines that are run inside of buildings or in confined spaces. Employees working at the ceiling level are more exposed to CO because it rises. Do not use gasoline-powered saws indoors unless the ceiling height is over 20 feet and there is adequate ventilation. If ceilings are 20 feet or less, or if there is not good ventilation, use an electric saw. Air monitoring should be performed to ensure that air quality is maintained.

ROADWAY SAFETY

1. The control of vehicle traffic through and around a work zone is an integral part of any project for the safety of both the workers involved in the construction and the motoring public traveling through work areas.
2. A temporary traffic control plan shall be prepared by all responsible agencies, which is to be monitored by our customer, and is to be followed throughout duration of project.
3. All workers shall wear high visibility vests and all other required personal protective equipment when working on or near a roadway.
4. Temporary traffic control barricades shall be placed along the work area and employees shall stay behind the barricaded area while performing work.
5. Employees may not move or remove any temporary barricades or traffic control devices unless instructed and approved to do so.
6. If flagger's are provided to control traffic in the work area, they must understand the nature of our work. Communicate to flagger's when traffic will need to be halted. If flagger's are not controlling traffic properly, work shall be suspended.
7. All flashing lights on your vehicle must be on when parked in the roadway.
8. Employees at no time shall place themselves in the path of vehicle traffic.
9. Employees shall always cut toward the direction of oncoming traffic when using equipment that produces carbon monoxide.

SAWING SPECIFIC SAFE WORK PRACTICES

This section provides information on specific concrete cutting operations.

Flat Sawing:

1. Operators must have had training on each piece of equipment they operate including written material, video training and hands-on training which covers general operation and safety procedures.
2. Utilize personal protective equipment as required.
3. Never leave flat saw running while unattended.
4. Do not operate saw while wearing loose fitting clothing or jewelry.
5. Make sure the blade shaft RPM is proper for the size of the blade being used.
6. Do not operate a concrete saw in an area where there is a combustible material or fumes. Sparks from the sawing operation could cause an explosion of fire.
7. When hoisting a concrete saw equipped with a lifting frame, always inspect the frame, lifting hardware and cables before lifting.
8. Do not operate gasoline or diesel-powered machines inside a building or other enclosed area that is not fully vented to outside air. Exhaust contains invisible, deadly carbon monoxide. Serious personal injury or death from carbon monoxide poisoning could result.
9. When cutting suspended or above-grade slabs such as building floors or bridge decks, the work piece must be supported so it will not fall when cut free.
10. The support must be sufficient to prevent the slab from shifting and falling. Also, when removing the cut piece, proper safe rigging and hardware must be used.

11. Each blade is designed for a particular kind of cutting in a specific range of materials. It is extremely important to match the saw and the blade for RPM.
12. Most flat sawing is done with wet cutting diamond blades. Wet-cutting blades must have a continuous supply of water for cooling and lubrication for removing slurry from around the blade.
13. Never try to rig an unconventional water supply to cool a blade. Spraying water on the blade will not work. A steady stream of water must contact the blade on both sides near the blade flanges so that the force of the stream and the centrifugal force combine to move the water to the edge of the blade and into the cut.
14. Inspect all blades before installation. Never use a damaged blade. The blade is unsafe to use if it is cracked, if the core is excessively worn, warped or out of round, if segments are missing or if the arbor hole is worn or damaged.
15. Blade installation procedures:
 - Raise the saw high enough to allow clearance for mounting the blade.
 - Before starting the mounting procedure, make sure the ignition switch is off or the engine kill switch is in the stop position.
 - With electric or hydraulic-powered saws, make sure the saw is disconnected from the power source.
 - Remove the blade shaft nut or bolt and the outer collar or flange.
 - Inspect both flanges and the arbor shaft for damage, nicks, and burrs. The inner flange should be tight on the shaft.
 - Slide the blade onto the arbor shaft. It should fit snugly. Do not force it, alter the arbor hole or file the blade shaft to force a fit.
 - If it does not fit, either there is damage or you have the wrong blade. Inspect the shaft for grooves caused by saw blades.
 - Check to make sure the inside and outside flanges are of the same diameter, not excessively worn and free from concrete buildup.
 - Align the blade so the pin on the flange is placed through the drive pin hole on the blade and into the inner flange. Hand-tighten the mounting nut or bolt with the pin in the hole.
 - Prior to wrench-tightening the blade shaft nut, grasp the outer edge of the blade and rotate it up toward the back of the saw to remove any clearance between the drive pin and the drive pin hole.
 - Then tighten the blade nut securely, according to the manufacturer's instructions, using the proper wrench. Before starting the saw, make sure the blade guard is installed properly and will not interfere with the blade. Again, never attempt to operate a saw without a blade guard.
 - Before sawing, checking for missing or loose nuts and bolts, and check any drive belts. Tighten or replace them if necessary.
16. With hydraulic-powered saws, be sure the hoses are of sufficient size and strength to handle the pressures involved.
17. When making connections to three-phase power sources for electric-powered saws, a qualified electrician should do the connection.
18. If the surface is not level, always saw up the incline, never downhill.
19. When starting self-propelled models, place the saw in neutral.
20. There is a problem if smoke or fire is at the point of contact. The problem may be one of the following; a water supply problem, the blade is too hard for the material or you are feeding the blade in too fast.
21. Excessive pressure or speed will cause the blade to ride out of the cut and reduce blade life. Excessive pressure or speed can knock the core out of tension or knock segments off the blade, especially if reinforcing steel is encountered. Also, it creates excessive heat that glazes the segments and damages or pulls the diamonds from the matrix.
22. Always shut off the power source. Never leave the machine until the blade has completely stopped.

23. Utilities are always a concern. Make sure no electrical or gas lines will be cut and that there are no other obstructions. The building owner or customer is to provide location of all utilities in or under the floor or slab.

Wall Sawing:

1. Operators must have had training on each piece of equipment they operate including written material, video training and hands-on training which covers general operation and safety procedures.
2. Utilize personal protective equipment as required.
3. Never leave wall saw running while unattended.
4. Do not operate saw while wearing loose fitting clothing or jewelry.
5. Make sure the blade shaft RPM is proper for the size of the blade being used.
6. Do not operate a wall saw in an area where there is a combustible material or fumes. Sparks from the sawing operation could cause an explosion of fire.
7. When hoisting a wall saw equipped with a lifting frame, always inspect the frame, lifting hardware and cables before lifting.
8. Do not operate gasoline or diesel-powered machines inside a building or other enclosed area that is not fully vented to outside air. Exhaust contains invisible, deadly carbon monoxide. Serious personal injury or death from carbon monoxide poisoning could result.
9. When cutting suspended or above-grade slabs such as building floors or bridge decks, the work piece must be supported so as not to fall when cut free.
10. The support must be sufficient to prevent the slab from shifting and falling. Also, when removing the cut piece, proper safe rigging and hardware must be used.
11. All wall openings under 12" thick must be secured with plates and all-thread to prevent the wall from tipping out prior to the final cut being made.
12. Each blade is designed for a particular kind of cutting in a specific range of materials. It is also extremely important to match the saw and the blade for RPM.
13. Inspect both sides of the wall before setting up or cutting.
14. Utilities are always a concern. Make sure no electrical or gas lines will be cut, and that there are no other obstructions or hazards. If you cannot inspect the backside of the opening, you need assurances that no hazards are present.
15. All personnel in the vicinity of the opening should be warned to stay clear. .
16. Barricades, warning signs and hazard tape can be used to prevent unauthorized personnel from entering the work area.
17. If the job requires a ladder or scaffolding, make sure it is on a firm, level surface, and that any scaffolding is constructed according to manufacturer's specifications, and inspected prior to use.
18. The saw tracks must be securely anchored or attached to the wall by hold-down plates or brackets.
19. The drop area must be clear. Make sure there is either someone to watch for pedestrian traffic or that the fall zone is barricaded to keep people out.
20. Place material such as tires where the opening will drop.
21. With air-operated systems, always use safety wires or clips on air hose connectors.
22. Always have a qualified electrician connect electrical cable to building power.
23. Follow these precautions when dropping out sections:
 - Double cut sections may tip out.
 - Use wedges and strapping to prevent accidental tip out.
 - Always double check the drop area before proceeding.

Core Drilling:

1. Operators must have had training on each piece of equipment they operate including written material, video training and hands-on training which covers general operation and safety procedures.
2. Utilize personal protective equipment as required.

3. Do not wear loose-fitting clothing and jewelry while operating equipment. Always keep hands and clothing away from all moving parts.
4. When electric drilling, make sure all electrical equipment, such as cords and generators, is in good operating condition.
5. When using hydraulic drills, make sure all hoses and fittings are in good condition.
6. Utilities are always a concern. Make sure no electrical or gas lines will be cut, and that there are no other obstruction, or hazards. If you cannot inspect the backside of the opening, you need assurances that no hazards are present.
7. When drilling floors of suspended slabs, make sure the area below is properly secure. Keep everyone away from the area of falling cores. If possible, take measures to catch the core directly beneath the floor.
8. When drilling large diameter holes through walls, an additional drop-in anchor is required to give more strength in holding the drill in place. Extra bracing for the mast is also recommended to secure the drill. Make sure the concrete has sufficient strength to support the drill in areas where the anchors are placed.
9. When using suction vacuum pads to secure the drill to the floor, make sure of proper suction to the floor before starting the drill motor.
10. Never remove the core bit from the drill motor by putting a wrench on the bit and starting the drill motor.
11. When lifting the core drill on the wall for mounting, first mount the stand to the wall and then slide the carriage onto the stand. This helps eliminate lower back strain.
12. When anchoring the core drill to a wall, anchor directly above or below the hole whenever possible.
13. Operators may not stand on the drill stand to secure it in place.

Hand Sawing:

1. Operators must have had training on each piece of equipment they operate including written material, video training and hands-on training which covers general operation and safety procedures.
2. Utilize personal protective equipment as required.
3. Handsaws are only to be used by persons who are properly trained in their use and physically capable of operating them.
4. Saws shall be kept in good working order and the blade should be secured tightly and checked periodically for tightness.
5. Operators should always use both hands on the saw and keep their arms close to their body, not allowing the arms to become extended. Do not use handsaws above chest height.
6. Blade guards should always be in place and cutting should be done in a direction that shields the operator from cutting debris.
7. When working on ladders, proper ladder safety rules must be followed. Lifts or scaffolds are preferred as work platforms when hand sawing.
8. Electric saws should be properly grounded and cord connections should be kept out of the water.
9. When possible, make lead cuts with a smaller saw or blade. With second cuts, start the saw with the blade already in the cut.

Chain Sawing:

1. Operators must have had training on each piece of equipment they operate including written material, video training and hands-on training which covers general operation and safety procedures.
2. Utilize personal protective equipment as required.
3. Never operate a diamond chain saw with the side cover missing or broken. Also, never operate the saw with the mud flap or bottom guard removed.

4. Never insert a diamond chain into a slot that is more narrow than the chain segments, as rapid pushback might occur. Standard diamond chain segments are .225 inches wide and Corner-Pro diamond chain segments are .205 inches wide.
5. Never install or run the chain backward. The bumpers should lead the segments into the cut. The chain should flow away from the operator on the top of the bar and return to the operator on the bottom of the bar.
6. Never run a diamond chainsaw upside down. Concrete debris can fly back into the operator's face.
7. Be aware of what is on the backside of a cut. Hazards could include electrical lines, water pipes, sensitive equipment and personnel.
8. Always turn the saw off before performing any maintenance. This includes tightening a loose chain. Turn the hydraulic power supply off also.
9. Always maintain secure footing when operating a diamond chain saw. Keep loose hoses and equipment out from under your feet. Housekeeping in the work area is important for operator safety.
10. Operators should always use both hands on the saw and keep their arms close to their body and never fully extended.

Wire Sawing:

1. Operators must have had training on each piece of equipment they operate including written material, video training and hands-on training which covers general operation and safety procedures.
2. Utilize personal protective equipment as required.
3. Know the proper horsepower required for the type of diamond wire used and the length of wire.
4. Determine the proper number of pulleys needed to perform the work. The pulleys should be in direct alignment with the flywheel.
5. Only qualified operators may set up the wire or adjust the wire length. Wire must be inspected for frayed wire or bad splices, proper segments and spring wear.
6. The flywheel unit must have all guards in place prior to operating.
7. Provisions must be made to provide adequate water supply during the cut. Inadequate water supply will result in increased wear of the diamond wire and can result in failure.
8. No persons shall be permitted in any areas exposed to moving diamond wire. Use caution tape or barricades to isolate the area.
9. The path of the exposed diamond wire should be barricaded or caged to provide protection for persons walking into the area or if the wire should break.
10. Operators must not stand in line with the wire when the saw is in operation.

NEW EMPLOYEE ORIENTATION PROGRAM

All new employees shall upon their first day of employment attend NEOP. This shall be given by the Safety Director and or a member of the Safety Committee. The following topics will be covered

1. Company safety mission and goals
2. Hazard Communication plan and location of MSDS
3. Disciplinary Policy
4. Reporting of Accidents, Injuries, Safety Hazards or Suggestions
5. Incident Investigation (Supervisors)
6. Job Hazard Analysis (Supervisors)
7. Video presentations on back injury, traffic control, carbon monoxide safety, ladder safety, scaffold safety, job site procedures, electrical safety, hazardous communication, personal protective equipment, and sawing equipment usage training that shows proper handling techniques of the different types of saws ABC uses.

8. Written information included in this program is submitted to all new personnel and they must sign acknowledgement of receipt and understanding of information presented to them. (See form.)
9. Personal Protective Equipment to be issued to appropriate personnel upon hire and proper use donning and doffing.
10. Safety incentive program incorporated into bonus/incentive program.
11. Explanation of the company Substance Abuse Policy and Employee Assistance Plan
12. All new personnel are required to pass a drug test upon hire prior to beginning work.
13. All field personnel are required to carry current medical card and are to carry a MICS card.
14. New personnel operating company vehicles are required to present a valid driver's license.
15. All new field personnel go through a 3 - 6 month training period in which they work with experienced personnel learning how to use our equipment and how to correctly and safely perform their job duties.
16. Fire extinguisher use and fire hazard recognition
17. Emergency reporting and action plan.
18. HBV Vaccine availability and BBP exposure control plan
19. How to give tool box talks (Supervisors)
20. Receipt of written safety program / handbook

JOB HAZARD ANALYSIS

Job hazard analysis shall be conducted annually to determine the need for proper PPE as well as at the beginning of each new job or as conditions deem appropriate. The JHA will be documented and performed by the Safety Director. The JHA will be used during the initial start up meeting with the assigned crew and any subcontractors to identify any potentially hazardous conditions. The JHA can be used to support the site specific safety plan. Hazards avoidance plans will be communicated to Supervision and the Safety Committee.

LIGHT DUTY / RETURN TO WORK POLICY

It is the policy of ABC to work with our designated occupational health care facilities and workers compensation carrier to provide if at all possible suitable jobs for injured employees to work within the restrictions given by their PLHCP.

HOUSEKEEPING

1. Employees shall maintain each work site in as neat as possible condition at all times. Spills and slurry shall be cleaned up or area shall be barricaded to prevent slips, trips and falls.
2. Clear paths shall be maintained around aisle ways, emergency egress paths as well as areas in front of electrical equipment.
3. Areas in front of stairs and ladders shall be kept clear at all times unless otherwise barricaded.
4. Storage of materials or equipment shall not closer than 36 inches to sprinkler heads.
5. Material storage shall not be closer than 36 inches to emergency egress aisles or exit points.

TOOL BOX TALKS (TBT)

1. Supervisors shall be required to provide weekly tool box talks to their crews.

2. Attendance of talks including the content of talk shall be forwarded in a summary to the Safety Director.
3. The Safety Director shall provide TBT material at the request of the Supervisors.
4. Additional information such as suggestions etc. shall be included in the summary.

POWER INDUSTRIAL TRUCKS

1. The operator must inspect lift trucks before each shift. If the truck is not safe to use, it must be taken out of service immediately.
2. Trucks that are used continually, shall be inspected every shift. Any defects or items to be repaired shall be reported to maintenance immediately upon discovery. Repairs that affect safety must be made before the truck is put back into service.
3. All inspections shall be conducted in accordance to manufactures recommendations. Only trained and authorized personnel shall be used in the maintenance and repairs of the trucks.
4. The employee must complete and receive satisfactory performance in all categories of forklift testing prior to being issued a license.
5. The employee shall have a valid driver's license.
6. Only trained and licensed operators will be permitted to operate a powered lift truck.
7. Lift truck training shall consist of classroom participation, instruction and operator's demonstration of safe operating techniques, and written exam.
8. A certification letter will be issued upon successful completion of the above-mentioned items. The participant must receive 80% or better on the written exam and must demonstrate competence in all areas of the operator's demonstration of safe driving.

WELDING, CUTTING AND HEATING

1. Welding and cutting will only be done in the ABC shop facilities and not on construction sites. Proper precautions (isolating welding and cutting, removing fire hazards from the vicinity, providing a fire watch, etc.) for fire prevention will be taken in areas where welding or other "hot work" is being done. No welding, cutting or heating will be done where the application of flammable paints, or presence of other flammable compounds, or heavy dust concentrations, creates a fire hazard. Equip torches with anti-flashback devices.
2. Arc welding and cutting operations will be shielded by noncombustible or flameproof shields to protect employees from direct arc rays.
3. Welding, cutting and adjacent areas must be checked no later than one-half hour after completion of operations.
4. Proper PPE shall be worn at all time when welding or cutting. Shade lenses in accordance with table E1 and E2 of OSHA 1926.102 will be provided for each type of hot work.
5. When electrode holders are left unattended, electrodes will be removed and holder will be placed or protected so they cannot make electrical contact. All arc welding and cutting cables will be completely insulated. There will be no repairs or splices within 10 feet of electrode holder, except where splices are insulated equal to the insulation of the cable. Defective cables will be repaired or replaced.
6. Fuel gas and oxygen hoses must be easily distinguishable and not interchangeable. Inspect hoses at beginning of each shift and repair or replace if defective.
7. When oxygen and fuel gas cylinders are not in use they must be separated by a distance of at least 20 feet or separated by a one half hour fire barrier
8. All cylinders shall be secured in the upright position and when not in use regulators shall be disconnected and valve protection caps installed.
9. At all time, if cylinders are being transported valve protection caps shall be in place.

10. General mechanical or local exhaust ventilation will be provided, as required, when welding, cutting or heating hazardous materials or in confined spaces. Always wear approved tinted eye protection when welding or when in areas where welding is being done
11. Daily visual inspections of all welding and cutting equipment will be performed by those employees authorized to perform such work.

POWDER ACTUATED TOOLS

1. All employees that will be required to operate powder actuated had tools must first attend training and be certified by the company or manufacturer and authorized to operate the equipment.
2. Employees shall be required to wear the appropriate hearing protection, and eye/face protection whenever operating this equipment.
3. Suitable guards and or barriers should be in place to protect adjacent workers.
4. At no time will powder actuated tools be used in a potentially hazardous atmosphere.

CONFINED SPACE ENTRY

1. ABC Cutting employees will enter permit required confined spaces as an “entrant only” to a clients / customers confined space and will sign on to their permit system. It is imperative that ABC employees follow the host company’s safety guidelines for entry but at a minimum the following points must be observed to ensure a safe work environment when work is performed in a confined space.
2. Scope
 - 2.1 This procedure applies to all ABC Cutting operations with confined spaces or when engaged in confined space entry.
3. Definitions
 - 3.1 Confined Space
 - 3.1.1 Is large enough and so configured that an employee can bodily enter and perform assigned work; and
 - 3.1.2 Has limited or restricted means for entry or exit
 - 3.1.3 The space is not designed for continuous employee occupancy
 - 3.2 Hazardous Atmosphere
 - 3.2.1 An atmosphere that may expose employees to the risk of death, incapacitation, impairment of ability to self-rescue (that is, escape unaided from permit space), injury, or acute illness from one or more of the following causes:
 - 3.2.1.1 Flammable gas, vapor, or mist in excess of 10 percent of its lower flammable limit (LFL);
 - 3.2.1.2 Airborne combustible dust at a concentration that meets or exceeds its LFL;
 - 3.2.1.3 Atmospheric oxygen concentration below 19.5 percent (Oxygen deficient) or above 23.5 percent (oxygen enriched);
 - 3.2.1.4 Atmospheric concentration of any substance for which a dose or a permissible exposure limit is published in Subpart G, Occupational Health and Environmental Control, or in Subpart Z, Toxic and Hazardous Substances, of this part and which could result in employee exposure in excess of its dose or permissible exposure limit;
 - 3.2.1.5 Any other atmospheric condition that is immediately dangerous to life or health.

- 3.3 Permit-Required Confined Space
 - 3.3.1 Permit-Required Confined Space means a confined space that has one or more of the following characteristics:
 - 3.3.1.1 Contains or has a potential to contain a hazardous atmosphere;
 - 3.3.1.2 Contains a material that has the potential for engulfing an entrant;
 - 3.3.1.3 Has an internal configuration such that an entrant could be trapped or asphyxiated by inward converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or
 - 3.3.1.4 Contains any other recognized serious safety or health hazard.
 - 3.4 Non-Permit Confined Space
 - 3.4.1 (Low Hazard) A confined space that poses no actual or potential atmospheric hazards and if all hazards within the confined space are eliminated without entry into the space, the space may be classified or reclassified as a Non-Permit confined space, for as long as the non-atmospheric hazards remain limited.
4. Responsibilities
- 4.1 The Safety director shall manage the overall confined space entry program and will ensure that Supervisors and worker personnel are trained.
 - 4.2 Supervisors will ensure that workers personnel comply with policy requirements.
 - 4.3 Attendants
 - 4.3.1 Have knowledge of all potential hazards of entry.
 - 4.3.2 Aware of possibly behavioral effects of hazard exposure.
 - 4.3.3 Stay in constant communication with entrants.
 - 4.3.4 Remains outside the permit space during entry operations, unless relieved by another attendant.
 - 4.3.5 Monitors activities inside and outside the space to determine if it is safe for entrants to remain in the space and orders entrants to evacuate immediately under any of the following conditions:
 - 4.3.5.1 Attendant detects a prohibited condition.
 - 4.3.5.2 Attendant detects the behavioral effects of hazard exposure in an entrant.
 - 4.3.5.3 Attendant detects a situation outside the space that could endanger the entrants.
 - 4.3.6 Summons rescue and other emergency services as needed.
 - 4.3.7 Takes appropriate actions if unauthorized persons approach or enter a permit space.
 - 4.3.7.1 Warn unauthorized persons to stay away from permit space.
 - 4.3.7.2 Advise unauthorized persons to exit immediately if they have entered the permit space.
 - 4.3.7.3 Inform authorized entrants and entry supervisor if unauthorized persons have entered the space.
 - 4.3.8 Performs non-entry rescue whenever possible.
 - 4.4 Entrants
 - 4.4.1 Have knowledge of all potential hazards of entry.
 - 4.4.2 Stay in constant communication with attendants.
 - 4.4.3 Alert the attendant whenever:
 - 4.4.4 Entrant recognizes any warning sign or symptom of exposure to a dangerous situation.
 - 4.4.5 Entrant detects a prohibited condition.
 - 4.4.6 Wears all appropriate PPE in accordance with the company PPE policy and an analysis of the spaces hazards
 - 4.4.7 Spaces that would require the use of a respirator must not be entered and the Safety Director shall be contacted
 - 4.5 Exit the space as quickly as possible whenever:
 - 4.5.1 An order to evacuate is given by the attendant or entry supervisor.
 - 4.5.2 Entrant recognizes any warning sign or symptom of hazardous

- spaces.
- 5.2.1.1.1 Mechanical ventilation will be used before any employee performs work inside of this new tank construction.
- 5.2.2 Complete ABC Company Confined Space Entry Permit
- 5.2.3 Prepare Space Entry
 - 5.2.3.1 Notify the department likely to be affected by service interruption.
 - 5.2.3.2 Post signs, put up barriers and tape where necessary to prevent unauthorized entry.
 - 5.2.3.3 Qualified personnel follow appropriate shutdown procedures.
 - 5.2.3.4 Implement lockout/tagout where necessary to isolate space.
 - 5.2.3.5 Empty the space if possible of hazardous materials, clean, wash and purge.
 - 5.2.3.6 Ventilate if needed long enough in advance. Verify by testing.
 - 5.2.3.7 Review with personnel entering the space that previous testing has been completed.
 - 5.2.3.8 Attach "HOT WORK" permit, if required, to confined space entry permit.
 - 5.2.3.9 Conduct atmospheric testing (by Certified Personnel only) to determine concentration levels of all hazards identified.
- 5.2.4 Post confined space entry permit (if required)
- 5.3 Atmosphere Testing and Monitoring Requirements
 - 5.3.1 Prior to entering a confined space initial testing of the confined space is to be conducted by a "qualified person" only. At a minimum all confined spaces must be evaluated for:
 - 5.3.1.1 Oxygen (O₂) levels must be >19.5% and <21.5%
 - 5.3.1.2 Presence of Carbon Monoxide (CO) gas must be below the PEL
 - 5.3.1.3 Presence of explosive gas or vapor must be less than 10% of the LEL
- 5.4 Additional tests in confined spaces may be needed because of the function of the confined space. For example:
 - 5.4.1 Chemical Hazards
 - 5.4.1.1 Toxicity (Review MSDS's, PEL's, TLV's and other data to evaluate exposure.)
 - 5.4.1.2 Sulfur Dioxide (SO₂)
 - 5.4.1.3 Hydrogen Sulfide (H₂S)
 - 5.4.1.4 Hydrogen Cyanide (HCN)
 - 5.4.1.5 Arsenic (As)
 - 5.4.1.6 Lead (Pb)
 - 5.4.1.7 Cadmium (Cd)
 - 5.4.2 Physical Hazards
 - 5.4.2.1 Heat stress
 - 5.4.2.2 Noise
- 5.5. Continuous Testing in Attended Confined Spaces
 - 5.5.1 Where the space contains or has the potential to contain a hazardous atmosphere, continuous monitoring will be done.
 - 5.5.2 Personnel using continuous monitors will be trained on the use and limitations of the monitor. This training is part of the annual confined space training program.
- 5.6 Combustible Gases and Dusts Testing
 - 5.6.1 All confined spaces shall be tested for explosive gases and vapors prior to entry, no "HOT WORK" shall be permitted if atmospheric readings are above 10% of the lower explosion limit (LEL). Continuous reading monitors for explosive ranges shall be used on the jobsite in which "HOT WORK" is being conducted in attended confined spaces.

5.6.2 Before "HOT WORK" is conducted in confined spaces which contain combustible dusts, they shall be adequately cleaned by means of washing or "wetting down", or vacuuming with properly grounded equipment. At NO time is compressed air to be used for cleaning of combustible dusts.

6. Training Requirements

6.1 Initial and refresher (when duties change, hazards in space change or whenever evaluation determines inadequacies in employee's knowledge) training to provide affected employees with the understanding, skills and knowledge necessary to perform the job safely. Employer certification of training must include employee's name, signature or initials of trainer and date of training.

7. Rescue Services

7.1 Will be off-site. Use employee retrieval systems whenever possible. Onsite teams must be properly equipped. They must receive the same training as authorized entrants plus training to use personal protective and rescue equipment and first aid training, including CPR. They must practice simulated rescues at least once every 12 months. Outside rescue services must be made aware of hazards, receive access to comparable permit spaces to develop rescue plans and practice rescues. Employer must provide hospitals or treatment facilities any MSDS's or other information on a permit space hazard exposure situation that may aid in treatment of rescued employees.

7.1.1 Qualification requirements for using alternative protection procedures

7.1.1.1 The only hazard is an actual or potential hazardous atmosphere.

7.1.1.2 Ventilation alone is sufficient to maintain the permit space safe for entry and work to be performed within the permit-required space must introduce no additional hazards.

7.1.1.3 Gather monitoring and inspection data to support above items.

7.1.1.4 If entry is necessary to conduct initial data gathering, perform such entry under the full permit program

7.1.1.5 Document the determinations and supporting data and make them available to employees.

7.1.1.6 Entry can take place after a) it has been determined safe to remove the entrance cover; b) any openings are guarded to protect against falling and falling objects; c) internal atmospheric testing; d) air remains without hazard whenever any employee is inside the space; e) continuous forced air ventilation has eliminated any hazardous atmosphere; f) space is tested periodically. Employees must exit immediately if a hazardous atmosphere is detected during entry, and the space must be evaluated to determine how the hazardous atmosphere developed.

8. Ventilation

8.1 Mechanical ventilation will be used to purge the confined space of contaminants, provide

fresh breathable air and or provide for cooling.

8.2 Electric venturi blowers are the preferred type of equipment to provide ventilation.

8.3 Flexible duct shall have as few bends as possible to provide for maximum flow.

8.4 Box type fans and other type axial fans are not permitted for use as ventilation.

8.5 Ventilation alone may not remove the hazards of a confined space and monitoring shall always be performed prior to entry.

9. Communication

9.1 Means of communication between the entrant and attendant shall be determined prior to entry.

9.2 Intrinsically safe communications equipment will be required for any entry into a Class 1 Division 1 space.

9.3 Acceptable forms of communications are voice (where practical), tugging signals on life lines, radio, cellular phones etc.

ASBESTOS AWARENESS

All employees must be aware of the possibility of asbestos on job sites and the health hazards associated with asbestos. Asbestos is a mineral fiber that was commonly used in building materials at one time. Disturbing those materials may cause asbestos fibers to become airborne. The fibers can then be inhaled into the lungs and may cause serious lung disease and possible death.

Building materials that contain asbestos could be encountered when performing demolition, repair, or remodeling work in older buildings or structures. Building materials that could contain asbestos fibers include pipe insulation, ceiling tile, floor tile, plaster, and fireproofing materials. These materials could be found in place or buried and uncovered during excavation.

Pre-bid planning by and pre-job planning by ABC Management shall include a review of potential asbestos hazards whenever conditions indicate that asbestos might be encountered. Suspicions of possible asbestos should be immediately communicated to the project owner. When any employee encounters material that is suspected to contain asbestos, they shall immediately contact their Supervisor, and that area shall be posted and any work stopped that might disturb the asbestos.

ABC Management will be responsible to procure trained consultants and testing services as required to confirm the nature of the suspect material.

Trained and licensed personnel shall perform asbestos removal or abatement, and all areas must be posted, restricted, and sealed until all removal or abatement work is complete. Air monitoring is required to ensure that no employee is exposed to an airborne concentration of asbestos in excess of 1.0 fiber per cubic centimeter of air (1 f/cc) in thirty minutes. The air quality is to be determined from breathing zone air samples. The samples should be representative of the 8-hour TWA and 30-min. short term exposure. Measurements are required for documentation.

If the TWA and/or excursion limit is exceeded, ABC shall implement engineering controls, work practice controls and the use of respiratory protection. Some of them may be exhaust systems for hand tools, wet methods, clean-up procedures and PPE.

ABC shall establish regulated areas wherever air borne concentrations of asbestos and /or PACM are in excess of the TWA and/or excursion limit. Access to regulated areas shall be limited to authorized persons or to persons authorized by the act or regulations issued pursuant thereto.

Respirators shall be used in the following four circumstances: work practice controls, work operations, to reduce exposure, and in emergencies. The respirator shall be provided at no cost to the employees and should be chosen from those approved by NIOSH. Powered air purifying respirators should be available when the employees choose to use this type, or when the respirator will provide adequate protection. ABC shall ensure that the negative pressure respirators fit properly and are checked annually to make sure the respirator continues to fit properly. Employees wearing negative pressure respirators shall have either quantitative or qualitative fit tests. ABC safety representative is responsible for fit testing.

ABC shall provide the proper PPE and training to all employees who may be exposed to Asbestos. This shall include coveralls, gloves, respirators, head coverings, foot coverings, face shields and vented goggles.

Warning signs shall be provided and displayed at each regulated area. In addition, warning signs shall be posted at all approaches to regulated areas so that an employee may read the signs and take necessary protective steps before entering the area.

Employees who perform housekeeping activities during and after construction activities should be covered by the asbestos construction standard.

ABC shall provide training to their employees prior to or at the time of initial assignment and at least annually thereafter. Training shall include the health effects associated with exposure to asbestos. The training shall also include information on the relationship between smoking and exposure to asbestos producing lung cancer. A certificate shall be provided and maintained.

Substance Abuse Program

Policy Introduction

In order to comply with the United States Drug-Free work Place Act, ABC Cutting Contractors, Inc. has instituted this substance abuse program. ABC has adopted these substance abuse policies in accordance with the Metro Indianapolis Coalition for Construction Safety, Inc. (MICCS). MICCS has a reciprocal agreement with the Indiana Union's IUCRC program. The purpose of this program is to establish and maintain a safe and healthful working environment for all employees by prohibiting the unlawful use, possession, consumption, manufacture, distribution (for sale or not) of a controlled substance. It will serve to reduce the number of injuries to persons and/or property and reduce absenteeism, tardiness, and will improve productivity. No set of standards or guidelines can address all situations that may arise.

This program is intended as a guideline and is to be applied with sound judgment and common sense. We feel strongly about this issue and wish to provide employees with the necessary assistance in understanding the effects and consequences of substance abuse and that failure to comply within the guidelines of this policy may result in employment termination and or referral to local law enforcement. The President, Safety Director, Superintendents and Foreman receive training in drug and alcohol abuse awareness. These individuals help with the compliance of this policy with additional assistance from our Human Resources department Employee Assistance Program (EAP) Coordinator. ABC has instituted some variations to the MICCS program which will be identified with notations. Our adherence to the MICCS substance abuse policy will be followed throughout all aspects of our company regardless if our clients do not follow the MICCS substance abuse policy or similar program.

Mark Hege

President

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I Definitions

To ensure common understanding of terms, the following definitions should be consistently used:

Accredited Laboratory (SAMHSA): A federally certified laboratory approved by the Department of Health and Human Services (DHHS) for testing of prohibited items and substances.

Accident/Incident: Any event caused by an employee, either directly or indirectly, that results in treatment by a health care provider, or that resulted in damage to property. This would also include any serious near-miss incidents.

Adulteration: Tampering with a test sample by the substitution or addition of other ingredients to mask the presence or use of illegal drugs, resulting in a specimen that contains a substance that is not expected to be present in human urine, or contains a substance expected to be present but is at a concentration so high that it is not consistent with human urine.

Annual: Each employee's obligation to be tested at least every 12 months.

Controlled Substances: Includes all illegal drugs as listed in this policy and per the Department of Transportation (DOT) limits, (including controlled substances, look alike drugs and designer drugs), prescription drugs used by one for whom they were not prescribed, overuse of prescription drugs prescribed for the user, drug paraphernalia, and alcoholic beverages in the personal possession of or being used by an employee on the premises, or while assigned to work off premises.

Confirmation Test: A second test performed by a SAMHSA-certified laboratory, on the same sample used for the screen test, which uses the more complex methodology of GC/MS (gas chromatography/mass spectrometry), that is more precise for the purposes of confirming or refuting screen test results.

Contractor: The corporation, company, or entity that performs construction or maintenance work either directly with its own employees or indirectly with employees of subcontractors shall be interpreted to pertain to contractors and/or subcontractors, and/or both, whichever is applicable to the situation.

Counterfeit Drug Card: A MICCS Substance Abuse Identification Card modified in any manner without authorization from MICCS. If the card is part of a program granted reciprocity by MICCS, then modifying that card in anyway not authorized by MICCS would also be considered as a counterfeit card.

Diluted Test: A urine specimen with creatinine and specific gravity values that are lower than expected for human urine.

Follow-up Test -An employee who has had a positive test result and is subject to unscheduled follow up testing per SAP requirements will be required to have such test performed upon notification. Payment arrangements for follow up testing are the responsibility of the employee.

He/His: As used in this program, the terms "he or his" or similar masculine pronouns shall be construed to include the feminine alternatives of such pronouns. Such terms are used solely for grammatical purposes and shall not be construed to limit this program or its application on the basis of gender .

Medical Review Officer (MRO): A licensed physician responsible for receiving laboratory results generated by a substance abuse testing program, who has knowledge of substance abuse disorders, and who has received appropriate medical training to interpret and evaluate an individual's medical history, and any other relevant biomedical information, as certified by either the American Medical Association (AMA) or the American College of Occupational and Environmental Medicine (ACOEM).

Negative Test: A negative test is obtained if: (1) the screen test indicated the absence of legal or illegal substance in excess of the screen limit; or, (2) the screen test indicates the presence of legal or illegal substances in excess of the screen limit but the confirming test indicates the absence of legal or illegal substance in excess of the confirmation limits; or, (3) the screen test and confirmation test indicated the presence of a legal or illegal substance(s) in excess of the limits but the donor had a valid medical reason for the substance being detected in the specimen..

Owner: The corporation, company, agency, person, or other entity, that hires contractors or subcontractors to perform construction work and/ or maintenance work on their premises.

Positive Alcohol Test: A positive alcohol test result is obtained if the breathalyzer test, or it's - equivalent test, indicates the presence of alcohol that meets or exceeds the cut-off limits of the DOT and the Commercial Drivers License (CDL) guideline requirements listed in this policy.

Positive Drug Test: A positive test result is obtained if the substance abuse test result indicates the presence of illegal substances that meet or exceed both the screen and confirmation limits listed in this policy, as verified by a Medical Review Officer (MRO), and the MRO has determined that the test results do not stem from use of prescription medicines, over the counter medicines, food, or any cause other than the use of illegal substances. This would also include the illegal use of prescription drugs. (examples would include exceeding the dose of a prescription or over the counter drug and/ or using prescription drugs without a prescription.)

Pre-employment/Pre-Job Site Entry: Screening of prospective employees to ascertain whether an applicant is capable of safely performing his duties and of meeting the pre-requisites for employment.

Probable Cause/Reasonable Suspicion: Shall be defined as those circumstances, based on objective evidence about the worker's conduct in the work place, that would cause a reasonable person to believe that the worker is demonstrating signs of impairment due to alcohol or other drugs. It must be based on specific observance(s) which are relative to the current situation/surroundings that concern the appearance, behavior, speech, or body odors of the employee. It is advisable that the objective evidence that gives rise to probable cause is observed by at least two individuals, but it is recognized that in certain circumstances the observation may be made by only one individual. Examples of objective evidence include when a worker shows signs of impairment such as difficulty in maintaining balance, slurred speech, or erratic or atypical behavior.

Random Testing: An unannounced, unscheduled drug and/or alcohol test, pursuant to an objective method for random selection of employees to be tested. The selection must be truly random without discrimination or arbitrary selection. Upon notification the employee must immediately report for testing.

Refusal to Test: It is considered a refusal to test if the employee adulterated and/or substituted or refused to provide his urine specimen, or if they failed to appear for testing within a reasonable time, or to remain at the testing site until testing process is complete, or if they failed to provide a sufficient amount of urine without a medical reason, and/ or failed to undergo a MRO directed medical evaluation for such a reason. Failure to cooperate with any part of the testing process, including the use of abusive language or behaving in a threatening manner, or behaving in a confrontational way that disrupts the testing procedure, shall also be considered a refusal to test. A refusal to test will be treated in the same manner as a person who has a positive test result.

Return to Duty Testing: If an employee has received a positive test result he must take another test, termed a "return to duty test" before he is eligible to return to work, and he must receive a negative result. Payment arrangements for this test are the responsibility of the employee.

Substance Abuse Professional (SAP): A licensed physician (Medical Doctor or Doctor of Osteopathy), a licensed or certified psychologist, a licensed or certified social worker, or a licensed or certified employee assistance professional. Additionally alcohol and drug abuse counselors must be certified by the National Association of Alcoholism and Drug Abuse Counselors (NAADAC) Certification Commission, a national organization that imposes qualification standards for treatment of alcohol and/or drug related disorders. All must have knowledge of and clinical experience in the diagnosis and treatment of substance abuse-related disorders, and must have successfully completed all certifications required as provided by the DOT regulations.

II Testing Policy and Procedures

Types and Circumstances for Testing

As part of the MICCS program, ABC is required to send all drug test results, regardless of the reason for testing, to the MICCS database. The following is a listing of the types of testing, and required time frames for such testing, as required under this policy:

1. Annual/Pre-employment Testing -Each ABC employee is to be tested at least once annually. To preserve resources of time and money each time an employee is tested, regardless of the reason, the latest test date will become their new annual testing date for purposes of this program. This policy prohibits ABC from giving any more than 14 days notice to an employee of annual/pre-employment testing dates. It is not the intent of this policy to punish anyone because of failure to remember their annual test. Therefore, ABC has established a system to assist employees maintaining their annual test.

2. Post Accident Testing -A substance abuse drug and alcohol test of an employee is required when they are involved in any accident/incident or event, caused by them either directly or indirectly, that results in treatment by the designated health care provider, or that results in

damage to property, including any serious near-miss incident. The test is to be administered either at the time of the first physician visit or on the day of the incident/property damage.

3. Probable Cause/Reasonable Suspicion Testing -A substance abuse drug and alcohol test shall be required at the time of observable probable cause circumstances, based on objective evidence about the worker's conduct in the workplace, that would cause a reasonable person to believe that the worker is demonstrating signs of impairment due to alcohol or other drugs. Such observation must be documented with the assistance of Human Resources, and the supervisor shall provide the employee with a copy.

4. Random testing -MICCS owners reserve the right to conduct random testing of ABC employees working on their premises. It is the owner's responsibility to see that their selection is truly random without discrimination or arbitrary selection. Random testing is to be an unannounced, unscheduled drug and/or alcohol test, and upon notification the employee must immediately report to the testing facility.

5. Return to Duty Testing -For an employee to be eligible to return to work after having a positive test result, he will be required to take a return to duty test, and the result must be negative. Payment arrangements for a return to duty test are the responsibility of the employee.

6. Follow-up Testing -An employee who is subject to unscheduled follow-up testing, as the result of a SAP requirement, will be required to have such test performed upon notification, and the results must be negative. Payment arrangements for follow-up testing are the responsibility of the employee.

Drug Testing Procedures

1. Specimen Collection: Specimen collection will be conducted in accordance with the Department of Health and Human Services (DHHS) "Mandatory Guidelines for the Federal Workplace Drug Testing Programs," as set forth in the Federal Register, and testing shall only be performed by DHHS approved laboratories as set forth in the Federal Register. Specimen collection will be conducted in accordance with applicable state and federal law. The procedure will be designed to ensure the security and integrity of the specimen provided by each employee and those procedures will strictly follow accepted federal DOT chain-of-custody guidelines. Moreover, every reasonable effort will be made to maintain the dignity of anyone submitting a specimen for this program.

- The employee will provide a urine specimen for the drug test. If a urine sample is not possible to obtain, an alternative specimen (i.e.: saliva, breath, hair, etc.) may be provided that is acceptable for the situation.
- A photo ID must be presented at the time of collection to ensure proper identity.
- The donor will be asked to empty his pockets and display them to the collector, as required by Department of Transportation collection rules and regulations.
- A donor will have up to two hours to provide a specimen. If he leaves before two hours and does not give a sample, he will be considered as having refused to test. The donor will be afforded privacy for the urine collection unless the collector observes evidence of an employee's attempt to tamper with a specimen, or the temperature range of the original specimen was out of normal range, or the specimen appeared to have been tampered with, or the specimen was determined invalid by the laboratory.
- Upon completion of testing the donor will be given a copy of form CCF (Custody and Control Form)

2. Laboratory Testing Procedures:

All substance analysis will be done in SAMHSA laboratories certified by DHHS (Department of Health and Human Services). Laboratory procedures will include:

- Initial screen on each specimen. In the event that the initial test is positive a confirmation test will automatically be performed using the GCMS method. A test is considered positive if the detected level of the drug is at or above the cutoff level listed herein. No adverse action or discipline will be taken against any worker or applicant for employment on the basis of any positive test that has not been "confirmed".
- Validity testing on each specimen will automatically be performed. Each specimen is measured for creatinine level, specific gravity, and pH to determine if any of the following occurred:
Adulterants or foreign substance were added to the urine; .The specimen was substituted or the urine was diluted.
- The laboratory will report all results to the MRO (Medical Review Officer). The MRO will make a final determination as to the verified result and the results will be reported to the designated ABC representative.

3. MRO Procedures:

All drug testing shall come under the control and supervision of a physician with confidentiality protected in accordance with state law and the American Medical Association's Code of Ethical Conduct for Physicians Providing Occupational Medical Services or the Medical Review Officer Manual, as developed by the National Institute on Drug Abuse (NIDA). All testing results shall be verified by a MRO. The MRO is a licensed physician responsible for receiving laboratory results generated by a substance abuse testing program, who has knowledge of substance abuse disorders, and who has received appropriate medical training to interpret and evaluate an individual's medical history, and any other relevant biomedical information, as certified by either the American Medical Association (AMA) or the American College of Occupational and Environmental Medicine (ACOEM). He provides a medical review on all test results issued by the laboratory as follows:

- If the laboratory result is negative, the review is completed and a negative result is mailed.
- If the laboratory result is positive, adulterated, substituted, or invalid, the MRO will:
 - Make one attempt to contact the donor by telephone to inform him of the results and complete an interview to determine whether a legitimate medical explanation exists for the result reported by the lab.
 - If he was able to leave a message, but unable to talk to the employee by 10:00 a.m. the following workday morning he will call the employer to report the results. In any case, the employee always has the opportunity to discuss the test results with the MRO.

4. Specimen Retest Protocol:

When the MRO has informed the employee of a verified "positive drug test" or "refusal to test" because of adulteration or substitution, the employee/worker has 72 hours from the time of notification to request a retest of his specimen at a different SAMHSA laboratory .The cost of the test will be the responsibility of the employee/worker. The employee may make the request verbally or in writing and make proper arrangements for payment with the MRO service. If the

result of the retest is different from the original result, the test will be cancelled, and a recollection will be needed.

Alcohol Testing Procedures

Employees/workers involved in an accident/incident, or who are demonstrating reasonable suspicion, as defined in an earlier section of this policy, shall be required to take an alcohol test.

Tests for alcohol shall be performed using the breath or blood to determine a BAC (blood alcohol content). If possible, a breathalyzer type instrument conforming to DOT standards should be used. If that is not available, then a blood draw may be used.

Failure to provide a sufficient breath sample to complete a breath test or refusing to provide a blood sample will be considered a "refusal to test" and have the same consequences as a positive test.

A test is considered positive if the BAC is at or above a .04% .

III Drug Testing Results and Sanctions/Consequences

MICCS identification card and database protocol:

1. Test results from all MICCS required testing will be entered into the MICCS database. The employee's annual test date will automatically be updated with the entry of a negative result.
2. A MICCS card will be issued to the employee with a negative test result. A new card will not be issued each time a test is taken. The card will be issued periodically as is needed to update the employee's photo and/or to replace a worn unreadable card.
3. The MICCS cards will display the employee's picture, name, and a computer assigned identification number. If the employee is collected at a location without the capabilities to take photos, the MICCS ID card will be issued without a picture. If a photo was not taken at the time of testing, Midwest Toxicology can take one for you at a later date and reissue the card. There will be a fee for this service. The MICCS Substance Abuse Card is the property of MICCS and contractors are asked to make every effort to retrieve the card of any person whose card has become invalid.
4. ABC is required to send testing results to the MICCS database for tests taken for post accident, annual, probable cause/reasonable suspicion, random, follow-up, and return to duty testing .

Explanation of Drug Testing Results

1. Negative Testing Result -A result is considered negative if the laboratory finds no drug metabolite levels over the confirmed cutoff values. The employee's card will be updated in the MICCS database.

2. Positive Testing Result -A result is considered positive if the presence of the drug meets or exceeds both the screening and confirmation levels listed in Appendix B, as verified by a MRO, and the MRO has determined that the test results do not stem from use of prescription medications, over the counter medications, food, or any reason other than the use of illegal substances or controlled substances used illegally.

3. Diluted Specimen -A diluted specimen result will require a retest. The MICCS database manager will report the dilute to the designated ABC representative. A detailed explanation of a diluted specimen and instructions regarding recollection procedures are included in Appendix B, and are to be furnished to the employee prior to retesting. A second diluted test without a medical reason carries the same consequences as testing positive. The collection for another test must be done the following morning of the workday after the employee/contractor has been notified, unless there are acceptable circumstances communicated to and approved by the database manager. The database manager can at their discretion reject the explanation. If the two parties cannot agree they can contact the MICCS office and the Substance Abuse Committee may consider the matter further.

4. Refusal to Test -Refusal to submit to a test will carry the same consequences as a positive test. It will be considered a refusal to test if the employee:

- Fails to appear for any required test within a reasonable time, or fails to remain at the testing site until the testing process is complete.
- Fails to provide sufficient amount of urine within the required time (2 hours) unless a legitimate medical explanation exists. This determination of whether a valid medical explanation exists rests with the MRO.
- Fails to undergo a medical examination or evaluation to meet medical explanation requirements in item above.
- Is issued an adulterated or substituted test result.
- Fails to cooperate with any part of the testing process (e.g. refuses to empty pockets when so directed by the collector, behaves in a confrontational way that disrupts the collection process).

5. Adulterated Test -If it is determined that a test was tampered with by the substitution or addition of other ingredients to mask the presence or use of illegal drugs as outlined earlier in this program, the test result shall be treated as a positive, and will have the same consequences as a positive test result.

Sanctions/Consequences Imposed for Failing Drug Test

ABC & MICCS requires employees who test positive or refuse to test, to surrender his MICCS Substance Abuse Card. The employee will not be eligible to work for ABC until he completes a program of rehabilitation to include the following steps nor be eligible to work at a MICCS owner site.

1. The employee must arrange for an evaluation with a Substance Abuse Professional (SAP).
2. The SAP evaluation must specify that the employee attend education classes and/or treatment, and that the employee be required to perform the actions recommended by the SAP or his assigned rehabilitation specialists, and also require that the employee be subject to random follow-up testing not less than three times within the next twelve month period from his

return to work test. Additionally the employee will not be allowed to take another drug test for at least 14 days from the date of the first positive test.

3. The employee is required to submit a letter from the SAP to ABC, who will forward to MICCS database, concerning their fitness for duty. The letter from the SAP must state the individual is fit for duty, can be returned to work, and is eligible for the return to duty test.

4. The employee must submit to a return to duty test and receive a negative result.

5. The employee must actively complete any ongoing rehabilitation and follow up testing required by the SAP.

6. Arrangement for all costs of the above items is the responsibility of the employee.

7. ABC may impose disciplinary actions, up to and including termination, to any employee who tests positive or who fails to abide by any of these sanctions.

8. For informational purposes: An employee/worker testing positive three times within a twelve month period will not be eligible to retest or obtain a MICCS Substance Abuse Card for a period of one year, and will therefore be unable to work on MICCS owners sites during that period. Union employees who also test positive three times within a twelve month period will not be eligible for union work for one year.

9. The imposition of any of the above sanctions shall result in the employee/worker surrendering his MICCS Substance Abuse Card. The employee's card shall be rendered "invalid" in the database.

10. The result of a person using a counterfeit drug card will be the same as a positive drug test.

IV Employee Responsibilities

All ABC employee's have a responsibility to report to work fit for duty, including being in the appropriate mental and physical condition necessary to perform work in a safe, competent manner, free of the influence of drugs and alcohol. He also has an obligation to report to his employer any medications that may impair his job performance and his or others safety.

ABC employees are expected to consent to and participate in owner/employer required testing and consent to the release of the drug screen results to the employer, and to the MICCS database, or for specific purposes as permitted by law. It will be considered a refusal to test if the employee adulterates and/or substitutes or refuses to provide his urine specimen, or fails to appear for testing within a reasonable time, or fails to remain at testing site until testing process is complete, or fails to provide a sufficient amount of urine, without a medical reason, and/or fails to undergo MRO directed medical evaluation. Failure to cooperate with any part of the testing process, including the use of abusive language or behaving in a threatening manner, or behaving in a confrontational way that disrupts the testing procedure, shall be treated in the same manner as a person who has a positive test result, and they shall be ineligible to work on MICCS owner sites. They may also be subject to disciplinary actions per ABC's policies.

V Owner Information -Auditing

The owner reserves the right, under conditions of strict confidentiality, to inspect ABC's substance abuse testing program records within twenty-four (24) hours of the owner's notification of an intent to audit. Owners can audit the validity of on-site contractor's employees at any time by furnishing the MICCS database manager with a list of ABC's onsite employees' names and social security numbers. Owners may also request random drug testing of ABC's

employees working on their site. When requested to take a random drug test, the employee must immediately report for testing. Neither the employee nor ABC shall receive prior notification of dates or times of random drug testing.

APPENDIX A

Samhsha Drug Screen

Drugs of abuse tested in a routine SAMHSA 5-Panel Screen

The MICCS program will use the drug screen components and cut-off levels listed below. In addition to these levels and substances the creatinine level and specific gravity of the specimen will be measured. If the creatinine level is less than 20 ml/dl and the Specific Gravity is less than 1.003, the sample will be considered dilute and another collection will be required. The second sample will be requested to be collected the following morning from the time of notification of a diluted sample. Those samples containing adulterants or considered substituted as determined by the laboratory will be considered as a positive test.

Preliminary Confirmation Cut-Off Levels (ng/ml) Levels

Type	Preliminary Cut-Off Levels (ng/ml)	Confirmation Levels
Amphetamines	1000	500
Cocaine	300	150
PCP -Phencyclidine	25	25
Opiates	2000	2000
THC -Cannabinoids	50	15
Ethanol (Alcohol)	.04% w/vol. (enzyme assay)	.04% w/vol. (GC/FD)

Alcohol Testing Level

The minimum requirement for a positive test result for alcohol will be a HAC of 0.04% w/vol., a level consistent with Department of Transportation and the Commercial Driver's License Guideline Requirements.

New drugs, preliminary cut off and confirmation levels may be modified periodically in order to parallel the Department of Transportation and the Commercial Drivers License guideline requirements.

APPENDIX B

Instructions for Diluted Specimen Retest

A diluted specimen result will require a retest, and a second diluted result, without a medical reason, will result in the same consequences as a positive test result. The MICCS database manager will report the dilute result to the ABC's representative. The employee is to be provided with the below specific instructions on fluid intake prior to retesting, to prevent another diluted specimen.

The collection for another test must be done the following morning of the workday after the employee/ABC has been notified, unless there are reasonable circumstances communicated and approved by the database manager. The database administrator may at its discretion reject the explanation. If the employee or ABC disputes the decision of the database manager the employee/ABC can contact the MICCS office and the Substance Abuse Committee may consider the matter further.

Instructions to be Given to Employer Prior to Retesting

1. Consume no fluids after 9:00 PM the night before collection.
2. Limit fluid intake to a minimum the day of collection.
3. Supervisor will advise the time and location of testing.
4. It is the employee's responsibility to monitor their intake of fluids to prevent another dilute specimen.

If the employee has a medical condition that will cause a diluted specimen he will need to have his physician provide medical information to the MRO for evaluation. His physician must provide this information in writing to the MRO for evaluation at Midwest Toxicology Services Inc. The MRO will, after reviewing the information from the physician, issue a final report to his employer.

Medical Review Officer
FAX 317-262-2222
Midwest Toxicology Services Inc.
324 E. New York St., Suite 300
Indianapolis, IN 46204

9.3 Hazard Communication Program

General Overview

The basic goal of this hazard communication program is to ensure employees know about work hazards related to chemical sources and how to protect themselves against related injuries and illnesses. It is the intent of the program to comply with the guidelines and requirements set forth in Section 1910.1200 of the Occupational Safety and Health Administration standards.

Chemicals pose a wide range of health hazards (such as irritation, sensitization, and carcinogenicity) and physical hazards (such as flammability, corrosion, and reactivity). This program is designed to ensure that information about these hazards and associated protective measures is disseminated to employees and other appropriate personnel. Training will be provided that educates the employees of the potential hazards and protective measures related to the safe use, handling and storage of hazardous chemicals. Employees performing special tasks will also be provided information about possible exposure hazards specific to that task.

This program including applicable material safety data sheets will be available at each ABC jobsite and in our office for employee use. Upon request by our clients we may also supply them with a copy.

MSDS

ABC will have a Material Safety Data Sheet (MSDS) in our workplace for each hazardous chemical we use. Manufacturers of the products are required to prepare these detailed information sheets that provide information on the product contents physical and health hazards. The MSDS may give exposure limits; known or suspected cancer causing ingredients; control measures; and precautions for safe handling and use.

The sheet will also describe emergency and first aid procedures should a chemical accident occur. ABC will maintain a MSDS for each hazardous chemical used in our workplace and contractors for whom we work will maintain appropriate MSDS related to their particular jobsites and work. The contractor or owner will communicate their policy and MSDS availability to ABC personnel prior to the start of the job. The MSDS is to be received from the manufacturer or supplier before the material is used.

The chemical manufacturer, importer or employer preparing an MSDS must be sure the information being recorded accurately reflects the scientific evidence used in making the hazard determination. In addition, if any new, significant information is discovered about a chemical, it is the duty of the manufacturer, importer or employer to add that information to the MSDS within three months. Information might include additional background on the hazards of a chemical or new ways to protect against chemical hazards.

The MSDS may be kept in any form, including operating procedures. Data Sheets may be grouped to cover all the hazardous chemicals in a work area, where it may be more appropriate to address the hazards of the process rather than individual hazardous chemicals. ABC will provide the required information for each hazardous chemical and ensure it is readily accessible during each work shift to employees when they are in their work area(s). A completed binder, including this program and applicable MSDS, is kept in the ABC shop, office and in all company work trucks so it is available on all our jobsites. It is the responsibility of the Safety Director to monitor, with assistance from our purchasing agents, and maintain updated MSDS.

Container Labeling and Other Forms of Warning

In addition to maintaining MSDS on all hazardous chemicals, it is required that all such chemicals contain labels. The chemical manufacturer, importer, or distributor is responsible for ensuring that each container be correctly labeled. The ABC personnel receiving the products are responsible for checking that the labeling is intact upon receipt. These labels must:

1. Identify the hazardous chemical using the same name found on the MSDS.
2. Contain the appropriate hazard warnings.
3. Include the name and address of the chemical manufacturer, importer or other responsible party. This is required only for items entering the employer's facility that will remain in the original packaging.

The shop manager will verify that all containers received for use have:

- clearly labeled contents,
- appropriate hazards warnings and
- the name and address of the manufacturer.

The manager in each department will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or a generic label noting chemical identity and appropriated hazard warnings. For help with labeling of in-plant containers, please contact the Safety Director.

Stationary process containers will use signs, placards, process sheets, batch tickets, operating procedures or other written materials in place of labels as long as the chemical content is identified and appropriate hazard noted. In these cases, copies of the original label or MSDS's will be immediately available to employees throughout the work shift, either by being posted or maintained by the area supervisor. (If alternate labeling techniques are used, a written description of the technique should be included.) Labels must be legible nor be defaced or removed off original containers.

Training

The Safety Director is responsible for the program. He/She will ensure that all elements specified below are carried out.

Prior to starting work, each new employee of ABC will attend a health and safety orientation and will receive information on:

- The requirements and information contained in the Hazard Communication Standard
- Chemicals present in their work place operations
- The location and availability of our written hazard programs
- The physical and health effects of the hazardous chemicals
- Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area
- How to lessen or prevent exposure to these hazardous chemicals through usage of control/work practices, personal protective equipment and good personal hygiene practices
- Steps the company has taken to reduce or prevent exposure to these chemicals
- Emergency procedures to follow if they are exposed to these chemicals or if there is a chemical spill
- How to read labels and review MSDS's to obtain appropriate hazard information, and
- Location of MSDS file and location of hazardous list

After attending the training/orientation session, each employee will sign a form to verify that he/she attended training, received our written materials, and understood this company's policies and the procedures regarding Hazard Communication.

Before a new chemical hazard is introduced into any department, each employee of that department will be given information as outlined above. The Safety Director is responsible for ensuring that MSDS's on the new chemical(s) are available.

OSHA Standard 1910.1200/Hazard Communications (See Attached)

List of Hazardous Chemicals: (See Attached)

FLEET EQUIPMENT

MATERIAL SAFETY DATA SHEETS

I. EQUIPMENT

A. BLADES & BITS

1. DIAMOND BLADES BITS – DIAMOND PRODUCTS
2. DIAMOND BIT, BLADE, SEG & WIRE - ELECTROLUX
3. MASONRY BITS & FASTENERS

B. HILTI

1. HIT C-100 DOWELLING (ANCHORS)
2. HIT HY-20 EPOXY TUBES
3. HIT HY-150 RESIN & HARDENER
4. CUTTING WHEELS
5. SEGMENTS

C. CEMENT & BYPRODUCTS

1. PORTLAND CEMENT
2. LIMESTONE
3. NYTAL
4. MICRO-AIR
5. POZZOLITH 220N
6. POZZOLITH 122HE

D. CUTTING MATERIALS

1. BRICK

- a. BRICK
- b. BURNED BRICK (HOTZONE 80)
- c. MAGNESIA BRICK (K-98 UB)
- d. MAGNESIA BRICK (COELEX 98)
- e. INSULATING FIREBRICK
- f. DRY MORTAR

2. ASPHALT

- a. ASPHALT CEMENT
- b. CITGOFLEX, POLYMER ASPHALT
- c. EMULSIFIED ASPHALT

3. TILE

- a. TILE ADHESIVE
- b. TILE SEALER
- c. TILE IMPREGNATOR
- d. FIBER-CEMENT

E. SEALING MATERIALS

1. BACKER ROD (FOAM PLASTIC)
2. 888 JOINT SEALANT
3. 890-SL JOINT SEALANT
4. 2040 SAND
5. BLACK BEAUTY ABRASIVE

II. VEHICLE MAINTENANCE

A. FUEL

1. DIESEL

- a. DIESEL-LOS DYED #2/ *Midland*
- b. PREMIUM DIESEL-R/ *Midland*
- c. SSA No.2 DIESEL / *Speedway*

2. UNLEADED

- a. UNLEADED/ *Midland*
- b. REG UNLEADED/ *Speedway*
- c. MID UNLEADED/ *Speedway*
- d. PREM UNLEADED/ *Speedway*
- e. REG UNLEADED W/ETHANOL/ *Speedway*
- f. MID UNLEADED W/ETHANOL/ *Speedway*
- g. PRM UNLEADED W/ETHANOL/ *Speedway*
- h. REG UNLEADED W/OXYGENATES/ *Speedway*
- i. MID UNLEADED W/OXYGENATES/ *Speedway*

B. OIL

1. 15W40
 - a. 15W40/ *Speedway*
 - b. 15W40/ *Napa*
2. SAE 30W
 - a. SAE 30W/ *Speedway*
 - b. SAE 30W/ *Napa*
3. HYDRAULIC OIL
4. 2-CYCLE

C. LUBRICANT/GREASE

1. G&G LS EP2 LUBE GREASE
2. G&G HD 85W140 AUTO GEAR LUBE
3. ANTI-SEIZE
4. WHITE LITHIUM GREASE
5. LUBRIPLATE #105

D. FLUIDS

1. **TRANSMISSION**
 - a. G&G MP ATF
 - b. MARATHON DEXRON/MERCON
2. **ANTIFREEZE**
 - a. ANTIFREEZE/ G&G
 - b. ANTIFREEZE/ *Speedway*
3. **BRAKE FLUID**
4. **FUEL TREATMENT**
 - a. ISOPROPYL GAS DRYER
 - b. CETANE BOOSTER TREATMENT
 - c. CHEVRON TECHRON
5. **MISC**
 - a. RADIATOR FLUSH
 - b. COOLANT SYSTEM ADD (DCA4)
 - c. POWER STEERING SP2287
 - d. WINDSHIELD WASHER SOLVENT
 - e. STARTING FLUID

III. MISC SUPPLIES

- A. INVERTED FLOURESCENT ORANGE PAINT
- B. INVERTED CLEAR PAINT
- C. CHINA MARKER
- D. LUMBER CRAYON
- E. CARPENTER PENCIL
- F. DUCT TAPE
- G. WD-40
- H. FIRE EXTINGUISHER
- I. METHANOL
- J. ISOPROPAL ALCOHOL
- K. SILICA SAND
- L. POWDERED CHALK

UPDATED: FEBRUARY, 2006

**9.4 BLOODBORNE PATHOGENS
WRITTEN EXPOSURE CONTROL PLAN**

Purpose

The purpose of this plan is to establish a program and procedures for employee protection from bloodborne pathogens. This plan supports compliance with Occupational Safety and Health Administration 29 CFR 1910.1030 Bloodborne Pathogens. This plan applies to all company employees.

Definitions

Bloodborne Pathogens: Microorganisms that are present in human blood and can cause disease in humans. These pathogens include Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV).

Exposure Incident: When an employee has contact with blood or other potentially infectious materials as a result of his or her duties. This contact includes specific eye, mouth, other mucous membrane, non-intact skin or parental contact.

Non-Intact Skin: Skin that has cut, abrasions or other openings through which bloodborne pathogens could enter the bloodstream.

Occupational Exposure: Reasonably anticipated employee contact with blood or other potentially infectious materials that may result from the performance of an employee's duties. This includes skin, eye, mucous membrane or parenteral contact.

Source Individual: Any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to the employee.

Universal Precautions: An approach to infection control in which all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV and other bloodborne pathogens.

Responsibilities

The program administrator is our safety director, Bill Runion.

This person is responsible for:

- Issuing and administering this plan and making sure that the plan satisfies the requirements of all applicable federal, state or local bloodborne pathogen regulations.
- Identifying which employees are likely to be exposed to bloodborne pathogens.
- Developing procedures for post-exposure incidents.
- Maintaining medical records of exposure incidents, training records and hepatitis vaccination records.
- Completing exposure incident reports and notifying affected individuals.
- Evaluating and updating the program annually.
- Training employees annually

First aid may be provided by the superintendent, safety director or office manager. These personnel are responsible for using universal precautions in all situations that involve exposure to blood and other body fluids and recording and reporting exposure incidents.

Program Activities

Determination of Exposure

- A list will be made of all job classifications that have the potential for exposure to bloodborne pathogens.
- Specific tasks and procedures will be listed when only some employees in a job classification have the potential to be occupationally exposed.

Personal Protective Equipment

- Employees will be provided with personal protective equipment at no cost.
- Protective equipment will be removed before leaving the work area or after a garment becomes contaminated.
- Used protective equipment will be placed in designated containers.
- Gloves will be worn when the employee may have contact with blood or other potentially infectious materials.
- Gloves will be replaced if torn, punctured or contaminated.
- Utility gloves will be decontaminated for reuse if they are torn or cracked.
- Decontaminated disposable gloves will never be reused.
- Appropriate face and eye protection will be worn when splashes, sprays, splatters or droplets of blood or other potentially infectious materials pose a hazard to the eye, nose or mouth.
- Appropriate protective body covering will be worn when occupational exposure is anticipated.

Housekeeping

- All equipment and work surfaces that have been contaminated with blood or other potentially infectious material will be cleaned and decontaminated with an appropriate disinfectant.
- Tongs, forceps or a brush and a dust pan will always be used to pick up contaminated broken glass.
- All infectious waste will be placed in red colored plastic bags for disposal.
- Contaminated sharps will be discarded in containers that are closeable and puncture-resistant. The containers will then be discarded into the red colored plastic bags.
- All regulated waste will be discarded according to Federal, State and Local regulations.

Labeling

- All infectious waste containers will be labeled with a bio-hazard symbol and the work "bio-hazard."

HBV Pre-Exposure Program

- The hepatitis B vaccine and vaccination series will be offered within 10 working days of initial assignment to employees who have occupational exposure.
- The vaccine and vaccinations, as well as all medical evaluations and follow-up will be made available to employees at no cost during work hours.
- Vaccinations will be administered according to current recommendations of the U.S. Public Health Service.
- Employees who decline the vaccination will sign a declination form.
- The vaccination will be made available to the employee at a later date and at no cost if he/she continues to have the potential for exposure.

HBV Post-Exposure Program

- The company post-exposure procedures will be followed for any employee who is not initially identified as occupationally exposed, but who voluntarily or inadvertently becomes exposed in the workplace.
- HBV vaccine will be administered within 24 hours of any reported exposure incident.

Exposure Incident Procedure

- The routes of exposure and how exposure occurred will be documented.
- The source individual will be identified and documented.
- If consent is given, the source individual's blood will be tested and documented as soon as possible to determine HIV and HBV infectivity.
- The exposed employee will be provided with the source individual's test results and information about applicable laws and regulations concerning source identity.
- After consent is given, the exposed employee's blood will be tested for HBV and HIV serological status.
- If the employee does not consent for HIV serological testing, the baseline blood sample will be preserved for at least 90 days.
- Recommendations by the U.S. Public Health Service will be followed.
- The health care provider who is responsible for administering the vaccine and post-exposure evaluation will be given a copy of the OSHA Standard.
- After an exposure incident occurs, the health care provider will receive a description of the exposed employee's job duties relevant to the exposure incident, documentation of the route of exposure, circumstances of exposure, results of the source individual's blood tests and all relevant employee medical records, including vaccination status.
- The employee will be provided with a copy of health care provider's written opinion within 15 days after the evaluation.

Training

- Employees will be trained annually on the OSHA Standard, symptoms of bloodborne diseases, ways in which bloodborne pathogens are transmitted, an explanation and copy of the exposure control plan and how to recognize tasks that might result in occupational exposure.