MARTIN CONCRETE CONSTRUCTION, INC.

Corporate Safety & Health Program

Martin Construction Group
Quality driven since 1991

Concrete Construction | FULL TILT CRANE SERVICES | MC Ready Mix

Atlanta – Nashville
www.MartinConcrete.com

Foreword

Martin Concrete is committed to providing the safest possible working environment for all its employees. To accomplish this, the company and its employees will comply with current OSHA and environmental laws, and develop the best feasible operations, procedures, and policies to provide such conditions.

Martin has a safety committee, which establishes and coordinates communication and enforcement of the company Safety Program. The committee is also responsible for tracking trends and communicating to the jobsites any policy or industry innovations.

On the jobsite, the project superintendent is our employee in charge of everyday safety. They are responsible for emphasizing and enforcing safety compliance by all employees, subcontractors, and vendors.

All employees and subcontractors are required to attend weekly safety meetings in which safety precautions and OSHA regulations are reviewed. The superintendent and the foreman continually monitor the jobsite for safety violations and potential safety hazards.

This manual makes no attempt to cover in detail every item related to specific projects or operations, nor has any attempt been made to cover in detail all federal and state standards. However, it is the intent of Martin Concrete Safety Manual to present a general outline of those practices that are known to be valuable to the overall prevention of accidents and outline the responsibility of key personnel.

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April 2021

MARTIN CONCRETE
CONSTRUCTION INC.

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Definitions

Authorized Person- A person approved or assigned by the employer to perform a specific type of duty or duties or to be at a specific location(s) at the jobsite

Attendant- An individual stationed outside one or more permit spaces who monitors the authorized entrants, and performs all attendant's duties assigned in the Confined Space Policy

CAZ- Controlled Access Zone

Competent Person- One who is capable of identifying existing and predictable hazards in the surrounding or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has the authority to take prompt corrective measures to eliminate them

Employee- Person who is employed by the Martin Construction Group

Entrant- Person authorized by employer to enter a permit space

FOC- Field Office Coordinator

JSA- Jobsite Safety Analysis Form. This form is utilized to assess all task and their hazards for that day's work. This information is used to inform all employees of the day's tasks, hazards associated with the tasks, and ways to control any hazards they may encounter.

LAZ- Limited Access Zone

OSHA- Occupational Safety and Health Administration

Personnel- Employees of Contractor, Subcontractor, or Vendor

PEL- Permissible Exposure Limit. This is the amount per area during a specified amount of time an employee can be exposed to a specific chemical

PPE- Personal Protective Equipment

Qualified- One who, by possession of a recognized degree certificate, or professional standing, or who by extensive knowledge, training or experience, has successfully demonstrated their ability to solve or resolve problems relating to the subject matter, work, or project

ROPS- Roll Over Protection Structures

SDS- Safety Data Sheet

Subcontractor- A company hired by Martin Concrete to perform a specialized job task/duty under a contract agreement or purchase order.

TAB 1

Management Commitment

Martin Concrete Construction, Inc.'s safety commitment begins with management's pledge to protect our employees, and the public by providing a safe workplace. The protection of our workers and the public is of paramount importance. Safety in all operations, including those of our subcontractors, is not just a corporate goal; it is a requirement.

It is a condition of employment on our jobsites that all site personnel adhere to our company and site-specific safety policies, rules, regulations, instructions, and procedures.

Jeff Martin, President

Alan Gilly, Vice President

Rick Galloway, Vice President

Cory Lee, Vice President- Operations

Scott Jordan, General Superintendent

Kristin McKenzie, Director of Safety

TAB 2- Safety Responsibilities & Goals

2.1 Policy Statement & Company Safety Goals

Martin Construction Group is committed to providing a safe and healthy working environment for its stakeholders and to conducting its various businesses' in a safe working manner. Health & Safety are core values that must be incorporated into all aspects of our business.

We integrate health and safety objectives into our management systems at all levels of the company. Management is accountable for the prevention of injuries. However, everyone working as a part of the Martin Construction Group expects a safe work environment. In turn, the Martin Construction Group expects everyone to contribute to creating a safe environment through reasonable behavior.

Everyone is also expected to demonstrate that health & safety are the core values through visible commitment and active engagement of each other.

When it comes to safety, we believe that the only acceptable number is **Zero**-

Zero injuries and illnesses

Zero lost time accidents

Zero OSHA or other regulatory deficiencies/ violations

On each Martin Concrete Construction, Inc. job site, the foreman and superintendent will be accountable to employees and upper management, for the successful achievement of our company safety goals.

Our safety goal is:

***Zero** injuries to employees, supervisors, subcontractors and/or members of the public. **Zero** lost time accidents and **Zero** OSHA violations.*

We will commit all necessary training, equipment, and resources towards reaching this goal.

2.2 President Responsibilities

The president of Martin Concrete Construction, Inc. has ultimate responsibility and authority for safety.

This Safety & Health Program is reviewed with employees when hired, upon Program revision, and when behavior indicates a need for review. The Safety & Health Program is critiqued on an annual basis or more often when deemed appropriate by the president of the company and/or his designees.

The president will be responsible for the following tasks in regards to safety:

- Provide direction, motivation, and accountability to ensure a strong, vibrant, safety culture for all Martin Concrete Construction projects.
- Ensure resources and support is available to management team.
- Establish annual safety goals and objectives to be achieved by all levels of management and supervision.
- As part of performance evaluations, hold project managers accountable for the success or failure in achieving safety performance goals.
- Ensure that each member of the field supervisory team has a good working knowledge of all client, governmental, and Martin Concrete Construction safety requirements.
- Participate in supervisory safety training programs and management safety meetings.
- Establish the recognition and disciplinary actions necessary to motivate employees and supervisors in their safety performance.

2.3 Safety Director Responsibilities

The safety director of Martin Concrete Construction, Inc. has the overall responsibility and authority for safety. The safety director and the general superintendent are the primary individuals who will oversee the company's safe operations on each jobsite. They will work together and discuss trends, needs, and/or issues related to the safety culture at Martin Concrete Construction, Inc. The safety director is also required to oversee and manage the safety department employees and the safety committee. He/she is authorized as a competent person for the company and may delegate responsibilities to other company personnel as appropriate. The safety director will be responsible for the following tasks in regards to safety:

- Team with superintendents to create a strong safety culture. This including but not limited to providing resources, organizing training, and managing accident reporting procedures.
- Coordinate with the company insurance provider when necessary.
- Provide jobsites with up-to-date information regarding governmental safety and safety inspection policies.
- Ensure that the safety department conducts jobsite audits at least a minimum of once per month on every site, to determine the effectiveness of our Safety & Health Program. These inspections are formal inspections and should be documented on the safety audit form.
- Give feedback to supervisors and senior management regarding safety performance of the projects.
- Track and analyze incident/injuries to determine trends and recommend actions to prevent future occurrences.
- Oversee the safety committee and conduct meetings. The safety director will ensure the safety department reports safety statistics to management and field personnel.
- Oversee incident investigations of all jobsite injuries, accidents, and incidents as required.
- Ensure the safety department reviews accident reports with superintendents.
- Comply with notification requirements for OSHA in the event of an accident.

2.4 Project Manager Responsibilities

Project Managers are responsible for assisting superintendents to ensure their jobsites are following Martin's health and safety policy, federal OSHA regulations, and state/local laws and regulations. Any issues or questions the project manager may have pertaining to the safety of a jobsite should be address to the safety director. Project Managers will be responsible for the following tasks in regards to safety:

- Ensure adequate resources to support jobsite safety efforts, equipment, training and personnel.
- Obtain and review all subcontractor's safety programs and SDS sheets. They will also be responsible for ensuring subcontractors are in compliance with Martin Concrete's safety policies.
- Assist the superintendent in the development of a proactive jobsite safety plan prior to the start of work.
- Review any potential safety issues with safety director at time of bid. This will ensure that job specific hazards are discussed, and costs are covered in bid.
- Discuss any safety concerns from supervisor/foreman with safety director.
- Ensure that Martin Concrete's Substance Abuse and Drug/Alcohol Testing Policy is enforced onsite.
- When on site, look for and document any unsafe situations.
- Periodically inspect jobsites for unsafe conditions, with emphasis on compliance with state and federal OSHA regulations and company safety policies.

2.5 General Superintendent Responsibilities

The general superintendent and the safety director are the primary individuals who will oversee the company's safe operations on each jobsite. They will work together and discuss trends, needs, and/or issues related to the safety culture at Martin Concrete. He/she is authorized as a competent person for the company and may delegate responsibilities to other company personnel as appropriate. The general superintendent shall hold superintendents accountable for the safety on their jobsites. The general superintendent will be responsible for the following tasks in regards to safety:

- Provide direction, motivation, and accountability to ensure a strong, vibrant, safety culture for all Martin Concrete Construction, Inc. projects.
- Create a safety mindset on the jobsite and ensure accident reporting procedures are followed.
- Hold the superintendents accountable for the success or failure in achieving specific project safety performance and insurance cost-control goals.
- Familiarizing themselves with codes and laws pertaining to safety and basic requirements of operating a safe jobsite
- Participate in supervisory safety training programs and management safety meetings.
- Contact the safety director immediately upon knowledge of an OSHA inspection.
- Enforce disciplinary actions necessary to motivate employees, supervisors, and subcontractors in their safety performance.
- Discuss any safety concerns from superintendents or foreman with safety director.
- Ensure that Martin Concrete's Substance Abuse and Drug/Alcohol Testing Policy is enforced onsite.
- When on site, look for and document any unsafe situations.
- Periodically inspect jobsites for unsafe conditions, with emphasis on compliance with state and federal OSHA regulations and company safety rules.

2.6 Superintendent Responsibilities

The superintendent is the primary individual who will oversee the company's safe operations on each jobsite. He/she is authorized as a competent person for the company and may delegate responsibilities to other company personnel as appropriate. Superintendents, foremen and such employees designated are authorized to respond to the company's safety needs. Superintendents will be responsible for the following tasks in regards to safety:

- Create a safety mindset on the jobsite and ensure accident reporting procedures are followed.
- Responsible for overall jobsite safety. The person "in-charge" of safety on all Martin Concrete jobsites will be the onsite superintendent.
- Becoming familiar with codes and laws pertaining to safety and basic requirements of operating a safe jobsite.
- Hold the foremen accountable for the success or failure in achieving specific project safety performance and insurance cost-control goals.
- Comply with all safety rules and regulations. Lead by example.
- Ensure all employees and subcontractors are up to date with required training on their jobsite.
- Participate in supervisory safety training programs and management safety meetings.
- Enforce disciplinary actions necessary to motivate employees, supervisors, and subcontractors in their safety performance.
- Have all necessary PPE, jobsite safety information, first aid equipment available for employees.
- Have copies of SDS sheets for materials used by Martin Concrete and all subcontractors on site, up to date, and easily available for employees to utilize.
- Ensure that proper jobsite signage is current and properly maintained, including all required postings. See Tab 5- Jobsite Start up for additional information.
- Instruct all supervisors, foreman, subcontractors, vendors, and employees of safe practices to be followed and safe conditions to be maintained throughout the job duration.
- Instruct all supervisors, foreman, subcontractors, vendors, and employees regarding their safety responsibilities, and require everyone to adhere to them.

- Complete an Incident Report Form on all accidents or "near misses" involving employees, property damage or the general public and report any incident to the safety director immediately upon knowledge.
- Investigate all accidents and major incidents, interview witnesses, file and collect necessary reports and documents, ensure that substance abuse testing was performed, and see that corrective action is taken immediately.
- Conduct weekly toolbox and JSA safety meetings stressing safety precautions, company safety rules, OSHA rules and regulations, and hazard communication. Document these meetings.
- Conduct regular safety inspections of the work areas and jobsite using the weekly safety inspection form.
- Contact the safety director immediately upon knowledge of an OSHA inspection.
- Ensure that Martin Concrete's substance abuse policy is enforced on the jobsite.
- Ensure that the Hazard Communication Program is implemented, maintained, and enforced on the jobsite.
- Develop a safety plan with the project manager and safety department prior to the start of work.

2.7 Foreman Responsibilities

The foreman is authorized as a competent person for the company. The foreman on each project will be responsible for the following tasks in regards to safety:

- Ensure the workers are following prescribed safe work habits.
- Ensure that unsafe work conditions do not exist on the jobsite.
- Ensure that necessary PPE is available and used.
- Be familiar with codes and laws pertaining to safety and basic requirements of operating a safe jobsite.
- Comply with all safety rules and regulations. Lead by example.
- Instruct all workers in safe procedures and job safety requirements. Follow up and demand compliance from all employees, subcontractors, and vendors.
- Teach employees that accidents are caused and can be prevented.
- Report all accidents, injuries, and near misses immediately to the superintendent.
- Ensure the proper use of tools and personal protective equipment.
- Report all unsafe conditions to the superintendent.
- Help to maintain a safe and clean work area.
- See that all injuries are properly reported and treated promptly. Assist the superintendent with all accident investigations and corrective actions.
- Conduct weekly toolbox safety meetings and daily JSA meetings. Document these meetings using the safety training attendance roster.
- Report any violations and/or possible violations of the Substance Abuse Policy to the superintendent immediately.

2.8 Employee Responsibilities

Safety is everyone's responsibility. Management cannot be solely responsible for the acts of employees. Each employee is expected to work in safe manner. It is important that each employee understands that responsibility for his or her own safety is integral to the job. Each employee will:

- Work per good safety practices as posted, instructed, and discussed.
- Refrain from any unsafe act that might endanger themselves or other employees.
- Report all accidents, injuries, near misses and/or unsafe conditions immediately to their supervisor.
- Report all substance abuse violations to the superintendent immediately.
- Use the proper tools and personal protective equipment for the job or individual tasks correctly.
- Report all unsafe conditions to their superintendent and/or foreman.
- Recommend ideas and practices to promote better safety.
- Communicate training needs to their superintendent.
- Help to maintain a safe and clean work area.
- Attend and participate in all safety training/JSA meetings/tool box meetings.
- Set a good example for others to follow.

2.9 Subcontractor Responsibilities

Subcontractors are required to establish and maintain their own safety and health programs and comply with Martin Concrete Construction, Inc. safety policies and procedures. The project's designated competent person is required to review Martin Concrete's Corporate Safety Policy Manual, and sign a SSPA form as a statement of understanding and agreeing to its compliance prior to the start of work.

Each subcontractor is expected to:

- Comply with the applicable federal and state OSHA regulations and Martin Concrete Construction, Inc. safety policies and procedures.
- A competent person is required to be onsite that processes the "knowledge and authority" to coordinate their work activities.
- Provide at least one employee with current First Aid/CPR & OSHA 10- hr. training for each project.
- Provide at least one bilingual employee if any member of the onsite crew does not speak English fluently.
- Report immediately all accidents or incidents that have occurred on the project.
- Provide a copy of all First Report of Injury forms to the Martin Concrete Construction, Inc. superintendent.
- Supply the proper personal protective equipment and any other necessary safety equipment to his or her employees and ensure their use.
- Provide all required safety training to their employees.
- Report all unsafe conditions to the Martin Concrete Construction, Inc. superintendent.

2.10 Vendor Responsibilities

Each vendor is responsible for providing personnel that have been trained in the safe operation and work practices of motor vehicle equipment brought to the jobsite. Vendors shall be responsible for familiarizing themselves with the jobsite conditions and/or policies. Vendors are required to provide their personnel with their own PPE prior to entering a Martin Concrete site. Appropriate documentation of training is expected to be readily available for review upon request of Martin Concrete Construction, Inc.

TAB 3- Safety Enforcement

3.1 Accountability

No phase of Martin Concrete Construction, Inc. operations is of greater importance than safety. All of us must be aware of and vigorously pursue both company and project safety goals. We must also ensure that proper planning allows for safe work practices to be used.

Every employee shall be held accountable for his or her safety performance. This accountability will be reflected as a part of their overall evaluation for retention, promotions, and changes in compensation. The safety performance of each project superintendent and foreman will be monitored and measured against established company safety goals. Management accountability will also be reflected as part of their overall evaluation for change in compensation or positions.

3.2 Safety Enforcement Procedures – Martin Concrete

Commitment for the safety of our employees is foremost in the development of this Safety & Health Program. Each employee's commitment is required. A disciplinary action program will be installed to promote a sense of awareness for employee participation. The disciplinary policy included in this program will be enforced at all company workplaces.

When it is necessary, the safety director, foreman, superintendent, or upper management will issue a reprimand as soon as an infraction has been observed. The reprimand serves to:

- Allow employees to change unsafe work practices.
- Document the infraction. This will go in an employee's personnel file.
- Guarantee that employees are warned of rule infractions prior to further disciplinary action being taken.

Examples of a violation to warrant a reprimand could be:

- Failure to wear proper protective equipment.
- Willfully endangering one's life or the lives of other employees, this is gross misconduct and could be cause for immediate dismissal.
- Performing work in an unsafe manner.

The severity of the discipline will be determined by the extent of the exposure to the employee in question, other employees, and/or the company. If the incident is the likely cause of an accident, or if the violation had a high probability of resulting in an accident, the employee may be disciplined, up to and including termination. If the incident had a moderate probability of causing an accident, time off without pay may result. If the incident had a low probability of causing an accident, the direct supervisor should personally advise the employee that three written reprimands for safety violations could result in immediate termination.

3.3 Safety Enforcement Procedures – Subcontractors

Subcontractors are required to establish and maintain their own safety and health programs **and** comply with Martin Concrete Construction, Inc. requirements.

When it is necessary to warn a subcontractor of an infraction of safety rules, a warning must be issued by a member of Martin Concrete's management team using the **Subcontractor Violation Notice (found in Tab 11**). A copy of the warning notice must be given to the subcontractor supervisor, a copy sent to the subcontractor's office, and a copy maintained onsite by the superintendent.

Examples of items that would necessitate a warning notice include:

- Lack of appropriate fall protection
- Entering unsafe excavations
- Not wearing required personal protective equipment (PPE)

If any subcontractor employee receives three safety violation notices, the employee is to be permanently banned from the project. If the incident had a high probability of resulting in a serious accident or injury, the subcontractor employee may be disciplined immediately, up to and including removal from the project. The Martin Concrete superintendent and/or project manager must then contact the subcontractor's company president and discuss terms for the company continuing work at the project.

TAB 4- Incident Reporting Procedures

4.1 Reporting Procedures

All accidents, regardless of severity, should be reported immediately to the jobsite superintendent. This includes any accidents involving subcontractors as well. If an employee is injured or they are aware of another employee's injury it is mandatory to report this to their direct supervisor immediately upon knowledge of the injury. The superintendent or foreman must complete an Incident Report Form **(located in Tab 11)** on all accidents involving injury to employees, property damage, or the endangerment of the general public regardless of the severity. The superintendent is required to report the injury immediately to the safety director. They then must complete an Incident Report which is due to the safety department within 24 hours of the accident. All employees will be required to sign a JSA **(located in Tab 11)** form at the end of each day stating whether they had or witnessed an incident/injury or near miss that day.

When an incident or near miss occurs, the superintendent must:

- Ensure that any injured party receives prompt first aid treatment for all injuries.
- Contact the safety director to report the incident.
- Review and correct the cause(s) of all accidents or incidents to prevent their re-occurrence.
- Take any emergency action necessary to minimize the extent of loss to both employees and property.
- Investigate and report findings and recommendations. Document those findings on the Incident Report Form. The supervisor must take pictures of the injury, the area the injury occurred, and/or tools involved in the incident. The incident report must be completed thoroughly and with as much details as possible. Both pictures and Incident Report must be emailed to the Safety Director within 24 hours.
- If the employee needs or wishes to seek medical attention, then they must choose a doctor on our company's Panel of Physicians form located at the jobsite on the safety bulletin board. The employee must sign the panel of physicians, and indicate their choice by circling the name of the facility they chose to be treated by. This signed Panel must be submitted to the safety department within (24) hours along with the incident report and pictures.
- If the employee is treated by a physician, then the employee must provide a copy of all medical notes and/or work restrictions to their supervisor within (8) hours of treatment. The superintendent must turn in these documents to the safety department immediately upon receival.
- Incidents involving Martin Concrete Construction, Inc. employees are to be documented on the Worker's Compensation First Report of Injury Form by the field office coordinator.

- Whenever a Martin Concrete employee is hospitalized due to a job-related injury or illness, or a workplace fatality occurs, a report must be filed with OSHA within 8 hours of the event. If a Martin Concrete employee suffers the loss of an eye or amputation; OSHA must be notified orally by telephone within 24 hours. (Please note that an amputation includes the loss of a fingertip.) If OSHA must be contacted, the president is to be notified and the safety director will be the designated employee to contact OSHA.

All accidents must be reported to the safety director immediately upon knowledge of the incident. The only exception is the need to call 911 because professional medical attention is required. In these situations, the safety director must be contacted immediately after.

When a crisis occurs, only the president or officer of the company is permitted to release a statement, or answer media questions regarding the emergency. If an onsite employee is approached before the president is available to answer questions, the response should be "a representative from our company will be available shortly to issue a statement and assist you with any questions you may have."

Whether a crisis situation may or may not exist will be determined on a case by case basis. However, anytime the media is potentially involved or the situation may cause harm to the company reputation, image, or financial wellbeing we should consider the event a potential crisis.

4.2 Superintendent Jobsite Accident Workers Compensation Procedures

- Report the claim to the safety director as soon as knowledge of the incident has been obtained. In case of an emergency **call 911 first.**
- Refer the worker to the panel of physician's poster, and assist the injured employee in seeking medical attention. Have the employee choose the physician from the poster they wish to seek medical treatment from. A physician from the panel **MUST** be used. The employee must sign a copy of the panel stating which physician they choose to see. This must be turned into the safety department with the incident report within 24 hours.
- The safety director must notify the Field Office Coordinator of the injury within 3 hours of knowledge of the incident. The FOC must file a First Report of Injury to the workman's comp. within 24 hours of the incident. This form must be saved in the online incident file.
- The superintendent is required to follow up with the injured employee the day of and the day after the injury. Then inform the Safety Director of the employee's status. The injured employee must present the medical notes regarding their status of "duty" to their supervisor immediately. The superintendent is then expected to email these documents to the Safety Director upon receival. Follow up from the superintendent to the injured employee must continue regularly until a "Full Duty" release has been obtained.
- "Restricted Duty" employees must return to work at full pay, and perform duties within their capabilities and restrictions. If the superintendent has questions on tasks that accommodate the injured worker's restrictions, they must contact the Safety Director. The employee must return to the doctor to obtain a "Full Duty" release before being released to return to their regular job duties. Again, **THE SUPERINTENDENT MUST** continue to follow up until a "Full Duty" release has been obtained.
- If anyone has any questions regarding a worker's compensation issue or case, they may contact the Safety Director. The Safety Director will then contact Cabby Beverage with BB&T Insurance Services at 678-566-8023 to obtain the needed answers.

4.3 Multiple Injury Policy

If an employee is injured in a situation due to their own action and/or causes an injury of another employee more than three times in any twelve-month period, the employee will be subject to termination of employment.

4.4 New Employee Accident Prevention Policy

The purpose of the New Employee Accident Prevention Policy is to identify risks for the accidents and injuries to new employees, and to adopt proactive measures that reduce or eliminate accidents among new employees.

New employees may include first time employees, temporary employees, and/or employees who are returning to work for Martin Concrete.

The Accident Prevention Policy applies to all Martin Concrete field management, including all supervisors of field forces. This including project managers, superintendents, and foreman.

Procedures

All the following procedures shall be adopted as a part of the policy. Additional prevention measures may be undertaken at the field level to reduce or eliminate new employee accidents.

A. **Buddy System**- The buddy system shall be utilized by teaming an experienced worker with a new employee when possible. The purpose is to provide guidance, supervision, experience, monitoring, and feedback from an experienced employee to a new employee. The buddy system shall be used until the new employee can demonstrate that they are capable of working skillfully, safely, and effectively on their own.

B. **Review of Work Assignment and Risk of Injury**- Supervisors shall review tasks with all employees each morning during their JSA meeting. They should assign low risk tasks to new employees whenever possible, especially during the first week of employment. The purpose is to allow employees to become accustomed to work levels before assuming higher risk assignments.

Field managers are encouraged to communicate additional accident prevention techniques or improvements to existing techniques as part of the accident prevention policy. In addition, accurate and timely accident data should be transmitted to the safety department so the comprehensive information can be returned to the field.

4.5 Return to Work Policy

Martin Concrete is committed to providing a safe and healthy work environment to our employees. To further that goal, a Return-to-Work Program has been established to accommodate employees who have sustained a workplace injury and are unable to return to their regular job duties.

Martin Concrete will endeavor to provide suitable opportunities for employees suffering work related injuries to return to work as soon as they are medically able. If the employee is not able to return to regular duties after the work injury, Martin Concrete will seek opportunities for the employee to return to the regular job with modifications or alternative duty that matches the employee's physical capabilities, this will be subject to medical approval from a physician.

We will make a reasonable effort to facilitate successful return to work assignments for employees injured on the job.

For further information regarding Martin Concrete's Return-to-Work Program, contact the Safety Department.

4.6 Drug-free Workplace/ Substance Abuse Policy

We recognize alcohol and drug abuse to be a potential health, safety, and security problem. It is expected that all employees will assist in maintaining a work environment free from the effects of alcohol, drugs, or other intoxicating substances. Compliance with this Drug-free Workplace Policy is made a condition of employment.

Employees are prohibited from the following when reporting for work, while on the job, on Martin Construction Group or customer premises, surrounding areas, or in any vehicle used for Martin Construction Group business:

- The unlawful use, possession, transportation, manufacture, sale, dispensation or other distribution of an illegal or controlled substance or drug paraphernalia
- The unauthorized use, possession, transportation, manufacture, sale, dispensation or other distribution of alcohol
- Being under the influence of alcohol or having a detectable amount of an illegal or controlled substance in the blood or urine ("controlled substance" meaning a drug or other substance as defined in applicable federal and state laws on drug abuse prevention)

Any employee violating these policies will be subject to disciplinary action up to and including termination.

Any employee convicted under any criminal drug statute for a violation occurring while on the job, on Martin Construction Group or customer premises, or in any vehicle used for Martin Construction Group business must notify their supervisor no later than five days after such a conviction. A conviction includes any finding of guilt or plea of no contest and/or imposition of a fine, jail sentence, or other penalty.

Drug and alcohol testing will be carried out in compliance with any applicable state and federal laws and regulations.

Disciplinary action will be taken for drug-related crimes, regardless of whether they happened during working hours or on an employee's own time.

We recognize that employees suffering from alcohol or drug dependency can be treated. We encourage any employee to seek professional care and counseling prior to any violation of this policy.

Substance Abuse Resource List

Alcoholics Anonymous…… (404) 525-3178

Cocaine Anonymous…… (404) 255-7787

Narcotics Anonymous- South Atlanta……... (888) 766-1572

Narcotics Anonymous- Midtown Area……... (404) 708-3219

Narcotics Anonymous- Marietta……..... (770) 421-8881

Narcotics Anonymous- North Atlanta……... (404) 451-7373

Narcotics Anonymous- West End……. (770) 875-9272

Georgia 24 Hour Help Line ……...……... 1-800-338-6745

4.7 Drug & Alcohol Testing Policy

Martin Construction Group values the health and safety of its employees and knows that the use of alcohol and/or drugs can have a negative impact on the workplace and job performance. Because of this, Martin Construction Group prohibits the use, sale, or possession of alcohol and/or illegal drugs at any time while on Martin Construction Group property or time. Employees are subject to drug and alcohol testing at any time, with or without notice.

In accordance with the Federal Drug Free Workplace Act, individuals convicted of any criminal drug statute, including misdemeanors, for violations occurring on Martin Construction Group property or Martin Construction Group time must notify Martin Construction Group within five days of the date of conviction. This includes any findings of guilt, pleas of 'no contest', and impositions of fines, jail sentences, or other penalties.

Testing Methods

- *Pre-employment Testing:* Every job applicant will be required to take and pass a drug and/or alcohol test before he or she may officially be hired by Martin Construction Group. Each applicant will be notified that a drug and/or alcohol test is required as part of the interview process, and that all job offers are contingent upon successfully passing a drug and/or alcohol test.
- *Periodic Group Testing:* Employees will periodically be required to submit a specimen for an unannounced drug and/or alcohol test. Employees will be given short notice of the test, and will be told when the testing will occur.
- *Random Testing:* Every employee has the chance of being selected to provide a specimen for a drug and/or alcohol test. Such random testing will take place annually. Selection for testing will be done to ensure that the selection of individuals is done at random.
- *Reasonable Suspicion Testing:* If there is suspicion that an employee is under the influence of drugs and/or alcohol while on Martin Construction Group property or time, the employee will be required to take a drug and/or alcohol test. Reasonable suspicion will be based on observable instances or actions such as, but not limited to, the following:
    - Dangerous conduct
    - Unexplained decrease in job performance
    - Hostile interpersonal relations
    - Possession of drug paraphernalia
    - Noticeably reduced short-term memory
    - Physical symptoms (bloodshot eyes, slurred speech, vomiting, etc.)
    - Anxiety
    - Inability to concentrate

- *Post-accident Testing:* Every employee who is directly involved in, or whose actions contributed to, an accident on the job must submit to a drug and/or alcohol test as soon as possible after the incident occurs. Accidents include all OSHA recordable incidents, actions or omissions that result in near-miss accidents, and accidents involving injury requiring first aid or off-site medical attention. Accidents also include property damage caused by human error.
- *Follow-up Testing:* Employees who have tested positive for a drug and/or alcohol test, and employees who have attended drug and/or alcohol-related counseling may not return to work until they have been evaluated by a medical professional in a substance abuse treatment facility and have successfully passed a drug and/or alcohol test. Employees who return to work will be subject to follow-up tests, all of which will be unannounced.

Each of the following actions constitutes a refusal to submit to testing:

- Failure to provide an adequate urine, blood, breath or saliva specimen for a drug and/or alcohol test without a valid medical explanation
- Failure to be escorted to a testing facility
- Tampering with, adulterating or diluting a specimen
- Refusing to sign a Chain of Custody form at the testing facility.

Employees do have the option to refuse to submit to drug and/or alcohol tests; however, doing so will constitute a violation of this policy. Refusal to take a drug and/or alcohol test will also be considered a positive test result, which subjects the employee to disciplinary action(s). Job applicants who refuse to submit to drug and/or alcohol testing will be not considered for employment.

Disciplinary Actions

Employees who test positive for drugs and/or alcohol, or who refuse to submit to testing will be subject to disciplinary action(s) up to and including termination. No employee who tests positive for drugs and/or alcohol will be allowed to return to work until he or she has done the following:

- Signed the Rehabilitation Agreement form
- Successfully completed an assessment and/or treatment for drug and/or alcohol abuse
- Received certification from a qualified medical professional that he or she is free from drug and/or alcohol use
- Taken a drug and/or alcohol test, received negative test results, and consented to follow-up testing

Collection of Specimens and Testing

Martin Construction Group subscribes to the collection and testing procedures outlined by the Department of Health and Human Services (HHS). This protocol protects the privacy and confidentiality of the employee. Under certain circumstances, HHS requires that specimen donors provide a fresh specimen in the presence of a witness; however, this only occurs if there is suspicion of any of the following:

- The specimen is not from the donor
- The specimen was altered or tampered with
- The collection is part of a post-treatment monitoring program
- The donor adulterated the previous specimen

All specimens collected for drug and/or alcohol testing will be processed using employees' social security numbers as identification to ensure confidentiality.

Necessary Forms

Specimens will be tracked using a Custody and Control Form from the point of submission through destruction. Employees submitting specimens will be required to sign Chain of Custody Form. If an employee does not sign this form, retests will be requested. An employee who refuses to sign after it is requested of him or her will be considered having refused testing and will be subject to disciplinary action.

Laboratory Testing

All drug and/or alcohol testing will be conducted in a laboratory certified by HHS, per the following procedures: (1) specimens will be screened for amphetamines, benzoylecgonine (cocaine), opiates, phencyclidine (PCP) and tetrahydrocannabinol (THC or marijuana); and (2) test results will be confirmed by gas chromatography/mass spectrometry (GC/MS). Martin Construction Group reserves the right to test for other substances as well.

No specimen will be considered positive until it has been confirmed at the level established by HHS. If no established levels have been set by HHS for a tested substance, Martin Construction Group will hold the testing facility responsible for establishing an acceptable level.

Test results for alcohol revealing a blood alcohol content of .04 or greater will be considered positive.

Results

Positive test results will be reported to the Field Office Coordinator, who will then contact the safety director to disclose positive test results to the proper supervisor of the Martin Construction Group. At that point, Martin Construction Group reserves the right to take the employee off active duty until the supervisor is able to contact the employee. If the employee is contacted and he or she can provide a viable reason with proof if requested for why the test came back positive, then the positive test result will be reported to Martin Construction Group as negative.

Use of Prescription Medications

Nothing in this policy prohibits the appropriate use of prescription medication as legally prescribed by a licensed physician. If an employee is taking prescription medication with potential side effects that may infringe on the safety of the employee or others, he or she must notify Martin Construction Group. Failure to do so may result in disciplinary action, up to and including termination.

Martin Construction Group may contact the employee's physician to investigate whether it is necessary to impose restrictions on job duties because of the employee's use of prescription medication. If Martin Construction Group and the physician determine that the employee should be removed from performing his or her job duties, Martin Construction Group will notify the employee immediately.

Confidentiality

Results of all drug and/or alcohol testing will be kept separate from employee personnel file and treated as confidential information. All results, whether positive or negative, will not be shared with anyone outside of the employee's direct Superintendent and/or chain of command, except when absolutely necessary for treatment or physician confirmation purposes.

NOTE: Martin Construction Group may disclose the results of a drug and/or alcohol test to decision-makers in a lawsuit, grievance, or other proceeding initiated by or on behalf of the employee.

TAB 5 Safety Training

5.1 Safety Education and Training

Safety education of all employees, from supervisors to employees, will be conducted through all phases of the work.

New Hire Orientation

The superintendent or foreman will conduct a formal New Hire Safety Orientation for all Martin Concrete Construction, Inc. employees as part of the hiring process. Project safety rules, regulations, and procedures applicable to the employee's work assignments will be covered. This training will also include falls and hazard communication. The employee will be required to sign an attendance roster, which will become part of that employee's training record.

Conducting toolbox talks

The superintendent and/or foreman will conduct weekly safety meeting talks that last approximately 15 minutes. The talks will include time for active participation by employees, including a question-and-answer session.

Talks will also be scheduled at the beginning of new operations to ensure that employees are familiar with safe work practices and the requirements of upcoming work.

The foreman will have all employees who attend safety talks sign the Safety Training Attendance Roster **(located in Tab 11).**

All Martin Concrete Construction, Inc. employees are required to receive the following training:

- Employee New Hire Orientation; which includes our Hazard Communication & GHS Program

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5.2 Superintendent Training

The following Safety Training Policy applies to all employees hired as jobsite superintendents. The Safety Department encourages all construction supervisory personnel to attend safety training sessions provided by Martin Concrete. However, not being able to attend a paid training session is no excuse for superintendents not to have the training required below. In addition, superintendents are responsible for remaining up to date with their training. The Safety Department will assist in reminding individuals of approaching expiration of training.

- OSHA 30-hour Construction Safety Class
- Haz-Com & GHS Training Course
- 1st Aid & CPR
- Confined Space Competent Person
- Fall Protection Competent Person
- Excavation/Trenching Competent Person
- Rigging & Signaling Competent Person
- Other Competent Person Training as needed on a job specific basis

Proof of training should remain available at the jobsite.

5.3 Employee Training

The following Safety Training Policy applies to all field employees. The Safety Department encourages all construction personnel to attend safety training sessions that apply to their scope of work provided by Martin Concrete. However, not being able to attend a paid session is no excuse to perform any job duty without having the appropriate training required. Superintendents are responsible for ensuring their crew is up to date on all necessary training. The Safety Department will assist in reminding superintendents and/or employees of approaching expired training courses.

Employees are asked to attend any of the following training classes that may be necessary to complete their scope of work.

- OSHA 10-hour Construction Safety Class
- Haz-Com & GHS Training Course
- Scaffolding Competent Person
- Confined Space Competent Person
- Fall Protection Competent Person
- Excavation/Trenching Competent Person
- Forklift Operator Competent Person (Required for **ANY** employee operating this equipment)
- Ariel Lift Competent Person (Required for **ANY** employee operating this equipment)
- Rigging & Signaling Competent Person
- Other Competent Person Training as needed on a job specific basis

Proof of training should remain available at the jobsite.

5.4 Subcontractor Training

EACH subcontractor is responsible and required to provide each supervisor and/or safety person attend the following training classes at a minimum:

- OSHA 10-hour Construction Safety Class
- 1st Aid & CPR
- Competent Person Training related to their trade
- Other Competent Person Training as needed on a job specific basis

ALL equipment requires training **PRIOR** to operation. Proof of training, should remain available at the jobsite.

5.5 Training Renewal Requirements

- OSHA 10 & 30-hour Construction Safety Class- 5 Years
- 1st Aid & CPR- 2 Years
- Scaffolding Competent Person-3 Years
- Confined Space Competent Person- 3 Years
- Fall Protection Competent Person- 3 Years
- Excavation/Trenching Competent Person- 3 Years
- Forklift Operator Competent Person- 3 Years
- Ariel Lift Competent Person- 3 Years
- Rigging & Signaling Competent Person- 3 Years

The above renewals are required by Martin Concrete as a guide. However, if specific requirements with each task is altered by OSHA or state/local laws then an updated training may be required before the time period listed above. Martin Concrete personnel is expected to stay as up to date as possible on the latest safety requirements. Training certifications will be checked during site safety inspections and prior to completion of each site-specific safety program.

TAB 6 Jobsite Start Up Procedures

6.1 Emergency Plan

The following procedures shall be used in the event of a jobsite emergency:

Field Employees:

1. Should an emergency occur, employees shall stop work activities, turn off and carefully lay down all tools, walk slowly, in an orderly fashion to the designated jobsite meeting point.
2. Employees must then report to the meeting point to be accounted for.

Management:

1. Prior to starting a project the superintendent shall complete an Emergency Action Plan **(located in Tab 11).** This form should be reviewed with all onsite employees at the beginning of a project.
2. At the beginning of every project, the Superintendent shall establish a designated meeting point in case of an emergency.
3. As the employees exit the building the Superintendent and/or Foreman shall walk through and confirm that all employees have exited safely.
4. After everyone has exited the building and/or their work zones and has gathered at the designated meeting point the Superintendent must use that day's JSA sign in sheet to perform roll call to confirm all employees are accounted for.

Establish emergency procedures with all employees at the start of a job for the following conditions:

- Bomb Threats
- Caught Between
- Chemical Spill
- Collapse
- Electrocution
- Excavation Cave- in
- Explosion
- Fatalities
- Fell From
- Fires
- Gas Release
- Hazardous Material Exposure
- Severe Injuries
- Struck By
- Tornados/Hurricanes
- Violence in the Workplace

These procedures should be developed in conjunction with the general contractor onsite. All site management personnel should be trained and/or educated on their role during emergency procedures.

In the event of any emergency, notify your supervisor and the safety director immediately. **NO PUBLIC STATEMENTS ARE TO BE MADE BY ANY EMPLOYEE.**

6.2 First Aid Kit

A standard first aid kit shall be provided at each jobsite that meets OSHA standards. To obtain one of these kits the superintendent is expected to contact one of Martin Concrete's suppliers. The first aid kits should be kept in the job office or job trailer. These kits should have a documented inspection weekly. Any items removed/used should be documented in this inspection with the employee's name, date of use, and what was used. If nothing has been removed that week, then the date and signature of inspector should be documented on the inspection sheet.

The following is a list that each jobsite First Aid Kit should contain as a minimum:

- 50- 3/4" x 3" band-aids
- 50- 1" x 3" band-aids
- 10-2" x 5" band-aids
- 10 fingertip & knuckle band-aids
- 10- 4" x4" sterile pads
- 10 antiseptic towelettes
- 1- 311 roller bandage
- 1- 211 roller bandage
- 10- 6" x 6" absorbent bandages
- 1 triangular bandage
- 5 pairs of latex gloves
- 1 pair of scissors
- 1 pair of tweezers
- 2 rolls of ¾ waterproof tape
- 1 bottle of eyewash with eye cups
- 1 box of antiseptic ointment packages
- 1 bottle of hydrogen peroxide
- 1 can of burn spray
- 1 box of Q-tips
- 1 blood-borne clean up kit
- 2 ice packs

The following items are examples of medicine **NOT** to be provided in the first aid kit. If the kit comes from the supplier with these items inside, then all the items listed below should be removed and not be made available for employee use.

- Aspirin or Pain Relievers
- Pre-cramp Tablets
- Decongestants or Cold Tablets
- Antacids
- Cough Medicines

Only materials to be used in first aid treatment should be stored in the first aid kit.

All jobsites of Martin Concrete should have at least one person adequately trained in First Aid/CPR on site. Each subcontractor/vendor is to provide First Aid Kits for their personnel.

6.3 Jobsite Kick-off Meeting Safety Requirements

Prior to the start of a new project, the project manager will determine what submittals are required for the project and any site-specific safety requirements. Any questions the Project manager may have regarding safety requirements will be taken to the Safety Director.

The safety department will determine the location of hospitals/clinics in the area and assist in the coordination of emergency planning with the superintendent.

Project Superintendents are to review the plans and jobsite for any potential unsafe conditions during the kick off meeting and prior to job start up. This should include a thorough review of potential deep excavations, unprotected openings, perimeter and interior fall hazards, site access, means and methods of construction, specific materials, and any other unsafe conditions. Safety procedures, including specialized inspections, should be developed for each potentially unsafe condition identified.

Some items to consider during the jobsite kick off meeting are listed below:

- Emergency Evacuation Procedures & Designated Meeting Area(s)
- Location of Fire Stations
- Location of Clinics and Hospitals
- Emergency Phone Numbers
- Site Security (i.e.: need for cameras, fencing, etc.)
- Traffic Control Requirements
- Overhead/underground power & utility lines
- Excavation Needs
- Fall Protection Plan
- Potential Confined Space Areas

6.4 Jobsite Safety Bulletin Board

Establish a jobsite bulletin board accessible to all employees. All items required to be posted are in the project's safety box which is issued during the jobsite kick-off meeting from the safety department. It is essential that the following information be posted for the duration of the project:

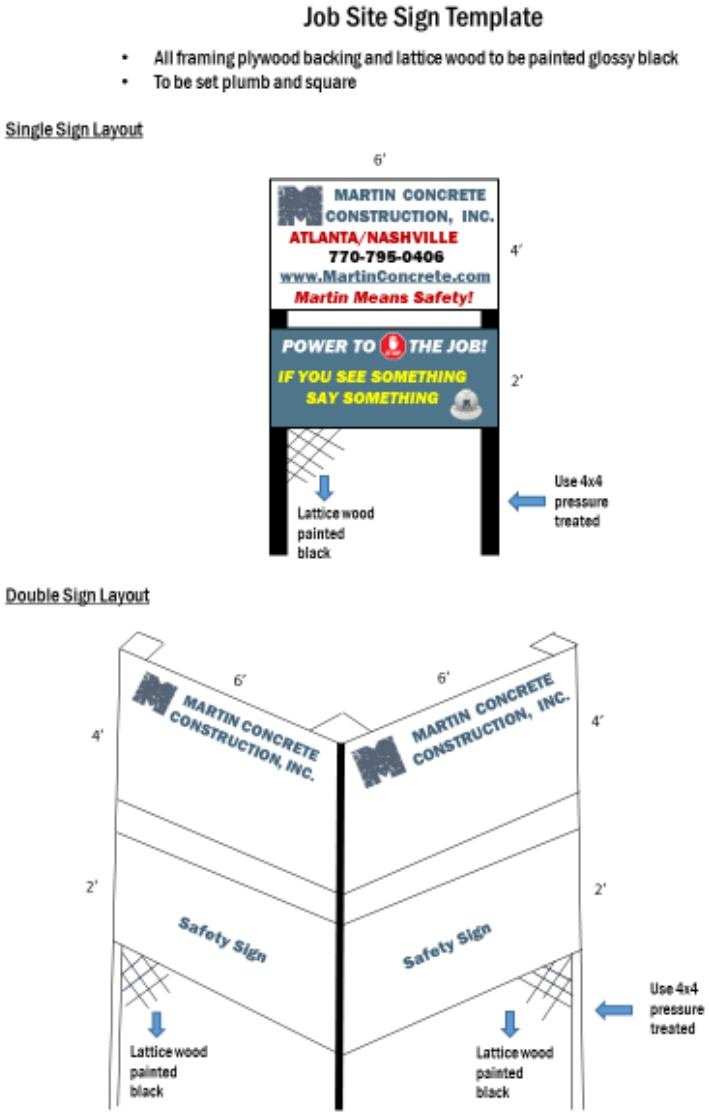
- Project Information Page (Project name, Job Number, and Address)
- Health & Safety Policy
- Emergency Contacts & Accident Reporting Procedures
- Panel of Physicians (English & Spanish)
- GHS Pictogram Diagram (English & Spanish)
- Hand Signal Diagram (English & Spanish)
- Equipment Decibel Guide
- Quick Safety Facts Guide
- PPE Diagram
- Chemical Hazard Diagram

SDS Sheets/Site Specific Safety books should be kept close to the bulletin board or hung on the wall beside it. All employees prior to starting work should be made aware of their location. These items should always remain assessable to workers.

6.5 Jobsite Signs

A Martin Concrete sign should always be posted at the entrances of all jobsite unless it is not allowed by the general contractor or owner. The safety portion of the sign should be hung directly under the Martin Concrete sign to look as if it where one sign. When deciding a location for the signs always try to select a place where it is most visible to the public. On a project with more than one entrance multiple signs may be needed. Superintendents are responsible for ensuring the signs are posted as soon as the project begins. Signs can be obtained from the Martin Concrete offices.

Installation:



6.6 Jobsite Safety Set-Up Misc. Items

The list below are examples standard operating safety procedures for Martin Concrete on all projects. This list is in no way a complete list all safety items pertaining to a project. This is to serve as a guide to the superintendent on how to set up a jobsite in a way that Martin Concrete expects.

- **Eye Wash Stations**- Eye wash stations must be created and stay fully stocked. The superintendent is responsible for ensuring that there is an adequate number of stations readily and easily accessible for any employee to utilize from their work area. A concrete pour must have a minimum of two eye wash stations beside the pour area. Larger concrete pours may require additional stations. Each station must be clearly marked with an "Eye Wash Station" sign so all employees can easily decipher the station's location.
- **Fire Extinguishers**- Each office trailer and/or tool must contain a minimum of one 10-lb. ABC fire extinguisher. It is required that all equipment containing a motor must possess a minimum of a 2 ½ lb. ABC fire extinguisher. If the equipment is a rental, then the superintendent may require the rental company to provide the fire extinguisher. All fire extinguishers must contain a fire extinguisher inspection tag. The superintendent or qualified person must document an inspection of **EACH** fire extinguisher for proper working condition on the tag monthly with the date and their initials.
- **GFCI Tester**- Each jobsite is required to keep a GFCI tester on hand to test all GFCI's in light towers, boom lifts, generators, and/or any other equipment that may contain one. It is required for all GFCI's to be tested daily and documented on the Daily Equipment Inspection sheet. Any defective GFCI's must be reported to the superintendent to be fixed immediately.
- **Job Boxes**- All job boxes are expected to stay clean and organized for the duration of a project. Housekeeping on these units are just as important as the housekeeping expected onsite. Any items left over from another project and are of no use should be disposed of or kept out of the way.
- **Lasers**- If a project requires the use of a laser then a "Laser in Use" sign must be posted by the laser. The sign can be purchased from the superintendent's chosen supplier. Martin Concrete's lasers require the sign to have a yellow background with black lettering. The stand for the sign should be large enough for employees or other contractors to read, but small enough to easily transport to different areas. Stickers on the laser box **DO NOT** meet the standards required by Martin Concrete or OSHA.
- **Lifting Devices/Spreader Beams**- When lifting or transporting materials via a forklift then the use of a proper lifting device is required. These are owned by Martin Concrete so prior to the start of a project the superintendent should arrange with their area manager for these devices to be delivered. Lifting devices should be inspected and documented on the Rigging Inspection Sheet **(Located in Tab 11)** for proper working condition each day and prior to use by a qualified person.
- **Portable Fuel Tanks**- All fuel tanks must be barricaded, at a minimum, with lumber sprayed in high visibility marking paint. The appearance of this barricade and paint job should meet Martin Concrete's high image standards. If the paint fades over time re-painting may be required. No smoking signs should be posted in the area or directly on the tank. If the fuel tank is not double insulated, then the tank must be placed inside a hole, contain a berm, and the hole should be lined with poly to avoid any fuel spills. A 20-lb. ABC fire extinguisher must be inspected monthly and kept within 25-75 ft. of the tank.

6.7 Safety Program Documentation

All forms/permits/reports listed below are located in the jobsite safety box. If any form is missing and/or needed, then the superintendent should contact their project manager and/or safety department immediately and request the form. A digital copy will be provided immediately. Never attempt to start a task without having the proper documentation/permit completed prior.

1. **Confined Space Entry Permit**- Permit documenting compliance with OSHA and authorizes entry to a permit required space. Permit is to be completed by the superintendent and then signed off by the safety director. The permit is only valid for 8 hours following approval. If the task will take longer than the authorized time, then a new permit is required to be issued. All canceled permits must be forwarded to the safety department. Any problems or issues encountered during an entry operation shall be noted on the permit. *Original Copy- Jobsite*
2. **Crane Operator JSA**- Form certifying the crane operator has inspected and reviewed the checklist and hazards for that day's tasks with the crew. The crane operator is to fill out and sign the form prior to the start of work. All employees must sign the form prior to starting and upon completion of the day's work. *Original Copy- Jobsite*
3. **Crane Critical Lift Plan-** Form to be completed by the crane operator documenting all critical lifts required for the project and the plan of action to ensure the safety of each lift. A copy of this form is to be provided to the superintendent and the general contractor (upon request.) *Original Copy- Jobsite*
4. **Daily Equipment Inspection Sheet-** Form documenting the daily safety and mechanical issues related to any equipment onsite. This form is to be completed daily by a qualified person on all equipment. It is required that the superintendent contact the appropriate personnel to correct any issues noted in the inspection as soon as possible. If the issue noted on the inspection could potentially cause harm to any employees, then the equipment must be locked out and not used until the safety issue has been rectified. *Original Copy- Jobsite*
5. **Emergency Action Plan-** Form completed by the superintendent and/or safety department prior to the start of a project. *Original Copy- Jobsite*
6. **Employee Corrective Action Form-** Form documenting that a Martin Concrete policy/ procedure has been violated by an employee(s). This form is to be completed by the employee's direct supervisor, safety official, or a member of upper management within 24 hours of the violation. The employee is required to provide his/her signature to the corrective action form. Refusal to provide a signature could be grounds for additional disciplinary action including or up to termination. A copy is to be provided to each of the following; employee in violation, supervisor, and FOC. *Original Copy- See Notes Above*
7. **Employee Using Respirator When Not Required Under the Standard Form-** Form documenting with an employee's signature that they are choosing to voluntarily utilize a respirator even when the job task or duty is not requiring them to do so. An employee signing this form signifies that the employee understands and assumes all liabilities/hazards of wearing the respirator. This form is to be kept on file in the safety box and a copy is to be emailed to the safety department within 24 hours of completion and then placed in the employee file. *Original Copy- Job Site*

8. **Equipment Theft & Damage Sheet-** Form is to be completed by the superintendent when a theft or damage to equipment on a jobsite occur. This form is then to be emailed to the safety director with any photos and additional information (i.e. police report, quotes on repairs/replacements) available within 24 hrs. of the incident. *Original Copy- Safety Director*
9. **Excavation Daily Inspection-** Form completed by the onsite excavation competent person when an excavation exceeds the 5-ft. depth limit. (If the excavation is less than 5-ft. then the excavation is only required to be documented in the Daily JSA.) *Original Copy- Jobsite*
10. **Harness Inspection Sheet-** Form completed by the competent person using a fall protection device. This inspection should be completed before each use; meaning if the employee must use the harness two separate times in a single day then a new inspection of the harness must be completed and documented. Any issues noted on the inspection report by an employee must be reported immediately to the direct supervisor. The supervisor must then remove harness from service. It is prohibited to attempt to use any fall protection device that has been deemed defective. *Original Copy-Jobsite*
11. **Incident Report-** The superintendent or foreman must complete an Incident Report Form on all accidents involving an injury to employee(s), property damage, or endangerment of the general public regardless of the severity. The form is to be completed in its entirety with as much detail as possible. The superintendent, employees involved, and witness statements must all be provided on this form with all parties contact information. A copy of this form is to be sent to the Safety Director within 24 hours of the incident. Upon review, the Safety Director will forward a copy to the FOC within 3 hours for a First Report of Injury to be filed with the workman's comp agency. *Original Copy- Safety Director*
12. **JSA (Jobsite Safety Analysis)-** Form completed by the superintendent or foreman on each jobsite daily. All tasks for the day, hazards pertaining to the task, and control measures taken to eliminate or decrease potential hazards are to be noted on the form. The daily work tasks, hazards, and control measures are to be reviewed with onsite employees. After review all employees are to sign stating they were aware of the hazards prior to the start of work. At the end of each day all employees are required to sign out on the form, and state if they experienced and/or witnessed any near-miss or accident that work day. *Original Copy- Jobsite*
13. **Jobsite Safety Audit**- Form documenting formal jobsite safety inspections performed by the Safety Department or Upper Management. Copies of the audit will be emailed to all management involved in the project; VP- Operations, General Superintendent, Area Manager, Project Superintendent, Project Manager, Safety Coordinator. *Original Copy- Safety Department*
14. **Meeting Attendee Sheet (Safety Training/Tool Box Talk)**- Form for superintendents to document jobsite safety training meetings topics and attendees. *Original Copy-Jobsite*
15. **Near-Miss Report-** The superintendent or foreman must complete a Near-Miss Report on all incidents that almost or could have resulted in an injury to an employee(s), property damage, or endangerment of the general public. This form is to be completed in its entirety with as much detail as possible. The superintendent, employees involved, and witness statements must all be provided on this form. A copy of this form is to be sent to the Safety Director within 24 hours of the near-miss. *Original Copy- Safety Department*

16. **OSHA 300 & 301 Logs-** OSHA recordable logs must be retained for five years. The OSHA 300 form must be filled out by February 1st each year, signed by a company executive, and posted in a visible area until April 30th and maintained at the corporate office. These forms will be completed by the safety director each year and turned into a company executive for review, signature, and posting. *Original Copy- Corporate Office*
17. **Respiratory Medical Evaluation Form-** Form employees are to complete to be approved to wear a respirator. This evaluation should be turned into their direct supervisor, and then handed over to the safety department. The safety department will have the evaluations reviewed by a physician to determine eligibility for a respirator fit test and training. *Original Copy- Safety Department*
18. **Rigging Inspection Sheet-** Form completed by an onsite rigging competent person prior to the use of any rigging equipment. The competent person is required to inspect all topics on the form to ensure the safety of the equipment. Any issues found must be reported immediately to the onsite supervisor. The supervisor must take equipment deemed defective out of service until the equipment has been restored to its manufacture's recommended specifications. *Original Copy- Jobsite*
19. **Safety Policy Acknowledgment Form (SPA)-** Form signed by each employee of Martin Concrete stating that they have read (in their preferred language), understand, and agree to comply with all safety policies and procedures stated in Martin Concrete's Health & Safety Policy. The signed document must be turned into the FOC and kept in the employee's personnel file. *Original Copy- FOC*
20. **Subcontractor Safety Policy Acknowledgment Form (SSPA)-** Form obtained by a project's project manager from any subcontractor scheduled to perform work onsite prior to the start of work. Upon signature the subcontractor is verifying that that they have reviewed Martin Concrete's Health & Safety Policy and acknowledge/ agree to comply with all the policies and procedures stated in Martin Concrete's Health & Safety Policy. This form should be emailed from the Project Manager to the safety department prior to the start of work. *Original Copy- Project Manager/Job File*
21. **Subcontractor Safety Warning Notice-** Form completed by the superintendent, project manager, safety department, or upper management when it is deemed that a subcontractor is in violation of an OSHA standard or a Martin Concrete Policy. Upon completion of this form a copy is to be given to the subcontractor's onsite supervisor, a copy emailed to the subcontractor's corporate office, and Martin Concrete's superintendent is to keep a copy at the jobsite. *Original Copy- Jobsite*
22. **Weekly First Aid Kit Inspection Sheet-** Form documenting the superintendent has completed a mandatory first aid check. All items removed from the kit for the week must be documented on sheet with the name of item removed, name of employee treated, and date of treatment. **If no items are removed the superintendent is responsible for dating and initialing the inspection sheet weekly.** *Original Copy- Jobsite*

6.8 Weekly Safety Training/Tool Box Meetings

Weekly Safety Training/Tool Box meetings are to be conducted by the superintendent or his representative and should pertain to job-related topics, hazardous material updates, and safety topics. Meeting topics are available in the jobsite safety box. Additional topics can be provided from the safety department or the company safety manual.

Attendance must be taken using the Meeting Attendance Sheet **(located in Tab 11)** for documentation purposes. A copy of the meeting should be attached to the attendance sheet and maintained in chronological order in the jobsite safety box file titled: Completed Tool Box Talks.

Subcontractors must either conduct their own safety meeting or attend the Martin Concrete meeting. If the subcontractor chooses to conduct their own meeting, then their meeting topic and attendance sheet must be submitted to the jobsite superintendent weekly. These should be kept on file in the superintendent's jobsite safety box.

The minimum agenda for Martin Concrete's weekly safety training/tool box meeting is as follows:

- Read/Review Jobsite Safety Rules at each meeting.
- Review/Read weekly safety topic related to the current job activities.
- Review safety infractions and/or citations/incidents from previous week, if applicable
- Any other topic or issue the superintendent and/or safety department deems necessary.

It is preferred for the superintendent or his representative to make these meetings as interactive and "hands on" as possible. Employees will retain more information when meetings are conducted in this manner.

6.9 OSHA Inspection Procedures

An OSHA Inspection of a jobsite may occur for one of the following reasons:

- Imminent Danger
- Investigation of a serious accident or fatality
- Response to complaints filed by individuals
- Referral from someone
- Report in the news media
- Official OSHA program designed to highlight certain/common problem areas
- Random selection
- Re-Inspection

Upon Knowledge of an OSHA Inspection

Immediately notify the safety director of the inspection. OSHA will allow a reasonable period of time for a representative to come to the jobsite.

No employees, other than the superintendent or safety director, should communicate with the OSHA compliance officer prior to conducting the opening conference.

The superintendent should request to see and examine the compliance officer's credentials. In addition, obtain the OSHA official's business card with his/her address and phone number.

Determine from compliance officer the purpose, scope and circumstances of the visit. If based on a complaint, get a copy of the complaint.

Notify the corporate office of the inspection.

Opening Conference

During an opening conference with OSHA determine:

- Focus areas
- Type of Inspection
- Scope and route
- Documents to be produced
- Rules and procedures OSHA will be expected to follow

Prior to Inspection of the Job

Before beginning the walk around inspection, the Martin Concrete representative should attempt to review the following items with the officer.

- Martin Concrete's policy concerning the incident
- Martin Concrete's Corporate Safety Manual

- Evidence of Martin Concrete's safety activities (i.e. Weekly Safety Training/Tool Box Talks, JSA's, Daily Equipment Inspections, etc.)
- In the event of a prior accident pertaining to the inspection an attempt should be made to provide any accident data with corrective actions taken.

Walk Around Inspection

The safety director or other management representative should stay with each OSHA officer **AT ALL TIMES** during the inspection except during employee interviews. The OSHA compliance officer should **ALWAYS** be treated with respect by any Martin Concrete representative involved in the inspection.

Ensure OSHA officer wears all necessary personal protective equipment and follows all company safety policies.

Take detailed notes and pictures, including date(s) of inspection, areas inspected, items discussed, and employees interviewed.

If the compliance officer deviates from areas covered by a complaint, inquire why the deviation.

Photos must be immediately taken of areas inspected by the OSHA compliance officer as well as all items photographed by the compliance officer. Video also should be utilized, if used by the compliance officer.

The safety director should immediately have correct any alleged violations identified by the compliance officer to the extent possible, but should not acknowledge that a citation is appropriate.

No one should give information or make statements to the compliance officer without approval from the safety director, with exception of employee interviews.

All work rules and safety procedures should be enforced and applicable to the compliance officer and walk-around team during the inspection.

The compliance officer should be asked to put all requests for company information and/or documents in writing.

Document all samples or monitoring test taken by the OSHA compliance officer and request copies of all sampling and monitoring results as well as all photographs and videos taken. The company should request the compliance officer to schedule sampling and monitoring at a time when the company can conduct its own sampling and monitoring.

Request copies of all OSHA samples and monitoring reports from the compliance officer.

Closing Conference

A closing conference should be insisted upon and a record should be made of all that the officer says and what will be included on their report. Primarily listen to compliance officer's proposal. Do not argue or debate the initial proposed findings.

Remind the compliance officer of the scope of the inspection as stated in the opening conference. If directed by counsel, provide additional information and documentation relevant and supportive of the company's position as well as any information which shows abatement of any alleged violations.

Obtain from OSHA an acknowledgement of receipt of documents provided.

Take detailed notes on the alleged hazards identified and the problem areas indicated by the compliance officer along with the applicable standards and suggested abatement procedures.

Provide the OSHA compliance officer with the name, title, full address, and phone/fax numbers of the person to whom all OSHA correspondence should be directed.

After the Inspection

Try to obtain all sample and monitoring reports from OSHA.
Review all areas noted by the compliance officer and make appropriate abatement

If you are issued citations, the following should be done:

- Post the citation (with penalty amounts deleted – In state plan states need to check rule on posting) in the area where employee notices normally are posted.
- Notify company counsel and send a copy of the citation to them. With advice of counsel schedule an informal conference with OSHA
- Post Notice to Employees of informal hearing.

Where agreement cannot be obtained quickly, employer must file a Notice of Contest within fifteen working days of the employer's receipt of citations. Some state plan states maintain different procedures.

TAB 7

7.1 General Safety Requirements

All work performed is to follow OSHA construction industry regulations as outlined in 29 CFR Part 1926, OSHA standards for the Construction Industry. In cases where Martin Concrete Construction, a general contractor, or state/local requirements are more stringent, those requirements shall apply.

Martin Concrete has implemented policies and procedures that will help train employees in developing an awareness of a safe working practices for all employees, subcontractors, and vendors onsite, and to aid us in our goal of "Zero."

The following sections are the general rules for safety at Martin Concrete Construction and specific requirements for specific hazards and/or exposures that may be encountered while working.

7.2 Project Safety

These jobsite rules are to be reviewed with all new hires and available on the project site:

- Report all injuries, illnesses, near misses, and unsafe conditions to your supervisor immediately.
- Hard hats are required to be worn by all employees, subcontractor, and vendors while on a Martin Concrete Construction project.
- Long pants must be worn while working onsite. Pants shall be free of any holes, and worn around the waist. Shorts will not be permitted.
- Shirts with a minimum 4-inch sleeve are required.
- Hard soled shoes/boots are required. No tennis shoes are allowed.
- Proper eye protection is required 100% of the time on all Martin Concrete Construction projects. Eyewear must meet the OSHA requirement of ANSI Z.87.
- Gloves that meet a CAT III specification shall be worn by all employees, subcontractors, and vendors on a Martin Concrete Construction project.
- High visibility vests or shirts are required when working adjacent to vehicular traffic, performing tilt-up operations, and whenever the general contractor requires. High Visibility Class III vests are required when preforming traffic control duties.
- PPE including face protection, hearing protection, and respiratory protection devices will be worn when performing task that it is deemed necessary.
- Tilt crew members must wear orange high visibility vests when working in the LAZ tilt-up area.
- A personal fall arrest system is required to be worn by all employees working at heights of 6ft. or greater that is not protected by other fall protection means (i.e. guardrails).
- Only authorized and trained personnel are permitted to operate equipment and/or vehicles.
- All equipment/machinery must have operable back up alarms.
- Seatbelt use is required while operating all equipment unless the manufacture has not equipped the machinery with a seatbelt (i.e. laser screed, ride-on trowel machine.) No passenger riding is permitted on equipment unless the machinery has been made to do so.

- No riding in the back of pickup trucks.
- No one shall enter a trench or excavation unless it is properly sloped, shielded, or shored.
- Only trained and qualified operators are permitted to operate power actuated tools.
- All ladders will be secured at the top and bottom. Personnel must always face ladders when ascending or descending. Personnel is expected to keep their belt buckle between the inside of the ladder to avoid an overreaching accident.
- Safety rails shall be maintained in all openings, stairways, and the building perimeter that poses a potential fall hazard.
- Employees are required to learn the location of emergency phone numbers, first aid kits, fire extinguishers, emergency evacuation routes, and the location of SDS sheets.
- SDS sheets for any product to be used in the execution of work must be kept onsite and assessable to all personnel.
- A complete first aid kit must be kept available in the jobsite office/job box.
- Observe all caution and danger signs, barricades and safety tags on the job site.
- Remove trash and debris daily. Walkways must remain clear.
- No glass containers are allowed onsite.
- Flammable liquids must be stored in approved containers.
- No employee is permitted to solely lift 50lbs. or greater of materials without additional assistance.
- Use and/or possession of intoxicants, alcohol, or drugs is strictly prohibited.
- No radios, MP3 players, personal audio equipment, earbuds, or headphones allowed while onsite.

7.3 Office Safety

- Exercise care in lifting office machines, filing cases, ledgers, boxes, and bundles of office supplies. All persons lifting any material should observe proper lifting techniques, and lift with their legs/ leg muscles rather than putting an unnecessary strain on their back. If a box is to heavy, the employee is expected to ask for additional help.
- Large boxes or bundles of supplies should be moved by hand trucks, and/or unpacked and handled in smaller bundles.
- Bulky objects should not be carried in such way that obstructs the view ahead or interferes with the free use of handrails on stairways. Obtain help if necessary.
- Liquid spilled on floors shall be immediately cleaned up.
- Loose objects, such as paper clips, pencils, and other small objects should be kept off the floors.
- Extension cords for office machines should be positioned in such a manner that eliminates any tripping hazards.
- Desk & file cabinet drawers should be kept closed except when being used.
- Use an adequate stepladder to reach objects on overhead shelves.
- Walk, do not run, in hallways and/or up and down stairs. Always use handrails on stairways.
- Pointed objects, such as pencils, pens, knives, and scissors should not be carried in the pocket with the point exposed.
- Letter openers, pens, knives, razor blades, and scissors should be used with care and properly stored when not in use.
- Use letter openers to open envelopes and avoid sliding hands along the edge of papers.
- Keep fingers clear when using stapling machines.
- Keep fingers away from the cutting edge of paper cutters. Never leave a hand operated cutter blade in the raised position.

- Care should be exercised in opening file cabinet drawers. Open only one drawer at the time to avoid tipping the cabinet.
- Cuts from paper or drawings should be cleaned immediately and properly bandaged.
- Extreme care should be taken when using temporary portable heaters in office areas. Assure electrical requirements for heaters are available prior to use.

7.4 Employee Safety

- Every employee is expected to be safe, alert, and professional at work. Horseplay and practical can cause accidents and is prohibited.
- Employees shall not distract the attention of another employee from their work until he/she is certain that no danger will result in doing so.
- Employees are not permitted to ride on cranes, bulldozers, forklifts, backhoes, motor graders, or other mobile units, except for those units specifically designed for personnel occupancy.
- All employees are expected to perform their duties safely. In the event of illness or injuries off the job, the employee shall report his/her condition to their immediate supervisor.
- Employees are required to learn the jobsite emergency plan.
- Employees shall know the location of the emergency exits from their work areas.
- Employees are expected to be familiar with the location and operation procedures of fire protective equipment provided at their work place.
- Employees should know and recognize safety signals, signs, and barriers.

7.5 Public Safety

Martin Concrete personnel, subcontractors, and vendors are required to aid in the protection of the public including, as you job dictates, installation, and maintenance of signs, signals, lights, fences, guardrails, ramps, temporary sidewalks, barricades, overhead protection, etc. as necessary.

All personnel are expected to always give the public the "right of way."

TAB 8- Specific Safety Requirements

8.1 General Information

In this section, you will find specific safety requirements for the various hazards encountered on our projects.

The following specific safety requirements are not a full and complete set regulatory standards as published in the Federal Register. They are simplified highlights of the most common exposures faced on our projects.

Great effort has been made to assure technical accuracy and thoroughness of this content to meet compliance requirements of regulatory agencies. If, however at any time, a concern develops regarding the accuracy or intent of the contents of this Program, we ask that you contact the Martin Concrete Construction, Inc. safety director for assistance.

In addition, you may wish to refer to the complete CFR 1926 standards, available at: www.osha.gov.

8.2 Access/Egress

Introduction

All work performed is to follow OSHA construction industry regulations as outlined in the OSHA Standard 1926.34. Where Martin Concrete Construction, the general contractor, or state/local government requirements are more stringent, those requirements shall apply.

- It is not permitted for anyone affiliated with the Martin Construction Group to jump on or off equipment and/or vehicles. Three points of contact must always be maintained.
- Use only safe means of access/egress to and from work areas. Jumping to or from work areas is not permitted.
- Sliding down cables, ropes, or guy-wires is not permitted.
- Keep all equipment, vehicles, footwear, access areas, etc. clean from debris.
- Doors or pathways are to always be clean and free of debris and obstructions.

8.3 Aerial Lift/ Scissor Lift

Introduction

Employees, subcontractors, and vendors utilizing any type of aerial work platform shall comply with the manufactures recommendations. Only trained and authorized personnel shall operate an aerial device. Employees must also be trained and authorized in Fall Protection to perform duties in an aerial device. Below are the requirements all employees, subcontractor, and vendors must comply with while operating/working with the equipment.

Procedures

- Employee must be tied with a full body harness off 100% of the time while operating an aerial/scissor lift.
- Any damaged aerial/scissor lift that may affect worker safety must be removed from service until repaired. Aerial/scissor lift must be clearly marked with a tag stating "Danger, Do Not Operate" and means taken to render the lift inoperable until repaired.
- Aerial/scissor lift may not be left running while unattended. If the operator is to be more than 25 feet away from lift the aerial/scissor lift must be shut down.
- No modifications may be made to any aerial/scissor lift without the manufacturer's expressed written permission.
- Workers must always maintain their feet on floor. Standing above the floor on handrails or other items to gain additional height is not permitted.
- Personal fall arrest systems will be anchored to manufacture's installed anchor point with retractable lifelines.
- Prior to use the floor/foundation must to be inspected for pits, holes, or debris that could potentially cause a tip over of the lift.
- Employees will not anchor fall arrest systems to the lift when they are outside the lift.
- Only minimal tools and workers will be allowed in lift to ensure the manufacturer's load limits are not exceeded.

- An aerial device shall not be moved when the boom is elevated in a working position with workers in the basket or platform.

- Lifts must be inspected in the superintendent's daily equipment inspection prior to the use of the equipment.

Training

- Any aerial/scissor lift or other powered industrial truck used on the job site must be operated by a trained, certified operator. The operator must be trained and certified on the specific type of equipment being operated and fall protection.

- If the employee is working in the lift but another employee is operating it, then the employee working inside the basket must at a minimum be trained and qualified in fall protection. The operator shall have aerial lift and fall protection training.

- A workplace evaluation must be conducted of each aerial/scissor lift operator every three years to verify that the aerial/scissor lifts are being operated in accordance to training requirements.

- If observed operating a lift in an unsafe manner, or if the operator is involved in an accident or near-miss incident the operator must be retrained.

8.4 Blood Borne Pathogens

General Requirements

Bacteria and viruses that cause disease are called pathogens.

Those pathogens that are carried in the blood and certain other body fluids of an infected person are called bloodborne pathogens. They can be transmitted when blood or other potentially infectious fluids come into contact with the blood of a healthy person. This can occur when a contaminated sharp object, like a used hypodermic needle, punctures the skin and injects the pathogen into the bloodstream. It also happens when infected blood gets onto the skin of a healthy person, and the pathogen enters through an opening in the skin.

Administration

The Safety Director will manage our Bloodborne Pathogen program. This includes providing training, coordinating medical treatment, and maintaining records.

A Martin Concrete employee who may be exposed to bloodborne pathogens includes First Aid Providers.

Universal Precautions

There is no way to tell by looking at a person whether that person is carrying a bloodborne pathogen. Anyone of any age, race or sex can be infected with hepatitis B, HIV, or other bloodborne diseases and still appear perfectly healthy. Staying healthy depends upon always following safe work practices whenever you may be exposed to bloodborne pathogens. Applying Universal Precautions means you must always assume that blood or other potentially infectious materials is carrying a disease, and take the necessary measures to protect yourself.

Gloves

Whenever hands might come into contact with any potentially infectious material or with contaminated surfaces, gloves are required. They must be made of latex or some other impermeable material that will not allow fluids to pass through.

When removing disposable gloves, care must be taken not to allow the outside surfaces to come into contact with bare skin.

A good procedure to follow is:

1. Grasp the top or wrist of one glove, being careful not to touch anything but the glove.
2. Pull the glove off, turning it inside out. Continue holding the glove.
3. Insert a finger into the top of the other glove, being careful not to touch its outside surface.
4. Pull the glove off, turning it inside out, and pulling it over the first glove. Both gloves should now be inside out, one inside the other.
5. Discard both gloves into an approved waste container.

Eye Protection, Masks and Face Shields

Whenever blood or other potentially infectious material can splash, spray, or spatter and might contaminate the eyes, nose, or mouth additional protection is required. A mask may be used in combination with goggles or glasses that have solid side shields. A chin-length face shield may also be used.

Safe Handling and Disposal

Potentially infectious materials and any contaminated materials must always be handled safely and disposed of correctly.

Sharp Objects

A sharp object that has been contaminated with blood or other infectious material is extremely hazardous. A puncture wound can introduce bloodborne pathogens directly into the bloodstream. HIV and HBV are often contracted when drug abusers share hypodermic needles.

At an accident scene, first aid providers must be careful to avoid glass, pieces of metal, or any other contaminated sharp objects that may cause a cut or puncture wound. Remember that rubber or latex gloves will not provide protection against a puncture wound. Cleanup crews should not handle contaminated sharp objects unnecessarily. Use pieces of cardboard to sweep up glass or metal, or use a broom and dustpan. Very small fragments can be picked up with a thick dampened cloth or with several layers of paper towels. Brooms, dustpans, or any other equipment used in cleanup must either be discarded or decontaminated as soon as possible.

Sharp Containers

All contaminated sharp objects must be placed in an approved container immediately or as soon as feasible.

Other Contaminated Materials

Anything that has come into contact with blood or other potentially infectious material has become contaminated. This can include work surfaces, machinery, materials used during first aid procedures, clothing, and personal protective equipment. To avoid infection and to keep from spreading contamination further, safe work practices are essential. Never handle possibly contaminated materials without wearing gloves and any other appropriate PPE. Avoid letting your gloves or any other contaminated material come into contact with uncontaminated surfaces.

Disposal

Contaminated materials must be placed in an approved container. The container must be:

- Red or labeled with the biohazard symbol
- Leak proof
- Able to be sealed to prevent leakage or spilling

Use sorbent or absorbent granules to soak up any liquid that contains visible blood and dispose of them in an approved container. Any reusable equipment used in cleanup must be discarded or decontaminated, as well as the surfaces that were in contact with the liquid.

Decontamination

When blood or other potentially infectious material has come into contact with a work surface or machinery, use an approved disinfectant to decontaminate the affected areas. A one to ten dilution of ordinary household bleach and water is recommended - approximately 1-½ cups of bleach added to 1 gallon of water. If possible, begin by covering the contaminated area with paper towels *(or an absorbent cloth)*. Pour the bleach solution over the paper towels, allow it to soak through, and wipe the area. Then pour more bleach solution over the area and use fresh paper towels to wipe it clean and dry. Some equipment may be damaged by bleach, and another disinfectant may be required. Please remember that not all disinfectants will destroy HBV and HIV.

Wash Your Hands

Hand washing after handling possibly infectious or contaminated materials is a very important part of Universal Precautions. Even if you have been wearing gloves, washing your hands vigorously and thoroughly with soap and warm water is a vital part of avoiding infection. A liquid bacterial soap is best. You should not eat, smoke, or touch your face or eyes with your hands until they have been washed. At an emergency first aid scene where soap and water may not be available, use sterile wipes or any other available cleaning agent until a washing facility can be reached.

If an Exposure Occurs

If you are ever directly exposed to blood or other potentially infectious material, wash the area contacted with bacterial soap and warm water as soon as possible. If material has splashed into eyes, immediately use emergency eyewash or another source of clean running water to flush them for at least 15 minutes. Hold the eyes open and roll them around to make certain that water reaches their entire surface. As soon as possible after washing, seek medical attention. Always report any exposure to blood or other possibly infectious materials in the workplace to your supervisor or another designated person.

Hepatitis B Vaccination and Post Exposure Follow Up

- The hepatitis B vaccination and vaccination series are available to all employees likely to have exposure to bloodborne pathogens. These vaccinations will be provided at no cost to any employees in the above categories who decide they want them.
- Post-exposure follow-up will also be provided at no cost to any employees who have an exposure incident.

Information and Training

- This program will be reviewed when hired and at least annually thereafter by all first aid personnel on the project.

Record keeping

- All medical records generated regarding information related to bloodborne pathogens or anything else must be retained for the duration of employment of the person plus 30 years.
- All medical records must be kept confidential.

8.5 Concrete/Tilt-Up

Introduction

All work performed is to follow OSHA construction industry regulations as outlined in 29 CFR Part 1926, OSHA Standards for the Construction Industry, Subpart Q. Where Martin Concrete Construction, the general contractor, or state/local government requirements are more stringent, those requirements shall apply.

Martin Concrete Tilt-Wall Panel Construction Policy provides guidelines for overall safety and training of employees during tilt wall panel construction. The object is to protect all employees, subcontractors, and other trades from the hazards associated with concrete and masonry construction.

Concrete General Requirements

- All exposed rebar must be effectively guarded to prevent impalement hazards. Mushroom caps are not allowed. Horizontal rebar that may create impalement hazards from employees falling or tripping must also be guarded.
- Metal or aluminum bull float handles may not be used where the possibility of contacting energized power sources exists.
- Powered trowels must be equipped with a "dead-man" switch that will stop the machine when letting go of the handles.
- Workers involved in the placement of concrete must be protected from concrete burns by rubber boots and gloves. Rubber boots must be worn over work boots. Wearing rubber boots alone will not be permitted.
- If a concrete pump is required, the concrete finisher guiding the pump hose is required to wear a white Ty-vex suit.
- All trowel machines and laser screeds are to be inspected for prior to use.
- All ride on trowel machines and laser screeds are to have a 2 ½-lb. fire extinguisher installed on the machine and inspected monthly and documented on the fire tag.
- No concrete paving or pour-back pour will be permitted until the structural steel of the building is tied into the tilt panels by the steel erector. The panel braces alone will not be seen by Martin Concrete as a sufficient and safe means to pour concrete connecting to any tilt-panel.

Pre-Erection Procedures

- A pre-lift meeting will be held with the general contractor to discuss all safety conditions related to panel erection. If the general contractor does not or cannot attend the meeting is still required to take place with the crane operator and superintendent. Topics of discussion are listed below but not limited to.
    - Verification that concrete has reached sufficient strength
    - Erection sequence
    - Panel erection crew and training reviewed to ensure everyone is qualified for their task in the erection process
    - Crane Type
    - Critical Lifts
    - Crane Path & Ground Conditions Sufficiency
- Braces are **NEVER** to be unloaded from the vendor's truck and/or used until the vendor has produced written verification from their company of a thorough inspection and full clearance of all braces and hardware cleared for use to Martin Concrete's project manager, superintendent, safety director, and Full Tilt manager.
- Upon clearance of the braces and anchorage system they are to be re-inspected by a competent person from Martin Concrete to insure adequacy and correct installation.
- A separate Daily JSA **(Located in Tab 11)** with **ALL** tilt crew members must be held prior to the erection of any panels. All critical lifts, daily tilt plan, hazards, and any other topic related to that day's work must be discussed. Any employee not present at this meeting will not be permitted to work on the tilt crew that day no matter the amount of experience the employee may have in tilt panel erection.

Erection of Tilt-Up Panels

The erection of tilt-up concrete members carries with it inherent and serious safety hazards.

- A critical lift plan for tilt-up crane operations must be done when weight of panels will exceed 75% of crane capacity, or when wind velocities may exceed 10 mph. No lifts are allowed with wind speeds exceeding 15 mph.
- A limited access safety zone (LAZ) must be erected equal to the maximum crane boom length until the wall is adequately braced. No employees other than those absolutely necessary for erection activities will be allowed in the LAZ.

- The LAZ must be marked clearly to provide a warning to other employees that access is limited to erection personnel only.
- The crane operator shall have final authority over making a crane lift. If the operator believes the lift is not safe, he/she shall discontinue the lift until all safety factors have been accounted for and the procedure is made safe.
- All lifts shall be in accordance to manufacturer's specifications regarding wind loading.
- All cranes used to set tilt-up panels must comply with all requirements in the crane section (Section 8.7) of this manual.
- All rigging equipment must be inspected daily, and before each use to ensure proper working condition. Any defective rigging must be immediately removed from service and replaced with safe rigging.
- The signalman must be certified in crane signaling and will be marked by wearing a red signalman vest. This shall be the only member of the tilt crew wearing red. All other team members will be wearing orange safety vests.
- Hoisting of all tilt-up panels shall be done in a manner that will avoid any side pulls or side loading of the crane boom.
- No slack in the load line is permitted that would create a side pull or side loading of the crane boom.
- All tilt-up panels shall be adequately supported/braced per drawings to prevent overturning and to prevent collapse until permanent connections are completed.
- Lifting inserts attached to tilt-up panels must be in accordance with the engineering design.
- All lifting hardware and accessories shall be capable of supporting at least 5 times the maximum intended load transmitted to the hardware.
- To identify required personnel permitted in the LAZ of panel erection all members will wear orange colored vests with the wording of "tilt crew" on back. The authorized signalman will wear a red vest. Supervisors will wear the orange and yellow superintendent vest.
- No employee shall be permitted under panels being lifted or tilted into position except those absolutely required for the erection of those members.
- Only qualified riggers with documentation of rigging training are permitted to rig loads.

Bracing of Panels

- As previously mentioned, all tilt-wall panel braces and their anchorage systems shall be inspected prior to the erection of tilt wall panels to insure adequacy and correct installation.
- As each tilt-wall panel is erected and braces are adhered, tilt-wall panels shall be inspected by a competent person prior to the release of rigging.

- Each day, at completion of the tilt-panel erection, all tilt-panel braces and their anchorage system shall be inspected for adequacy and correct installation by a competent person.
- If high winds or any other event occurs that could potentially loosen the bracing; bolts and any associated hardware should be checked for tightness by a competent person. This inspection must be documented in the superintendent's daily report.
- Panel braces shall be routinely inspected during jobsite walk-thru by a competent person.
- Panel braces shall remain in place until building structure is complete and self-supporting. Written permission from the engineer and general contractor must be given to Martin Concrete's project manager and/or superintendent prior to the removal of any bracing.

Training

The training for the tilt-up wall construction crew shall be conducted by a competent person and shall include how to avoid all the known hazards such as:

- Struck-by
- Caught in Between
- Rigging Failure
- Crane Failure
- Lift Point Failure
- Brace Failure including Anchorage for the Brace
- Miscommunication to Crane Operator
- Miscommunication between workers or language barriers
- Required PPE
- Proper installation and use of tilt wall panel lifting hardware
- Policies and Procedures

8.6 Confined Space Entry

Program and Purpose

These confined space entry requirements are provided to protect authorized employees who will enter confined spaces and may be exposed to hazardous atmospheres or conditions.

Where employees may enter permit confined spaces, this program must be made available prior to and during entry operations to employees or their representatives.

This program, including entry permits, must be reviewed annually.

Definition - Confined Space:

- Is large enough or so configured that an employee can bodily enter.
- Has limited or restricted means for entry or exit.
- Is not designed for continuous employee occupancy.

Definition - Permit Required Confined Space:

A confined space that has one or more of the following characteristics:

- Contains or has a potential to contain a hazardous atmosphere.
- Contains a material that has the potential for engulfing an entrant.
- Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly covering walls or by a floor, which slopes downward and tapers to a smaller cross-section.
- Contains any other recognized serious safety or health hazard.

Definition - Hazardous Atmosphere

A hazardous atmosphere is one that contains:

1. Flammable gas, vapor, or mist more than 10% of its lower flammable limit LFL.
2. Combustible dust exceeding LFL (lower flammable limit).
3. Oxygen concentration <19.5% or >23.5%.
4. Atmospheric concentration above the OSHA PEL (permissible exposure limit).
5. Any other atmospheric condition that is IDLH (immediately dangerous to life and health).

GENERAL REQUIREMENTS - CONFINED SPACES

Identification

Before work begins at the jobsite, a competent person must identify all confined spaces in which their employees may work.

The competent person must then identify each permit confined space through evaluation and testing. This will be done using our Confined Space Evaluation Form.

Signage

Each permit-required confined space will be marked "DANGER – PERMIT-REQUIRED CONFINED SPACE, DO NOT ENTER".

Inform

- In addition to posting signage, employees authorized representatives must be informed of the location and danger of each permit confined space. This may be accomplished through new hire orientations, safety meetings, and JSAs.
- Where employees are not authorized to enter confined spaces, they must be effectively barricaded/locked to prevent entry.

Alternative Procedures

Permits, attendants, entry supervisors and rescue plans are not required under the following conditions:

1. Physical hazards are eliminated or isolated so that the only hazard is actual or potential hazardous atmospheres.
2. Able to demonstrate that continuous forced air ventilation alone is sufficient to maintain safety and if ventilation stops working entrants can exit the space safely.
3. Monitoring and inspection data that supports the use of alternative procedures is developed and maintained. Data must be available to each employee who enters the permit space or their representative.

Where entry into the space is required to develop inspection data or monitoring, entry must be done in compliance with permit confined space procedures.

Atmospheric Monitoring

- Before an employee enters the space, the internal atmosphere must be tested with a calibrated direct-reading instrument

Must test in this order:

1. Oxygen,
2. Flammable gases/vapors and
3. Potential air contaminates

- Oxygen levels in a confined space must be between 19.5 and 23.5 percent.
- LFL (lower flammable limits) must be below 10%.
- Contaminants must be below the PEL.
- Must provide employees or their representatives an opportunity to observe pre-entry testing.

Written Certification

- The competent person must verify the space is safe for entry and that pre-entry measures have taken place.
- The Written Certification Form must be completed and available to employees or their representatives.

Barricades/Fall Prevention

- When the cover is removed, the opening must be immediately guarded by a railing, temporary cover or other barrier that will prevent an accidental fall through the opening and protect employees from foreign objects entering the space.

Ventilation

- Continuous forced air ventilation must be used.
- Employees must not enter space until ventilation has eliminated any hazardous atmosphere.
- Ventilation must be directed to ventilate the immediate areas where an employee is, or will be present and continue until all employees have left the space.
- The air supply must be from a clean source and not increase hazards.

Permit Required Confined Space Entry General Rules

- Only authorized and trained employees may enter a confined space or act as attendant.
- During permit confined space entries, an attendant must be present at all times.
- Constant communication will be maintained between the attendant and employees entering a confined space.
- Must provide an early warning system for non-isolated engulfment hazards.
- If hazards are detected, employees must leave the space immediately. The competent person must then re-evaluate the space to determine the source of the hazard(s) and necessary controls.
- A safe method of entering and exiting the space must be provided.
- If a hoisting system is used, it must be designed specifically for hoisting personnel. A job made hoisting system is permissible if it is approved for personnel hoisting by a registered professional engineer, in writing, before use.

Permitting Process

Permits must be signed by the entry supervisor. Completed permit must be available at time of entry to entrants/representatives by posting at entry portal.

Permit duration may not exceed the time required to complete the assigned task identified on the permit.

Permits must identify:

- Space to be entered
- Purpose of entry
- Date and authorized duration
- Authorized entrants by name
- Attendants by name
- Hazards of space
- Measures to eliminate or control hazards
- Acceptable entry conditions
- Results of testing/monitoring including initials of tester and time of testing
- Rescue services that can be summoned and means to summon
- Communications procedures
- Equipment needed
- Additional permits such as hot work.

The entry supervisor must terminate entry when operations covered by the permit are completed, or suspend and reassess when a condition that is not allowed under permit arises and is temporary

Permits must be cancelled when a condition that is not allowed under permit arises and is not temporary.

Entry permits must be retained for at least one year.

RECLASSIFICATION

The following procedures are required for reclassification of non-permit or permit spaces.

Reclassification of Non-Permit Confined Spaces

A competent person must reevaluate the space and if necessary, reclassify as a permit space when:

- There are changes in use or configuration of a non-permit space that might increase hazards, or
- Indication the original evaluation may have been inadequate.

The basis for the reclassification must be documented and indicate that all hazards have been eliminated/isolated.

Written certification must include date, location of space and signature of person making the determination**.**

Reclassification of Permit Confined Spaces

A competent person may reclassify a permit space as a non-permit space when:

- The space poses no actual or potential atmosphere hazards (0% LFL/toxicity).
- All hazards are eliminated or isolated without entry into the space.
- The space may be reclassified as non-permit as long as non-atmospheric hazards remain eliminated/isolated.

RESPONSIBILITIES

The following section outlines responsibilities for controlling contractors, entry and host employers, entrants, entry supervisors and attendants.

Controlling Contractor

- Before entry, obtain host employer information about hazards and previous entry operations. Provide that information to each entity entering a permit space or any other entity at the site whose activities might result in a hazard in the space. After entry must debrief each entity that entered a permit space regarding hazards confronted or created.

Host Employer

Before entry, the host employer must provide (if it has it) to the controlling contractor:

- Location of each known permit space
- The hazards or potential hazards in each space or the reason it is a permit space.
- Any precautions that the host employer of any previous controlling contractor or entry employer implemented for the protection of employees in the permit space.

Entry Employer - Subcontractors

- Before entry, obtain information about confined spaces from controlling contractor and inform the controlling contractor of the permit program to be followed, including any hazards likely to be confronted or created. After entry, inform the controlling contractor of the program followed and hazards confronted or created.
- Identify and evaluate the hazards of permit spaces
- Isolate the permit space and hazards in the space
- Control atmospheric hazards
- Specify acceptable entry conditions
- Ensure confined space assessments and evaluations have been conducted.
- Ensure all permit required confined spaces are posted and employees informed.
- Implement measures to prevent unauthorized entry.
- Develop and implement procedures and practices for safe permit entry.
- Designate authorized entrants, attendants, and entry supervisors, persons who test/monitor and provide training.
- Provide employees at no cost, proper testing and monitoring, ventilating, communications, and lighting equipment.
- Provide employees at no cost, barriers/shields, equipment for safe ingress/egress, rescue equipment and PPE.
- Develop and implement procedures for summoning rescue and emergency services. rescue teams/service

Entry Supervisor

- Know the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure.
- Verify, by checking that the appropriate entries have been made on the permit, all tests specified by the permit have been conducted and that all procedures and equipment are in place before endorsing the permit and allowing entry to begin.
- Terminate the entry and cancel the permit when the entry is complete or there is a need for terminating the permit.
- Verify that rescue services are available and that the means for summoning them are operable.
- Remove unauthorized persons who enter or attempt to enter the space during entry operations.
- Determine whenever responsibility for a permit space entry operation is transferred and at intervals dictated by the hazards and operations performed within the space that entry operations remain consistent with the permit terms and that acceptable entry conditions are maintained.

Entry Attendants

- Be familiar with the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure.
- Be aware of possible behavioral effects of hazard exposure on entrants.
- Continuously maintain an accurate count of entrants in the permit space and ensures a means to accurately identify authorized entrants.
- Remain outside the permit space during entry operations until relieved by another attendant. Once properly relieved, they may participate in other permit space activities, including rescue if they are properly trained and equipped.
- Communicate with entrants as necessary to monitor entrant status and alert entrants of the need to evacuate.
- Monitor activities inside and outside the space to determine if it is safe for entrants to remain in the space. Order the entrants to immediately evacuate if: the attendant detects a prohibited condition, detects entrant behavioral effects of hazard exposure, detects a situation outside the space that could endanger the entrants; or if the attendant cannot effectively and safely perform all the attendant duties.
- Summon rescue and other emergency services.
- Perform non-entry rescues as specified by that rescue procedure.
- Do not perform duties that might interfere with primary duty to monitor and protect the entrants.
- Warn the unauthorized persons that they must stay away from the permit space.

- Advise unauthorized persons that they must exit immediately if they have entered the space.
- Inform the authorized entrants and the entry supervisor if unauthorized persons have entered the permit space.

Entrants

- Be familiar with the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure.
- Properly use the equipment required for safe entry.
- Communicate with the attendant as necessary.
- Alert the attendant whenever; the entrant recognizes any warning signs or symptoms of exposure to a dangerous situation, or any prohibited condition is detected.
- Exit the permit space as quickly as possible whenever; the attendant or entry supervisor gives an order to evacuate the permit space, the entrant recognized any warning signs or symptoms of exposure to a dangerous situation, the entrant detects a prohibited condition, or an evacuation alarm activated.

RESCUE

Rescue Services

The employer must designate an entry rescue service whenever non-entry rescue is not selected.

When rescue and emergency services are designated, must evaluate their ability to respond in a timely manner, considering the hazards identified.

Inform each rescue team of hazards they may confront at the site.

Provide access to all permit spaces from which rescue may be necessary so that the rescue team can develop rescue plans and practice rescue operations.

Select a rescue team that:

- Has the capability to reach the victim within a time frame that is appropriate for the hazard(s)
- Is equipped for and proficient in, performing needed rescue services
- Agrees to notify in the event the rescue service becomes unavailable

Non-Entry Rescue

Non-entry rescue is required unless the retrieval equipment would increase the overall risk of entry or would not contribute to the rescue of the entrant. Whenever non-entry rescue is selected, one must ensure retrieval systems are used and confirm prior to entry that emergency assistance would be available in the event non-entry fails.

A mechanical device must be available to retrieve personnel from vertical type permit spaces more than 5 feet deep.

TRAINING

Training for confined space entry must be provided at no cost to employee and in a language and vocabulary the employee understands.

Training must be provided before first duties are assigned, change in duties occurs, change in operations, when evidence of deviation from procedures happens, or inadequacies in knowledge is shown.

The training must establish proficiency in the duties required and must introduce new or revised procedures.

Training documentation must include:

- Employee's name
- Name of trainer(s)
- Dates of training

Documentation must be made available to employees or their representatives for the period of time the employee works for the employer.

8.7 Crane Management

Introduction

All work performed is to follow OSHA construction industry regulations as outlined in 29 CFR Part 1926, OSHA Standards for the Construction Industry, Subpart CC. Where Martin Concrete Construction, the general contractor, or state/local government requirements are more stringent, those requirements shall apply.

Below are the requirements that Martin Concrete enforces for all cranes used by us on our projects regardless if it is a crane owned by the Martin Construction Group or rented from another company.

Operator Requirements
All crane operators on Martin Concrete Construction, Inc. jobsites must hold a current NCCO certification prior to operating any crane.

Inspection Requirements

- Annual crane inspections will be completed by a third party.
- All cranes must have current annual certification documentation when onsite.
- All cranes must be inspected each shift, and a written inspection log must be maintained on the crane. This should be available anytime for review.
- Documentation of shift inspections and monthly inspections will be maintained at the site for the duration of time the crane will be in use onsite.

General Requirements

- All cranes must be set up in accordance to the manufacturer's recommended set-up procedures and the operator's manual.
- No modifications may be made to any crane without express written permission from the crane manufacturer.
- Solid blocking is required under the float pads in accordance to crane manufacturer requirements.
- The swing radius of the rotating superstructure of the crane must be barricaded to prevent workers from coming into contact with the counterweight or moving superstructure.
- Operators may not leave suspended loads unattended on the hook.

- The crane operator has the authority to refuse to hoist loads if he/she determines it is not safe to do so. If there is a dispute as to the safety of hoisting a load, the operator will have the final decision.
- All rotating parts and machinery in the engine house must be guarded in accordance to manufacturer requirements.
- Cranes may not be operated in excess of their rated capacity.
- The operator's manual and all applicable load charts must be maintained on the crane at all times.
- All operating controls must be labeled.
- All hoisting operations must be pre-planned to avoid flying loads over other workers.
- At least a 5BC fire extinguisher must be on the crane at all times.

Signal Person Requirements

- Flagging/signaling of cranes must be conducted only by qualified employees who have been trained in proper hand, voice and radio signals. These employees will be designated by Martin Concrete Construction, Inc. as qualified signal persons.
- Qualified signal persons must have completed formal classroom training that includes both written, oral, and practical testing.
- Subcontractor employees must submit proof of qualified signal person training prior to performing crane signaling tasks.
- The signal person will wear a red signal vest while performing his duties.

Power Line Requirements
When crane operations are anticipated on any project the following steps are required:

1. Determine the work zone and mark by flags or range limiting device OR define the work zone as 360° around the equipment up to the maximum working radius.
2. Determine if any part of equipment, load line, or load could get within 20 ft. of power lines up to 350kV or within 50 ft. of power lines greater than 350kV

If the answer to question 2 is no, the operator can proceed with crane operations.

If the answer to question 2 is yes, then the utility company must be contacted. The utility company must ensure the power lines are de-energized **AND** have the lines visibly grounded. If that cannot be accomplished, then the following steps must be followed:

1. Maintain 20 ft. clearance from lines (if below 350kV, 50 ft. if over 350kV) OR
2. Contact utility to determine exact voltage of lines and maintain clearances under Table A.

Table A

Voltage	**Distance**
Up to 50 kV	10 feet
50-200 kV	15 feet
200-350 kV	20 feet
350-500 kV	25 feet

For options 1 & 2 above, you must also comply with the following encroachment prevention precautions:

1. Conduct a planning meeting with operator and crew
2. Tag lines, if used must be non-conductive
3. Erect and maintain elevated warning line, barricade, line of signs in view of the operator equipped with flags at 20 feet from power line (if less than 350kV) or at 50 feet (if over 350kV) or at Table A distance if using that option. If operator is unable to see the line of signs, must use dedicated spotter (B) in addition to one of A, C, D, E below:

    A. Use of proximity alarm
    B. Use of dedicated spotter (must be qualified signal person with no other duties)
    C. Use of range control limiting device
    D. Use of range of movement limiting device

8.8 Electrical

Introduction
Electrical safety requirements are necessary to safeguard the employees and subcontractors on Martin Concrete jobsites. Electrical safety extends beyond the electrical contractor or others on the jobsite. All personnel that could encounter any electrical circuit is required to follow the general safety items listed below.

General Electrical Safety Requirements

- Ground Fault Circuit Interrupters (GFCI) must be utilized for all temporary electrical power. All GFCI's are to be inspected and documented daily in the superintendent's Daily Equipment Inspection **(located in Tab 11).**
- All portable generators rated at 5KW or more used to power individual tools must be equipped with GFCI protection.
- All extension cords must be rated for extra hard usage. Only 12-gauge extension cords or larger will be used on Martin Concrete Construction, Inc. projects.
- Extension cords must be of the three-wire type, and must be equipped with a ground pin on the male end of the cord.
- Any damaged cords, or cords missing ground pins, must be removed from the project or destroyed to prevent usage immediately.
- Only 12-gauge cords or larger may be repaired. Repairs may only be made by a qualified person.
- Cords may not be subject to damage. Any cords running across roadways or other areas that subject them to damage requires the cord(s) to be protected
- All temporary electric wiring shall be installed to ensure that the wiring cannot be damaged when materials are moved as construction progresses
- Romex or other non-flexible cords may not be used as extension cords.
- Job-made temporary outlet boxes placed on the floor for plugging in tools/cords are prohibited on Martin Concrete Construction, Inc. projects. Only manufactured boxes designed for that purpose may be used.

- When an extension cord or tool is plugged into a receptacle (on permanent power) it must be protected by GFCI.
- All electrical equipment shall be firmly secured to the surface on which it is mounted.
- In areas where the exact location of underground power lines is unknown and employees are using jack hammers, bars, or other hand tools which may contact a line, employees shall be provided with insulated protective gloves.

8.9 Emergency Procedures

- The safety department will coordinate with the insurance carrier and determine the location of appropriate medical providers at the start of each project. Addresses and telephone numbers for medical providers must be available on the job site. This will be done through the State of Georgia, Tennessee, Alabama Worker's Compensation Panel of Physicians, which must be posted at the jobsite on the safety bulletin board.
- Emergency response plans will be coordinated with the general contractor. The plan will be reviewed with employees on a regular basis during weekly safety meetings.
- The superintendent will complete the emergency action plan **(located in Tab 11)** for all projects.
- All resources will be made available to respond to an emergency. Each superintendent will ensure that all employees understand their personal role and procedures to follow in the event an emergency.
- The superintendent or other trained/certified personnel will render First-Aid/CPR until medical emergency personnel take over treatment.
- Personnel who are trained in First Aid/CPR may potentially be exposed to blood borne pathogens in the event a serious accident occurs. Although the risk of exposure is low, in the event one of our employees administer First Aid/CPR they are to treat all bodily fluids as infectious.
- Employees who have had an occupational exposure to blood will be provided at no cost, the Hepatitis B vaccination.

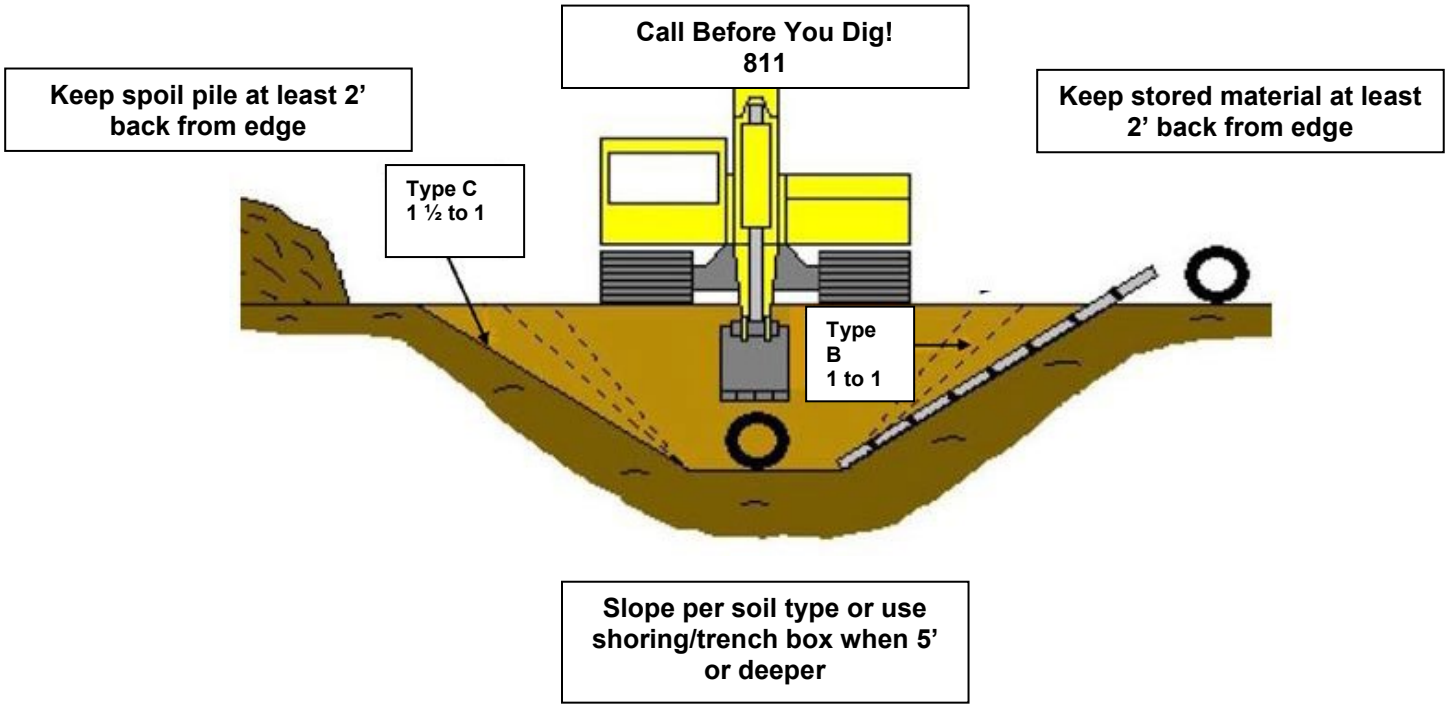
8.10 Excavation

Introduction

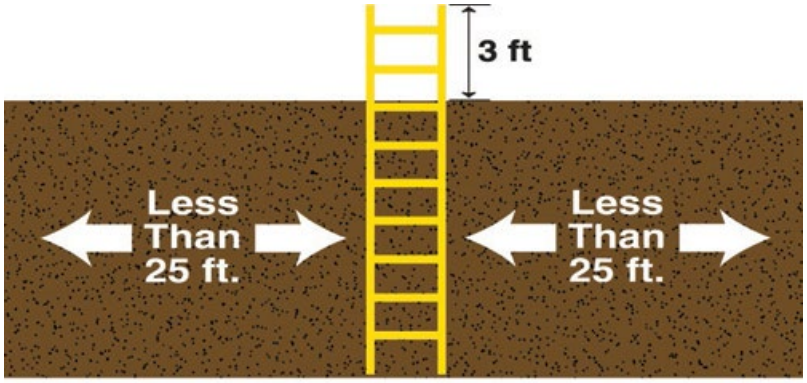
All work performed is to follow OSHA construction industry regulations as outlined in 29 CFR Part 1926, OSHA Standards for Construction Industry, Subpart P. Where Martin Concrete Construction, the general contractor, or state/local requirements are more stringent, those requirements shall apply.

The safe performance of excavation and trenching is a critical part of Martin Concrete's Safety Program. We have included guidelines for safe work practices for employees, subcontractors, and vendors in execution of excavating and trenching.

GENERAL REQUIREMENTS



A ladder or other safe means of access & egress must be provided when the trench or excavation is over 4 feet deep.



Policies & Procedures

- An excavation competent person who has training, knowledge, and authority to identify hazards and take immediate corrective action must be available on the job site when workers are required to enter any trench or excavation.
- The excavation competent person must complete the daily excavation inspection prior to employees entering the excavation for excavations and trenches 5 feet in depth or greater. Inspections must also be conducted throughout the workday after every rainstorm or hazard-increasing occurrence.
- All excavations and trenches 5 feet in depth or greater must be protected from cave-ins by sloping, shoring, shielding, or must be designed by a registered professional engineer. If the potential for a cave-in (as determined by the competent person) exists in areas less than 5 feet in depth, such protection must also be provided.
- All excavations or trenches 20 feet in depth or greater must have the protective system designed by a registered professional engineer.
- All utilities must be located and marked prior to digging.
- A ladder or other safe means of access and egress must be provided when the trench or excavation is over 4 feet deep.
- The means of access and egress must be within 25 feet of lateral travel from employees working in a trench. This is not always feasible in a large excavation but is required in a trench.
- Anyone entering an excavation or trench must be trained in the hazards and protective methods required.
- No one may work in excavations where water is accumulating without additional precautions. The competent person must monitor such operations.
- All spoil piles must be kept back a minimum of 2 feet from the edge of the excavation.

- Where the possibility of a hazardous atmosphere exists in excavations over 4 foot in depth, the atmosphere must be tested and corrective actions taken if a hazardous atmosphere is detected.

- Trees, boulders, or obstacles that could fall into the excavation shall be identified prior to the opening of an excavation and supported or removed while the excavation to open.

Soil Types & Classification
Protective systems will be selected and used based on the soil type. A minimum of one manual and one visual test must be conducted to classify the soil. Additional tests are recommended to ensure accurate classification.

Examples of visual tests include particle size, evidence of spalling or fissures, degree of sloping of soil layers, and accumulation of water.

The competent person should look for signs of soil bulging, boiling, or sloughing. The presence of water in the trench or seeping into the trench should be noted. In addition, the area adjacent to the excavation should be checked for signs of foundations, poles or trees, and should check for loads on the walls of the trench from spoil piles or equipment.

Particle size should be determined as this will help you classify the soil. The larger the particle is, the less cohesive the soil. For example, sand is a much large particle than clay.

Manual tests include use of pocket penetrometers to determine unconfined compressive strength, roll tests to determine cohesiveness, and sedimentation tests to determine the percentages of materials in the soil.

Pocket Penetrometer
Use of the pocket penetrometer is a quick and convenient method of estimating the unconfined compressive strength of a soil.
Never enter an unprotected excavation to perform a soil test. Select a fresh "undisturbed" clod of soil from the soil pile. Cut a smooth face on the clod with a sharp knife.
Push the shaft into the soil, up to the groove machined on the shaft. Use firm soil and a firm push. Read the unconfined compressive strength from the edge of the red slip ring closest to your hand on the handle of the instrument. Match the reading to the specific soil type (A, B or C).
Substantial error may be expected in its results and great care and multiple determinations must be made to reach adequate estimations of the unconfined compressive strength of a soil using this instrument.

Roll Test (Plasticity)
Mold a moist or wet sample of soil into a ball and attempt to roll it into threads as thin as 1/8-inch in diameter. Cohesive material can be successfully rolled into threads without crumbling. For example, if at least a two-inch length of 1/8-inch thread can be held on one end without tearing, the soil is cohesive.

Ribbon Test

Take a moist sample of the soil. Mold it into a ball and then attempt to roll it into a thin thread approximately 1/8 inch in diameter by two inches in length. If the soil sample does not break when held by one end, it may be considered Type B.

Type "A" Soil
Type "A" means cohesive soil with an unconfined compressive strength of 1.5 tons per square foot (tsf.) or greater, or cemented granular soil such as hardpan, till, or caliche. No soil is Type A if any of the following conditions exist:

- The soil is fissured; or
- The soil is subject to vibration from heavy traffic, pile driving, or similar effects; or
- The soil has been previously disturbed; or
- The soil is part of a sloped, layered system where the layers dip into the excavation on a slope of four horizontal to one vertical (4H:1V) or greater; or
- The material is subject to other factors that would require it to be classified as a less stable material.

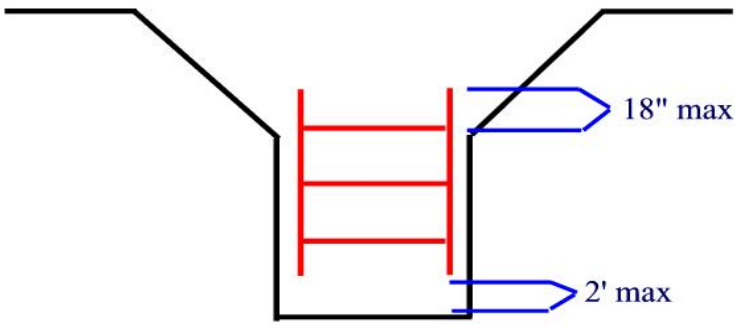
Type "B" Soil
- Cohesive soil with an unconfined compressive strength greater than 0.5 tsf. but less than 1.5 tsf; or
- Granular soil that can stand on a slope of three horizontal to one vertical (3H:1V) or greater without slumping; or
- Soil that meets the unconfined compressive strength or cementation requirements for Type A, but is fissured, subject to vibration, or has previously been disturbed; and
- Dry rock that is not stable; and
- Material that is part of a sloped, layered system where the layers dip into the excavation on a slope less steep than four horizontal to one vertical (4H:1V), but only if type material would otherwise be classified as Type B.

Type "C" Soil
- Cohesive soil with an unconfined compressive strength of 0.5 tsf. or less; and:
- Granular soil that cannot stand on a slope of three horizontal to one vertical (3H: 1V) without slumping; and
- Saturated or submerged soil; and
- Submerged rock that is not stable; and
- Soil in a sloped, layered system where the layers dip into the excavation on a slope of four horizontal to one vertical (4H: 1V)

Type "C60" Soil
Tabulated data for trench boxes may list C60 as a fourth soil type. This For example, a trench box may be adequate in greater depths in Type C60 soil vs. the standard Type C soil as referenced by OSHA. In any case where the Type C60 soil classification is used, the manufacturer's specific requirements must be followed.

Sloping & Benching
- Type A Soil may be sloped or benched at a 3/4:1 angle.
- Type B Soil may be sloped or benched at 1:1.
- Type C Soil may be sloped at 1/2:1. Type C soil cannot be benched.

Trench Shields
- Trench shields must be inspected for damage prior to use.
- Access must be provided and located within the trench shield.
- Braces must not be used as lifting devices.
- No more than 2 feet of soil may be excavated below the trench shield.
- If sloping in combination with trench shields, sloping must begin a minimum of 18" below the top of the shield.
- Manufacture tabulated data must be available onsite while in use. Tabulated data will list additional requirements such as max depth rating based on soil type and maximum spacing allowed between the trench shield and soil wall.



8.11 Fall Protection

Introduction
All Martin Concrete Construction, Inc. employees and subcontractors must be protected from fall hazards resulting from the construction process. All work performed is to follow OSHA Construction Industry regulations as outlined 29 CFR Part 126, Subpart M. Where Martin Concrete, general contractor, or state/local requirements are more stringent, those requirements shall apply. The implementation of appropriate fall protection at jobsites of Martin Concrete is an integral part of our Safety Program. Martin Concrete will provide supervisory personnel the training required to identify and evaluate fall hazards to ensure that fall protection standards are properly implemented and adhered to by employees, subcontractors, and vendors.

PROCEDURES

Preconstruction
The jobsite management team will hold a jobsite kickoff meeting prior to the start of each project. The team shall review the blueprints and identify/evaluate all potential fall exposures during the construction of the entire project. Fall protection planning is to be performed any time someone will be exposed to a fall at six feet or above. The team is to analyze all elevated tasks prior to assigning work to determine all existing and potential fall protection needs and ensure adequate fall protection systems are provided. Design changes, engineering controls, and installation of fall protection devices (i.e. anchorages, guardrails, etc.) for each exposure are to be determined. A guide to the planning process is as follows:

- Areas where fall anchorages are needed
- Type(s) of fall equipment to be used
- Procedures for installation, maintenance, and dissembling fall systems
- Fall rescue requirements
- Training needed

Construction
Personnel with potential fall exposures from falls of six feet or greater during construction activities, must have fall protection.

Guardrail requirements:
Guardrails are to be inspected by a competent person for the installing trade prior to use. A proper guardrail system consists of a top rail, mid rail and toe board. Railing shall be provided on all open sides and ends, built- up scaffolds, rolling scaffolds, or elevated platforms. Guardrails are also required around the perimeter of any opening. Whether the guardrail system is constructed of wood or wire rope, the following shall always apply:

- Top rail to be installed at 42 inches +/- 3 inches and capable of supporting 200 lbs. of force.
- Mid rail to be installed at 21 inches +/- 3 inches and capable of supporting 150 lbs. of force.
- Toe board must be 4 inches nominal in height and capable of supporting 200 lbs. of force. (Note: although a wood 2x4 is actually 3 ½ inches in height, it meets the nominal requirement).

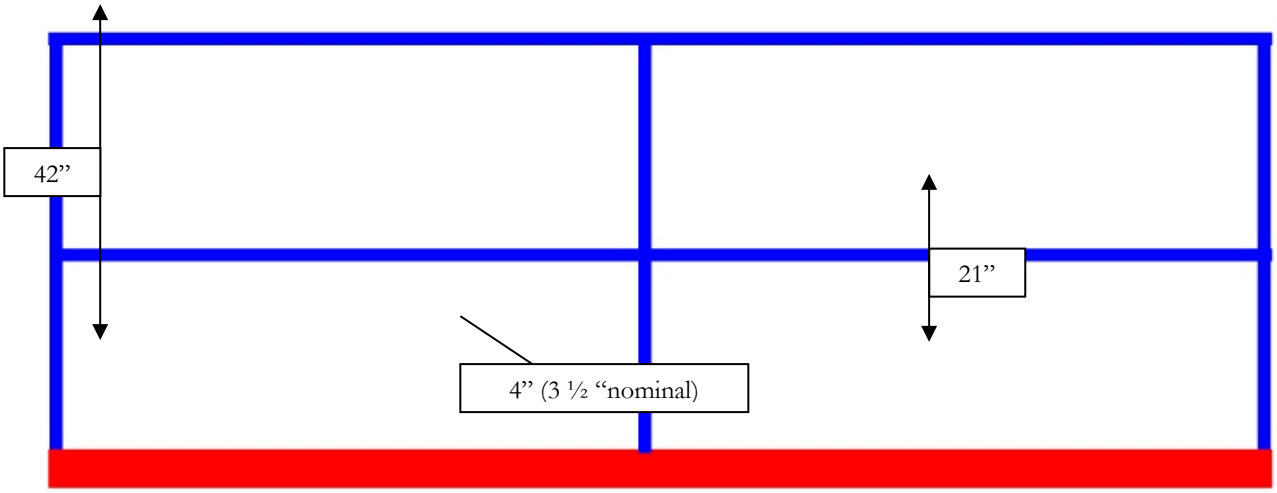
Wood guardrails:

- Wood guardrails must be constructed of 2x4's at minimum.
- Uprights must be installed at least every eight feet.

Wire rope guardrails:

- At minimum, wire rope guardrails must consist of 3/8" cable.
- At least 3 wire rope clips must be installed at each termination point.
- Saddles of wire rope clips must rest on the live end of the wire rope.
- Connection of wire rope must be "eye to eye" and never spliced.
- Wire rope must be flagged for visibility every 6 feet.
- Wire rope guardrails must not be used as anchorage points for fall arrest unless designed by a qualified person to support 5000lbs per employees.
- Only forged wire rope clips may be used. No malleable metal clips are allowed.

Standard Guardrail System



Hole Cover/Floor Opening Specifications
All holes in elevated floors larger than 2" in diameter must be covered and marked as follows:

- Hole must be covered and secured with cleats to prevent displacement.
- The cover must be marked with the words "HOLE" over the hole using orange or red spray paint in all languages of personnel exposed to the hazard.
- The cover must be capable of supporting 2X the weight of any intended load.

Full Body Harness, Lanyards, and Lifelines

- An approved full body harness and lanyard must be worn and used by employees, subcontractors, and vendors whose work exposes them to a falling distance of 6-ft. or greater.
- Workers must secure their lanyards to anchor points as high as possible to limit free-fall distance to less than 6-ft.
- An inspection must be performed on all harness, lanyards, and lifelines prior to each use.
- Anchorage points for fall protection must be able to support 5000 lb. per worker or be designed to meet a safety factor of two by a qualified person.
- All workers exposed to potential fall hazards must receive training in hazard recognition, fall protection measures, how to properly wear/use personal fall arrest equipment, and proper anchorage points.

TRAINING

Employees
All Martin Concrete employees on a walking/working surface 6-ft. or more above the lower level shall be adequately trained in fall protection by a certified trainer. A copy of the employees training card should be kept on the employee's person and on the jobsite. A re-training is required every 3 years or if the employee exemplifies the need for re-training due to negligence and/or an accident.

Subcontractors
Each subcontractor/ vendor on a walking working surface 6-ft. or more above a lower level shall be adequality trained in fall protection. Proof of training is required to be onsite and given to any management personnel of Martin Concrete upon request.

8.12 Fuel Storage

Below is a list of procedures Martin Concrete and OSHA require when storing fuel on a jobsite in cans and/or tanks.

- Only approved containers and tanks shall be permitted for the storage of flammable liquids. An approved fuel can will not hold more than five gallons, have a flash arresting screen, spring closing lid, and a spot cover designed to safely relieve internal pressure when exposed to fire.
- Fuel cans must be placed on the ground prior to filling with fuel.
- No more than 25 gallons of fuel will be permitted in a room outside of approved container.
- Fuel tanks will be placed in a proper berm at least 1 foot in height around the tank. Plastic lining should be placed underneath the tank to catch any spillage. Fuel tanks must all have a visible barricade around the tank to keep traffic from hitting the tank.
- Fuel storage areas must be kept at least 25 ft. from all building and temporary structures or be separated by at least a 1 hr. rated firewall.
- Tanks must all have a 20B fire extinguisher at least 25 feet but no more than 75 feet from the tank on a stand. Fire extinguisher must have a documented inspection monthly on the tag by a qualified person.
- Fuel Storage areas must have "Flammable- No Smoking" signs posted, and the tank is required to be labeled of its contents on the tank.
- A spill kit must be located onsite. All fuel spills must be reported to competent person on site. The safety director should then be informed of any spills immediately.
- The use of plastic fuel cans is not permitted onsite at any time. These will not even be permitted in the back of employee's trucks.

8.13 First Aid / CPR Training

A First Aid Kit will be provided and easily accessible on the jobsite per requirements detailed earlier in Tab 6.2, First Aid Kit.

Martin Concrete shall have a "First Responder" on all projects. The "First Responder" shall have the following duties and/or qualifications:

- Shall evaluate at the start of the project the reasonable accessibility of 911 services to the project site and provisions for prompt medical attention must be made in case of serious injury.
- Make an Emergency Response Plan
- Shall be trained in First Aid & CPR and hold a current certification card.
- In the case of an accident shall evaluate the situation and implement "Emergency Response Plan"

Injured employees have the right to consent to or refuse First Aid treatment. First Responders must obtain injured employees consent prior to administering First Aid treatment.

Injured employees may wish to wait to receive aid until transported to a medical facility or 911 personnel arrive onsite.

Martin Concrete First Aid & CPR Training Requirements

- Superintendents must be trained in First Aid & CPR and will keep training current, renewing certification each two- year period.
- Supervisory personnel and Foreman will be offered First Aid & CPR training and the opportunity to renew the certifications each two- year period.
- First Aid training will include instructions on the use of Bloodborne Pathogen Kits contained in the First Aid kit for use in cleanup of blood in the event of injury.
- Subcontractors/Vendors "competent person" must be trained in First Aid & CPR and keep training current, renewing certification each two-year period.

8.14 Fire Protection & Prevention

Introduction
All work performed is to follow OSHA construction industry regulations as outlined in 29 CFR Part 1926, OSHA Standard for the Construction Industry, Subpart F. Where Martin Concrete, general contractors, or state/local requirements are more stringent, those requirements shall apply.

It is the responsibility of the superintendent to maintain temporary fire protection by use of portable fire extinguishers. All employees, subcontractors, and vendors working onsite shall be trained in the use of portable fire extinguishers, emergency plans, and evacuations.

Procedures

1. **Temporary Fire Extinguishers**
    a. All workers shall be trained in the proper use of fire extinguishers
    b. A 10lb. ABC fire extinguisher shall be kept adjacent to each stairway and ladder access into the building.
    c. A 20lb. ABC fire extinguisher shall be kept no less than 25 feet and no greater than 75 feet from all fuel storage areas which include gasoline, diesel, propane, oxygen and acetylene.
    d. All equipment with a motor is required to contain at least a 2 ½ lb. ABC fire extinguisher.

2. **Temporary Heating**
    a. All temporary heaters shall be kept at least 5 ft. from all flammable/combustible materials such as wood, paper, plastic, tarps, fuels, etc.
    b. A fire watch shall be maintained when portable heaters are being used with adequate portable fire extinguishers in place.
    c. Fuel for temporary heaters shall not be stored within the building or temporary buildings unless these areas are specifically designed and ventilated for fuel storage.
    d. All-purpose portable heaters shall be kept at least 5 ft. form the propane storage cylinders.
    e. Propane heaters shall not be used to heat the propane storage cylinders.
    f. All propane storage cylinders shall always be kept upright and secured.

3. **Fire Extinguisher Proper Usage/Training**

    All employees and subcontractors are required to be trained in the use of portable fire extinguishers, emergency plans, and evacuations.

    PASS is the word used to train personnel properly on fire extinguisher usage.

P A S S—Pull, **A**im, **S**queeze, and **S**weep

Pull the pin at the top of the extinguisher that keeps the handle from being accidentally pressed.
Aim the nozzle towards the base of the fire.
Squeeze the handle to discharge the extinguisher while standing approximately 8 feet away from the fire. If you release the handle, the discharge will stop.
Sweep the nozzle back and forth at the base of the fire. After the fire appears to be out, watch it carefully since it may re-ignite.

Four things that must be present to maintain a fire:

- Fuel
- Heat
- Oxygen
- Chain Reaction

Take away one of the first three and the fire would be out.

Fire Extinguisher Ratings

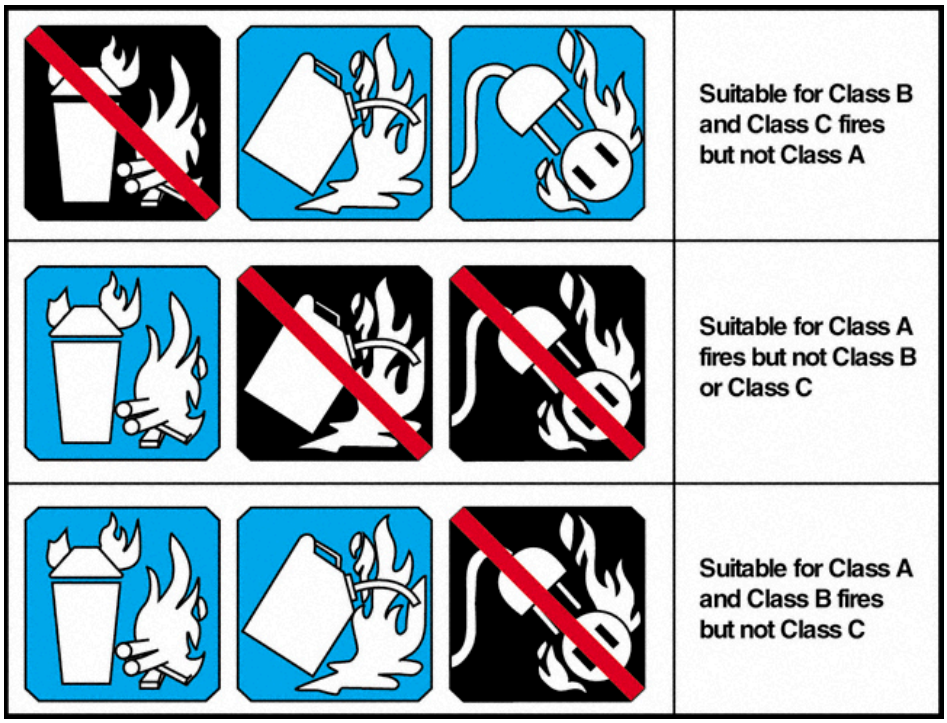
CLASS OF FIRE	TYPES OF FIRE	EXTINGUISHER SYMBOLS	
		RATING SYMBOL	PICTURE SYMBOL
A Ordinary Combustibles	Wood Paper Rubber Plastic		
B Flammable Liquids	Liquids Greases Gases		
C Electrical Equipment	Energized Electrical Equipment		
D Combustible Metals	Magnesium Zinc Calcium Titanium Lithium		

Multi-Class Ratings

Many extinguishers available today can be used on different types of fires and will be labeled with more than one designator, (i.e. A-B, B-C, A-B-C.) Make sure that if you have a multi- purpose extinguisher it is properly labeled.

Below is an example of an old style of labeling indicating suitability for use on Class A, B, and C fires.

The new style of labeling is shown below. In the new style if there is a diagonal red line drawn through a picture this indicates what type of fire this extinguisher is **NOT** suitable for.



4. Maintenance & Testing

- Employees should inspect fire extinguishers in the work area daily to make sure they have adequate pressure and that the pin is the proper place.
- Fire extinguisher should be "serviced" once a year.
- A maintenance tag will be placed on the extinguisher to show documentation of the monthly inspection. Inspections are to be conducted on all fire extinguishers monthly by a qualified person. The tag should have documentation of the inspection date and the inspector's initials.

8.15 Forklifts

Introduction
Employees, subcontractors, and vendors utilizing any type of forklift shall comply with the manufactures recommendations. Only trained and authorized personnel shall operate a forklift. Below are the requirements all employees, subcontractor, and vendors must comply with while operating a forklift.

General Requirements

- Any forklift or other powered industrial truck used on the job site must be operated by a trained & certified operator. The operator must be trained and certified on the specific type of forklift being operated.
- If observed operating in an unsafe manner, or if the operator is involved in an accident or near-miss incident, the operator must be retrained.
- Seatbelts must **ALWAYS** be worn while operating forklifts.
- A workplace evaluation must be conducted of each forklift operator every three years to verify that forklifts are being operated in accordance to training requirements.
- Any damaged forklift that may affect worker safety must be removed from service until repaired. The damaged forklift must be clearly marked with a tag stating "Danger, Do Not Operate" and means must be taken to render the lift inoperable until repaired.
- Forklifts may not be left running while unattended. If the operator is to be more than 25 feet away from lift, the forklift must be shut down.
- Lifting personnel with a forklift is prohibited unless the manufacturer allows and an approved and engineered personnel basket is be used.
- A manufacturer approved attachment must be used for hoisting material below the forks.
- No modifications may be made to any forklift without the manufacturer's express written permission.

8.16 Heat Stress

Introduction

This Heat Stress Prevention & Awareness Program has been developed to provide workers with the training and equipment necessary to protect them from heat related exposures and illnesses. Exposure to heat can cause illness and death.

Risk Factors for Heat Illness

- High temperature and humidity, direct sun exposure, no breeze or wind
- Low liquid intake
- Heavy physical labor
- Waterproof clothing
- No recent exposure to hot workplaces

Precautionary Measures:

- Heat Prevention and Awareness will be covered weekly during the jobsite weekly meeting
- Heat Prevention and Awareness will be covered in the orientation/re-orientation process
- Shaded areas will be provided for crews working in outside locations
- All superintendents will have access to the OSHA Heat Safety App to monitor the heat index daily

Training

All employees who are or may be exposed to potential heat related illnesses will receive training on the following:

- The environmental and personal risk factors that cause heat related illnesses;
- Martin Concrete's procedures for identifying, evaluating, and controlling exposures to the environmental and personal risk factors for heat illness;
- The importance of frequent consumption of water, drink plenty of fluids, drink often, and **BEFORE** you are thirsty, drink every 15 minutes.
- Dress appropriately for the weather. Employees should wear lightweight, light colored, loose-fitting clothing.
- Avoid drinking beverages containing alcohol or caffeine. Employees should start preparing their body the night before.
- The different types of heat illness and the common signs and symptoms of heat illness;
- Immediately report signs or symptoms of heat illness to the superintendent.
- Martin Concrete's procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary;
- Procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider

Management Responsibilities
Anytime potential heat exposure is anticipated; an exposure assessment is required to evaluate the employee's exposure to the heat. This assessment will be conducted by the superintendent and/or foreman. Daily provisions will be set in place prior to the work shift to accommodate the needs of the day. At any time, adjustments, will be made as needed.

- All superintendents/foreman will be provided a copy of this program and training documents prior to assignment of employees working in environments where heat exposures may occur.
- Superintendents/foreman will be provided the procedures to follow to implement the applicable provisions of this program.
- Superintendents/foreman will be provided the procedures to follow when an employee exhibits symptoms consistent with possible heat illness, including emergency response procedures.

Superintendent/Foreman Responsibilities
- Give employee frequent breaks in a cool area away from heat.
- Adjust work practices as necessary.
- Oversee heat stress training and acclimatization for new employees to the jobsite.
- Monitor the workplace to determine when hot conditions arise. Monitor the daily weather for the projected heat index.
- Increase air movement by using fans where possible.
- Provide potable water in required quantities.
- Determine and monitor whether employees are drinking enough water.
- Make allowances for workers who must wear personal protective clothing (safety vest, etc.) and equipment that retains heat and restricts the evaporation of sweat.
- Schedule hot jobs for the cooler part of the day (i.e. scheduling of large concrete pours as early as possible in the morning to avoid pouring and finishing concrete in the heat of the day.)

Employee Responsibilities
- Follow instructions and training for controlling heat stress.
- Be alert to symptoms in yourself and others.
- Determine if any prescription medications can increase heat stress.
- Wear light, loose-fitting clothing that permits the evaporation of sweat.
- Wear light colored garments that absorb less heat from the sun.
- Drink small amounts of water – approximately 1 cup every 15 minutes.
- Avoid consumption of beverages such as tea, soda, energy drinks, and coffee.
- Avoid eating hot and/or heavy meals.
- Do not take salt tablets unless prescribed by a physician.

Access to Shade
Employees suffering from heat illness or believing a preventative recovery period is needed shall be provided access to an area with shade that is either open to the air or provided with ventilation or cooling for a period of no less than five minutes. Such access to shade shall always be permitted. Shade areas can include trees, buildings, canopies, lean-tos, or other partial and/or temporary structures that are either ventilated or open to air movement.

Symptoms of Heat Exhaustion
- Headache, dizziness, or fainting
- Weakness and wet skin
- Irritability or confusion
- Thirst, nausea, or vomiting

Symptoms of Heat Stroke
- May be confused, unable to think clearly, pass out, collapse, or have seizures (fits)
- May stop sweating
- Confusion
- Irrational behavior
- Loss of consciousness
- Convulsions
- Abnormally high body temperature

Procedures for caring for an employee suffering from heat exposure:
- Notify a superintendent or foreman immediately for help. If the employee is not alert, this may be a heat stroke, CALL 911 IMMEDIATELY and apply ice as soon as possible.
- Have someone stay with the employee until help arrives.
- Move the employee to a cooler/shaded area if possible.
- Remove outer clothing.
- Fan and mist the employee with water, apply ice or wet towels.
- Provide cool drinking water, if able to drink.

8.17 Heavy Equipment

Introduction:
Employees, subcontractors, and vendors utilizing any heavy equipment shall comply with the manufactures recommendations. Only trained and qualified personnel shall operate machinery. Below are the requirements all employees, subcontractor, and vendors must comply with while operating any equipment.

Polices & Procedures

- Operators must wear a seat belt when operating any type of vehicle, whether it's a truck, bulldozer, loader, or grader.
- Don't exceed the speed limit for the area. The set speed limit for Martin Concrete onsite is 10mph. This should be always followed by all employees, subcontractors, and vendors unless the general contractor has a more stringent onsite policy.
- Don't allow riders unless the vehicle is designed for them.
- Refuel only when the vehicle is turned off and there are no sources of ignition nearby. NO SMOKING signs should be posted in refueling areas.
- Don't run the engine in an enclosed area unless there is enough ventilation.
- Make sure there are warning signs, barricades, or flaggers to keep people out of the area.
- Make sure you have a spotter to guide you when necessary.
- Be aware of overhead obstructions, like power lines or trees.
- If there isn't a clear view, walk around the vehicle to check for obstructions.
- Make sure the vehicle is not overloaded.
- Make sure all loads are properly secured and stable.
- Keep all equipment at least 10 feet from power lines that carry 50 kV or less.
- For lines rated over 50 kV, minimum clearance between the lines and any part of the crane or load shall be 10 feet plus 0.4 inch for each 1 kV over 50 kV, or twice the length of the line insulator, but never less than 10 feet.
- A person shall be designated to observe power line clearance of the equipment and give timely warning for all operations where it is difficult for the operator to maintain the desired clearance by visual means.
- Keep off the equipment unless authorized.
- Wear a high visibility vest or jacket when working near moving vehicles or heavy equipment. Wear reflectorized clothing at night.
- Stay clear of dumping or lifting devices.

Minimum daily inspection guidelines:

- Windshield and wipers
- Defogging and defrosting equipment
- Brakes (both parking and service brakes)
- Tires
- Mirrors
- Steering
- Operating controls
- Leaking fluids
- Headlights, taillights, brake lights, and turn signals
- Seat belts
- Horn and back-up alarm (loud enough to be heard 200 feet away)
- Roll-over protection structure (ROPS).
- Cab shields or canopies on haulage vehicles.
- Working fire extinguisher

General Requirements

- Do not secure any third-party haulers load. It is the hauler's responsibility to secure the load.
- All equipment left unattended at night, adjacent to a highway, or to construction areas, shall have appropriate lights or reflectors, or barricades equipped with appropriate lights or reflectors, to identify the location of the equipment.
- A safety tire rack, cage, or equivalent protection shall be provided and used when inflating, mounting, or dismounting tires installed on split rims, or rims equipped with locking rings or similar devices.
- Heavy machinery, equipment, or parts thereof, which are suspended or held aloft by use of slings, hoists, or jacks shall be substantially blocked or cribbed to prevent falling or shifting before employees are permitted to work under or between them. Scraper blades, end-loader buckets, dump bodies, and similar equipment, shall be either fully lowered or blocked when being repaired or when not in use. All controls shall be in a neutral position, with the motors stopped and brakes set, unless work being performed requires otherwise.
- Whenever the equipment is parked, the parking brake shall be set. Equipment parked on inclines shall have the wheels chocked and the parking brake set.
- All cab glass shall be safety glass, or equivalent, that introduces no visible distortion affecting the safe operation of any machine covered by this subpart.
- All vehicles shall have a service brake system, an emergency brake system, and a parking brake system. These systems may use common components, and shall be maintained in operable condition.
- Whenever visibility conditions warrant additional light, all vehicles, or combinations of vehicles, in use shall be equipped with at least two headlights and two taillights in operable condition.
- All vehicles, or combination of vehicles, shall have brake lights in operable condition regardless of light conditions.

- All vehicles shall be equipped with an adequate audible warning device at the operator's station and in an operable condition.
- No employer shall use any motor vehicle equipment having an obstructed view to the rear unless:
    - The vehicle has a reverse signal alarm audible above the surrounding noise level or:
    - The vehicle is backed up only when an observer signals that it is safe to do so.
- All vehicles with cabs shall be equipped with windshields and powered wipers. Cracked and broken glass shall be replaced. Vehicles operating in areas or under conditions that cause fogging or frosting of the windshields shall be equipped with operable defogging or defrosting devices.
- All haulage vehicles, whose pay load is loaded by means of cranes, power shovels, loaders, or similar equipment, shall have a cab shield and/or canopy adequate to protect the operator from shifting or falling materials.
- Tools and material shall be secured to prevent movement when transported in the same compartment with employees.
- Vehicles used to transport employees shall have seats firmly secured and adequate for the number of employees to be carried.
- Trucks with dump bodies shall be equipped with positive means of support, permanently attached, and capable of being locked in position to prevent accidental lowering of the body while maintenance or inspection work is being done.
- Operating levers controlling hoisting or dumping devices on haulage bodies shall be equipped with a latch or another device which will prevent accidental starting or tripping of the
- Trip handles for tailgates of dump trucks shall be so arranged that, in dumping, the operator will be in the clear.
- All rubber-tired motor vehicle equipment shall be equipped with fenders. Mud flaps may be used in lieu of fenders whenever motor vehicle equipment is not designed for fenders.
- All vehicles in use shall be checked at the beginning of each shift to assure that the following parts, equipment, and accessories are in safe operating condition and free of apparent damage that could cause failure while in use: service brakes, including trailer brake connections; parking system (hand brake); emergency stopping system (brakes); tires; horn; steering mechanism; coupling devices; seat belts; operating controls; and safety devices. All defects shall be corrected before the vehicle is placed in service. These requirements also apply to equipment such as lights, reflectors, windshield wipers, defrosters, fire extinguishers, etc., where such equipment is necessary.

Audible Alarms

- All bidirectional machines, such as rollers, compacters, front-end loaders, bulldozers, and similar equipment, shall be equipped with a horn, distinguishable from the surrounding noise level, which shall be operated as needed when the machine is moving in either direction. The horn shall be maintained in an operative condition.
- Compacting equipment which has an obstructed view to the rear must have a reverse signal alarm distinguishable from the surrounding noise level or an employee who signals that it is safe to back up.
- Scissor points. Scissor points on all front-end loaders, which constitute a hazard to the operator during normal operation, shall be guarded.

Safe Towing Procedures

- All company owned, leased or operated vehicles and mobile equipment disabled on public roadways or highways shall either be repaired at the road side, if appropriate, or be towed by an approved and competent towing company. There are **NO EXCEPTIONS** to this rule.
- Risk assessments and management authorization shall be completed before towing or pulling of any vehicle or mobile equipment. The risk assessments should include, but not limited to
- Type of equipment to perform towing; suitable to handle the weight and stress of the tow load as well as enough brake capacity to control both vehicles
- Availability to proper towing tools and equipment (cables, straps, hooks and drawbars) along with suitable attachment points on both vehicles.
- Location/situation of equipment to be towed (loaded vs. empty, straight vs. leaning, submerged, proximity to power lines and/or other hazards)
- Designation of danger zones, crush zones, and safe watch positions.
- Shielding available for both vehicles to protect against accidental line break and swing path.
- Competence of personnel who will be involved with the towing or pulling
- Methods for communication
- PPE requirements
- Any other risks specific to the task (weather, surface conditions, etc.)

Establish clear communication protocols for interaction between both vehicles. Communication should be coordinated among all persons authorized and affected by the towing and should be customized per the specific task and location; (use of 2-way radios, etc.).

Use approved hand signals (understood by all persons involved), and keep constant eye contact with spotters, helpers, and operators in the area. Immediately **STOP** all equipment movement if you lose contact with spotters, helpers, and/or operators.

An evaluation including field observation and training review of everyone involved in the towing or pulling of Martin equipment must be conducted prior to the work to be performed. Individuals must only operate mobile equipment for which they have been specifically trained and qualified to operate.

The Danger Zone is the area around the mobile equipment that presents the greatest risk of accident or injury. All authorized and affected individuals shall communicate with site management, understand how to recognize and identify the danger zones, and shall keep clear while towing activities are performed. The danger zone can be made up of many factors including:

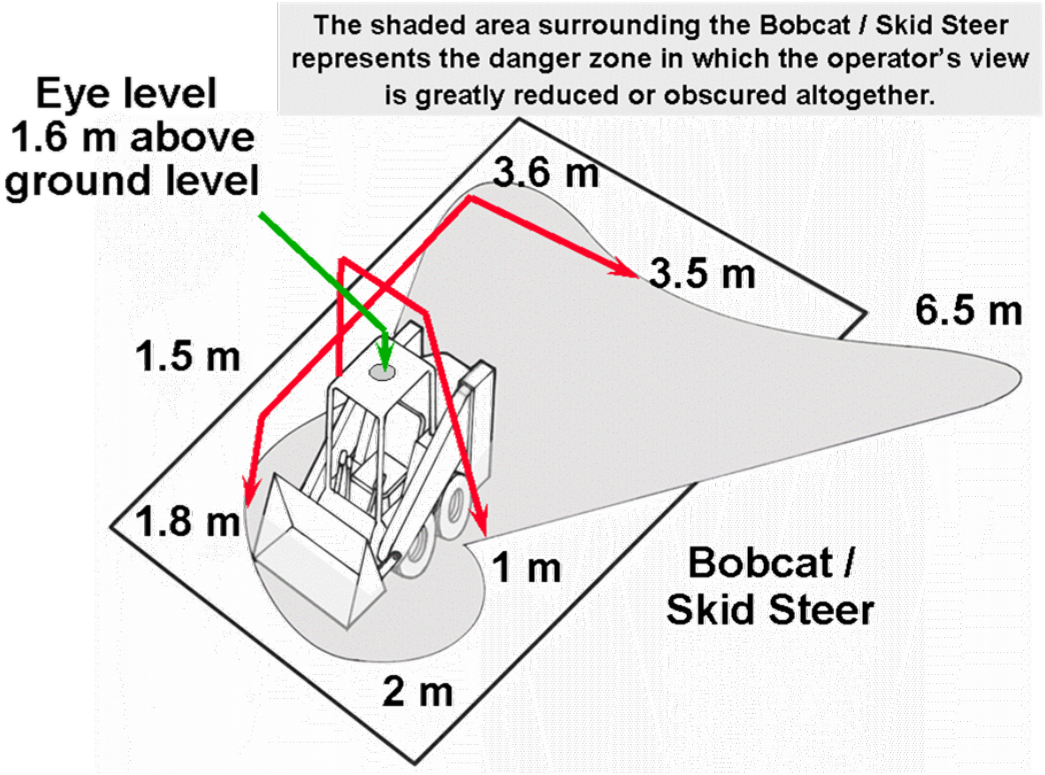
- Blind spots around the equipment when the operator's view is reduced or obscured
- Area within the reach of the tow line's "swing path" if it were to break loose
- Free rolling area (forward or backward) if the equipment were to roll/move without intention
- Overhead proximity to power lines and other hazards

The Crush Zone is the most critical area directly in-between the two pieces of equipment. This area shall always be kept clear **EXCEPT** when connecting the towing equipment, at which all individuals shall maintain constant verbal and visual contact within access of the crush zone.

Safe Watch Position is the area outside the danger zone that allows the observers, helpers, and all other affected employees on site to assist in the safe towing procedures and remain in an area protected from hazards presented by the towing or pulling activities.

All danger zones and safe watch positions shall be designated prior to towing as identified in the risk assessments. Note as conditions alter and/or as the work is performed, these zones can change.

EXAMPLE OF DANGER ZONE:



Selecting Proper Towing Equipment (Cables & Straps)

When selecting a tow rope, cable or strap for pulling a piece of mobile equipment, there are several factors to determine. A lot of power will be attached to whatever towing device you choose, easily stretching it to its limit.

For instance, 1-inch nylon rope has a breaking strength of 25,000 pounds. A 4-inch tow strap (two-ply) has a web break strength of 60,000 pounds. Steel cable of 1-inch diameter has a breaking point of 72,800 pounds, and chain with links made of half-inch diameter material has a breaking point of 18,000 pounds.

For this new safe work practice, do not use a chain for towing or pulling. A chain link can break causing serious injury. Best practices include using certified steel wire cable or nylon web straps with loop or ring ends.

Matching the right size of towing device to the vehicle doing the pulling is extremely difficult because of various surfaces, soil conditions and types. Always use the strongest and best tow strap or cable available. Make sure to review the manufacturers load rating tags prior to use.

The use of cable and straps shall be in accordance with the safe recommendations of their manufacturer and the equipment manufacturer when used in conjunction therewith.

Certified cables and straps shall be labeled with load ratings and periodically inspected. Cables and straps without certification labels shall not be used until recertified.

Tow straps or cables shall not be loaded more than its recommended safe working load as prescribed in the latest edition of ANSI B 30.9 and the table in 17. F.01.

OSHA specifications require the rated load divided by the number of parts of cable shall not exceed 20 percent of the nominal breaking strength of the cable.

Martin best practices shall require all towing cables or straps to have a breaking strength capacity at least 50 percent greater than that of the maximum weight of the towed/disabled vehicle.

Other factors to consider when assessing break strength capacity includes additional stress on the tow cable/strap from towing up an incline, pulling from a stuck position, loaded vehicle, etc. Each specific situation shall be addressed during the risk assessment.

Procedures for Towing Vehicles and Mobile Equipment

1. First, notify and communicate with all affected persons in the area that towing or pulling of equipment will be performed.
2. Clear the area of people, both helpers and observers. Identify danger zones, crush zones and safe watch positions.
3. During installation of towing equipment (cable/strap and hook) block or chock the vehicle to prevent accidental movement.
4. Always inspect the tow cable or strap prior to use.
5. Make sure everything – drawbar, cable/strap, and hook – is strong enough to handle the load; (refer to load rating tag by manufacturer).
6. Never attach a tow cable or strap to a vehicle's bumper, axle, suspension, or steering rod. The vehicle's frame is the most secure.
7. Make sure that all attachments are secure.
8. Keep free of debris or material that may cut or damage the tow cable/strap.
9. Always keep safety in mind when towing or pulling a vehicle. It is possible a tow line could break if impaired or used improperly and result in damage or injury. Shielding is recommended on both vehicles, to protect the operator(s) if the tow line should break.
10. Use an observer in a safe position to stop the towing process if the cable or strap starts to break or unravel.
11. When towing or pulling the disabled or stuck vehicle, drive very slowly without jerking. Sudden tugs may lead to damage to either of the vehicles or the tow cable/strap.
12. Be aware of the release of tension on equipment when pulled.
13. Keep the tow line angle to a minimum. Do not exceed a 30° angle from the straight-ahead position.
14. Vehicles should only be towed or pulled the minimum distance to a point of safety where it can be repaired or towed by an approved and competent towing company.

For the purposes of this policy, "vehicle" means: all company cars, pick-up trucks, delivery trucks, maintenance vehicles, haul trucks, tractors (all types), rollers, and all other company owned leased or operated vehicles or mobile equipment used to perform Martin business.

Failure to follow these policies will subject the Martin operator to disciplinary action up to and including termination. A first offense will result in a minimum of a two-day suspension with a Final Written warning. A second offense may result in immediate termination. Disciplinary action under this policy may be included as part of an employee's progressive disciplinary process.

It is expected that employees direct their full attention towards the actions needed to safely operate equipment to ensure your safety as well as the safety of other drivers and pedestrians. It is the responsibility of all employees who operate company vehicles and mobile equipment to comply with these safe work practices.

8.18 Housekeeping

Introduction

Each project must be kept in a clean, safe manner, free of tripping or slipping hazards from scrap, debris, and materials. Clean up of all areas each work day, including but not limited to, jobsites, vehicles, shop, office, equipment, tools, etc. is required. Each employee, subcontractor, and vendor is responsible for keeping their work areas clean.

All vehicles and/or equipment must be free of debris, dirt, mud, etc., before operations.

The following steps should be taken to keep the work areas clean and organized:

General Requirements

- All scrap, debris, lumber with protruding nails, etc. must be kept clear of all aisles, passageways, and work areas in and around the structure, and must be done so during each work day.
- Dispose of wastepaper, empty cartons, garbage, and scrap metal.
- All scrap, debris, and trash must be put in trashcans and/or dumpsters immediately. Trashcans must be labeled in English and Spanish.
- All spills on the floor must be cleaned up immediately.
- "Diapers" must be kept on **ALL** equipment operating on top of concrete to help prevent oil spills or stains on the concrete.
- Materials are to be stored neatly and kept away from traffic areas and fire hazards.
- Aisles, stairways, passageways, etc. must not be used for storage areas.
- All metal and/or rebar must be stored on dunnage and plastic if stored on top of any concrete.
- Tools should always be placed back in their proper place after use and/or at the end of a work shift.
- While stripping lumber, all protruding nails must be removed immediately or bent back.
- Use non-flammable containers for disposing of scrap and waste substances. The containers should be located at convenient places.
- Know the location of first aid and firefighting equipment. Keep the route of access to these items free of debris.

8.19 Illumination/Lighting

General Requirements

- Adequate lighting must be provided in all work areas. General construction area lighting must not be less than 5-foot candles.
- Special attention to lighting needs must be paid to stairwells, aisle ways, and building access points.
- Bulb guards are required.
- Branch circuits serving temporary lighting are not permitted to serve other loads.
- Temporary wiring must be secured at intervals that will ensure that the wire is sufficiently protected from contact with people, equipment, construction materials, or other such items that could cause serious harm to workers if they strike or damage the wiring.

8.20 Ladders

Introduction

All work performed is to follow OSHA construction industry regulations as outlined in 29 CFR Part 1926, OSHA Standards for the Construction Industry, Subpart X. Where Martin Concrete, the general contractor, or state/local requirements are more stringent, those requirements shall apply.

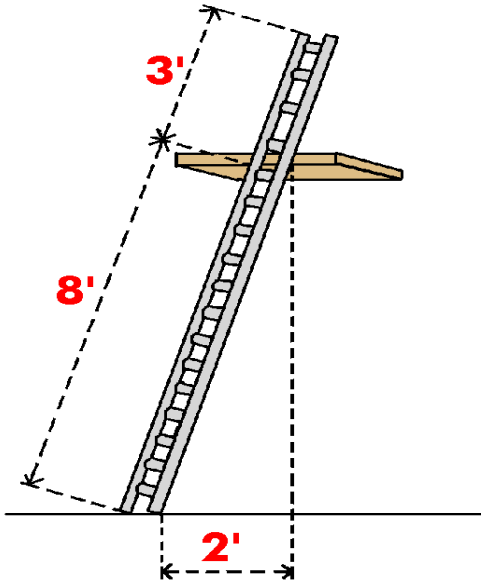
This section pertains to the daily use of ladders on Martin Concrete projects. Additional requirements for ladders used on or with scaffolds are contained in Section 8.27.

Procedures & Policies

Ladders

- Ladders shall be inspected before each use and maintained to provide a safe and serviceable tool.
- Ladders will be used for their designed use and within their design capabilities.
- The manufacture's regulations for safe use must be followed.
- No damaged ladders are permitted.
- No field repairs may be made to manufactured ladders.
- Access and egress points to a ladder will be free and clear of debris and free from slippery surfaces.
- Two or more ladders will be used for access and egress in a work area of 25 or more personnel.
- Metal ladders may not be used near electrical sources where contact could occur.
- Single rail ladders are not allowed.
- All workers must face and maintain a 3-point contact when climbing or descending ladders.
- Ladders must be secured properly and tied off at the top wherever possible. At a minimum, extension ladders must be equipped with slip resistant feet.
- Rungs must be clean and free of damage.
- Ladders must never be connected to gain additional height.
- Ladders shall not be placed on boxes, barrels, or other unstable bases to obtain additional height.
- Materials and tools should be hoisted up or down ladders with a rope, cable, or other safe hoisting materials.
- In general, ladders are to be used for access/egress and not as work platforms. Where work must be performed, it is preferable to use scaffolds or lifts.
- When ladders are used for access to an upper elevation, the side rails must extend at least 36 inches above the landing.
- Extension ladders must be set up so that the base of the ladder is set out at a distance from the wall equal to ¼ the working length of the ladder.

Proper Extension Ladder Set Up



Step Ladders

- Step ladders must be inspected prior to use
- Step ladders must be used fully open with side braces locked.
- Under no circumstance, may anyone work above the second rung from the top of stepladders.
- No more than one person is permitted to work from a step ladder unless it is specifically designed to accommodate more than one person.
- The bracing back legs of stepladders is designed solely for increasing stability and not for standing on or climbing.

8.21 Lockout/Tagout/Tryout (LOTOTO)

Introduction

Martin Concrete Construction, Inc. recognizes that during servicing and/or maintenance of equipment, our employees have the potential to be involved in a serious or fatal accident caused by the unexpected start-up of equipment or the release of stored energy. This policy has been developed to establish procedures for the control of hazardous energy, hereafter called Lockout/Tagout/Tryout.

This program applies to all Martin Concrete employees.

Application

An operation is regulated by the LOTOTO policy when:

1. Performing service, maintenance or installing equipment around any machine where you could be injured by:
   - Unexpected start-up of the equipment; or
   - Release of stored energy.
2. Any employee is required to remove or bypass a guard or another safety device.
3. Any employee is required to place any part of his body into the mechanism of a piece of equipment or path of hazardous energy.
4. Locks and tags by themselves do not de-energize equipment. Attach them only after the machinery has been isolated from its energy sources.
5. If at any time LOTOTO procedure is not possible a management person must be notified to oversee the operation

Some jobs for which lock out/ tag out/ground out should be used are:

- Repairing electrical circuits
- Cleaning or oiling machinery with moving parts
- Clearing jammed mechanisms
- Replacing a control unit or valve
- Performing preventative maintenance.

Management Responsibility:

- Shall instruct and train each employee the methods and means necessary for energy isolation and control.
- Shall instruct each employee in the purpose and use of the lockout procedure.
- Ensure that devices can be safely and correctly locked out.
- Provide padlocks and other lockout devices to authorized employees.
- Control of locks and keys
- Train
- Enforcement of lockout procedure

Employee Responsibility:

Each employee performing work must assure his/her own safety by applying these lockout procedures and shall be held accountable for the correct application.

Training

Each employee involved in or affected by LOTOTO will be trained in the following areas before being allowed to work in the area:

- The recognition of hazardous energy sources
- The type and magnitude of the energy located in the workplace
- The procedures for energy isolation and control including specific procedures developed for equipment and systems
- The purpose and use of the energy control LOTOTO procedure
- The prohibition and penalties for attempts to restart or re-energize equipment which has been locked out or to work on equipment without following the lockout/tagout procedures

Affected employees are those personnel working around equipment or systems that are subject to lockout/tagout but are not directly involved with them. These personnel are not required to be familiar with specific procedures for equipment and systems.

Retraining or refresher training will be conducted whenever one of the following exists:

- The employee has a change in job assignment
- There has been a change in the equipment or process
- There has been a change in the energy control procedure
- Any time an inspection reveals deviations from the standard procedures; inadequacies in the employee's knowledge or use of the lockout/tagout procedure; or an accident because of unexpected energy release

All training will be documented. These records are to be maintained with the written lockout/tagout/tryout procedures and updated annually.

Lockout Procedures

1. All employees affected by lockout/tagout will be notified of the application of the lockout devices and/or tags at the beginning of the lockout procedures.
2. Equipment will be shut down following specific procedures developed for the affected equipment.
3. All energy sources will be identified from the specific procedures for the affected equipment. (Energy sources include electrical, mechanical, hydraulic, pneumatic, thermal, chemical, and others).
4. All energy sources are to be **locked out**. Each employee involved with the operation will place his/her lock on each energy-isolating source. The locks must be applied with a warning tag describing why the equipment is locked out, who placed the lock on the equipment, and the date. Locks used for lockout will have two keys. One key will remain in the possession of the individual locking out the equipment. The other key will be in the custody of the Field Supervisor in a secure location. All locks used must be keyed individually.

5. Stored or residual energy must be relieved, disconnected, blanked off, restrained, and otherwise rendered safe.

6. When all steps involved with shut down listed in the specific procedures for equipment have been completed, make sure that all personnel are clear, and attempt to start or activate the equipment to make sure that all energy sources have been locked out. Return controls to "off" position.
7. Cord and plug connected equipment does not require lockout/tagout if the following conditions exist:
   - The authorized individual is within sight of the equipment
   - Unplugging the equipment isolates the equipment from all energy sources
   - The equipment has no stored energy

If equipment must be left unattended or if all the above conditions do not apply, then the equipment will be locked and tagged out by attaching a tag to the on/off switch and attaching a lockout device to the plug to prevent it from being plugged in.

Issuance of Safety Locks

- The superintendent shall be responsible for issuing locks, tags and keys to authorized personnel and shall maintain a master log with employee name, device name, location of device, and date.
- One key shall be issued to the individual to whom the lock is assigned.
- The lock shall be issued to the person applying the lock out.

Tagout Procedures

It is our policy not to use tags alone in an energy isolation procedure. The only exceptions to this must be authorized by the Safety Director with written justification as to why the equipment or process does not lend itself to being physically locked out. Should this equipment be upgraded or modified so that it becomes possible to lock out the equipment, lockable switches, fittings, or valves will be added.

1. Tags are to be used with locks to identify the individual, the hazard, and the date.
2. Tags must be durable and able to withstand the environment in which they are used.
3. Tags are to be attached with pull ties and must be securely attached so that it is clear what the tag is warning about. Alternate methods of attaching tags may be used if they are not easily removed or reusable and must withstand 50 pounds unlocking strength. (rubber bands, wire ties, and string are not permissible means of attachment).
4. Any employee who removes, bypasses, ignores, or otherwise defeats a tag without permission of the authorized person responsible for it or proper management approval, is subject to immediate dismissal. (See procedures for removal of locks and tags)
5. In employee training make sure they understand that locks and tags by themselves do not de-energize equipment. Attach them only after equipment has been isolated from its energy sources.

Group Procedures

In the event that that multiple authorized employees must be involved for a single lockout/tagout/tryout procedure, the superintendent will be the single authorized employee with the overall responsibility for controlling hazardous energy for all members of the group while the work is in progress. This authorized employee must implement the energy control procedures, communicate the purpose of the operation to group, coordinate the operation, and ensure that all procedural steps have been properly completed. Each authorized employee involved in the group lockout/tagout activity must be familiar with the type and magnitude of energy that may be present during the servicing and maintenance work.

Each employee in the group must affix his/her personal lockout or tagout device to the group lockout device, group lockbox, or comparable mechanism, before engaging in the servicing and maintenance operation. The authorized employee in charge of the group must not remove the group lockout or tagout device until each employee in the group has removed his/her personal device.

Emergency Lock Removal by Management

This lockout procedure is designed to protect the individual employee performing work on potentially hazardous equipment. It is the responsibility of that employee to remove his/her locks upon completion of the job assignment or at the end of the shift.

It is a serious violation of safety policy to remove or cause to be removed another employee's safety padlock.
The only time the management may use the master key to remove a lock out lock will be when; the safety director and superintendent agree that unusual circumstances warrant such action and that safety will not be compromised. Such action and reasons therefore shall be documented and signed. All efforts should be made to contact the lock applicator before its removal.
In the event than an employee does leave the site with the lockout still in place and when this lock must be removed, the following steps shall be followed:

1. Identify the owner of the lock(s).
2. Thoroughly search the equipment that is locked out to make sure the employee is not working on or inside it.
3. All efforts must be made to contact the owner of the lock even if off duty. To advise him/her that the lockout will be removed before he/she resumes work.
4. Only after it has been verified that the employee has left the premises, can the supervisor authorize the removal of the safety lock

Special Circumstances

Electrical systems which share a power source with a common main breaker may be worked as follows:
1. Where practical, the main breaker shall be opened and locked out per the Lockout Procedures.
2. In cases where fuses are used to sub feed branch circuits (more than one circuit) being supplied from one main breaker and the panel will not accept a padlock with a buddy device, the panel may be locked with the door key, the key then locked in a (Key Lock Box) which will accept a padlock and a buddy lock device. The fuses removed will be listed in the master log as if they were a main breaker.

Basic Rules

The following basic rules are a summary of our lock out requirements.

- All equipment shall be locked and tagged out to protect against accidental or inadvertent operation when such operation could cause injury to personnel.
- No one shall attempt to operate any switch, valve, or another energy isolating device where it is locked and tagged out.
- You cannot use personal locks.
- Only company designated locks will be issued and used.
- Each lock will have an individual key.
- The master key will be held in security by the site superintendent.
- The person applying the lock will be the person named in the Master Log, together with a precise location of intended use.
- The person named is responsible for the lock, the key and the proper operation of the lockout procedures.

- Once signed out, a lock is not transferable to another person until it has been returned to the safety supervisor, and the master log adjusted.
- The lock out will be tagged. Information on the tag will include your name, the date, the time and crew ID.
- You will remove the lock when you finish working on the equipment.
- When you return the lock, also return the tag.
- Don't rely on someone else's lock. Put one on yourself, it's for your protection.
- If you are exposed to an energy hazard, eliminate it and follow the lockout procedures without deviation.
- Emergency lock removal will only be done by management.

- If there is a change of shifts and work continues, the on-coming shift will secure their own locks and tags. Likewise, the off-going shift will remove their locks.
- Any unauthorized person found tampering with or removing lock out/tag out equipment shall be terminated.
- Any employee who fails to follow the lock out/tag out procedures shall be suspended or terminated.
- All work on existing or operating equipment and new installations after the owner's acceptance will include coordination through the owner's representative.
- If there is a change of shifts and work continues, the on-coming shift will secure their own locks and tags. Likewise, the off-going shift will remove their locks.
- Any unauthorized person found tampering with or removing lock out/tag out equipment shall be terminated.
- Any employee who fails to follow the lock out/tag out procedures shall be suspended or terminated.
- All work on existing or operating equipment and new installations after the owner's acceptance will include coordination through the owner's representative.

Annual Review

The safety director will conduct an annual audit of the written program and training to ensure that the procedures are adequate and that they are being followed. The audit must ensure that each procedure is adequate to provide effective protection to t during servicing and maintenance operations covered by this standard. If authorized employees are deviating from these procedures, the employees involved must be retrained and the training documented.
The person conducting the audits will observe a representative sample of authorized employees performing the servicing and maintenance operations using the lockout/tagout procedures. They will also perform a review with each authorized employee of that employee's responsibilities under the energy control procedure being audited. For tagout procedures, the review of responsibilities also includes the affected employees. The audit should include verification that training has been completed for all authorized and affected employees involved in the lockout/tagout procedure. Authorized and affected employees should know the location of specific written procedures for equipment. Employees must be able to explain the purpose of this procedure and the details of how it works.

8.22 Material Handling

Introduction

All work performed is to follow OSHA Construction Industry regulations as outlined in 29 CFR Part 1926, OSHA Standards for the Construction Industry Subpart H. In cases where Martin Concrete, the general contractor, and/or state/local government requirements are more stringent, those requirements shall apply.

The delivery and storage of material onsite must be performed by the guidelines below to provide a safe and efficient work area for all employees, subcontractors, and vendors.

Procedures

All materials must be stored in a stable and self-supporting manner to prevent them from falling.

Lifting and Handling

- Plan your lift; when it is required to manually lift use proper lifting techniques as described below:
    - Bend at the knees (not at the waist)
    - Keep the load close
    - Stand straight up, using leg muscles to lift
    - Do not twist
    - Pivot the feet to change directions
- Use mechanical lifting devices as much as possible.

- Team lifts are required when item that you are attempting to lift is over 50 lbs., or if the object is large, awkward, or unbalanced weight. **NEVER** lift anything beyond your own capacity, even if under the Team Lift requirements; always seek help.

Inside Storage

- All materials must be kept 10 ft. from the perimeter edge of a multi-story building or roof.
- All material must be kept 6 ft. from the edge of all interior floor openings of a multi-story building.
- In multi- story buildings, maximum safe load limits for elevated slabs shall not be exceeded.
- All metal material including rebar is to be kept on dunnage and poly and not placed directly onto any concrete.

Outside Storage

- Place all materials in an organized manner.
- Stack materials in such a fashion that they can be safely and easily moved as required.
- Leave adequate drive space or walk area between rows of stacks of material, for equipment and/or personnel.
- Materials should **NEVER** be stored under energized powerlines or equipment

8.23 Personal Protective Equipment

Introduction

All work performed is to follow OSHA Construction Industry regulations as outlined in 29 CFR Part 1926, OSHA Standards for the Construction Industry Subpart E. In cases where Martin Concrete, the general contractor, and/or state/local government requirements are more stringent, those requirements shall apply.

All employees, subcontractors, and vendors are required to wear appropriate personal protective equipment (PPE) for the task that they are performing. Manufacturer's recommended use of PPE for tools and equipment are to be adhered to by all employees, subcontractors, and vendors. A list of some of the protective equipment and the use and care of such equipment follows. Employees are still expected to refer to any chemical and/or tool's manufacturer data or SDS sheet to ensure the utilization of the appropriate PPE to work with such item.

1. **Head Protection**

   Hardhats are required 100% of the time on Martin Concrete Construction, Inc. projects. These should be kept in good condition and shall not be altered, modified, or defaced in any manner. Hardhats should be worn correctly. Management, superintendents, and foreman should wear brown Martin Concrete hardhats. All other employees are required to be in white Martin Concrete hardhats.

2. **Foot Protection**

   Suitable boots that give ankle support and have a hard sole will be worn 100% of the time while on a Martin Concrete project. Sneakers, tennis shoes, or opened toed shoes are permitted at any time.

3. **Ear Protection**

   Adequate ear protective equipment such as ear plugs or ear muffs shall be worn when working in designated areas or at any time when exposed to excessive noise levels. The following chart can serve as a guide as to when hearing protection may be required:

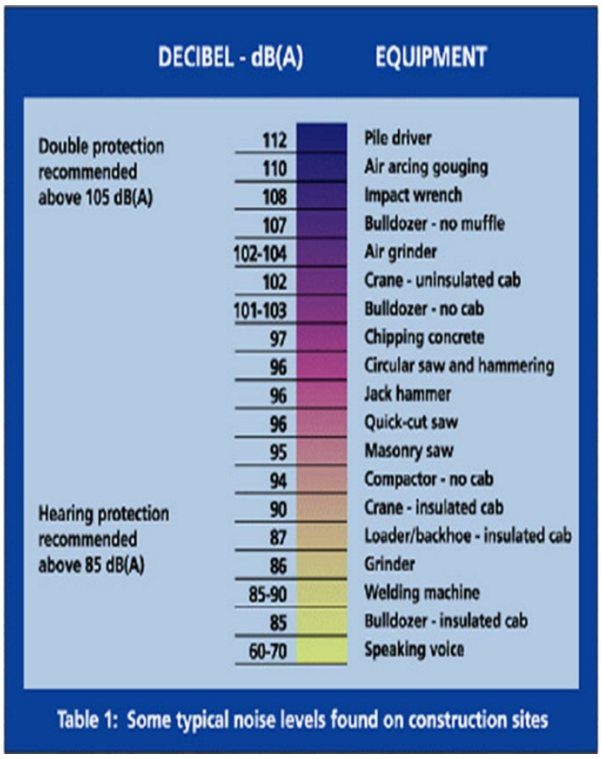


Table 1: Some typical noise levels found on construction sites

4. Eye Protection

Safety Glasses that meet an ANSI of Z87.1 requirements must be worn 100% of the time while working on a Martin Concrete project. Depending on the task; goggles, face shield, etc. in addition the safety glasses may be needed. Generally, there are four types of particles that cause eye injuries on the job.

1) *Unidentified Flying Object:* These microscopic objects consist of dust and particles floating around in the air, generated by wind, equipment, or cleaning operations.
2) *Particles Resulting from Chipping, Grinding, Sawing, Brushing, Hammering, or Using Power Tools:* These particles move at a high speed and strike with force. Wear appropriate eye protection any time these operations are performed. It may be required in some job applications to wear safety glasses under a full-face shield.
3) *Invisible Hazards*- You can't see the injuries light rays generated by welding operations or laser beams. Their effects often are felt until hours later. Wear the eye protection required when using such equipment. **NEVER** look in the direction of welding arcs or where a laser beam is being used.
4) *Liquids*- Hot liquids, such as tar or asphalt, solvents, paint, and solutions for cleaning masonry or metal, can cause serious eye injury if splashed in your eyes. The use of proper eye protection, and a full-face shield is essential when transferring liquids between containers and when using caustic and acid cleaners.

5. **High Visibility Safety Vest/Shirts**

   Reflective vests or shirts are always required on Martin Concrete Construction, Inc. projects. Any qualified employee preforming signaling duties to a crane, etc. must wear a red signalman vest. All employees that are authorized tilt crew members and performing tilt duties that day are required to wear an orange reflective vest. Any employee in the LAZ of the tilt process must have a superintendent vest or orange tilt crew vest. Any employee inside this zone not authorized to be there will be subject for disciplinary procedures including and up to possible termination. All other employees must wear our standard employee reflective vest/shirt with the Martin Concrete logo on the back.

6. **Hand Protection**

   CAT III class gloves are required to be worn 100% of the time when working on a Martin Concrete project to prevent hand injuries.

7. **Fall Protection**

   Adequate full body harness with shock absorbing lanyards and hook points capable of supporting 5,400 pounds without failure shall be used when there is a change in elevation of 6'-0" between the working surface and the surface below and there is no other fall protection measure in place. Harness and lanyards must be adequate and inspected prior to use. **See Complete Fall Protection Policy in this Section 8.14.**

8.24 Respiratory Protection

Introduction
It is the policy of Martin Concrete Construction, Inc. to provide its employees with a safe and healthful work environment. The guidelines in this program are designed to eliminate/reduce exposure against occupational dusts, fogs, fumes, mists, smokes, sprays, gases, and vapors. This is accomplished as far as feasible by accepted engineering and work practice control measures. Every effort will be made to substitute hazardous materials for those products that do not require respiratory protection.

When effective engineering controls are not feasible, respiratory protection may be required. In these situations, respiratory protection, training, and medical evaluations will be necessary for employees.

All employees, subcontractors, and vendors required to wear respirators must be properly trained in how to correctly wear and inspect the respirator. All activity involving employee use of respirators is strictly governed and regulated by this written Respirator Policy. This Policy was prepared by Martin Concrete Construction and complies with OSHA regulations 1926.103 & 1910.134.

Purpose of Respirator Use
Martin Concrete requires that respirators are to be utilized when an area, room, or other enclosed area is either (1) toxic or (2) oxygen deficient. When in doubt about the hazards presented by a certain situation, Martin Concrete management will follow the "abundance of caution" rule; in other words, Martin Concrete will assume that a hazard is present and that respirators are necessary. Any employees, subcontractors, or vendors wearing respirators must always follow this policy.

Management
It is management's responsibility to determine what specific applications require the use of respiratory protective equipment. Management must also provide proper respiratory equipment to meet the needs of each specific application. Employees must be provided with adequate training and instructions on all equipment.

Superintendent
The superintendent is responsible for ensuring that the respiratory protection program is implemented correctly on their project. In addition to being knowledgeable about the program requirements for their own protection, superintendents must also ensure that the program is understood and followed by the employees under their charge. Duties of the superintendent include:

- Monitoring respirator use
- Ensuring proper storage and maintenance of respiratory protection equipment.
- Ensuring the availability of appropriate respirators and accessories.
- Being aware of tasks requiring the use of respiratory protection.
- Enforcing the proper use of respiratory protection when necessary.
- Ensuring that respirators are properly cleaned, maintained, and stored per the respiratory protection plan.

- Continually monitoring work areas and operations to identify respiratory hazards.
- Coordinating with the Program Administrator on how to address respiratory hazards or other concerns regarding the program.
- Ensuring employees and new hires have all filled out a medical evaluation and they have been approved by a physician, and trained/fit-tested by the safety department.

Employees
It is the responsibility of the employees to have an awareness of the respiratory protection requirements for their work areas (as explained by management and supervision). Employees are also responsible for wearing the appropriate respiratory protective equipment per manufacturer instructions to include the maintenance of the equipment in a clean and operable condition. Furthermore, employees must immediately report any malfunction of the device to his/her superintendent.

Program Administrator
The Program Administrator is responsible for administering the respiratory protection program. Duties of the program administrator include:

- Ensuring that employees have received appropriate training, fit testing, and medical evaluation.
- Conducting training
- Conducting fit testing where required.
- Identifying work areas, processes or tasks that require employees to wear respirators, and evaluating hazards
- Selection of respirators
- Administering the medical surveillance program
- Maintaining records required by the program
- Evaluating the program
- Updating written program, as needed

The members of the safety department are the Program Administrators for Martin Concrete Construction, Inc.

Selection Procedures
The Program Administrator will advise jobsites on what respirators are to be used, based on the hazards to which employees are exposed and in accordance with all OSHA standards. The Program Administrator will assist and advise projects in hazard evaluation.

Typical exposures on our projects that require respirators include cutting, sawing, jack hammering, grinding, and chipping of concrete.

Respirators for the above exposures will consist of a NIOSH N95 or P99 type respirator.

Inspection of Respirators
Martin Concrete will conduct inspections of respirators to ensure that the respirator is properly selected, used, clean, and otherwise maintained. Inspections must ensure that that all regulators and masks are functioning properly.

Respirator inspections shall include the following:

- Check the seal of the respirator around the face to ensure proper fit. Beards may affect the seal and may not ensure proper functionality of the respirator. Employee should take this into consideration prior to wearing a respirator or preforming a job task that may require a functioning respirator.
- Check of the rubber/elastic parts for pliability or deterioration.
- Stretching of the rubber/elastic parts with a massaging motion.
- Proper respirator is provided by superintendent. Martin Concrete requires employees to work with a N-95 respirator that they are trained and fit tested with.

Medical Evaluation
Employees who are required to wear respirators must be medically evaluated before being permitted to wear a respirator on the job. Employees are not permitted to wear respirators until a physician has determined that they are medically able to do so. Any employees refusing the medical evaluation will not be allowed to work in an area requiring respirator use.

A licensed physician at the medical clinic, where company medical services are provided, will provide the medical evaluations. Medical evaluation procedures are as follows:

The medical evaluation will be conducted using the questionnaire provided in Tab 11 of this manual. The safety director will provide a copy of this questionnaire to all employees requiring medical evaluations.

To the extent feasible, the company will assist employees those who are unable to read the questionnaire (by providing help in reading the questionnaire). Currently, Martin Concrete Construction only offers the medical questionnaire in the languages of English and Spanish. When this is not possible, the employee will be sent directly to the physician for medical evaluation.

All affected employees will be given a copy of the medical questionnaire to fill out, along with a stamped and addressed envelope for mailing the questionnaire to the company physician. Employees will be permitted to fill out the questionnaire on company time.

Follow-up medical exams will be granted to employees as required by the standard, and/or as deemed necessary by our medical clinic physician.

All employees will be granted the opportunity to speak with the physician about their medical evaluation, if they so request.

The Program Administrator will provide our medical clinic physician with a copy of this program, a copy of the respiratory protection standard, the list of hazardous substances by work area, and for each employee requiring evaluation:

- His/her work area or job title
- Proposed respirator type and weight
- Length of time required to wear respirator
- Expected physical work load (light, moderate, or heavy)
- Potential temperature and humidity extremes
- Additional protective clothing required

After an employee, has received clearance and begun to wear his/her respirator, additional medical evaluations will be provided under the following circumstances:

- Employee reports signs and/or symptoms related to their ability to use a respirator, such as shortness of breath, dizziness, chest pains, or wheezing
- The medical clinic physician or crew leader informs the Program Administrator that the employee needs to be reevaluated
- Information from this program, including observations made during fit testing and program evaluation, indicates a need for reevaluation
- A change occurs in workplace conditions that may result in an increased physiological burden on the employees

Fit Testing
The proper fit of respiratory equipment to the user is determined by a qualitative fit test according to 29 CFR 1910.134 Appendix A.

Fit testing must be performed:
- Prior to issuance of a respirator
- After medical evaluation or approval of questionnaire by licensed physician

Employees will be trained in fit testing by performing negative and positive seal checks as described in 29 CFR 1910.134 Appendix B-1.

Training
Should it be required for an employee, subcontractor, and or vendor to utilize a respirator to perform their job task training will be required with written documentation of training session. This training documentation is to be kept on file with the safety department.

All personnel are to be trained by an authorized person. These individuals will attend a training session and may be required to review written material and demonstrations directed by Martin Concrete Construction.

Should it be required by a general contractor verification of training and/or fit tests should be given by the safety department to the jobsite superintendent to keep a copy at the jobsite.

Training will provide employees an opportunity to:

- Handle the respirator
- Have respirator properly fitted.
- Test its face seal
- Disposal techniques of respirator
- How to wear the respirator
- How to adjust it
- How to determine proper respirator fit

Employees, subcontractors, and vendors will also be trained and otherwise informed of the limits of respirators. For example, individuals could still be subject to other safety and/or health hazards while wearing a respirator.

OSHA Standard 29 CFR 1910.134 Appendix D, Information for Employees Using Respirators When Not Required Under the Standard understand and agree to the following:

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirators use is encouraged, even when exposures are below the PEL, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of the hazardous substance does not exceed the PEL set by OSHA standards.

In the event an employee requests to use a respirator when not required by the standard, the form **Employee Using Respirator When Not Required Under the Standard (located in Tab 11)** must be completed.

8.25 Rigging

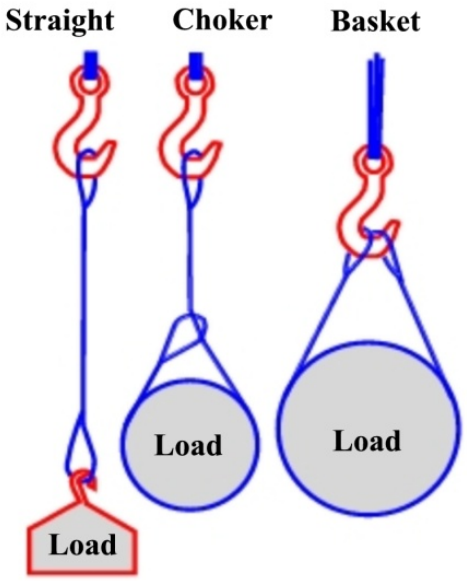
Introduction
All work performed is to follow OSHA Construction Industry regulations as outlined in 29 CFR Part 1926, OSHA Standards for the Construction Industry Subpart H. In cases where Martin Concrete, the general contractor, and/or state/local government requirements are more stringent, those requirements shall apply.

Martin Concrete requires all rigging used in a lifting process to be inspected by a qualified person prior to use. This is a requirement of any employee, subcontractor, or vendor using a rigging device on a Martin Concrete project. Any rigging that is found to be defective or damaged rigging must be destroyed so it cannot be returned to service.

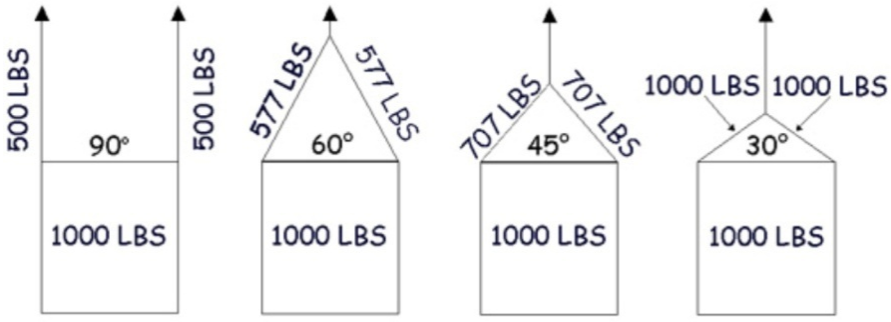
General Procedures

- Only qualified, trained, and authorized employees or subcontractor employees may rig loads. All employees, including subcontractor employees, must have documented evidence of rigging training.
- All rigging must have manufacturer's tag indicating capacity.
- Hands and fingers must not be placed between the sling or the load while being tightened.
- Rigging equipment must be properly stored at the end of the workday in a clean and dry location.
- Tag lines are required on loads.
- Specially designed lifting devices must be marked to indicate the safe working load.
- All slings including wire rope slings are to have capacity tags.
- Damaged rigging must be destroyed so it cannot be returned to service.
- No employee is permitted to work under a suspended load.

Examples of Hitches



Examples of sling angle stress



Wire Rope Slings

- Slings must be protected from sharp edges of lifting loads.
- Kinks, cut/broken strands, corrosion, heat damage, bird caging, or crushing of any wire rope sling is required to be removed from service**.**
- Slings cannot have more than 10 broken wires in 1 lay or 5 broken wires in 1 strand of 1 lay. A lay is when one strand in the sling makes an entire rotation around once. Generally, it is around the length of an individual's thumb.
- It is not permitted to fabricate your own slings.

Synthetic Web Slings

- Synthetic web slings must be taken out of service if the red strings woven into the inside of the sling begin to show through.
- Web slings must be taken from service if they have heat damage.
- Slings are not to be used around chemicals, heat, or other hazards.

Alloy Steel Chain Slings & All Hooks

- Ensure manufacture's identification and capacity is legible.
- Hooks must have laches are functional.
- Alloy steel chains are not permitted to be used for towing or pulling equipment/vehicles for any reason.

8.26 Sanitation

General Requirements

The minimum number of temporary toilets required on Martin Concrete Construction, Inc. projects consists of:

Number of Workers	Minimum Number of Toilets
10 or less	1
More than 10	1 for every 40 workers

- Employees must use only designated toilets and washing facilities.
- Clean drinking water must be provided. All containers must be labeled as drinking water. Disposable cups must be provided.
- Vandalizing the temporary restrooms onsite through writing, drawing, etc. will **NOT** be permitted. If any employee, subcontractor, and/or vendor is caught then disciplinary measures will be taken up to possible termination.

8.27 Scaffolding

Introduction
All work performed is to follow OSHA Construction Industry regulations as outlined in 29 CFR Part 1926, OSHA Standards for the Construction Industry Subpart L. In cases where Martin Concrete, the general contractor, and/or state/local government requirements are more stringent, those requirements shall apply.

All scaffolds used by Martin Concrete or subcontractors will be maintained in a safe and healthful manner. All manufacturer's recommendations of any scaffold will be followed. This includes erecting, dismantling, inspections, weight limits, etc.

Erection of Scaffold Requirements:

- Manufacturers erection procedures will be followed precisely.
- The competent person in scaffolding shall inspect each scaffold prior to use.
- Only the competent person will supervise the erection of the scaffolding.
- Each component will be visually inspected before use. Defective or unserviceable materials will not be used.
- All planking or platforms shall be overlapped a minimum of 12" at supports only and secured from movement.
- Railing shall be provided on all open sides and ends built-up scaffolds, rolling scaffolds, and elevated platforms 6-ft. or more above ground level.
- Guard rails shall be installed on scaffolds 6ft. or more height from the walking/working surface.
- Each employee shall be protected from falling from all scaffold systems 6-ft. or higher.
- Only approved lumber will be used on scaffolds. These shall be wooden planks not less than 2"x10" and have a "scaffold grade" stamp free of defects and split ends.
- Toe-boards shall be solid and extend not less than 3 ½ inches above the platform and the bottom clearance shall not exceed ¼ inch.
- Toe-boards shall be provided on all open sides and ends of railed scaffolds at locations where people are required to work and/or pass under the scaffold.
- Scaffolds must be installed with proper access ladders that extend 3-ft. above the platform.
- An extension platform outside a wall opening on which material can be hoisted for handling shall have standard guardrails. One side of the platform may have removable railings to facilitate handling of materials.
- Scaffolds should be installed and secured to permanent structures with anchor bolts or other equivalent means where applicable. All scaffolds must be secured.

Inspections
All scaffolding will be inspected by a competent person during erection and each day following prior to use. The system will be tagged in and out after inspection with red and green tags. These tags will be signed off by the competent person with their name and the date. **NO EMPLOYEE** is permitted to utilize the scaffold until an inspection for that day has been performed by the competent person.

Items to be Inspected:

- Planks- Overlap and Gaps between boards
- Mudsills
- Base Plates
- Cross braces
- Access
- Guardrails
- Foundation
- Pins
- Unnecessary Trash, Debris, or Tool Accumulation

Dismantling of Scaffold

- Manufacturers dismantling instructions are to be followed.
- Relocation planning considerations will be considered during the dismantling process
- Dismantling will be supervised by a competent person
- Defective or unserviceable materials will not be stored with serviceable materials
- Components will not be dropped or thrown from above exposing employees to overhead dangers

Training:

Training of employees and/or subcontractors for the use of scaffolds shall be in strict accordance with OSHA Standards, Subpart L, 1926.454. All training will be conducted by a scaffold competent person. The program will include but not limited to:

- Type of scaffolding
- A description of fall hazards in their work area or jobsite
- Procedures for using fall prevention or protection systems
- Scaffolding access and egress procedures
- Scaffolding equipment limitations
- Load determinations and balancing requirements
- Inspections procedures
- Safety precautions in the use of scaffolds

Any employee that has an accident/near miss, unsafe behavior, or exempts traits that they do not possess a complete knowledge of the proper use of scaffolds will be immediately pulled off that task and re-trained before being able to work on scaffolding again.

8.28 Signs, Signals, and Barricades

Introduction

The use of appropriate signage will be posted. All employees, subcontractors, and vendors are required to obey these directions. The list below is a guide and in no way, a complete list of signs that may be needed to complete a job safely. If a sign is needed, the superintendent must oversee the ordering the needed signage. All signs can be ordered through Martin Concrete's approved list of suppliers. If a sign is needed and cannot be found from one of the suppliers the superintendent may contact the safety department for assistance.

Typical Signs

- **Authorized Personnel**- Shall be posted as required
- **Caution/ Yellow Caution Tape**- Located where potential hazard exists. Employees should proceed with caution.
- **Dander/Red Danger Tape-**Located where definite hazard exists. Un-authorized employees and/or subcontractors are not permitted to cross into area.
- **Flammable Storage-** Sign must be posted in flammable storage areas.
- **Laser in Use-** Sign shall be posted when a laser is in use. Martin Concrete's lasers require a yellow background and black lettering for the laser in use sign.
- **No Smoking-** Signs shall be posted as required and specifically at flammable storage areas.
- **Out of Order/Do not Use-** Shall be posted as required on tools and equipment that is not working properly.
- **Eye Wash Station-** Shall be posted on each eye wash station to inform employees of its location.
- **Danger Permit Required Confined Space/Confined Space-** Shall be posted at each confined space and/or permit required confined space.

8.29 Silica

Introduction
Silica exposure is potentially harmful to both employees and subcontractors, or the general public. For further information on silica control methods see Respiratory Protection Section 8.24.

Exposure Could Occur from Performing the Following Activities

- Chipping, hammering, drilling rock
- Crushing, loading, dumping rock
- Abrasive blasting concrete
- Sawing, drilling, grinding, chipping of concrete or masonry
- Demolition of concrete or masonry
- Dry sweeping of concrete, rock or masonry dust
- Grout mixing

Engineering Controls
Initially engineering controls should be considered to reduce or eliminate worker exposure to silica.

If an employee overexposure exists, OSHA requires that all feasible engineering controls be used to reduce exposure below the Permissible Exposure Limit (PEL).

It is recommended that no dry cutting/sanding be allowed.

Engineering controls include:

- **Wet sawing and drilling (preferred control method).**
- Water mist to control dust
- Vacuum power tools
- HEPA filtered local exhaust power tools
- Non-silica containing abrasives for use in abrasive blasting
- Housekeeping to keep silica containing dust to a minimum. Wet sweeping or use of HEPA vacuum is preferred method.

Administrative Controls
Administrative controls can be used in conjunction to reduce/eliminate worker exposure. Some administrative controls to be considered include:

- Notification of contractors that may have employees in an area where silica dust creating work will be completed. This notification should include location, date, start time and duration.
- If feasible, silica generating work should be completed during off hours or schedules coordinated to minimize the number of contractors/workers in the area.
- In areas where silica levels exceed OSHA's PEL, warning signs should be posted and the area flagged off to prevent unauthorized workers from entering the area.

Personal Protection Equipment
If engineering controls and administrative controls are not feasible or do not adequately protect the workers, personal protection equipment is required.

PPE that should be considered includes:
- Eye/face protection
- Hearing protection
- Disposable coveralls
- Respiratory protection

Note: Respiratory protection requires worker training, fit-testing, and medical evaluation.

Personal Hygiene
When a silica exposure exists, personal hygiene is important. You should consider the following:
- All employees exposed to silica dust must wash face and hands prior to smoking, drinking, eating and at the end of the day.
- Eating, drinking, and use of chewing gum are prohibited in all areas contaminated with silica dust.
- Workers with anticipated exposures at or above the OSHA PEL must wear disposable worker protective clothing (coveralls).

Training
All workers who may be exposed to silica must receive silica awareness training to include:
- Adverse health effects of silica
- Tasks, locations, jobs that may generate silica dust
- Methods, equipment, procedures to be used to minimize dust generation
- The need to avoid silica generating activities if possible
- Availability of any medical records that may be generated
- Availability of any air monitoring records that may be generated

Air Monitoring/Exposure Assessment
Anytime silica exposure is anticipated, an exposure assessment is required. Air monitoring may be necessary to evaluate employee exposure to silica. This can help to ensure that the proper level of respiratory protection is being utilized. Historical data may also be available to assist in the exposure assessment.

8.30 Tools- Electrical & Hand

Introduction
All work performed is to follow OSHA Construction Industry regulations as outlined in 29 CFR Part 1926, OSHA Standards for the Construction Industry Subpart I. In cases where Martin Concrete, the general contractor, and/or state/local government requirements are more stringent, those requirements shall apply.

The use of hand and power tools by employees and subcontractors of Martin Concrete Construction is to conform with the manufacturer's recommendations and include the use of PPE required for the tool.

Tool Use Guidelines

- All personal tools and company tools are subject to inspection at any time. Personal tools shall conform to the same safety requirements as company-owned tools.
- Cheater bars and tool extenders are not to be used to increase tool capacity.
- All power tools are to be inspected daily for any visual defects prior to use.
- Defective and damaged tools are to be tagged out of service and returned to the job trailer for repair.
- Employees are to wear proper eye protection when working with, on, or around power tools. Safety glasses with side shields may be adequate or, in some cases, a full-face shield may be required.
- All power sources must be shut off before making tool adjustments. With air tools, be sure to "bleed down" the air before disconnecting.
- Approved guards and trigger locks must be installed on all power tools before use. Do not use power tools if their guards are not in place. Never bypass, modify, or remove guards
- All tools and equipment shall be maintained in good condition.
- Only appropriate tools shall be used for the job.
- Machinery and special equipment are not to be operated by untrained or unauthorized personnel.
- Portable electric tools shall not be lifted or lowered by means of the power cord.
- Electric cords shall not be exposed to damage from traffic.
- Use of powder-actuated tools (Hilti/Ramset) requires specific training and certification.

Specific Tool Use PPE Guide
The following tool use guidelines shall be adhered to by all employees. Eye and hand protection is required on all projects. The following tools give a guide to what in addition is required to gloves and safety glasses.

- Back Pack Blowers- Respirator may be required in some circumstances.
- Concrete Vibrator- White Ty-Vex suit and face shield.
- Chop Saw- Face shield

- Cut Off Saw- Respirator and in extended periods of time use hearing protection may be required
- Grinder with Abrasive Wheel- Respirator
- Concrete Pumps- Finisher operating the hose is required to wear white Ty-Vex suit.
- Submersible Pumps- Rubber boots

8.31 Traffic Control

Flaggers

- Flaggers shall be used whenever trucks must be loaded or unloaded in the street. Flaggers must be trained and documentation of training maintained. Training must comply with local/state requirements.
- Flaggers shall be provided with and shall wear an ANSI Type III reflective garment while flagging both day and night.
- Flaggers must use a stop/slow paddle in lieu of a flag.

Training
All employees flagging and directing of traffic will be trained in traffic control safe means and methods. Documentation of training will remain on site.

8.32 Ventilation

Whenever hazardous substances such as dust, fumes, mists, vapors, or gases exist or are produced during construction work, their concentrations shall not exceed the PEL specified by OSHA 1926.55 (a). When ventilation is used as an engineer control method, the system shall be installed and operated per the requirements of OSHA 1926.57.

8.33 Welding & Cutting/Compressed Gases

Introduction
All work performed is to follow OSHA Construction Industry regulations as outlined in 29 CFR Part 1926, OSHA Standards for the Construction Industry Subpart J. In cases where Martin Concrete, the general contractor, and/or state/local government requirements are more stringent, those requirements shall apply.

Martin Concrete requirements for welding and cutting includes the use of appropriate PPE including eye & face protection, protection of adjacent areas, protection of areas below, welding or cutting procedures, and the requirements of fire protection in the hot work area.

Procedures

Storage

- All gas cylinders must be stored and secured in an upright position with the protective cap in place.
- Compressed gas cylinders shall not be stored in the proximity of combustible materials, furnaces, radiators, etc.
- When not in use, all gas cylinders must be separated by types of gas. Different types of gases must separate by 20 ft. or must have a 5ft. high, ½ hr. firewall between different types of gases.
- Empty cylinders shall be stored separate from full cylinders. The empty cylinders shall also be marked "EMPTY", and shall have the valves closed with protective caps in place.
- Damaged cylinders shall not be used, and should be returned to the manufacturer for repairs as soon as possible.
- Cylinders shall be kept far enough away from actual welding or cutting operations so that sparks, hot slag, or flame cannot reach them.
- Remove all combustible or flammable materials from the work area before welding or cutting.
- Smoking, welding, or open flames are prohibited near hydrogen cylinders, bulk storage areas, or any other highly flammable gases.

Oxygen & Acetylene Cutting Torch Safety

Each manufacturer suggests different gauge pressure settings per the different types of tips and gases used.

The normal setting on a #2 tip with Victor gauges and torch set is:

- 40 PSI Oxygen
- 10 PSI Acetylene

Torch tip has (6) openings around the outer edge and (1) opening around the center. The outer edge is for preheating the metal. The center opening is for cutting the metal.

There a (4) basic gases for cutting metals:

1. Acetylene
2. MAPP
3. HEF (High Energy Fuel)
4. Natural Gas, Propane, etc.

- Acetylene is the hottest gas (5600 degrees F)
- Natural gas is the coldest gas (4500 degrees F)
- All gauges have a red line on the acetylene gauge that should never be exceeded.
- Acetylene is unstable at 15 PSIG (pounds per square inch at the gauge).
- 99% of all metals being cut are 1/8" to 1-1/4" in thickness. A #1 or #2 tip should be adequate for these types of cuts.

Acetylene Use

- An acetylene cylinder is actually porous material in the tank saturated with acetylene to make acetylene a stable gas to use in cylinders, which are pressurized above 15 PSIG (generally 250 PSGI in the tank).
- An acetylene cylinder cannot have more than 1/7 of its capacity consumed within a short period of time or the acetylene will begin to separate from the porous material within the tank and mix with the acetylene gas as it exits the tank.
- Never lay an acetylene cylinder in its side.
- If the cylinder is laid on its side, the cylinder must be placed in an upright position (vertical) for the same amount of time it was in a horizontal position.

Oxygen Use

- Oxygen is 99% pure to mix properly with gases when cutting.
- An oxygen tank is generally filled to 220-2400 PSIG.
- Never blow clothing off with oxygen because it will actually stick to clothing for several minutes and can ignite easily.

Valves & Regulators

- Never oil the O-rings in the regulators.
- Oxygen and oil do not mix and will cause heat of recompression and can explode.
- Two sides to regulators:
  - High pressure (tank)
  - Low pressure (torch)

Lighting the Torch

- Always stand with the regulator between you and the valve on the tank.
- Always back out the adjusting screws on the regulators before opening the valves.
- Always open the valve slowly at first.
- Turn the oxygen tank valve approximately 4-6 turns.
- Always purge the torch before lighting.
- Never light the torch with a cigarette or butane lighter. There is enough gas in a butane lighter to explode and seriously injure the employee.
- Remember when oxygen and acetylene mix, they create a temperature of approximately 5600 degrees F instantly.
- Always use an appropriate striker to light a torch.
- Always adjust the torch for a good neutral flame to cut material.

Turning Off the Torch

- Always turn off the fuel side first…then the oxygen side.
- Three Steps to turn off a torch:
  1. Shut off the tanks.
  2. Bleed off the lines, back-off adjusting screws.
  3. Turn off torch head.
- If gauges do not fall to zero, then there is a leak.

General Safety Tips

- Flash arrestors are required by OSHA.
- A "rose bud" heating tip will cause the consumption of more than 1/7 the capacity during a short period of time.
- Different size tips require different amounts of PSIG- never exceed 15 PSIG.
- Three Items to start a fire:
  1. Ignition
  2. Fuel
  3. Oxygen
- Never transport cylinders without safety caps in place.
- When changing cylinders:
  - Disconnect gauges
  - Assure safety caps are in place
  - Untie cylinder from cart
  - Remove and store empty cylinders in secured upright position

Welding, Cutting, & Heating Procedures

- Never "look at" or "watch" any welding or cutting without adequate dark glasses of the proper type of shade.
- Precautions shall be taken to guard against burns, electric shock, radiant energy, toxic fumes, fires, and explosions.
- Proper precautions (isolating welding and cutting, removing fire hazards from the vicinity, providing a fire watch, etc.) for fire prevention shall be taken in areas where welding or other "hot work" is being performed.
- Torches must be equipped with anti-flashback devices.
- Adequate welding goggles and/or helmets shall be worn by all welders. Adequate eye protection shall be worn by others working in the welding area.
- When removing scale or chipping slag, adequate eye protection shall be worn.
- Adequate welding gloves shall be worn while welding and cutting.
- Clothes should be free of oil and grease. Welders jackets shall be worn for body protection.
- Adequate ventilation shall be provided in areas where welding and cutting operations are in progress.
- Safety signs, shield, and/or barricades shall be placed around welding and cutting areas to protect other personnel and public from welding arc or flame.
- Hot metal shall be cooled or plainly marked before leaving it unguarded.
- When welding or cutting in elevated positions, caution shall be taken to keep hot metal and sparks from falling on other personnel or combustible materials below.
- Welding or cutting shall not be done in any area where dusty or gaseous conditions may cause an explosion.
- An approved fire extinguisher shall be available in all welding and cutting areas.
- When it is necessary to weld near high voltage circuits, a suitable barrier shall be used.
- All flammable material shall be removed from the welding area. If not possible to move such material, it shall be shielded by a fire-resistant material.
- Welding equipment shall be clean and free of grease and oil.

- Electric welding machines shall be properly grounded before using.
- Welding hoses and cables must not block walkways, passageways, aisles, exits, or etc.
- Only cables free of splices, or repairs for a minimum distance of 10-ft. from the cable end to which the electrode holder is connected shall be used.
- All welding and cutting equipment shall be inspected prior to use.
- Welding machine terminals shall be covered by insulating protectors.
- Oxygen and acetylene valves shall be closed and lines bled when left unattended.
- A fire watch person may be required when welding on flammable materials, above other personnel, and/or other flammable or combustible items or materials.
- Never leave a welding electrode in the electrode holder, unattended.
- A welding or "Hot Work Permit" may be required under some circumstances and always in ALL Confined Spaces.

TAB 9

Safety Inspections

The superintendent and foreman will ensure daily safety inspections of their jobsite and work areas are conducted as part of their ongoing job responsibilities. When onsite project managers, the general superintendent, area managers, and upper management will conduct visual safety inspections. Any major issues or violations found shall be reported to the safety department. **The safety department will perform a formal inspection at least monthly on all active projects and documented on the "weekly inspection site assessment checklist" located in Tab 11 of this manual.**

The superintendent and foreman are responsible for ensuring all open safety deficiencies are corrected in a timely manner.

Completed inspections are to be maintained in the job files.

TAB 10

Hazard Communication Program

Martin Concrete's Hazard Communication Policy has been developed in accordance with OSHA Regulations 1926.21; 19.26.59; and 1910.1200. Every employee will be trained under these guidelines in their New Hire Orientation Package. Martin Concrete will provide information about chemical hazards and other hazardous substances, and the control of hazards via our Hazard Communication Program, which includes container labeling, Safety Data Sheets (SDS) and training.

Container Labeling
It is the policy of this company that no container of hazardous substances will be released for use until the following label information is verified:

- Containers are clearly labeled as to the contents.
- Appropriate hazard warnings are noted.
- The name and address of the manufacturer are listed.

When hazardous substances are transferred to a secondary container, that container must be properly labeled if the material is not used up by the end of the day. Secondary containers that are not labeled must be in the control of the user while in use.

A label for secondary containers must identify what the material is and the hazards and protective requirements.

Safety Data Sheets (SDS)

Martin Concrete will have a copy of SDS sheets for any product used in the execution of work at the jobsite. Each SDS sheet will be in English and contain the following information:

a) Chemical name
b) Physical Hazards
c) Health Hazards
d) Primary Route of Entry
e) OSHA PEL
f) General Precautions for Safe Handling
g) Date of Preparation or Date of last Change to SDS Sheet
h) The name, address, and phone number of Manufacturer

- SDS are maintained by the superintendent on each jobsite and are accessible to employees, subcontractors, and vendors anytime for review during each work shift. If an employee is unable to locate the SDS sheets then contact the jobsite superintendent immediately.
- The superintendent will be responsible for obtaining and maintaining up to date safety data sheets for Martin Concrete Construction, Inc. exposures.
- Subcontractors will be required to submit their SDS and hazard communication plan prior to start of work.

Employee Training in Hazard Communication
Each Martin Concrete Construction, Inc. employee will receive information and training on the following:

- Location and contents of the Hazard Communication Program & SDS Sheets
- Physical and health effects of the hazardous substances.
- How to lessen or prevent exposure to these hazardous substances through usage of control/work practices and personal protective equipment.
- Steps the company has taken to lessen or prevent exposure to these substances.
- Emergency and first aid procedures to follow if employees are exposed to hazardous substances.
- How to read labels and review SDS to obtain appropriate hazard information.
- Georgia Public Employee Hazardous Chemical Protection & Right to Know Act of 1988, as amended.
- Prior to December 1, 2013 all employees will be trained in the new Globally Harmonized System labeling requirements (i.e., pictograms, hazard statements, precautionary statements, and signal words) and the new Safety Data Sheet format.

On-Site Training
Job site superintendents are responsible for site specific hazardous chemical training. This training should include:

- Types of chemicals on the jobsite
- Hazards created by chemicals on the jobsite
- First aid & emergency procedures, when exposed to specific chemicals
- Use of appropriate PPE for hazardous chemical handling

Hazardous Non-Routine Tasks
Should employees be required to perform hazardous non-routine tasks, they will be given information about hazards to which they may be exposed during such an activity.

This information will include:

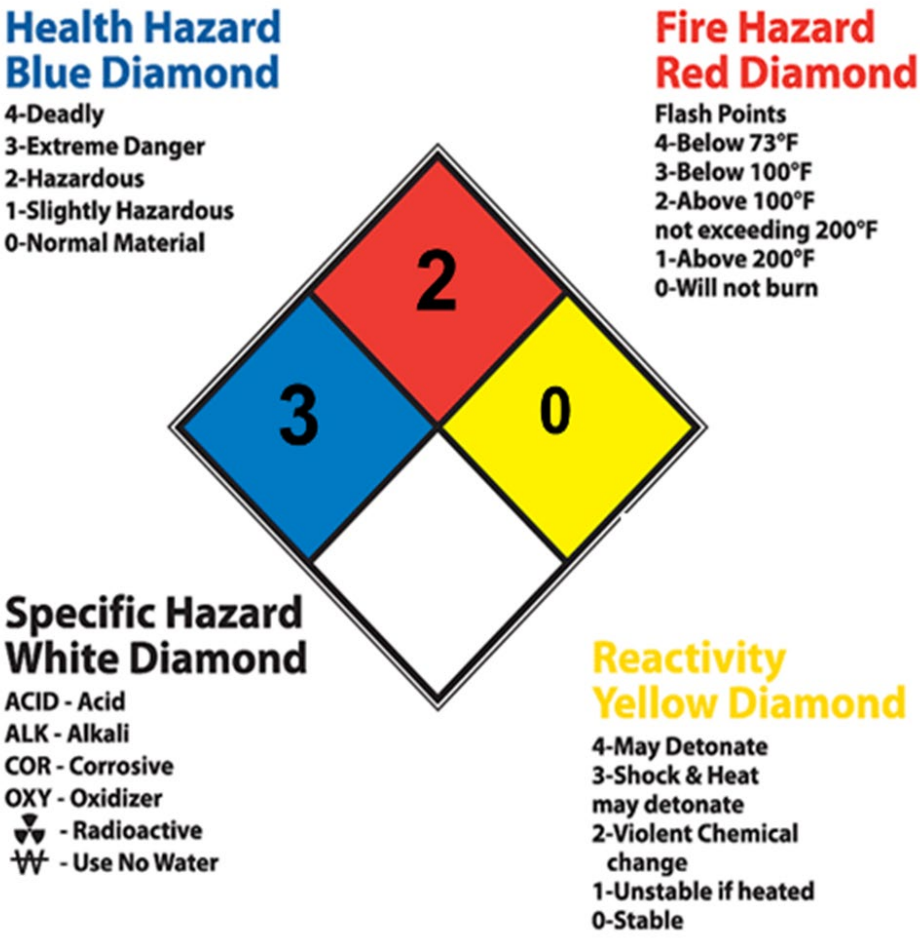
- Specific hazards.
- Protective/safety measures which must be utilized.
- Measures the company has taken to lessen the hazards.

Chemical Inventory List:
Job specific inventory lists and SDS will be maintained at the jobsites inside the site-specific safety program and should be kept current as new chemicals arrive by the jobsite superintendent.

GHS Pictograms

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

GHS Flammable Health Reactivity



TAB 11

Checklists & Forms

This section contains checklists and forms referred to throughout the manual. Below is a listing of the forms contained in this Tab.