

# GOLEY COMPANIES

**ACCIDENT PREVENTION PROGRAM**

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**EMERGENCY PREPAREDNESS PROGRAM**

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**PPE & RESPIRATORY PROTECTION PROGRAM**

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**HEAT ILLNESS PREVENTION PROGRAM**

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**CONFINED SPACE ENTRY PROGRAM**

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**HAZARD COMMUNICATION PROGRAM**

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**SILICA EXPOSURE CONTROL PROGRAM**

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**FALL PROTECTION PROGRAM**

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**CODE OF SAFE PRACTICES**

**November, 2019**

**Revised**

**DEVELOPED BY:**

**CMC**

**Compliance Matters Consulting**

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**Project:** \_\_\_\_\_

SECTION 1 - PROJECT DESCRIPTION & EMERGENCY CONTACTS		
Subcontract / P. O. Number		
Project Start / End Dates	Start:	Complete:
Project Location		
General Scope of Work, Project Description		

**FOR ALL EMERGENCIES CALL:**

Emergency Contact number: (    )    -    or 911 from a cell phone.

For all incidents, injuries, property damage, near-misses, work-induced illness or chemical over-exposures, the following personnel **MUST** be immediately contacted upon scene stabilization, but in all cases within one hour:

Project Personnel	Name	Phone Number(s)	Email
Project Manager			
Construction Manager			
Project EHS Point of Contact			

**OTHER CONTACT INFORMATION**

Subcontractor Project Manager			
Subcontractor Site Superintendent			
Subcontractor Health & Safety Representative **			

Subcontractors - Company Name	Name of Designated Safety Representative **	Phone Number

**\*\* Attach a description of qualifications, or resume, for each Safety Representative**

**SSSP REVIEWS**

Reviewed & Approved by: (Subcontracted Company Officer)	Subcontractor SSSP Reviewed by: (LBNL EHS )	Subcontractor SSSP Reviewed & Accepted by: (LBNL Project/Construction Manager)

Signatures and dates

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# **GOLEY COMPANIES SAFETY POLICY**

It has always been and will continue to be GOLEY COMPANIES' intent to provide the safest and healthiest possible work environment for all of its employees.

The most important element in the effort to eliminate or reduce work-related injuries is every employee's commitment to eliminate causes of injury, e.g., hazardous work conditions and practices. You are encouraged to report any unsafe conditions to your manager or supervisor and also to suggest corrective or preventative measures.

We must each be aware of the hazards which can lead to injury and loss, and should act to ensure the safety and well-being of all employees.

Please contact your manager / supervisor or program coordinators if you have any questions.

## **PROGRAM COORDINATORS:**

1. Ronald Wilson
2. Thomas Harvell
3. Joseph Goley

## **EMERGENCY COORDINATORS:**

1. Ronald Wilson
2. Thomas Harvell
3. Joseph Goley

## **CORPORATE OFFICES / LOCATIONS:**

1707 Bluffview Drive, Dupo. IL 62239

Illinois Location: 618-286-3355

Missouri Location: 314-621-1422

Business Fax: 618-286-5011



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**DeWayne Goley**  
**President**

# ACCIDENT PREVENTION PROGRAM

## PROGRAM GOAL

This Program is established and administered with the goal of preventing accidents, reducing personal injury and occupational illness, and complying with all Federal safety and health Standards. This includes those established and set forth by the States of Illinois, Indiana and Missouri. By reference, this program is intended to, and has been developed to comply with all applicable rules, guidelines, and standards as they apply to our work activity as they relate to both State and Federal OSHA Regulations.

## LEGISLATIVE SUPPORT

This program has been established to meet the General Duty Clause of the Federal OSHA mandate for injury prevention and complies with all Federally Governed and State OSHA programs. Additionally, State laws require every employer to establish, implement and maintain a written Accident Prevention Program (APP), a copy of which must be maintained in each workplace. The basic requirements for conducting such a program in an effective manner are contained in the Federal Code of Regulations, and consist of the following eight elements:

1. Responsibility
2. Compliance
3. Communication
4. Training and Instruction
5. Hazard Assessment
6. Hazard Correction
7. Accident/Exposure Investigation
8. Recordkeeping

## RESPONSIBILITY

- The coordinators of GOLEY COMPANIES' Accident Prevention Program (APP) have the authority and responsibility for implementing and managing the provisions of this program on behalf of GOLEY COMPANIES.
- All managers and supervisors are responsible for implementing and maintaining the APP in their work areas, and for answering questions from their departments about the APP. A copy of this APP is available from the safety coordinator upon request.
- Employees are expected to wholeheartedly and genuinely cooperate with all aspects of the APP, including complying with all rules and regulations, and to continuously practice safety while performing their duties.

## COMPLIANCE

- Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees.
- Managers and supervisors are expected to enforce the rules fairly and uniformly.
- All employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe work environment.
- All actions taken by management with the intent of ensuring or enforcing compliance with the APP must be documented. This includes employee training, recognition of employee performance, disciplinary actions, employee evaluations, etc.

Our system of ensuring compliance with these practices includes:

1. Informing employees of the provisions of our APP
2. Evaluating the safety performance of all employees
3. Recognizing employees who perform safe and healthful work practices
4. Providing training to employees whose safety performance is deficient
5. Disciplining employees who fail to comply with safe and healthful work practices

Regarding disciplinary measures GOLEY COMPANIES may, at its discretion, follow a system of progressive discipline in ensuring and enforcing compliance with this APP. However, GOLEY COMPANIES is under no obligation to follow all stages of any progressive program in any specific disciplinary instance, and actions up to and including immediate termination may be taken.

The following is an example of a Progressive Discipline process which GOLEY COMPANIES may elect to utilize:

1. If an employee is observed committing a safety or health violation, the supervisor may informally discuss the behavior with the employee, stating the potential dangerous result and pointing out the correct procedure. Retraining may be warranted to reinforce understanding.
2. A second violation may result in a formal verbal warning, with a notice placed in the employee's personnel file.
3. The third infraction may result in a formal written warning and temporary suspension without pay.
4. A fourth violation may lead to termination.



## **COMMUNICATION**

We recognize that open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace. The communication element of the APP is designed to facilitate a continuous flow of safety and health information between management and staff in a form that is readily understandable. One or more of the following may be involved in a given instance:

1. New employee orientation, including discussion of safety and health policies and procedures.
2. Review of the Accident Prevention Program.
3. Regularly scheduled safety and training programs.
4. Posted or distributed safety information.
5. Written documentation.
6. Effective communication of safety and health concerns between employees and supervisors, including translation where appropriate.
7. A system for employees to inform management about workplace hazards, anonymously if desired.

**NO EMPLOYEE WILL BE RETALIATED AGAINST FOR REPORTING HAZARDS OR POTENTIAL HAZARDS OR FOR MAKING SUGGESTIONS RELATED TO SAFETY.**

The results of the investigation of any employee's safety suggestion or report of hazard will be distributed to all personnel affected by the hazard, or will be posted on appropriate bulletin boards.

## **TRAINING AND INSTRUCTION**

All employees, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices.

All training shall be documented and initial orientation training shall be recorded using the Employee Safety Orientation Form. Refresher training shall be provided at least annually thereafter, and shall be documented.

Training and instruction shall be provided as follows:

1. When the APP is first established.
2. To all new employees during orientation.
3. To all employees given new job assignments for which training has not been previously provided.
4. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.

5. Whenever the employer is made aware of a new or previously unrecognized hazard.
6. To supervisors, to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed.
7. To all employees with respect to hazards specific to each employee's job assignment.

Supervisory personnel are responsible for ensuring that those under their direction receive training on general workplace safety as well as on safety and health issues specific to their job. They are also responsible for monitoring and evaluating activities under their supervision to identify hazards and maintain protective measures, and for taking enforcement or disciplinary actions as necessary.

Training may be performed by any combination of qualified supervisory personnel, outside consultants, classes, seminars, etc., so long as the content satisfies the requirements of this APP and the training is documented appropriately.

General workplace safety and health training shall include, but is not limited to, the following:

1. Explanation of GOLEY COMPANIES' APP.
2. Emergency action and fire prevention plans.
3. Provisions for reporting hazards and accidents.
4. General safe work practices and behavioral conduct.
5. Provisions for medical services and first aid including emergency procedures.
6. Ergonomics and proper lifting techniques.
7. Proper housekeeping, including access and egress.
8. Hazard Communication, including potential chemical hazards and proper container labeling.
9. Availability of toilet, hand-washing and drinking water facilities on all work sites.

In addition, more specific instructions shall be provided to employees as appropriate regarding hazards unique to their job assignments, to the extent that such information was not already covered in other training.

Supplementary training and safety meetings shall be documented using a Safety Training Log and minutes of safety meetings, if applicable.

## **HAZARD ASSESSMENT**

Periodic inspections to identify and evaluate workplace hazards shall be performed by the managers or supervisors of the respective areas of GOLEY COMPANIES.

Periodic inspections are performed according to the following schedule:

1. At a minimum on a quarterly basis.
2. When the APP was initially established.
3. When new substances, processes, procedures or equipment which present potential new hazards are introduced into the workplace.
4. When new, previously unidentified hazards are recognized.
5. When occupational injuries or illnesses occur.
6. When either permanent or intermittent employees are hired and/or reassigned to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.
7. Whenever workplace conditions warrant an inspection.

Periodic inspections consist of identifying and evaluating actual workplace hazards or potentially hazardous areas using the Safety Inspection Form, and any other effective and appropriate methods, including general observation and reports / comments by employees.

## **HAZARD CORRECTION**

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazard. All appropriate personnel will be informed of the hazard, and safe and appropriate interim protective measures shall be taken until the hazard is corrected.

If an imminent hazard exists which cannot be immediately abated without endangering employees and/or property, all exposed personnel shall be removed from the area.

An employee may not enter an imminent hazard area without appropriate protective equipment, prior training, and the prior specific approval of the APP administrator.

Details of all corrective actions taken, including the dates when they are completed, shall be documented on the Request for Corrective Action form.

## **ACCIDENT/EXPOSURE INVESTIGATIONS**

Procedures for investigating all workplace accidents and hazardous substance exposures shall include, at a minimum:

1. Visiting the accident scene as soon as possible.
2. Interviewing injured workers and witnesses.
3. Examining the workplace for factors associated with the accident / exposure.
4. Determining the cause of the accident / exposure.
5. Taking corrective action to prevent the accident / exposure from recurring.
6. Recording the findings and corrective actions taken.

Also see “Basic Rules”, below, and use the Accident Investigation Report form to prepare the required documentation.

### **Basic Rules for Accident Investigation**

1. The purpose of an investigation is to find the cause of an accident and to prevent further occurrences, not to fix the blame. An unbiased approach is necessary to obtain objective findings.
2. Visit the accident scene as soon as possible, while facts are fresh and before witnesses forget important details.
3. If possible, interview the worker at the scene of the accident and “walk” him or her through a re-enactment.
4. All interviews should be conducted as privately as possible. Interview witnesses one at a time. Talk with anyone who has knowledge of the accident, even if they did not actually witness it.
5. Consider taking signed statements in cases where facts are unclear, or if there is an element of controversy.
6. Document details graphically. Use sketches, diagrams, and photos as needed, and take measurements when appropriate.
7. 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 accident itself, not just the injury.
8. Every investigation should include an action plan. How will you prevent such accidents in the future?
9. If a third party or defective product contributed to the accident, save any evidence. It could be critical to the recovery of claims costs.

## RECORD KEEPING

The following recordkeeping steps will be taken to properly implement and maintain the APP:

1. Records of safety inspections, including the person(s) who conducted the inspection, the unsafe conditions or work practices identified, and the corrective actions taken, are recorded on an appropriate hazard assessment and correction form.
2. Documentation of safety and health training for each employee, including the employee's name or other identifier, training dates, type of training received, and who supplied the training, shall be recorded on an employee training and instruction form. Records which document any verified employee training provided by an outside consultant or agency for GOLEY COMPANIES must also be included if used as a basis for the employee's work assignment.
3. Inspection records and training documentation shall be maintained for at least one (1) year.
4. Injury logs (form 300 and 300A summaries) will be completed annually and posted from February 1<sup>st</sup> through April 30<sup>th</sup> as required. Once posting time is completed these forms will be retained for at least **5 years**.
5. Employee training records will be kept for at least 1 year beyond termination of employment.
6. Any employee medical or exposure records will be maintained for 30 years beyond termination of employment.
7. Safety Data Sheets will be kept current during time that hazardous material is on site and maintained for 30 years after use of material discontinued.

**EMERGENCY ACTION  
AND  
EVACUATION PLAN**

## EMERGENCY ACTION AND EVACUATION PLAN

### I. Corporate Facilities: As listed on page 2

### II. Emergency telephone numbers for use as appropriate:

GENERAL EMERGENCIES	911
Police	911 or ( )
Fire	911 or ( )
Poison Control Center	(800) 876-4766
Hospital (Notify when en-route)	911 or ( )
National Emergency Response Center	(800) 424-8802
County Health Hazmat Division	911 or ( )

### III. General

This plan was developed to provide guidelines for the appropriate actions to take in response to fires, explosions, earthquakes, tornados, or any other emergency that occurs at or near GOLEY COMPANIES' locations that affects our daily operational activities. **In any emergency, contact the main office with information about the emergency as soon as possible.**

In any emergency situation, the primary immediate concerns are the safety and health of co-workers and other people in the vicinity. Apart from taking appropriate steps to minimize further injuries to persons which might result from spreading or evolving damage to the facility, concerns about lost or damaged property MUST ALWAYS BE SECONDARY.

In the event of an emergency, it is most important to act with a clear head and common sense, using your prior preparation to the best of your ability in the situation. A written plan, as part of the preparation for an emergency response, can help reduce the confusion and the potential for harm surrounding the immediate event; however, it can unfortunately never be detailed enough to substitute for preparation, attention, and good judgment. Once the situation has been stabilized, there will be time to deal with the inevitable administrative and regulatory issues of assessment, recovery, and reporting.

Also available from the Safety Program coordinators are general first-aid guidelines for dealing with direct personal exposure to chemicals that we use and store. Although they represent little danger when properly stored and handled, some of these materials are capable of causing serious injury or death in certain circumstances. In those unlikely instances, time is of the essence in securing first aid and medical attention.

All GOLEY COMPANIES employees must be familiar with the procedures and equipment described in this Contingency Plan. In the event of a fire, explosion, earthquake, or any other emergency situation at or near any of our facilities you should immediately notify one or more of the Emergency Coordinators listed.

## IV. Emergency Coordinators

The designated emergency coordinator(s) are thoroughly familiar with all aspects of the facility's Emergency Action Plan, all operations and activities at the facilities. These people will have the authority to commit the resources needed to carry out the contingency plan.

Responsibilities of an Emergency Coordinator:

- a. Activate the alarm system, P.A., or in some other manner initiate evacuation.
- b. Notify local authorities: 911, police, fire department, hazardous materials officials, etc.
- c. During any emergency, the coordinator must take all reasonable steps necessary to assure that the situation doesn't spread or get worse. These steps may include halting production, removing or isolating people from specific areas.

If all of the Emergency Coordinators above are unavailable, facility employees should, where necessary: make a GENERAL ANNOUNCEMENT, EVACUATE the premises, and NOTIFY the appropriate agency or agencies above.

## V. Evacuation plan

### A. Signal/Notification

Notify by phone, P.A. system or shouting.

### B. Evacuation route

Employees are to exit immediately through the nearest exterior door, and meet at the staging area. Look around you as you leave to be sure no one is trapped or injured. DO NOT attempt to pass through the building unless fire, smoke, or fumes block your path to the nearest exterior door. It is extremely important that you DO NOT stay and breathe any smoke or fumes that you observe or smell. Unless it is unsafe to do so, the Emergency Coordinator(s) or location Manager will remain in the staging area to verify that all employees are out of the building and to assist the agencies responding to the Emergency.

## VI. Emergency actions

The principal events, which could require facility-wide emergency actions in our facilities, are fire and the possibility of an earthquake or other disaster.

### A. Fire

Notify the local Fire Department and EVACUATE.

#### **Office or Warehouse Areas**

Use common sense if a fire inside the office or Warehouse area confronts you. Call out for help and warn others first; if you do not know how to use an extinguisher, it is better to find someone who does, or to leave the area. Never enter or stay inside a structure or enclosed area to fight a seriously involved fire. When evacuating the office areas, close all individual doors to slow the spread of the fire.



## **B. Earthquake**

In the event of an earthquake, it is generally advised that you not try to run out of the building, as you are likely to fall or to be injured by moving objects or broken glass. The following are offered as guidelines for personal protection; you should use your best judgment in the situation:

If you are in the office area, seek the cover of a desk or heavy table, or stand in an interior doorway away from windows. Shield your face and eyes against flying glass, and watch out for other moving objects until the shaking passes.

If you are in a warehouse area, try to step away from any shelving, stacked materials / supplies or other objects which may tip over and injure you. Brace yourself, and carefully observe around you until the shaking passes. Stay away from equipment and areas where anything is stacked that could fall or shift.

As soon as the earthquake stops, EVACUATE the building in an orderly fashion via the nearest exterior door. Assist any employees who might be injured. Meet in the staging area and wait for an Emergency Coordinator or location Manager to assess the situation before returning to work. Turn off the gas at the side of the building only if there is obvious damage to the pipes or the odor of natural gas. If so, wait for the gas company to check the system before turning it back on. If there is damage to the electrical wiring, turn off power at the main breakers.

## **C. Tornado/ Hurricane**

In the event of a tornado / hurricane, it is generally advised that you not try to run out of the building, as you are likely to fall or to be injured by flying objects or debris. The following are offered as guidelines for personal protection; you should use your best judgment in the situation:

If you are in an outdoor area, seek cover and try to move out of the path of the approaching winds / tornado. Parking a vehicle below an underpass can provide some protection but moving out of the tornado's path is always best, if possible.

If you are in an office or warehouse area, seek cover in a closed area away from windows and doors that may break or come loose. If you have an established shelter, use it!

As soon as the tornado / hurricane passes, EVACUATE the building in an orderly fashion via the nearest exterior door. Assist any employees who might be injured. Meet in the staging area and wait for an Emergency Coordinator or location Manager to assess the situation before returning to work. Turn off the gas at the side of the building only if there is obvious damage to the pipes or the odor of natural gas. If so, wait for the gas company to check the system before turning it back on. If there is damage to the electrical wiring, turn off power at the main breakers.

**AVOID TOUCHING METAL OBJECTS OR WALKING THROUGH ANY STANDING WATER, PARTICULARLY IF THERE ARE ELECTRICAL WIRES DOWN OR SPARKING!**

## VII. Emergency Equipment in this Facility

Physical Description	Location	Purpose
Fire Extinguishers	Facility Wide / Crew Trucks	Small Fires
First Aid Kit	Office / Crew Trucks	Minor Injuries

## VIII. Copies of the Emergency Action Plan

Up-to-date copies of this Plan shall be maintained at this facility, and shall be shared with agencies which may be called upon to provide emergency services.

## IX. Review of the Contingency Plan

The contingency plan will be reviewed, and immediately amended, if necessary, whenever:

- A. Applicable regulations are revised
- B. The plan fails in an emergency
- C. The facility changes its design, construction, operation, maintenance or other circumstances in a way that materially increases the potential for fires, explosions or changes the response necessary in an emergency.
- D. The list of Emergency Coordinators changes
- F. The list of emergency equipment changes

## **PERSONAL PROTECTIVE EQUIPMENT ASSESSMENT**

Supervisors will assess their departments and determine what hazards, if any, are present that require the use of personal protective equipment (PPE). Then they will select the types of PPE that will protect them against these hazards. They shall document the hazard assessment of their department in writing, and indicate the date(s) it was completed. The assessment will be the guide for training employees in the department on the PPE they need to be using. This training will be documented by department so that it's area specific for all who attended the training.

### **Eye and Face Protection**

It is the supervisor's responsibility to assure that employees wear the designated PPE on the job. Employees may obtain eye protection (safety glasses, goggles, etc.) or face shields from their supervisor.

If the eye protection is lost or destroyed due to the employee's negligence, the employee will be responsible for reporting it so they can get a replacement and may be subject to disciplinary action. If the equipment just wears out from normal usage, then turn in the equipment for replacement.

Some operation may require the use of a full face shield versus just safety glasses. The use of a full face shield will be determined during the department assessment and the protection will be provided at the operations that necessitate the use of such protection.

### **Foot Protection**

All field and warehouse employees should wear substantial shoes with fully enclosed coverings to protect their feet and toes. Our shop does not require "Steel Toe" shoes, but there are to be no open toe, sandal, high heel, or other shoes that compromise the foot to falling object, chemical spills, or other shop hazards. If you are unsure of the shoes you have, ask your supervisor to inspect them.

### **Hand Protection**

When employees' hands are exposed to hazards, the supervisor must formally evaluate the hazards present and, if risks exist, arrange to provide appropriate hand protection suitable to the needs of the job. Hazards may include those from skin absorption of harmful substances, severe cuts or lacerations, severe abrasions, punctures, chemical or thermal burns, and harmful temperature extremes.

Performance characteristics of the hand protection should be evaluated relative to the tasks to be performed, the conditions present, duration of the use, and the hazards or potential hazards identified. Supervisors are responsible to assure that employees wear the designated gloves on the job. The same rules for replacement exist as in the case of safety glasses above.

There may be operations that only require that protection for the fingers be provided. If the assessment shows a need to protect the fingers, then gloves, finger tape, or finger covers may be utilized as appropriate. The supervisor will assess this and provide equipment as necessary.

## **Special Personal Protective Equipment**

There are some other possible exposures that may necessitate the use of PPE in our shop, and at the work sites. Noise creating operations may generate the need to use ear plugs or head sets to reduce exposure. The supervisor will evaluate the need for hearing protection and provide equipment as needed.

If full body protection is needed for specific operations, then aprons, arm sleeves, coveralls, or other protective clothing will be provided. Although this is not anticipated in our shop, certain field operations may require it. The supervisors' assessment will also determine if the possibility for this type of extra protection is necessary. This could also include head protection in some cases.

Lastly, there may be the need to use respiratory protection (i.e. dust masks, air filtering, or supplying masks) in certain operations such as mixing, spraying, handling, pouring, or otherwise working with chemicals or airborne dusts. In the department assessment, this will be determined and appropriate equipment will be provided along with training for those exposed to respiratory hazards.

## **Training**

Supervisors will arrange to train each employee in the proper and correct use of PPE, proper care and maintenance of the PPE, useful life of the equipment, and the correct way to dispose of broken or damaged PPE. The supervisor will certify on the "Needs Assessment" sheet the names of the employees who have received the training, date of the training, and that the employee has received and understands the training.

# **RESPIRATORY PROTECTION PROGRAM**

## **POLICY**

There are certain substances that exist in the work environment which can prove to be harmful to a person's respiratory system and overall health. We at GOLEY COMPANIES are committed to meeting our moral and legal obligation to protect our employees from these substances and the serious effects they can have.

Some substances can be controlled through engineering techniques, such as ventilation systems. There are, however, situations which known engineering techniques cannot be applied. It is in these situations where respiratory protective equipment becomes necessary.

GOLEY COMPANIES has established minimum standards for the use of respiratory protection equipment for certain conditions. These minimum standards are detailed below and equipment meeting or exceeding these standards must be used, unless authorized by the Safety Coordinator.

## **ISSUANCE OF RESPIRATORY EQUIPMENT**

All respirator equipment must be "approved" equipment for the protection against the particular contaminant or hazard found. All respirator equipment must have either a NIOSH or MSHA approval certification.

Respiratory Protection equipment will be issued for an employee's exclusive use. This will apply to cartridge type respirators as well as dust masks. Cartridge type respirators come in various sizes, small, medium, large, and extra large for the different shapes and sizes of faces.

For single use, "disposable", equipment such as the 3M 8210 N95 particulate mask, the equipment must not be transferred from one individual to another. Disposable respirators must not be reused or shared and should be disposed of after each days use.

## **USE OF RESPIRATORS**

GOLEY COMPANIES will ensure that employees will maintain a good seal around the faceplate of the respirator through fit testing measures and employee training. Employees may not remove respirators in hazardous environments or during hazardous operations exposures.

GOLEY COMPANIES will take action to ensure continued effective respirator operation and use throughout the work shift and establish, if appropriate, procedures for the use of respirators in IDLH (Immediately Dangerous to Life or Health) atmospheres.

## **FACEPIECE SEAL PROTECTION**

GOLEY COMPANIES should not permit respirators with tight-fitting face pieces to be worn by employees who have:

- Facial hair that comes between the sealing surface of the face piece and the face or that interferes with valve function; or
- Any condition that interferes with the face-to-face piece seal or valve function.

For all tight-fitting respirators, GOLEY COMPANIES shall ensure that employees perform a user seal check each time they put on the respirator.

If an employee wears corrective glasses or goggles or other personal protective equipment, GOLEY COMPANIES shall ensure that such equipment is worn in a manner that does not interfere with the seal of the face piece to the face of the user.

## **CONTINUING RESPIRATOR EFFECTIVENESS**

Appropriate surveillance will be maintained of the work area conditions and degree of employee exposure or stress. When there is a change in the work area conditions or degree of employee exposure or stress that may affect respirator effectiveness, GOLEY COMPANIES will reevaluate the continued effectiveness of the respirator.

GOLEY COMPANIES shall ensure that employees leave the respirator use area:

- To wash their faces and respirator face pieces as necessary to prevent eye or skin irritation associated with respirator use.
- If they detect vapor or gas breakthrough, changes in breathing resistance, or leakage of the face piece.
- To replace the respirator or the filter, cartridge, or canister elements.

If the employee detects vapor or gas breakthrough, changes in breathing resistance, or leakage of the face piece, GOLEY COMPANIES must replace or repair the respirator before allowing the employee to return to the work area.

## **GUIDELINES**

These guidelines have been established to assist management in the proper selection and use of respiratory equipment on the site. This information is intended to ensure that respiratory protection meets or exceeds the requirement of OSHA for any given exposure. However, there may be instances where there are special requirements; either the job may mandate that a different type of respirator be used, or after careful re-evaluation by GOLEY COMPANIES Safety Coordinators, a change in the quality of protection may be necessary.

## SDS

It is necessary to be familiar with the various SDS'S (Safety Data Sheets) for any chemicals, or products that require the use of respiratory protection. Knowing when to use respiratory protection is important to each employee exposed. This information is provided on the Pick Lists, Phases / Procedures List, and on the combined Batch Record.

## RESPIRATORY HAZARDS

You must first identify and evaluate the hazards present before you can select the right respirator. Respiratory hazards come in the form of **dusts, fumes, mists, vapors, and gases**. A respiratory hazard is a hazard when a material can enter the body by being inhaled and cause illness or bodily damage.

The types of respiratory hazards to which workers may be exposed can be classified as either **Acute or Chronic**.

**Acute hazards** are those hazards which are immediately dangerous to life or health, and can cause immediate reactions ranging from light headedness to fainting and even death (i.e. Oxygen deficiency, H<sub>2</sub>S, Chlorine).

**Chronic hazards** are those hazards which can cause permanent damage to health following exposure over a period of time (i.e. asbestos, benzene, lead). These exposure hazards are often not known to be occurring until it's too late.

In order to determine the proper respiratory protective equipment to be used, the material(s) to which a worker may be exposed must be classified into one of the categories listed below:

- **DUST** - Solid particles generated by handling, mixing, pouring, crushing, or grinding of organic or inorganic materials.
- **FUMES** - Solid particles formed when a molten solid, such as metal cools and condenses such as in welding operations. (maintenance / facilities exposure primarily)
- **MISTS** - Suspended liquid droplets generated from condensing gas to liquid or from breaking up a liquid by splashing or spraying.
- **VAPORS** - The gaseous form of substances normally in the solid or liquid state.
- **GASES** - Normally formless fluids which can only be changed to a liquid by combining pressure and temperature.

## OXYGEN DEFICIENCY

The single respiratory hazard that poses the greatest problem and threat to life is oxygen deficiency. Normal air contains 21% oxygen by volume. Oxygen levels of 16% or less cannot safely support the respiratory needs of a person. This is why oxygen levels must always be taken into account when evaluating a worker's respiratory protection equipment.

Oxygen levels must be at least 19.5% by volume if respiratory protective equipment is to be used. An oxygen deficient atmosphere is a condition often found in poorly ventilated confined spaces. This atmosphere is classified as IDLH (Immediately Dangerous to Life or Health). This atmosphere can occur in two ways: oxygen may be used up by a chemical reaction or oxygen can be displaced by another gas.

## **EVALUATION OF THE HAZARD**

The hazard evaluation must be performed by a qualified individual who is trained in the operation and has the knowledge of the exposure concerns. This will be done using the SDS (Safety Data Sheet) for the particular product or compound to be used. The R & D or Regulatory Departments would be involved in the evaluation and determination of needed respiratory protection for a given substance that we use.

The hazard identification and evaluation will be noted in writing on the Pick Lists, Phases / Procedures List, and on the combined Batch Record.

## **RESPIRATORS AND THEIR LIMITATIONS**

There are two categories of respirators which we use in our work; air purifying respirators and disposable particulate deterring respirators.

The air purifying respirators do just what the words imply; they purify the air, but they do not supply oxygen if there is a deficiency. Air purifying respirators with filters are designed to remove particulates (dusts, mists, and/or fumes) from the air.

The disposable respirators (Example being the 3M 8210 N95) filter out dusts and mists in the work areas but do not afford substantial fume or vapor protection.

## **LIMITATIONS OF AIR PURIFYING RESPIRATORS**

**"DO NOT USE" under the following conditions:**

- When the contaminant has poor warning properties, that is, when it cannot be recognized by taste, smell, or irritation at or below the permissible exposure limit.
- In oxygen deficient atmospheres.
- In atmospheres immediately dangerous to life or health (atmospheres in which a short exposure would cause death, injury, or delayed physical reaction).

Air purifying respirators are small and allow freedom of movement. However, every time the wearer inhales, a negative pressure is created in the mask relative to the outside atmosphere. If the wearer does not have the proper fit or seal of the respirator on his face, then the contaminants will be drawn into the face piece through the leaks in the seal.



## BREAKTHROUGH

If a wearer of an air purifying respirator begins to taste, smell, or be irritated by the contaminant, it is an indication that a "breakthrough" has occurred. This means that it is time to replace the cartridge, provided that the wearer had a good seal or fit at that time. When using a cartridge for particulates, the contaminant will restrict or clog the air flow as the contaminant is trapped by the filtering action of the cartridge.

## EMPLOYEE SCREENING / MEDICAL EVALUATION

OSHA guidelines require that any employee required to wear respiratory protection first be able to pass a medical / physical examination that will demonstrate his ability to wear the equipment without being a threat to his health.

## GENERAL

GOLEY COMPANIES shall provide a medical evaluation to determine the employee's ability to use a respirator, before the employee is fit tested or required to use the respirator in the workplace.

A medical questionnaire and examination will be administered confidentially during the employees' normal working hours at time and place convenient to the employee. The medical questionnaire will be administered in a manner that ensures that the employee understands its content. The employee will be provided with an opportunity to discuss the questionnaire and examination results with the Physician or other Licensed Health Care Professional (PLHCP) performing the exam.

Some of the factors which will be considered include:

- **Lungs** - Does the individual have a history of asthma or emphysema, difficulty with normal breathing, or previously documented lung problems? These conditions coupled with the wearing of a respirator will further restrict already difficult breathing.
- **Heart** - Does the individual have high blood pressure, artery diseases or documented heart problems? The use of a respirator will add stress on the heart which will aggravate these conditions.
- **Fit** - Facial hair such as a beard or sideburns that project under the face piece will cause a poor seal. In addition, facial scars could also prohibit a proper fit.
- **Other** - Missing or arthritic fingers which would make it difficult for the individual to properly adjust and operate the respirator, Claustrophobia and poor eyesight, A statement that the Physician or other Licensed Health Care Professional (PLHCP) has provided the employee with a copy of the PLHCP'S written recommendation or the need, if any, for follow-up medical evaluations.

## ADDITIONAL MEDICAL EVALUATIONS

At a minimum, GOLEY COMPANIES shall provide additional medical evaluations that comply with the requirements of this section if:

- An employee reports medical signs or symptoms that are related to ability to use a respirator.
- A PLHCP, supervisor, or the respirator program administrator informs GOLEY COMPANIES that an employee needs to be reevaluated.
- Information from the respirator protection program, including observations made during fit testing and / or program evaluation indicates a need for employee reevaluation.
- A change occurs in workplace conditions (i.e. physical work effort, protective clothing, temperature) that may result in a substantial increase in the physiological burden placed on an employee.

## RESPIRATORY FIT TEST

Fit tests are essential to ensuring that a respirator mask forms a good seal against the wearer's face to prevent contaminants from leaking into the mask.

Before an employee may be required to use any respirator with a negative or positive pressure tight-fitting face piece, the employee must be fit tested with the same make, model, style, and size of respirator that will be used.

GOLEY COMPANIES shall ensure that an employee using a tight-fitting face piece respirator is fit tested prior to initial use of the respirator, whenever a different respirator face piece (size, style, model or make) is used, and at least annually thereafter.

When a respirator is first issued to the wearer, he should try a variety of sizes to get a comfortable fit. Then a **Qualitative or Quantitative fit test**, including a positive and negative fit, should be done. This can be self-administered and should be done with all air-purifying respirators before entering a hazardous atmosphere. OSHA guidelines for fit testing must be followed. The manufacturer's instructions, which accompany the respirators, should be consulted and followed.

**Negative pressure fit test:** the wearer closes off the respirator inlet and inhales. A vacuum and partial inward collapse of the mask should result. If a vacuum cannot be maintained for at least ten (10) seconds, readjust the face piece and try again.

**Positive pressure fit test:** the wearer closes off the exhalation valve and breathes out gently. Air will escape through any gaps in the seal between the face piece and the wearers face.

GOLEY COMPANIES shall conduct an additional fit test whenever the employee reports, or the employer, PLHCP, supervisor, or program administrator makes visual observations of, changes in the employee's physical condition that could affect respirator fit. Such conditions include, but are not limited to, facial scarring, dental changes, cosmetic surgery, or an obvious change in body weight.

## **STORAGE**

All respirators shall be stored to protect them from damage, contamination, dust, sunlight, extreme temperatures, excessive moisture, and damaging chemicals, and they shall be packed or stored to prevent deformation of the face piece and exhalation valve.

## **EQUIPMENT MAINTENANCE**

All cartridge respirators will be maintained and inspected. The following maintenance steps will be performed by the employee.

1. All equipment when received must be cleaned and thoroughly disinfected.
2. Each respirator must be thoroughly dry and placed in a clean plastic storage bag.
3. All equipment must be properly stored to protect it from dust, sunlight, heat, extreme cold, excessive moisture, and damaging chemicals.
4. All respirators must be inspected for defects and missing parts before and after each use and during cleaning. All straps, valves, regulators, etc. must be in good working order or the respirator must be removed from service immediately and tagged "Do Not Use".
5. Any defects found must be noted and repaired by qualified personnel.
6. Suitable storage and cleaning facilities must be established as conditions allow. The supervisor must be responsible for making the necessary arrangements to ensure that all applicable items in this section have been followed.

## **RESPIRATOR CLEANING PROCEDURES (Mandatory)**

These procedures are provided for use when cleaning respirators. They are general in nature, and as an alternative the cleaning recommendations provided by the manufacturer of the respirators may be used by employees, provided such procedures are as effective as those listed here. Equivalent effectiveness simply means that the procedures used must ensure that the respirator is properly cleaned and disinfected in a manner that prevents damage to the respirator and does not cause harm to the user.

## Procedures for Cleaning Respirators

1. Remove filters, cartridges, or canisters. Disassemble face pieces by removing speaking diaphragms, demand and pressure-demand valve assemblies, hoses, or any components recommended by the manufacturer. Discard or repair any defective parts.
2. Wash components in warm 110 degree (43 degrees Celsius) maximum water with a mild detergent or with a cleaner recommended by the manufacturer. A stiff bristle (not wire) brush may be used to facilitate the removal of dirt.
3. Rinse components thoroughly in clean, warm 110 degree (43 degrees Celsius) maximum, preferably running water and drain.
4. When the cleaner used does not contain a disinfecting agent, respirator components should be immersed for two minutes in one of the following:
  - Hypochlorite solution (50 ppm of chlorine) made by adding approximately one milliliter of laundry bleach to one liter of water at 110 degree(43 degrees Celsius); or
  - Aqueous solution of iodine (50 ppm iodine) made by adding approximately 0.8 milliliters of tincture of iodine (6-8 grams ammonium and/or potassium iodide/100 cc of 45% alcohol) to one liter of water at 110 degrees (43 degrees Celsius); or
  - Other commercially available cleansers of equivalent disinfectant quality when used as directed, if their use is recommended or approved by the respirator manufacturer.
5. Rinse components thoroughly in clean, warm 110 degree (43 degrees Celsius) maximum, preferably running water and drain. The importance of thorough rinsing cannot be overemphasized. Detergents or disinfectants that dry on face pieces may result in dermatitis. In addition, some disinfectants may cause deterioration of rubber or corrosion of metal parts if not completely removed.
6. Components should be hand-dried with a clean lint-free cloth or air-dried.
7. Reassemble face piece, replacing filters, cartridges, and canisters where necessary.
8. Test the respirator to ensure that all components work properly.

## EMPLOYEE TRAINING

It will be the responsibility of the Supervisor or Lead to ensure that all individuals are properly trained in using the assigned respiratory equipment. The training will be done prior to requiring the employee to use a respirator in the workplace.

An employer who is able to demonstrate that a new employee has received training within the last 12 months is not required to repeat such training provided that, the employee can demonstrate knowledge of the regulations.

GOLEY COMPANIES will provide training to employees who are required to use respirators. The training will be comprehensive, understandable, and recur annually and more often if necessary.

The following items shall be reviewed with each employee:

1. Why the respirator is necessary and how improper fit, usage, or maintenance can compromise the protective effect of the respirator.
2. Name and location of the work area requiring respiratory protection equipment. Describe the harmful substances present which make it necessary to wear a respirator. Provide specific information regarding the contaminants, (i.e. gases, vapors, dust, etc.).
3. Describe the type of respirator being assigned. Discuss the limitations of the assigned respirator, (i.e. Good for dust only, etc.).
4. Review the respirator operating procedures; refer to the manufacturer's instructions. Insure each worker has a proper fit of the assigned respirator. Have each demonstrate a positive and negative fit test.
5. Inspect and show the employee how to inspect the respirator before each use.
6. Review site policy for respiratory cleaning with the employees. If the respirators are to be cleaned on the site, identify the designated person assigned to the task. If the employees are assigned to clean and maintain the respirators, show the designated washing area and the proper procedure for cleaning. Insist that the respirator be cleaned after each use.
7. Review with the employee the designated storage area for his equipment. Insist that the respirator be placed here after each use of the equipment.
8. Explain to the employees the need to report any defects that may be found when using their equipment.
9. How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators.
10. How to use the respirator effectively in emergency situations, including situations in which the respirator malfunctions.
11. The general requirements of this section.

**Note:** Items 4 through 7 above do not apply to disposable respirators or those designed for single use.

## **RETRAINING**

Retraining shall be administered annually, and when the following situations occur:

- Changes in the workplace or the type of respirator render previous training obsolete.
- Inadequacies in the employee's knowledge or use of the respirator indicate that the employee does not have the understanding or skill.
- Any other situation arises in which retraining appears necessary to ensure safe respirator use.

## **RECORD KEEPING**

GOLEY COMPANIES will establish and retain written information regarding medical evaluations, fit testing, and the respirator program. This information will facilitate employee involvement in the respirator program, assist GOLEY COMPANIES in auditing the adequacy of the program, and provide a record for compliance determinations by OSHA. Written materials required to be retained under this paragraph shall be made available upon request to affected employees for examination and copying.

## **MEDICAL EVALUATION**

Records of medical evaluations required by this section must be retained and made available in accordance with OSHA Standards.

### **Fit Testing**

GOLEY COMPANIES shall ensure that the records of the qualitative and quantitative fit tests administered to an employee include:

- The name or identification of the employee tested
- Type of fit test performed
- Specific make, model, style, and size of respirator tested
- Date of test
- The pass / fail results for QLFT'S or the fit factor and strip chart recording or other recording of the test results for QNFT'S.

Fit test records shall be retained for respirator users until the next fit test is administered.

### **Respirator Program**

A written copy of the current respirator program shall be retained by the employer.

# HEAT ILLNESS PREVENTION PROGRAM

## I. OVERVIEW AND OBJECTIVES

Employees who work in outdoor places of employment or who work in other locations where environmental risk factors for heat illness are present are at risk for developing heat related illnesses if they do not protect themselves appropriately. The objective of this program is to reduce the potential for heat illnesses by making employees aware of heat illnesses, ways to prevent illness, and actions to take if symptoms occur.

This Heat Illness Prevention Plan (HIPP) applies to employees of GOLEY COMPANIES, who work in outdoor areas of employment or on job tasks where the environmental risk factors for heat illness are present and are at risk for developing heat illnesses if they do not protect themselves appropriately.

This standard applies to all outdoor places of employment including construction of all types.

## II. SCOPE

GOLEY COMPANIES' HIPP includes steps for ensuring drinking water is always provided in sufficient amounts, temperatures and humidity conditions are monitored, shade is available as required by the law, high heat procedures are followed, employee training is conducted, emergency response procedures are documented, acclimatization of employees is accounted for, and auditing processes are incorporated to strengthen the plan's success.

## III. POLICY

It is the policy of GOLEY COMPANIES that any employee participating in job tasks where environmental risk factors for heat illness are present will comply with the procedures in this document and in the Injury and Illness Prevention Program. A copy of this Heat Illness Prevention Plan will be made available at each job site in both English and the language understood by the majority of employees.

## IV. DEFINITIONS

*"Acclimatization"* means temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. Acclimatization peaks in most people within four to fourteen days of regular work for at least two hours per day in the heat.

*"Heat Illness"* means a serious medical condition resulting from the body's inability to cope with a particular heat load, and includes heat cramps, heat exhaustion, heat syncope and heat stroke.

*"Heat Wave"* means any day in which the predicted high temperature for the day will be at least 80 degrees Fahrenheit and at least ten degrees Fahrenheit higher than the average high daily temperature in the preceding five days.

*"Environmental risk factors for heat illness"* means working conditions that create the possibility that heat illness could occur, including air temperature, relative humidity, radiant heat from the sun and other sources, conductive heat sources such as the ground, air movement, workload severity and duration, protective clothing and personal protective equipment worn by employees.

*"Personal risk factors for heat illness"* means factors such as an individual's age, degree of acclimatization, health, water consumption, alcohol consumption, caffeine consumption, and use of prescription medications that affect the body's water retention or other physiological responses to heat.

*"Shade"* means blockage of direct sunlight. One indicator that blockage is sufficient is when objects do not cast a shadow in the area of blocked sunlight. Shade is not adequate when heat in the area of shade defeats the purpose of shade, which is to allow the body to cool. For example, a car sitting in the sun does not provide acceptable shade to a person inside it, unless the car is running with air conditioning. Shade may be provided by any natural or artificial means that does not expose employees to unsafe or unhealthy conditions and that does not deter or discourage access or use.

*"Temperature"* means the dry bulb temperature in degrees Fahrenheit obtainable by using a thermometer to measure the outdoor temperature in an area where there is no shade. While the temperature measurement must be taken in an area with full sunlight,, the bulb or sensor of the thermometer should be shielded while taking the measurement, e.g. with the hand or some other object, from direct contact by sunlight.

## **V. WATER**

GOLEY COMPANIES will provide fresh, pure and suitable cool water, free of charge, as close as practicable to areas where employees are located. Supervisors will visually examine the water to ensure purity and check that it is adequately cool by pouring some on their skin. In no case shall the water supply be further than 400 feet away from workers.

When employees are working in large areas water will be placed in several locations. GOLEY COMPANIES will also place water in designated shade areas and near restrooms.

GOLEY COMPANIES will ensure that 1 quart of water per person per hour is available at the start of the shift and will have a water replenishment system (including designated responsibility) in place.

GOLEY COMPANIES encourages employees to drink water frequently and to report low water levels, as well as warm or dirty water containers, to supervisors.

## **VI. PROCEDURES FOR MONITORING THE WEATHER**

Supervisors will be trained and instructed to check in advance the extended weather forecast. Weather forecasts can be checked with the aid of the internet (<http://www.nws.noaa.gov/>), by calling the National Weather Service phone numbers, or by checking the Weather Channel TV Network. The work schedule will be planned in advance, taking into consideration whether high temperatures or a heat wave is expected. Routine advance weather monitoring will take place between the months of May and September; with additional advance monitoring conducted as needed during the remainder of the year.



In addition to advance weather monitoring, supervisors shall utilize one of the National, State or Local weather services to review the day's forecasted temperature and humidity level prior to the start of work. Temperature and humidity levels will also be monitored on the work site throughout the day and compared to the National Weather Service Heat Index to evaluate the risk level for heat illness and determine when precautionary heat illness prevention measures should be taken. Temperature will be monitored by means of dry bulb thermometer in degrees Fahrenheit. Temperature measurements will be taken in work areas where shade is not present.

## **VII. SHADE**

GOLEY COMPANIES will provide shade when the temperature exceeds 80 degrees Fahrenheit. Shade areas will be open to the air or provided with ventilation or cooling. Enough shade will be provided to accommodate the number of employees on break or recovery period at any given time.

GOLEY COMPANIES will ensure that employees in shaded areas can sit in a normal posture fully in the shade without having contact with one another. The shade shall be located as close as practicable to the work area. During meal periods, the amount of shade available shall be enough to accommodate the number of employees on meal break and those seeking cool-down rest periods.

GOLEY COMPANIES will encourage employees to take a preventive cool-down rest in the shade when they feel the need to protect themselves from overheating.

Employees taking cool-down breaks will be monitored and asked if they are experiencing symptoms of heat illness and will be encouraged to remain in the shade until any signs or symptoms have abated. Employees will be given no less than 5 minutes to rest in the shade, in addition to time needed to access the shade.

GOLEY COMPANIES policy will be that any employee who exhibits signs or reports symptoms of heat illness while taking a preventive cool-down rest shall be provided with appropriate first aid or emergency response.

## **VIII. HIGH HEAT PROCEDURES**

GOLEY COMPANIES will implement the following high heat procedures when the temperature equals or exceeds 95 degrees Fahrenheit.

1. A supervisor, or a qualified designee, shall directly observe employees, for signs and symptoms of heat illness. Each supervisor, or qualified designee, shall be responsible for observing no more than 20 employees.
2. If impractical to directly observe employees, a mandatory buddy system shall be implemented or;
3. Regular communication with employees working solo shall be implemented by either radio or cellular phone or;
4. Other effective observation such as periodic checks.
5. Employees shall be observed for symptoms of heat illness and will be reminded throughout the work shift to drink plenty of water.
6. The Company will designate 1 or more employees to call for emergency medical procedures and will allow any employees to call for emergency services when a designated person is not available.
7. The Company will closely supervise new employees for the first 14 days of employment, unless the new employee indicates at the time of hire that they have been doing similar work for at least 10 of the past 30 days, and for more than 4 hours per day.
8. When temperatures reach 95 degrees or above, The Company may also implement employees taking 10-minute preventive cool-down rest periods every 2 hours. The preventive cool-down rest period may be provided concurrently with any other required meal or other rest period.
9. The Company will provide a pre-shift meeting during periods of high heat to remind employees:
  - a. Of the company's high heat procedures.
  - b. To drink plenty of water.
  - c. Of their right to take cool-down rest periods if necessary.

## **IX. TRAINING**

GOLEY COMPANIES will provide training to all supervisors, and affected employees, prior to their engaging in work that could result in exposure to risk factors for heat illness. Training will include:

1. An explanation of the employer's responsibility to provide shade, water, cool-down rest periods, and access to first aid, as well as the employee's right to exercise their rights without fear of retaliation.
2. Environmental and personal risk factors for heat illness.

3. The signs and symptoms of heat illness.
4. The importance of immediately reporting signs and symptoms of heat illness, and appropriate first aid to be taken.
5. Importance of frequent consumption of water.
6. Importance of acclimatization.
7. The Company response plan to a case of possible heat illness.
8. Supervisor and employee responsibilities.
9. Supervisors will be taught procedures to follow in case of an employee reporting or displaying symptoms of heat illness.
10. Supervisors will be trained how to monitor weather reports and how to respond to hot weather advisories.

## **X. EMERGENCY RESPONSE PROCEDURES**

All supervisors and management personnel of GOLEY COMPANIES are required to take immediate action if an employee exhibits signs or symptoms of heat illness. Emergency response procedures will include but not be limited to the following actions:

1. Ensuring that effective communication by voice, observation, or electronic means are maintained so that employees at the high temperature work site can contact a supervisor or emergency medical service when necessary.
2. Cell phones, company radio, email and other electronic devices will be used for communication. If electronic devices are not reliable forms of communication, The Company will develop alternative means of summoning emergency medical services.
3. Employers and supervisors will be trained to recognize symptoms of heat stress, such as decreased level of consciousness, disorientation, irrational behavior, staggering, vomiting and convulsions; and are required to take immediate action if any employee exhibits signs of the mentioned symptoms of heat illness.
4. Supervisors and employees will be taught first aid measures and how emergency services are to be provided to affected employees.
5. Employees exhibiting signs or symptoms will be monitored and shall not be left alone or sent home without being first offered onsite first aid and/or being provided with emergency medical service.
6. If deemed necessary, emergency medical services will be contacted, and employees will be transported to a place where they can be reached by emergency medical providers.
7. In emergency events – clear and precise directions to work site will be provided to emergency responders.
8. In the event that a work site is in a difficult to find location, an employee will be sent to meet emergency medical services at the nearest landmark; and lead them to the work site.

## **XI. ACCLIMATIZATION**

- New employees and employees who have not previously worked in environments where the possibility that heat illness may occur will be given an opportunity for their bodies to gradually be exposed to heat. Employees will be given an opportunity to adapt to the heat by working in the heat for at least 2 hours a day, between 4 to 14 days.
- The Company will also monitor employees during a heat wave. “Heat wave” being defined as any day the predicted temperature is at least 80 degrees Fahrenheit and at least 10 degrees Fahrenheit higher than the average high daily temperature in the preceding 5 days. Monitoring can be done by either the supervisor or by use of the buddy system.
- The Company will stress to new employees the importance of immediately reporting to their supervisor symptoms and signs of heat stress in themselves or in co-workers.

## **XII. HEAT ILLNESS PREVENTION PLAN AUDIT**

GOLEY COMPANIES, as part of the implementation of our Injury & Illness Prevention Program, and to ensure the success of our HIPP, will conduct an audit of our written plan and documentation by Supervisors and Managers. Audits of the HIPP will be conducted annually. The audit shall review the plan to ensure that the heat illness prevention procedures continue to be effectively implemented. This will include, but is not limited to:

- Ensuring that suitably fresh and cool water is routinely provided in the required amounts.
- Ensuring sufficient shade is routinely made available.
- Verifying that the required supervisor and employee training has been completed.
- A review of the effectiveness of emergency response procedures.
- Ensuring that employees are acclimatized as required.
- Ensuring that high heat procedures are implemented when the temperature reaches 95 degrees Fahrenheit.

## **EMERGENCY PROCEDURES FOR HEAT RELATED ILLNESSES**

In the event that a Heat Related Illness occurs, the following Emergency Guidelines will be utilized for quick on site and outside assistance.

### **HEAT STROKE**

Heat stroke is life threatening. The victims temperature control system, which produces sweating to cool the body stops working. The body temperature can rise so high that brain damage and death may result if the body is not cooled quickly. Help must be administered fast. Quickly cool the victim's body.

### **SIGNS AND SYMPTOMS**

1. Hot, red skin.
2. Very small pupils.
3. Very high body temperature. Sometimes as high as 105-106 degrees!
4. It is possible if the victim was sweating from heavy work that the skin might still be wet; otherwise, it will feel dry.
5. Potential for nausea, dizziness, vomiting, partial and/or total loss of consciousness or delirium.

### **FIRST AID / EMERGENCY RESPONSE**

1. Heat stroke is life threatening. **CALL 911 (EMS - Emergency Medical Services)**
2. Get the person out of the heat and into a cooler place.
3. Place the victim in the shock position (lying on the back with feet elevated).
4. Remove or loosen victims clothing.
5. Cool the victim fast
  - Immerse him/her in a cool bath
  - Wrap wet sheets/cloths around the body and fan it
  - Cold packs may be used to cool, but do not put any cold items directly on the skin. This may induce further shock. Apply a barrier between the skin and cold pack.
6. Treat for shock while waiting for EMS to arrive.
7. **DO NOT GIVE ANYTHING BY MOUTH TO THE VICTIM.**

## **HEAT EXHAUSTION**

Heat exhaustion is less threatening than heat stroke. It typically occurs when people exercise heavily or work in a warm humid environment where body fluids are lost through heavy sweating. Fluid loss causes blood flow to decrease in the vital organs, resulting in a form of shock. With heat exhaustion, sweat does not evaporate, as it should, very possibly because of high humidity or too many layers of clothing. As a result, the body is not cooled effectively.

### **SIGNS AND SYMPTOMS**

1. Cool, pale and moist skin
2. Heavy sweating
3. Dilated pupils
4. Headache
5. Nausea, dizziness and vomiting
6. Body temperature will be nearly normal

### **FIRST AID / EMERGENCY RESPONSE**

1. Get the person out of the heat and into the cool place.
2. Place the victim in the shock position (lying on the back with feet elevated).
3. Either remove or loosen victims clothing.
4. Cool the victim by:
  - Fanning and applying cold packs (applying a towel between the cold pack and the skin)
  - Apply wet towels, sheets or cloths while fanning the victim
5. Treat for shock.
6. Administer ½ glass of water to “sip” every 15 minutes if the victim is fully conscious.

## HEAT CRAMPS

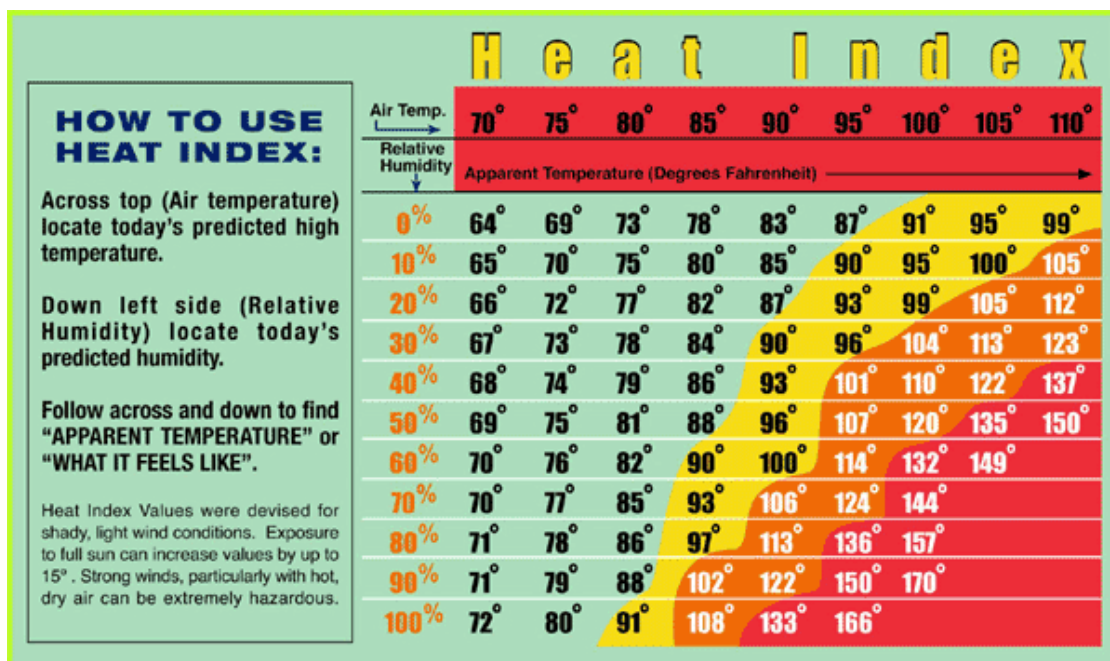
Heat cramps are muscular spasms and pain due to heavy exertion. They usually involve abdominal muscles or legs. It is thought that they may be caused by salt loss due to heavy sweating and loss of water during the heavy activity.

## FIRST AID / EMERGENCY RESPONSE

1. Get the victim to a cool place.
2. In the absence of other injuries and if the victim can tolerate it, give ½ glass of water every 15 minutes to “sip” for approximately an hour.

In all cases, fast action and preparedness are crucial in minimizing the effects of Heat Illness. If you are not sure of what to do in an emergency then contact a First Aid trained person on site or call **911** for outside help immediately.

The below Heat Index Chart will help to understand the relation between Air Temperature and Relative Humidity which in turn gives a “feel like temperature”..



**HEAT INDEX 90° - 100°:**  
Sun stroke, heat cramps and heat exhaustion are possible with prolonged exposure and physical activity.

**HEAT INDEX 105° - 129°:**  
Sun stroke, heat cramps and heat exhaustion likely. Heat stroke possible with prolonged exposure and physical activity.

**HEAT INDEX 130° OR HIGHER:**  
Heat stroke or sun stroke imminent.

# CONFINED SPACE ENTRY PROGRAM

## I. INTRODUCTION

This program outlines the policy and procedures to protect all GOLEY COMPANIES employees, and any other personnel from the hazards of working in or around confined spaces.

Personnel that are at routinely required to enter enclosed spaces (i.e. tanks and totes) with limited entry and exit points (hereafter called confined spaces) primarily to clean but also to inspect, repair, and perform other duties associated with their jobs.

This procedure is intended to cover the entry into any confined spaces:

- **PERMIT REQUIRED SPACES**
- **NON-PERMIT SPACES**

## II. PURPOSE

Entry into any confined space can be dangerous if the safety and integrity of the confined space is not known and properly controlled and maintained. It is important that all GOLEY COMPANIES employees whose work may involve such an exposure to understand and know what a confined space is, how to recognize the hazards associated with it, and how to eliminate or control any adverse exposure potential. It is also important to establish emergency procedures to assist in the removal of employees should the need arise.

## III. DEFINITIONS

**Acceptable Entry Conditions:** Means the conditions that must exist in a Permit space to allow for entry and ensure that employees involved with a Permit Required confined space entry can safely enter and work within the space.

**Attendant:** Means the same as a **Safety Watch**. (See **Safety Watch**)

**Authorized Entrant:** Means an employee who is authorized by GOLEY COMPANIES to enter a **Permit** space.

**Confined Space:** Means a space that:

- is large enough and so configured that an employee can bodily enter and perform assigned work
- has limited or restricted means for entry or exit (i.e. attics, crawl spaces, tanks, vessels, silos, storage bins, hoppers, vaults, and pits or spaces that may have limited means of entry)
- is not designed for continuous employee occupancy



Additional considerations regarding the classification of a Confined Space include the following:

- A space is defined by concurrent existence of the following conditions:
  - Existing ventilation is insufficient to remove dangerous air contamination and/or oxygen deficiency which may exist or develop.
  - Ready access or egress for the removal of a suddenly disabled employee is difficult due to the location and/or size of the opening.
- **Dangerous air contamination:** An atmosphere presenting a threat of causing death, injury, acute illness, or disablement due to the presence of flammable and/or explosive, or toxic, or otherwise injurious or incapacitating substances.
  - Dangerous air contamination due to the flammability of a gas or vapor at a concentration greater than 20% of its lower explosive or lower flammable limit.
  - Dangerous air contamination due to combustible particulates or materials defined as a having a concentration greater than 20% of the minimum explosive concentration of the particulate or material.
  - Dangerous air contamination due to the toxicity of a substance is defined as the atmospheric concentration immediately hazardous to life or health. This does not preclude the requirement to control harmful exposures to toxic substances at concentration less than those immediately hazardous to life or health.
- **Oxygen deficiency:** An atmosphere containing oxygen at a concentration of less than 19.5% (percent) by volume.

**Emergency:** Means any occurrence, including any failure of hazard control or monitoring equipment, or event internal or external to the Permit space that could endanger entrants.

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

**Entry:** Means the action by which a person passes through an opening into a Permit- Required confined space. Entry includes any work activities, including preparation, in the space and is considered to have occurred as soon as any part of the entrant body breaks the plane of an opening into the space.

**Entry Permit:** Means the written or printed document that is provided by the Entry Supervisor to allow and control entry into a permit space and that contains the information specified in this procedure.

**Entry Supervisor:** Means the person, such as GOLEY COMPANIESS leads, safety representative, or department manager responsible for determining if acceptable entry conditions are present at a permit space where entry is planned, for authorizing entry and overseeing entry operation, and for terminating entry as required by this procedure.

**Note:** An Entry Supervisor also may serve as a **Safety Watch** or as an authorized entrant, as long as that person is trained and equipped as required by this procedure for each role he or she fills. Also, the duties of Entry Supervisor may be passed from one individual to another during the course of an entry operation provided they have been trained or experience in those responsibilities.

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

- Flammable gas, vapor, or mist in excess of 10 percent of its Lower Flammable Limit (LFL)
- Airborne combustible dust at a concentration that meets or exceeds its LFL.

**Note:** This concentration may be approximated as a condition in which the dust obscures vision at a distance of 5 feet (1.52m) or less.

- Atmospheric oxygen concentration below 19.5 percent or above 23.5 percent
- Atmospheric concentration of any substance for which a dose or a permissible exposure limit is published in the OSHA regulations and which could result in employee exposure in excess of its dose or permissible exposure limit

**Note:** An atmospheric concentration of any substance that is NOT capable of causing death, incapacitation, and impairment of the ability to self-rescue, injury, or acute illness due to its health effects is not covered by this provision.

- Any other atmospheric condition that is Immediately Dangerous to Life or Health (IDLH).

**Note:** For air contaminants for which OSHA has not determined a dose or permissible exposure limit, other sources of information, such as Safety Data Sheets that comply with the Hazard Communication Standard published information, and internal documents can provide guidance in establishing acceptable atmospheric conditions.

**Hot Work Permit:** Means GOLEY COMPANIESS written authorization to perform operations, for example riveting, welding, cutting, burning, and heating) capable of providing a source of ignition.

**Immediately Dangerous to Life or Health (IDLH):** Means any condition that poses an immediate or delayed threat to life or that would cause irreversible adverse health effects or that would interfere with an individual's ability to escape unaided from a permit space.

**Inerting:** Means the displacement of the atmospheric in a permit space by a non-combustible gas such as nitrogen to such an extent that the resulting atmosphere is non-combustible.

**Note:** This procedure produces an IDLH oxygen-deficient atmosphere.

**Isolation:** Means the process by which a permit space is removed from service and completely protected against the release of energy and material into the space by such means as: Blanking or Blinding, Misaligning, or removing procedures of lines, pipes, or ducts; a Double Block and Bleed System, Lock Out or Tag Out of all sources of energy; or blocking or disconnecting all mechanical linkages.

**Line Breaking:** Means the intentional opening of a pipe, line, or duct that is nor has been carrying flammable, corrosive, or toxic material, an inert gas, or any fluid at a volume, pressure, or temperature capable of causing injury.

**NON-PERMIT Confined Space:** Means a confined space that does not contain or, with respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious physical harm.

**Oxygen Deficient Atmosphere:** Means an atmosphere containing less than 19.5 percent oxygen by volume.

**Oxygen Enriched Atmosphere:** Means an atmosphere containing more than 23.5 percent oxygen by volume.

**PERMIT-REQUIRED Confined Space:** Means a confined space that has one or more of the following characteristics:

- contains or has the 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 converging walls or by a floor which slopes downward and tapers to a smaller cross-passage
- contains any other recognized serious safety or health hazard

**PERMIT-REQUIRED Confined Space Program:** Means GOLEY COMPANIESS overall program for controlling, and, where appropriate, for protecting employees from, permit space hazards and for regulating employee entry into permit spaces.

**Permit System:** Means GOLEY COMPANIESS written procedure for preparing and issuing permits for entry and for returning the permit space to service following termination of entry.

**Prohibited Condition:** Means any condition in exists in a permit space that is not allowed by the permit during the period when entry is authorized

**Rescue Service:** Means the personnel designated to rescue employees from permit spaces.

**Retrieval System:** Means the equipment including a retrieval line, chest or full-body harness, wristlets, if appropriate, and a lifting device or anchor used for non-entry rescue of persons from permit spaces.

**Safety Watch:** Means an individual stationed outside one or more permit spaces who monitors the authorized entrants and who performs all Safety Watch duties assigned in GOLEY COMPANIES permit space program.

**Testing:** Means the process by which the hazards that may confront entrants of a permit space are identified and evaluated. Testing includes specifying the tests that are to be performed in the permit space.

**Note:** Testing enables GOLEY COMPANIES to devise and implement adequate control measures for the protection of authorized entrants and to determine if acceptable entry conditions are present immediately prior to, and during, entry.

#### IV. SCOPE

This procedure is intended to cover the entry into any confined space. GOLEY COMPANIES will identify all areas which are defined or can be termed as a "**confined spaces**", per the definitions above, into the following two categories:

- **PERMIT-REQUIRED SPACE**
- **NON-PERMITTED SPACE**

Each of these locations will be "**labeled or otherwise identified**" as a "**Permit-Required**" or **Non-Permitted** space. As such, personnel are required to follow the appropriate Entry Procedure prior to entry. The following are examples of the types of confined spaces:

- Enclosures with limited access openings for personnel, such as in a tank or tote container.
- Tanks, pits, tubs, vaults, vessels, or other confined areas and spaces where it is difficult to have a free exchange of clean air, or where hazardous materials may exist in residue.
- Confined spaces such as ventilation, process, or exhaust ductwork, sewers, underground utility tunnels, pipelines, or piping of any type.

Since confined spaces which are potentially hazardous, may be found on some jobs, it is extremely important that prior to beginning work in any area which would be defined as a confined space that the minimum "**entry**" guidelines be followed.

## V. EMPLOYEES

The scope of this procedure is intended to provide the safe entry and work environment for employees whose job assignment may require that they enter and work in a confined space. It is mandatory that all personnel meet the following requirements prior to beginning work in a confined space:

- Only trained and authorized personnel are permitted to enter and work in a confined space
- All responsible lead and management personnel must be trained in this policy and procedure prior to being assigned the responsibility for oversight of any operation that involves entry into a confined space
- Any job that requires entry into a confined space shall have the immediate oversight by a qualified Entry Supervisor who has received the proper training in this policy and procedure
- The Entry Supervisor, Department Lead, or Safety Representative must be contacted and given their Approval To Work prior to beginning any job assignment in a confined space

## VI. GENERAL (EMPLOYEE GUIDELINES)

Supervision and all GOLEY COMPANIES employees who may be required to enter a confined space shall review this instruction and be familiar with its contents prior to the start of any job involving a confined space. All personnel will be responsible to ensure compliance with all applicable sections.

### **Entry Supervisor or Lead:**

The Entry Supervisor or Lead has the responsibility for the safe entry and operation of any GOLEY COMPANIES work which is to be performed in a confined space. Each Entry Supervisor or Lead shall receive training in this program and the related equipment, processes, and communications which are a part of the program. Upon satisfactory completion of the competency requirements of the "certification" program, the Entry Supervisor will receive their certificate.

The Entry Supervisor or Lead will be responsible for the following review prior to allowing GOLEY COMPANIES workers to enter into a confined space:

- The Entry Supervisor or Lead will evaluate the workplace to determine if any spaces are Permit-Required confined spaces as well as Non-Permit confined spaces. From this evaluation, a list of "Permit" spaces and a list of "Non-Permit" spaces will be accumulated.
- If the workplace contains permit spaces, the Entry Supervisor or Lead shall inform exposed employees by posting danger signs or by any other equally effective means of the existence and location of and the danger posed by the permit spaces.

**Note:** A sign reading "**DANGER: Permit-Required Confined Space, DO NOT ENTER**" or using other similar language would satisfy the requirement for a sign.

- Job Supervisor or Lead should consult the Environmental Safety and Health Department or their Department Safety Representative prior to beginning work on any job should there be any question whether a particular area or job involves a confined space.
- Supervision over the area to be entered and supervision responsible for other work conducted in such area shall coordinate and regulate operations in their areas in a manner which will reduce hazards to GOLEY COMPANIES personnel entering such a confined space.

### **Employee Health**

GOLEY COMPANIES employees with respiratory problems shall not be permitted in confined spaces. All employees should have had an approved physical examination prior to using any respiratory equipment.

All personnel protective apparel and respiratory equipment herein specified will be NIOSH approved and shall be worn when entering any hazardous enclosures as required.

## **VII. PROCEDURES FOR CONFINED SPACE ENTRY**

The hazards inherent in confined space entry can be avoided or overcome if the following principles are applied properly each and every time a confined space is entered.

As such, the items below will have been completed prior to our starting work. In all cases, it will be the **responsibility** of the Entry Supervisor or Lead to ensure that each of these requirements have been addressed.

**No deviations from the safety requirements specified in these instructions will be permitted without prior approval from the Environmental Safety and Health Department Safety Representative.**

### **A. PRE-ENTRY**

Prior to entry into any confined space, the space must be evaluated by the assigned Entry Supervisor or Lead for acceptance. As outlined in the following sections, entry into a confined space will start with the evaluation of the type of environmental exposure within the space. The Entry Supervisor or Lead will be responsible for this evaluation.

**No entry** into a confined space shall be permitted until this evaluation has been completed and properly documented as required by this policy and procedure.

### **B. PERMIT-REQUIRED CONFINED SPACE**

Prior to entry into any confined space, the following provisions must be reviewed and conditions documented as part of the "Entry Permit":

## **Cleaning**

The confined space must be made clean and void of excess product and as much residue as possible by hot or cold water flush, by steaming, by chemical neutralization or by air purge, with harmful vapors vented safely to the outdoors where practicable.

## **Ventilation**

The confined space must be thoroughly ventilated. After the space is cleaned and ventilated, a mechanical exhaust system should be kept operating. Should decontamination involve flammable liquids, vapors, gases, or dusts any sources of ignition must be eliminated. Should ventilation be necessary to be continued in the event that flammable vapors remain, all air moving equipment shall meet Class I requirements and compliance with the low voltage safety orders.

## **Isolation**

The confined space must be completely isolated from all other systems and equipment. Positive and adequate measures must be taken to prevent harmful materials from entering the confined space while workers are inside.

In all cases where lines have contained hazardous fluids of flammable or inert gas, or where they contain fluids at high pressures or temperatures, the lines must be physically disconnected by removal of valves, etc., and blank flanges placed in the lines as close to the work area as practical.

## **Blanking**

Drains or overflow lines should be disconnected or blanked. Other lines to be disconnected or blanked will include steam connections, water, refrigerants, or air lines of any exterior jacket. Open ends of disconnected lines will be blanked or capped to prevent flow from disconnected ends entering an opening or falling on workmen. All blanks will be of sufficient thickness and tensile strength to withstand maximum pressures which may be imposed.

## **Lockout**

Line-disconnect switches supplying power to any mechanical mixers, agitators, pumps, and cover or door actuators will be tagged and locked in the "off" position. It is not adequate to lock a push-button station as it still may be possible to energize the circuit. The keys to any locks will be kept by the foremen in charge of the job and he alone shall be authorized to unlock the switches.

## **Environmental Testing Oxygen (19.5%) and Gas**

Before entry is made into any confined space, a test for oxygen and gas content shall be made. The assigned Entry Supervisor or Lead is responsible for the testing, can then give the OK to issue an Entry Permit providing that all other conditions of this procedure and the permit have been met. Under no condition will entry be made until the following procedure is carried out.

Before an employee enters the space, the internal atmosphere shall be tested, with a calibrated direct-reading instrument, for the following conditions in the order given:

1. Oxygen content
2. Flammable gases and vapors
3. Potential toxic air contaminants.

There may be no hazardous atmosphere within the space whenever any employee is inside the space.

Continuous forced air ventilation shall be used, as follows:

- An employee may not enter the space until the forced air ventilation has eliminated any hazardous atmosphere.
- The forced air ventilation shall be so directed as to ventilate the immediate areas where an employee is or will be present within the space and shall continue until all employees have left the space.
- The air supply for the forced air ventilation shall be from a clean source and may not increase the hazards in the space.

## **Periodic Testing**

The atmosphere within the space shall be periodically tested as necessary to ensure that the continuous forced air ventilation is preventing the accumulation of a hazardous atmosphere.

If an initial entry of the permit space is necessary to obtain the data required by this procedure, the entry is to be performed in compliance with the following guidelines:

- The determinations and supporting data required by this procedure are to be documented by the Entry Supervisor or Lead and are to be made available to each employee who enters the permit space under the terms of this procedure.
- Entry into the permit space is performed in accordance with the terms and requirements of this procedure.

**Note:** See section of this procedure for reclassification of a permit space after all hazards within the space have been eliminated.



## **Follow-up testing**

If dangerous air contamination and/or oxygen deficiency does not exist within the space, as demonstrated by tests performed, entry into and work within the space may proceed subject to the following:

- Testing shall be conducted with sufficient frequency to ensure that the development of dangerous air contamination and/or oxygen deficiency does not occur during the performance of any work.
- Testing will be conducted at minimum: prior to the beginning of any work, and after any time period where the workers may be on break or lunch.
- If the development of dangerous air contamination and/or oxygen deficiency is shown by tests performed, existing ventilation shall be supplemented by appropriate means.
- When additional ventilation has been provided and dangerous air contamination and/or oxygen deficiency has been removed as demonstrated by conducting and recording additional testing by the Entry Supervisor, entry into and work within the space may proceed subject to the above periodic monitoring.
- If it is not possible to eliminate the air contamination or oxygen deficiency, then all workers, including the "Safety Watch", will be required to wear Self-Contained Breathing Apparatus (SCBA) or airline respirators.

## **Entry Supervisor or Lead Oversight**

An Entry Supervisor or Lead whose employees enter a permit space need not comply with the above sections of this procedure, provided that:

- The Entry Supervisor or Lead can demonstrate that the only hazard posed by the permit space is no actual or potential hazardous atmosphere.
- The Entry Supervisor or Lead can demonstrate that continuous forced air ventilation alone is sufficient to maintain that permit space safe for entry.
- The Entry Supervisor develops monitoring and inspection data that supports the monitoring requirements of this procedure.

## **C. "ISSUANCE" OF CONFINED SPACE "ENTRY PERMIT"**

The confined space Entry Permit certifies and records approval for entry. It serves as a method of formalizing agreed-upon procedures and also as a checklist to ensure that all existing hazards are considered, evaluated, and correct protective measures taken. No employee will be allowed to enter any confined space without reporting to and securing approval from Entry Supervisor or Lead. Failure to do so will be grounds for disciplinary action.

The completed permit shall be made available at the time of entry to all authorized entrants, by posting it at the entry portal or by any other equally effective means so that the entrants can confirm that pre-entry preparations have been completed.

### **Time Duration of Permit**

The duration of the permit may not exceed the time required to complete the assigned task or job identified on the permit in accordance with this program.

To ensure continuation of safe conditions, if a pause of appreciable duration (i.e., 8 hours) occurs during the work on a job, the site must be reinvestigated by the signers before the job can be allowed to resume. Entry permits are valid for one shift only!

### **Entry**

Each entry supervisor or lead who will send employees into a confined space work area shall:

- Ascertain by personal investigation, immediately before entry and before signing the authorization that the entry and incidental work will be safe.
- Sign the approval for the permit following their evaluation and completion of the permit requirements.

### **Entry Termination / Permit Cancellation**

The Entry Supervisor shall terminate entry and cancel the entry permit when:

- The entry operations covered by the entry permit have been completed.
- A condition that is not allowed under the entry permit arises in or near the permit space.

In the event that a permit must be canceled as in the second situation above, the Entry Supervisor or Lead is to report the incident to the Environmental Safety and Health Department for their review. If it is found that the GOLEY COMPANIES confined space entry program and entry operations may not adequately protect its employees, then a meeting shall be held to make the necessary revision to the program to correct deficiencies found to exist, before subsequent entries are authorized.

Examples of circumstances requiring the review of the permit-required confined space program are:

- Any unauthorized entry of a permit space
- The detection of a permit space hazard not covered by the permit
- The detection of a condition prohibited by the permit
- The occurrence of an injury or near-miss during entry
- A change in the use or configuration of a permit space
- Employee complaints about the effectiveness of the program

## **Program Review**

GOLEY COMPANIES will conduct a review of the Permit-Required Confined Space Program, using the canceled permits retained under the program. A subsequent review is to be conducted within one year after each entry in order to evaluate the effectiveness of the program and to make any revisions as necessary, to ensure that employees participating in entry operations are protected from confined space hazards.

If no entry is performed during a 12-month period, no review is necessary.

## **Permit Records**

GOLEY COMPANIES shall retain each canceled entry permit for at least one year to facilitate the review of this Permit-Required Confined Space Program. Any problems encountered during any entry operation shall be noted on the pertinent permit so that appropriate revisions to the permit space program can be made.

## **D. ENTRY PERMIT**

The entry permit is intended to document compliance with GOLEY COMPANIES confined space entry program and authorized entry into a permitted confined space. Each permit shall be completed by the Entry Supervisor or Lead prior to allowing entry into the designated confined space. The permit shall contain the following information:

- The permit space to be entered.
- The purpose of the entry.
- The date and the authorized duration of the entry permit.
- The authorized entrants within the permit space, by name will enable the Safety Watch to determine quickly and accurately, for the duration of the permit, which authorized entrants are inside the permit space.
- The employees by name, currently serving as Safety Watch.
- The individual, by name, currently serving as Entry Supervisor or Lead, with a space for the signature or initials of the Entry Supervisor or Lead who originally authorized entry. (Can be the same as the Safety Watch)
- The hazards of the permit space to be entered.
- The measures used to isolate the permit space and to eliminate or control permit space hazards before entry.

**Note:** Those measures can include the lockout or tagging of equipment and procedures for purging, inerting, ventilation, and flushing of the space.

- The acceptable entry conditions.

- The results of initial and periodic tests performed, accompanied by the names or initials of the testers and by an indication of when the test were performed.
- The rescue and emergency services that can be summoned and the means (such as the equipment to use and the numbers to call) for summoning those services.
- The communication procedures used by authorized entrants and safety watch to maintain contact during the entry.
- Equipment, such as personal protective equipment, testing equipment, communications equipment, alarm systems, and rescue equipment, to be provided for compliance with this section.
- Any other information whose inclusion is necessary, given the circumstances of the particular confined space, in order to ensure employee safety.
- Any additional permits, such as for hot work, that have been issued to authorize work in the permit space.

## **E. "NON-PERMIT" CONFINED SPACES**

By definition, any confined space that does not contain or, with respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious physical harm, is defined as a "Non-Permit" confined space. As such, entry into a Non-Permit Confined Space still requires that special precautions be taken to ensure the safety of workers.

GOLEY COMPANIES may have some Non-Permit confined spaces in its operations. Each requires the same evaluation of the potential hazards prior to entry to ensure that safety of GOLEY COMPANIESS employees.

## **F. RECLASSIFICATION OF CONFINED SPACES**

### **Permit-Required to Non-Permit:**

A space classified by the Entry Supervisor or Lead as a permit required confined space may be reclassified as a Non-Permit Confined Space under the following procedures:

- If the permit space poses no actual or potential atmospheric hazards and if all hazards within the space are eliminated without entering into the space, the permit space may be reclassified as a Non-Permit Confined Space for as long as the non-atmospheric hazards remain eliminated.
- If it is necessary to enter the permit space to eliminate hazards, such entry shall be performed under the guidelines of this procedure. If testing and inspection during that entry demonstrate that the hazards within the permit space have been eliminated, the permit space may be reclassified as a Non-Permit Confined Space for as long as the hazards remain eliminated.

- The Entry Supervisor or Lead shall document the basis for determining that all hazards in a permit space have been eliminated, through a certification that contains the date, the location of the space, and the signature of the person making the determination. The certification shall be made available to each employee entering the space.
- If hazards arise within a permit space that has been declassified to a Non-Permit space per this procedure, each employee in the space shall exit the space. The Entry Supervisor shall then reevaluate the space and determine whether it must be reclassified as a permit space, in accordance with other applicable provisions of this procedure.

**Note:** Control of atmospheric hazards through forced air ventilation does not constitute elimination of the hazards. This policy covers permit space entry where GOLEY COMPANIES can demonstrate that forced air ventilation alone will control all hazards in the space.

### **Non-Permit Required to Permit-Required:**

When there are changes in the use or configuration of a non-permit confined space that might increase the hazards to entrants, the Entry Supervisor or Lead shall reevaluate that space and, if necessary, reclassify it as a Permit-Required Confined Space.

## **G. HAZARD POTENTIAL**

The hazards commonly encountered in a confined space include:

- **Toxic vapors** in unhealthy or fatal concentrations may result from residue of known or unknown material in a vessel, tank, or pit by gradual release from sludge or scale. The vapors may be introduced by leakage from interconnected systems, or be introduced by use of cleaning materials, welding, cutting, etc.
- **Flammable gases or dust** with the potential of fire or explosion.
- **Lack of oxygen** causing asphyxiation may result from chemicals absorbing or replacing oxygen in the space, or from inert gases used to exclude oxygen from a specific area of work. Air in clean enclosures closed for an extended period may become deficient in oxygen because of oxidation of the metal of the tank. Improper or inadequate ventilation during work may also result in a lack of oxygen.
- **Electrical shock** from portable lights, tools, or associated electrical equipment.
- **Injury from mechanical equipment** which may be defective or inadvertently or incorrectly operated
- **Injury from physical hazards** such as slipping, tripping, or falling from elevated work areas, platforms, scaffolding, or ladders. Falling tools or equipment from above which are not properly stored in elevated work areas.
- **The ability to exit freely** and work without the ability to stand, sit, or properly kneel.

## H. PRECAUTIONS

The following precautions are an integral part of this Confined Space Entry Procedure. Each element should be reviewed in its entirety **prior to beginning work** in order to maintain compliance for safe operations.

### Equipment and Tools

- Hand tools should be clean, in good condition, and should be selected carefully according to the use intended.
- Electrical tools and equipment, such as hand lamps and extension cords should be grounded, and when used in a Class I enclosure, of the explosion-proof type.
- Ground fault circuit interrupters must be connected in line and located outside the confined space for all power tool connections before use.
- In any Class I or Class II exposure, use air-operated power tools.
- Ladders used shall be secured or lashed at the top and, if possible, at the bottom.
- Employees performing welding in a confined space shall be provided with and required to use air line/supplied respiratory protection.
- Welding and cutting torches must not be taken into the space until ready to be used and must be removed from the confined space immediately after use.
- Cylinders of oxygen or other gas shall never be taken into confined spaces and should be turned off at the cylinder valve when not in use.

### Classification of Locations

**Class I** locations are those enclosed areas in which flammable, volatile liquids, gases, and vapors or mixtures are or may be present in quantities sufficient to produce explosive or ignitable mixtures.

**Class II** locations are those enclosed areas which are hazardous because of the presence of combustible dust.

### Signs

Signs posted near the entrance to the confined space help keep unnecessary people away, assist in notification to others on the site that potentially harmful operations should not be started independently nearby without consultation, and help guide rescuers should they be necessary.

## **Protective Clothing**

Special protective clothing may be required by the Entry Supervisor or Lead. It may range from specially-designed, complete coverall suits for protection against highly toxic chemicals - harmful by absorption through the skin, to the standard of chemical goggles, bump caps, gloves and sturdy work shoes normally worn to protect against routine hazards.

Employees should never unduly expose the skin when working in a confined space especially when it involves exposure to acids, solvents, or caustics. Workers should wear a full coverage of clothing at all times. In most cases, coveralls will be furnished on the job. It will be the responsibility of the Lead to ensure that the proper clothing is being worn.

## **Respiratory Protection**

Certified breathing air from self-contained units or airline respirators will be supplied and worn if the integrity of the atmosphere cannot be guaranteed and if there is any possibility of air contamination of a harmful nature or of oxygen deficiency while employees are within a confined space.

Such is the case when any electric arc or gas welding or cutting is done. All welders will be required to wear airline respirators or the equivalent due to the toxic nature of the welding rod and metals and their immediate exposure to these contaminants.

Canister type respirator masks will be worn when any repairs are made as long as there is an adequate exchange of air and oxygen provided by forced ventilation fans or air movers in the space. Welder's helpers and other workers may also use canister type respirator masks when welding is being done in the confined space provided that the air movement is adequate to remove the welding contaminants from the worker's breathing zone and out of the space.

Canister type respirators, when used in a confined space, do not always provide adequate protection and will not be used in the following cases:

- By welders unless air movement is adequate to keep the contaminated air from building up in the work area.
- When there is a deficiency of fresh air or oxygen in the space.
- By rescue workers when there is a deficiency of fresh air or oxygen in the space.

## **I. EMERGENCY AND RESCUE**

Where potential exposure in the confined space is acute due to the lack of oxygen, air contamination, or exposure to flammable or explosive atmospheres, or where rescue may be difficult, the worker(s) must be provided with a body harness with life line attached. Such safety harness and life line will be used when the shape, size and location of the confined space permits the safe emergency removal of workers by standby personnel without requiring entry into the confined space. The line shall be at least 1/2 inch in diameter and load tested at 2000 pounds.

## **Rescue and Emergency Services**

The following requirements apply to all GOLEY COMPANIES employees who will enter permit spaces to perform rescue services.

GOLEY COMPANIES will establish and maintain training programs to ensure that each member of the rescue service is provided with, and is trained to use properly, the personal protective equipment and rescue equipment necessary for making rescues from permit spaces as follows:

- Each member of the rescue service shall be trained to perform the assigned rescue duties.
- Each member of the rescue service shall also receive the training required of authorized entrants under this program.
- Each member of the rescue service shall practice making permit space rescues at least once every 12 months, by means of simulated rescue operations in which they remove dummies, manikins, or actual persons from the actual permit spaces or from representative permit spaces
- Representative permit spaces shall, with respect to opening size, configuration, and accessibility, simulate the types of permit spaces from which rescue is to be performed
- Each member of the rescue service shall be trained in basic first-aid and in cardiopulmonary resuscitation (CPR)
- At least one member of the rescue service holding current certification in first aid and in CPR shall be available

## **Non-Entry Rescue**

To facilitate non-entry rescue, retrieval systems or methods shall be used whenever an authorized entrant enters a permit space, unless the retrieval equipment would increase the overall risk of entry or would not contribute to the rescue of the entrant. Retrieval systems shall meet the following requirements:

- Each authorized entrant shall use a chest or full body harness, with a retrieval line attached at the center of the entrant's back near shoulder level, or above the entrant's head. Wristlets may be used in lieu of the chest or full body harness if it can be demonstrated that the use of a chest or full body harness is infeasible or creates a greater hazard and that the use of wristlets is the safest and most effective alternative.
- The other end of the retrieval line shall be attached to a mechanical device or fixed point outside the permit space in such a manner that rescue can begin as soon as the rescuer becomes aware that rescue is necessary. A mechanical device shall be available to retrieve personnel from vertical type permit spaces more than 5 feet deep.



## **Chemical Exposure**

If an injured entrant is exposed to a substance for which a Safety Data Sheet (SDS) or other similar written information is required to be kept at the worksite, that SDS or written information shall be made available to the medical facility treating the exposed entrant.

### **J. SAFETY WATCH**

Any entry into a "Permit-Required" confined space requires the presence of a "Safety Watch". The following elements shall be part of the entry plan into any Permit-Required confined space:

- **At least one Safety Watch** shall be assigned to stand by on the outside of any confined space opening ready to give assistance in case of emergency.
- In cases where the atmosphere within the confined space cannot be ensured to be free of dangerous air contamination and/or oxygen deficiency at least one additional employee who, may have other duties, shall be within sight or call of the Safety Watch.
- **In case of emergency**, the Safety Watch must never enter the confined space until he is relieved at his post. It is his job to summon aid immediately, to attempt to remove the victim by use of the life line, and to perform all other necessary rescue functions from outside.
- Upon arrival of help, he may enter the confined space for rescue work only when he is assured that adequate outside assistance is present.
- The Safety Watch must be well trained in basic first aid principles such as rescue breathing techniques.
- Rescuers entering the confined space must be protected with the safety equipment required by the situation; i.e., lifeline and harness, and proper personal protective equipment.
- The Safety Watch shall be trained in these procedures and be familiar with the guidelines set forth in their responsibilities as dictated herein.
- The Safety Watch shall be aware of the conditions of personnel within the space at all times. They shall not leave their position until the confined space is vacated or they are relieved by other suitably attired personnel.
- **For rescue purposes**, at least one unit of self-contained breathing equipment or its equivalent must be located outside the confined space and convenient to the Safety Watch together with harness, rope, and such other emergency equipment as may be needed and indicated above (See Emergency and Rescue).
- The Safety Watch may pass tools, but he must have no other job which will take his attention away from the man in the confined space and/or which will interfere with his attempts to withdraw a victim by use of the lifeline, or which will require his leaving the vicinity of the confined space for any time whatsoever.

## **K. FIRST AID AND CPR**

At least one person trained in first aid and cardiopulmonary resuscitation (CPR) shall be immediately available whenever the use of respiratory protective equipment is required. The standards for CPR training shall follow the principles of the American Heart Association or the American Red Cross or equivalent.

## **L. COMMUNICATIONS**

An effective means of communication between employees inside a confined space and the Safety Watch must be provided and used whenever the use of respiratory protective equipment is required or whenever employees inside a confined space are out of sight of the Safety Watch and other standby employees. All affected employees must be trained in the use of such communication system. The system must be tested before each use to confirm its effective operation.

## **M. EMERGENCY SIGNALS**

A clearly understood signal system shall be established prior to the start of the operation. The following example can be used when it is necessary for the worker in the space to communicate quickly with the Safety Watch:

- one pull - allow more slack in the line
- two pulls - lead line is inadequate
- three pulls - emergency, pull man from space

One additional safety line will be available for each person within the confined space. In the event a worker has fouled his life line on a structural member to such an extent that the clearing of the line to affect a rescue would be time consuming and dangerous, the life line to the man will be unsnapped. A new life line will be hooked on and a rescue effected.

## **N. CONTRACTOR COMPLIANCE**

When GOLEY COMPANIES arranges to have employees of another employer (contractor) perform work that involves permit space entry, GOLEY COMPANIES shall:

- Inform the contractor that the workplace contains permit spaces and that permit space entry is allowed only through compliance with GOLEY COMPANIES confined space entry program and by meeting the requirements of this procedure
- Apprise the contractor of the Confined Space Entry Program elements, including the hazards identified and GOLEY COMPANIES experience with the space that make the space in question a permit space
- Apprise the contractor of any precautions or procedures that GOLEY COMPANIES has implemented for the protection of employees in or near permit spaces where contractor personnel will be working

- Coordinate entry operations with the contractor, when both GOLEY COMPANIES personnel and contractor personnel will be working in or near permit spaces, as required by this procedure.
- Debrief the contractor at the conclusion of the entry operations regarding the permit space program followed and regarding any hazards confronted or created in permit spaces during entry operations

In addition to complying with GOLEY COMPANIES permit space requirements, each contractor who is retained to perform permit space entry operations shall:

- Obtain any available information regarding permit space hazards and entry operations from the representative prior to the start of work
- Coordinate entry operations with GOLEY COMPANIES, when both personnel and contractor personnel will be working in or near permit spaces, as required by this procedure
- Inform GOLEY COMPANIES of the permit space program that the contractor will follow and of any hazards confronted or created in permit spaces, either through a debriefing or during the entry operation

## **O. CONTRACTOR'S CONFINED SPACE PROGRAMS**

Unless provided for above, each contractor has the option of following their own program which shall meet or exceed GOLEY COMPANIES program. Their program shall include the following at minimum:

- Implement the measures necessary to prevent unauthorized entry
- Identify and evaluate the hazards of permit spaces before employees enter them
- Develop and implement the means, procedures, and practices necessary for safe permit space entry operations, including, but not limited to, the following:
  - Specifying acceptable entry conditions
  - Isolating the permit space
  - Purging, inerting, flushing, or ventilating the permit space as necessary to eliminate or control atmospheric hazards
  - Providing pedestrian, vehicle, or other barriers as necessary to protect entrants from external hazards
  - Verifying that conditions in the permit space are acceptable for entry throughout the duration of an authorized entry
- Provide the following equipment at no cost to employees, maintain that equipment properly, and ensure that employees use that equipment properly
- Testing and monitoring equipment needed to comply with this section
- Ventilating equipment needed to obtain acceptable entry conditions

- Communications equipment necessary for compliance with this section
- Personal protective equipment insofar as feasible engineering and work practice controls do not adequately protect employees
- Lighting equipment needed to enable employees to see well enough to work safely and to exit the space quickly in an emergency
- Barriers and shields as required
- Equipment, such as ladders, needed for safe ingress and egress by authorized entrants
- Rescue and emergency equipment needed to comply with this procedure, except to the extent that the equipment is provided by rescue service
- Any other equipment necessary for safe entry into and rescue from permit spaces

## **VIII. TRAINING**

GOLEY COMPANIES shall provide training so that all employees whose work is regulated by this program acquire the understanding, knowledge, and skills necessary for the safe performance of the duties assigned under the program.

Training shall be provided to each affected employee as follows:

- Before the employee is first assigned duties under the program.
- Before there is a change in assigned duties.
- Whenever there is a change in permit space operations that presents a hazard about which an employee has not previously been trained.
- Whenever GOLEY COMPANIES or its safety representatives has reason to believe either that there are deviations from the permit space entry procedures required by this section or that there are inadequacies in the employee's knowledge or use of these procedures.

The training shall establish employee proficiency in the duties required by this policy and shall introduce new or revised procedures, as necessary, for compliance with this program.

GOLEY COMPANIES will provide training to certify that employees and management meet the requirements of this program. The certification shall contain each employee's name, the signatures or initials of the trainers, and the dates of training. The certification shall be available for inspection by employees and their authorized representatives.

## **Authorized Entrants (Employees)**

GOLEY COMPANIES shall ensure that all authorized entrants have been trained in the following duties:

- Know the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure.
- Know how to properly use equipment as required by this program.
- Communicate with the Safety Watch as necessary to enable the Safety Watch to monitor entrant status and to enable the Safety Watch to alert entrants of the need to evacuate the space as required by this program.
- Alert the Safety Watch wherever:
  - The entrant recognizes any warning sign or symptom or exposure to a dangerous situation.
  - The entrant detects a prohibited condition.
- Exit from the permit space as quickly as possible whenever:
  - An order to evacuate is given by the Safety Watch, Entry Supervisor, or Lead.
  - The entrant recognizes any warning sign or symptom of exposure to a dangerous situation.
  - The entrant detects a prohibited condition.
  - An evacuation alarm is activated.

## **Duties of Safety Watch**

GOLEY COMPANIES and its safety representatives shall ensure that each Safety Watch has been trained in the following duties:

- Knows the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure.
- Is aware of possible behavioral effects of hazard exposure in authorized entrants.
- Continuously maintains an accurate count of authorized entrants in the permit space and ensures that the means used to identify authorized entrants under this program accurately identifies who is in the permit space.
- Remains outside the permit space during entry operations until relieved by another Safety Watch.

**Note:** The Safety Watch may enter a permit space to attempt a rescue if they have been trained and equipped for rescue operations as required by the program and if they have been relieved as required by this program.

- Communicates with authorized entrants as necessary to monitor entrant status and to alert entrants of the need to evaluate the space under described in this program.
- Monitors activities inside and outside the space to determine if it is safe for entrants to remain in the space and orders the authorized entrants to evacuate the permit space immediately under any of the following conditions:
  - If the Safety Watch detects a prohibited condition
  - If the Safety Watch detects the behavioral effects of hazard exposure in an authorized entrant
  - If the Safety Watch detects a situation outside the space that could endanger the authorized entrants
  - If the Safety Watch cannot effectively and safely perform all the duties required under this program
  - Summon rescue and other emergency services as soon as the Safety Watch determines that authorized entrants may need assistance to escape from permit space hazards
  - Takes the following actions when unauthorized persons approach or enter a permit space while entry is underway
    - a. Warn the unauthorized persons that they must stay away from the permit space
    - b. Advise the unauthorized persons that they must exit immediately if they have entered the permit space
    - c. Inform the authorized entrants and the Entry Supervisor if unauthorized persons have entered the permit space
  - Performs non-entry rescues as specified by the rescue procedure
  - Performs no duties that might interfere with the Safety Watch's primary duty to monitor and protect the authorized entrants

### **Duties of Entry Supervisors**

GOLEY COMPANIES will ensure that each Entry Supervisor is trained in the following duties:

- Know the hazards that may be faced during entry, including information on the mode, signs and symptoms, and consequences of the exposure.
- Verify, by checking that the appropriate entries have been made on the permit, that all tests specified by the permit have been conducted and that all procedures and equipment specified by the permit are in place before endorsing the permit and allowing entry to begin.
- Terminate the entry and cancels the permit as required by this program.

- Verify that rescue services are available and that the means for summoning them are operable.
- Remove unauthorized individuals who enter or who attempt to enter the permit 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 terms of the entry permit and that acceptable entry conditions are maintained.

## IX. HOT WORK PERMITS

A **Hot Work Permit** or equal written authorization shall be obtained prior to performing any of the following operations that are capable of providing a source of ignition within a confined space:

- Riveting
- Welding
- Cutting
- Burning
- Heating

Each of these elements may pose grave serious dangers to employees working in a confined space. Only after a complete evaluation is made by the Entry Supervisor or Environmental Safety and Health Department will any of this type of work be allowed.

## X. SUMMARY

It will be the responsibility of the Environmental Safety and Health Department Safety Representative and the Entry Supervisor to determine the environmental condition inside the confined space and prescribe the necessary precautions required for safe entry as outlined herein.

A minimum of workers will be permitted to work within any confined space at any one time. While GOLEY COMPANIESS employees are inside the space, a qualified and certified Safety Watch shall be observing the operation from outside the confined space. The Safety Watch shall have safety equipment available.

The Entry Supervisor concerned must be alert before and during the job to detect and correct immediately new and different hazards, or to stop the work until the new hazards are corrected.

The Environmental Safety and Health Department and Department Safety Representative should be notified before beginning any unusually hazardous confined space operation.

## INSTRUCTIONS FOR THE "SAFETY WATCH"

The Safety Watch duties are to observe other employees while they are performing their work and identify potentially unsafe conditions that may cause an accident. In addition, you are to act as a communication link for employees performing the work.

### **Requirements of the Safety Watch**

- The Safety Watch must understand how the job is to be performed and what the conditions or limitations are on the permit. Should these conditions change or employees not follow instruction on the permit, the Safety Watch shall shut the job down and report the change in conditions or that the employees are not following instruction on the permit, to the signer or counter signer of the permit.
- The Safety Watch must maintain a constant means of communication with the employees requiring the "standby". Visual and voice contact will be kept when possible. A means of voice contact must be maintained whenever visual contact cannot be constant. The Safety Watch must be familiar with two way radios if they are used.
- The Safety Watch will discuss the job with the Supervisor or Lead assigning the job and those employees performing the job in order to determine what action should be taken in the event of an accident or emergency.
- The Safety Watch must stay at the work site until authorized to leave as directed by the supervisor assigning the job. If for any reason the Safety Watch should have to leave the job site, stop the job and notify those employees you are "standing by" for that you are leaving the job.
- The Safety Watch must be familiar with the location, operation, and use of the fire and safety equipment in the work area. A fire extinguisher must be at the work site when burning or welding is in progress.
- The Safety Watch shall immediately shut down the job if conditions change, presenting a hazard to workers or if directed to shut down the job by a responsible person.
- The Safety Watch may be responsible for other duties not listed above, as directed by the supervisor assigning the job.
- It may be a requirement that the Safety Watch be ready to wear a self-contained breathing apparatus. If this is required, you must be qualified to wear it.

**Note:** Facial hair and spectacle bar (glasses) interfering with the seal area of respiratory equipment shall not be permitted.

Should there be any doubt or misunderstanding about the above requirements, you are to contact your supervisor immediately.



**GLOBALY HARMONIZED SYSTEM “GHS”  
HAZARD COMMUNICATION PROGRAM “HCS”  
(HAZCOM PROGRAM)**

## **INTRODUCTION**

GOLEY COMPANIES has developed a comprehensive Hazard Communication (HAZCOM) program to ensure that information on the hazards of chemicals used in our operations is communicated to our employees. This program is intended to meet all requirements of OSHA'S Hazard Communication Standard, CFR 1910.1200.

It is GOLEY COMPANIES' policy to provide employees with a safe and healthy work environment. It is also a management objective to maintain an effective Hazard Communication program consistent with federal, state, and local health and safety regulations. To attain this objective, all GOLEY COMPANIES employees must consider HAZCOM compliance to be an essential part of all phases of their work. The HAZCOM program is and must be a cooperative effort between employer and employees.

GOLEY COMPANIES' HAZCOM program applies to all work areas where employees have the potential to be exposed to hazardous chemicals or wastes during routine operations, non-routine tasks, and chemical spill emergencies. Because OSHA Standards define "hazardous chemical" and "hazardous waste" very broadly, the majority of the chemical substances in our workplace are covered under this program. These include but are not limited to retail purchased chemicals, process by-products and process wastes. This could be products like Motor Oil, Engine Coolant, Lubricants, Propane, Adhesives and other basic operational chemicals including cleaning products.

## **EXCEPTIONS**

The following are generally exempted from the Hazard Communication standards:

- Tobacco and tobacco products.
- Wood or wood products, unless altered on job site.
- Foods, drugs, or cosmetics used by employees.
- Manufactured articles (but NOT any hazardous materials used to make them).
- Consumer products sold at retail, unless employee exposure is greater than that of an ordinary consumer. For example, cleaning chemicals would generally fall under HAZCOM, because the amount / area of use in a manufacturing facility or process would generally be greater or of longer duration than in a home.

The HAZCOM program consists of five basic elements:

1. A written description of how GOLEY COMPANIES will meet labeling, training, SDS, and documentation requirements (the written HAZCOM program).
2. An inventory of hazardous chemicals.
3. A set of Safety Data Sheets.
4. A labeling procedure for hazardous material containers.
5. A HAZCOM employee training program, including a method for informing temporary workers and outside contractors of the hazards in their work areas.

This program is a part of THE GOLEY COMPANIES Accident Prevention Program. The administrator has the authority and responsibility for implementing and managing the provisions of this HAZCOM program.

## DEFINITIONS

- **Hazardous substance:** A substance which is a physical or health hazard, or which is included in the List of Hazardous Substances as published under local, state, or federal regulations (for example, the Director's List of Hazardous Substances, or Toxic and Hazardous Substances List, 29 CFR 1920).
- **Health hazard:** A substance for which there is statistically significant evidence, based on at least one well-founded study that acute or chronic health effects may occur in exposed employees. The term "health hazard" includes substances that are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, organ-specific toxins, or which can damage the lungs, skin, eyes, or mucous membranes.
- **Label:** Any written, printed, or graphic material displayed on or affixed to a container of a hazardous substance in order to describe the contents.
- **Safety Data Sheet (SDS):** Information sheets provided by the manufacturer or distributor of products containing hazardous substances. These sheets contain information about the chemical and physical properties of the hazardous ingredients, as well as important health information.
- **Physical hazard:** A substance for which there is scientific evidence that it is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive) or water-reactive.

## THE HAZARD COMMUNICATION PROGRAM (HAZCOM)

The following sections highlight the employee responsibilities, policies, and regulatory compliance program of GOLEY COMPANIES concerning hazardous materials in the workplace.

### A. Responsibilities

1. Owner or General Manager
  - a. Designates the APP administrator
  - b. Approves the written HAZCOM program
  - c. Final responsibility and authority for ensuring workplace compliance with the written HAZCOM program and federal, state, and local regulations.
2. APP Coordinator(s)
  - a. Name(s): **As noted on page 2**
  - b. Responsible for directing and managing the HAZCOM program requirements of CFR 1910.1200, and the GHS, for coordinating compliance activities.

- c. Maintains updated hazardous substance inventories for all departments, and reviews inventories for accuracy at least annually.
- d. Delegates tasks as appropriate to accomplish responsibilities.
- e. Requests current SDS'S from chemical suppliers and maintains central SDS files.
- f. Ensures that managers and supervisors are aware of their HAZCOM responsibilities.
- g. Works with managers and supervisors to establish and address training needs.
- h. Ensures that managers and supervisors are aware of hazardous chemical labeling requirements.
- i. Maintains and reviews GOLEY COMPANIES HAZCOM program.
- j. Maintains reference copies of the OSHA Hazard Communication Standards.

### 3. Supervisors / Managers

Supervisors and managers have a primary responsibility to be proactive in ensuring that the HAZCOM program is implemented properly in their departments. They must work with management and the Program Coordinator to:

- a. Ensure that safe work practices are followed in their areas, including compliance with the HAZCOM program.
- b. Maintain copies of the APP and HAZCOM programs for employee access.
- c. Post and maintain inventories of hazardous substances found in their areas.
- d. Post notices of where SDS'S are available.
- e. Secure / provide training for:
  - Themselves
  - New employees on specific hazards and safety precautions for hazardous substances in their areas.
  - All impacted employees on hazards of any newly-introduced chemicals or newly-discovered hazards.

This training is to include:

- (1) Appropriate personal protective equipment
- (2) Health and physical hazards
- (3) Review of the HAZCOM program with the employee

- f. Prepare HAZCOM training documentation, using the same forms as the APP and deliver it to the Program Coordinator for filing and safe-keeping.
- g. Ensure that all hazardous substance containers in their areas, including the original chemical containers, have the proper labeling.
- h. Ensure that all existing and any new chemicals in their areas are included on the hazardous substance inventories, and that there are corresponding SDS'S in place.

#### 4. Employees

- a. Follow all chemical safety procedures applicable to their jobs, including use of personal protective equipment. If unsure, request instructions from supervisor.
- b. Seek HAZCOM training in any hazardous substance before beginning any job involving possible exposure.
- c. Read and understand the SDS materials on the chemicals they will use.
- d. Notify the supervisor if SDS'S are not available, or if they do not understand the information on the SDS.
- e. Ensure that all containers that they fill and use are properly labeled with content and hazard information.
- f. Immediately report to supervisor any unsafe or potentially unsafe chemical safety problems or issues.

### **B. Chemical Substance Inventory**

An inventory listing of all hazardous chemical products used or stored in the facility shall be established and kept at the facility for review and access as needed.

The Program Coordinator maintains a master inventory list of all chemical products used or stored within the facility. All inventory lists are updated as new chemicals are introduced or old ones are phased out. Updated inventory lists are furnished to supervisors and managers. The Program Coordinator will retain copies of outdated inventory lists.

The hazardous substance inventory list drives the training requirements for the employees working in the areas potentially affected. For this reason, it is important that the inventory list be kept accurate and up-to-date. Also, it must be emphasized that training requirements and other HAZCOM impacts clearly may be decreased by reducing chemical storage and use and by eliminating hazardous substances wherever possible.

### **C. Safety Data Sheets (SDS)**

The Program Coordinator is responsible for obtaining SDS'S for all hazardous chemical substances in the facility. A binder with all SDS'S is kept in the Program Coordinator's office, and the Shipping Office. These SDS files are maintained by the Program Coordinator, and are easily accessible to employees. Alternatively, employees may request copies of individual SDS'S from their supervisor.

The Program Coordinator will retain SDS'S for chemicals which were in use but which have been phased out. These no longer active SDS'S will be maintained by GOLEY COMPANIES for 30 years.

Proper engineering controls will be used with any known carcinogenic products we used or handle.

Our company relies on the information in SDS'S as permitted by the Florida and Federal Hazard Communication Standards, and does not perform independent hazard determinations.

## **D. Labeling**

GOLEY COMPANIES will preserve and use the chemical manufacturers' or suppliers' labels already on containers when purchased. The Program Coordinator is responsible for ensuring that the label includes the chemical name, the appropriate hazard warning, and the name and address of the supplier or manufacturer.

When materials are transferred to other secondary containers, the new container will immediately be labeled with the chemical or product name as it appears on the manufacturer's label. The new container label will also include the appropriate hazard warnings per OSHA requirements.

## **E. Employee Training and Other Information**

### **1. Training**

Employees will be trained when they are first employed and prior to any actual exposure to hazardous chemicals or materials. Employees will also be advised / trained whenever any new hazardous material is introduced or discovered in the workplace, whether because of process change, job transfer, regulatory change, etc. Periodic refresher training shall be provided per the APP.

Training must be presented in a language and at a level of comprehension suited to the employee, and it must include an appropriate evaluation of the employee's understanding of the material (e.g., a quiz). The training will focus on the following subjects:

- a. Details of the written HAZCOM program and OSHA Standard, including how employees can obtain copies of the plan and understand detailed information on chemical hazards (e.g., physical and health effects).
- b. Explanation of the physical and health hazards of the substances and activities in the employee's work area.
- c. Methods for identifying locations of hazardous substances in the workplace and how to detect their presence.
- d. Safe handling and use of hazardous substances, including how to lessen or prevent overexposure.
- e. Steps employees should take to protect themselves from chemical hazards, including appropriate work practices and use of personal protective equipment.

- f. Emergency procedures for spills, leaks and possible exposures.
- g. Explanation of the labeling system and Safety Data Sheets (SDS).

## 2. Documentation

All training must be documented as to employee, job title, trainer, subject, and date. Training records for all employees will be retained for at least 1 year for review by outside regulatory agencies. The employee or his designated representative has the right to access the employee's personal training records by making a written request to the APP Coordinator. Copies may be made, but originals cannot be released.

## 3. Non-routine tasks and emergencies

Employees who may be involved with non-routine tasks and emergency situations will be trained regarding special chemical hazards prior to performance of these tasks. Records will document this training.

Tasks which may be considered "non-routine" and involve possible exposure to hazardous substance are:

- a. Vehicle repair and maintenance.
- b. Minor spill clean up.

Employees shall not perform these tasks, nor any other task involving handling, mixing, or manipulating chemicals, without either a supervisor or another employee, also trained in the task, being assigned a primary duty of observing the process and responding in the event of difficulty (a "buddy"). This observer must remain within earshot and line of sight to the employee performing the task. Full Personal Protective Equipment, including side-shield glasses or goggles, apron, boots, gloves and cartridge respirator must be worn while performing any of these non-routine tasks for which they apply.

"Emergency situations" refers primarily to response to accidental spills and leaks. GOLEY COMPANIES has elected to employ outside assistance in the event of a significant spill or chemical emergency in the facility. Employees have been instructed to report the incident to a supervisor or manager and then leave the vicinity; they are NOT permitted to take direct hazard response action in such a case.

## 4. Employee Protection

A number of control measures are in place for the prevention or reduction of exposure to hazardous substances. These measures may include facility evacuation, fire fighting equipment and other protective devices as determined necessary for the exposures.

## **NOTIFICATION AND INFORMATION**

### **1. On-site Contractors**

On-site contractors shall be informed of chemical hazards to which their employees could possibly be exposed while working at GOLEY COMPANIES. The Program Coordinator is responsible for making available to contractors and their subcontractors information normally available to employees. However, contractors and subcontractors are responsible for providing HAZCOM training to their own employees.

### **2. Employee Information**

All employees, or their designated representatives, may obtain further information on the HAZCOM program, chemical inventory lists, SDS, and the OSHA Hazard Communication Standard by contacting the Program Coordinator.

### **3. Visiting Production Companies and Affiliates**

All visiting entities are responsible for maintaining their own SDS for hazardous materials that they bring into the facilities. These SDS must be available to GOLEY COMPANIES upon request as well as to any other authorities (i.e. OSHA, Fire Department or State Regulators) that request them.

## **ASBESTOS EXPOSURE CONTROL PROGRAM**

GOLEY COMPANIES is not an Asbestos Removal Contractor, and is not in the business of handling Asbestos on its projects. When an Asbestos exposure is recognized on one of our projects, an authorized and licensed contractor will be used for the removal process as necessary.

Our employees are trained in the recognition of Asbestos in order to be knowledgeable about the types of Asbestos, and places where Asbestos is likely to be found. If not disturbed, the Asbestos does not pose any health risk, and removal is not an issue. If the work however, does appear to be likely to disturb the Asbestos, then our crew would back away and allow the trained abatement contractors to handle the removal work.

It is always our intention to be aware of any possible Asbestos exposure in advance of the project. This is done by evaluating the project, and determining if Asbestos is likely to be present. In older buildings, the likeliness of Asbestos being present is higher, and as such we will prepare accordingly to have a proper abatement crew available.

In the event that our employees are working in close proximity to Asbestos, proper Personal Protective Equipment will be provided and used. This includes Hepa Filter Masks, or Respiratory Protection capable of filtering any friable particles.

The use of best practices is always at the forefront of our contract and project work. This includes being responsible in and around areas that may contain Asbestos. We will always err towards a cautious approach when there is any doubt.



# Silica Exposure Prevention and Control

## Introduction:

Silica is the second most common mineral on earth, found in the common form as “sand” and “rock”. Silica is the compound formed from the elements silicon (Si) and oxygen (O) and has a molecular form of  $\text{SiO}_2$ . The three main forms or ‘polymorphs’ of silica are alpha quartz, cristobalite and tridymite. The polymer most abundant and most hazardous to human health is alpha quartz, and is commonly referred to as crystalline silica.

## Health Hazards Associated with Silica Exposure:

The health hazards of silica come from breathing in the dust. If crystalline silica becomes airborne through industrial activities, exposures to fine crystalline silica dust (*specifically exposure to the size fraction that is considered to be respirable*) can lead to a disabling, sometimes fatal disease called silicosis. The fine particles are deposited in the lungs, causing thickening and scarring of the lung tissue. The scar tissue restricts the lungs’ ability to extract oxygen from the air. This damage is permanent, but the symptoms of the diseases may not appear for many years. As noted in the following Figure 1, (respirable) silica dust is very small, and is not visible to the human eye.

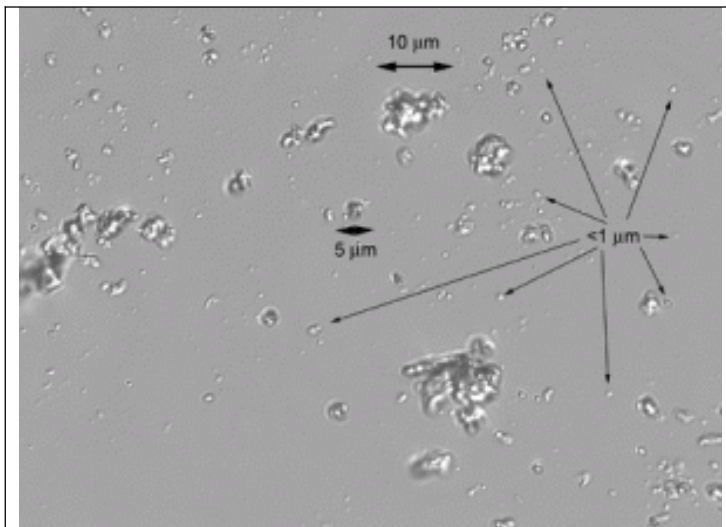


Figure 1: Crystalline silica up close. 1000 times magnification of sand dust. These particles are small enough to be trapped in lung tissue.

A worker may develop any of three types of silicosis, depending on the concentration of silica dust and the duration of the exposure:

- Chronic Silicosis: Develops after 10 or more years of exposure to crystalline silica and relatively low concentrations.
- Accelerated Silicosis: Develops 5 to 10 years after initial exposure to crystalline silica at high concentrations.
- Acute Silicosis: Develops within weeks, or 4 to 5 years, after exposure to very high concentrations of crystalline silica.

Initially, workers with silicosis may have no symptoms; however, as the disease progresses, workers may experience:

- Shortness of Breath.
- Severe Cough.
- Weakness.

These symptoms can worsen over time and lead to death. Exposure to silica has also been linked to other diseases, including bronchitis, tuberculosis, and lung cancer.

### **Silica Exposures at the Company**

Many of the activities performed on our projects result in the creation / release of silica dust, thus exposing our employees. These activities include, but are not necessarily limited to:

1. Concrete cutting / demo
2. Concrete mixing, pouring, installation
3. Sandblasting
4. General Demo / Clean up

Some more likely exposures also include:

- *Sweeping*
- *Jack-hammering*
- *Saw-cutting*
- *Drilling (of concrete)*
- *Excavating and truck loading activities.*

Although some of these activities may not be conducted by our employees, we could be exposed by simply being on site and in close proximity to the work.

### **Statement of Purpose**

The Company is committed to providing a safe and healthy workplace to our employees, recognizing the right of workers to work in a safe and healthy work environment, and ensuring that our activities do not adversely affect the health and safety of any other persons including our employees, other contractors' employees or people in the surrounding areas near our work sites.

This commitment includes ensuring every reasonable precaution is taken to protect our employees, and others, from the adverse health effects associated with exposure to silica.

## Responsibilities

Due to the risk posed by respirable silica, it is critical that all personnel involved in activities that could potentially create silica dust take specific actions to ensure that, as much as practicable, a hazard is not created. In recognition of this, the following Silica related responsibilities have been established and must be adhered to:

### Senior Management is responsible for:

- Regularly evaluating new equipment and technologies that become available, as able / appropriate, purchasing the “best available” equipment / technologies. Equipment / technologies with silica dust suppression and/or capturing technologies will generally be given preference over equipment or technologies that lack such.
- Implementing a suitable respirable silica exposure monitoring program, or otherwise ensuring representative exposure monitoring results are available. The purpose of the program will ensure that “*over time*” the company has quantifiable silica exposure data available for all regularly occurring, as well as reasonably foreseeable, work activities.
- Ensuring project and/or task specific Exposure Control Plans (ECPs) are developed communicated and effectively implemented as appropriate.
- Ensuring that all employees (*i.e. Managers, Supervisors and Workers*) receive the necessary education and training related to this Policy, as well as project / task specific ECPs.
- Maintaining applicable records (*i.e. exposure sampling, inspections, respirator fit tests, training records, etc.*) in accordance with the company’s record retention procedures / practices.
- *In conjunction with the Health & Safety Committee*, Conducting a review of this Policy, as well as: (1) Project / task specific ECP’s, (2) Available exposure monitoring data, (3) Industry / Regulatory information, and (4) New or emerging equipment / technologies on a regular (*i.e. annual*) basis.

### Supervisors (i.e. Superintendents/Foreman) are responsible for:

- Obtaining a copy of the project / task specific ECPs (*and/or other similar such information*), and ensuring such are made available at each work site.
- Ensuring that all the tools, equipment, PPE and materials (*including water*) necessary to implement the ECP is available (*and in good working order*) prior to allowing work activities to commence.
- Ensuring that all workers (*under the supervisor’s direction and control*) have received the necessary education and training. As appropriate, each supervisor must ensure that workers are available to “demonstrate competency” for identified tasks.

- Ensuring that workers adhere to the project / task specific ECP, including PPE and personal hygiene (*i.e. including be clean shaven where the respirator seals to the user's face*) requirements.
- Coordinating work activities with the Owner / Prime Contractor as required, and/or otherwise implementing the controls necessary to protect others (*i.e. erecting of barricades and signage*) who could be adversely affected by The Company's acts or omissions.

### **Employees (and subcontracted employees) are responsible for:**

- Knowing the hazards of silica dust exposure.
- Using the assigned protective equipment in an effective and safe manner.
- Working in accordance with the project/task specific ECP.
- Reporting (*immediately*) to their supervisor, any hazards (*i.e. unsafe conditions, unsafe acts, improperly operating equipment, etc.*).

### **Exposure Limits/Considerations:**

The Occupational Health & Safety Regulation (OHSR) lists an Occupational Exposure Limit (OEL) for respirable crystalline silica (including quartz) of 0.025 milligrams per cubic meter (mg/m<sup>3</sup>). This is a concentration to which nearly all workers could be exposed for eight hours a day, five days a week, without adverse health effects. However, as a suspected carcinogen, crystalline silica is also an ALARA substance, and exposures must be reduced to levels **As Low As Reasonably Achievable** below the OEL.

### **Risk Identification:**

Silica is contained in many of the products used / encountered on our projects as can be referenced by reviewing *Safety Data Sheets (SDS)* for concrete or other sand, stone, or granite type products. Silica dust can be readily released through the various tasks performed by our work crews activities, or others work crews on site with us.

The health hazards of silica come from breathing in the dust. In addition to identifying the specific activities and areas where personnel could be exposed to silica dust, the "amount" of exposure and "duration" of exposure must also be considered. With consideration to these three factors, activities performed by The Company (*or that are otherwise occurring in proximity to our activities*) that expose our employees (*as well as members of the public and other workers*) to the dust include, but are not necessarily limited to:

- Surface preparation activities such as: (1) The use of Blow-Packs, (2) The use of Bobcats with "sweeper" attachments, (3) The use of Sweeper trucks and (4) Hand sweeping.
- Jack-hammering (*of both asphalt and concrete*).
- Saw-cutting (*of both asphalt and concrete*).
- Drilling (*of concrete*).
- Granular Surface Preparation activities (*i.e. grading and rolling*), and

- Operation and use of milling equipment / machinery (*i.e. milling and conveyance/discharge of milled materials on conveyor*).

### **Risk Assessment:**

The Company will use a variety of methods to assist with the “assessment” of (*possible and actual*) silica exposures. These methods will include, but may not necessarily be limited to:

- Regularly consulting with the Safety Resources / Safety Managers from firms who perform similar work.
- Implementing a suitable respirable silica exposure monitoring program. This program will ensure that (*over time*) The Company has quantifiable silica exposure data available that is representative of all regularly occurring, as well as reasonably foreseeable work activities. Exposure monitoring will generally be conducted “in-house”, although assistance (*i.e. actual monitoring and/or interpretation of results*) may be obtained through outside consultants / hygienists.
- Reviewing data / reports available in the public domain (*i.e. Information available through regulatory agencies including OSHA, EPA, AQMD, or NIOSH*) and industry associations.

### **Control Methods:**

When determining measures to reduce or eliminate worker exposure to silica dust, The Company will generally select a combination of controls, listed in order of preference:

- Elimination and Substitution.
- Engineering.
- Administrative.
- Personnel Protection Equipment (PPE).

### **Substitution and Elimination:**

Whenever possible, The Company will substitute products containing silica with products that do not contain (*or contain a lower percentage of*) crystalline silica. While there have historically been few substitutions options available, we recognize the importance of planning work in order to minimize the amount of silica dust generated. During the planning phases of a project, we will advocate for the use of methods that reduce the need for cutting, grinding, or drilling of concrete surfaces that may be of impact to our work crews on site.

### **Engineering Controls:**

Engineering controls are those controls which aim to control or otherwise minimize the release of crystalline silica. Two “common” engineering control options are available to us in many circumstances. These include the Local Exhaust Ventilation (LEV) and Wet Dust Suppression (WDS) systems.

## LEV Systems:

Tools / appliance specific LEV systems are available on some tools / appliances. Such LEV systems are generally comprised of a shroud assembly, a hose attachment, and a vacuum system. Dust-laden air is collected within the shroud, drawn into the hose attachment, and conveyed to the vacuum, where it is filtered and discharged. "Large scale" LEV systems, such those available on some Vacuum Trucks and Mobile Sweepers, may also be employed (at times) on some projects.

When or if LEV systems are used, we will employ the following systems and safe work practices:

- Vacuum attachment systems that capture and control dust at its source whenever possible.
- Dust control systems will be maintained in optimal working condition.
- Grinding wheels will be operated at the manufacturer's recommended RPM (*operating in excess of this can generate significantly higher airborne dust levels*).
- HEPA or good quality, multi-stage vacuum units (*approved for use with silica dust*) will be used in accordance with the manufacturer's instructions.
- Whenever possible, concrete grinding will be completed when the concrete is wet (*thus dust release will be significantly reduced*).

## WDS Systems:

Unlike LEV systems, many tools / appliances are equipped with WDS systems (*i.e. on the milling equipment, sweeper equipped Bobcats, as well as attachments on various hand held / portable, abrasive or cutting equipment*). When WDS Systems are not available as a standard or retrofitted part of a tool or appliance, similar effects can also be achieved by manually wetting the surface *with a mister or with a hose*.

When WDS systems are used, we will employ the following systems and safe work practices:

- If water is not readily available on the specific project, the project supervisor will arrange to have a water tank delivered to the site for use.
- Pneumatic or fuel (*i.e. gasoline*) powered equipment will generally be used instead of electrically powered equipment if water is the method of dust control, unless the electrical equipment is specifically designed to be used in such circumstances.
- Pressure and flow rate will be controlled in accordance with the tool manufacturer's specifications.
- When sawing concrete, tools that provide water directly to the blade will be used if possible.
- Wet slurry will be cleaned from work surfaces when the work is complete, if/when necessary.

## **Administrative Controls:**

Administrative controls are those that aim to control or otherwise minimize the release of silica through the use of work procedure and work methods, rather than by affecting the actual physical work. Common examples of administrative controls include, but are not limited to:

- Posting of warning signs.
- Rescheduling of work as to avoid the activities of others.
- Relocating unprotected workers away from dusty areas.

When administrative controls are used, we will employ the following systems and safe work practices:

- In conjunction with the Owner / Prime Contractor, suitable exposure control strategies (*both within and outside of our capabilities / responsibilities*) will be discussed and determined. As necessary or appropriate, supplemental (to this policy/procedure) project and task specific Exposure Control Plans will be developed.
- Suitable housekeeping, restricted work area, hygiene practices, training and supervision procedures or standards will be determined and implemented on projects.
- As appropriate, barriers will be erected around known silica dust generating activities, and/or warning signs will be posted.
- As able, work activities will be scheduled to minimize the silica related effect on, and from, others.

## **Personal Protective Equipment Controls:**

When used in conjunction with the other (*i.e. Engineering and Administrative*) controls elsewhere identified, personal protective equipment and clothing can help further reduce our employee's exposure to silica dust.

An air purifying respirator fitted with HEPA cartridges is the most common piece of PPE that would be used by exposed employees to minimize exposure to silica dust. Dependent on the effectiveness of the other (*i.e. engineering*) control measures employed, either a "full face piece" or "1/2 face piece" respirator would be used by personnel (*In the majority of situations a 1/2 face respirator will be used*). When working indoors or in other areas with poor ventilation, a full-face respirator may be required. Both of these respirators are "seal dependent", and thus the users must be "fit tested" and clean shaven where the respirator seals to the face.

In addition to respiratory PPE, protective clothing (*i.e. disposable / washable coveralls*) may be used and/or required to help prevent the contamination of the worker's personnel clothing.

## Education and Training:

Prior to performing activities or working on project sites where personnel could be exposed to silica dust, The Company will ensure that personnel receive suitable education and training. As necessary, personnel will be trained to a level of “demonstrated competency”. While not necessarily an exhaustive list, education and training may include:

- The hazards and risks associated with exposure to silica dust.
- The signs and symptoms of silica related diseases.
- General and specific silica exposure reduction methods/strategies (*i.e. as detailed in the general or specific exposure control plans*).
- The use of specific pieces of equipment and control systems (*i.e. LEV and WDS systems*).
- The use and care of respiratory (*and other*) personal protective equipment.
- How to seek first aid (*i.e. for respiratory related concerns, including those that may be caused or associated with silica dust exposure*), and
- How to report items of the concern (*i.e. those related to silica dust*).

The education and training detailed will be delivered to employees through a variety of forums, including but not necessarily limited to:

- New Employee Orientations.
- Project / Site Orientations.
- Equipment / task specific training (*in accordance with company policy, all personnel must be trained to a level of “demonstrated competency” prior to using required tools, equipment and appliances*).
- Start of shift “tool box talks”.
- Regularly scheduled crew “Tailgate Meetings”.
- Notifications and Bulletins (*those developed in house and those acquired from other reputable sources*).



# FALL PROTECTION PROGRAM

## GENERAL

GOLEY COMPANIES will ensure that the hazards of all elevated falls over 6 feet in height, within our facilities are evaluated, and that information concerning their hazards is transmitted to all employees and contractors. This standard of practice is intended to address comprehensively the issues of; evaluating potential fall hazards, communicating information concerning these hazards, and establishing appropriate protective measures for employees and contractors.

## RESPONSIBILITY

The Company Safety Officer / Coordinator is responsible for the administration of this program and has full authority to make necessary decisions to ensure success of the program. All company employees are responsible for safety at all times. This company has expressly authorized this person to halt any operation where there is danger of serious personal injury.

**1. Written Program** – GOLEY COMPANIES will review and evaluate this program:

- On an annual basis;
- When changes occur to the Regulations, that prompt revision of this document;
- When site operational changes occur that require a revision of this document;
- When there is an accident or close-call that relates to this area of safety;
- Review the program any time fall protection procedures fail.

Effective implementation of this program requires support from all levels of management within this company. This written program will be communicated to all personnel that are affected by it. It encompasses the total workplace, and job sites / locations to establish clear goals, and objectives.

## 2. Statement of Policy

The hazards of potential falls at heights of 6 feet and above will be addressed in this document. This instruction describes a systematic approach that must be used to protect and prevent people from falling. This instruction also lists some of the most common fall hazards, and provides recommendations and guidelines for selecting fall arrest systems.

## 3. Job Site Evaluation

The workplace will be assessed before each assigned job for potential fall hazards. Proper fall arrest equipment will be used for jobs requiring fall protection when elimination of the hazard(s) is not possible. This company will evaluate the facilities by department and location to determine fall hazards. This preliminary evaluation will detail the required steps for protecting employees from fall hazards. A fall hazards assessment sheet will be used to document fall hazard assessments. A complete list of fall hazard locations and protective measures procedures will be maintained.

## Fall Hazard Location List (example)

Job Site	Specific Fall Hazard Location	Date Evaluated	Remarks
_____	_____	_____	_____

### 4. Training.

A training program will be provided for all employees who will be exposed to fall hazards in the work area, and will be conducted by competent personnel. The program will include but will not be limited to:

- A description of fall hazards in the work / job site area;
- Procedures for using fall prevention and protection systems;
- Equipment limitations;
- The elements encompassed in total fall distance;
- Prevention, control and fall arrest systems;
- Inspection and storage procedures for the equipment.

Generally, workers will be trained to recognize the hazards of falling from elevations and to avoid falls from grade level to lower levels through holes or openings in walking / working surfaces. Training programs will include prevention, control and fall arrest systems. It must be ensured that appropriate fall arrest systems are provided installed, and that employees know how to use them before beginning any work that requires fall protection.

### Initial Training

Training will be conducted prior to job assignment. This employer will provide training to ensure that the purpose, function, and proper use of fall protection is understood by employees and that the knowledge and skills required for the safe application and usage is acquired by employees. This standard practice instruction will be provided to, and read by all employees receiving training. The training will include, as a minimum the following:

- Types of fall protection equipment appropriate for use.
- Recognition of applicable fall hazards associated with the work to be completed and the locations of such. (for instance - Skylight Openings)
- Load determination and balancing requirements

- Procedures for removal of protection devices from service for repair or replacement.
- All other employees whose work operations are or may be in an area where fall protection devices may be utilized, will be instructed to an awareness level concerning hazards associated with fall protection operations.
- Fall Protection equipment identification. Fall protection equipment having identification numbers will be checked for legibility. Fall protection equipment having illegible identification markings will be turned in to the supervisor for inspection.
- Equipment maintenance and inspection requirements
- Equipment donning and doffing procedures
- Equipment strengths and limitations
- Certification, this employer will certify that employee training has been accomplished and is being kept up to date. The certification will contain each employee's name and dates of training. Training will be accomplished by competent personnel.

## **Refresher Training**

This standard practice instruction will be provided to, and read by all employees receiving refresher training. The training content will be identical to initial training. Refresher training will be conducted on an annual basis or when the following conditions are met, whichever event occurs sooner.

- Retraining will be provided for all authorized and affected employees whenever (and prior to) a change in their job assignments, a change in the type of fall protection equipment used, or when a known hazard is added to the work environment which affects the fall protection program.
- Additional retraining will also be conducted whenever a periodic inspection reveals, or whenever this employer has reason to believe, that there are deviations from or inadequacies in the employee's knowledge or use of fall protection equipment or procedures.
- Whenever a fall protection procedure fails.
- The retraining will re-establish employee proficiency and introduce new or revised methods and procedures, as necessary.
- Certification, this employer will certify that employee training has been accomplished and is being kept up to date. The certification will contain each employee's name and dates of training. Training will be accomplished by competent personnel.

## **5. Fall Hazard Control Procedures (Fall Prevention).**

### **Control Procedures Development**

Once a job site evaluation has been accomplished, procedures will be developed, documented and utilized for the control of potential fall hazards. Fall prevention plans will be designed by company competent individuals or other competent personnel. Company engineers (where utilized) or other competent personnel will be provided with any required specialized training to recognize fall hazards, to understand and address fall prevention techniques, and to become familiar with fall arrest equipment and procedures. It is critical that they consider fall protection design for the safety of operations where employees must work at elevated heights. Safety during access and egress from elevated work sites will also be considered. The following guidelines will be used when planning work at elevated heights:

- Involve the Safety Department early in the project planning / job planning so that they can recommend appropriate fall-protection measures and equipment.
- Involve qualified Engineers when load rating of anchorage points must be determined or is in doubt. Required training will be provided as necessary.
- Involve Engineering and Maintenance when anchorage points must be installed
- The Safety Officer and Engineering Departments will use the expertise of fall protection equipment manufacturers as part of the selection and training process.
- This Company will be specific in dealing with fall hazards when developing contracts. Contractors will be required to provide a written fall protection program which describes the Contractors' fall protection policies and procedures when they will be working at elevated heights.

### **Procedural Format**

The following format will be followed when developing fall protection procedures. The Safety Officer will be responsible for the implementation of these procedures. The procedures will clearly and specifically outline the scope, purpose, authorization, rules, and techniques to be utilized to control fall hazards, and the means to enforce compliance including, but not limited to, the following:

- A specific statement of the intended use of the procedure
- A review of accident records, including OSHA 300 / 300A logs and Workers' Compensation documentation.
- Interviews with employees and groups of employees whose work environment includes or may include fall hazards.
- Physical observations of the work environment(s) that involve fall hazards or the potential of such

- Observations of individuals and their job tasks and work habits that expose them to existing or potential fall hazards.
- The procedures contained in the company fall protection program.
- Specific procedural steps for the use and operation of body harness systems, and other fall protection systems.
- Specific procedural steps for the placement, erection, inspection, maintenance, disassembly and transfer of fall protection systems or devices and the person(s) responsible for them
- Specific requirements for testing fall protection systems or equipment to determine and verify the effectiveness of the fall protection control measures (not load testing).
- The correct procedures to rescue employees who have fallen.
- The role of each employee in fall protection plans and applicable policies.
- Specific requirements for testing fall protection systems or equipment.

## 6. Protective Materials and Hardware.

Appropriate fall protection devices will be provided for potential fall hazards. Selection of the equipment will be based on the fall protection evaluation. Evaluations will be conducted by the following personnel authorized to evaluate fall protection requirements:

1. Ron Wilson
2. Tom Harvell

### Selection Criteria

- Fall Protection devices will be singularly identified; will be the only devices(s) used for controlling falls; will not be used for other purposes; and will meet the following requirements:
  - Capable of withstanding the environment to which they are exposed for the maximum period of time that exposure is expected.
  - Anchor points will not deteriorate when located in corrosive environments such as areas where acid and alkali chemicals are handled and stored.
  - Capable of withstanding the ultimate load of 5,000 lbs. for the maximum period of time that exposure is expected.
  - Standardization within company facilities. Fall protection devices will be standardized whenever possible.

## 7. Fall Protection Systems

When fall hazards cannot be eliminated through any other means, fall arrest systems will be used to control falls. Proper training on the use of fall arrest equipment is essential and will be provided prior to use.

### Full Body Harness Systems

A full body harness system consists of a full-body harness, lanyard, energy shock absorber, and self-locking snap hook. Before using a full-body harness system, the supervisor and/or the user must address such issues as:

- Has the user been trained to recognize fall hazards and to use fall arrest systems properly?
- Are all components of the system compatible according to the manufacturer's instructions?
- Have appropriate anchorage points and attachment techniques been reviewed?
- Has free fall distance been considered so that a worker will not strike a lower surface or object before the fall is arrested?
- Have swing fall hazards been eliminated?
- Have safe methods to retrieve fallen workers been planned?
- Has the full-body harness and all of its components been inspected both before each use and on a regular semi-annual basis?
- Is any of the equipment, including lanyards, connectors, and lifelines, subject to such problems as welding damage, chemical corrosion, or sandblasting operations?

### Retractable Lifelines

- A retractable lifeline is a fall arrest device used in conjunction with other components of a fall arrest system. Retractable lifelines should be used by one person at a time.
- A properly inspected and maintained retractable lifeline, when correctly installed and used as part of the fall arrest system, automatically stops a person's descent in a short distance after the onset of an accidental fall.
- Retractable lifelines may be considered when working in areas such as on roofs and scaffolds, or in tanks, towers, vessels, and manholes. Also, retractable lifelines should be considered when climbing such equipment as vertical fixed ladders. Before using a retractable lifeline, the supervisor and/or the user must address the following questions:

- Has the user been trained to use a retractable lifeline correctly?
- Is the retractable lifeline being used in conjunction with a complete fall arrest system?
- Is the equipment under a regular maintenance program?
- Has the equipment been inspected within the last six months?

## Standard Harnesses

Harnesses for general purpose work should be Class III, constructed with a sliding back D-ring. Standard harnesses are suitable for continuous fall protection while climbing, riding, or working on elevated personnel platforms. They are suitable for positioning, fall arrest, and the rescue and evacuation of people who are working at elevated heights.

## 8. Inspection and Maintenance

To ensure that fall protection systems are ready and able to perform their required tasks, a program of inspection and maintenance will be implemented and maintained. The following as a minimum, will comprise the basic requirements of the inspection and maintenance program:

- Equipment manufacturer's instructions will be incorporated into the inspection and preventive maintenance procedures.
- All fall protection equipment will be inspected prior to each use, and a documented inspection at intervals not to exceed 6 months, or in accordance with the manufacturer's guidelines.
- The user will inspect his/her equipment prior to each use and check the inspection date.
- Any fall protection equipment subjected to a fall or impact load, will be removed from service immediately and inspected by a qualified person (sent back to the manufacturer).
- Check all equipment for mold, damage, wear, mildew, or distortion.
- Hardware should be free of cracks, sharp edges, or burns.
- Ensure that no straps are cut, broken, torn or scraped.
- Special situations such as radiation, electrical conductivity, and chemical effects will be considered.
- Equipment that is damaged or in need of maintenance will be tagged as unusable, and **will not be stored** in the same area as serviceable equipment.

- A detailed inspection policy will be used for equipment stored for periods exceeding one month.
- Anchors and mountings will be inspected before each use by the user and supervisor for signs of damage.

## **9. Most Common and Most Dangerous Fall Hazards**

The tasks and situations listed below present inherent fall hazards. Give special attention to providing fall prevention and/or fall control for them, remembering that this attention is necessary in the design, engineering, planning, and execution stages of work. Supervisors will give special consideration to fall protection for the following tasks:

- Working from elevated lifts, scissor lifts, or platforms.
- Working on top of machinery and equipment..
- Working on roofs, with deteriorating or unsupported sections and framing.
- Working on roofs in close proximity to skylights or other open holes.
- Working from a fixed or portable ladders, or climbing systems.
- Performing work on or near leading edges of buildings or structures.

## **10. Contractor Responsibilities**

In addition to complying with the fall protection requirements that apply to all company employees, each contractor who is retained to perform operations that involve fall protection will:

- Obtain any available information regarding fall hazards and protective measures from GOLEY COMPANIES.
- Coordinate fall protection operations with the company, when both company personnel and contractor personnel will be working in or near recognized fall hazard locations.
- Inform the company of the fall protection program that the contractor will follow and of any hazards confronted or created in conducting operations involving fall protection within company owned facilities through a debriefing immediately prior to the operation.



## 11. Definitions

**Anchorage** means a secure point of attachment for lifelines, lanyards or deceleration devices.

**Body belt** means a strap with means both for securing it about the waist and for attaching it to a lanyard, lifeline, or deceleration device.

**Body harness** means straps which may be secured about the employee in a manner that will distribute the fall arrest forces over at least the thighs, pelvis, waist, chest and shoulders with means for attaching it to other components of a personal fall arrest system.

**Competent person** means a person who is capable of identifying hazardous or dangerous conditions in any personal fall arrest system or any component thereof, as well as in their application and use with related equipment.

**Connector** means a device which is used to couple (connect) parts of the personal fall arrest system and positioning device systems together. It may be an independent component of the system, such as a carabineer, or it may be an integral component of part of the system.

**Deceleration device** means any mechanism with a maximum length of 3.5 feet, such as a rope grab, rip-stitch lanyard, tearing or deforming lanyards, self-retracting lifelines, etc. which serves to dissipate a substantial amount of energy during a fall arrest, or otherwise limit the energy imposed on an employee during fall arrest.

**Energy shock absorber** means a device that limits shock-load forces on the body.

**Failure** means load refusal, breakage, or separation of component parts. Load refusal is the point where the ultimate strength is exceeded.

**Fall arrest system** means a system specifically designed to secure, suspend, or assist in retrieving a worker in or from a hazardous work area. The basic components of a fall arrest system include anchorage, anchorage connector, lanyard, shock absorber, harness, and self-locking snap hook.

**Free fall** means the act of falling before a personal fall arrest system begins to apply force to arrest the fall.

**Free fall distance** means the vertical displacement of the fall arrest attachment point on the employee's body belt or body harness between onset of the fall and just before the system begins to apply force to arrest the fall (maximum of 6 feet). This distance excludes deceleration distance, and lifeline/lanyard elongation, but includes any deceleration device slide distance or self-retracting lifeline/lanyard extension before they operate and fall arrest forces occur.

**Hole** means a gap or void 2 inches or more in its least dimension, in a floor, roof, or other walking/working surface.

**Lanyard** means a flexible line of rope, wire rope, or strap which generally has a connector at each end for connecting the body belt or body harness to a deceleration device, lifeline or anchorage.

**Leading edge** means the edge of a floor roof, or formwork for a floor or other walking/working surface which changes location as additional floor, roof, decking, or formwork sections are placed, formed or constructed. A leading edge is considered to be an unprotected side and edge during periods when it is not actively and continuously under construction.

**Lifeline** means a component consisting of a flexible line for connection to an anchorage at one end to hang vertically or for connection to anchorages at both ends to stretch horizontally and which serves as a means for connecting other components of a personal fall arrest system to the anchorage.

**Opening** means a gap or void 30 inches or more high and 18 inches or more wide, in a wall or partition, through which employees can fall to a lower level.

**Personal fall arrest system** means a system used to arrest an employee in a fall from a working level. It consists of an anchorage, connectors, a body belt or body harness and may include a lanyard, deceleration device, lifeline, or suitable combinations of these. As of January 1, 1998, the use of a body belt for fall arrest is prohibited.

**Positioning device system** means a body belt or body harness system rigged to allow an employee to be supported on an elevated vertical surface, such as a wall, and work with both hands free while leaning.

**Qualified person** means one with a recognized degree or professional certificate and extensive knowledge and experience in the subject field who is capable of design, analysis, evaluation and specifications in the subject work, project, or product.

**Retractable lifeline** means a fall arrest device that allows free travel without slack rope, but locks instantly when a fall begins.

**Rope grab** means a deceleration device which travels on a lifeline and automatically, by friction, engages the lifeline and locks so as to arrest the fall of an employee. A rope grab usually employs the principle of inertial locking, cam/level locking, or both.

**Safety-monitoring system** means a safety system in which a competent person is responsible for recognizing and warning employees of fall hazards.

**Self-retracting lifeline/lanyard** means a deceleration device containing a drum-wound line which can be slowly extracted from, or retracted onto, the drum under slight tension during normal employee movement, and which, after onset of a fall, automatically locks the drum and arrests the fall.

**Snaphook** means a connector comprised of a hook-shaped member with a normally closed keeper, or similar arrangement, which may be opened to permit the hook to receive an object and, when released, automatically closes to retain the object. Snaphooks are generally one of two types:

- The locking type with a self-closing , self-locking keeper which remains closed and locked until unlocked and pressed open for connection or disconnection; or
- The non-locking type with a self-closing keeper which remains closed until pressed open for connection or disconnection. As of January 1, 1998, the use of a non-locking snaphook as part of personal fall arrest systems and positioning device systems is prohibited.

**Toeboard** means a low protective barrier that will prevent the fall of materials and equipment to lower levels and provide protection from falls for personnel.

**Walking/Working surface** means any surface, whether horizontal or vertical on which an employee walks or works, including, but not limited to, floors, roofs, ramps, bridges, runways, formwork and concrete reinforcing steel but not including ladders, vehicles, or trailers, on which employees must be located in order to perform their job duties.

**Warning line system** means a barrier erected on a roof to warn employees that they are approaching an unprotected roof side or edge, and which designates an area in which roofing work may take place without the use of guardrail, body belt, or safety net systems to protect employees in the area.

**Work area** means that portion of a walking/working surface where job duties are being performed.

# **EMPLOYEES**

## **CODE OF SAFE PRACTICES**

## **CODE OF SAFE PRACTICES (Safety Rules)**

We, at GOLEY COMPANIES expect all of our employees to be safety conscious and to assist us in finding conditions that may cause an accident or injury. All persons shall follow these safe practices and report all unsafe conditions to their supervisor. Supervisors shall insist that all employees comply with every rule, regulation, and policy to ensure safe and healthful working conditions, and shall take necessary action to obtain compliance.

It is the policy of GOLEY COMPANIES to provide and maintain a safe and healthful workplace. The following Code of Safe Practices will help ensure safe and healthful work conditions for all employees and assist in efficient operations. The following Rules are considered to be minimum safe work practices.

### **General**

1. All employees shall follow this Code of Safe Practices and make every effort to assist in the practice of safe operations.
2. Failure to abide by the Code of Safe Practices may result in disciplinary action up to and including termination.
3. All unsafe conditions, accidents, injuries or illnesses must be reported to your Supervisor or Manager immediately.
4. If you are unsure of the safe method to do your job, stop and ask your supervisor. Ignorance is no excuse for a safety violation.
5. All employees are responsible for not working in an area that they feel is unsafe. Immediately report your safety concerns to your supervisor.
6. You will not be required to perform a task that will jeopardize your safety or the safety of others.
7. No one shall knowingly be permitted to work while their ability or alertness is impaired by fatigue or illness, prescription or over the counter medications, or by alcohol or illegal drugs. Anyone suspected to be impaired by any of these conditions shall be prohibited from working.
8. Do not bring weapons, illegal drugs or alcoholic beverages on company property.
9. Anyone known to be under the influence of, or in possession of any illegal drug, alcoholic beverage or any other intoxicating substance shall not be allowed on company property.
10. Horseplay, scuffling, fighting and other acts which may have an adverse affect on the safety and well being of others, are prohibited.
11. All employees shall be given frequent accident prevention instructions through Periodic Safety Meetings and are required to attend such meetings.
12. Work shall be well planned and supervised to prevent accidents and injuries.

13. Immediately clean up spilled liquids.
14. Always notify others in your area that may be endangered by the work you are doing.
15. Do not operate any type of equipment for which you have not been trained in proper usage.
16. Do not use any equipment if the manufacturer's safety devices are not functioning properly.
17. Do not bypass any manufacturer's safety devices.
18. Do not use equipment for purposes other than what the manufacturer designed them to be used for.
19. Do not tamper with or attempt to repair any electrical equipment or machinery unless specifically instructed to do so by a supervisor.
20. When lifting heavy objects, use the large muscles of the legs instead of the smaller muscles of the back.
21. Do not block exits, fire doors, aisles, fire extinguishers, first aid kits, emergency equipment, electrical panels, or traffic lanes.
22. Do not leave materials or other objects on the ground or floor that may cause others to slip, trip or fall.
23. Do not run in the office or in any area around the property.
24. Always be aware of your surroundings and take care as to where you are stepping.
25. Do not distract others while working. If conversation is necessary, make sure eye contact is made prior to communicating.
26. Smoking is not permitted in buildings or office. It is permitted in designated areas and at lunch and breaks only. No smoking is permitted in the proximity of any flammable or combustible liquids, gases or materials.
27. Do not throw materials, supplies or other objects from one area to another.
28. All work related injuries and illnesses shall be reported immediately to your supervisor.
29. Be aware of hazardous surroundings such as:
  - Trucks or trailers entering and exiting the parking / staging area.
  - Maintenance Projects using ladders or other equipment
  - Slippery floor surfaces

## **Accident Procedures**

1. Employees are required to familiarize themselves with the emergency action plan established for GOLEY COMPANIES. Emergency action plans are kept in a binder and are located in GOLEY COMPANIES main office and shipping office.
2. For severe accidents call 911.
3. Employees must report all work related injuries to their supervisor immediately. Even if they do not feel that it requires medical attention. Failure to do so may result in disciplinary action and a delay of Worker's Compensation Benefits.
4. Telling a co-worker does not constitute reporting a work related injury, you must tell a supervisor.
5. If you are injured on the job, you must see a doctor immediately. You will not be permitted to return to work until you have a doctor's release.
6. If the employee cannot transport themselves for any reason, transportation will be provided.
7. If an injured employee refuses medical attention, let the business office know immediately.
8. A post accident alcohol and drug test will be conducted. Refusal to submit to a post accident alcohol and drug test may result in a delay of benefits and disciplinary action.
9. If you are involved in or witness an accident, cooperation in the accident investigation is imperative in determining cause and abatement of an unsafe condition. Your input and ideas as to the cause of an accident may help prevent a similar occurrence.
10. Accident investigations will be conducted immediately by a supervisor or other Management. Supervisors are responsible for submitting accident investigation reports to the office manager, immediately.
- 11. In the event of a serious accident involving hospitalization for more than 24 hours, amputation, permanent disfigurement, loss of consciousness or death, contact must be made with the nearest OSHA office within 8 hours.**

## **Compressed Air**

1. Employees must always use air chucks that are approved, having holes or perforations on the side near the end.
2. Employees must use any protective barriers or shields that are provided to protect other employees from flying debris created by using compressed air.
3. Employees must also take whatever steps necessary to ensure that others are protected when using compressed air.

4. Eye protection must be worn at all times when using compressed air for any reason. Additional personal protective equipment may be necessary or required, such as face shields, gloves, aprons or other devices.
5. Compressed air must never be used to clean or blow off a person's skin or clothing.
6. Always roll up or put away all hoses and equipment used with compressed air so that it is out of the way of traffic and to ensure that it does not create trip or fall hazards.
7. Air hoses should be put away even if leaving the area or not using the equipment for short periods of time, such as at breaks or lunch periods.
8. If possible, cleaning must be performed using methods other than compressed air, such as sweeping or vacuuming.

### **Driving Safety for Personal & Company Vehicles**

1. Only authorized employees are permitted to operate company vehicles. Do not let anyone else drive your company vehicle.
2. No employee is permitted to drive a company vehicle while impaired by alcohol, illegal or prescription drugs, or over the counter medications.
3. Wear your seat belt at all times. Refer to the vehicle owner's manual for the manufacturer's seatbelt instructions.
6. No smoking while refueling.
7. Keys must be removed from all unattended vehicles and vehicles should be locked.
8. If you are involved in a traffic accident, report it immediately to the office and call the police. You must obtain a police report.
9. If your driver's license is expired or revoked, immediately notify the office and do not drive any company vehicle.
10. Employees with two or more preventable accidents in a three year period, or who obtain three points on their driving record, may be subject to a loss of their driving privileges or have their driving privileges restricted.
11. You are responsible for the regular maintenance and oil change service on your company vehicle, at every five thousand miles.
12. Operations and safety managers will periodically spot check company vehicles to determine their condition.
13. Inspect your vehicle for mechanical defects prior to each trip. Check the tires, lights and signals and also run a brake test as soon as you start out. Report any defects or operating problems to the operations manager so that repairs can be arranged.



14. Never drive faster than road conditions warrant and do not exceed the posted speed limit.
15. Always signal when changing lanes or turning.
16. Do not drive aggressively. Avoid tailgating, rapid lane changes, speeding, and hand gestures to bad drivers. If you are being tailgated, change lanes and let them pass.
17. Use caution when passing any stopped vehicle, especially near intersections and crosswalks.
18. Avoid passing on two lane roads. Turn on your headlights while driving on two lane roads. Never pass another vehicle on curves or hills.
19. Avoid dialing the phone, reading maps or other distracting activities while driving. Pull over in a safe parking area.

### **Electrical Safety**

1. Ground Fault Circuit Interrupters (GFCI's) shall be installed in all areas where the risk of shock from liquids exposure can occur. This includes kitchen / break rooms with sinks, coffee makers etc.
2. Before using electrical equipment, make sure that you are aware of the location of the circuit breaker, in case of an emergency.
3. Extension and temporary power cords shall be heavy duty and grounded.
4. Do not use extension cords that have splices, exposed wires or cracked or frayed ends.
5. Do not use extension cords or other three pronged power cords that have a missing prong.
6. Do not remove the ground prong from electrical cords.
7. Do not use an adapter such as a cheater plug that eliminates the ground.
8. Do not overload circuits / outlets with equipment or extension cords.
9. Do not use electrical equipment with defective or damaged cords.
10. Do not operate electrical equipment with wet hands or while you are standing on wet surfaces.
11. Only trained, qualified and authorized employees shall make repairs to electrical equipment and tools.

## **Emergencies**

1. Employees are required to familiarize themselves with the emergency action plan established for the facility.
2. If an emergency situation arises, it is important that you react quickly and follow emergency exit plans.
3. No one should leave after an evacuation is called until they have been accounted for and authorized to leave by their supervisor.

## **Fall Prevention**

The three most common places where falls occur are floors, stairs, and when climbing. It is everyone's job to make sure that these areas are kept free of any obstacles and are safe not only for yourself but for your fellow workers too.

The different floor surfaces are the greatest cause of falling accidents. If you do not follow simple safety precautions, the floor in your facility can be as dangerous as a mine field.

1. Proper footwear for both men and women will prevent many falls. Both should wear shoes in good condition with rubber soles. Women should wear shoes with flat heels. Flat heeled shoes not only add to your comfort, but they help to insure against your tripping or falling.
2. There are two simple rules to follow to make sure that your floors are maintained in safe condition:
  - If you spill something, it is your responsibility to wipe it up.
  - If you drop something, it is your responsibility to pick it up.

By following these two rules, you will reduce the major causes of falls and protect yourself and your fellow employees.

3. If you spill anything, use a dry towel to wipe it dry immediately. Doing this you will protect everyone working in the area from slipping.
4. When mopping is necessary, mop with warm soapy water to soak up dirt and grime. After mopping with warm soapy water, always dry mop immediately to remove excess soap and water.
5. After mopping, you should place a sign and warning cones to identify the wet area. A sign will warn others that the area is wet and slippery. It can easily be removed once the area is dry.
6. Broken flooring, loose stair treads, or damaged ladders are all hazardous when not maintained in good condition. Report any damages you see to your supervisor. Your supervisor will make sure that any hazards are eliminated as quickly as possible.
7. Make sure that any staircase area is properly lit so you can see your way as you either descend or ascend the stairway. It is important that you can always see where you are going when you are climbing stairs to avoid falling.
8. If you have to climb to reach a high shelf, **DO NOT USE THE SHELVING AS A LADDER.** Use a ladder to reach high shelves. Boxes or crates are never sturdy enough for climbing and too easy to fall from. Only a ladder is strong and safe enough.

9. When you use a ladder, first check the ladder to make sure that it is strong enough and that it is clear of any dangerous obstacles. After placing the ladder securely, you should test it with your weight.
10. Place the ladder close to where you are going to work, but be aware of other hazards such as swinging doors, pedestrian traffic, etc. It is always best to place a ladder where a door cannot swing open and hit it, and where no one will accidentally run into it. However, if you must use a ladder in a busy passageway, have someone stand at the foot of the ladder to warn others.
11. When carrying a load up or down stairs, you should be able to see your feet. If your load is so big as to impair your vision, you will not be able to see any obstacles that might be in your way.

#### Floor Openings:

1. All floor openings or holes larger than 2" in size need to be properly covered or protected.
2. Materials used to cover any floor openings or holes must be durable enough to withstand the amount of load that may be put upon them by workers, equipment, or vehicles.
3. Covers placed over any floor openings or holes should be clearly marked "HOLE" or "OPENING" in high visibility marking paint.
4. Covers placed over any floor openings or holes should be secured so that they cannot shift or move without intent.

#### Guard Rails (Temporary):

1. Temporary Guard Rails must be installed in all areas where there is a leading edge exposing workers to fall hazards in excess of 30".
2. Temporary Guard Rails must be able to withstand 200lbs. of outward or downward pressure along the leading edges.
3. Temporary Guard Rails must be between 39" and 45" in height with a Mid-Rail installed.
4. Temporary Guard Rails must be visible by way of size, color, or flags to indicate their presence to workers.
5. Temporary Guard Rails must be inspected regularly to assure that they have not been compromised, altered, damaged, removed, or otherwise rendered insufficient for employee protection.
6. Temporary Guard Rails shall remain in place until such time that permanent construction has rendered them unnecessary.

### Elevator Shaft Openings::

1. All Elevator shaft openings shall be protected with coverings over the complete opening or guard rails that follow the same guidelines as Temporary Rails above.
2. Elevator shafts shall be kept dry at the base and free of excessive debris.
3. There shall be temporary lighting installed in the elevator shaft area to be used during any work in the area.
4. Employees entering the elevator shaft to perform any work should seek approval from the site Superintendent before entry and after they complete their work.
5. Any welding work in the elevator shaft that could or will cause falling slag, sparks, or ignitable materials to drop down will require a fire watch below on each applicable floor.

### Fall Protection

1. All employees who work in areas where falls greater than 6 feet can occur should wear fall protection equipment.
2. Fall protection equipment includes, but is not limited to a full body harness, lanyards, locking "D" rings, and positioning devices.
3. Fall protection equipment should be capable of withstanding up to 5000 lbs of pressure during a fall event / arrest.
4. Tie off and connection points should be structural in nature, and capable of withstanding the foreseeable pressure that could be applied during a fall.
5. Do not tie off to temporary railings.
6. Do not tie off to other employees.
7. All employees are responsible for inspecting their fall protection equipment daily and reporting any damage or wear they identify.
8. Do not remove fall protection equipment until it is safe to do so.
9. After any fall that puts load on fall harness, lanyard or "D" ring, the equipment shall be removed from service and replaced.
10. Do not expose fall protection equipment to the elements (sun, rain, or snow) for prolonged periods of time as this will cause pre-mature deterioration of the equipment.
11. Only locking "D" rings are acceptable in construction and employment applications.

## **Fire Extinguishers**

1. Fire extinguishers are to be located throughout GOLEY COMPANIES office and buildings.
2. Fire extinguishers are to be visually checked on a monthly basis to ensure that they are fully charged and operable at all times.
3. Fire extinguishers must have a documented annual inspection by a certified technician.
4. Fire extinguishers that are defective, lost their charge or have been used must be serviced as soon as possible.

## **Fire Prevention**

1. Do not leave oily waste, rags, flammable liquids, or other combustible wastes lying around.
2. Know where fire extinguishers are and ensure that access to fire extinguishers is kept clear at all times.
3. Never use gasoline or flammable solvents for cleaning purposes.
4. Flammable liquids must be stored in an approved container and labeled.
5. Smoking is prohibited when working with or in the vicinity of flammable liquids or substances.

## **First Aid Kits**

1. An adequate supply of first aid supplies will be kept in the first aid kit.
2. First aid kits are located in the office.
3. Your Manager / Supervisor should be notified if you need to use anything out of the first aid kit.

## **Fit For Work**

1. All employees shall stretch or warm up their muscles prior to beginning the work day. This will help to minimize muscular sprains and strains.
2. Employees are expected to report for work without physical or mental impairments that may endanger themselves or others.
3. If an employee appears to be impaired or acting in an unsafe manner, report it to your supervisor immediately.

## **Fork Lift Operating Rules & Procedures**

The company has adopted the OSHA rules and regulations as the basic minimum guidelines for the safe operation of forklifts. This is key to the success of our program along with the training of qualified and competent drivers.

The company will ensure that all operators are "qualified" or trained prior to allowing anyone to operate a fork lift. Each driver will be reviewed at least every third year for their ability to perform using the fork lift safely. This will be done by utilizing a planned program review by qualified oversight personnel within the company or to use the services of an outside agency to "Certify" our fork lift operators.

1. Both drivers and employees who work around these vehicles are required to follow these operating rules and procedures.
2. Only authorized drivers who are trained in safe operation may operate forklifts.
3. Do not ride on the forks of any lift truck/fork lift.
4. Passengers are not allowed on any fork lift.
5. Do not place any part of your body outside the running lines of a fork lift, or between the mast uprights or other parts of the truck where shearing or crushing hazards exist.
6. Do not stand, pass, or work under the empty or loaded elevated portion of any industrial truck, unless it has been blocked effectively to prevent it from falling.
7. Check the vehicle at least once each shift to ensure that the following are operating properly:

TIRES	LIGHTS	FUEL SYSTEM
BATTERY	STEERING MECHANISM	CONTROLLER
HORN	LIFT SYSTEM	BRAKES
BACK-UP ALARM		
8. Any vehicle in need of repair should not be used until repairs have been made.
9. Look in the direction of travel, and don't move the vehicle until you see that your path is clear of people and objects
10. Do not drive toward anyone standing in front of a bench or other structure; if the vehicle fails mechanically, or you misjudge distance, that person may be trapped between your truck and the structure.
11. Do not exceed the authorized safe speed.
12. Do not pass other trucks traveling in the same direction at intersections, blind spots, or other dangerous locations.
13. Maintain a safe distance from other vehicles. For trucks traveling in the same direction, a safe distance would be 3 truck lengths or a 3 second time lapse passing the same point.

14. Observe all traffic regulations.
15. Slow down and sound the horn at cross aisles and other locations where vision is obstructed.
16. Carry the forks as low as possible consistent with safe operation.
17. Cross over railroad tracks diagonally wherever possible. Do not park closer than eight feet six inches from the center line of the railroad tracks.
18. Do not load industrial trucks in excess of their rated capacity.
19. Do not move a loaded vehicle until the load is secure.
20. If the load obstructs forward view, drive backwards.
21. Ascend or descend a grade slowly with the load upgrade.
22. Do not tilt the load with the mast extended past the center of gravity.
23. Do not drive a vehicle into any elevator unless you are specifically authorized to do so.
24. Before entering the elevator, make sure that your vehicle and load will not exceed the rated capacity of the elevator. Once your vehicle is on the elevator, shut the power off, and set the brakes.
25. Before you drive your vehicle on a floor, platform, or into rail cars, trucks, or trailers be certain the structure will support the loaded vehicle.
26. When you leave the fork lift bring the mast to the vertical position, place the forks on the floor, shut the power off and curb or block the wheels (if parked on an incline).

### **Hand Tools**

1. Do not use a tool if its handle has splinters, burrs, cracks, splits or if the head of the tool is loose.
2. Before using sledges, axes or hammers, be sure the handles are securely fastened.
3. Proper eye protection must be worn.
4. Always use the proper tool for the job. (Do not use a screwdriver as a chisel.)
5. Do not use a hammer if your hands are oily, greasy or wet.
6. Keep the blade of all cutting tools sharp.
7. Carry all sharp tools in a sheath or holster.
8. Do not use impact tools such as hammers that have mushroomed heads.

9. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
10. Knives and cutters should be retractable or covered in a sheath when not being used. They should never be left out where others can come in contact with them accidentally.
11. When using knives, shears or other cutting tools, cut in a direction away from your body.
12. Do not carry sharp or pointed hand tools in your pockets, unless it is sheathed.
13. Do not throw tools.
14. Do not strike nails with the “cheek” of the hammer.
15. Do not strike one hammer against another.

### **Hazardous Materials**

1. Employees are required to familiarize themselves with the hazard communication program developed for GOLEY COMPANIES.
2. Read all warning labels and Safety Data Sheets (SDS) before using any chemical. SDS'S contain personal protective equipment and safety information and are part of the company's hazard communication program.
3. Hazardous materials shall be handled in accordance with the SDS and label. If protective equipment is required, use it.
4. Eye protection must be worn when working with hazardous materials or chemicals.
5. Mixing of chemicals is prohibited at all times unless required by the label. Before you mix, review all SDS.
6. Never use solvents for cleaning hands.
7. Store all hazardous materials properly in suitable containers that are properly labeled.
8. Use chemicals only in well ventilated areas.
9. When using secondary containers, ensure that they are labeled as to their contents.
10. Bonding and grounding must be employed during the dispensing of flammable liquids.
11. Flammable liquids must be kept in closed containers when not actively in use.
12. Flammable liquids may be used only in areas where there are no flames or other sources of ignition.



## **Hearing & Noise Protection**

1. Employees are required to wear hearing protection if any of the following conditions are true:
  - You cannot hear someone that is less than two feet from you, without shouting.
  - The noise in your work area is irritating.
  - Your hearing is muffled or dull after you leave a noisy area.
  - You have a ringing in you ears after exposure to noise.
2. Let your supervisor know immediately if you need hearing protection.

## **Heat Exhaustion & Heat Stress**

1. Heat is a recognized hazard of our work environment.
2. Take breaks in cooler areas to relieve the body of excessive heat.
3. Drink plenty of clear liquids during your breaks.
4. Inform your supervisor if you feel light headed or sick from the heat.

## **Housekeeping**

1. Keep your work areas free of debris, materials, unneeded equipment or other potential trip hazards.
2. Spilled liquids or other materials must be cleaned up immediately.
3. Sharp protruding nails, fasteners, staples, and wire must be removed or bent.
4. Do not leave trash or food debris in the work areas.

## **Ladders**

1. Inspect the ladder before usage. Do not use a damaged ladder. Do not attempt to repair a damaged ladder.
2. Use the proper ladder for the job. Do not use an "A" frame as a straight ladder.
3. Ladders shall be placed on hard level surfaces only. Never place ladders on a slippery surface.
4. Do not place ladders in passageways, doorways or other areas they might be hit or bumped by others passing by.
5. Ladder rungs and steps shall be kept free of oil, grease or other slippery substances.
6. Straight ladders shall be tied off at the top.

7. Straight ladders shall extend at least 36 inches above the level being accessed.
8. Never stand on or above the second rung from the top of the ladder.
9. Do not step or stand on a ladder's cross bracing.
10. Always climb facing the ladder, keeping a three point contact with the ladder at all times.
11. Do not carry tools and equipment when climbing ladders.
12. Be aware of objects below you. Move or cover sharp objects below in case of a fall.

### **Lifting**

1. Do not attempt to lift loads that appear too heavy. Ask for help.
2. Considering using a carts or hand trucks for frequent heavy lifting activities.
3. Wear gloves when lifting sharp edged, hot or rough objects.
4. Lift with your legs, not with your back.
5. Keep your load close to your body.
6. Do not twist your body when lifting.
7. Set loads down by reversing the lifting technique.

### **Lock Out/Tag Out**

1. The following may be subject to lock out/tag out:
  - Broken or faulty equipment and tools.
  - Damaged electrical cords.
  - Air hoses.
  - Vehicles and heavy equipment (forklifts).
2. The following steps shall be taken when any of the above are found to be unsafe:
  - Unsafe item is to be pulled from service.
  - Red tag item and lock if necessary.
  - Report item to maintenance / facilities for repair or replacement.
3. Do not use or attempt to use equipment that has been red tagged or locked.
4. Do not remove or tamper with any red tag or lock out device.
5. Immediately notify a supervisor if you observe others tampering with, using or attempting to use any locked or red tagged equipment.

## **Material Handling**

1. Only trained and certified drivers may use the Fork Lift for transporting materials..
2. Use protective pads or gloves when handling rough or sharp edged materials. If nails protrude, remove them or bend them over.
3. Use special care when storing or stacking materials.
4. Proper lifting techniques must be used and back belts can be worn for frequent lifting activities.
5. Do not throw or drop materials in the vicinity of others.
6. Do not operate any equipment that you have not been trained to use.
7. Do not block access and egress to the warehouse, shop or job site.

## **Office Ergonomics**

### **Good posture:**

You can minimize unnecessary stress on your back by using good sitting posture - maintaining the three natural curves of your spine. You can maximize your comfort in your chair by learning a few practical posture comfort tips.

1. **Use a lumbar support** to relieve strain in your lumbar curve. You can use a lumbar roll or a towel rolled up to 4-6 inches. Place it in the small of your back.
2. **Adjust your chair height** so that your weight is shifted forward off your spine and your arms are at desk level. You may need a small wedge on your seat.
3. **Shift your position** throughout the day to keep your muscles loose and to relax away tension due to immobility. But be sure your spine stays aligned.
4. **Keep your feet flat on the floor** to help maintain good sitting posture and aid circulation in your legs. If they don't reach the floor, use a footrest.

### **Comfort exercises:**

During a day of sitting in front of your computer with your arms extended to the keyboard, muscle tension and stiffness can build up in your neck, back, shoulders, hands, wrists, and even fingers. But it only takes minutes to prevent these discomforts with comfort exercises you can do at your terminal.

1. **Warming up** helps you relax, loosen tense muscles and increases blood circulation. Deep breathing draws fresh air deep into your lungs, while reaching high stretches stiff muscles.
2. **Deep Breathing:** Inhale through your nose and exhale through your mouth, letting your stomach expand and contract. Repeat 6 times.

3. **Reaching High:** Raise your arms over your head, stretching as high as you can. Then bring your arms back down. Rest a moment. Repeat 2 times.
4. **For the Neck:** To relieve a stiff neck glide your head back, as far as it will go, keeping your head and ears level, (Doing it correctly creates a double chin). Now glide your head forward. Repeat 3 times.
5. **For the Upper Back:** To relieve shoulder and back tension raise your hands to your shoulders. Using your arms, push your shoulders back. Keep your elbows down. Hold for 15 seconds. Repeat 3 times.
6. **For the Lower Back:** To relieve lumbar pressure lower your head and slowly roll your body as far as you can toward your knees. Hold for 10 seconds. Push yourself up with your leg muscles. Repeat 3 times.
7. **For the Shoulders:** To relieve shoulder stiffness raise your arms to the sides, elbows straight. Slowly rotate your arms in small circles forward, then backward. Lower your arms, then repeat 3 times.
8. **For the Hands and Wrists:** To relieve hand and wrist tension hold your right arm out, fingers pointed up. Take your left hand and gently bend your right hand back toward the forearm. Hold 5 seconds. Repeat on the other side.
9. **For the Fingers:** To relieve hand and finger tension hold your hands out in front of you, palms down. Spread your fingers apart as far as you can. Hold for 5 seconds, then make a tight fist. Repeat 3 times.

### **Eye care:**

Using your eyes doesn't harm them. But focusing on a computer screen for long periods can cause temporary eye discomfort. The muscles that move and focus your eyes become strained. Your eyes become dry and itchy. So take care of them: get regular eye exams to be sure your eyes are healthy and vision problems are corrected. And practice eye comfort tips to prevent everyday eye strain.

1. **Blinking:** To keep your eyes moist, prevent itching, and aid in cleaning, blink them often.
2. **Reducing Glare:** To reduce reflection and glare from your screen, reposition your terminal, tilt the screen, or modify the lighting.
3. **Palming:** To rest your eyes from the light, shape your hands into shallow cups and place them lightly over your closed eyes. Hold them there for one minute.
4. **Refocusing:** To exercise the muscles that focus your lenses, periodically look away from the computer screen and focus on an object at least 20 feet away. Repeat three times.
5. **Eye Rolling:** To exercise the muscles that move your eyes, roll your eyeballs around clockwise 3 times, then counterclockwise 3 times. Make wide circles.

## **Use comfort tips for life:**

The tips you've learned for comfort at the computer terminal can help you be comfortable off the job, too. Whenever you're sitting for extended periods, you can use good posture. You can take a few moments to do your comfort exercises to prevent muscle strain and stiffness. And whenever you're focusing at close range a lot, you can use your eye comfort tips to reduce eyestrain and fatigue.

## **Office Safety**

1. Use chairs properly. Do not use chairs as stepping stools. Do not lean or tip in chairs.
2. Keep all file cabinet drawers closed when not in use. One drawer may be opened at a time.
3. Keep aisles and walkways free from debris, cords and other objects that may cause trips, slips or falls.
4. Approach and open doors cautiously.
5. Do not attempt to repair faulty or broken office equipment or machinery unless it is in your job description or have be instructed by a supervisor to do so.
6. Keep desk drawers organized in a manner to prevent being injured by sharp or pointed objects.
7. Walk, do not run.
8. Keep fingers, ties, hair, and other loose objects out of, and away from, moving parts of office machines.
9. Use "common sense", if you are unsure of a safety procedure, ask a supervisor.

## **Parking Safety**

1. When traveling through the parking areas be careful and watch for traffic coming and going.
2. Always use designated walkways and stay off driveways or driving ramps.
3. Have your keys out when leaving so that you can get right into your car and lock the doors for safety and security.
4. If you feel you are being watched or followed, head back to security or other populated areas and get help.
5. Always try to have at least one free hand for stairs, steps and opening / closing car doors.
6. Always watch for large vehicles and trailers that may have limited visibility and remember if you cannot see the driver, they cannot see you either.
7. If you are not assigned to work in parking / storage lot area then stay out of this area especially when traffic or vehicles are present.

## **Personal Protective Equipment (PPE)**

1. Use the correct PPE for each job assignment.
2. Proper Clothing shall be worn at all times while on GOLEY COMPANIES' facilities.
3. Long pants, a minimum of a T-shirt and sturdy work shoes (No canvas or athletic shoes) are to be provided by the employee. Inappropriate footwear or shoes with thin or badly worn soles shall not be worn.
4. PPE shall be inspected daily, and maintained in good condition.
5. Damaged or broken PPE must be replaced immediately.
6. ANSI approved safety glasses must be worn at all times in areas where the risk of eye injury is noted.
7. Dust Masks shall be worn at all times while working with fiber glass insulation.
8. Employees shall use appropriate gloves when handling sharp edged, rough, hot or hazardous materials and are to be provided by the employee.

## **Power Tools & Equipment**

1. Do not use power tools or equipment that you have not been trained to use.
2. Inspect tools and cords prior to use.
3. Keep all safety guards operational and in place.
4. Keep power cords away from the path of cutting equipment.
5. Do not leave tools and equipment that are "on", unattended.
6. Do not carry plugged in tools and equipment with your finger on the switch.
7. Unplug all tools and equipment prior to changing bits, wheels or blades.
8. Never leave chuck keys in tools or equipment during operation.
9. Turn tools and equipment off before unplugging them.
10. Disconnect tools and equipment from the outlet by pulling on the plug, not the power cord.
11. Do not lift, carry or lower tools and equipment by their power cord.
12. Return all tools and equipment to their proper place after use.

## **Scaffold Safety**

1. A survey must be made of the job site prior to the erection of the scaffold. Hazards, such as un-tamped earth fills, ditches, debris, overhead wires, unguarded openings and other conditions need to be identified, corrected, or avoided.
2. Scaffolds must be inspected daily or at the beginning of each shift by a competent person. Unsafe conditions must be corrected before allowing workers on the scaffold.
3. Equipment must not be used for purposes it was not intended.
4. Scaffolds must be plumb and level.
5. Use only access ladders, access steps, ladder frames designed for climbing, or the equivalent to access the scaffold. Do not climb cross braces.
6. Running scaffolds must be tied to the wall or structure when the height exceeds three times the minimum scaffold base dimension. The first vertical and longitudinal tie shall be placed at this point. Ties shall be repeated at intervals not greater than 26 feet vertical and 30 feet horizontal.
7. Do not use ladders or makeshift devices on top of scaffolds to increase the height.
8. Manufactures' recommended load rating should never be exceeded.
9. All platforms must be equipped with proper guard-rails, mid-rails, and toe-boards along open sides and ends of scaffold platforms.
10. Only lumber that is properly inspected, graded and marked shall be used as scaffold plank.
11. Planks must overlap at least 12 inches over frame support. At the end frame, the plank must overhang a minimum of six inches, and not more than 12 inches, or be cleated to prevent slipping.

## **Violence In The Workplace / Security**

1. There is to be no rough housing or fighting at any time, for any reason. Anyone caught fighting will be removed from the facility and may be terminated for this action.
2. Vulgar language, verbal abuse, name calling, practical joking, and the like will not be tolerated on the job as not all employees get it and it may cause retaliatory reactions and fighting.
3. Anyone who sees someone on the site wandering around, taking photos, loitering, or just acting suspicious needs to inform the office immediately.
4. If you are confronted with someone who demands that you give them your personal or company property, money, or other belongings - DO SO! These are material items that are not worth losing your life over.

5. When parking your personal or company vehicle, be sure to lock the doors and secure all of your supplies, valuables, etc. as they may get stolen if left in the open and available.
6. Confrontation is a normal part of life and doing business. At all times, employees working at GOLEY COMPANIES are to maintain a professional level of conduct no matter the situation. Anger only increases the tension and leads to violence.
7. There is to be no destruction of property at the facility. Anyone caught damaging property will be removed and may be terminated for this action. Charges may be brought against those who destroy property intentionally.
8. Monitoring methods including video, monitoring systems, security guards, and such are in place to protect the workers as well as the site and all of the property. Report any suspicious activity you see to help maintain a safe and secure site.

In the absence of specific rules, all employees are expected to maintain proper standards of safety and follow the instructions of their supervisor. Failure to comply with safety rules and procedures, or failure to wear the appropriate personal protective equipment, WILL result in disciplinary action up to and including termination.



**GOLEY COMPANIES**

**EMPLOYEE ACKNOWLEDGEMENT FORM**

**CODE OF SAFE PRACTICES**

I \_\_\_\_\_ (PRINT), hereby acknowledge that I have received, read, and understand the "Code of Safe Practices".

I agree to conform to all practices, safety rules, and regulations relating to safe work performance.

I understand that my failure to follow these safety procedures will result in disciplinary action up to and including discharge.

I further understand that:

- a. It is my responsibility to report all unsafe conditions or violations of the Code of Safe Practices to my supervisor or other management personnel in order to minimize the potential of injury to my fellow workers.
- b. I am encouraged to inform my immediate supervisor of any hazards on the job without fear of reprisal, and that should my assistance create any such action or related intimidation, that I am encouraged to contact the Safety Coordinator or management by phone or mail.

\_\_\_\_\_  
**(Signature of Employee)**

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

\_\_\_\_\_  
**(Signature of Supervisor)**

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

**COPIES TO: OFFICE (ORIGINAL), SAFETY COORDINATOR, EMPLOYEE**

## CODE OF SAFE PRACTICES

The purpose of the Code of Safe Practices is to assist you in making safety a regular part of your work habits. This is a minimum guide to help identify your responsibility for safety. **Your supervisor is obligated to hold you responsible for your safety** by enforcing these rules and by providing you a safe place to work.

- a. I will immediately report to my supervisor all accidents or near misses, and injuries, no matter how slight, that occur on the job.
- b. I will cooperate with and assist in investigation of accidents to identify the causes and to prevent recurrence.
- c. I will promptly report to my supervisor all unsafe acts, practices, or conditions that I observe.
- d. I will become familiar with and observe safe work procedures during the course of my work activities.
- e. I will keep my work areas clean and orderly at all times.
- f. I will avoid engaging in any horseplay and avoid distracting others.
- g. I will obey all safety rules and follow published work instruction.
- h. I will wear personal protective equipment when working in hazardous areas, and/or as required by my supervisor.
- i. I will inspect all equipment prior to use and report any unsafe conditions to my immediate supervisor.
- j. I will submit any suggestions for accident prevention that may assist in improved working conditions or work practices to my immediate superior.
- k. I will smoke in authorized locations only.
- l. I will not bring onto the jobsite any weapons or ammunition of any kind.
- m. I will not have in my possession, use, or introduce any kind of intoxication liquor or illegal drugs on any customer's property or work area or facility, or I will accept possible discharge for these illegal actions.
- n. I will not come to work under the influence of intoxicating liquor or illegal drugs, and realize that I will not be allowed to start work and may be immediately discharged for this action.

**I HAVE READ AND UNDERSTAND THE ABOVE ITEMS AND REALIZE THAT FAILURE TO FOLLOW THESE RULES MAY BE GROUNDS FOR DISMISSAL.**

# GOLEY COMPANIES

## FORMA DE RECONOCIMIENTO DEL EMPLEADO

### CODIGO DE PRACTICAS DE SEGURIDAD

Yo \_\_\_\_\_ reconozco que he recibido, leído, y entiendo el "Codigo de Practicas de Seguridad" de compania.

Yo prometo adherirme a todas las practices de la compania, reglas relacionadas con practicas de seguridad en el trabajo.

Yo comprendo que al no seguir estos procedimientos de seguridad, resultaria una accion disciplinaria hasta incluyendo el despido.

- a. Es mi responsabilidad. reportar toda condicion insegura o violacion de el Codigo de Practicas de Seguridad a mi Mayordomo o demas personal de gerencia, a fin de minimizar el potencial de lesiones a mis companeros de trabajo.
- b. Estoy dispuesto a informar a mi mayordomo inmediatamente de cuniquier peligro en el sitio de trobajo sin miedo de reprosalties, y que si mi asistencia creara cualquier accion o intimidacion relacionada, que estoy dispuesto a ponerms on contacto con mi Mayordoma o Coordinador de Seguridad.

\_\_\_\_\_  
(Firma del Empleado)

\_\_\_\_\_  
Fecha

\_\_\_\_\_  
(Firma del Mayordomo)

\_\_\_\_\_  
Fecha

**COPIAS A: OFICINA (ORIGINAL), COORDINADOR DE SEGURIDAD, EMPLEADO**

## CODIGO DE PRACTICAS DE SEGURIDAD

El proposito del codigo de practicas de seguridad es asistirle en hacer de la seguridad, una parte regular de sus habitos de trabajo. Este es una guia minima para ayudar a identificar sus responsabilidades hacia la seguridad. **Su mayordomo esta obligado a tenerie a usted por responsable de su seguridad, enforzando estas reglas y proveyendole un lugar seguro para trabajar.**

- a. Reportare inmediatamente a mi mayordomo todo accidente o casi accidente y lesiones laborales, sin importar que tan serios sean.
- b. Cooperare con y asistire en la investigacion de accidentes o casi accidentes para identificar las causas y prevenir las reocurrencias.
- c. Reportare prontamente a mi mayordomo toda accion insegura, practicas o condiciones que observe, y tomare la iniciativa para tomar acciones correctivas en todo lo que este en mi control, que requiera accion inmediata.
- d. Me familiarizare con y seguire los procedimientos de seguridad laborales durante el curso de mis actividades de trabajo.
- e. Mantendre mi area de trabajo limpia y ordenada en todo tiempo.
- f. Me abstendre de participar en juegos y de distraer a otros.
- g. Obedecere todas las reglas de seguridad y seguire las instrucciones de trabajo publicadas.
- h. Usare equipo de proteccion personal cuando este trabajando en areas peligrosas y/o como lo requiera el mayordomo.
- i. Inspeccionare todo equipo antes de usarlo y reportare cualquier condicion insegura a mi mayordomo.
- j. Submitire cualquier sugerencia para prevencion de accidentes que ayuden a mejorar las condiciones o practicas de trabajo a mi supervisor inmediato.
- k. Si fumo, lo hare en areas autorizadas solamente.
- l. No traere al trabajo armas o municion de ningun tipo.
- m. No tendre en mi posesion, ni usare, o introduciré cualquier tipo de licor intoxicante, o drogas ilegales en ninguna propiedad de los clientes o area de trabajo, o local de la compania y aceptare el posible despido por estas acciones ilegales.
- n. No vendre a trabajar bajo la influencia de licor intoxicante o drogas ilegales, y comprendo que no se me permitira comenzar a trabajar y puedo ser inmediatamente despedido por estas acciones ilegales.

**HE LEIDO Y ENTIENDO LOS PUNTOS DESCRITOS ANTERIORMENTE Y ENTIENDO QUE EL NO CUMPLIR CON ESTAS REGLAS PUEDE SER RAZON PARA SER DESPEDIDO**