

Instructions for the Implementation of this Safety Program

1. Read through all of the policies set forth in this safety program.
2. Revise any policies accordingly.
3. Sign the company commitment to safety on page 3 of section 1.
4. Assign a company safety officer responsible for implementing this program. Insure that this safety officer has received all appropriate training in jobsite hazard recognition and has been given the appropriate authority to implement all policies.
5. Train each employee of the company in the applications of this safety program.
6. Purchase and inspect all necessary personal protective equipment, tools and machinery. Commit to replace or repair damaged equipment.
7. Notify all subcontractors of their responsibility to comply with your company's safety regulations. Maintain signed documentation of this notification.
8. Establish a recordkeeping system for maintaining all documentation of safety meetings, employee training, sub-contractor agreements, sub-contractor violation notifications, jobsite inspection documentation and any other relevant documentation.
9. Conduct regular and frequent jobsite and equipment inspections. Document each inspection and each corrective action required.
10. Maintain your company commitment to revise this safety program and retrain employees as circumstances apply.

Disclaimer

The Arkansas Department of Labor has reviewed material contained in these safety programs for compliance. This manual is to be considered advisory material. It does not infer or guarantee full compliance with Company, Project, Local, State and/or Federal Regulations which may be applicable. This manual is designed to direct management of this construction company in the implementation of a safety program.

General safety concerns and procedures that have been addressed in this manual are intended to assist in the prevention of unforeseen safety hazards. Statements made within this policy are a good faith attempt to create an effective safety program. Management of *Concrete Services of NW Arkansas* is required to revise or create new operating procedures that are necessary to reduce workplace safety hazards.

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Revisions to this Plan

Safety Policies will be reviewed on a regular basis, and when there are changes in the working conditions, or when an existing policy has failed. The designated safety officer and management of ***Concrete Services of NW Arkansas*** will approve all revisions to this plan. At the time any revisions are made, employees will receive training in the implementation of this new policy by the company designated safety officer.

Concrete Services of NW Arkansas Safety Commitment

Concrete Services of NW Arkansas is committed to the safety and welfare of our employees and all those individuals that come in contact with our projects. It is our mission to meet and exceed all governmental safety and health regulations and to consistently implement work practices that are simple enforce and to understand by all employees.

Employees are required to adhere to all company, project, local, state and federal safety policies and procedures as a condition of employment. Failure to honor our policies will result in disciplinary actions that could include removal from the jobsite and termination of employment.

It is the responsibility of all management, supervisory staff and their employees to efficiently implement all of **Concrete Services of NW Arkansas** policies.

Each new jobsite location will be inspected by a member of management for unsafe conditions prior to beginning work. Any unsafe conditions or actions should be reported to management immediately. It is our intention to reduce the risk of injury by properly training our employees to recognize and avoid jobsite hazards and to properly use all tools and equipment. A competent person will be present on each jobsite when it is deemed necessary. This competent person will be trained to recognize jobsite hazards, authorized to correct the hazard or to instruct employees as to the proper action to be taken.

Concrete Services of NW Arkansas

For the purpose of implementing this safety program, _____ will be named as company safety officer. As company safety officer, he has been trained to recognize apparent hazards on the jobsite and has been given the authority by company officials to abate these hazards as he deems appropriate. He has been instructed to notify all applicable personnel and authorities of any hazardous conditions present.

Concrete Services of NW Arkansas Safety Program

Accident prevention is the responsibility of each employee for the good of all of us.

I. Purpose

- A. Prevention of accidents.
- B. To outline the duties and responsibilities of all parties on the project.
- C. To emphasize pre-planning in accident prevention.

II. Organization

- A. Company Safety Officer
- B. Project Superintendent/Competent person
- C. Employees

III. Responsibility

A. Company Safety Officer

1. To enforce compliance of *Concrete Services of NW Arkansas* employees with principles of the Project Safety Program.
2. To review often the effectiveness of this safety program and implement changes as necessary to insure the safety of the employees.
3. Assist the project superintendent in planning each jobsite operation to prevent property damage or personal injury to employees, other contractor's employees, or the public.
4. Issue safety bulletins for the project.
5. Conduct periodic safety tours to assure compliance.
6. Insure that weekly jobsite safety meetings are conducted by a competent person.
7. Issue minutes of weekly safety meetings and maintain attendance records.
8. Investigate accidents.
9. Be present for all OSHA jobsite inspections.
10. Orient and Train all new employees to do their job safely.
11. Responsible for the dissemination of all aforementioned and subsequent information included in this outline.

B. Project Superintendent/Competent Person

1. Assist Project Safety Officer in recognition and abatement of hazardous situations.
2. Inspect the jobsite and equipment each day prior to use.
3. Make immediate corrections to hazards identified, tag out equipment not safe for use and notify each employee to avoid any hazards recognized.
4. Effectively utilize and train *Concrete Services of NW Arkansas* employees in pre-planning, recognition and abatement of hazardous materials.
5. Supervise all employees to ensure they are performing their job in a safe and efficient manner. Use the company's disciplinary procedures for enforcing all safety policies.
6. Attend and/or conduct all project safety meetings
7. Issue and inspect all personal protective equipment and ensure that all employees are properly using this equipment.
8. Take responsibility for insuring the all Hazard Communications Policies and the Assured Equipment Grounding Conductor Program are implemented on the jobsite.

C. Employees and Subcontract Employees

1. Perform their work to prevent accidents to themselves, fellow workers and property.
2. Alert supervisors to dangerous situations
3. Cooperate with principles of the project safety program.
4. Inspect and safely utilize all tools and equipment.

I. Basic Policies of the Safety Program

- A. **Drug and Alcohol Policy** - Anyone suspected to be under the influence of drugs or an intoxicating substance shall not be allowed on the jobsite.
- B. **Weapons** are not allowed on the jobsite for any reason. The employee will be asked to leave the jobsite immediately if weapons are found on the person on in the vehicle.
- C. **Criminal Activity and Violence** will not be tolerated and are grounds for immediate termination.
- D. **All employees and subcontractors are expected to behave professionally** at all times. Trash talk and foul language to the public or other workers on the jobsite will not be tolerated. Communication between construction personnel should be relegated to conversation regarding the construction tasks.
- E. **Distracting Music** and other distracting noise create a hazardous atmosphere and are not allowed on the jobsite.
- F. **Confined Spaces** - Employees shall not enter manholes, underground vaults, chambers, tanks, silos, or other similar places that receive little ventilation, unless it has been determined that it is safe to enter by a qualified person.
- G. **Tools, Equipment and Cords** -
1. Tools, equipment and cords shall be inspected daily for damaged. Any damaged equipment shall be removed to the jobsite or tagged "Do Not Use".
 2. Where GFCI is not available, it is the responsibility of the company safety officer to implement an Assured Equipment Grounding Conductor program. All employees will be trained on the proper way to visually inspect all tools and cords prior to each day's use.
 3. Employees shall be instructed to ensure that all guards and other protective devices on tools are in proper places and adjusted, and shall report deficiencies promptly to the foreman or superintendent.
 4. Employees shall not utilize any equipment that is not operating properly.
 5. Only heavy duty, 14 gauge or greater, all weather, flexible cords will be used.
 6. Only class one, fiberglass and wooden ladders will be used on jobsites.
- D. **Safety Meetings** - Employees are required to attend all safety meetings posted by *Concrete Services of NW Arkansas*. The company safety officer will conduct these meetings on a regular and frequent basis and will be responsible for maintaining the written minutes which shall include:
1. signatures of employees attending
 2. subjects discussed
 3. any safety observations of employees
 4. jobsite hazards identified and corrective action taken
- E. **Dress Code – Personal Protective Equipment**
1. Employees are expected wear clothing appropriate for construction work. **Concrete Services of NW Arkansas** requires that the employee wear long pants, shirts with a minimum of ¾ length sleeves. Sleeveless shirts and shorts are not allowed. Clothing should be in fair condition free of excessive tears and inappropriate wording. Extremely loose clothing and jewelry could cause personally injury, therefore is not acceptable. Hard-soled boots with ankle support are required.
 2. *The following personal protective equipment is required according to the company personal protective equipment hazard assessment. Employees will provide their own equipment. The company safety officer will train the employee in the inspection and correct use of this equipment.* It is the employee's responsibility to wear this equipment in compliance with this safety program and within the requirements of the OSHA standard.

- ANSI 289.1-1981 approved hardhats
 - ANSI approved Safety glasses or face shields will be worn when eye hazards are present. Such operations as cutting, drilling, sawing, where flying debris create hazards and where manufacturers require the use of eye protection.
 - Dust masks
 - Gloves
 - Rubber boots
 - Where respirators are required a qualified representative will be assigned the responsibility of providing appropriate measures, training and fit testing required under OSHA 1910.134.
- F. Only GFCI systems will be used on the job. Where not available the Assured Equipment Grounding Conductor Program will be implemented by the competent person.
- G. **Concrete Services of NW Arkansas** will replace any and all safety barricades removed during the project. All safety barricades must be replaced prior to leaving the area.
- H. **HAZ-COM - Concrete Services of NW Arkansas** will comply with all Hazardous Communication Regulations by maintaining a written Haz-Com Program and MSDS for applicable products in their office. It is the responsibility of each sub-contractor to maintain on the jobsite all material safety data sheets related to that project. **Concrete Services of NW Arkansas** employees will be trained on the use of materials before use is allowed.
- I. **Housekeeping** - Employees will keep all work areas and work vehicles in an orderly manner. Trash and hazardous materials will be disposed of promptly. Trip hazards will be kept clear of walkways and working areas.

II. Site Specific Safety Program and Fall Protection Plan

Employees of **Concrete Services of NW Arkansas** are required to comply with all elements of the site-specific safety program and the fall protection plan for each project where they are performing work. It will be the responsibility of the company safety officer and the jobsite superintendent to insure that all employees have received adequate instruction on the implementation of the policies contained in each program.

III. Enforcement

It will be the joint responsibility of the company safety officer and the superintendent to implement company safety policies. The following actions will be taken to insure that all policies are enforced:

1. The employee will be warned, retrained and asked to comply with violated policy.
2. The employee will be removed from the jobsite if violation is not abated.
3. Employment will be terminated if violation persists.

Where the violation warrants the employee can be terminated without warning or other remedial measures at the sole discretion of the designated safety officer and/or management.

Enforcement of Policies

It shall be the responsibility of the jobsite foreman to enforce Wil-Shar safety policies; the safe practices policies in the MBEA manual and any local, state and federal regulations.

The following enforcement policies shall be used:

1. On the first violation the employee shall be verbally warned of the violation and correction made; retraining may be required as determined by the foreman
2. On the second violation of the same the employee shall be warned and made aware that employee will be terminated with another occurrence. Documentation of incident, including the employee's signature of confirmation of warning shall be submitted to Management.
3. *At the third demonstration of such violation the employee shall immediately be dismissed from the jobsite and employment terminated*

Authority

The foreman shall have the authority and responsibility to suspend or terminate an employee if any of the following conditions exist:

1. Employee refuses to amend hazardous behavior
2. Employee's behavior creates imminent danger to other employees
3. Conditions leading up to the termination or suspension of the employee must be documented and must include statements from witnesses.

Foreman Accountability

Compliance and safety violations found on each jobsite will be documented on the jobsite inspection form. The safety officer will discuss the violations and corrections necessary with the foreman. Repeat violations will be reported to Carter. A management meeting with the foreman will be called when the

IV. First Aid Policy

- A. Emergency
 1. It is the policy of **Concrete Services of NW Arkansas** that any injury requiring emergency medical attention will be reported to 911 for immediate qualified first aid care.
 2. In the event that a jobsite is not within a reasonable distance, not to exceed 20 miles, of 911 assistance a first aid plan will be prepared and a qualified person.
- B. Good Samaritan Policy

Employees trained in first aid and CPR will be encouraged to provide Good Samaritan aid to any injured employee until qualified emergency assistance arrives onto the jobsite.
- C. First Aid Kits
 1. A first aid kit will be located on each work vehicle and jobsite trailer.
 2. A qualified physician will approve the first aid kit.
 3. It will be the responsibility of the company safety officer to inspect the kit on a regular basis to insure that it is fully stocked.

V. Accidents and Injury Reporting Requirements

- A. All accidents will be reported to the supervisor immediately.
- B. The supervisor or competent person assigned to the project will be responsible for investigating the cause of the accident and suggest any safe practices that will assist in eliminating any future risk.
- C. If an employee is injured:
 1. It will be reported immediately to the Job Foreman and proper first aid and/or doctor treatment will begin. All injuries will be reported to **Concrete Services of NW Arkansas** office the same day they occur.
 2. Notify general contractor immediately.
- D. If a member of the public is injured:
 1. Notify the general contractor project superintendent immediately.
 2. Send copy of public liability report to the general contractor.

VI. Fire Protection

- A. It is the policy of **Concrete Services of NW Arkansas** that all employees exposed to a fire hazard will have a fire extinguisher, rated not less than 2A10BC, located within 20 feet of their work and conspicuously located. A fire extinguisher shall be provided for each 3,000 square feet of protected building area and one shall be located on each floor of the building.
- B. Fire extinguishers shall be inspected on a regular basis.
- C. In the event of fire employees will call for emergency assistance and remain a safe distance from the hazard. All employees are to be instructed not to fight any fires.

Conclusion

Concrete Services of NW Arkansas is committed to the safety of its employees, other crafts and the general public while on the job. Each employee can receive training instruction through safety videos, written notices and articles, safety manuals, safety meetings and general employee meetings. We will take every reasonable precaution in maintaining a safe healthy workplace for all employees.

OSHA Inspection Policies

Concrete Services of NW Arkansas

1. Ask to see the inspector's credentials, confirm with OSHA, 501-324-6291, that this is a legitimate inspection and the scope or purpose of this inspection.

2. Politely ask the inspector to wait while you contact the employer representative.

The following people will be contacted:

Superintendent for that jobsite

Concrete Services of NW Arkansas Offices

In the event that any of the above representatives are not available within the period of time that the inspector is willing to wait, the inspector will be allowed to proceed with the company's representative that is available at that time.

3. It is the policy of this company to allow the inspector access to all of the written safety programs.

4. Superintendents of all trades working on the jobsite should be notified that OSHA is present and will be requesting an opening conference. All trades should halt work at this time and assign a representative to attend the opening conference.

5. The superintendent and any other representatives available will escort the inspector at all times during the inspection. The superintendent will be responsible for taking notes and taking pictures of any items that are of concern to the inspector.

6. A closing conference with the inspector will be conducted. At this time the inspector will discuss any violation noted and the procedures that should be followed at this time.



SAFE SITES
Construction Safety

Annual Employee Safety Program
Evaluation Checklist

- Review all safety policies. Make changes to any written policies that are not consistent with the implementation of your safety program.
- Consider any tasks that your employees perform that your program may not contain written safety policies for such as respiratory program, confined space etc.
- Audit each employee's file and safety meeting records to confirm that the company has written documentation of training in all tasks that this employee is asked to perform. Fall protection training and forklift and aerial work platform operator training require a comprehension exam for the employee training.
- Take an inventory of all products used by employees, inventory your Material Safety Data Sheets and obtain new Material Safety Data Sheets for added inventory.
- Review the previous years recordkeeping forms and accident investigation reports to determine any deficiencies in existing policies. Make appropriate changes.
- Perform and document equipment and tool inspections.
- _____

Note any significant actions taken:

Evaluation Performed By _____

Date Evaluation Completed _____

Safety Policies for Excavations and Trenching

Competent Person

Concrete Services of NW Arkansas has confirmed by means of training, experience and a competency exam that the following employees are capable and will be authorized to serve as the competent person responsible for implementing the excavation standard according to all local, state and federal regulations.

A competent person for the purposes of Excavation shall have specific training and be knowledgeable about

- Soils analysis
- The use of protective systems
- The requirements of the OSHA Excavations standard and the company, project, local, state and federal regulations.

The company safety officer will monitor the jobsites of each competent person to insure that there are no deficiencies in the implementation of the safety and health plan.

The competent person shall:

- Contact Arkansas One Call to have all underground utilities located prior to beginning operations
- Classify all soils prior to beginning any excavation operations and reclassify soils as conditions change during digging.
- Select the worker protection system suitable for the depth intended and the soil classification
- Inspect the protection systems prior to use and each time conditions change
- Supervise the installation of the protective system
- Authorize necessary changes to the protective system when new hazardous conditions are identified
- Conduct employee safety meetings to warn workers of hazardous conditions
- Remove employees from trenches immediately when a hazardous condition warrant

Planning

A pre-construction planning session will take place prior to beginning work on each project. The safety checklist will be completed and all preparations necessary for insuring that all safe practices are implemented will be considered at this time. The designated competent person for each project will be responsible for implementing safe practices. It is the responsibility of the supervisor to insure that all requirements are met.

Training

- A. Each employee assigned to perform operations in or near the excavation will be trained to recognize the hazards associated with these operations and in the appropriate measures to be taken to avoid these hazards. Written confirmation of this training and verification that the employee understood this training will be maintained in the employee's permanent file.
- B. The supervisor or competent person will conduct jobsite safety training that includes training the employee to recognize and avoid any hazards present on the specific jobsite.
- C. All employees operating equipment will first be trained in its operation and alerted to its hazards. It is the responsibility of the jobsite supervisor to insure that only trained employees operate equipment.
- D. All employees will be adequately trained in the company's Hazard Communication Policy

Inspections

- A. The competent person assigned to the project will perform an inspection on the excavation and the surrounding areas prior to any employee beginning work. The inspection will include observing any possible cave-ins, failures of protective systems and equipment, hazardous weather, or other conditions.
- B. Additional inspections will be performed whenever any conditions of the excavation change or hazards appear.
- C. In the event that any hazards are found during an inspection all operations will halt until all necessary safety precautions have been taken.
- D. The competent person needs to inspect the jobsite and make each employee aware of hazardous conditions.

Protective Support Systems

- A. The competent safety person will evaluate the jobsite conditions and prepare a written plan for the use of necessary protective systems that include sloping, shoring and shields.
- B. All protective systems will be inspected for possibility of failure.
- C. All protective systems will be used within the manufacture's guidelines.
- D. The competent person will supervise the installation of the selected systems.
- E. Employees will not be allowed to work on sloping or benching located above other workers.
- F. Proper respiratory equipment or other personal protective equipment will be provided when hazardous atmospheres are determined.
- G. Personal Protective Equipment required shall be worn by each employee exposed to a hazard.

General Policies

- A. Any exposed underground utility installations must be removed, protected or properly supported.
- B. Employees exposed to vehicular traffic will wear warning vests.
- C. Materials or equipment that might fall or roll into an excavation will be kept at least 2 feet from the edge of the excavation or have a retaining devise.
- D. All surface encumbrances will be removed or supported according the competent person's safety plan for the project.
- E. All loose rock or soil around the excavation will be scaled or barricaded no closer than 2 feet from the excavation to prevent employees located in the excavation from being struck by falling debris.
- F. A warning system will be erected around the excavation to warn operators of equipment and other workers on this jobsite of the fall hazard
- G. Employees are prohibited under loads that are handled by lifting or digging equipment.
- H. Employees are not allowed to enter an excavation that has any water accumulated until the competent person has determined the source and has taken appropriate corrective action.
- I. An adequate means of egress will be provided for all excavations over 4 feet.

Accidents

- A. Accidents will be reported to the competent person and supervisor immediately.
- B. The competent person will promptly investigate the cause of this accident and suggest the implementation of any safe practices that would help to eliminate any future exposure.

Hazardous Atmospheres

- A. Where an oxygen deficiency could reasonably be expected to exist, all excavations greater than 4 feet will be tested for this deficiency by a qualified person.
- B. A qualified person will be appointed to supervise operations determined to contain hazardous atmospheres.
- C. All employees expected to enter an excavation containing a hazardous atmosphere will be trained in the safe operations, respiratory procedures and rescue procedures.
- D. All employees expected to wear respirators will be fitted and trained according to regulations.

Excavation and Trenching Project Planning

This checklist is to be completed during the planning stages of each project in regards to the site conditions. All preparations to insure that safe practices are implemented will be taken at this time.
This checklist should be completed by the competent person assigned to this project.

Date: _____

Project: _____

Competent Person: _____

Supervisor: _____

- Have all underground utilities and overhead power lines been located?
- Will public or jobsite traffic flow within 10 feet of any excavations therefore?

What type of warning system will be provided?

- Are there any structures within 10 feet of excavations?

What are the conditions are these structures and how will they be supported during operations?

- What is the type of soil where the excavations will take place?
- Is there any surface or ground water?
- What is the water table? _____
- How deep do you anticipate the excavation?

What protective systems will be used for this excavation?

List any special conditions.

Safety Policies for Confined Space Entry

Definitions:

Acceptable entry conditions means the conditions that must exist in a permit space to allow entry and to ensure that employees involved with a permit-required confined space entry can safely enter into and work within the space.

Attendant means an individual stationed outside one or more permit spaces who monitors the authorized entrants and who performs all attendant's duties assigned in the employer's permit space program.

Authorized entrant means an employee who is authorized by the employer to enter a permit space.

Blanking or blinding means the absolute closure of a pipe, line, or duct by the fastening of a solid plate (such as a spectacle blind or a skillet blind) that completely covers the bore and that is capable of withstanding the maximum pressure of the pipe, line, or duct with no leakage beyond the plate.

Confined space means a space that:

- (1) Is large enough and so configured that an employee can bodily enter and perform assigned work; and
- (2) Has limited or restricted means for entry or exit (for example, tanks, vessels, silos, storage bins, hoppers, vaults, and pits are spaces that may have limited means of entry.); and
- (3) Is not designed for continuous employee occupancy.

Double block and bleed means the closure of a line, duct, or pipe by closing and locking or tagging two in-line valves and by opening and locking or tagging a drain or vent valve in the line between the two closed valves.

Engulfment means the surrounding and effective capture of a person by a liquid or finely divided (flowable) solid substance that can be aspirated to cause death by filling or plugging the respiratory system or that can exert enough force on the body to cause death by strangulation, constriction, or crushing.

Entry permit (permit) means the written or printed document that is provided by the employer to allow and control entry into a permit space and that contains the information specified in paragraph (f) of this section.

Entry supervisor means the person (such as the employer, foreman, or crew chief) responsible for determining if acceptable entry conditions are present at a permit space where entry is planned, for authorizing entry and overseeing entry operations, and for terminating entry as required by this section.

NOTE: An entry supervisor also may serve as an attendant or as an authorized entrant, as long as that person is trained and equipped as required by this section for each role he or she fills. Also, the duties of entry supervisor may be passed from one individual to another during the course of an entry operation.

Hazardous atmosphere means an atmosphere that may expose employees to the risk of death, incapacitation, impairment of ability to self-rescue (that is, escape unaided from a permit space), injury, or acute illness from one or more of the following causes:

Presence of toxic gases. Equal to or more than 10 ppm hydrogen sulfide measured as an 8-hour time-weighted average. If the presence of other toxic contaminants is suspected, specific monitoring programs will be developed.

Presence of explosive/flammable gases. Equal to or greater than 10% of the lower flammable limit (LFL).

Oxygen Deficiency. A concentration of oxygen in the atmosphere equal to or less than 19.5% by volume.

I. The employer shall evaluate the workplace to determine if any spaces are permit-required confined spaces.

Posting. If the workplace contains permit spaces, the employer shall inform exposed employees, by posting danger signs or by any other equally effective means, of the existence and location of and the danger posed by the permit spaces.

A. ENTRY WITHOUT PERMIT/ATTENDANT

Certification. The competent person shall verify that the space is safe for entry and that the pre-entry measures required by 1910.146 (c)(5)(ii) of this section have been taken, through a written certification that contains the date, the location of the space, and the signature of the person providing the certification. The certification shall be made before entry and shall be made available to each employee entering the space or to that employee's authorized representative.

Confined spaces may be entered without the need for a written permit or attendant provided that the space can be maintained in a safe condition for entry by mechanical ventilation alone, as provided in 1910.146(c)(5). **All spaces shall be considered permit-required confined spaces until the pre-entry procedures demonstrate otherwise.**

Any employee required or permitted to pre-check or enter an enclosed/confined space shall have successfully completed, as a minimum, training in the safe practices of confined space as required by the following sections of these procedures.

- A written copy of operating and rescue procedures as required by these procedures shall be at the work site for the duration of the job.
- The Confined Space Pre-Entry Check List must be completed by the LEAD WORKER before entry into a confined space. This list verifies completion of items listed below. This check list shall be kept at the job site for duration of the job.
- If circumstances dictate an interruption in the work, the permit space must be re-evaluated and a new check list must be completed.

Control of atmospheric and engulfment hazards.

Pumps and Lines. All pumps and lines which may reasonably cause contaminants to flow into the space shall be disconnected, blinded and locked out, or effectively isolated by other means to prevent development of dangerous air contamination or engulfment. Not all laterals to sewers or storm drains require blocking. However, where experience or knowledge of industrial use indicates there is a reasonable potential for contamination of air or engulfment into an occupied sewer, then all affected laterals shall be blocked. If blocking and/or isolation requires entry into the space the provisions for entry into a permit-required confined space must be implemented.

Surveillance. The surrounding area shall be surveyed to avoid hazards such as drifting vapors from the tanks, piping, or sewers.

Testing. The atmosphere within the space will be tested to determine whether dangerous air contamination and/or oxygen deficiency exists. Detector tubes, alarm only gas monitors and explosion meters are examples of monitoring equipment that may be used to test permit space atmospheres. Testing shall be performed by the LEAD WORKER who has successfully completed the Gas Detector training for the monitor he will use. The minimum parameters to be monitored are oxygen deficiency, LFL, and hydrogen sulfide concentration. A written record of the pre-entry test results shall be made and kept at the work site for the duration of the job. The supervisor will certify in writing, based upon the results of the pre-entry testing, that all hazards have been eliminated. Affected employees shall be able to review the testing results. The most hazardous conditions shall govern when work is being performed in two adjoining, connecting spaces.

Entry Procedures. If there are no non-atmospheric hazards present and if the pre-entry tests show there is no dangerous air contamination and/or oxygen deficiency within the space and there is no reason to believe that any is likely to develop, entry into and work within may proceed. Continuous testing of the atmosphere in the immediate vicinity of the workers within the space shall be accomplished. The workers will immediately leave the permit space when any of the gas monitor alarm set points are reached as defined. Workers will not return to the area until a SUPERVISOR who has completed the gas detector training has used a direct reading gas detector to evaluate the situation and has determined that it is safe to enter.

Rescue. The competent person shall contact local fire department rescue personnel according to the attached contact information. See the rescue portion of section B., below, for instructions regarding rescue planning where an entry permit is required.

B. ENTRY PERMIT REQUIRED

Confined Space Entry Permit. All spaces shall be considered permit-required confined spaces until the pre-entry procedures demonstrate otherwise.

- Any employee required or permitted to pre-check or enter a permit-required confined space shall have successfully completed, as a minimum, the training as required by the following sections of these procedures.
- A written copy of operating and rescue procedures as required by these procedures shall be at the work site for the duration of the job.
- The Confined Space Entry Permit must be completed before approval can be given to enter a permit-required confined space. This permit verifies completion of items listed below. This permit shall be kept at the job site for the duration of the job.
- If circumstances cause an interruption in the work or a change in the alarm conditions for which entry was approved, a new Confined Space Entry Permit must be completed.

Control of atmospheric and engulfment hazards.

Surveillance. The surrounding area shall be surveyed to avoid hazards such as drifting vapors from tanks, piping or sewers.

Testing. The confined space atmosphere shall be tested to determine whether dangerous air contamination and/or oxygen deficiency exists. A direct reading gas monitor shall be used. Testing shall be performed by the SUPERVISOR who has successfully completed the gas detector training for the monitor he will use. The minimum parameters to be monitored are oxygen deficiency, LFL and hydrogen sulfide concentration. A written record of the pre-entry test results shall be made and kept at the work site for the duration of the job. Affected employees shall be able to review the testing results. The most hazardous conditions shall govern when work is being performed in two adjoining, connected spaces.

Space Ventilation. Mechanical ventilation systems, where applicable, shall be set at 100% outside air. Where possible, open additional manholes to increase air circulation. Use portable blowers to augment natural circulation if needed. After a suitable ventilating period, repeat the testing. Entry may not begin until testing has demonstrated that the hazardous atmosphere has been eliminated.

Entry Procedures. The following procedure shall be observed under any of the following conditions: 1.) Testing demonstrates the existence of dangerous or deficient conditions and additional ventilation cannot reduce concentrations to safe levels; 2.) The atmosphere tests as safe but unsafe conditions can reasonably be expected to develop; 3.) It is not feasible to provide for ready exit from spaces equipped with automatic fire suppression systems and it is not practical or safe to deactivate such systems; or 4.) An emergency exists and it is not feasible to wait for pre-entry procedures to take effect.

Respiratory Requirements. A self contained breathing apparatus shall be worn by any person entering the space. At least one worker shall stand by the outside of the space ready to give assistance in case of emergency. The standby worker shall have a self contained breathing apparatus available for immediate use. There shall be at least one additional worker within sight or call of the standby worker. Continuous powered communications shall be maintained between the worker within the confined space and standby personnel.

If at any time there is any questionable action or non-movement by the worker inside, a verbal check will be made. If there is no response, the worker will be moved immediately. Exception: If the worker is disabled due to falling or impact, he/she shall not be removed from the confined space unless there is immediate danger to his/her life. Local fire department rescue personnel shall be notified immediately. The standby worker may only enter the confined space in case of an emergency (wearing the self contained breathing apparatus) and only after being relieved by another worker. Safety belt or harness with attached lifeline shall be used by all workers entering the space with the free end of the line secured outside the entry opening. The standby worker shall attempt to remove a disabled worker via his lifeline before entering the space.

When practical, these spaces shall be entered through side openings -- those within 3 1/2 feet (1.07 m) of the bottom. When entry must be through a top opening, the safety belt shall be of the harness type that suspends a person upright and a hoisting device or similar apparatus shall be available for lifting workers out of the space.

In any situation where their use may endanger the worker, use of a hoisting device or safety belt and attached lifeline may be discontinued.

When dangerous air contamination is attributable to flammable and/or explosive substances, lighting and electrical equipment shall be Class 1, Division 1 rated per National Electrical Code and no ignition sources shall be introduced into the area.

Continuous gas monitoring shall be performed during all confined space operations. If alarm conditions change adversely, entry personnel shall exit the confined space and a new confined space permit issued.

Rescue. Call the fire department services for rescue. Where immediate hazards to injured personnel are present, workers at the site shall implement emergency procedures to fit the situation.

Confined Space Entry Permit

Date and Time Issued: _____ Date and Time Expires: _____

Job site/Space I.D.: _____

Job Supervisor: _____

Equipment to be worked on: _____

Work to be performed: _____

Stand-by personnel: _____

1. Atmospheric Checks: Time _____
Oxygen _____%
Explosive _____% L.F.L.
Toxic _____PPM

Tester's signature: _____

2. Source isolation (No Entry): N/A Yes No
• Pumps or lines Blinded () () ()
 ▪ Disconnected () () ()
 ▪ or Blocked () () ()

3. Ventilation Modification: N/A Yes No
• Mechanical () () ()
• Natural Ventilation only () () ()

4. Atmospheric check after isolation and Ventilation:
Oxygen _____% > 19.5 %
Explosive _____% L.F.L < 10 %
Toxic _____PPM < 10 PPM H(2)S
Time _____

Testers signature: _____

5. Communication procedures:

7. Rescue procedures:

| | | |
|---|-----|-----|
| 8. Entry, standby, and back up persons: | Yes | No |
| Successfully completed required training? | () | () |
| Is it current? | () | () |

| | | | |
|--|-----|-----|-----|
| 9. Equipment: | N/A | Yes | No |
| • Direct reading gas monitor tested | () | () | () |
| • Safety harnesses and lifelines for entry and standby persons | () | () | () |
| • Hoisting equipment | () | () | () |
| • Powered communications | () | () | () |
| • SCBA's for entry and standby persons | () | () | () |
| • Protective Clothing | () | () | () |
| • All electric equipment listed | | | |
| Class I, Division I, Group D and Non-sparking tools | () | () | () |

| | | | | | | | |
|---------------------------------|------|------|-----|-----------|------|------|-----|
| 10. Periodic atmospheric tests: | | | | | | | |
| Oxygen | ___% | Time | ___ | Oxygen | ___% | Time | ___ |
| Oxygen | ___% | Time | ___ | Oxygen | ___% | Time | ___ |
| Explosive | ___% | Time | ___ | Explosive | ___% | Time | ___ |
| Explosive | ___% | Time | ___ | Explosive | ___% | Time | ___ |
| Toxic | ___% | Time | ___ | Toxic | ___% | Time | ___ |
| Toxic | ___% | Time | ___ | Toxic | ___% | Time | ___ |

We have reviewed the work authorized by this permit and the information contained here-in. Written instructions and safety procedures have been received and are understood. Entry cannot be approved if any squares are marked in the "No" column. This permit is not valid unless all appropriate items are completed.

Permit Prepared By: (Supervisor) _____

Approved By:
(Unit supervisor) _____

Reviewed By (Cs Operations Personnel) :

(printed name) (signature)

This permit to be kept at job site. Return job site copy to SafetyOffice following job completion.

Copies: Original : Safety Office
 Unit Supervisor
 Jobsite

Occupational Respiratory Program

SELECTION The competent person will select the appropriate respirator for each task to be performed by reviewing the Material Safety Data Sheets for the products to be used. Employees will be fit tested and a respirator issued.

REPLACEMENT Cartridges must be replaced according to manufacturer's recommendations for each type of cartridge or when the employee detects smell, taste of irritation from contaminants. Filters must be replaced if they become damaged, soiled, or increased breathing resistance occurs.

TRAINING Employees shall be instructed by the competent person in the manufacturer's recommended use of all respirators required to safely perform their tasks.

Employees shall be trained in all safety policies associated with this respiratory program.

INSPECTION The competent person shall inspect, for damage and proper use, all personal protection equipment being worn by the employee.

- a. check facepiece for cracks, tears and dirt and distortion.
- b. Check inhalation valves for signs of distortion, cracking or tearing
- c. Confirm that all head straps are intact and have good elasticity
- d. Examine all plastic parts for signs of cracking or wear. Make sure that gaskets are properly seated and in good condition.
- e. Remove exhalation valve cover and examine the valve and valve seat for signs of dirt, distortion, cracking or tearing.

Damaged equipment will be removed from service.

FIT TESTING The competent person is responsible for conducting a fit test on each respirator the employee will be required to use. This may be accomplished using the Quantitative or Qualitative Fit Testing technique to be determined by the competent person.

User of each respirator shall check the equipment for a positive pressure seal check as instructed by the competent person prior to each use. The competent person shall be notified if proper fit is not confirmed. Employee shall not enter the contaminated area until a proper fitting respirator is confirmed.

REPIRATORY SAFETY POLICIES

- I. Employees shall be instructed to:
 - A. Read all manufacturer instructions and safety information prior to using the issued respirator. These instructions must be maintained on the jobsite at all times that this equipment is being used.
 - B. report any failure of personal protective equipment to the competent person.
 - C. Leave the contaminated area immediately and contact the competent person if they smell or taste contaminants or if dizziness, irritation, or other distress occurs.
 - D. Store respirators and other personal protective equipment away from contaminated areas.
 - E. Dispose of used product in accordance with applicable regulations.
 - F. Clean respirator after each use:
 - a. remove cartridges and/or filters
 - b. clean facepiece with manufactured recommended wipes or solution. Water temperature is not to exceed 120 degrees. Scrub with soft brush until clean.
 - c. Disinfect facepiece by soaking in a solution of quaternary ammonia disinfectant or sodium hypochloride (1oz household bleach in 2 gallons of water), or other disinfectant.
 - d. The cleaned respirator should be stored away from contaminated areas when not in use.

Sub-Contractor Safety Requirements

Federal OSHA Standard 1926.16

- (a) The prime contractor and any subcontractors may make their own arrangements with respect to obligations, which might be more appropriately treated on a jobsite basis rather than individually. Thus, for example, the prime contractor and his subcontractors may wish to make an express agreement that the prime contractor or one of the subcontractors will provide all required first-aid or toilet facilities, thus relieving the subcontractors from the actual, but not any legal, responsibility (or, as the case may be, relieving the other subcontractors from this responsibility). **IN NO CASE SHALL THE PRIME CONTRACTOR BE RELIEVED OF OVERALL RESPONSIBILITY FOR COMPLIANCE WITH THE REQUIREMENTS OF THIS PART FOR ALL WORK TO BE PERFORMED UNDER THE CONTRACT.**
- (b) By contracting for full performance of a contract subject to section 107 of the Act, the prime contractor assumes all obligations prescribed as employer obligations under the standards contained in this part, whether or not he subcontracts any part of the work.
- (c) To the extent that a subcontractor of any tier agrees to perform any part of the contract, he also assumes responsibility for complying with the standards in this part with respect to that part. Thus, the prime contractor assumes the entire responsibility under the contract and the subcontractor assumes responsibility with respect to his portion of the work. With respect to subcontracted work, the prime contractor and any subcontractor shall be deemed to have joint responsibility.

Federal OSHA Standard 1926.20 (b) (1) It shall be the responsibility of the employer to initiate and maintain such programs, as may e necessary to comply with the part.

(2) Such programs shall provide for frequent and regular inspections of the jobsites, materials, and equipment to be made by competent persons designated by the employers.

Federal OSHA Standard 1926.21 (b) (2) The employer shall instruct each employee in the recognition and avoidance of unsafe conditions and the regulations applicable to his work environment to control or eliminate any hazards or other exposure to illness or injury.

**Concrete Services of NW Arkansas
Subcontractor
Safety Requirements©**

It is the policy of *Concrete Services of NW Arkansas* to provide a healthy and safe jobsite for all employees. We require all employees and subcontractors to abide by all Company, Project, Federal, State and Local Industry Standards. *Concrete Services of NW Arkansas* jobsites are subject to daily safety inspections and *Concrete Services of NW Arkansas* employees are required to attend regular and frequent safety meetings.

Subcontractor Safety Requirements

It is the responsibility of each subcontractor to understand and to implement all OSHA construction standards that apply to work that the subcontractor is conducting on *Concrete Services of NW Arkansas* jobsites. Representatives of *Concrete Services of NW Arkansas* are obligated to enforce these standards and therefore, reserve the right to remove any subcontractor who refuses to abate violations from the jobsite. The subcontractor's obligations include, but are not limited to, the following:

- The subcontractor will designate a Company Safety Officer to the *Concrete Services of NW Arkansas* Jobsite Superintendent. An OSHA compliant competent person must remain on the jobsite at all times that the subcontractor is performing work.
- Each subcontractor will to establish, implement and make available to *Concrete Services of NW Arkansas* upon request, a written safety plan and equipment list according to OSHA Regulations.
- Provide a copy your weekly employee safety training, relevant to the site-specific hazards, to the *Concrete Services of NW Arkansas* when requested.
- Conduct regular and frequent jobsite inspections by a competent person. Report any safety hazards immediately to the *Concrete Services of NW Arkansas* jobsite superintendent. Tag-out or remove any defective equipment from the jobsite. Replace any safety barricades or guardrails that are removed by your company.
- Provide fire extinguishers, rated not less than a 2A10BC, within 20 feet of work being performed on the jobsite.
- Provide adequate first aid supplies on the jobsite.
- All electric cords, including extension cords and tool cords, will be kept in good repair or taken out of service. Not less than a 14-gauge extension cord will be used on the jobsite. Subcontractors will protect cords when exposed to heavy foot traffic, equipment and auto traffic. All subcontractors will use the Assured Equipment Grounding Conductor Program.
- Any person entering a *Concrete Services of NW Arkansas* jobsite is required to have hardhat protection at all times. Eye protection will be used when job tasks create an eye hazard. Such tasks are drilling, sawing, snipping, when using a cutting torch and powder activated tools and all other related activity requiring eye protection. All employees and visitors when working on or visiting a jobsite where construction is taking place will wear leather upper shoes, preferably those that protect the ankle. Shorts, cutoffs, or sleeveless shirts are not acceptable and will not be allowed on the jobsite. No exceptions to this policy will be made. Tennis shoes or slip resistant boots are required for roofing activities.
- Good housekeeping will be practiced on all construction sites. Subcontractors will remove trash as soon as it accumulates or following each workday. Access to ladders and designated walkways will be kept free of debris.
- Before beginning any digging operations all precautions will be taken to protect underground utilities. The subcontractor will be responsible for having these utilities located and will be liable for any damage as a result of negligence. A competent person trained specifically in the requirements of OSHA Subpart P of 1926 CFR shall be present during all excavation and trenching operations.
- Under no circumstances are un-trained individuals or not properly operating equipment allowed on *Concrete Services of NW Arkansas* jobsites.

- Each subcontractor will maintain a written Hazard Communication Program. All required Material Safety Data Sheets shall be present at all times on the jobsite while work is being conducted and shall be made available to **Concrete Services of NW Arkansas** upon request. Each subcontractor’s employee shall be thoroughly trained in the applications of the Material Safety Data Sheets and the Hazard Communication Program..
- Any safety devices installed for employee protection that are removed by the subcontractor for the purpose of performing work will be promptly replaced when the work is finished.
- General jobsite/project policies:
 - H. **Drug and Alcohol Policy** - Anyone suspected to be under the influence of drugs or an intoxicating substance shall not be allowed on the jobsite.
 - I. **Weapons** are not allowed on the jobsite for any reason. The employee will be ask to leave the jobsite immediately if weapons are found on the person on in the vehicle.
 - J. **Criminal Activity and Violence** will not be tolerated and are grounds for immediate termination.
 - K. **Professional Behavior** is expected by all employees and subcontractors at all times. Trash talk to the public or other workers on the jobsite will not be tolerated. Communication between construction personnel should be relegated to conversation regarding the construction tasks.
 - L. **Distracting music** and other distracting noise create a hazardous atmosphere and are not allowed on the jobsite.
- In the event of an OSHA Inspection on a **Concrete Services of NW Arkansas** jobsite the subcontractor will . . .
 1. Halt work immediately.
 2. Ask to see the inspector’s credentials and confirm with OSHA their validity.
 3. Ask the inspector, polity, to wait while the subcontractor notifies the **Concrete Services of NW Arkansas** Offices and superintendent of the impending inspection.

Indemnification

Should Concrete Services of NW Arkansas and/or Safe Sites, LLC become involved in a third party litigation as a result of its training/performance for the Client under this Agreement, The Client agrees to defend and hold harmless and pay all attorney’s fees for Concrete Services of NW Arkansas and/or Safe Sites, LLC to such litigation. If any claim is brought against either the Client of Concrete Services of NW Arkansas and/or Safe Sites, LLC by any third party, relating in whole or in part to the negligence or defective safety product/procedures of the Client or Concrete Services of NW Arkansas and/or Safe Sites, LLC, each party shall indemnify the other against any loss or judgment, including attorney’s fees and costs, to the extent that such loss or expense is caused by the party’s negligence.

Limitation of Liability

For each Project, the liability of Concrete Services of NW Arkansas it’s employees, agents and subcontractors, for claims of loss, injury, death, damage or expenses, including third party claims, shall not exceed the total sum of the invoiced fee for the contract for any claims arising out of possible Concrete Services of NW Arkansas negligence.

Mediation

In an effort to resolve any conflicts that arise during the development, design or construction of the project or following the completion of the project, the Client and Concrete Services of NW Arkansas agree that all disputes between them arising out of or relating the this agreement shall be submitted to non-binding mediation unless the parties mutually agree otherwise. In the event that these parties to this Agreement are unable to reach a settlement through non-binding mediation, then such disputes shall be settled by arbitration by an arbitrator to be mutually agreed upon by the Client and Concrete Services of NW Arkansas The non-prevailing party shall pay all litigation or arbitration expenses, collection expenses, witness fees court costs, and attorney’s fees incurred by the prevailing party to the prevailing party.

The undersigned confirms that all requirements have been met and will be enforced by this company.

Company

Date

Representative

Request for VIOLATION Correction

Contractor _____

Jobsite _____

Date of Notification _____

This letter is to serve as notification that a safety violation, created by your company, was found during a routine jobsite inspection.

Concrete Services of NW Arkansas requests the following corrections:

If you cannot make these corrections immediately, please notify the project superintendent. Concrete Services of NW Arkansas is obligated to take prompt corrective action to eliminate or to minimize employee's exposure to any jobsite hazard.

Contractor Representative Signature

Concrete Services of NW Arkansas Competent Person Signature

Cc: Project File
Subcontractor Office

INSTRUCTIONS
for implementation
Site Specific
Accident Prevention Plan
And Hazard Analysis[©]

- Conduct a Pre-Construction planning meeting with the competent person
 - Outline the intended phases of construction noted in the attached plan.
 - Make note of the equipment, subcontractors and unusual construction to be used.
 - Document all fall protection and other safe practices to be used on this project.

- Perform a thorough jobsite inspection prior to beginning erection.

- Perform a thorough inspection of all equipment and tools that will be used.

- Conduct an Employee/Subcontractor Safety Training meeting on the jobsite.
 - Train the employees in the fall protection procedures determined during the pre-erection planning meeting.
 - Inform employees of all jobsite hazards identified during the jobsite inspection
 - Have the employees sign the meeting attendance form

Concrete Services of NW Arkansas
Site Specific
Accident Prevention Plan
And Hazard Analysis©

Project: _____
Project Manager/General Contractor: _____
Project Superintendent (competent person): _____
Plan prepared by: _____ **Date** _____
Plan reviewed by: _____ **Date** _____
Preplanning Meeting Conducted by: _____ **Date** _____

Purpose - It is the policy of **Concrete Services of NW Arkansas** to provide a work environment free from hazards. In order to insure an efficient and effective safety program it is necessary to plan for safety measures prior to beginning any project.

This plan is intended to assist all persons present on a **Concrete Services of NW Arkansas** jobsite in performing their job task in a safe fashion. **Concrete Services of NW Arkansas** does not imply that subcontractors who comply with the regulations stated in this plan are exempt from complying with all regulations of Federal, State and Local agencies.

Where as, **Concrete Services of NW Arkansas** is selected to execute the work of this project he shall assure compliance with the requirements of this code from his employees as well as the employees of all subcontractors. If for any reason an unsafe act persists, the subcontractor will be removed from the jobsite and/or the condition will be corrected at the expense of the creating subcontractor.

Responsibility and Authority

Competent Person Assignment and Responsibility: Subcontractors shall assign a competent person, approved by the project superintendent. The competent person shall be capable of identifying existing and predictable hazards in surrounding which are unsanitary, hazardous, or dangerous to employees, and who has the authority to take prompt corrective measures. The competent person shall be responsible for developing, implementing, monitoring and enforcing their company's Safety and Health Program.

Senior Project Supervisor:

- Evaluate each subcontractor's safety and health program to determine is appropriateness to the specific job site and work to be performed.
- Monitor and document the implementation of the safety and health programs of subcontractors
- Document and maintain records of inspections, safety meetings and accident, injury and illness records
- Perform daily jobsite Inspections
- Complete a monthly jobsite status report
- Ensure correction or abatement of all hazardous conditions
- Determine that competent persons are designated by contractors

Procedure -

- I. The Senior project supervisor and the Safety Director will inspect the jobsite and establish a site specific accident prevention plan and hazard analysis as part of the estimating process.
- II. The Project manager and owner will review this plan for approval.
- III. A copy of this plan will be kept in the jobsite trailer or with the Senior project supervisor.

- IV. It will be the responsibility of the project superintendent to enforce all safety policies of this plan.
- V. It will be the responsibility of the safety director to inspect the jobsite on a regular basis and to make recommendations to the project superintendent.
- VI. The project superintendent will inspect the jobsite each day, prior to beginning work. He will make any corrections required, tag out any damaged equipment and inform all employees to avoid hazards identified.
- VII. Prior to the start of work, each subcontractor shall conduct a physical survey of the job site and make a survey of work to be performed by reviewing the drawings and conducting discussions as applicable with one or more of the following – The owner, engineers, general contractor and construction manager.
- VIII. The project superintendent will conduct on-site project safety meetings on Monday mornings. Minutes of this meeting with record of attendance will be kept in the project file.
- IX. A review of this plan will be conducted at the conclusion of this project and recommendations noted.
- X. Any changes to this plan must be approved by all parties listed above and then communicated to all affected parties.
- XI. No work shall be performed on the project unless the Senior Project Supervisor or designated representative is present on the project.

General Conditions of the Project

-

Temporary Structures, Shoring and Bracing Required:

-
-

Planned Phases and Sequence of Construction

- I. Site development**
- II. Foundation**
- III. Shell Erection, poured slab**
- IV. Interior wall and utility rough-in**
- V. Finish out**
- VI. Final grade and landscape**

General Safety Requirements

1. Employers, Owner, Contractors, Sub-Contractors, or Superintendents in charge shall not direct or permit an employee to work under conditions, which are not in compliance with these safety policies or that of Federal, State or Local standards.
2. Every employee shall be directed to observe all provisions of these policies, which directly concern or affect his conduct. He/she shall use the safety devices provided for his personal protection and he/she shall not tamper with or render ineffective any safety device or safe guard.
3. Workers and visitors will wear hard Hats at all times
4. Shorts, cutoffs, or sleeveless shirts will not be allowed on the jobsite.
5. Fall protection is required for all work conducted over 6 feet including scaffolding and steel erection.
6. Under no circumstances are untrained individuals or not properly operating equipment allowed on a **Concrete Services of NW Arkansas** jobsite. Subcontractor's shall ensure that each employee is trained in safe work practices. Documentation of such training shall be maintained and available to the **Concrete Services of NW Arkansas** Offices upon request.
7. It will be the responsibility of the competent person to promptly replace any safety devices installed for employee protection that are removed by the subcontractor for the purpose of performing work.
8. Contractor will provide all safety measures to protect the public from jobsite hazards. The competent person will be responsible for replacing any materials that are removed for the purpose of performing their task.
9. The competent person will perform a hazard analysis/assessment prior to beginning work on this jobsite to determine the necessity of personal protective equipment.

Jobsite Conditions

I. Temporary Site Facilities

- A. The general contractor will provide temporary toilets, water and GFCI power.
- B. **Concrete Services of NW Arkansas** will use designated roads, streets, drives, parking areas, storage areas and toilet facilities.
- C. Unless provided, The competent person will arrange to remove debris and trash accumulated from his work and dispose of it outside of this jobsite location.

II. Drug and Alcohol Policy

- A. The competent person will enforce the **Concrete Services of NW Arkansas's** drug and alcohol free employee policy.
- B. Any person suspected of being under the influence of illegal drugs or alcohol will be immediately removed from the jobsite until the employee at his/her own expense can produce certified drug and alcohol test results indicating that this employee is safe to return to the jobsite.

III. Jobsite Inspections/Hazard Recognition and Correction

- A. The project superintendent will make a daily jobsite inspection for the purpose of recognizing any potential hazards.
- B. The project superintendent has the authority, as a representative of **Concrete Services of NW Arkansas**, to take whatever action is necessary to correct any condition that he/she considers hazardous.
- C. The project superintendent has the authority to request that the general contractor immediately correct any condition that exposes workers to a hazardous condition or to remove workers from the jobsite until this condition is corrected.

- D. The **Concrete Services of NW Arkansas** safety director will conduct Jobsite inspections on a regular basis. At this time any recommendations will be made to the project superintendent.

IV. Housekeeping

- A. **Concrete Services of NW Arkansas** will maintain the building and premises free of debris and shall remove this debris from the jobsite daily.

V. First Aid

- A. **Concrete Services of NW Arkansas** will provide adequate first aid materials for their employees while they are working on this jobsite.
- B. The competent person will inspect the first aid materials and restock missing items on a regular basis.
- C. The project superintendent may request information on the use of first aid.
- D. It is the policy of **Concrete Services of NW Arkansas** that emergency medical attention is sought through 911 assistance and that no employee is required to provide first aid assistance, but that it is made available for Good Samaritan care.

VI. Injury Reporting and Accident Investigation

- A. The competent person will report to the **Concrete Services of NW Arkansas** office any personal injury requiring medical attention or any failure that have resulted in personal injury, whether or not such an injury was sustained. A written accident investigation report will be conducted by the company safety officer.
- B. Employees involved in or witnessing this accident shall cooperate with **Concrete Services of NW Arkansas** 's Safety Officer in the process of investigating the cause of any accident and will provide recommendations as to the prevention of further accidents.

VII. Personal Protective Equipment

- A. **Concrete Services of NW Arkansas** , shall perform a hazard analysis to determine personal protective equipment required for each employee to perform their tasks.
- B. It is the responsibility of the competent person to ensure that each employee inspects their equipment and wears this equipment when required.
- C. Hard hat protection is required at all times on this jobsite.
- D. Safety glasses, with side shields, will be worn during all operations that present an eye injury hazard.
- E. Sleeveless shirts, shorts and tennis shoes are prohibited on this jobsite.
- F. Hearing and respiratory protection shall be worn according to OSHA standards (CFR 1926 subpart E)

VII. Fire Protection

- A. **Concrete Services of NW Arkansas** will provide portable fire extinguishers on the jobsite according to OSHA standards.
- B. Extinguishers will be kept clear from obstructions at all times.
- C. A copy of **Concrete Services of NW Arkansas** protection plan for this project is attached and all employees shall be trained on the proper implementation of this plan.
- D. The competent person is required to maintain a fire extinguisher within 20 feet of all welding operations and any other questionable operations.
- E. All flammable and combustible liquids will be stored in compliant safety containers.
- F. No flammable liquids shall be stored inside the building.

VIII. Excavations and Trenching

- A. All utilities shall be located prior to any excavation and/or trenching operation.
- B. A competent person, with training in excavation and trenching operations, will be on-site during any excavation and trenching operations that exceed 5 feet in depth to insure that all safety applications are performed correctly.
- C. The subcontractor will supply compliant access and egress for trenches that exceed 4 feet in depth.
- D. Excavations and trenches will be barricaded to not allow public access.
- E. Any equipment used during these operations shall have back-up alarms operating and operators will wear seatbelts.

IX. Fall Protection

- A. When the work requires the employee to be located above 6 feet from a lower level a written fall protection plan outlining the planned means to comply with the fall protection standard will be submitted to **Concrete Services of NW Arkansas** with the signed acknowledgement of this safety contract.
- B. **Ladders** shall meet all standards and be securely braced and tied
- C. The subcontractor creating a fall hazard, such as a hole or open trench, shall be responsible for installing the appropriate fall protection or warning systems.
- D. **Scaffolding** - Guardrails that meet OSHA standards are required at 10 feet.
- E. **Toe boards** must be installed on the working platform that is over a traffic area and the remaining scaffolding barricaded off to prevent employee access under working areas.

X. Warning Systems

- A. Signs, signals and barricades required in this safety program and other Federal, State and Local agencies shall be furnished and installed by the subcontractor.
- B. Systems shall be visible at all times where the hazard exists and shall only be removed by the subcontractor when this hazard has been corrected.
- C. The **Concrete Services of NW Arkansas** superintendent shall be notified when this system is being installed, removed and to the nature of the hazard being protected.

XI. Cranes, Rigging and Hoisting

- A. Cranes will be certified by a qualified person and all required inspections documented and located on the crane.
- B. The crane operator will be certified on the crane that is operating.
- C. The swing radius of the crane will be flagged off.
- D. Any person designated to signal the crane and the crane operator will be trained in the ANSI hand signals.
- E. No one other than this designated person will be allowed to signal except in the event of emanate danger.
- F. This crane will not operate within 10 feet of power lines.
- G. Rigging and hoisting material is to be inspected by a competent person prior to each use. Defective materials will be taken out of service.
- H. It will be the sole responsibility of the competent person to determine correct load capabilities and to oversee all operations.

XII. Hand and Power Tools

- A. Tools should be inspected on a frequent and regular basis.
- B. Any damaged tool or tool not meeting the assured equipment grounding conductor inspection policy shall be removed from the jobsite.
- C. All guards will be in place and operate as per the manufacture recommendations.

XIII. Welding, Cutting and Compressed Gas Cylinders

- A. A fire extinguisher is required to be located within 20 feet of welding and cutting operations.
- B. The operator shall be outfitted with all necessary personal protective equipment.
- C. Compressed gas cylinders shall be stored in an upright position with caps on and securely fastened to prevent them from falling over.
- D. Oxygen and acetylene cylinder shall not be stored together.
- E. Flammable material will be removed from the area that welding and cutting operations are taking place or will be appropriately protected. A fire watch shall continue until any embers are extinguished.

XIV. Ladders and Stairways

- A. Employees shall be trained in the safe use of ladders.
- B. Ladders shall be:
 - 1. in good condition
 - 2. securely tied off
 - 3. extended no less than 36 inches above the landing
- C. Damaged ladders will be removed from the jobsite.
- D. All temporary stairways shall have landings not less than 30 inches in the direction of travel and extend at least 22 inches in width.
- E. Stairways that exceed 30 inches or have 4 or more risers will be provided with compliant hand-rails.

XV. Scaffolds

- A. A competent person must be present during the erection and dismantling of scaffolding. Scaffolds will be inspected prior to each day's use.
- B. All scaffolds shall be fully planked, braced and on a firm foundation.
- C. Guardrails are required at 10 feet.
- D. Toe boards must be used when work is performed over a traffic area and the scaffolding barricaded as to prevent access underneath working surfaces.
- E. Safe access shall be provided to the working platform in accordance with OSHA standards.

VI. Confined Spaces

No employee shall enter a confined space without first providing the **Concrete Services of NW Arkansas** superintendent with a safety plan for confined space entry designed by a qualified person and all necessary permits for this work.

XVII. Respiratory Requirements

Respiratory protection will be prepared by a qualified person and shall meet all OSHA requirements. This plan will be submitted to the **Concrete Services of NW Arkansas** superintendent prior to beginning this work.

XVIII. Impalement Protection

- A. Mushroom style plastic rebar covers are not acceptable impalement protection for rebar. Only steel re-enforced caps are acceptable for rebar impalement hazards on **Concrete Services of NW Arkansas** jobsites.
- B. When employees are working at any height above exposed rebar, impalement protection will be required.
- C. Rebar that is 3-6 feet high and where there are not workers located above 6 feet would not likely pose an impalement hazard.

XIX. Ariel Work Platforms (AWP)

- A. AWP's will be inspected by the competent person prior to each days use.
- B. Positioning devises will be worn on all bucket style and articulating boom lifts.
- C. Only certified operators will operate forklifts, etc.
- D. Doors to scissors lifts will be in place when the lift is operating.

XX. Earth Moving Equipment

- A. Earth Moving Equipment will be inspected prior to each days use.
- B. All safety equipment shall be in place.
- C. Backup alarms shall operate.
- D. Operators will wear seatbelts.

XXI. Powder-Actuated Tools

- A. Employees who operate powder-actuated tools are required to carry a valid operator's card.
- B. This tool shall be tested prior to each shifts use.

Acknowledgement

*The undersigned has read and fully understands the Site Specific Accident Prevention Plan created for the above-mentioned project. It is the subcontractor's responsibility to adhere to the accident prevention plan and OSHA regulations and to inform **Concrete Services of NW Arkansas** if they cannot do so. It is also the responsibility of the subcontractor to inform and train its employees of the safety regulations set forth by this plan and OSHA.*

Name *Company* *Date*

Cc: Subcontractor file
Superintendent
Safety Director
Project file

Emergency Action Plan

In the event of fire, natural disaster or other emergency it is the policy of **Concrete Services of NW Arkansas** that all employees will be removed from the building to a safe location. Emergency services will be called immediately. At no time will an employee be instructed to fight a fire unless it is insignificant and can quickly be extinguished without risking the safety of the employee.

- I. **Fire extinguishers** - Fire extinguishers with a rating of not less than 2A10Bc or greater will be available on each jobsite within reasonable access to the work area. Fire extinguishers will be located on each level, at the stairways and within reasonable access for every 3000 square feet of building area. The use of extinguishers will be for the purpose of evacuation, controlling the fire danger and protection of employees only.
- II. **Jobsite Emergency Plan**
 - A. Jobsite Inspection - Each jobsite will begin with a site inspection. The project superintendent and the safety officer will prepare a project plan for the work to be accomplished. A thorough appraisal of the existing hazards should be conducted, as should a rigorous program of training. This plan will include recognition of all jobsite hazards present, instructions for elimination of these hazards. As part of the inspection it will be confirmed that all emergency contact telephone numbers are clearly posted on the jobsite.
 - B. Evacuation Route -

All employees will exit from the nearest exit and will rally at the front entry at a safe distance.
These exits will remain clear of debris and materials at all time and will remain unlocked during the workday.
 - C. Employee "head count" procedures - It will be the responsibility of the project superintendent to perform a "head count" in the event of a necessary evacuation to insure that all employees have been evacuated.
 - D. Rescue and Medical Policy - Employees are requested to cooperate with emergency personnel for rescue and first aid instructions. The project superintendent will be the designated person to communicate pertinent information to emergency personnel.
 - E. Reporting Procedures - All emergency situations will be reported immediately to the project superintendent and to the company safety officer. Employees are asked to cooperate with the follow-up investigation that will take place.
 - F. Each employee will be briefed as to the details of jobsite emergency plan prior to beginning work on this jobsite.
- III. **Fire Prevention and Employee Safety Training** - Employees shall receive training in the prevention of fires and safety measures to be taken in the event that a fire should occur.

Attach floor plan designated evacuation routes here.

Weekly Project Safety Meeting

Date: _____

Jobsite: _____

Superintendent: _____

Representative: _____

First Aid Report for the week of _____

First aid _____

Medical Attention Sought _____

Lost time injuries _____

Accident Investigation reports requested for

Job Site Hazard Analysis and Notification

Corrective Action Requested

The undersigned acknowledge that they have received and comprehend the above information.

| NAME | SIGNATURE | COMPANY |
|-------------|------------------|----------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Weekly Jobsite Safety Inspection

Project Name _____

Project Number _____

For the Week of _____

Subcontractor _____

Safety Officer _____

1926.20 (b)(2) Such programs shall provide for frequent and regular inspections of the jobsites, materials, and equipment to be made by competent persons designated by the employers.

Please provide detailed information for areas that are not compliant.

Recordkeeping Requirements

- An OSHA approved written safety program is implemented within this company. _____
- OSHA Poster, Emergency Phone Numbers, Logs and Citations are posted. _____
- OSHA 200 Log and OSHA 101 Form are maintained. _____

Training

- All employees have received Haz Com training and fully understand the hazards associated with all of the hazardous chemicals that they are exposed to on the jobsite. _____
- Employees required to work on ladders have received ladder safety training. _____
- Employees have been trained to recognize jobsite hazards. _____
- Are only employees who have been trained in proper use of hoists allowed to operate them? _____
- Are only certified/authorized operators allowed to operate industrial trucks? _____

Safety Programs

- A written Haz Com program and Material Safety Data Sheets are located on the jobsite. _____
 - Material Safety Data Sheets for all hazardous chemical products being used on this jobsite have been submitted to the project superintendent. _____
 - A written assured equipment grounding program is located on the jobsite and is accessible to employees. _____
-

Jobsite Conditions

- A physician approved first aid kit is accessible to all employees and has been inspected by a competent person. _____
- A fire extinguisher is accessible to all employees and within reaching distance of all hazardous operations. _____
- All chemical hazards are appropriately labeled and stored in compliant containers. _____
- Debris has been removed from work area. Trip hazards have been eliminated. Projecting nails have been removed. _____
- Personal Protection Equipment has been issued to all employees. Employees have been trained in the proper use of this equipment and it is being worn when necessary. _____
- Compressed gas cylinders are stored upright and in a secured position. When not in use, regulators are removed and caps in place. _____
- Ladders are in good condition. Stepladders fully opened when in use. Extension ladders are extended 3 feet above landings and are tied-off. _____
- Open-sided floors and roofs are adequately guarded. Floor holes and roof openings are adequately guarded and marked. _____
- All electrical drop cords and tool cords have been inspected according to the assured equipment grounding conductor program and prior to each day's use. _____
- All tools have been inspected prior to each day's use and all guards are in place. _____
- The competent person prior to each day's use inspects scaffolds. _____
- Trenches and excavations that exceed 4 feet have access and egress. A competent person manages trenches and excavations that exceed 5 feet at all time and all protection systems are in place. _____
- All earth moving equipment has been inspected. Backup alarms are operating and seatbelts are being worn when operating. _____
- Powder-actuated tools are tested and only operated by certified operators. _____

JOBSITE HAZARD ANALYSIS

DATE:

Phase No:

Location:

Purpose: Accident prevention preplanning identified hazards that are likely to occur during construction and makes sure that each contractor performing an operation will have the necessary material and equipment on hand when needed.

It will be the responsibility of an competent individual, designated by the senior project supervisor to ensure that pre-phase job hazard analysis are conducted. All planning should be coordinated with the senior project supervisor and a pre-phase meeting conducted with all contractors affected.

| Describe Activity or Operation | Unsafe Condition or Action | Preventative/Corrective Action |
|--------------------------------|----------------------------|--------------------------------|
| | | |
| | | |
| | | |
| | | |

**Project
Monthly Status Report
DATE:**

Concrete Services of NW Arkansas

Senior Project Supervisor:

Jobiste: _____

Project Injury/Illness Rate: _____

*Total Recordable OSHA cases x 200,000/Total hours Worked

| Contractor/Subcontractor | Assigned Competent Person | Injury/Illness Rate |
|--------------------------|---------------------------|---------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Reviewed By: _____

Concrete Services of NW Arkansas

Construction Safety Inspection Check List

Date: _____

Job site Information and Set up

- | | | | | | |
|---|-------|-------|-------|-------|-------|
| a. Posting of OSHA and Labor Posters and Emergency Contacts | _____ | _____ | _____ | _____ | _____ |
| b. First Aid equipment available and inspected | _____ | _____ | _____ | _____ | _____ |
| c. Steps, ramps, handrails available where required | _____ | _____ | _____ | _____ | _____ |
| d. Speed limits 5-10 mph posted | _____ | _____ | _____ | _____ | _____ |
| e. Adequate temporary roads | _____ | _____ | _____ | _____ | _____ |

Housekeeping and Sanitation

- | | | | | | |
|---|-------|-------|-------|-------|-------|
| a. General neatness of working areas | _____ | _____ | _____ | _____ | _____ |
| b. Dumpster present and regular disposal of waste | _____ | _____ | _____ | _____ | _____ |
| c. Projecting nails removed | _____ | _____ | _____ | _____ | _____ |
| d. Oil and grease removed | _____ | _____ | _____ | _____ | _____ |
| e. Sanitary facilities provided | _____ | _____ | _____ | _____ | _____ |
| f. Drinking water available | _____ | _____ | _____ | _____ | _____ |
| g. Hard hats in use | _____ | _____ | _____ | _____ | _____ |
| h. Safety shoes in use | _____ | _____ | _____ | _____ | _____ |

Fire Prevention

- | | | | | | |
|---|-------|-------|-------|-------|-------|
| a. fire extinguishers available, inspected and posted | _____ | _____ | _____ | _____ | _____ |
| b. "No Smoking" posted and enforced where needed | _____ | _____ | _____ | _____ | _____ |

Hand and Power Tools

- | | | | | | |
|--|-------|-------|-------|-------|-------|
| a. All tools inspected | _____ | _____ | _____ | _____ | _____ |
| b. Cords in good condition with grounding or insulated | _____ | _____ | _____ | _____ | _____ |
| c. All guards in place | _____ | _____ | _____ | _____ | _____ |
| d. Right tool being used for the job | _____ | _____ | _____ | _____ | _____ |
| e. Operators of powder actuated tools certified | _____ | _____ | _____ | _____ | _____ |

Ladders

- | | | | | | |
|---|-------|-------|-------|-------|-------|
| a. Ladders inspected and in good condition | _____ | _____ | _____ | _____ | _____ |
| b. Properly secured to prevent slipping, sliding or falling | _____ | _____ | _____ | _____ | _____ |
| c. Do side rails extend 36" above top of landing | _____ | _____ | _____ | _____ | _____ |
| d. Rungs or cleats not over 12" on center | _____ | _____ | _____ | _____ | _____ |
| e. Stepladders fully open when in use | _____ | _____ | _____ | _____ | _____ |
| f. Is ladder slope in compliance | _____ | _____ | _____ | _____ | _____ |

Flammable Gasses and Liquids

- | | | | | | |
|---|-------|-------|-------|-------|-------|
| a. All containers clearly identified | _____ | _____ | _____ | _____ | _____ |
| b. Properly stored | _____ | _____ | _____ | _____ | _____ |
| c. Fire hazards checked | _____ | _____ | _____ | _____ | _____ |
| d. Proper storage temperatures and protection | _____ | _____ | _____ | _____ | _____ |
| e. Fire extinguishers nearby | _____ | _____ | _____ | _____ | _____ |
| f. Approved safety cans used | _____ | _____ | _____ | _____ | _____ |

Welding and Cutting

- | | | | | | |
|---|-------|-------|-------|-------|-------|
| a. Are operators qualified | _____ | _____ | _____ | _____ | _____ |
| b. Goggles, gloves, clothing, shields, belts and lanyards | _____ | _____ | _____ | _____ | _____ |
| c. Electrical equipment grounded | _____ | _____ | _____ | _____ | _____ |
| d. Fire extinguishers nearby | _____ | _____ | _____ | _____ | _____ |
| e. Flammable material protected | _____ | _____ | _____ | _____ | _____ |
| f. Gas cylinder secured and upright | _____ | _____ | _____ | _____ | _____ |
| g. Gas lines protected and in good condition | _____ | _____ | _____ | _____ | _____ |
| h. Are cylinder caps in use | _____ | _____ | _____ | _____ | _____ |

JOBSITE INSPECTIONS

Date: _____

Jobsite _____

Subcontractor _____

Correction Needed _____

Correction Needed _____

Correction Needed _____

- Subcontractor Notified
- Project Superintendent Notified
- General Contractor Notified
- Written Notification Sent (date) _____

Subcontractor _____

Correction Needed _____

Correction Needed _____

Correction Needed _____

- Subcontractor Notified
- Project Superintendent Notified
- General Contractor Notified
- Written Notification Sent (date) _____

Jobsite _____

Subcontractor _____

Correction Needed _____

Correction Needed _____

Correction Needed _____

- Subcontractor Notified
- Project Superintendent Notified
- General Contractor Notified
- Written Notification Sent (date) _____

Subcontractor _____

Correction Needed _____

Correction Needed _____

Correction Needed _____

- Subcontractor Notified
- Project Superintendent Notified
- General Contractor Notified
- Written Notification Sent (date) _____

ASSURED EQUIPMENT GROUNDING CONDUCTOR PROGRAM ALTERNATIVE PROCEDURES TO GFCI

The purpose of this written program is to establish procedures to conducting an Assured Equipment Grounding Conductor Program (AEGCP) that protects all employees from electrical hazards. The company safety officer is responsible for the implementation and training of this program.

I. EMPLOYEE TRAINING

All employees will be trained by the company safety officer in the procedures listed within this program. Employees must be instructed not to use any cord set or equipment that has not been inspected or that has been tagged out as damaged.

II. EQUIPMENT INSPECTIONS

A visual inspection of all cord sets and all equipment connected by cord must be conducted each day, prior to use. Additionally, cords and equipment will be tested after being run over by machinery or any other incident that could raise suspicion of damage. All new equipment and cords will be tested and inspected prior to use.

All cord sets and equipment must comply with OSHA requirements of paragraph (b)(1)(iii).

Any cord sets with external damaged, missing pins or insulation, or any external sign of internal damage shall be removed from the jobsite. The equipment shall not be returned to the jobsite until repaired and tested.

III. QUARTERLY TESTS

All cord sets and all equipment connected by cord shall be inspected and tested for grounding continuity on a quarterly schedule. They shall be tested for the correct attachment of the grounding conductor to its proper terminal.

IV. TEST RECORDS

All required grounding tests and inspections shall be recorded either by written record or by method of color-coding. Each cord set that passes inspection shall be clearly identified and shall indicate the last date that it was inspected.

COLOR CODING INSPECTION RECORDS

| QUARTER | IDENTIFIER COLORED TAPE |
|----------------------------------|-------------------------|
| FIRST QUARTER/ JAN, FEB, MAR | YELLOW |
| SECOND QUARTER/ APR, MAY, JUNE | BLUE |
| THIRD QUARTER/ JULY, AUGUST/ SEP | GREEN |
| FOURTH QUARTER/ OCT, NOV, DEC | RED |

| <i>DAMAGED/ TAGGED OUT CORD SETS</i> | <i>TAPE PRONGS</i> |
|--------------------------------------|--------------------|
|--------------------------------------|--------------------|

The previous quarter's tape must be removed prior to recoding with existing inspection tape.

EXTENSION CORD AND ELECTRICAL TOOL CORD INSPECTION/TEST PROCEDURES

- 1. VISUAL INSPECTION** - Visually inspect the cord for apparent damage. Splice or cuts that do not compromise the insulation of the cord may be repaired on site using approved shrink wrap/tape to protect the cord. If the insulation of the cord is compromised, the grounding prong is missing or any other damage is apparent at the plug set, wrap the plug set with red tape and remove the cord from the jobsite.
- 2. GROUND TESTING** - If the cord passes the visual test, then the grounding connector must be tested. Plug the male connector into the tester and then insert the female end into the test. If you receive a green light the grounding conductor is working correctly. If you receive a red light, clearly tag the cord with the red tape and remove from the jobsite.
- 3. RECORD OF TESTING AND INSPECTION** - Cords that pass inspection and ground testing must be clearly marked with the appropriate colored tape placed just below the plug.
- 4. RETESTING** - Any repaired cord or cord that has been placed in storage must be retested prior to returning to the jobsite.

Lockout and Tag out Procedures

Company Policy

It is the policy of **Concrete Services of NW Arkansas** that no employee will be authorized to make repairs on company equipment or leased equipment.

Purpose

The purpose of this procedure is to safeguard employees from injury and death by requiring certain precautions be taken before servicing or repairing equipment or working on, in any fashion, electrical circuits, and/or associated controls.

This includes deactivating and locking out all electrical, mechanical, hydraulic, pneumatic, chemical, nuclear, thermal, etc. energy sources, both input and output, supplying particular items of equipment, power circuits or processes, as well as latent or residual energy. In addition, a danger "hold off" tag will be placed at the power source of all equipment being serviced.

Scope

This procedure shall include all contractor/subcontractors whose duties require them to service, repair, adjust, lubricate or perform work on power driven equipment and electrical circuits and/or associated controls and equipment.

Definitions

LOCKOUT

The practice of using keyed or combination security devices ("locks") to prevent the unwanted activation of mechanical or electrical equipment.

TAG OUT

The practice of using tags in conjunction with locks to increase the visibility and awareness that equipment is not to be energized or activated until such devices are removed.

Tag out devices will be of the non-reusable types, attachable by hand, self-locking, and non-releasable with a minimum unlocking strength of no less than 50 pounds.

ACTIVATION/ENERGIZATION

To set machinery into motion by starting, switching, pushing, moving, or otherwise engaging power sources for such equipment. To provide a flow of electricity or complete a circuit that is the main power source for the machinery/equipment.

ENERGY CONTROL PROCEDURES

Use of lockout/tag out equipment to ensure safe work practices

HAZARDOUS MOTION

Motion of equipment under mechanical stress or gravity that may abruptly release and cause injury. Hazardous motion may result even after power sources are disconnected. Examples are coiled springs, raised hydraulic equipment, and any sources of potential energy that may cause injury.

PRIME MOVER

Power driven machinery and equipment

Supervisory responsibility

It shall be the responsibility of all supervision of employees to:

1. Instruct all affected employees;
 - a. content and application of the procedure
 - b. purpose and use of lockout/tag out procedure
 - c. recognition and application of adequate methods and means of isolation of all hazardous energy sources
 - d. proper procedures for safety re-energizing equipment when work is completed
2. Provide locks and tags specifically identified for lockout/tag out program
3. Coordinate the continuation of lockout/tag out protection through shift or personnel changes.
4. Inspect energy control procedures and practices to ensure that general and specific lockout/tag out procedures are being followed.
5. Follow-up periodically to assure compliance with this procedure.

Employees responsibility

1. Adhere to specific procedures as outlines in this document for all tasks that require the use of lockout/tag out procedures as defined.
2. Maintain lockout/tag out supplies in maintenance vehicles

Rules and Regulations

I. Preparation

1. Follow these procedures when performing work on client owned systems and equipment where lockout/tag out procedures shall be followed.
2. This procedure shall not be deviated from without evaluation of situation and approval of site construction manager.
3. Make a survey to locate and identify all isolating devices to be certain which switch(es), valve(s), or other energy isolating devices apply to the equipment to be locked or tagged out. More than one energy source may be involved.
4. Notify all affected employees that the lockout/tag out system will be used and the application thereof.

II. Procedure

1. Qualified electrical personnel shall perform deactivation of electrical systems and equipment. Where client personnel deactivate said equipment; contractor/subcontractor electrical personnel shall valuation the deactivation to ensure it is adequate.
2. When electrical circuits and/or equipment are deactivated, the electrical personnel performing the deactivation shall perform field checks at the point of work to ensure circuits and/or equipment are truly deactivated.
3. When deactivating electrical systems, circuits or equipment steps shall be taken to verify that current cannot be introduced from input or output side of said circuit, system or equipment.
4. When systems, circuits, and/or equipment are deactivated for purpose of working on them, such as during a turnaround. Precautions shall be taken not to introduce current from the output side through use of power generators or other sources to power up circuits for use as temporary power. Power introduced from the output side can pass through transformers upstream, stepping up voltage and creating unsuspected source of current.
5. Operate the switch, valve, or other energy isolating device(s) so that the equipment is isolated from it energy source(s). Stored energy (such as that in springs, elevated machine members, rotting flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as repositions, blocking, bleeding down, etc.

6. Where it is impossible to lock the switch, a qualified electrician must remove the fuses or positively assure that the circuit is dead. When more than one person is assigned to work on a system-requiring lockout, the electrical personnel deactivating said system shall place a multiple locking device on the switch, which will allow all personnel working on the circuit/equipment to place their own lock.
7. Lockout tags must be placed on controls that are to be deactivated during the course of work on energized or de-energized equipment or circuits. Equipment or circuits that are de-energized must be rendered inoperative and have tags attached at all points where such equipment or circuits can be energized.
8. Locks shall be painted red for identification as a safety lock. Locks shall be maintained by Contractor/subcontractor supervision. Duplicate keys on safety locks shall be destroyed.
9. Both locks and tags must clearly indicate the identity of the employee who applied the device.

Procedure involving more than one person

1. If an employee has a circuit, system or equipment locked out and has to leave for any reason, said employee shall re-check upon returning to ensure the circuit, system or equipment is still locked out.
2. In a situation where employee leaves a work assignment for whatever reason without removing his lock and it is determined a need has arisen to remove said lock the following steps shall be taken to remove the lock.
3. If the employee is available elsewhere on the project said employee should be contacted to remove the lock.
4. If it is unfeasible to contact the employee responsible for the lock, the employee's supervisor shall contact all applicable electrical and/or client personnel when required and shall survey the circuits, systems and equipment to ensure removal of the lock will not create a safety hazard.
5. In the event shift change occurs prior to completion of a job-requiring lockout and the work is to continue in the next shift, the employee on the first shift shall remove his lock and tag and the employee assuming responsibility shall place his lock and tag on the switch. If the same lock is left on the switch, the key to this lock shall be passed on to the employee assuming responsibility for it and the tag shall be changed to denote this change of responsibility.
6. It may be necessary to isolate piping systems through valve lock out/tag out depressurization or installation of blinding devices to assure protection from non-electrical sources.
7. If it is determined that this procedure is not adequate to cover a particular operation, the jobsite safety supervisor/electrical superintendent shall develop stronger safety procedures to cover this operation.

Restoring

1. After the servicing and/or maintenance are complete and equipment is ready for normal production operations, check the area around the machines or equipment to ensure that no one is exposed.
2. After all tools have been removed from the machine or equipment, guards have been reinstalled and employees are in the clear, remove all lockout or tag out devices. Operate the energy isolating devices to restore energy to the machine or equipment.

Conclusion

It must be emphasized that client procedures where client owned equipment/systems are concerned must be complied with unless said client procedures do not provide adequate protection on Contractor/subcontractor employees. The owner must be made aware of situations where we intend to institute additional precautions.

Lockout Tag out Checklist

- ❑ Audit all machinery and equipment for types and magnitudes of energy and potential hazards.
- ❑ Identify and document all machinery and equipment for which a lockout/tag out procedure must be developed.
- ❑ Identify and document, by name and by job title, all affected employees.
- ❑ Identify and document, by name and by job title, all employees authorized to perform lockout/tag out procedures.
- ❑ Describe document types and locations of energy isolating devices for all machinery and equipment identified in Step 2.
- ❑ Describe and document the types of energy involved and the methods to be used to dissipate or restrain the energy for all machinery and equipment identified in Step 2.
- ❑ Describe and document the method established to isolate the energy (lock or tag) and any additional safety measure to be taken.
- ❑ Develop a written Lockout/tag out program.

Fire Prevention and Emergency Action Plan

In the event of fire, natural disaster or other emergency, it is the policy of **Concrete Services of NW Arkansas** that all employees will be removed from the building to a safe location. Emergency Services will be called immediately. At no time will an employee be instructed to fight a fire.

- I. **Fire extinguishers** - Fire extinguishers with a rating of not less than a **class 2A10BC** will be available on each jobsite within reasonable access to the work area. The use of extinguishers will be for the purpose of evacuation, controlling the fire danger and protection of employees only.

- II. **Jobsite Emergency Action Plan** - Each job site will begin with a site inspection. The supervisor will prepare a project plan for the work to be accomplished. This plan will include:
 - recognition of all jobsite hazards present
 - planned exit route in the event of necessary evacuation
 - designated rally point for employees to meet after an evacuation
 - Identification of competent person responsible for reporting and employee head countEach employee will then be trained in the implementation of the emergency action plan.

- III. **Fire Prevention and Safety Employee Training** - Employees shall receive training in the prevention of fires and safety measures to be taken in the event that a fire should occur.

- IV. **Flammable and Combustible Materials** - Flammable and Combustible materials will not be stored on the jobsite. Subcontractors are required to maintain a fire extinguisher within 20 feet or reaching distance of all welding and cutting operations. Compressed gas cylinders shall be stored in an upright position with caps on and securely fastened to prevent them from falling over.

Attach footprint of jobsite with marked exits, evacuation plan and employee meeting place.

Job Site Accident/Illness Procedures

First Report of Injury

- A. All injuries will be reported to the supervisor immediately
- B. Evaluation of medical care will be the discretion of the supervisor.
- C. The supervisor will complete the First Report of Injury/Illness form, regardless of whether professional medical attention was sought. This form will be returned to the office at the earliest time possible.
- D. Forms AR-N and AR-S should be completed if required.
- E. When required, OSHA Form 300 and Log 301 will be completed at the office and remain on file as per OSHA standards.
- F. **Concrete Services of NW Arkansas** offices will be contacted immediately for Worker's Compensation instructions.

Job Site First Aid

- A. Each work truck shall be equipped with a compliance first aid kit.
- B. Each first aid kit shall contain but not be limited to the following: first aid instructions, scissors, ice pack, appropriate wound disinfect agent such as hydrogen peroxide, splint, eye wash, 4x4 gauze pads, 8x8 gauze pads, first aid tape, water proof band aids, burn cream
- C. Each first aid kit will be inspected at a minimum on a quarterly basis and all missing items replaced.

Medical Attention

- A. It will be the discretion of the supervisor of each job site to request emergency medical attention. 911 or the nearest hospital emergency room will be used for emergency attention. All other non-emergency medical requirements will be sent to:
 - i. The employees personal physician
 - ii. The Worker's Compensation Carrier will be contacted for further instructions when medical attention is sought.
- B. A written first aid plan will be established in the event that medical attention is not within 20 miles of the job site.

Accident/Near Miss Investigation

All accidents or near misses will be reported to the jobsite superintendent who will initiate an accident investigation.

ACCIDENT/NEAR MISS INVESTIGATION WORKSHEET
CASE ID _____

Procedures:

1. Assign the investigator
2. Define the scope of the investigation
3. Inspect the accident site
 - a. Secure the area. Do not disturb the scene unless a hazard exists.
 - b. Prepare sketches and photographs.
 - c. Take accurate notes and complete the worksheet.
 - d. Interview each victim and witness. Obtain written statements.
4. Determine the cause of the accident
5. Prepare a summary report to include the following information:
 - a. background summary of the accident (who, when, witnesses)
 - b. accounting of the accident (what happened)
 - c. analysis (how, why)
 - d. recommendations
6. Distribute the report to all applicable parties and conduct safety training.

Date of Investigation _____ **Investigator** _____

Date of Incident _____ **Day of Incident** _____ **Time of Incident:** _____

Name of Injured or Persons Involved _____

Employees Job Title _____ **EMPLOYER** _____

Jobsite where accident took place _____

Additional Persons and companies involved

Nature of the Injury, Injury Type and the part of the body affected

General location on jobsite where incident took place

Description of incident

Normal operating procedures and deviations from these procedures

CASE ID _____

Events that preceded the incident, including weather conditions

What Jobsite first aid was applied? _____

Was medical attention received? Yes No

If so, please provide the following information:

Date medical attention was received _____

Name and address of physician and medical facility _____

Please attached medical report _____

Personal Protective Equipment

Was the personal protective equipment required? ____ Yes ____ No

Please describe hazard analysis performed to identify which PPE was required, the company

safety policy and employee training _____

Was it provided: ____ Yes ____ No

Was it being used? ____ Yes ____ No

Was it being used properly as trained by supervisor or designed by trainer?

____ Yes ____ No If "no" explain _____

Witnesses to the incident

(include witness report)

Was safety training provided to the injured? ____ Yes ____ No

Describe and attach attendance rooster: _____

Interim Corrective action to prevent recurrence _____

Determine:

1. What was not normal before the accident
2. Where the abnormality occurred
3. When it was first noted
4. How it occurred
5. Why the accident occurred
6. A likely sequence of events and probable causes (direct, indirect, basic)

Determined Cause of Accident or Near Miss

Recommendations

Attach:

- Supervisors report
- Witness Reports
- Medical Report
- Diagram of layout of jobsite, equipment and personnel
- Training records
- PPE records

CC:

- Employee File
- Accident Records File

Supervisor
Safety Officer

Witness Account of Accident

Name of injured employee _____ Date of Accident _____

Location of Accident _____

Name of Witness _____

Where was the witness working at the time of the accident?

Detailed description of how the accident occurred:

Was there anything that could have been done to prevent this injury? Yes _____ No _____
Please explain

Please confirm any task or safety instructions given by your supervisor prior to this accident:

Witness Signature

Date of Report

Supervisor Account of Accident

Name of injured employee _____ Date of Accident _____

Location of Accident _____

Name of Supervisor _____

Where was the supervisor working at the time of the accident?

What Personal Protective Equipment was provided to the employee?

Was the employee using the Personal Protective Equipment provided?

Yes _____ No _____

Detailed description of how the accident occurred:

Was there anything that could have been done to prevent this injury?

Yes _____ No _____

Please explain

What task or safety instructions were given to the employee prior to this accident:

Signature Supervisor

Date

First Aid

First Aid Supplies must be readily available to employees working on the jobsite. Supplies must be inspected and replaced on a regular basis. Place this record of inspections with the supplies.

FIRST AID KIT CERTIFICATION

EMERGENCY PHONE NUMBERS PHYSICIAN'S APPROVAL FORM

CALL 911

Date Approved

Inspection Dates: _____

1926.50(d)(1)

First aid supplies shall be easily accessible when required.

[1926.50\(d\)\(2\)](#) The contents of the first aid kit shall be placed in a weatherproof container with individual sealed packages for each type of item, and shall be checked by the employer before being sent out on each job and at least weekly on each job to ensure that the expended items are replaced.

MINIMUM FILL CONTENTS FOR FIRST-AID KIT

- 1 Absorbent Compress, 32 sq. in. 4x4 or larger
- 16 Adhesive Bandages, 1"x3"
- 1 Adhesive Tape, 5 yard
- 10 Antiseptic, .5g application
- 6 Burn Treatment, .5g application
- 2pr Medical Exam Gloves
- 4 Sterile Pads, 3"x3"
- 1 Triangular bandage, 40"x40"x56"

In addition to the above minimum contents, a kit should have optional items added, based upon specific workplace hazards. The selection of additional supplies should be made by consulting with a health care professional or a person competent in first aid who is knowledgeable of the hazards found in that specific workplace. The optional items shall meet specifications stated in Section 5.3 of ANSI Z308.1-1998

Employees Report of Injury/Illness

Name of injured/ill employee _____

Date of injury/illness _____

Date Reported _____ Name of Employer Representative Notified _____

Who Witnessed the Injury _____

Location of the accident _____

Detailed description of injury or illness

Detailed description of how the accident occurred

Was the injury work related (in your opinion)? Yes No

Has this condition occurred before? Yes No

Was there anything that could have been done to prevent this injury? Yes No
Please explain

What personal protective equipment were you wearing at the time of the accident?

Were you following all safe work practices? Yes No

What Jobsite first aid was applied? _____

Was medical attention received? Yes No

If so, please provide the following information:

Date medical attention was received _____

Name and address of physician and medical facility _____

Please attached medical report

Employee signature

Supervisor's Comments

Supervisor's Signature

Statement of Hazard Communication Policy

In keeping with our company's commitment to provide all employees a safe and healthy work environment, **Concrete Services of NW Arkansas** has established this written Hazard Communication Policy. It is our intent to comply fully with the new Federal OSHA Hazard Communication Standard 29CFR1910.1200 and all company, project, local, state, and Federal regulations. The policies and procedures outlined in this manual are to be applied across all departments and locations, as applicable.

The purpose of this program is to ensure, as much as possible, that all employees of this firm who are potentially exposed to hazardous chemicals are informed of the law, are trained in the proper handling of these substances and made aware of the means available to them to protect themselves from these substances. It is the intent of **Concrete Services of NW Arkansas** to incorporate and utilize all previously existing safety and health policies and procedures within this program.

Success in all safety and health matters depends upon cooperation among all company personnel and management, as well as labor. It is the goal of this organization to reduce (or maintain) our number of injuries and illness from occupational hazards to zero.

Concrete Services of NW Arkansas

Hazard Communications Program

Objectives

1. Make employees aware of the hazardous chemicals.
2. Motivate employees to protect themselves by preventing exposure to hazardous chemicals.
3. Learn how to read and understand labels and MSDS's
4. Make employees aware of the Hazard Communication Standard.

Warning Labels

1. The designated company safety officer will be responsible for insuring that all hazardous chemicals received in the warehouse have appropriate warning labels.
2. The superintendent of each jobsite will ensure that all hazardous chemicals located on the jobsite are appropriately labeled.
3. Manufactures labels that meet OSHA standards for warning labels will be acceptable. In the event that additional labeling is required the attached label or handwritten warning will be used.
4. Hazard chemicals will be inspected for appropriate labeling by the jobsite superintendent and/or the safety officer on a regular basis.

Material Safety Data Sheets

1. The designated safety officer will be responsible for inventorying all hazardous chemicals located in the warehouse and on the jobsite and ensuring that material safety data sheets are on file for each chemical.
2. Any hazardous chemical being shipped without the MSDS will be refused for shipment until the correct paperwork has been received.
3. Copies of MSDS's will be kept on jobsite work vehicles and in the general office.
4. All employees will be offered easy access to this paperwork.

Training Program

1. The designated company safety officer will be responsible for training all existing and new employees in the following areas:
 - a. Identify what and where hazardous chemicals are found in the work area.
 - b. The nature (odor or visual appearance) and hazard of the chemical, including local and Systematic toxicity.
 - c. The specific nature of the operation involving hazardous chemicals that might result in employee exposure.
 - d. Specific information to aid the employee in the recognition and evaluation of conditions and situations which may result in the release of hazardous chemicals.
 - e. Purpose for and description of detection or monitoring devices.
 - f. The purpose of an application of specific first aids procedures and practices.
 - g. The type, use and limitations of personal protective equipment. This includes location and availability.
 - h. Review the Hazard Communication Standard.
2. The safety officer may utilize this written company policy of hazard communication, the training checklist, OSHA hazard communication standards and any audiovisuals to communicate these policies to employees. Additionally this material may be presented better on the jobsite for practical recognition.
3. Exposed employees will be trained in the correct implementation of these policies prior to beginning in work where they might be exposed to any of hazardous chemicals.
4. Exposed employees will receive additional training in the hazard communication policy annually and when any circumstances surrounding their work environment changes.

Hazard Communication Program Employee Training Checklist and Information

The company designated safety officer at each jobsite is responsible for the employee-training program. He/she will ensure that all elements specified below are carried out.

Prior to starting work, each new employee will attend a health and safety orientation, and will receive information and training on the following:

- An overview of the requirements contained in the Hazard Communication Standard
- A list of chemicals present at their jobsite operations.

- Location and availability of our written hazard program is located on the project site.

- 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 and personal protective equipment.

- Steps the company has taken to lessen or prevent exposure to the chemicals.

- Emergency procedures to follow if they are exposed to these chemicals.
- How to read labels and review MSDS's to obtain appropriate hazard information.
- Location of MSDS files and location of hazardous chemical list.
- After attending the training call, each employee will sign a form to verify that they attended the training, received our written materials, and understood this company's policies on Hazard Communication.

- Prior to new chemical hazard being introduced into any section of this company, each employee of that section will be given information as outlined above. The Receiving Agent is responsible for ensuring that MSDS on the new chemical(s) are available.

Hazardous Non Routine Tasks

Employees may be required to perform hazardous non-routine tasks. Prior to starting work on such projects, a hazard assessment shall be performed by a qualified person and each affected employee will be given information by their jobsite foreman about the hazardous chemicals to which they may be exposed during such activity. This information will include:

Specific chemical hazards.

Protective/safety measures the employees can take.

Measures the company has taken to lessen the hazards including ventilation, respirators, presence of another employee, and emergency procedures.

Responsibility to subcontractors

It is the responsibility of the jobsite foreman to provide subcontractors with following information.

1. Hazardous chemicals to which they may be exposed while on the jobsite.
2. Precautions the employees may take to lessen the possibility of exposure by usage of appropriate protective measures.

Subcontractors are responsible for implementing their own Hazardous Communication Program and must be in compliance with OSHA Standard 29 CFR 1910.1200 and all company, project, local, state and federal regulations.

Subcontractors must inform the **Concrete Services of NW Arkansas** jobsite foreman of all hazardous chemicals, which will be utilized and/or brought onto the jobsite.

In the event that personal protective or other equipment is required the employee shall be trained by the designated safety officer in the proper use and care of this equipment. All required testing of this equipment shall be performed by a qualified person.

Hazard Communication Program Material Safety Data Sheets (MSDS)

The company designated safety officer will be responsible for obtaining and maintaining the data sheet system for the company. All subcontractors will maintain their own material safety data sheets on the jobsite at all times.

The Safety Officer will review incoming data sheets for new and significant health/safety information. He/she will see that any new information is passed onto the affected employees.

Copies of the MSDS's for all hazardous chemicals to which employees of this company may be exposed will be kept in the office.

A list of all-hazardous chemicals and substances has been compiled with a Material Safety Data Sheet (MSDS). Any employee who wishes to review the MSDS for any chemical, he or she is using on the job should request it at the office of the construction company. A file of the various MSDS has been obtained from the manufacturers of the substances.

Chemicals, which are used on the jobs (glues, solvents, primers, caulks, etc.), come in containers, which have warnings containing flash points, necessary ventilation and physical exposure protection requirements. This information is for your safety.

Any employee who feels they need additional information any substance being used in the work place can contact the job foreman and all available data will be given to the employee. Any time there is a question regarding potentially hazardous chemicals, contact your immediate supervisor. This is your right to know.

On a job-by-job basis, if there is a need, all employees will be provided with training to deal safely with any hazardous chemicals in use.

Hazard Communication Program Container Labeling

The company designated safety officer will verify that all containers received for use will:

Be clearly labeled as to the contents.

Note the appropriate hazard warning.

List the name and address of the manufacturer.

The Foreman at each jobsite will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with generic labels which have a block for identity and blocks for the hazard warning. For help with labeling, please see the Designated Safety Officer.

The designated safety officer will review the company labeling system every thirty days and update as required.

Typical labels that our employees will normally encounter at the jobsite include:

POST SAMPLE LABEL HERE

List of Hazardous Chemicals

Below is a list of known Hazardous Chemicals used by employees at this location, project, and jobsite. Further information on each noted chemical can be obtained by reviewing **material safety data sheets** located in the personnel department and/or designated safety officer on the jobsite.

Aggregates

Crushed Sandstone
Natural Sand
Gravel
Limestone

Wood

Pyro-Guard Treated wood
CCA Treated Wood
Exterior Fire-X Type II Treated wood
Hardboard Siding
Particle Board

Solvents

Oatey purple primer NSF
TFE Tape
P-4- PVC Cement

Concrete

Ready mix concrete

Lime and Chalk

Calcium Magnesium Hydroxide
Concentrated indicator marking chalk-blue

Fuels

Diesel Fuel (red dyed)
Phillips Gasoline with Ethers (all grades)

Sealers

Kure-N-Seal - 30 – 25
Kure-N-Harden
Ashford Formula
Sonosil

Bonding

Bondall
Reducer 9300

Cementitious

Thoro Acryl 60

Asphalt

Hot Mix Asphalt
Cold Mix Asphalt

Sonoflow
Sonopatch 100
SonogROUT 10K

**Hazard Communication Program
Employee Participation Sheet**

I, _____, hereby certify that I have received a written and verbal explanation of the company's hazard communication program.

I understand that I have access to a list of hazardous chemicals and material safety data sheets (MSDS's) used in the work area. In addition, my employer has produced a comprehensive hazard communication program and has provided me with:

1. A copy of the written hazard communication program,
2. Employee training
3. How I can access material safety data sheets and a list of hazardous chemicals used in the work place, and where they are located
4. Information regarding labeling of hazardous chemicals used in the work place, and how to protect myself.

I understand that there is a designated company safety officer responsible for maintenance of the hazard communication program, and I may contact that individual if I need further information.

Print Employee Name

Job Title

Signature

Date

**New Employee Orientation
Checklist©**

Employee _____ Date of Hire _____

This employee has the following personal protective equipment that meets ANSI requirements and has been trained in the proper use and inspection of this equipment.

- Work boots
- Hard Hat
- Protective Work Gloves
- Safety Glasses

The employee has been informed of the company dress code.

The employee has been issued the following personal protective equipment from **Concrete Services of NW Arkansas** and understands that it is his/her responsibility to maintain this equipment in good condition and will be required to replace any lost or damaged items;

- _____
- _____

A competent person has trained this employee in the following areas.

- Employee has been provided and read the OSHA required poster.
- Review of company safety policies and practices
- Employee has been trained to recognize jobsite hazards
- Employee has been trained how to work safely in excavations and has completed the training exam.
- Hazard Communication Policy and MSDS instruction completed
- Employee has been trained in the proper usage of ladders and stairs
- Employee has received information on safe tool practices
- _____

Any employee that will be asked to operate a powdered actuated tool; lifts, cranes or other motorized equipment will be trained and certified in its operation prior to its use.

This employee is trained and authorized to operate the following equipment

- Equipment _____

This employee has been instructed not to perform any tasks that he/she has not been appropriately trained to safely perform and to report any hazardous condition immediately to the supervisor has been instructed in all safety policies of this company

Employee Signature

Date

Supervisor/Trainer/Translator

Date

EMPLOYEE SAFETY VIOLATION ACTION FORM

Name of Employee _____

Date of Violation _____

Description of Violation

Recommended Corrective Actions

Describe any Employee Training Conductive as a result of this Violation

Date of Training _____

Comments:

Employee Signature

Supervisor/Trainer Signature

Cc: Employee File

Weekly Employee Safety Meeting

INSTRUCTIONS

- The company safety officer for **Concrete Services of NW Arkansas** will prepare a weekly safety meeting for all company employees.
- The written safety-meeting document will be distributed to the competent person assigned to each jobsite with the weekly paychecks on Friday.
- The competent person on the jobsite shall:
 - ✓ perform the daily jobsite inspection
 - ✓ document any hazards identified on the safety meeting document
 - ✓ congregate all employees working on the jobsite to a space adequate for conducting a short safety meeting
 - ✓ discuss the assigned safety-meeting topic
 - ✓ inform all employees of specific jobsite hazards that he identified during the inspection
 - ✓ inform the employees of appropriate actions to avoid hazards
 - ✓ open discussion among the employees
 - ✓ have each employee sign the attendance rooster
 - ✓ return the safety meeting document to the company safety officer

The company safety officer will file the safety document for permanent record



SAFE SITES CONSTRUCTION SAFETY
479-876-1000

Local
Emergency Fire Department Rescue Department

Contacts

EMERGENCY 911

| | |
|-----------------------------|----------|
| Beaver Lake Fire Department | 925-2082 |
| Bentonville | 271-3151 |
| Elkins | 643-2018 |
| Fayetteville | 442-6131 |
| Highfill | 736-5581 |
| Hiwasse | 787-7711 |
| Johnson | 442-0112 |
| Little Flock | 936-7912 |
| Lowell | 359-3134 |
| Pea Ridge | 451-1111 |
| Rogers | 636-1234 |
| Springdale | 721-4510 |

VEHICLE FLEET SAFETY POLICY

The purpose of this Policy is to ensure the safety of those individuals who drive company vehicles. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. As such, the Company endorses all applicable state motor vehicle regulations relating to driver responsibility. The Company expects each driver to drive in a safe and courteous manner pursuant to the following safety rules. The attitude you take when behind the wheel is the single most important factor in driving safely.

- In the event that an employee is involved in an accident while driving his/her own vehicle on company business, your employer may be liable if you do not have insurance or if the loss exceeds your policy limits. Employees who use their personal vehicles for company business are required to carry adequate limits of liability, with a minimum of \$100,000 for property damage and \$300,000 for bodily injury. A copy of the declaration page of your personal automobile insurance policy must be provided to **Concrete Services of NW Arkansas Offices** annually at your renewal date.
- Drivers must have a valid driver's license for the type of vehicle to be operated, and keep the license(s) with them at all times while driving. All CDL drivers must comply with all applicable D.O.T. regulations, including successful completion on medical, drug, and alcohol evaluations. A representative of **Concrete Services of NW Arkansas** may request a copy of the driver's official record.
- Company vehicles are to be driven by authorized employees ONLY, except in emergencies, or in case of repair testing by a mechanic. Other employees and family members are **not** authorized to drive the Company vehicle.
- Company vehicles are to be driven for Company Business ONLY. Personal use of company vehicles is prohibited. No unauthorized persons are allowed to ride in company vehicles.
- Any employee who has a driver's license revoked or suspended shall immediately notify **Concrete Services of NW Arkansas Offices** and **discontinue operation of the company vehicle**. Failure to do so may result in disciplinary action, including dismissal.
- All accidents involving Company vehicles, regardless of severity, must be reported to the police and to **Concrete Services of NW Arkansas Offices**. Failing to stop after an accident and/or failure to report an accident may result in disciplinary action, including dismissal.
- The use of a company vehicle while under the influence of intoxicants and other drugs is forbidden and is sufficient cause for discipline, including dismissal.
- All drivers and passengers operating or riding in company vehicles **must wear seat belts**, even if air bags are available.
- Motor Vehicle Records will be ordered periodically to assess driving records. An unfavorable record will result in the loss of company vehicle driving privileges or employment. A standard method of evaluation for all prospective and current drivers' MVRs will be used.
- Drivers are responsible for the security of Company vehicles being used by them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended. If the vehicle is left with a parking attendant, only the ignition key is to be left.
- Report any mechanic difficulties or repair needs to _____.

Motor Vehicle Record/Driving Record Evaluation Example

| Violation | Points |
|---|---------------|
| 1. License Suspension | 15 |
| 2. Driving while intoxicated or under the influence of narcotics (DWI or DUI) | 15 |
| 3. Any serious violation: i.e. Reckless driving, racing, endangering the lives of others | 15 |
| 4. Driving in excess of 5 MPH over posted speed limit | 5 |
| 5. Any standard violation: i.e. Careless driving, traffic light, stop sign, lane crossover, failure to signal, failure to yield, etc. | 4 |

| Accidents | Points |
|--------------------------------|---------------|
| 1. Bodily injury | 6 |
| 2. Accidents of any other kind | 5 |

Additional basic consideration should be applied in point system usage such as: Consider the preceding three years driving history when totaling the points from an individual MVR.

Assume accidents fall into the "at fault" or preventable category unless otherwise supported by specific facts or documentation. It is recommended this determination be made accurately and fairly.

An existing driver with 15 or more points should be placed in a non-driving capacity. New prospects with 15 or more points should not be considered. Require applicants who will be driving company vehicles to provide you with an MVR **prior** to hiring.

An existing driver with 6 to 14 points, should be monitored by management. Consider defensive driver training, limited merit increases, additional consideration as to territory handled, or temporary placement in non-driving capacity (if feasible). If at all possible, new prospective employees falling into this category should not be considered for driving positions.
VII.

EMPLOYEE AUTHORIZATION FOR MVR REVIEW

I acknowledge that the information contained in the Company's Vehicle Fleet Safety Policy has been reviewed with me, and a copy of the policy and driver rules have been furnished to me. As a driver of a company vehicle, I understand that it is my responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage.

I also understand that my employer will periodically review my Motor Vehicle Record to determine continued eligibility to drive a company vehicle. In accordance with the Fair Credit Reporting Act, I have been informed that a Motor Vehicle Record will be periodically obtained on me for continued employment purposes.

I acknowledge the receipt of the above disclosure and authorize my employer or its designated agent to obtain a Motor Vehicle Record report. This authorization is valid as long as I am an employee or employee candidate and may only be rescinded in writing.

PRINT - EMPLOYEE'S NAME

DRIVER'S LICENSE NUMBER

EMPLOYEE'S SIGNATURE

DATE

REVIEWER'S SIGNATURE

DATE

(Sign and retain the original copy in the employee's file)