

# INJURY AND ILLNESS PREVENTION PROGRAM

## SAFETY POLICY STATEMENT

It is the policy of *The Danco Group*

that injury and illness prevention shall be considered of primary importance in all phases of operations and administration.

It is the intention of the company's top management to provide safe and healthy working conditions and to establish and insist upon safe practices at all times by all employees.

The prevention of injury and illness is an objective affecting all levels of the organization and its activities. It is therefore, a basic requirement that each supervisor make the safety of employees an integral part of his or her regular management function. It is equally the duty of each employee to accept and follow established safety regulations and procedures.

Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt how to do a job safely, it is their duty to ask a qualified person for assistance.

Employees are expected to assist management in injury and illness prevention activities. Unsafe conditions must be reported. Fellow employees that need help should be assisted. Everyone is responsible for the housekeeping duties that pertain to their jobs.

Any injury that occurs on the job, even a slight cut or strain, must be reported to management as soon as possible. In no circumstance, except an emergency, should an employee leave a shift without reporting an injury that occurred.

When you have an injury and illness, everyone loses; you, your family, your fellow workers, and the company. Please work safely. It's good for everyone.

*Dan Johnson*  
President/Owner

*5-7-2014*  
Date

# INJURY AND ILLNESS PREVENTION PROGRAM

## ASSIGNMENT OF RESPONSIBILITY FOR INJURY OR ILLNESS INVESTIGATION

*Dan Johnson* will investigate the injury or illness  
(assigned person)  
for the purpose of determining the cause or causes in addition to determining  
corrective action(s) should be taken.

Injury and illness investigation findings and recommendations will be communicated to the  
employees utilizing the methods outlined in the company Injury and Illness Prevention  
Program.

*Dan Johnson*  
President/Owner

*5-7-2014*  
Date

# INJURY AND ILLNESS PREVENTION PROGRAM

## SAFETY COMMUNICATION POLICY

It is our company policy to maintain open communication between management and staff on matters pertaining to safety. Your thoughts regarding safety are considered important, and we encourage your active participation in our company safety program. Please feel free to express any of your safety concerns or suggestions during safety meetings, individually to your supervisor, or in writing on the safety suggestion form. (This will allow you to remain anonymous if you so desire; however, this will make it difficult to provide you special recognition if your suggestion is put to action). Be assured that all safety suggestions will be given serious consideration, and that each will receive a response.

In turn, the company will provide current safety news and activities, safety reading materials, signs, posters, and a bulletin board for easy access to them all.

Also, regular safety meetings will be held every 6 Months  
(days/weeks/months-Circle One)

so that all employees have an opportunity to receive safety training and voice personal opinions regarding safety. Safety meetings for the Construction industry (tailgate meetings) are required every 10 days.

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*Dan Johnson*  
President/Owner

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*5/7/2014*  
Date

# INJURY AND ILLNESS PREVENTION PROGRAM

I, Dan Johnson will see to it that our company's managers and supervisors will assume their respective responsibility for the safety and health of their assigned staff. Those responsibilities will include, but will not be limited to:

- ☐ Review safety policies and procedures; become familiar with functions and responsibilities of supervision, and the interrelationships with other departments.
- ☐ Develop a sound technical knowledge of all applicable Cal/OSHA Safety Orders and Regulations; also, stay current with requirements made by other government agencies.
- ☐ Maintain an occupational training program covering hazards basic to all types of employment and those unique to each worker's job assignment.
- ☐ Correct unsafe and unhealthy work practices in a timely manner (also document this on provided forms).
- ☐ Schedule and conduct regular safety training meetings with all employees.
- ☐ Perform first-aid duties as required, which will include maintaining appropriate first-aid supplies, dissemination of emergency procedures, and providing first-aid training.
- ☐ Keep records of all employee training, corrections of unsafe conditions, dates and results of workplace inspections. Submit all documentation to

Dan Johnson for company recordkeeping.

- ☐ In addition, supervisors of this company will be responsible for seeing that all company rules and policies are adhered to by all employees. This may include employee incentives, retraining, and disciplinary actions.

Dan Johnson  
President/Owner

5-7-2014  
Date

# INJURY AND ILLNESS PREVENTION PROGRAM

## DESIGNATED SAFETY PROGRAM COORDINATORS

The responsibility of implementing the company safety program is to be shared by all supervisory staff, with the overall administration of the program assigned to:

<u>Dan Johnson</u>	<u>President</u>
Name	Title
<u></u>	<u></u>
Name	Title
<u></u>	<u></u>
Name	Title

Other safety officers will include, but will not be limited to:

<u></u>	<u></u>
Name	Title
<u></u>	<u></u>
Name	Title
<u></u>	<u></u>
Name	Title

# INJURY AND ILLNESS PREVENTION PROGRAM

## EMPLOYEE SAFETY TRAINING POLICY

A. *Dan Johnson*

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shall assure that supervisors receive training to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed.

- B. Supervisors are responsible to see that those under their direction receive training on general work place safety as well as specific instructions with regard to hazards unique to any job assignment.

When a supervisor is unable to provide the required training, he/she should notify the assigned person and request that such training be given to the employee by others.

- C. To insure that all employees receive appropriate training, all company employees will participate in:

- ☐ Scheduled safety meetings.
- ☐ Additional training as job duties or work assignments are expanded or changed.
- ☐ Defensive driving when company vehicles are to be used.
- ☐ Other training programs as appropriate.

Further training will be provided whenever employees are exposed to new processes, machinery, chemicals, and/or previously unrecognized hazards.

Records of all the above training will be kept by

*Dan Johnson*

Name

at

*5251 Ericson Way, Arcata*

Location

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# INJURY AND ILLNESS PREVENTION PROGRAM

## CODE OF SAFE PRACTICE

### GENERAL INDUSTRY

It is our policy that everything possible will be done to protect employees, customers and visitors from injury. Safety is a cooperative undertaking requiring participation by every employee. Failure by any employee to comply with safety rules will be grounds for corrective discipline.

Supervisors shall insist that employees observe all applicable Company, State and Federal safety rules and practices and take action as is necessary to obtain compliance. To carry out this policy employees shall follow these safety rules and practices:

1. Report all unsafe conditions and equipment to your supervisor or safety coordinator
2. Report all incidents, injuries and illnesses to your supervisor or safety coordinator immediately.
3. Anyone known to be under the influence of intoxicating liquor or drugs, shall not be allowed on the job while in that condition.
4. Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of the employees, are prohibited.
5. Means of egress shall be kept unblocked, well-lighted and unlocked during work hours.
6. In the event of fire, sound alarm and evacuate.
7. Upon hearing fire alarm, stop work and proceed to the nearest clear exit. Gather at the designated location.
8. Only trained workers may attempt to respond to a fire or other emergency.
9. Exit doors must comply with fire safety regulations during business hours.
10. Stairways should be kept clear of items that can be tripped over, and all areas under stairways that are egress routes should not be used to store combustibles.
11. Materials and equipment will not be stored against doors or exits, fire ladders or fire extinguisher stations.
12. Aisles must be kept clear at all times.
13. Work areas should be maintained in a neat, orderly manner. Trash and refuse are to be thrown in proper waste containers.

# INJURY AND ILLNESS PREVENTION PROGRAM

14. All spills shall be wiped up promptly.
15. Always use the proper lifting technique. Never attempt to lift, push, pull or carry an object that is too heavy. You must contact your supervisor when help is needed to move a heavy object.
16. Never stack material precariously on top of lockers, file cabinets or other relatively high places.
17. When carrying material, caution should be exercised in watching for and avoiding obstructions, loose material, etc.
18. Do not stack material in an unstable manner.
19. Report exposed wiring and cords that are frayed or have deteriorated insulation so that they can be repaired promptly.
20. Never use a metal ladder where it could come in contact with energized parts of equipment, fixtures or circuit conductors.
21. Maintain sufficient access and working space around all electrical equipment to permit ready and safe operations and maintenance.
22. Do not use any portable electrical tools and equipment that are not grounded or double-insulated.
23. All electrical equipment should be plugged into appropriate wall receptacles or into an extension of only one cord of similar size and capacity. Three-pronged plugs should be used to ensure continuity of ground.
24. All cords running into walk areas must be taped down or inserted through rubber protectors to preclude them from becoming tripping hazards.
25. Inspect motorized vehicles and other mechanized equipment daily or prior to use.
26. Shut off engine, set brakes and block wheels prior to loading or unloading vehicles.
27. Inspect pallets and their loads for integrity and stability before loading or moving.
28. Do not use compressed air for cleaning off clothing.
29. Do not store compressed gas cylinders in areas which are exposed to heat sources, electric arcs or high temperature lines.
30. Identify contents of pipelines prior to initiating any work that affects the integrity of the pipe.



## INJURY AND ILLNESS PREVENTION PROGRAM

31. Wear hearing protection in all areas identified as having high noise exposure.
32. Goggles or face shields must be worn when grinding.
33. Do not use any faulty or worn hand tools.
34. Guard floor openings by a cover, guardrail, or equivalent.
35. Do not enter into a confined space unless tests for toxic substances, explosive concentrations, and oxygen deficiency have been taken.
36. Always keep flammable or toxic chemicals in closed containers when not in use.
37. Do not eat in areas where hazardous chemicals are present.
38. Be aware of the potential hazards involving various chemicals stored or used in the workplace.
39. Cleaning supplies should be stored away from edible items on kitchen shelves.
40. Cleaning solvents and flammable liquids should be stored in appropriate containers.
41. Solutions that may be poisonous or not intended for consumption should be kept in well-labeled containers.
42. When working with a computer, have all pieces of furniture adjusted, positioned and arranged to minimize strain on all parts of the body.
43. Never leave lower desk or cabinet drawers open, which presents a tripping hazard. Use care when opening and closing drawers to avoid pinching fingers.
44. Do not open more than one upper drawer at a time, particularly the top two drawers on tall file cabinets.
45. Individual heaters at work areas should be kept clear of combustible materials, such as drapes, or waste from waste baskets. Newer heaters that are equipped with tip-over switches should be used.
46. Appliances, such as coffee pots and microwaves, should be kept in working order and inspected for signs of wear, heat or fraying of cords.
47. Fans used in work areas should be guarded. Guards must not allow fingers to be inserted through the mesh. Newer fans are equipped with proper guards.

## INJURY AND ILLNESS PREVENTION PROGRAM

### CODE OF SAFE PRACTICES

#### GENERAL OFFICE

It is our policy that everything possible will be done to protect employees, customers and visitors from accidents. Safety is a cooperative undertaking requiring participation by every employee. Failure by any employee to comply with safety rules will be grounds for corrective discipline.

Supervisors shall insist that employees observe all applicable Company, State and Federal safety rules and practices and take action as is necessary to obtain compliance. To carry out this policy employees shall follow these safety rules and practices:

1. Report all unsafe conditions and equipment to your supervisor or safety coordinator.
2. Report all incidents, injuries and illnesses to your supervisor or safety coordinator immediately.
3. Means of egress shall be kept unblocked, well-lighted and unlocked during work hours.
4. In the event of fire, sound alarm and evacuate.
5. Upon hearing fire alarm, stop work and proceed to the nearest clear exit. Gather at the designated location.
6. Only trained workers may attempt to respond to a fire or other emergency.
7. Exit doors must comply with fire safety regulations during business hours.
8. Stairways should be kept clear of items that can be tripped over and all areas under stairways that are egress routes should not be used to store combustibles.
9. Materials and equipment must not be stored against doors or exits, fire ladders or fire extinguisher stations.
10. Aisles must be kept clear at all times.
11. Work areas should be maintained in a neat, orderly manner. Trash and refuse are to be thrown in proper waste containers.
12. All spills shall be wiped up promptly.

## INJURY AND ILLNESS PREVENTION PROGRAM - CONSTRUCTION

13. Files and supplies should be stored in such a manner as to preclude damage to the supplies or injury to personnel when they are moved. Heaviest items should be stored closest to the floor and lightweight items stored above.
14. All cords running into walk areas must be taped down or inserted through rubber protectors to preclude them from becoming tripping hazards.
15. Never stack material precariously on top of lockers, file cabinets or other high places.
16. Never leave desk or cabinet drawers open that present a tripping hazard. Use care when opening and closing drawers to avoid pinching fingers.
17. Do not open more than one upper drawer at a time, particularly the top two drawers on tall file cabinets.
18. Always use the proper lifting technique. Never attempt to lift, push, pull or carry an object which is too heavy. You must contact your supervisor when help is needed to move a heavy object.
19. When carrying material, caution should be exercised in watching for and avoiding obstructions, loose material, etc.
20. All electrical equipment should be plugged into appropriate wall receptacles or into an extension of only one cord of similar size and capacity. Three-pronged plugs should be used to ensure continuity of ground.
21. Individual heaters at work areas should be kept clear of combustible materials, such as drapes, or waste from waste baskets. Newer heaters which are equipped with tip-over switches should be used.
22. Appliances, such as coffee pots and microwaves, should be kept in working order and inspected for signs of wear, heat or fraying of cords.
23. Fans used in work areas should be guarded. Guards must not allow fingers to be inserted through the mesh. Newer fans are equipped with proper guards.
24. Equipment such as scissors, staplers, etc., should be used for their intended purposes only and should not be misused as hammers, pry bars, screwdrivers, etc. Misuse can cause damage to the equipment and possible injury to the user.
25. Cleaning supplies should be stored away from edible items on kitchen shelves.
26. Cleaning solvents and flammable liquids should be stored in appropriate containers.
27. Solutions that may be poisonous or not intended for consumption should be kept in well-labeled containers.

## INJURY AND ILLNESS PREVENTION PROGRAM - CONSTRUCTION

### CODE OF SAFE PRACTICES

#### CONSTRUCTION

##### GENERAL

1. All persons shall follow these safe practices rules, render every possible aid to safe operations, and report all unsafe conditions or practices to the supervisor or superintendent.
2. Supervisors or foremen shall insist on employees observing and obeying every applicable Company, State or Federal regulation and order as is necessary to the safe conduct of the work, and shall take such action as is necessary to obtain compliance.
3. All employees shall be given frequent injury and illness prevention instructions. Instructions shall be given at least every 10 working days.
4. Anyone known to be under the influence of drugs or intoxicating substance which impair the employee's ability to safely perform the assigned duties shall not be allowed on the job while in that condition.
5. Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of the employees, shall be prohibited.
6. Work shall be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment.
7. No one shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes, that they might unnecessarily expose the employee or others to injury.
8. Employees shall not enter manholes, underground vaults, chambers, tanks, silos, or other similar places that receive little ventilation unless it has been determined that it is safe to enter.
9. Employees shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to the supervisor or superintendent.
10. Crowding or pushing when boarding or leaving any vehicle or other conveyance shall be prohibited.
11. Workers shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received instructions from their superintendent.

## INJURY AND ILLNESS PREVENTION PROGRAM - CONSTRUCTION

12. All injuries shall be reported promptly to the supervisor or superintendent so that arrangements can be made for medical or first aid treatment.
13. When lifting heavy objects, the large muscles of the leg, instead of the smaller muscles of the back, shall be used.
14. Materials, tools, or other objects, shall not be thrown from buildings or structures until proper precautions are taken to protect others from the falling objects.
15. Inappropriate footwear or shoes with thin or badly worn soles must not be worn.
16. Hand protection, such as gloves, shall be worn when there is excessive exposure to cuts, burns, or other materials that could cause injury (except where there is danger of the hand protection becoming entangled in moving machinery).
17. Hard hats shall be worn whenever overhead hazards exist and in all areas designated for hard hat use.
18. Safety glasses, goggles, or other suitable eye protection shall be worn when there is a hazard to unprotected eyes (e.g., when using a grinding wheel, etc.).
19. Employees shall cleanse themselves thoroughly after handling hazardous substances and follow special instructions from authorized sources.
20. Hod carriers should avoid the use of extension ladders when carrying loads. Such ladders may provide adequate strength, but the rung position and rope arrangement make such climbing difficult and hazardous for this trade.
21. Work shall be so arranged that employees are able to face a ladder and use both hands while climbing.
22. Gasoline shall not be used for cleaning purposes.
23. No burning, welding, or other source of ignition shall be applied to any enclosed tank or vessel, even if there are openings, until it has first been determined that no possibility of explosion exists and authority for the work is obtained from the supervisor or superintendent.
24. Any damage to scaffolds, falsework, or other supporting structures shall be immediately reported to the supervisor and repaired before use.
25. Personal fall arrest systems or restraints shall be worn when working over 7 1/2 feet above ground or surface which does not provide protected sides, edges or openings (e.g., no guardrails, etc.).

## INJURY AND ILLNESS PREVENTION PROGRAM - CONSTRUCTION

### USE OF TOOLS AND EQUIPMENT

26. All tools and equipment shall be maintained in good condition.
27. Damaged tools or equipment shall be removed from service and tagged "DEFECTIVE."
28. Pipe or Stillson wrenches shall not be used as a substitute for other wrenches.
29. Only appropriate tools shall be used for a specific job.
30. Wrenches shall not be altered by the addition of handle-extensions or "cheaters".
31. Files shall be equipped with handles and not used to punch or pry.
32. A screwdriver shall not be used as a chisel.
33. Wheelbarrows shall not be pushed with handles in an upright position.
34. Portable electric tools shall not be lifted or lowered by means of the power cord. Ropes shall be used.
35. Electric cords shall not be exposed to damage from vehicles.
36. In locations where the use of a portable power tool is difficult, the tool shall be supported by means of a rope or similar support of adequate strength.

### MACHINERY AND VEHICLES

37. Only authorized persons shall operate machinery or equipment.
38. Loose or frayed clothing, long hair, dangling ties, finger rings, etc., shall not be worn around moving machinery or other areas where they may become entangled.
39. Machinery shall not be serviced, repaired or adjusted while in operation, nor shall oiling of moving parts be attempted, except on equipment that is designed or fitted with safeguards to protect the person performing the work.
40. Where appropriate, lock-out procedures shall be used.
41. Employees shall not work under vehicles supported by jacks or chain hoists without protective blocking that will prevent injury if jacks or hoists should fail.
42. Air hoses shall not be disconnected at compressors until the hose line has been bled.
43. All excavations shall be visually inspected before backfilling to ensure that it is safe to backfill.

## INJURY AND ILLNESS PREVENTION PROGRAM - CONSTRUCTION

44. Excavating equipment shall not be operated near tops of cuts, banks, or cliffs, if employees are working below.
45. Tractors, bulldozers, scrapers and carryalls shall not operate where there is a possibility of overturning in dangerous areas like edges of deep fills, cut banks, and steep slopes.
46. When loading where there is a probability of dangerous slides or movement of material, the wheels or treads of loading equipment, other than that riding on rails, should be turned in the direction which will facilitate escape in case of danger, except in a situation where this position of the wheels or treads would cause a greater operational hazard.

### ROOFING OPERATIONS

47. Knotted hand lines should not be used.
48. Roofers tending kettles, or carrying buckets of hot tar, shall wear gloves that fit snugly at the wrists, and long-sleeved shirts fastened at the wrists.
49. At no time should a roofer, while handling or exposed to injury from hot tar, work without a shirt or appropriate footwear.
50. Appropriate portable fire extinguishers shall be kept at or near the kettle, attached, if practicable, to the tongue of the kettle, away from the danger zone.
51. Kettle covers should be equipped with a handle that projects at least fourteen inches (14") away from the surface of the cover or lid.
52. Kettle covers shall be closed and latched when in transit and the kettle should be slop-proof when cover is closed.
53. When parked, means shall be provided to prevent inadvertent movement of the kettle.
54. Ladders should be used with great caution, and roof gutters should not be depended upon for support.
55. Workers handling buckets of hot tar should not carry anything that will interfere with the safety of this operation.
56. The gallows frame shall be securely anchored before hoisting materials.
57. Only muscular power shall be used to hoist materials by means of a gallows frame. A winch or power hoist shall not be used.

## INJURY AND ILLNESS PREVENTION PROGRAM

### BLASTING OPERATIONS

58. Cases that have contained explosives shall be destroyed by burning out-of-doors. Do not burn in a stove or furnace.
59. Shoes with nails or metal plates shall not be worn in magazines or near explosives.
60. Blasting caps shall only be carried in approved containers.
61. The least amount of proper strength explosive that will do the job effectively shall be used.
62. Detonators and primers shall be separated from the explosives until it is necessary to bring together in preparing for the blast.
63. Holes loaded during a shift should be fired during that shift.
64. The operations of loading and firing should be carried out with as few workers as possible.
65. Drill holes shall be blown out and made ready before explosives are brought to the site.
66. In tamping explosives, steady, even pressure should be used.
67. For electric blasting, the following shall apply:
  - (a) Tight electrical connections.
  - (b) No short circuits or breaks in the wires.
  - (c) Enough current to fire all shots.
  - (d) A strong, properly-applied force when using a blasting machine operated by physical effort.
  - (e) Care not to damage the insulation of wires when tamping charges.
68. If misfires occur, the licensed blaster shall be contacted.



## ACKNOWLEDGEMENT OF RECEIPT AND REVIEW OF CODE OF SAFE PRACTICES

### TO ALL EMPLOYEES:

ATTACHED IS A COPY OF THE CODE OF SAFE PRACTICES. THESE GUIDELINES ARE PROVIDED FOR YOUR SAFETY.

IT IS THE RESPONSIBILITY OF

***Dan Johnson***

TO PROVIDE AND REVIEW THIS CODE WITH EACH EMPLOYEE. IT IS THE EMPLOYEE'S RESPONSIBILITY TO READ AND COMPLY WITH THIS CODE.

THE ATTACHED COPY OF THE CODE OF SAFE PRACTICES IS FOR YOU TO KEEP. PLEASE SIGN AND DATE BELOW AND RETURN ONLY THIS PAGE TO:

***Human Resources***

-----  
I HAVE READ AND UNDERSTAND THE CODE OF SAFE PRACTICES.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EMPLOYEE SIGNATURE

## INJURY AND ILLNESS PREVENTION PROGRAM - CONSTRUCTION

### NOTICE OF SAFETY INFRACTION

We consider the safety of our employees to be very important. Therefore, to prevent accidents, it is our policy to strictly enforce company safety rules. Infractions of safety rules will result in the following:

1st Infraction – Written/Verbal Warning    3rd Infraction – 3 to 5 Day Suspension  
2nd Infraction – Written Warning    4th Infraction – Dismissal

**you have been observed  
working in the**

\_\_\_\_\_  
**Name**

**following unsafe manner, contrary to company safety rules:**

**This is your**

☐

**First Infraction**

☐

**Second  
Infraction**

☐

**Third  
Infraction**

☐

**Fourth  
Infraction**

Action taken, therefore is:

\_\_\_\_\_

\_\_\_\_\_  
**Supervisor**

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
**Employee**

\_\_\_\_\_  
*Date*

**Note:** These suggested disciplinary measures should be reviewed in the context of any collective bargaining agreement which may exist. It is strongly recommended that you consult a labor attorney before instituting any employee disciplinary policy.

## INJURY AND ILLNESS PREVENTION PROGRAM - CONSTRUCTION

### EMPLOYEE SAFETY INFORMATION FORM

This form can be used by employees who wish to provide a safety suggestion, or report an unsafe workplace condition or practice.

Description of Unsafe Condition or Practice:

Causes or Other Contributing Factors:

Employee's Suggestion for Improving Safety:

Has This Matter Been Reported to the Area Supervisor? ☐ Yes ☐ No

Employee Name (Optional) \_\_\_\_\_

Department \_\_\_\_\_

Date \_\_\_\_\_

ACTION

(For Office Use)

<input type="checkbox"/>	Accepted Date		Proposed Completion Date	
<input type="checkbox"/>	Denied Date		Actual Completion Date	

Reason(s)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

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

The employer will investigate any report as required by the Injury and Illness Protection Program Standard (8 CCR §3203) and **advise the employee who provided the information or the workers in the area** of the employer's response.

## INJURY AND ILLNESS PREVENTION PROGRAM - CONSTRUCTION

<b><u>REPORT OF SAFETY MEETING</u></b> <b><u>INFORME SOBRE LA REUNION DE ASUNTOS DE SEGURIDAD</u></b>			
Employer/Patron			
Job Location/Ubicación Del Trabajo - Department/Departamento		Date/Fecha	
Incident/Injury or Illness Reviewed/Investigación de Incidentes/Lesiones o Enfermedades	Employee's Name/Signature-Nombre Del Empleado Firma		
	1		
	2		
	3		
	4		
Subjects Discussed/Temas Discutidos	5		
	6		
	7		
	8		
	9		
Suggestions/Sugerencias- Recommendations/Recomendaciones	10		
	11		
	12		
	13		
	14		
	15		
Action Taken/Supervisor's Comments Medidas Tomadas Comentarios del Supervisor	16		
	17		
	18		
	19		
	20		
	21		
Supervisor's Name/Nombre Del Supervisor-Signature/Firma			

## INJURY AND ILLNESS PREVENTION PROGRAM - CONSTRUCTION

<b>MINUTES OF SAFETY COMMITTEE MEETING</b>						
<input type="checkbox"/>	Central Committee	<input type="checkbox"/>	Departmental Committee	Dept. (if applicable)	Date of Meeting	Time of Meeting
<div style="display: flex; justify-content: space-between;"> <span>Chairman _____</span> <span>Secretary _____</span> </div>					Date of Next Meeting	
<b>Committee Members and Guests</b>	Name			Position/Department		
<b>Pending Business</b>	General					
<b>Prior Recommendations</b>	Completed Since Last Meeting					
	Under Consideration					
	Dropped (recommendation number, reason)					

## INJURY AND ILLNESS PREVENTION PROGRAM

<b>Accidents and New Recommendations</b>	Accidents (date, name, descriptions)
	New Recommendations
<b>Other Safety Activities</b>	Items That Should Receive Publicity
	New
<div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%; border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="width: 45%; border-bottom: 1px solid black; margin-bottom: 5px;"></div> </div> <div style="display: flex; justify-content: space-between;"> <span>Signature Committee Secretary</span> <span>Date</span> </div>	
For Committee Use:	
<input type="checkbox"/> Reviewed Department Inspection Reports <input type="checkbox"/> Copy Sent To Central Committee	

## OPTION 1

This report is to be completed by the supervisor and the new employee ( or reassign)  
within ~~AAAAAAAAAAAAAA~~ days after employment (or reassignment) and filed with

(name)

EMPLOYEE				
DATE EMPLOYED (Reassigned)	RECORD DATE (Completed)	First	Middle PRINT NAME	Last

[illegible]

## OUTLINE EMPLOYEE'S PAST WORK EXPERIENCE

ASK EMPLOYEE "Can you perform this job with or without reasonable accommodation? If a reasonable accommodation is necessary, please describe the type of accommodation needed."

DID EMPLOYEE HAVE A PRE-PLACEMENT PHYSICAL? ☐ YES ☐ NO

IF YES, ANY WORK RESTRICTIONS INDICATED?

THE SUPERVISOR AND THE NEW EMPLOYEE ARE TO REVIEW THE FOLLOWING SAFETY CONCERNS, CHECK AND DISCUSS THOSE WHICH APPLY:

## CHECK OFF

**DISCUSS WHERE APPROPRIATE**

- ☐ 1. Applicable Company, State and Federal safety policies and programs
- ☐ 2. Applicable Company, State and Federal safety rules, both general and specific to job the assignment
- ☐ 3. Company safety rule enforcement procedures
- ☐ 4. Use of tools and equipment
- ☐ 5. Proper guarding of equipment
- ☐ 6. Proper work shoes and other personal protective equipment, as needed
- ☐ 7. Handling of product

**CHECK OFF****DISCUSS WHERE APPROPRIATE**

- ☐ 8. Use of specific lifting equipment, such as hoists, hand truck, etc. \_\_\_\_\_
- ☐ 9. How, when and where to report injuries \_\_\_\_\_
- ☐ 10. Importance of housekeeping \_\_\_\_\_
- ☐ 11. Special hazards of job \_\_\_\_\_
- ☐ 12. When and where to report unsafe conditions \_\_\_\_\_
- ☐ 13. Emergency procedures \_\_\_\_\_
- ☐ 14. Employee responsibility for the prevention of injuries and illnesses \_\_\_\_\_
- ☐ 15. The law that only work related injuries are covered by workers' compensation \_\_\_\_\_
- ☐ 16. Training on any toxic material employee might be exposed to \_\_\_\_\_
- ☐ 17. Fire Safety \_\_\_\_\_
- ☐ 18. Safe operation of following vehicle(s) \_\_\_\_\_
- ☐ 19. Company policy on medical treatment for work related injuries \_\_\_\_\_
- ☐ 20. Employee is to receive special additional instruction and guidance from \_\_\_\_\_
  
- ☐ 21. Supervisor will adequately and frequently review performance of new employees. Superior behavior will be rewarded and substandard behavior will be corrected \_\_\_\_\_
- ☐ 22. Probationary period is from \_\_\_\_\_ to \_\_\_\_\_
- ☐ 23. Supervisor will formally review employee's performance on \_\_\_\_\_  
(mark calendar)
- ☐ 24. Employee agrees to fully cooperate with the safety efforts of the employer, follow all safety rules and use good judgment concerning safe work behavior \_\_\_\_\_
- ☐ 25. **Add** other items that apply to your specific operations or other Cal/OSHA required training \_\_\_\_\_

**SIGNED**\_\_\_\_\_  
**Supervisor**\_\_\_\_\_  
**Date**\_\_\_\_\_  
**Employee**\_\_\_\_\_  
**Date**



## EMPLOYEE SAFETY TRAINING RECORD

### OPTION 2

This report is to be completed by the supervisor and the new employee ( or reassign) within \_\_\_\_\_ days after employment (or reassignment) and filed with

\_\_\_\_\_  
(name)

\_\_\_\_\_  
NAME

\_\_\_\_\_  
DATE HIRED

\_\_\_\_\_  
TYPE OF WORK

ASK EMPLOYEE "Can you perform this job with or without reasonable accommodation? If a reasonable accommodation is necessary, please describe the type of accommodation needed."

DID EMPLOYEE HAVE A PRE-PLACEMENT PHYSICAL?

☐

YES

☐

NO

IF YES, ANY WORK RESTRICTIONS INDICATED? \_\_\_\_\_

**The SUPERVISOR is to go over the following safety concerns (where applicable) with the new employee:**

- ☐ 1. High priority this company gives to safety \_\_\_\_\_
- ☐ 2. Maintaining good standards of housekeeping, especially regarding \_\_\_\_\_
- ☐ 3. Must use mechanical means of lifting and carrying whenever possible to avoid back strains. Those available:
  - ☐ cart(s)      ☐ wheelbarrow(s)      ☐ hoist(s) \_\_\_\_\_
  - ☐ jack(s)      ☐ hand trucks      ☐ other \_\_\_\_\_
- ☐ 4. When lifting by hand, get yourself in a comfortable position, bend at the knees, and get close to the load. Lift with your leg muscles and not your weaker back muscles. Do not lift especially heavy materials by yourself. \_\_\_\_\_
- ☐ 5. Maintain safety guard and electrical grounding on the following power tools and/or equipment \_\_\_\_\_
- ☐ 6. Chemicals or other health hazards \_\_\_\_\_

**The SUPERVISOR is to go over the following safety concerns (where applicable) with the new employee**  
(Cont'd.)

- ☐ 7. Personal protective equipment that must sometimes be worn (when, where, and why):
  - ☐ goggles/face shields      ☐ ear plugs/muffs      ☐ hardhat
  - ☐ safety shoes/boots      ☐ dust mask respirator      ☐ other
- ☐ 8. Safe operation of the following vehicles
- ☐ 9. In addition to this general safety checklist, the new employee is aware of the specific safety rules regarding
- ☐ 10. Fire extinguisher(s) located
- ☐ 11. First-aid kit(s) located
- ☐ 12. Hospital or clinic for emergency treatment
- ☐ 13. Report all injuries immediately to
- ☐ 14. Report unsafe conditions immediately to
- ☐ 15. Possible disciplinary action for ignoring safety rules (1st time, 2nd time, etc.)
- ☐ 16. Positive safety incentives for good safety record (company recognition, time off, bonuses, etc.)
- ☐ 17. **Add** other items that apply to your specific operations or other Cal/OSHA required training.

This record is important in helping you, our new employee get off to a good start with our company as far as safety is concerned. We will go over this record again in weeks/months.

**SIGNED**

\_\_\_\_\_  
Supervisor      Date

\_\_\_\_\_  
Employee      Date

17701 (New 2-92)

**REPORT OF SAFETY MEETING****INFORME SOBRE LA REUNION DE ASUNTOS DE SEGURIDAD**

Employer/Patron			
Job Location/Ubicación Del Trabajo - Department/Departamento		Date/Fecha	
Incident/Injury or Illness Reviewed/Investigación de Incidentes/Lesiones o Enfermedades	Employee's Name/Signature-Nombre Del Empleado Firma		
	1		
	2		
	3		
	4		
Subjects Discussed/Temas Discutidos	5		
	6		
	7		
	8		
	9		
Suggestions/Sugerencias- Recommendations/Recomendaciones	10		
	11		
	12		
	13		
	14		
Action Taken/Supervisor's Comments Medidas Tomadas Comentarios del Supervisor	15		
	16		
	17		
	18		
	19		
	20		
	21		
Supervisor's Name/Nombre Del Supervisor-Signature/Firma			

SCIF 17653 (Rev. 2-92) **STATE COMPENSATION INSURANCE FUND**

**INSTRUCTIONS:** Keep your meetings brief. Cover only one subject. Use an object to focus employee attention.

**NOTE:** In addition, you should note this training on individual employee training records.

## INDIVIDUAL EMPLOYEE TRAINING RECORD

Safety Training must be provided for employees in the performance of their duties.  
Use this form to document any and all employee training.

NAME			
DEPARTMENT			
TRAINING TOPIC	Date Training Completed	Initials	
		Trainer	Employee

## SECTIONS IV & IIV IDENTIFICATION AND CORRECTION OF HAZARDS

### IDENTIFICATION AND CONTROL OF HAZARDS

To maintain a safe and healthful workplace, Cal/OSHA requires that you:

- ☐ Use the Safety and Health Standards to help you identify hazards which exist now or could develop.
- ☐ Institute procedures to control these hazards and take action to eliminate them.

You are required to:

- ☐ Indicate the frequency of inspections
- ☐ Identify the person responsible for conducting inspections and correcting unsafe conditions in all work areas
- ☐ Conduct inspections whenever new substances, processes, procedures or equipment are introduced into the workplace that represent a new occupational safety and health hazard
- ☐ Conduct inspections whenever a new or previously unrecognized hazard is identified.

Whenever an unsafe or unhealthy condition, practice, or procedure is observed, discovered, or reported, the assigned person must take appropriate corrective measures in a timely manner based upon the severity of the hazard. Employees must be informed of the hazard and interim protective measures taken until the hazard is corrected. Use the Cal/OSHA standards as guidelines to assist in instituting control procedures to:

- ☐ Eliminate hazards from machines, processes, material, or work site structures.
- ☐ Abate hazards by controlling exposures to it or guarding against it at its source.
- ☐ Train personnel to be aware of hazards and to follow safe work practices and procedures.
- ☐ Prescribe signs and personal protective equipment for warning and shielding employees against hazards.

## FACILITY INSPECTIONS

\_\_\_\_\_ inspections are to be conducted prior to each meeting  
by all \_\_\_\_\_  
*weekly/monthly* *supervisors/committee members*

Problems identified by each inspection will be corrected immediately, or by a  
specified time to be determined by \_\_\_\_\_

Results of inspections will be reviewed by \_\_\_\_\_  
Also, \_\_\_\_\_ inspection results will be discussed during  
and addressed according to priority. \_\_\_\_\_  
*weekly/monthly* *company safety meetings.*

**Employees are encouraged to discuss and bring forward their ideas and thoughts regarding any safety items mentioned or of concern to them.**

## VEHICLE AND POWER EQUIPMENT INSPECTIONS

All company vehicles and individual power machinery will be inspected daily by their operators. Inspection forms are available from \_\_\_\_\_ for documenting inspections of all company vehicles, to include:

<i>Name/Number of Vehicle or Machinery/Equipment</i>

## HAZARD CHECKLIST

The following blank Hazard Checklist form should be used to develop an inspection list for your company. This form is also useful whenever employees are introduced to:

- ☐ New equipment
- ☐ New substances
- ☐ New processes
- ☐ New or revised procedures
- ☐ When a new or previously unrecognized hazard is observed

### INSTRUCTIONS:

1. Use your own experience to develop a hazard inspection checklist for your work area.
2. The items should be specific and clear enough so that anyone in your department can check off the items listed.
3. Once you have completed the list, make copies so that a new list does not have to be made every time you do an inspection.
4. This list should be made part of your Injury and Illness Prevention Program.
5. When doing the inspection, check either the "Satisfactory" box (indicating that the item was in good repair or working order) or the "Needs Attention" box (indicating the item was not in good repair and needs corrections).
6. The "Target Date for Correction" and "Date Corrected" boxes are used for follow-up inspections or to note that the item has been corrected. Follow-up inspections and corrections should be made on a timely basis.
7. Once the inspection is done, a copy of it should be kept in the safety file. All inspections, accident investigation findings, and recommendations, shall be communicated to the employees and records maintained by your company for a minimum of 3 years.

The "Hazard Checklist" form that appears in the Hazard Checklists Index found at the end of this section should be used to document inspections. These checklists are not inclusive. Add appropriate items or delete those that do not apply to your operations. For assistance in developing checklists best suited to your operation, contact your State Fund district office.



<div>STATE COMPENSATION INSURANCE FUND Loss Control Services</div>	HAZARD CHECKLIST					
	<div></div> <div>(Fill in Topic)</div>					
This form can also be used for: <div>- New equipment   - New processes - New substances   - New or revised procedures - New or previously unrecognized hazards</div>			Satisfactory	Needs Attention	Target Date for Completion	Date Completed

	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		

<div></div> <div>Name</div>	<div></div> <div>Date</div>
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HAZARD	Satisfactory	Needs Attention	Target Date for Completion	Date Completed
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***Carpenters Checklist:***

Portable power saw blade upper half is permanently guarded; and the bottom half has a hinged guard.	<input type="checkbox"/>	<input type="checkbox"/>		
Radial arm and table saws have anti-kickback devices installed.	<input type="checkbox"/>	<input type="checkbox"/>		
Exposed saw teeth are covered by hoods or guards.	<input type="checkbox"/>	<input type="checkbox"/>		
Safety devices are installed on all pneumatic nailers and staplers operating at over 100 psi.	<input type="checkbox"/>	<input type="checkbox"/>		
Employees are trained in proper saw use and safety before working unsupervised.	<input type="checkbox"/>	<input type="checkbox"/>		
Pneumatic tools are disconnected from air supplies when not in use.	<input type="checkbox"/>	<input type="checkbox"/>		
Pneumatic tool is not operated within 10 feet of another employee.	<input type="checkbox"/>	<input type="checkbox"/>		
Safety glasses with side shields are worn at all times.	<input type="checkbox"/>	<input type="checkbox"/>		
Make sure employees do not block off or remove any guard or safety device.	<input type="checkbox"/>	<input type="checkbox"/>		
<b><i>Excavators Checklist:</i></b>				
A permit has been issued by Cal/OSHA for excavation deeper than 5 feet.	<input type="checkbox"/>	<input type="checkbox"/>		
Walls of trenches and excavations are shored, benched or sloped to avoid cave-ins.	<input type="checkbox"/>	<input type="checkbox"/>		
Spoils piles are at least 2 feet from the edge of any excavation.	<input type="checkbox"/>	<input type="checkbox"/>		
Excavations are not dug near building foundations, walls and sidewalks.	<input type="checkbox"/>	<input type="checkbox"/>		
Physical barriers are erected around excavations.	<input type="checkbox"/>	<input type="checkbox"/>		

<hr style="border: none; border-top: 1px solid black;"/> Name	<hr style="border: none; border-top: 1px solid black;"/> Date
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<b>Excavators Checklist (Cont'd.):</b>				
Before digging, USA must be contacted if underground utilities are possible and property owners contacted to identify hidden utilities.	<input type="checkbox"/>	<input type="checkbox"/>		
Employees do not ride in power shovels, backhoe buckets or other equipment not designated for this purpose.	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Glaziers and Painters Checklists:</b>				
Proper ladder is used for the job.	<input type="checkbox"/>	<input type="checkbox"/>		
Ladders are placed so that the side rails have secure footing.	<input type="checkbox"/>	<input type="checkbox"/>		
Top of the ordinary types of step ladders are not used as steps.	<input type="checkbox"/>	<input type="checkbox"/>		
Ladders are not placed on boxes or other unstable bases to gain height.	<input type="checkbox"/>	<input type="checkbox"/>		
The ladders always extend 3 feet above roof when climbing to the roof of a building.	<input type="checkbox"/>	<input type="checkbox"/>		
Ladders are not placed in front of a door unless the door is guarded, locked or blocked open.	<input type="checkbox"/>	<input type="checkbox"/>		
Ladders are not placed against a window.	<input type="checkbox"/>	<input type="checkbox"/>		
Employees do not climb higher than the third rung from the top on straight ladders, nor the second tread from the top of step ladders.	<input type="checkbox"/>	<input type="checkbox"/>		

_____	_____
Name	Date

17560 (New 2-92)

## HAZARD CHECKLIST EMERGENCY ACTION PLAN

The following blank Hazard Checklist form should be used to develop an inspection list for your company. This form is also useful whenever employees are introduced to:

- ☐ New equipment
- ☐ New substances
- ☐ New processes
- ☐ New or revised procedures
- ☐ When a new or previously unrecognized hazard is observed

### INSTRUCTIONS:

1. Use your own experience to develop a hazard inspection checklist for your work area.
2. The items should be specific and clear enough so that anyone in your department can check off the items listed.
3. Once you have completed the list, make copies so that a new list does not have to be made every time you do an inspection.
4. This list should be made part of your Injury and Illness Prevention Program.
5. When doing the inspection, check either the "Satisfactory" box (indicating that the item was in good repair or working order) or the "Needs Attention" box (indicating the item was not in good repair and needs corrections).
6. The "Target Date for Correction" and "Date Corrected" boxes are used for follow-up inspections or to note that the item has been corrected. Follow-up inspections and corrections should be made on a timely basis.
7. Once the inspection is done, a copy of it should be kept in the safety file. All inspections, accident investigation findings, and recommendations, shall be communicated to the employees and records maintained by your company for a minimum of 3 years.

The "Hazard Checklist" form that appears in the Hazard Checklists Index found at the end of this section should be used to document inspections. These checklists are not inclusive. Add appropriate items or delete those that do not apply to your operations. For assistance in developing checklists best suited to your operation, contact your State Fund district office.

HAZARD	Satisfactory	Needs Attention	Target Date for Completion	Date Completed
Are all worksites clean and orderly?	<input type="checkbox"/>	<input type="checkbox"/>		
Are work surfaces kept dry or appropriate means taken to assure that surfaces are slip-resistant?	<input type="checkbox"/>	<input type="checkbox"/>		
Are all spilled materials or liquids cleaned up immediately?	<input type="checkbox"/>	<input type="checkbox"/>		
Is combustible scrap, debris and waste stored safely and removed from the worksite promptly?	<input type="checkbox"/>	<input type="checkbox"/>		
Are accumulations of combustible dust routinely removed from elevated surfaces including the overhead structure of buildings?	<input type="checkbox"/>	<input type="checkbox"/>		
Is combustible dust cleaned up with a vacuum system to prevent the dust from going into suspension?	<input type="checkbox"/>	<input type="checkbox"/>		
Is metallic or conductive dust prevented from entering or accumulating on or around electrical enclosures or equipment?	<input type="checkbox"/>	<input type="checkbox"/>		
Are covered metal waste cans used for oily and paint-soaked waste?	<input type="checkbox"/>	<input type="checkbox"/>		
Are all oil and gas fired devices equipped with flame failure controls that will prevent flow of fuel if pilots or main burners are not working?	<input type="checkbox"/>	<input type="checkbox"/>		
Are paint spray booths, dip tanks, etc., cleaned regularly?	<input type="checkbox"/>	<input type="checkbox"/>		
Are the minimum number of toilets and washing facilities provided?	<input type="checkbox"/>	<input type="checkbox"/>		
Are all toilets and washing facilities clean and sanitary?	<input type="checkbox"/>	<input type="checkbox"/>		

HAZARD	Satisfactory	Needs Attention	Target Date for Completion	Date Completed
--------	--------------	-----------------	----------------------------	----------------

Are all work areas adequately illuminated and ventilated?	<input type="checkbox"/>	<input type="checkbox"/>		
All pits and floor openings covered or otherwise guarded?	<input type="checkbox"/>	<input type="checkbox"/>		
Are tools and materials adequately stored?	<input type="checkbox"/>	<input type="checkbox"/>		
Are flammable liquids stored in approved containers?	<input type="checkbox"/>	<input type="checkbox"/>		
Are all flammable wastes disposed of promptly?	<input type="checkbox"/>	<input type="checkbox"/>		
Are vacuum cleaners, floor polishers and other equipment in good repair?	<input type="checkbox"/>	<input type="checkbox"/>		
Are electrical tools properly grounded?	<input type="checkbox"/>	<input type="checkbox"/>		
Is broken glass properly handled and disposed of?	<input type="checkbox"/>	<input type="checkbox"/>		
Is protective clothing used when required?	<input type="checkbox"/>	<input type="checkbox"/>		
Are waste materials deposited in metal containers and emptied on a regular basis?	<input type="checkbox"/>	<input type="checkbox"/>		
Are floor areas roped off when being mopped, waxed, etc.?	<input type="checkbox"/>	<input type="checkbox"/>		
Are proper tools used on each job?	<input type="checkbox"/>	<input type="checkbox"/>		
Are ladders and stools equipped with safety treads?	<input type="checkbox"/>	<input type="checkbox"/>		
Are employees regularly warned of hazards in certain areas?	<input type="checkbox"/>	<input type="checkbox"/>		
Are employees instructed on proper use and handling of acids, poisons, insecticide, etc.?	<input type="checkbox"/>	<input type="checkbox"/>		

17642 (Rev. 2-92)

_____	_____
Name	Date

HAZARD	Satisfactory	Needs Attention	Target Date for Completion	Date Completed
--------	--------------	-----------------	----------------------------	----------------

Is there safe clearance for equipment through aisles and doorways?	<input type="checkbox"/>	<input type="checkbox"/>		
Are aisleways designated, permanently marked, and kept clear to allow unhindered passage?	<input type="checkbox"/>	<input type="checkbox"/>		
Are motorized vehicles and mechanized equipment inspected daily or prior to use?	<input type="checkbox"/>	<input type="checkbox"/>		
Are vehicles shut off and brakes set prior to loading or unloading?	<input type="checkbox"/>	<input type="checkbox"/>		
Are containers of combustibles or flammables, when stacked while being moved, always separated by dunnage sufficient to provide stability?	<input type="checkbox"/>	<input type="checkbox"/>		
Are dock boards (bridge plates) used when loading or unloading operations are taking place between vehicles and docks?	<input type="checkbox"/>	<input type="checkbox"/>		
Are trucks and trailers secured from movement during loading and unloading operations?	<input type="checkbox"/>	<input type="checkbox"/>		
Are dock plates and loading ramps constructed and maintained with sufficient strength to support imposed loading?	<input type="checkbox"/>	<input type="checkbox"/>		
Are hand trucks maintained in safe operating condition?	<input type="checkbox"/>	<input type="checkbox"/>		
Are chutes equipped with sideboards of sufficient height to prevent materials being handled from falling off?	<input type="checkbox"/>	<input type="checkbox"/>		
Are chutes and gravity roller sections firmly placed or secured to prevent displacement?	<input type="checkbox"/>	<input type="checkbox"/>		
At the delivery end of rollers of chutes, are provisions made to brake the movement of the handled materials?	<input type="checkbox"/>	<input type="checkbox"/>		
Are pallets usually inspected before being loaded or moved?	<input type="checkbox"/>	<input type="checkbox"/>		
Are securing chains, ropes, choker or slings adequate for the job to be performed?	<input type="checkbox"/>	<input type="checkbox"/>		

_____	_____
<i>Name</i>	<i>Date</i>

## Employer Instructional Page



Loss Control Services

### MATERIAL HANDLING

17584 (New 2-92)

Are hooks with safety latches or other arrangements used when hoisting materials so that slings or load attachments won't accidentally slip off the hoist hooks?	<input type="checkbox"/>	<input type="checkbox"/>		
When hoisting material or equipment, are provisions made to assure no one will be passing under the suspended loads?	<input type="checkbox"/>	<input type="checkbox"/>		
Are material safety data sheets available to employees handling toxic materials?	<input type="checkbox"/>	<input type="checkbox"/>		

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Date*



HAZARD	Satisfactory	Needs Attention	Target Date for Completion	Date Completed
--------	--------------	-----------------	----------------------------	----------------

**General Work Area Checklist:**

Fire extinguisher areas are kept clear at all times.	<input type="checkbox"/>	<input type="checkbox"/>		
Means of egress are kept unblocked, well-lighted and unlocked during work hours.	<input type="checkbox"/>	<input type="checkbox"/>		
Excessive combustibles (paper) are not stored in work areas.	<input type="checkbox"/>	<input type="checkbox"/>		
Electrical machinery in good condition and properly grounded.	<input type="checkbox"/>	<input type="checkbox"/>		
Electric cords and phone cables secured to prevent tipping hazards.	<input type="checkbox"/>	<input type="checkbox"/>		
Aisles and hallways are kept clear at all times.	<input type="checkbox"/>	<input type="checkbox"/>		
Stairways equipped with non-slip tread and handrails.	<input type="checkbox"/>	<input type="checkbox"/>		
Safety treads provided on all step-stools and step-ladders.	<input type="checkbox"/>	<input type="checkbox"/>		
Designated employees are trained to respond to a fire or other emergency.	<input type="checkbox"/>	<input type="checkbox"/>		
Hot plates, coffee makers, and portable heaters are properly wired and turned off when not in use.	<input type="checkbox"/>	<input type="checkbox"/>		

**Clerical/Administrative Checklist:**

For VDT work stations, background and screen lighting are compatible and adjustable.	<input type="checkbox"/>	<input type="checkbox"/>		
VDT screen positions, chairs, and keyboard are adjustable.	<input type="checkbox"/>	<input type="checkbox"/>		
Employee training on preventing problems associated with VDT use.	<input type="checkbox"/>	<input type="checkbox"/>		
Workplaces are kept free of debris, floor storage and electrical cords.	<input type="checkbox"/>	<input type="checkbox"/>		
Adequate aisle space is maintained.	<input type="checkbox"/>	<input type="checkbox"/>		
File cabinet drawers are anchored to prevent tipping and are opened one at a time and closed when work is finished.	<input type="checkbox"/>	<input type="checkbox"/>		
Heaviest material stored in bottom drawers of file cabinets.	<input type="checkbox"/>	<input type="checkbox"/>		

<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Name	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Date
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17638 (Rev. 2-92)

<b><i>Clerical/Administrative Checklist (cont'd):</i></b>				
Proper lifting techniques are used by employees to avoid overexertion and strain when lifting and carrying loads.	<input type="checkbox"/>	<input type="checkbox"/>		
<b><i>Delivery/Messenger Checklist :</i></b>				
Defensive driving is practiced by employees and seat belts and shoulder harnesses are worn at all times.	<input type="checkbox"/>	<input type="checkbox"/>		
No alcohol or any intoxicating substance prior to or during work.	<input type="checkbox"/>	<input type="checkbox"/>		
Vehicles are locked when unattended to avoid criminal misconduct.	<input type="checkbox"/>	<input type="checkbox"/>		
Vehicles are parked in legal spaces and do not obstruct traffic.	<input type="checkbox"/>	<input type="checkbox"/>		
The speed limit that is safe for conditions is not exceeded.	<input type="checkbox"/>	<input type="checkbox"/>		
Employees park their vehicles in well-lighted areas and/or near entrances to avoid criminal misconduct.	<input type="checkbox"/>	<input type="checkbox"/>		



HAZARD CHECKLIST

\_\_\_\_\_  
(Fill in Topic)

This form can also be used for:  
- New equipment   - New processes  
- New substances   - New or revised procedures  
- New or previously unrecognized hazards

Satisfactory

Needs Attention

Target Date  
for Completion

Date  
Completed

	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

# INJURY AND ILLNESS INVESTIGATION

Cal/OSHA requires that occupational injuries and illness be investigated in accordance with established procedures. We recommend that you document the entire process from investigation through corrective actions.

Injury and illness investigation is an essential element of an Injury and Illness Prevention Program. The purpose of the injury and illness investigation is to determine what factors, conditions, and/or practices contributed, so that the proper action can be taken to prevent a recurrence. Minor incidents or close calls should be investigated since they are usually a warning of potential hazards that could result in serious injuries or illness to employees.

A complete injury and illness investigation includes gathering data, making an objective evaluation of facts, statements and related information, and finally, developing a definite plan to prevent recurrence.

To assure that meaningful data will be obtained, all management personnel should be familiar with injury and illness investigation techniques. In particular, each line supervisor should be well versed in injury and illness investigation procedures, as well as be the key person in the accident investigation.

It is essential that injuries and illnesses be investigated as soon as possible while facts are still clear and more details can be remembered. Timely investigations also help make injury and illness reconstruction easier.

## ASSIGNMENT OF RESPONSIBILITY FOR INJURY OR ILLNESS INVESTIGATION

\_\_\_\_\_ will investigate the injury or illness  
(assigned person)  
for the purpose of determining the cause or causes. All investigations will be conducted  
within \_\_\_\_\_hours/days of the incident. Documentation of the accident will be  
done using \_\_\_\_\_ form.  
to determine what corrective action(s) should be taken.

This report will be reviewed by \_\_\_\_\_  
(assigned person)

Injury and illness investigation findings and recommendations will be communicated to the  
employees utilizing the methods outlined in the company Injury and Illness Prevention  
Program.

\_\_\_\_\_  
President/Owner

\_\_\_\_\_  
Date

## BASIC RULES FOR INJURY OR ILLNESS INVESTIGATION

- The purpose of an investigation is to find the cause of an injury or illness, and to prevent future occurrences, while avoiding fault finding. An unbiased approach is necessary to obtain objective findings.
- Visit the scene as soon as possible (when it is safe to do so) — while facts are fresh and before witnesses forget important details.
- If possible, interview the injured worker at the scene.
- All interviews should be conducted as privately as possible. Interview witnesses one at a time. Talk with anyone who has knowledge of the injury or illness even if they did not actually witness it.
- Consider taking signed statements in cases where facts are unclear or there is an element of controversy.
- Document details graphically. Use sketches, diagrams and photos as needed, and take measurements when appropriate.
- Focus on causes and hazards. Develop an analysis of what happened, how it happened and how it could have been prevented. Determine what caused the incident itself, not just the injury.
- Every investigation should include an action plan. How will you prevent such injuries or illnesses in the future?
- If a third party or defective product contributed to the injury, save any evidence. It could be critical to the recovery of claims costs.
- Every employer shall report immediately (within 8 hours) to the nearest District Office of the Division of Occupational Safety and Health any serious injury or illness, or death, of an employee. Serious injury or illness means any injury or illness which requires inpatient hospitalization for more than 24 hours for other than observation, or in which an employee suffers a loss of any member of the body, or suffers any serious degree of permanent disfigurement. Supervisors must give an injured employee a claim form within 24 hours of knowledge of injury.

ORIGINAL - MAIN OFFICE COPY

**SUPERVISOR'S REPORT OF INJURY OR ILLNESS**  
**REPORTE DEL SUPERVISOR DE LA LESION O ENFERMEDAD**

Employer/Patron

Division/División

Name of Injured/Nombre Del Lesionado

Occupation/Ocupación

Date of Injury/Illness/Fecha de Lesiones/Enfermedades

Hour/Hora

Month/Day/Year

A.M.

P.M.

Name and Address of Physician/Nombre Y Dirección Del Doctor

Refer to the *Basic*  
Rules For Injury  
and Illness  
Investigation

Nature of Injury/Clase De Accidente

(Page VII-3)

Did Injured Leave  
Work? ¿Se Fue Del  
Trabajo El Lesionado?

Date/Fecha

Hour/Hora

A.M.

P.M.

Was Injured Acting in Regular Line of Duty?/¿Se Ocupaba En Su Puesto Regular?

Where Did The Injury/Illness Occur?/¿Donde Sucedio de Lesiones/Enfermedades?

What Steps Should Be Taken To Prevent A Similar Injury or Illness?  
¿Que Deberia De Hacer Para Prevenir de Lesiones/Enfermedades?

Date/Fecha

Supervisor's Signature/Firma Del Supervisor

**STATE COMPENSATION INSURANCE FUND**

SCIF 17609 (Rev. 10-82)

## EMPLOYEE'S REPORT OF INJURY/EXPOSURE

Employees's Name \_\_\_\_\_

Job Position/Title \_\_\_\_\_

Shift Hours \_\_\_\_\_ Days Off \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Date And Time of Injury \_\_\_\_\_ Location \_\_\_\_\_

Task Being Performed When Injury Occurred \_\_\_\_\_

Date, Time Injury Reported \_\_\_\_\_ To Whom? \_\_\_\_\_

Name(s) Of Witness(es) \_\_\_\_\_

Witness(es) Comments \_\_\_\_\_

Describe How The Injury Occurred \_\_\_\_\_

What Part Of The Body Was Injured \_\_\_\_\_

Describe The Injuries In Detail \_\_\_\_\_

Date, Time You First Sought Medical Attention \_\_\_\_\_

Name Of Doctor and/or Hospital \_\_\_\_\_

Could Anything Be Done To Prevent Injuries/Illnesses Of This Type? If So, What?

\_\_\_\_\_

\_\_\_\_\_  
Signature of Employee Date



## **SAFETY AND HEALTH RECORDKEEPING**

No operation can be successful without adequate recordkeeping, which enables you to learn from past experience and make corrections for future operations. Records of incidents, work-related injuries, illnesses and property losses serve a valuable purpose.

Under Cal/OSHA recordkeeping requirements, information on injuries and illnesses is gathered and stored. Upon review, causes can be identified and control procedures instituted to prevent the illness or injury from recurring. Keep in mind that any inspection of your workplace may require you to demonstrate the effectiveness of your program.

### **INJURY AND ILLNESS RECORDS**

Injury and illness recordkeeping requirements under Cal/OSHA require a minimum amount of paperwork. See "Appendices" for sample forms. These records give you one measure for evaluating the success of your safety and health activities. Success would generally mean a reduction or elimination of employee injuries or illnesses during a calendar year.

During the year, periodically review these records to see where your injuries and illnesses are occurring and in what numbers. Look for any patterns or repeat situations. These records can help you identify hazardous areas in your workplace and pinpoint where immediate corrective action is needed.

### **EXPOSURE RECORDS**

Injury and Illness records may not be the only records you will need to maintain. Certain Cal/OSHA standards which deal with toxic substances and hazardous exposures require records of employee exposure to these substances and sources, physical examination reports, employment records, etc.

Employers using any of the regulated carcinogens have additional reporting and recordkeeping requirements. See Title 8 of the *California Code of Regulations* for details.

## **DOCUMENTATION OF YOUR ACTIVITIES**

Essential records, including those legally required for workers' compensation, insurance audits, and government inspections must be maintained for as long as the actual need exists.

You are now required to keep written records of your activities, such as policy statements, training sessions for management and employees (specify the name of trainer and trainee(s), topics and dates, etc.), safety and health meetings held, information distributed to employees, medical arrangements made, scheduled and periodic inspections (specifying inspector's name, findings and corrections, etc.). These training and inspection records must be maintained at least three years.

lly, written records affords an efficient means to review your current safety and health activities for better control of your operations and to plan future improvements.

# GUIDELINES FOR RECORDKEEPING

Records will be kept of all safety program activities, and may include:

- Initial orientation training
- Job descriptions and/or job analysis
- Safety meetings
- Training schedule for each employee
- Injury or illness investigation
- Employee and employer claim forms
- Cal/OSHA required records [Form 300, medical exposure records, injury reports (Form 301 which is the same as SCIF Form 3067)]
- Inspections performed, in-house, and any performed by outside agencies
- Disciplinary actions
- Safety Committee meetings
- Vehicle inspection forms
- DMV driving records
- CPR/First Aid training

At least one copy of all the above records will be maintained and filed by

---

Name

at the main office in

---

Location

In conclusion, \_\_\_\_\_ values the safety

\_\_\_\_\_  
Company Name  
of all company employees, and it is our intent to maintain the high standards of safety that will insure the good health and well being of all those we employ.

**THANK YOU FOR YOUR COOPERATION!**

SIGNED:

---

TITLE

---

DATE

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\_\_\_\_\_  
DATE

## DO I HAVE TO DO IT?

**Every employer** in California, regardless of number of employees, is required to comply with the provisions of Safety Orders to maintain a written Injury and Illness Prevention Program. Cal/OSHA allows these exceptions:

### **Employers having fewer than 10 employees:**

1. Can verbally explain general safe work practices and the hazards related to the employee's specific job assignments.
2. May elect to maintain records of scheduled and periodic inspections to identify unsafe conditions and work practices, including: person(s) conducting the inspection, the unsafe conditions and work practices that have been identified, and action taken to correct the identified unsafe conditions and work practices **only until the hazard is corrected**.
3. Can maintain a log of instructions given to the employees regarding the hazards unique to the employee's job when first hired or when assigned new duties.

## **INJURY & ILLNESS PREVENTION PROGRAM**

### **I. Select the Responsible Person - 8 CCR 3203(a)(I)**

"Identify the person or persons with authority and responsibility for implementing the program. Effective immediately, these persons have been given the responsibility for implementing the **Injury Prevention Program** for Danco Builders as required by Senate Bill SB 198.

**VP of Operations/Crew Manager** - will be responsible to see that all employees understand and adhere to the Injury Prevention Program. This individual/s will work with the Superintendents and Equipment Manager to maintain an equipment/tool training and site inspection schedule.

**Project Management** – will be responsible for the Injury Prevention Program of all Danco employees on any job site for which he and such employee(s) are working.

**Superintendent** – will be responsible for holding weekly safety meetings as well as the Injury Prevention Program of all Danco employees on any job site for which he and such employee(s) are working.

**Crew Leader** – will be responsible for holding weekly safety meetings as well as the Injury Prevention Program of all Danco employees on any job site for which he and such employee(s) are working.

**Equipment Manager** – will assist the VP of Operations with tool and equipment training, maintain the Material Safety Data Sheets, and record the safety and health training of all employees.

**Human Resources** – will be responsible for maintaining documentation of safety and health training of all employees, as well as injury/illness recordkeeping.

### **II. Ensuring Employee Compliance - CCR 3202(a)(1)**

"Include a system for ensuring that employees comply with safe and healthy work practices. Substantial compliance with this provision includes recognition of employees who follow safe and healthful work practices, training and retraining programs, disciplinary actions, or any other such means that ensures employee compliance with safe and healthful work practices."

Each employee of Danco Builders will be required to attend weekly safety meetings.

Each employee will be required to attend bi-annual breakfast meetings where there will be a guest speaker discussing safety and training issues.

Every employee will be given the Danco Hammer Times bi-monthly, which will have updated safety information provided.

Each employee will be required to read or attend tool and equipment training sessions before they will be allowed to operate said tools or equipment.

### **Safety Incentive Program**

Safety awards will be given out for every 1000 accident free hours.

A random drawing will be held for the following reward as part of Danco's Safety Incentive Program.

#### **One paid trip for 2 to Mexico.**

**The trip will include the following:**

1. 2 round trip airfare tickets from San Francisco or Oakland to Cabo San Lucas.
2. 3 nights hotel accommodations in Cabo San Lucas.
3. 2 paid days vacation.

4. Total amount not to exceed \$1,000.00

**Qualifications:**

1. All active employees with over 1500 hours of service in the work year of January 1st, through December 15<sup>th</sup>.
2. No lost time from work. Lost time is defined as a minimum of 8 hours lost following the date of injury.

The drawing will be held at our annual Christmas party or other company gathering. The vacation will be scheduled between, January to April.

**Safety Violations**

In the event of a safety violation, the employee will be given retraining, as soon as is practical, by the appropriate qualified person.

Disciplinary action for safety violations will be as follows:

- First violation - verbal and written warning
- Second violation – violator will be sent home without pay
- Third violation – Within any one year period - termination

### **III. Reporting Unsafe Conditions and Communication of Safety and Health Matters - 8 CCR 3203(a)(3)**

"Include a system for communication with employees in a form readily understandable by all affected employees on matters relating to occupational safety and health, including provisions designed to encourage employees to inform the employer of hazards at the work site without fear of reprisal. Substantial compliance with this provision includes meetings, training programs, posting written communications, a system of anonymous notification by employees about hazards, labor/management safety and health committee or any other means that ensures communication with employees."

- Employees are to promptly report hazards, which exist at the work site without fear of reprisal.
- Employee should report to responsible person or his representative in his/her absence.
- No disciplinary action will be taken for reporting unsafe conditions.
- Methods for communicating to employees concerning occupational safety and health hazards will be as follows:
  - Weekly safety meetings
  - Training programs
  - Posters, signs and printed handouts
  - Occasional audio/video materials
  - Bi-annual breakfast meetings
  - Bi-monthly Danco Hammer Times (company newsletter)
  - OSHA handbook

### **IV. Identify and Evaluate Work Place Hazards 8CCR 3203(a)(4)**

"Includes procedures for identifying and evaluating work place hazards including scheduled periodic inspection to identify unsafe conditions and work practices." Inspections shall be made to identify and evaluate:

- a. When the program is first established;
  - b. Whenever new substances, processes, procedures, or equipment are introduced to the work place that represent a new occupational safety and health hazard; and
  - c. Whenever the employer is made aware of a new or previously unrecognized hazard."
- 
- The VP of Operations/Crew Manager will periodically inspect jobsites, tools, equipment and work practices and document the inspection.
  - Documents will be audited annually and be reviewed for evaluation.



## **V. Investigating Injuries and Illnesses - 8 CCR 3203(a)(5)**

"Include a procedure to investigate occupational injury or occupational illness."

- An investigation will begin as soon as possible after an accident.
- In the event of an injury or illness, a report is to be filled out by a "responsible person" within 12 hours of the incident. The report will be on a form that requires a response identifying the following:

1. Who is conducting the investigation
2. What happened
3. Who was involved and what equipment was involved
4. What corrective actions needed, if known
5. The location of the incident
6. The date of the incident
7. Personal information on the injured individual

## **VI. Methods and Procedures for Correction Unsafe and Unhealthy Conditions and Work Practices - 8 CCR 3203(a)(6)**

"Includes methods and/or procedures for correcting unsafe or unhealthy conditions, work practices and work procedures in a timely manner based on the severity of the hazard:

- a) When observed or discovered
  - b) When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, remove all exposed personnel from the work area except those necessary to correct the existing condition. Employees necessary to correct hazardous condition shall be provided the necessary safeguards."
- If determined by management or the "designated responsible person/s", a safety inspection checklist and corrective action report will be filled out and turned in to the person/s responsible for said corrections.
  - Management or the "designated responsible person" will determine whether the unsafe or unhealthy condition, practice or procedure can be corrected by further safeguards, such as training or cessation of the particular operation giving rise to the condition, practice or procedure.
  - If the hazard can be corrected immediately, management or the "designated responsible person/s" must order that the particular operation giving rise to the condition, practice or procedure cease.
  - If an imminent hazard exists which cannot be corrected without endangering employees and/or property, all exposed personnel must be removed from the area of the hazard. Only those personnel necessary to correct the hazard will be allowed in the immediate vicinity of the hazard and these employees will be provided with adequate safeguards.
  - Until the hazard is corrected, management or the "designated responsible person/s" will take all necessary steps to protect employees from the hazard.

## **VII. Employee Training - 8CCR 3203(a)(7)**

"Provide training and instruction:

- a. When the program is first established;
- b. To all employees;
- c. To all employees given new job assignments for which training has not previously been received;
- d. Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard;
- e. Whenever the employer is made aware of a new or previously unrecognized hazard;

- f. For supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed.”

Initial safety training log for employees covering:

- The construction code of safe practices
- Personal protective equipment checklist
- Location of fire extinguisher and first aid kits
- New employee safety checklist
- Injury and Illness Prevention Program

Individual tool and equipment training log

- Before an employee can operate tools and equipment they must be trained in the safe operation of the tool.

#### **VIII. Record keeping - 8CCR 3203(b)**

"Records of the steps taken to implement and maintain the Program shall include:

- a. Records of scheduled and periodic inspections required to identify unsafe conditions and work practices, including person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and action taken to correct the identified unsafe conditions and work practices...
  - b. Documentation of safety and health training required.”
- Records of inspections and investigations will be kept for three years or longer
  - Records of training programs will be kept for three years or longer
  - Inspection records will contain the following:
    - Person who conducted inspection
    - Identification of unsafe condition
    - Corrective action taken
  - Training record will contain:
    - Name of employee(s) to be trained
    - Date of training
    - Training provider
    - Type of training (or information covered)

EXCEPTION – Training records of employees who have worked less than (1) year for the employer need not be retained beyond the term of employment if they are provided the employee upon termination of employment.

## **SAFETY POLICY STATEMENT**

It is the policy of Danco that accident prevention shall be considered of primary importance in all phases of operation and administration.

It is the intention of this company to provide safe and healthy working condition and to establish and insist upon safe practices at all times by all employees. The program is designed to ensure that every reasonable precaution is taken at all times to prevent accidents which may result in injury or damage to property.

The prevention of accidents is an objective affecting all levels of this organization and its activities. It is, therefore a basic requirement that management make the safety of employees an integral part of his or her regular management function. It is equally the duty of each employee to accept and follow established safety regulations and procedures.

Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt about how to do a job safely, it is their duty to ask a qualified person for assistance.

Employees are expected to assist management in accident prevention activities. Unsafe conditions must be reported. Fellow employees that need help should be assisted. Everyone is responsible for the housekeeping duties that pertain to their job.

Any injury that occurs on the job, even a slight cut or strain, must be reported to management as soon as possible. In no circumstances, except an emergency, should an employee leave a shift or job without reporting an injury that occurred.

## **CONSTRUCTION CODE OF SAFE PRACTICES**

### **GENERAL**

1. All persons shall follow these safe practices rules, render every possible aid to safe operations, and report all unsafe conditions or practices to the supervisor or superintendent.
2. Supervisors shall insist on employees observing and obeying every applicable Company, State or Federal regulation and order as is necessary to the safe conduct of the work, and shall take such action as is necessary to obtain compliance.
3. All employees shall be given frequent accident prevention instructions. Instructions shall be given at least every 10 working days.
4. Anyone known to be under the influence of drugs or intoxicating substance which impair the employee's ability to safely perform the assigned duties shall not be allowed on the job while in that condition.
5. Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of the employees shall be prohibited.
6. Work shall be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment.
7. No one shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that they might unnecessarily expose the employee or others to injury.
8. Employees shall not enter manholes, underground vaults, chambers, tanks, silos, or other similar places that receive little ventilation unless it has been determined that it is safe to enter.
9. Employees shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to the supervisor or superintendent.
10. Crowding or pushing when boarding or leaving any vehicle or other conveyance shall be prohibited.
11. Workers shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received instructions from their superintendent.
12. All injuries shall be reported promptly to the supervisor or superintendent so that arrangements can be made for medical or first-aid treatment.
13. When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used.
14. Inappropriate footwear or shoes with thin or badly worn soles must not be worn.
15. Materials, tools, or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from the falling objects.
16. Employees shall cleanse themselves thoroughly after handling hazardous substances and follow special instructions from authorized sources.
17. Hod carriers should avoid the use of extension ladders when carrying loads. Such ladders may provide adequate strength, but the rung position and rope arrangement make such climbing difficult and hazardous for this trade.

18. Work shall be so arranged that employees are able to face a ladder and use both hands while climbing.
19. Gasoline shall not be used for cleaning purposes.
20. No burning, welding, or other source of ignition shall be applied to any enclosed tank or vessel, even if there are openings, until it has first been determined that no possibility of explosion exists and authority for the work is obtained from the supervisor or superintendent.
21. Any damage to scaffolds, falsework, or other supporting structures shall be immediately reported to the supervisor and repaired before use.

#### **USE OF TOOLS AND EQUIPMENT**

22. All tools and equipment shall be maintained in good condition.
23. Damaged tools or equipment shall be removed from service and tagged "DEFECTIVE."
24. Pipe or Stillson wrenches shall not be used as a substitute for other wrenches.
25. Only appropriate tools shall be used for a specific job.
26. Wrenches shall not be altered by the addition of handle-extensions or "cheaters."
27. Files shall be equipped with handles and not used to punch or pry.
28. A screwdriver shall not be used as a chisel.
29. Wheelbarrows shall not be pushed with handles in an upright position.
30. Portable electric tools shall not be lifted or lowered by means of the power cord. Ropes shall be used.
31. Electric cords shall not be exposed to damage from vehicles.
32. In locations where the use of a portable power tool is difficult, the tool shall be supported by means of a rope or similar support of adequate strength.

## **MACHINERY AND VEHICLES**

33. Only authorized persons shall operate machinery or equipment.
34. Loose or frayed clothing, long hair, dangling ties, finger rings, etc., shall not be worn around moving machinery or other areas where they may become entangled.
35. Machinery shall not be serviced, repaired or adjusted while in operation, nor shall oiling of moving parts be attempted, except on equipment that is designed or fitted with safeguards to protect the person performing the work.
36. Where appropriate, lock-out procedures shall be used.
37. Employees shall not work under vehicles supported by jacks or chain hoists without protective blocking that will prevent injury if jacks or hoists should fail.
38. Air hoses shall not be disconnected at compressors until the hose line has been bled.
39. All excavations shall be visually inspected before backfilling to ensure that it is safe to backfill.
40. Excavating equipment shall not be operated near tops of cuts, banks, or cliffs if employees are working below.
41. Tractors, bulldozers, scrapers and carryalls shall not operate where there is a possibility of overturning in dangerous areas like edges of deep fills, cut banks, and steep slopes.
42. When loading where there is a probability of dangerous slides or movement of material, the wheels or treads of loading equipment, other than that riding on rails, should be turned in the direction which will facilitate escape in case of danger, except in a situation where this position of the wheels or treads would cause a greater operational hazard.

## **ROOFING OPERATIONS**

1. Knotted hand lines should not be used.
2. Roofers tending kettles, or carrying buckets of hot tar, shall wear gloves that fit snugly at the wrists, and long sleeved shirts fastened at the wrists.
3. At no time should a roofer, while handling or exposed to injury from hot tar, work without a shirt or appropriate footwear.
4. Appropriate portable fire extinguishers shall be kept at or near the kettle, attached, if practicable, to the tongue of the kettle, away from the danger zone.
5. Kettle covers should be equipped with a handle that projects at least fourteen inches (14") away from the surface of the cover or lid.
6. Kettle covers shall be closed and latched when in transit and the kettle should be slop-proof when cover is closed.
7. When parked, means shall be provided to prevent inadvertent movement of the kettle.
8. Ladders should be used with great caution, and roof gutters should not be depended upon for support.
9. Workers handling buckets of hot tar should not carry anything that will interfere with the safety of this operation.
10. The gallows frame shall be securely anchored before hoisting materials.
11. Only muscular power shall be used to hoist materials by means of a gallows frame. A winch or power hoist shall not be used.