



**Stomper
Company**

SAFETY MANUAL

2022



SAFETY MANUAL REVISIONS

Date	Revised by:	Programs Revised	Reason for Revisions
2016	SCM	IIPP, Heat Illness, Hazard Communication	Changes in regulation to include GHS and updates to Heat Illness
2017	Stephen Rehrmann	Silica Program	OSHA Compliance
2019	Stephen Rehrmann	Equipment Usage	Policy changes to improve safe usage
2020	Stephen Rehrmann	COVID-19 Prevention	OSHA Compliance

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CODE OF SAFE WORK PRACTICES

INTRODUCTION/POLICY

Certain basic principles of safety are so important that they can only be expressed as "rules." These safety rules are a basic part of our Injury and Illness Prevention Program and are also part of our disciplinary procedures. All regular and temporary employees need to know and follow these Safety Rules and all Supervisors and management personnel must enforce them. These Safety Rules are general enough to apply to everyone, yet specific enough to clearly define what is acceptable practice for our Stomper.

The management of Stomper Company (Stomper) is making every effort to prevent personal injury. These rules have been established for your understanding and guidance. Stomper will not knowingly permit unsafe conditions to exist, nor will it permit anyone to indulge in unsafe acts. In your own interest you should familiarize yourself with every rule. Your Supervisor, foreman and the Safety Director always welcome suggestions that will make our workplace safer.

POSTINGS:

Under California Law, Stomper is required to post certain employment related information. A bulletin board is maintained at the Stomper office as well as the job site, where employees can easily view and read the required posters.

In addition to listed notices, a copy of this injury prevention program, a log and summary of Occupational Injuries and Illnesses (Cal/OSHA form 300), will be posted at the job site. A copy of the Stomper Code of Safe Work Practices is on file there. Fire Prevention rules, other emergency actions and the evacuation plan are located in this Code of Safe Work Practices.

SAFETY DATA SHEETS:

Safety Data Sheets (SDS) is available for Stomper projects. When employees are required to work on premises of any other employer, such as a service call or installation situation, then the job site will maintain a collection of Safety Data Sheets (SDS) that describe any hazards unique to that site. Check with the other employer's job site coordinator or Supervisor for the exact location of the SDS information.

EMERGENCY INFORMATION:

In addition to these required safety postings, emergency numbers are maintained. Report emergencies as follows:

- Call 911 first in most cases of real emergency. Do not use 911 for routine calls to police or fire departments. The job Supervisor will have the local number for:
 - Police: _____
 - Fire: _____
- State your name, the nature of the emergency, and the exact location of the injury.
- Answer all questions completely.

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The location of the nearest medical clinic is posted in the job site office. It is:

Medical Emergencies:

If an employee is injured and in need of emergency medical care, an ambulance will be immediately called to the site. The Supervisor will post an employee at the front of the site to direct the ambulance to the injured person if required. The employee will be transported to the closest medical center.

Stomper has chosen to train their Supervisor and/or Foremen in CPR and First Aid. First Aid kits are kept in the Supervisor/Foremen’s vehicles or in the jobsite trailer. The kits are inspected frequently and regularly according to the First Aid Kit Inspection Form. If an injured employee does not require immediate emergency care, first aid will be provided to the level of training. If required, the Supervisor or foreman will provide transportation for the injured employee to a doctor’s office.

Earthquakes:

Should an earthquake occur during work hours, employees are instructed to look for cover from falling objects. They are to cover and hold in place until the shaking stops. Employees are only to evacuate the area following an earthquake if in immediate danger.

Evacuation Emergencies:

Should a fire, chemical release, or other incident require an evacuation of the site, the order will be given verbally by shouting clear orders and sending a runner to ensure all have heard the evacuation order. Employees will shut down all appropriate equipment and evacuate immediately and calmly. The Stomper assembly area following an evacuation is at the Supervisor/Foreman’s vehicle. The Supervisor or Foreman will account for all Stomper employees and report to a designated incident commander whether all staffs are accounted for. Stomper staff will remain at the Supervisor/ foreman’s vehicle until ordered to return to work or leave the premises.

Fire Emergencies:

Stomper employees are trained to operate fire extinguishers for incipient (small) fires. At all times, when a fire occurs, the fire department will be notified for response (911). The immediate area of the fire will be evacuated prior to use of the extinguisher. The Supervisor/foreman will be notified immediately. After use, the fire extinguisher will be replaced and tagged for service as soon as possible.

GENERAL SAFETY RULES

1. Never operate any machine or equipment unless you are specifically authorized to do so and are familiar with all safety features of the machine or equipment.
2. Do not operate defective equipment. Do not use broken hand tools. Report any defective or hazardous equipment to your Supervisor or foreman.
3. Obtain full instructions from your Supervisor or foreman before operating a machine you are not familiar with.
4. Never start on any hazardous job or task without being completely familiar with the safety techniques that apply.
5. Make sure all safety attachments are in place and properly adjusted before operating any machine or equipment. No modifications will be made without written approval of the manufacturer.
6. Do not operate any machine or equipment at unsafe speeds. Shut off equipment that is not in use.
7. Always notify all other individuals in your area who might be endangered by the work you are doing.
8. Wear all protective clothing and equipment necessary to be safe on the job, including ANSI approved safety glasses.
9. Never work under forklift loads, work platforms or overhead crane loads.
10. Do not wear loose, flowing clothing or long hair, unless tied back and while operating moving machinery.
11. Never repair or adjust any machine or equipment without following established lock-out/tag-out procedures.
12. Never oil, clean, repair, or adjust any machine while it is in motion.
13. Never repair or adjust any electrically-driven machine without opening and properly tagging the main switch.
14. A red tag system identifies equipment that is NOT to be operated, energized or used. All tag-out or lock-out notices and procedures must be observed and obeyed.
15. Put tools and equipment away when they are not in use.
16. Do not lift items that are too bulky or too heavy to be handled by one person; ask for assistance. When lifting, bend your knees. Do not lift with your back.

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17. Keep all ladder landings, stairways and footpaths clear of debris, electrical cords, pallets, boxes, equipment, and other trip and fall hazards.
 18. When ascending and descending ladders, face the ladder and use both hands.
 19. Do not place equipment or materials so as to block emergency exit routes, fire alarms, fire sprinkler shutoffs, machine or electrical control panels, or fire extinguishers.
 20. Stack all materials neatly and make sure piles are stable.
 21. Take pride in your work area, keeping it and all machinery and all facilities that you use clean and neat.
 22. Do not participate in horseplay.
 23. Do not run on job site premises - always walk.
 24. Never take chances; if you are unsure, ask your Supervisor or foreman. Let good common sense be your guide.
 25. Smoke only in areas specifically identified for that purpose. Do not smoke near combustible materials or discard smoking materials in a careless manner.
 26. Due to hearing restrictions headphones shall not be worn.
 27. Be familiar with all emergency procedures.
 28. Store flammables only in authorized areas and containers.
 29. Sunglasses should not be worn indoors without a prescription for such use.
 30. All employees shall be given accident prevention instructions and safety training at least every 10 working days.
 31. Employees shall not enter manholes, underground vaults, chambers, tanks silos, or other similar places that receive little ventilation unless it has been determined that it is safe to enter.
 32. All injuries shall be reported promptly to the Supervisor, foreman so arrangements can be made for medical or first aid treatment.
 33. Materials, tools, or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from the falling objects.
 34. Any employee who uses a fire extinguisher can only do so if they have received proper training. Once used, it is the responsibility of the person who used it to see that it is turned into a Supervisor or foreman for replacement. In the event of a fire, personnel should immediately evacuate the area.

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35. No emergency equipment shall be obstructed. Emergency exits, risers, fire doors, fire extinguishers, etc, shall be kept clear.
 36. Do not distract others while working. If conversation is necessary, make sure eye contact is made prior to communicating.
 37. All visitors must abide by all safety rules and be escorted by a responsible employee.
 38. Other than seeing eye dogs, animals are prohibited in the facility.

Air, Gas, Oxygen and Water Lines

1. Do not alter or modify air or water lines without the Supervisor or foreman's authorization.
2. Check all air hoses for cracks before use.
3. If an air hose is in poor shape, disconnect and then cut the end off and return it to the tool crib.
4. Be sure to check that no oil or lubricant is on an oxygen line or coupler. If oil is present, wipe immediately. Failure to do so could cause an explosion.

Chemical Safety

Please see the Stomper Hazard Communication Program for more details.

1. All employees must know the chemical hazards of the materials that they work with.
2. All employees who might be exposed to hazardous chemicals must receive Hazard Communication training and be familiar with our Hazard Communication Plan.
3. Read all warning labels and Safety Data Sheets (SDS) before using any chemicals.
4. Hazardous materials should be used for the purpose for which they are intended, and shall be handled in accordance with the appropriate SDS. All SDSs contain personal protection and safety information and are available from your Supervisor.
5. If protective equipment is required, review its use with your Supervisor prior to beginning work.
6. Mixing chemicals is prohibited at all times unless under the immediate direction of a Supervisor before you mix, review all SDS Sheets.
7. Always wash your hands thoroughly after handling chemicals, even if you were wearing protective gloves.
8. Use chemicals only in well-ventilated areas.
9. Make sure acids are placed in a secure spot where they cannot be spilled.

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10. Do not use glass containers for acid.
 11. When using secondary containers filled by others, make sure they are labeled as to their contents and hazards.
 12. All flammable liquids must be kept in approved safety containers or approved storage locations.
 13. Rags which are soaked with flammable liquids must be kept in closed metal containers.
 14. Chemicals should not be disposed of into sewers or drains.
 15. Any spill of a chemical shall be reported immediately.
 16. After contact with any chemical, employees are encouraged to wash thoroughly.
 17. Employees are encouraged to be aware of the location of safety showers and eye wash stations at any site where they perform work. Should any chemical contact eyes, mucous membranes or any part of their body, they are to immediately go to the safety shower and/or eye wash station and drench that portion of their body thoroughly.

Electric Panels and Lines

1. Keep access to electrical panels clear at all times.
2. Use only properly rated electrical extension cords so as not to overload circuits.
3. Do NOT perform electrical repairs without the Supervisor's authorization.
1. Electrical cords must always be checked for bare wires and broken ground pins prior to use. If the cord has bare wires or broken ground pins, unplug and then cut the end off and return to the tool crib.
2. Cords that must be placed across an aisle-way must be clearly marked and protected by a barrier.
3. Follow lock-out/tag-out procedures to secure electrical equipment at the power panel while maintenance is being performed and remove upon completion.
4. Extension cords are intended for temporary use only with the Supervisor or foreman's authorization and are to be rolled back at the end of the work operation or at the end of the shift.

Fire Protection And Extinguisher Safety Rules

Please see the Stomper Fire Prevention Plan for more information.

1. Employees shall be trained in the proper use of fire extinguishers and the hazards involved in fire-fighting prior to working on a jobsite.
2. Employees shall receive refresher courses on the use of fire extinguishers annually.
3. Always take precautions to prevent fire which may be started, particularly from oily waste, rags, gasoline and other flammable liquids, acetylene torches, improperly installed electrical equipment and trash.
4. At least one appropriately rated fire extinguisher is to be at every job site. Fire fighting equipment is to be inspected on a regular basis. All discharged, damaged or missing equipment is to be immediately reported to a Supervisor.
5. Fire extinguishers are scheduled for maintenance, at a minimum, annually.
6. Access to fire extinguishers must be kept clear at all times.
7. Never use gasoline for cleaning purposes.
8. Smoking is prohibited at all times within the facility and outside within 20 feet of where flammable substances are present.
9. Make note of the location of fire fighting equipment in your work area.
10. Tampering with fire equipment is prohibited.
11. In case of fire, employees shall consider the safety of themselves and other individuals before saving property.
12. A 2-A:20-B:C portable fire extinguisher will be present when hot work is performed.
13. Fire extinguishers are visually inspected monthly by the job foreman / Supervisor. The inspection date will be recorded on the back of the tag attached to the fire extinguisher, and recorded on the fire extinguisher inspection log. The log will be filed for at least one year.
14. Annual maintenance is performed on all fire extinguishers. The maintenance date is punched on the maintenance schedule.

Housekeeping

1. Keep your area clean and safe.
2. Put things that might cause slips, trips or falls in proper receptacles.
3. Do not bring glass bottles into the work area.

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4. Throw rubbish and waste materials in the cans provided for this purpose. Put oily rags in marked metal cans.

Intoxicants, Narcotics, Firearms and Other Weapons

1. No one is permitted to bring intoxicants or narcotics on to Stomper premises or job sites or to report for work under their influence.
2. No one is permitted to drink any alcoholic beverage or take any narcotics on the Stomper premises or job sites.
3. No one may bring any firearms, explosive materials, or any other concealed weapons on to Stomper premises or job sites.
4. Employees who are suspected of being under the influence of illegal or intoxicating substances, impaired by fatigue or an illness, will be prohibited from working. Never work while under the influence of an illegal or intoxicating substance, overly fatigued or ill.

Walkways and Exits

1. All exits are to be kept marked, clear and well lit. They are to be unlocked and unblocked at all times during working hours.
2. Always use handrails when walking up or down stairways. Do not take more than one step at a time.
3. Always use ladders, ramps, gangways, stairways and paths intended for safe travel.

JOB SITE SAFETY RULES

1. Keep your work areas free of debris. Remove useless material from the work area as fast as required to help reduce tripping hazards.
2. Maintain awareness of potential hazards when walking about the job site.
3. Keep tools, materials and equipment out of walkways and stairways at all times.
4. Do not lend or borrow tools from other trades.
5. When working on ladders and scaffolds, let people know you are working above them and follow ladder and scaffold safety rules.
6. Always erect barricades before removing floor or roof opening covers. Replace the covers before removing the barricades.
7. Do not remove or work on any electrical equipment unless it is tagged and locked out.

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8. Hard hats are required at all times on construction sites.
 9. Wear clothing that will protect you from adverse weather conditions without hampering your freedom of movement.
 10. Do not disturb any asbestos. STOP work and tell your Supervisor. If you are not sure, STOP and ask.
 11. Use sunscreen when working in full sun.
 12. Wear shirts with sleeves and long pants at all times. Do not remove your shirt.
 13. Never jump over ditches; plank them.
 14. Wear safety glasses at all time; if outdoors use safety glasses with UV protection.
 15. Don't overload boom lifts or scissor lifts. Do not operate lifts unless authorized to do so.
 16. Wear slip-proof shoe tread when working on sloped surfaces.
 17. Do not step on cords or rope on sloped roofs.
 18. Wear safety belts when on roofs.
 19. Place tools and equipment so they will not slide off the roof.
 20. Tie material down at days end so the wind will not blow it off the roof.
 21. Do not enter any confined space, manholes, underground vaults, chambers, tanks or other similar places until written authorization has been posted and updated.
 22. When working in hot areas or confined spaces, be sure to drink water frequently to stay hydrated.

AERIAL and MAN LIFTS

1. Aerial lift devices must be operated in accordance with manufacturer's requirements. If field modifications are to be made, it will only be done with prior approval and written certification of the manufacturer or equivalent entity.
2. Vehicle or lift must be inspected each shift prior to use. If it is not in a safe condition, it shall not be used.
3. Operating, brakes and lift controls must be tested prior to use at the beginning of each shift during which the lift will be used.

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4. Only move the lift when standing safely inside the basket while directly facing the controls. Do not attempt to move a lift while standing on the ground and reaching into the basket for the controls.
 5. Only authorized, trained and qualified personnel may operate a lift truck or aerial device.
 6. Aerial devices must not rest on any structure.
 7. If a basket is used, workers must stand only on the floor of the basket. Workers will not sit or climb on the sides of the lift, nor use any planks, ladders or other devices as a work positioning device.
 8. A safety harness must be worn and attached to the boom or basket as prescribed by OSHA requirements. It must not be attached to adjacent poles or structures.
 9. Brakes must be set when employees are elevated.
 10. An aerial lift truck must not be moved with an employee in the elevated boom platform except under conditions listed in 8 CCR §3642.
 11. Baskets must be secured to the carriage of the lift so as not to provide a space for crushing injuries to occur.
 12. No employee shall stand, pass or work under an elevated boom or platform, loaded or empty, unless it is effectively blocked to prevent it from falling.
 13. The lift will have an audible reverse alarm that can be heard above the surrounding noise level. If it cannot be heard above the surrounding noise level, an observer will be positioned to signal when it is safe to back up.
 14. Consider all wires “live” until checked and locked out. Keep a safe distance from live electricity. When in operation, the minimum clearance between power lines rated 50 kV or below and any part of an aerial lift shall be 10 feet.
 15. Operations must be handled with extreme caution, especially when there is a possibility of overturning in dangerous areas, such as edges of deep fills, cut banks and steep slopes.
 16. No riders are permitted on vehicles unless adequate riding facilities are provided.
 17. Stunt driving and horse play are prohibited.
 18. Lifts will not be loaded in excess of their rated capacity. Boom and basket load limits specified by the manufacturer will not be exceeded.

ASBESTOS AWARENESS

Stomper understands and recognizes the hazards posed by asbestos at work sites and takes the position that Stomper employees will not perform any work involving Asbestos. However, at

times, work performed by Stomper employees might be in an area where the potential for asbestos exposure might exist. Because of that potential, the following rules apply to all Stomper employees.

1. Stomper employees are trained to recognize the hazards of working in the area of Asbestos Containing Materials (ACMs) and Presumed Asbestos Containing Materials (PACMs). They have been trained and instructed clearly that they are not to touch or disturb ACMs or PACMs at any time.
 - This training will be documented in accordance with applicable OSHA regulations.
2. As part of their Asbestos Awareness training, Stomper employees are trained in the hazards of Asbestos, including the health effects. Prolonged (chronic) exposure may cause asbestosis, mesothelioma, and cancers of the lungs, stomach and colon.
3. Included in the Asbestos Awareness training, employees are informed of how asbestos might be encountered in their workplaces. It may be found in building materials such as insulation, soundproofing, floor tiles, roof felts, ceiling tiles, cement pipes and sheeting, pipe and boiler insulation, and drywall. It might also be found in sprays used on beams, in crawlspaces, and between walls.
4. Because Stomper employees will not work with, disturb, or cause potential exposure to asbestos in their work, they do not have the responsibility to post signs and warning labels concerning asbestos in the workplace. However, they will be instructed to observe and abide by signs and labels already posted by the host employer identifying the presence of asbestos and other warnings posted in the workplace.
 - Failure to comply with signs, labels and other warnings regarding Asbestos in the workplace may result in disciplinary action.
5. When working at multi-employer worksites where other contractors might disturb and/or cause potential for exposure to asbestos due to a breach or other exposure risk, the Supervisor at the workplace will be instructed on the following procedures.
 - Stomper employees will be immediately removed from the area of potential exposure.
 - Employees will remain away from the area of potential exposure until the breach has been remedied or an assessment of the asbestos exposure has been conducted and the exposure risk is below the permissible exposure limits (PEL).
 - Any employees suspected of being exposed to asbestos will report to a change area. They will change their clothing, and not wear those clothes until they have been thoroughly washed. They will shower and wash to ensure all exposure has been removed.
 - Employees will be instructed not to blow off any dust with compressed air to prevent injection of the asbestos fibers.

DEMOLITION

1. All demolition work will be supervised by a Stomper supervisor with experience and training to ensure the safety of all Stomper employees.

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2. Demolition of exterior walls and floor construction will begin at the top of the structure and proceed downward. All demolition materials will be removed from each story before moving to the next floor below to continue demolition work.
 3. Flooring boards will remain at least one floor above grade to provide storage space for debris, ensuring that falling material is not permitted to endanger the stability of the structure for worker safety.
 4. Before demolition work begins, all floor members will be thoroughly inspected by qualified personnel to determine structural safety. During demolition, continuing inspections will be made as the work progresses. No Stomper employee will work in potentially hazardous areas until the area is made safe by shoring, bracing, etc.
 5. Exterior wall openings on all floors will be protected to a height of not less than 42 inches, except on the ground floor of the building being demolished.
 6. All demolition equipment will have a canopy to protect Stomper employees.
 7. If demolition chutes become clogged, Stomper employees will not use their hands to free blockages but will use picks or other appropriate tools. When the chute is not in operation, the discharge end of the chute will be secured and locked off.
 8. When debris is dropped through holes in floors without the use of a chute, the area where the debris is dropped will be secured with barricades at least 42 inches high and at least six feet back from the projected edge of the opening above. Signs will be posted warning of the hazard of falling debris at each floor level.
 9. Extension cords and connectors shall be inspected frequently and kept in good condition with insulation and protective coating in tact. Cords shall not be dragged over sharp surfaces.
 10. Operating personnel shall be properly trained in the use, capacity and safety features for the equipment that they are assigned to use.
 11. Electrical switch boxes shall be located in an easily accessible area with care given to possible hazards, such as water, unauthorized personnel and moving vehicles. A locking device shall be permanently attached to the switch box and locked at the end of each work day.
 12. Air hoses should not be disconnected at compressors until the hose line has been bled.

EQUIPMENT AND SHOP AREA

1. Floors must be kept clean, free of debris and scraps. Grease and oil spills must be covered immediately with absorbent material until they can be cleaned.
2. Passageways must be kept free of loose parts, racks, tools, boxes, etc.

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3. Only tools that are in good condition are to be used. Tools with mushroomed heads, worn wrenches, etc., must not be used.
 4. Pneumatic power tools shall be secured to the hose or whip by some positive means to prevent the tool from becoming disconnected accidentally.
 5. Safety clips or retainers shall be installed securely and maintained on pneumatic impact tools to prevent attachments from being expelled accidentally.
 6. All hoses exceeding ½ inch inside diameter shall have a safety device at the source of supply or branch line to reduce pressure in case of hose failure.
 7. All coupled hoses must be secured with chain or safety wire in both sets of holes.
 8. Circuits will be properly fused.

FORKLIFTS

Please see the Stomper Industrial Truck (Forklift) Program for further information.

1. Only authorized, properly trained and qualified personnel may operate a forklift.
2. Lift trucks will not be operated until a safety inspection on the vehicle has been completed at least once per shift. If it is in an unsafe condition, it shall not be used.
3. Employees shall not ride on the forks of the forklifts at any time. No riders are permitted on vehicles unless adequate riding facilities are provided.
4. A loaded vehicle will not be moved until the load is satisfactorily secured.
5. Forks will always be carried as low as possible, consistent with safe operations.
6. Lifts will not be loaded in excess of their rated capacity.
7. Stunt driving and horseplay are prohibited.
8. Employees must not place any part of their bodies outside the running lines of the equipment or between mast uprights or other parts of the device where shear or crushing hazards exist.
9. All loads or empty forks will be moved in the lowest possible position.
10. No rings or watches or jewelry shall be worn when connecting or disconnecting battery chargers. A ring or watch shorted across the battery will quickly superheat (even melt) resulting in serious injury.
11. Hand and face protection is required when checking lift truck batteries.
12. Never carry more than two loaded or twenty empty pallets on the forklift at one time.

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13. The Operating Rules will be posted in a conspicuous place in a language the employees can understand.
 14. No forklift will be operated with a leak in the fuel system.
 15. Forklifts will not exceed the authorized safe speed, always maintaining a safe distance from other vehicles, keeping the forklift under positive control at all times and all established traffic regulations will be observed. For forklifts traveling in the same direction, a safe distance will be approximately 3 vehicle lengths or preferable a time lapse of 3 seconds when passing the same point.
 16. The driver will slow down and sound the horn at cross aisles and other locations where vision is obstructed. If the load being carried obstructs the forward view, the driver will travel with the load trailing.
 17. Operators will look in the direction of travel and will not move a vehicle until certain that all persons are in the clear.
 18. Forklifts will not be driven up to anyone standing in front of a bench or other fixed object of such size that the person could become caught between the lift and the object.
 19. Grades will ascended or descended slowly.
 20. When ascending or descending grades in excess of 10%, loaded forklifts will be driven with the load upgrade.
 21. On all grades, the load and the load engaging means shall be tilted back, if applicable, and raised only as far as necessary to clear the road surface.
 22. When leaving a forklift unattended:
 - The power will be shut off, brakes set, the mast brought to the vehicle position and the forks left in the down position. When left on an incline the wheels will be blocked.
 - The power may remain on provided the brakes are set, the mast is brought to the vertical position, the forks are left in the down position and the weeks are blocked front and rear.
 - When the operator is over 25 feet from or out of the sight of the forklift, the vehicle is considered unattended.
 23. When the operator of a forklift has dismounted within 25 feet of a forklift remaining in the operators view, the load engaging means will be fully lowered and the brakes set to prevent movement.
 24. Forklifts will not be run onto elevators unless they are specifically authorized. Before entering the elevator, the operator will determine that the capacity of the elevator will not be exceeded. Once on an elevator, the power will be shut off and the brake set.
 25. The width of one tire on the powered forklift will be the minimum distance maintained form the edge when on an elevated dock, platform, freight car or truck.
 26. Extreme care will be taken when tilting loads. Tilting forward with the load engaging will be prohibited except when picking up a load. Elevated loads will not be tilted forward except when the load is being deposited onto a storage rack, or for stacking. Backward tilt will be limited to what is necessary to stabilize the load.

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27. The load engaging device will be placed in such a manner that the load will be securely held or supported.
 28. Special precautions will be taken in the securing and handling of loads by forklifts equipped with attachments and during the operation after the loads have been removed.
 29. The forklift operator and other employees will be clear of a door prior to it being opened.

GENERAL MACHINE GUARDING AND EQUIPMENT SAFETY RULES

1. Never operate, service, repair or adjust any machine without proper instructions from your Supervisor or without reading and understanding the instruction manual.
2. For entry/exit equipment, face the machine and use 3-points of contact. Two hands and one foot, or two feet and one hand, should always be in contact with the machine until both feet are able to be placed firmly on the ground or you can safely sit in the operators seat. Use only the handrails and footguards provided on the machine.
3. Do not remove or modify guards and/or other safety devices at any time from machinery unless authorized by a Supervisor. Replace the guard immediately after the requirement has ended.
4. If it is necessary to remove a guard for service, be sure to lock or block out the machinery prior to removing the guard. Replace the guard before unlocking or unblocking the equipment.
5. Report all missing guards promptly to a Supervisor or foreman.
6. Check to see if the guards and other protective devices are properly adjusted. Do not operate the machine until it is properly guarded.
7. Do not repair or adjust machinery while in operation. Oiling moving parts is also prohibited except on equipment that is designed or fitted with safeguards to protect the employee.
8. Follow lock-out/tag-out procedures for machinery and equipment prior to cleaning or repairing.
9. Remove chuck keys prior to operating equipment.
10. Do not stand, sit or lean on any stationary or moving part of machines during operation.
11. Only qualified personnel may operate machines.

HEAT ILLNESS PREVENTION

1. Employees shall have access at no cost to the employee to one quart or four cups of potable drinking water per hour for drinking during their work shift. If it is not

- plumbed into the site, it shall be provided in sufficient quantity and be fresh, pure and suitable cool. The water shall be located as close as practicable to the areas where employees are working.
2. Supervisors will monitor the heat index from a reliable source such as NOAA. When temperatures are at or exceed 80 degrees F, shade shall be provided for employees. The shade will be such that the number of employees on rest and recovery time in the shade can sit comfortably.
 3. Employees may request to take a “cool-down preventative rest” in the shade at any time and shall be monitored for symptoms of heat illness. Employee shall be encouraged to remain in the shade until signs or symptoms of heat illness have abated.
 4. Stomper will ensure that any employee showing signs or symptoms of heat related illnesses during their break will be given prompt and appropriate first aid and/or emergency medical care as required.
 5. The following procedures will be enforced when temperatures reach or exceed 95 degrees F (high heat procedures):
 - Effective communication methods, such as verbal, texting, or two-way radios, will be established for employees to contact Supervisors when necessary.
 - Supervisors will limit the number of employees they monitor for alertness and symptoms of heat illnesses to 20 or less, and ensure mandatory buddy system among employees.
 - Supervisors will remind employees every hour to drink plenty of water.
 - One or more employee will be designated on each worksite as authorized to call for emergency medical services. Whenever the designated employee is absent, other employees would be allowed to call for emergency medical services.
 - Supervisors are to hold a pre-shift meeting, tailgate and/or toolbox meeting to review heat illness prevention and to remind employees of their right to take a cool-down rest when necessary.
 6. Emergency medical procedures will be immediately provided and used when the situation requires, including:
 - If the illness is severe, an ambulance will be summoned.
 - Emergency phone numbers will be made available for use should a heat related illness occur.
 - Clear and concise directions to the site will be available to provide to the emergency dispatcher.
 - If at a remote site where a highway is not adjacent or easily accessible, the Supervisor will station someone at the entrance to the site to direct the ambulance to the victim, or the Supervisor will transport the victim to the entrance to the site.
 - If the situation is not severe, the Supervisor will transport the ill worker to the nearest medical facility.
 7. During a heat wave, all employees shall be closely observed by a Supervisor to ensure that the employees have been properly acclimatized to the heat. New employees assigned

to a location where there is high heat potential shall be closely observed for the first 14 days of employment.

8. Stomper will provide the following effective training to their employees and Supervisors/foremen in a language they can understand:
 - The prevention of heat illnesses, including response to environmental and personal risk factors, work loads and use of PPE.
 - The importance of acclimatization.
 - The importance of drinking at least a quart of water per hour when it is hot.
 - The signs and symptoms of heat illnesses and appropriate first aid treatments and emergency response for those illnesses.
 - Stomper procedures if an employee believes they have a heat illness, including the importance of reporting potential heat related illnesses signs and symptoms, and the procedures cool-down breaks.
 - Supervisors and foremen will receive additional training in the proper procedures to monitor heat indexes and weather reports.
 - Supervisors and foremen will also be trained in the proper response to accessing medical treatment for serious heat illnesses.

HEAVY EQUIPMENT (INCLUDING BOBCATS)

1. Only those individuals trained and certified may operate equipment.
2. The tractors **MUST** be turned off when not in use or in transport.
3. Check the tractor daily for good working condition. Complete the safety checklist.
4. Start engine only from the operator's seat with the transmission in either neutral or park. Make sure the emergency and parking brakes are set.
5. Operate machinery within rated capacities and at safe speeds.
6. Do not jump off of tractors -- use the steps provided.
7. Consider all wires "live" until checked and locked out. Keep a safe distance from live electricity.
8. Rollover protection structures ("ROPS") must be maintained on all earth moving and off-highway equipment, such as backhoes, blades, dozers, tractors, etc., regardless of the age of the equipment or the terrain. The operator must wear his/her seat belt at all times, except while using the backhoe to excavate the actual trench.
9. The operator must keep hands and feet away from moving or hot components.
10. Exhaust extension hoses must be used.
11. Tractors to be craned must be handled by their lifting points only.

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12. No tractor shall be operated with a leak in the fuel system.
 13. Be certain that no one is below, before operating excavating equipment near tops of cuts, banks and cliffs.
 14. Get off the tractor and examine excavations before backfilling, so as to be positive no person is in trench.
 15. Operations of tractors, bulldozers and carryalls must be handled with extreme care especially when there is a possibility of overturning in dangerous areas, such as edges of deep fills, cut banks and steep slopes.
 16. Do not work under vehicles supported by jacks or chain hoists, without protective blocking that will prevent injury if jacks or hoists should fall or fail.
 17. Machinery shall not be repaired or adjusted while in operation, nor shall oiling of moving parts be attempted, except on equipment that is designed or fitted with safeguards to protect the person performing the work.
 18. No riders on tractors when they are moving.
 19. All equipment and attachments must be blocked against movement in a stable manner, whether parked or being worked on. Blocks should be placed in crib fashion. Equipment with booms, dozers, etc., must be parked with the blades or buckets on the ground or on firm support. Dozer blades, truck beds, scraper bowls, bucket doors and other suspended objects must be blocked securely before the work is started on them.
 20. Forks and loads shall always be carried as low as possible.

LEAD AWARENESS:

1. Stomper will ensure that all affected employees with any potential exposure to lead at a job site will be provided a Lead Awareness program. This training will be performed when the hazard is first identified, at time of initial hire or before assignment to a work site where there is a potential for lead exposure. Annual refreshers will be provided.
2. Lead Awareness training will be documented in compliance with 8 CCR, Section 3204. This documentation will be maintained at the Stomper main office. It will contain the name or identifier of the employee, date of training, name of the trainer and topic of training performed.
3. The program will include the types and locations of the potential lead exposure.
4. The program will include the health effects of lead exposure, including precautions to take to prevent the harmful effects of any exposure to lead.

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5. The program will stipulate that all employees with potential exposure to lead will be trained to recognize all signs/labels and assessments reports, and will abide by those warnings. Employees will be required to not disturb lead containing materials.
 6. The program will require employees to thoroughly wash their hands, face and/or any exposed body part immediately following any potential exposure for at least 15 minutes. Employees will be reminded that when working at any client site, they are to look for and be aware of safety showers and eye wash stations close to where they are working.
 7. When working at multi-employer worksites, Stomper employees will contact the host employer to be advised of any lead containing materials in the area. They will ensure that they are not working in areas where there is a potential for exposure to lead. If the Stomper employee will be working in an area where there is a potential for exposure to lead, that employee is to request Lead Awareness training from his Supervisor.

MANUAL LIFTING

1. A hazard assessment of all new loads must be completed prior to the lift. This will include sizing up the weight, bulk and size of the load, whether it could be picked up by one or two persons or some form of mechanical equipment prior to picking it up. Also included in the hazard assessment will be whether carrying the load will obscure vision, and the type and condition of the walking surface and path.
2. Engineering controls, such as conveyors, lift tables and workstation design will be considered in lifting and moving of heavy and/or bulky loads. Prior to implementation, all new operations will be evaluated as to whether engineering controls could be utilized in the work processes.
3. If a load is too heavy, bulky or impractical to carry alone, ask someone for help (two person lift).
4. If a load is too heavy or bulky to carry, mechanical equipment such as dollies, hand carts and trucks, jacks and hoists will be provided for use.
5. Supervisors will ensure that when possible mechanical equipment will be used for lifting. Supervisors and foremen will follow appropriate disciplinary procedures if required.
6. Supervisors and foremen will periodically evaluate work areas and employees lifting techniques to ensure proper lifting occurs.
7. Stomper employees will receive training in proper assessments of lifts, and proper lifting techniques, to include the following:
 - General principals of ergonomics.
 - Remember good lifting posture - keep your ears, shoulders, and hips aligned.
 - When you have to pick something off the floor, squat down keeping your back straight rather than bending over.
 - While handling a load, instead of twisting your body, turn your whole body in the direction that you want to go.

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- Specific training on lifting techniques and practices for jobsites will be given through Toolbox/Tailgate sessions.
 - Recognition of hazards and injuries, and methods of reporting the injuries.
 - All injuries will be properly and immediately reported to the Supervisor/Foreman.
8. Musculoskeletal injuries caused when lifting will be investigated and the findings will be documented. The findings will be reviewed by the Safety Director and incorporated into safety procedures to prevent further accidents. All injuries will be properly recorded on the OSHA 300 log as per the requirements of 8 CCR, Section 14300/29 CFR Part1904.

PERSONAL PROTECTIVE EQUIPMENT

It is the policy of Stomper to control hazards through engineering practices, such as area guarding, materials handling methods, etc. If it is impractical to eliminate a cause of accident by this approach, the use of personal protective equipment (PPE) becomes mandatory. Special protective equipment such as gloves, dust hoods, goggles, etc., furnished by Stomper shall be worn when work conditions indicate.

Responsibility

1. The Supervisor is responsible for the PPE Program.
2. The Supervisor is responsible for ensuring that a hazard assessment is conducted to determine if hazards are present or likely to be present, which necessitates the use of PPE:
 - The assessment is to be documented including certifier(s) name, signature, date and identification of hazards.
 - If the assessment requires PPE, employees will be notified what PPE is required and why.
3. The Jobsite Supervisor or foreman is responsible for assuring that any employee-owned personal protective equipment is adequate, properly maintained and clean.
4. The following PPE is required at jobsites:
 - Hard Hats.
 - Safety Glasses.
 - Gloves appropriate for the work being done.
 - Hearing protection.
 - Respiratory protection.
 - Personal Fall Protection Systems

Training

1. Each employee who may need PPE will be trained when PPE is necessary, what PPE is necessary; how to properly don, doff, adjust and wear PPE; the limitations of PPE; the proper care, maintenance, useful life and disposal of PPE.

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2. Re-training is required when the workplace changes, the employee demonstrates lack of use, improper use, or insufficient skill or understanding.
 3. Training records will include the employee name, date of training and subject of the training.

Personal Protective Equipment Rules

1. PPE shall be provided, used and maintained in a sanitary and reliable condition.
2. Defective/damaged PPE shall NOT be used.
3. PPE must be fitted to each affected employee. Employees will be trained on proper donning, doffing, cleaning and maintenance procedures.
4. Use the correct personal safety protection for each job assignment.
5. Hard hats must be worn on job sites at all times.
6. All employees and visitors MUST wear ANSI approved safety glasses at all times in the production shop and on the job site.
7. Shop employees must wear industrial work shoes in the production areas or on the job site. The shoes must have complete leather uppers and skid resistant soles and be in good condition. Steel toe protection is recommended.
8. Be sure the protective clothing you wear will not hamper or restrict freedom of movement due to improper fit.
9. Shirts with sleeves must be worn at all times.
10. Clothing that exposes bare legs is not allowed while working in the shop.
11. Do not wear loose, torn or frayed clothing, dangling ties, finger rings, dangling earrings or other jewelry items, or long hair unless contained in a hair net or other restraint, while operating any machine, which could cause entanglement.
12. If required, wear NIOSH approved respirators when performing demolitions. When wearing respirators facial hair may not be permitted in certain circumstances.
13. Face shields with safety glasses are recommended when grinding.
14. Employees working in any shop area must wear hearing protection.
15. Employees are responsible for the inspection and proper handling of all personal protective equipment.
16. Personal protective equipment found to be defective will not be used and must be reported to the Supervisor or foreman.

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17. The immediate Supervisor or foreman is responsible to see that all employees under his charge is using personal protective equipment that is appropriate for the hazards encountered including but not limited to eye, hearing, foot, respiratory, chemical and head protection.
19. Wear ANSI approved safety glasses in the production shop areas and on all job sites.
20. Employees will report any defective or non-functioning fall protective equipment to their supervisor immediately.
20. Eye Protection
- The immediate Supervisor/Manager is responsible to ensure that proper eye protection is worn by all employees and visitors where applicable. Eye protection will only be required when the job hazards dictate.
 - When required, the Safety Director will advise in the selection of suitable eye protection relative to the specific hazard/application.
21. Hearing Conservation
- Sound level surveys, hearing conservation training and audiometric testing will be conducted in accordance with guidelines established by the California Occupational Safety and Health Administration (Cal/OSHA).
 - Proper hearing protection will be worn in areas where noise levels meet or exceed the exposure values set by Cal/OSHA. In addition, hearing protectors on a voluntary basis can also be worn whenever the noise level is offensive to the employee.
22. Head Protection - Hard Hats
- ANSI approved head protection shall be worn by all personnel in designated areas. When use of hard hats or helmet is required, it shall be worn properly and in accordance with the manufacturer's recommendations.
 - The exterior of hard hats shall not be defaced by stapling, scratching, cutting, or printing. Holes shall not be drilled into hard hats. No object, including decals, shall be attached to hats unless approved by the Safety Director. Employees are responsible for the care of issued hard hats.
 - Hard hats will not be required while enroute to or from an individual's designated reporting area at the beginning and end of the scheduled work period or when in office areas, or other business related areas.
23. Foot Protection
- The use of safety-toe shoes is strongly recommended for all employees whose work subjects them to foot injuries.
24. Respiratory Protection
- Employees who are required to wear respiratory equipment will be subject to a medical screening to determine suitability for such duty. Additionally, employees who wear respirators are subject to annual fit testing and training. Please see the Stomper Respiratory Protection Program for more details.

25. Work Clothing

- Clothing shall be worn which is appropriate to the work performed and conditions encountered.
- Clothing saturated or impregnated with flammable liquids, corrosive substances, irritants, or oxidizing agents shall be removed immediately and not worn again until properly cleaned.
- Suitable gloves shall be worn while working with injurious liquids or materials, and under such other conditions as the supervisor in charge shall direct. Gloves should be worn whenever possible to prevent minor hand injuries.

26. Fall Protection Equipment

- Supervisors are responsible to ensure that employees use fall protection equipment as required.
- Supervisors are responsible to ensure that employees inspect and perform the necessary maintenance of fall protection equipment.
- Employees will use fall protective equipment in accordance with instructions and training.

SILICA SAFETY

Please see the Stomper Silica Program for further information.

1. Supervisors must ensure that any employee who may be exposed to silica in the course of their work has been trained on the hazards of Silica, controls used by Stomper in their Silica Program, and the use of PPE as a protective measure. All PPE for use in the Silica Program will be provided by Stomper at no cost to the employees.
2. Any time there is a potential for silica containing materials to be involved in a project, sources of silica must be assessed prior to disturbing.
3. Crystalline silica occurs naturally in the earth's crust and is a basic component of sand, concrete, brick, asphalt, granite, some blasting grit and wall spackling materials. Before work with these materials begins, an exposure monitoring program will be planned.
4. Exposure monitoring should be conducted on any employee exposed to airborne silica dust as levels may vary based on job duty within a project. There is a known risk for any employee performing concrete cutting, such as performed by Stomper.
5. Whenever silica exposure levels are greater than, or equal to the Permissible Exposure Level (PEL) ($50\mu\text{g}/\text{m}^3$), periodic exposure will be provided at least annually.
6. Exposure monitoring is not required for every employee at risk of airborne lead exposure. Enough sampling will be done to enable employee's exposure levels to be reasonably represented.
7. When exposure to Silica is expected, engineering and Administrative controls shall be provided for the protection of Stomper employees, such as:
 - Substituting non-silica containing materials for use while abrasive blasting.

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- Local Exhaust and/or general ventilation.
 - Vacuum methods with HEPA filters.
 - Distancing from the area of silica exposure.
 - Dust control procedures, including wetting the area with water.
 - Development of work rotation schedules to limit exposure.
 - Posting warning signage to limit entry into the area of exposure.
8. PPE should be removed upon work completion and disposed of after each use.
 9. Employees must wash hands and are recommended to shower prior to leaving work.
 10. Ensure contaminated PPE, including footwear is not worn outside the work areas.

USE OF HAND HELD TOOLS AND EQUIPMENT

1. Use hand held tools only for the application designed and only after you have been authorized to do so.
2. Know your hand tool and hand power tool applications and limitations prior to use.
3. Inspect daily for good working condition.
4. Use proper Personal Protective Equipment when using hand and power tools.
5. Damaged or defective tools must be removed from service. If a tool is damaged or faulty in any way, tag the tool as inoperable, segregate from other tools, and notify your Supervisor.
6. Never use tools with split, broken or loose handles.
7. Do not use a tool for other than its intended use(s).
8. Do not operate tools with missing or defective safety guards.
9. Power tools will not be altered in any way to prevent safety guards from serving their intended purpose.
10. Ground-fault circuit interrupters must be provided on all temporary electrical 15 and 20 ampere circuits used. All power tools are to be plugged into a grounded outlet.
11. Do not use power tools in damp, wet and/or explosive atmospheres.
12. Keep all safety guards in place and in proper working order.
13. Use clamps or vises to secure work pieces.
14. Do not force hand power tools. Apply only enough pressure to keep the unit operating smoothly. If overloading occurs, relieve the pressure.

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15. Do not lift, lower or carry portable electrical tools by the power cord.
 16. Return all tools and other equipment to their proper place after use.
 17. Unplug all power tools before changing bits and/or grinding disks.
 18. Never leave chuck keys in the tool during operation.

VEHICLES

1. Do not drive or operate any vehicle or equipment unless it is part of your job and you have been authorized with prior approval of your supervisor to do so. You must have a valid driver's license in your possession and be trained as to the operation of the vehicle while operating such vehicle.
2. Only those with a valid haz-mat endorsement and proper prior training on their driver's license are authorized to drive Telstar vehicles carrying over 1000 pounds of hazardous materials.
3. The driver shall not move any vehicle until all riders comply with appropriate safety precautions and all loads are well secured. Every employee will wear a seat belt in Telstar vehicles.
4. Drivers are prohibited from using a cell phone or texting, or any other distracting practice such as changing radio stations while driving.
5. Drivers are prohibited from operating the vehicle while under the influence of any alcohol, illegal drugs or any medication that might impair their driving skills.
6. No smoking is allowed while refueling vehicles.
7. Drivers will follow all rules and regulations while driving, including safe speeds for conditions, following other vehicles at safe distances, signaling when turning or changing lanes, etc.
8. A safety check will be conducted before operating any truck or automobile. You should check to see that all of the necessary equipment, such as tail and head lamps, signal lights, mirrors, windshield wipers, back-up alarms and lights, etc., are in good working order and adjusted properly. Also, check oil, water, fuel levels and tires.
9. All vehicles will be maintained in safe working order. Any vehicle that is known to be in seriously defective condition must not be operated. All defective items, such as broken or missing parts, excessive wear or faulty conditions must be promptly reported to your supervisor or foreman. No vehicle will be used if not in good working order
10. Shut off engines before refueling

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11. All injury accidents involving a motor vehicle require that you stay at the scene of the accident until the police arrive
 12. All accidents will be reported to appropriate authorities, including immediate supervisors and/or foremen immediately
 13. Any load should be secured to the vehicle or trailer in a safe manner according to manufacturer's specifications
 14. All vehicles will be solely used for the intended purpose, and will be the correct size for the job
 15. Towed trailers and equipment are to be attached to the vehicle properly, with attention made to the following:
 - The towing pin is in place and the safety device is attached to prevent slipping
 - A safety chain secures the trailer or equipment to both the trailer and the towing vehicle
 - Any and all lights on the trailer or equipment are hooked up properly
 16. Misuse of Stomper vehicles will lead to discipline, up to and including discharge. Disciplinary action will comply with the requirements of applicable collective bargaining agreements.

WELDING, CUTTING AND HOT WORK

1. Where hazardous operations are controlled by permits, welding must not be undertaken until a written Hot Work Permit is obtained.
2. Welding must be performed by authorized personnel who have received suitable training in the safe operations of their equipment, including fire extinguishers, and in safety procedures/operations for Welders, Cutters and their Supervisors as specified in 8 CCR, Sections 4794(a), 4848, and 4850(a).
3. Welders are responsible for the maintenance of their equipment and for the protection and safety of people in the immediate work area, including ensuring first aid supplies are readily available.
4. When practical, welding and cutting operations shall be shielded by noncombustible or flame-resistive shields and/or guards to protect employees from direct arc rays, to confine heat, sparks and slag, and to protect immovable fire hazards.
5. Welding and all hot work shall be performed away from combustible materials. When the object to be welded or cut cannot be moved away from fire hazards, including combustible materials, these materials shall be removed from the area of the hot work operations. Welding will not be performed until it is safe to do so.

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6. Fire extinguishers must be available for use at all welding operations. One person other than the welder must stand by with a fire extinguisher to serve as a “fire-watch” during welding or cutting operations if combustible or flammable materials are present in the area. It is required that a fire watch know the:
 - Locations where a fire larger than incipient might occur.
 - Combustible materials that are within 35 feet of the point of operation.
 - Combustibles that are further than 35 feet, but are easily ignitable.
 - Wall or floor openings that are within 35 feet.
 - Combustible materials that are on the opposite side of metal partitions, ceilings or roofs.
 7. The Fire watch will be trained in the use of fire extinguishers and the role of a fire watch prior to assignment. The fire watch will be familiar with the procedure for sounding an alarm at the site prior to assignment.
 8. The fire watch will maintain continuous observation of the welding location for at least one half hour after the welding operation is completed.
 9. When welding in a hazardous area, the atmosphere should be continuously monitored with an accurately calibrated combustible gas indicator to warn of any dangerous changes in the atmosphere.
 10. General mechanical or local exhaust ventilation or air line respirators shall be provided as required when welding, cutting or heating the following:
 - Zinc, lead, cadmium, mercury or beryllium bearing or coated materials in enclosed spaces.
 - Stainless steel with inert-gas equipment.
 - In confined spaces.
 - Where an unusual condition can cause an unsafe accumulation of contaminants.
 11. When hot work within confined spaces is temporarily suspended, such as for lunch or breaks, cylinders shall be secured outside the space, the torch and hose removed from the space and the gas shut off, electrodes shall be removed from the space, and a warning sign put in place that notifies other workers in the area of the hot metal.
 12. If any other employee, other than the Welder or Cutter is left in charge of a cylinder, gas-fuel supply equipment or generator, that person shall be instructed in the use of that cylinder or equipment, and shall be judged competent for such work. All such workmen will be familiar with ANSI z49.1-94 and NFPA 51B-1999.
 13. If the welder and/or cutter find any equipment defect, they will discontinue the use of the equipment and report the defect immediately to the Supervisor/foreman. The equipment will not be used until repairs can be made.

Oxyacetylene Welding

1. Fuel gas and oxygen hose shall be easily distinguishable and shall not be interchangeable.

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2. Hoses shall be inspected at the beginning of each shift for leaks and loose connections. Defective hoses shall be repaired or replaced immediately.
 3. After use, the hoses on oxyacetylene welding unit should be racked. The master valves on oxygen and acetylene cylinders, closed, the pressure bled from regulator and hoses, the regulator valve unscrewed, and valves closed on the torch.
 4. Only spark igniters must be used to light welding torches. Matches and cigarette lighters must not be used for this purpose.
 5. Flashback arresters (check valves) must be provided in the hose system to prevent the flame from passing down the hose into the fuel gas system.
 6. Oxygen cylinders will be stored in an upright position, at least 20 feet from any flammable gases or petroleum products.

WORKING AT HEIGHTS/ FALL PROTECTION

Please see the Stomper Fall Protection Program for further information.

General Rules and Scaffolding

1. All Stomper employees that work at heights will receive appropriate OSHA compliant training from a qualified trainer. This will include engineering and administrative controls, work done on scaffolds by competent persons, and safe use, maintenance and storage of personal protective fall protective equipment. Training will be documented, dated and filed at Stomper office.
2. At a minimum, this training will include hazards such as falls, falling objects, fall protection equipment, load capacity, scaffolding tag system (colors), use, storage and maintenance. Training will be conducted initially, and retraining conducted when there is a change in conditions, or at the discretion of the Supervisor.
3. Check guardrails and other protective devices, such as scaffolding, before working in that area. Report any problems to the Supervisor or foreman.
4. Railings shall be provided along all unprotected and open sides, edges and ends of all built-up scaffolds, runways, ramps, rolling scaffolds, elevated platforms, surfaces, wall openings, or elevations 6 feet or more above the ground.
5. Whenever protective railings are removed to facilitate the loading of lumber, or tools, etc., to an upper floor, the railing must be replaced immediately after the loading has been accomplished.

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6. Report immediately to your Supervisor or foreman railings or other protective barriers that have been removed by other trades.
 7. Make-shift or temporary structures cannot be used as scaffolds.
 8. Only OSHA approved scaffolds erected by a qualified person and tagged with OSHA compliant tags shall be used by Stomper Employees.
 9. Prior to use, and occasionally during use, all scaffolding will be inspected by a competent person. Scaffolds found to be unsafe will be tagged as required by OSHA and taken out of service.
 10. If workers are not protected by guardrails or safety nets, they must be protected by a personal fall arrest system (harness, lanyard and anchoring device) when the following conditions exist:
 - Exposed to falling distance greater than 7 1/2 feet from the perimeter of a structure, unprotected sides and edges, leading edges, through shaftways and openings, sloped roof surfaces steeper than 7:12, or other sloped surfaces steeper than 40 degrees.
 - When work is performed from thrustouts or similar locations, such as trusses, beams, purlins, or plates of 4-inch nominal width, or greater, at elevations exceeding 15 feet. **Exception:** When the work is of short duration and limited exposure and hazards involved in rigging and installing the safety devices equals or exceeds the hazards involved in the construction, this provision may be suspended, providing that adequate risk control is exercised under immediate competent supervision. If this **exception** is used, a **Fall Protection Plan** must be developed by the Stomper Supervisor or foreman utilizing the Stomper form designed for this purpose.
 11. Employees must be aware of people working above them and of the need to not stand underneath their activities.

Ladders

1. Always inspect a ladder before it is used to ensure that:
 - Steps and rungs are all in place, intact, free from grease or oil, have slip resistant surfaces, and are firmly attached.
 - Support braces, bolts and screws are all in place and tight.
 - Metal parts are lubricated.
 - Ropes are not worn or frayed.
 - Locking devices are in place.
 - Splinters or sharp edges are removed.
 - Safety feet are in place.
 - Metal ladders are not dented or bent.
2. If a ladder has any part missing or broken, it must not be used .

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3. Place ladders so that they are level and that the feet are parallel with the surface the ladder rests against.
 4. Extend the ladder so there is at least 3 feet above the top support (landing surface) and it is at a 4:1 ratio. If this is not practical, grab rails, which provide a secure grip for an employee moving to or from the point of access, shall be installed.
 5. Portable ladders in use shall be tied, blocked, or otherwise secured to prevent their being displaced.
 6. Do not stand and work on the top 3 rungs of a ladder unless there are members of the structure that provide a firm handhold or the employee is protected by a personal fall protection system.
 7. Ladders shall not be used in a horizontal position as platforms, runways or scaffolds.
 8. Planks shall not be used on the top of step ladders.
 9. Only one person shall work on a ladder at a time.
 10. Face the ladder when climbing and descending.
 11. Carry tools up or down on a belt or with a rope or hoist, not in your hands.
 12. Work with one hand on the ladder, keeping your tools in a hanger or holder.
 13. Employees shall not stand upon the top two rungs of a step ladder.
 14. Step ladders shall always be used in the open, locked position.
 15. Job build ladders must conform to OSHA requirements.
 16. Do not place ladders in front of doors opening towards the ladder except when the door is blocked open, locked or guarded.
 17. Do not place ladders on boxes, barrels, or other unstable bases to obtain additional height.

All safety rules outlined in the Stomper Injury and Illness Prevention Program apply to our employees at all times. This Code of Work Safe Practices is part of our Stomper safety program and provides us with a reminder about safety at this job site.

If any employee has any concerns or questions about their safety, they should talk with their Supervisor or foreman immediately.

CHAPTER 1: INJURY AND ILLNESS PREVENTION PROGRAM

1. POLICY

The most important consideration at Stomper Company, Inc. (Stomper) is employee health and safety. The goal of implementing this Injury and Illness Prevention Program (IIPP) is to go beyond compliance with the requirements of Title 8, Section 3203, and prevent accidents and exposures so that Stomper employees can have an injury and illness free workplace. Achieving this goal will result in reduced injuries/illnesses, reduced losses, and improved worker morale.

The responsibility for worker safety rests with all employees. It takes the combined efforts and cooperation of all, managers, supervisors, foremen and workers. Management is responsible for managing safety throughout the organization and is expected to do everything within their control to assure a safe environment that is in compliance with federal, state, and local safety regulations. All employees must acquaint themselves with safety rules and safe work practices and are expected to immediately report any unsafe conditions to their supervisor. Working together, Stomper will succeed in having a safe, healthful, and profitable workplace from which all will benefit.

2. DEFINITIONS

Accident: An accident is an unplanned, undesired event that results in personal injury or property damage.

First Aid, as defined by OSHA for recordable injuries and illnesses recordkeeping purposes, is:

- Using a nonprescription medication at nonprescription strength (for medications available in both prescription and non-prescription form, a recommendation by a physician to use a non-prescription medication at prescription strength is considered medical treatment beyond first aid for recordkeeping purposes);
- Administering tetanus immunizations (other immunizations, such as Hepatitis B vaccine or rabies vaccine, are considered medical treatment beyond first aid);
- Cleaning, flushing or soaking wounds on the surface of the skin;
- Using wound coverings such as bandages, Band-Aids™, gauze pads, etc.; or using butterfly bandages or Steri-Strips™ (other wound closing devices such as sutures, staples, etc. are considered medical treatment beyond first aid);
- Using hot or cold therapy;
- Using any non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc. (devices with rigid stays or other systems designed to immobilize parts of the body are considered medical treatment beyond first aid for recordkeeping purposes);

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- Using temporary immobilization devices while transporting an accident victim (e.g., splints, slings, neck collars, backboards, etc.);
 - Drilling of a fingernail or toenail to relieve pressure, or draining fluid from a blister;
 - Using eye patches;
 - Removing foreign bodies from the eye using only irrigation or a cotton swab;
 - Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means;
 - Using finger guards;
 - Using massages (physical therapy or chiropractic treatment are considered medical treatment beyond first aid for recordkeeping purposes); or
 - Drinking fluids for relief of heat stress.

Incident: An incident is an unplanned, undesired event that adversely affects completion of a task. Incidents that have the potential to result in personal injury or property damage should be investigated in the same manner as accidents.

Injuries and Illnesses are:

- Injuries are any abnormal condition or disorder. Injuries include cases such as, but not limited to a cut, fracture, sprain, or amputation.
- Illnesses include both acute and chronic illnesses, such as, but not limit, to a skin disease, respiratory disorder, or poisoning.

Recordable: Employee injuries or illnesses that occurred while at work, whether onsite or at a worksite away from the main office location, that should be recorded on the OSHA 300 log. Recordable injuries and illnesses are those that result in:

- Death
- Days away from work
- Restricted work or transfer to another job
- Medical treatment beyond first aid
- Loss of consciousness
- A significant injury or illness diagnosed by a physician or other licensed health care professional.

Serious injury or illness: An injury or illness that requires inpatient hospitalization for more than 24 hours for other than observation, a loss of a member of the body (amputation) or a serious degree of permanent disfigurement. These must be reported to OSHA as soon as possible, no longer than 8 hours after learning of the injury or illness.

3. ORGANIZATION AND RESPONSIBILITIES

3.1 CORPORATE ORGANIZATION FOR INJURY AND ILLNESS PREVENTION

3.1.a. This IIPP was organized to increase the efforts of everyone to meet the goal of having an injury and illness free workplace. While the program meets federal and state safety and health regulations, compliance is secondary to the main goal, which is to prevent accidents and illness in the workplace. This is a good business practice, and everyone benefits.

The safety and health function is managed the same way as other functions such as production or quality control. It is the management and organization of this IIPP that makes the difference between an effective program and one that is largely a waste of time and money.

3.1.b. An outline of each position's responsibilities is detailed on the following pages, with the reporting relationships and communication flow.



3.2 SAFETY DIRECTOR

3.2.a Dan Ruiz is the individual with overall authority and responsibility for managing the safety program as the Safety Director. Some of these responsibilities, shared with Donna Rehrmann, are to:

- 3.2.a.1 Keep Executive Management informed on all issues relating to safety and health.
- 3.2.a.2 Make recommendations regarding safety issues to Executive Management for final approval.
- 3.2.a.3 Coordinate all of the safety and health activities of all involved individuals and groups within the company.

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- 3.2.a.4 Serve as the channel for communication between employees and management.
 - 3.2.a.5 Keep up-to-date information on Local, State, and Federal safety and health regulations.
 - 3.2.a.6 Keep all levels of management informed of these laws and standards.
 - 3.2.a.7 Maintain all environmental, health, and safety documentation in a manner that is well organized and readily accessible for inspection by regulatory agencies, employees, or other affected personnel as indicated.
 - 3.2.a.8 Plan, organize, and coordinate safety and health training, including retraining when appropriate.
 - 3.2.a.9 Set up safety and health inspection procedures and follow up to make sure any necessary corrective action is completed.
 - 3.2.a.10 Set up accident reporting and investigation procedures.
 - 3.2.a.11 Assure review of any potential safety or health hazards of new processes, methods, or materials introduced into the workplace.
 - 3.2.a.12 Set up a program for the medical treatment of injured employees. The program includes first aid equipment, and procedures to provide additional medical treatment.
 - 3.2.a.13 Maintain liaison with outside agencies such as State and Local agencies, loss control consultants, and the insurance carriers.

3.3 MANAGERS/SUPERVISORS

- 3.3.a Each member of the management and supervisory team is also responsible to ensure a safe and healthful working environment is maintained. Some of the responsibilities are as follows:
 - 3.3.a.1 Keep informed about safety and health regulations affecting the operations they supervise.
 - 3.3.a.2 Ensure that each employee understands and is able to complete each assigned task in a safe manner.
 - 3.3.a.3 Provide appropriate personal protective equipment when required.
 - 3.4.a.4 Take corrective action on any safety violations.

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- 3.3.a.5 Make sure that machines and equipment are maintained in safe operating condition.
 - 3.3.a.6 Investigate accidents that may occur and identify the corrective action necessary to prevent a similar accident from occurring.
 - 3.3.a.7 Immediately report any unsafe or unhealthful conditions that are observed.
 - 3.3.a.8 Empower employees with responsibility and authority in implementing their IIPP.
 - 3.3.a.9 Carry out any disciplinary activity necessary for those employees who fail to comply with the requirements of the IIPP.
 - 3.3.a.10 Provide training and instruction to employees as necessary in accordance with the overall safety training program.

3.4 EMPLOYEES

- 3.4.a Each employee is also responsible for health and safety. All staff shares the common need of keeping safe and watching out for others. Some of every one's responsibilities are as follows:
 - 3.4.a.1 Maintain a safe and healthful work environment at all times.
 - 3.4.a.2 Follow safe work practices.
 - 3.4.a.3 Attend regular training programs.
 - 3.4.a.4 Promptly report all injuries.
 - 3.4.a.5 Report potential safety hazards to their supervisor.
 - 3.4.a.6 Promptly report all accidents or “near misses” to their supervisor.
 - 3.4.a.7 Watch out for other employees or visitors for their safety and health.

3.5 SAFETY COMMITTEE

Stomper’s Safety Committee is an important part of the communication system. Because the committee is comprised of a mixture of management and employee representatives, it becomes the ideal communication vehicle.

- 3.5.a The Safety Committee performs the following responsibilities at their quarterly meetings:

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- 3.5.a.1 A review of all incidents.
 - 3.5.a.2 Review, and investigation if necessary, any safety suggestions or allegations of a hazardous condition in the workplace.
 - 3.5.a.3 Review of all safety training activities.
 - 3.5.a.4 Review of all new processes or materials introduced into the workplace.
 - 3.5.b. Each Safety Committee member's responsibilities are as follows:
 - 3.5.b.1 Participate in periodic scheduled inspections.
 - 3.5.b.2 Participate in investigation and analysis of incidents involving injuries or illness. Ensure that any corrective action has been taken.
 - 3.5.b.3 Review potential safety or health hazards of all new processes, methods, or materials introduced into the workplace. Make recommendations as required.
 - 3.5.b.4 Serve as the conduit for communication between employees and management, to investigate any allegations of hazardous conditions brought to a committee member's attention. Make recommendations for correcting the hazardous conditions. Verify that the conditions are corrected at future meetings.
 - 3.5.c Safety Committee Procedure:
 - 3.5.c.1 The Safety Committee will meet at least quarterly to accomplish the aforementioned tasks. Committee meetings will be recorded.

4. SYSTEM FOR ENSURING COMPLIANCE

4.1 RECOGNITION FOR OUTSTANDING SAFETY PERFORMANCE

- 4.1.a. It takes all employees working together to create a safe work place. At times, some employees will show outstanding safety performance. This type of behavior is encouraged and Stomper will ensure that those employees who demonstrate safe and healthful work practices will receive proper recognition.
 - 4.1.a.1 Employees will be recognized by commendation from a supervisor, manager, the Safety Director, or from a co-worker.
 - 4.1.a.2 Recognition may be verbal or by letter of commendation which will be retained in the employee's personnel file.

4.2 SAFETY RULE POLICY:

Certain principles of safety are so important that they can only be expressed as "rules." These safety rules are a basic part of the Injury and Illness Prevention Program training program as well as the disciplinary procedures. All regular and temporary employees need to know and follow these Safety Rules; all supervisory and management personnel must enforce them. Employees who follow the rules and perform their work safely will be recognized.

These rules have been established for all employees' understanding and guidance to prevent personal injury. Stomper will not knowingly permit unsafe conditions to exist, nor will it permit anyone to indulge in unsafe acts. It is in the best interest of each employee to be familiar with every rule. Management and the Safety Director always welcome suggestions that will make the workplace safer.

A more complete listing of safety rules, general and topic specific can be found in the Stomper Code of Safe Work Practices in the Appendix.

4.2.a Safety Rules - General

- 4.2.a.1 No one is to start on any hazardous job or task without being completely familiar with the safety techniques and requirements that apply to it.
- 4.2.a.2 Employees are to obtain full instructions from their Supervisor before operating a machine with which he/she is not familiar.
- 4.2.a.3 Never operate a machine or any equipment unless specifically authorized to do so.
- 4.2.a.4 Do not operate defective equipment. Do not use broken hand tools. Immediately report any defective or hazardous equipment to the supervisor.
- 4.2.a.5 Make sure all safety attachments are in place and properly adjusted before operating any machine or equipment.
- 4.2.a.6 Do not operate any machine or equipment at unsafe speeds. Shut off equipment when it is not in use.
- 4.2.a.7 Wear all protective clothing and equipment necessary to be safe on the job.
- 4.2.a.8 Do not wear loose, flowing clothing or long hair while operating moving machinery.
- 4.2.a.9 Never repair or adjust any machine or equipment unless specifically authorized to do so.
- 4.2.a.10 Never oil, clean, repair, or adjust any machine while it is in motion.
- 4.2.a.11 Never repair or adjust any electrically driven machine without following established lock out / tag out procedures.

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- 4.2.a.12 Put tools and equipment away when they are not in use.
 - 4.2.a.13 Do not lift items that are too bulky or too heavy to be handled by one person, ask for assistance. When lifting, bend the knees.
 - 4.2.a.14 Keep all aisles, stairways, and exits clear of pallets, boxes, equipment and spillage.
 - 4.2.a.15 Do not place equipment or materials so as to block emergency exit routes, fire alarms, fire sprinkler shutoffs, machine or electrical control panels or fire extinguishers.
 - 4.2.a.16 Stack all materials neatly and make sure piles are stable.
 - 4.2.a.17 Keep all work areas, machinery and Stomper facilities and work sites clean and neat.
 - 4.2.a.18 Do not participate in horseplay.
 - 4.2.a.19 Do not run at job site premises - always walk.
 - 4.2.a.20 Never take chances; if unsure, ask the Supervisor. Employees should let good common sense be his/her guide.
 - 4.2.a.21 Wearing sunglasses inside buildings is prohibited, unless prescribed in writing by a physician.
 - 4.2.a.22 Due to hearing restrictions, headphones or ear buds shall not be worn while working unless authorized as hearing protection.
 - 4.2.a.23 Don't smoke in the shop, office or near combustible materials outside of the building.
 - 4.2.a.24 Be familiar with all emergency procedures.
 - 4.2.a.25 Store flammables only in authorized areas and containers.
 - 4.2.a.26 Compressed air shall not be used to blow off oneself or clothing. Compressed air can be used for cleanup of floor and equipment only when reduced to less than 10 psi, and then only with effective chip guarding, eye protection, and, if necessary, a breathing filter mask.
 - 4.2.a.27 Employees may only use a fire extinguisher if they have received proper training. Once used, it is the responsibility of the person who used it to see that it is turned into a supervisor for replacement.

4.3 SAFETY RULES - SPECIFIC

4.3.a Equipment and Shop Area

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- 4.3.a.1 Floors must be kept clean, free of debris and scraps. Grease and oil spills must be covered immediately with absorbent material until they can be cleaned.
 - 4.3.a.2 Passageways must be kept free of loose parts, racks, tools, boxes, etc.
 - 4.3.a.3 Only tools that are in good condition are to be used. Tools with mushroomed heads, worn wrenches, etc., must not be used.
 - 4.3.a.4 Pneumatic power tools shall be secured to the hose or whip by some positive means to prevent the tool from becoming disconnected accidentally.
 - 4.3.a.5 Safety clips or retainers shall be installed securely and maintained on pneumatic impact tools to prevent attachments from being expelled accidentally.
 - 4.3.a.6 All hoses exceeding ½ inch inside diameter shall have a safety device at the source of supply or branch line to reduce pressure in case of hose failure.
 - 4.3.a.7 All coupled hoses must be secured with chain or safety wire in both sets of holes.
 - 4.3.a.8 Circuits will be properly fused.

4.3.b Chemical Safety

- 4.3.b.1 Employees must know the chemical hazards of materials they work with.
- 4.3.b.2 All employees who might be exposed to hazardous chemicals must receive Hazard Communications training and be familiar with our Hazard Communication Program.
- 4.3.b.3 When requested, all employees will be permitted to have access to any chemical exposure data that involves them.
- 4.3.b.4 Chemicals should only be used for their intended purpose(s).
- 4.3.b.5 All flammable liquids must be kept in approved safety containers or approved storage locations.
- 4.3.b.6 Rags that are soaked with flammable liquids must be kept in closed metal containers.
- 4.3.b.7 Chemicals should not be disposed of into sewers or drains.
- 4.3.b.8 Any spill of a chemical shall be reported immediately.

4.3.c Exiting/Emergency Equipment

- 4.3.c.a All emergency equipment shall be kept clear of obstructions. Emergency equipment includes fire doors, emergency exits, risers, fire extinguishers, eye wash stations, etc.
- 4.3.c.2 All materials are to be stored at least 18 inches below the ceiling to prevent blocking sprinkler heads. The minimum clearance between the bottom of the fire sprinklers and materials stored on a top rack or shelf is 18 inches.

4.3.d Intoxicants, Narcotics, Firearms and Other Weapons

- 4.3.d.1 No one is permitted to bring intoxicants or narcotics into any Stomper worksite or parking lot or is to report for work under their influence.
- 4.3.d.2 No one is permitted to drink any alcoholic beverage or take any narcotics on any Stomper facility, work site or parking lot.
- 4.3.d.3 No one may bring any firearms, explosive materials, or any other concealed weapons into any Stomper facility, work site or parking lot.

4.3.e Electrical Electric Panels and Lines

- 4.3.e.1 Keep access to electrical panels clear at all times.
- 4.3.e.2 Use only properly rated electrical extension cords so as not to overload circuits.
- 4.3.e.3 Do not perform electrical repairs without a supervisor's authorization.
- 4.3.e.4 Electrical cords must always be checked for bare wires and broken ground pins prior to use. If the cord has bare wires or broken ground pins, unplug and then cut the end off and return to the tool crib.
- 4.3.e.5 Cords that must be placed across an aisle-way must be clearly marked and protected by a barrier.
- 4.3.e.6 Follow lock-out/tag-out procedures to secure electrical equipment at the power panel while maintenance is being performed and remove upon completion.
- 4.3.e.7 Extension cords are intended for temporary use only with a supervisor's authorization and are to be rolled back at the end of the work operation or at the end of the shift.
- 4.3.e.8 When disconnecting, cords are to be pulled from the plug to prevent damage to the cord.

4.3.f Use of Hand Held Tools and Equipment

- 4.3.f.1 Use hand held tools for their intended application only. Do not use a tool for other than the intended use(s).
- 4.3.f.2 Inspect tools and equipment daily to ensure good working condition.
- 4.3.f.3 Damaged or defective tools must be removed from service. Red tag with a description of the defect noted on the tag and return the tool to the construction yard for repair or replacement.
- 4.3.f.4 Never use tools with split, broken or loose handles.
- 4.3.f.5 Do not push wheel barrows with handles in the upright position.
- 4.3.f.6 Do not operate any tools or equipment with missing or defective safety guards.
- 4.3.f.7 When using any tools listed below or working near others using such tools where you are exposed to possible injury, you must use the specified personal protective equipment (PPE). If there are any doubts about which type of PPE to use or the manufacturer's safety instructions, the supervisor must be questioned before using the specific tool.
 - Asphalt breaker (jackhammer) tamper, whacker: eye, hearing and foot protection.
 - Chipping hammer, impact wrench, reamer, and powder-activated tool: eye and respiratory protection.
 - Cutting torch, welder, chain saw, rebar saw: eye, face hand and body protection.
 - Grinder, hand held chipper: eye and respiratory protection.

4.3.g Welding and Torching

- 4.3.g.1 Use goggles, glasses or face shields and the proper protective clothing at all times when welding or torching.
- 4.3.g.2 Remove or shield nearby combustibles.
- 4.3.g.3 A fire watch shall stand by the area where the welding is performed during and after all hot work for a period of 1 hour after the cutting operations have ceased.
- 4.3.g.4 Torches shall be lighted with a torch lighter. Matches, cigarettes or cigarette lighters shall not be used to light torches.
 - Torches shall be inspected prior to use. Defective torches shall not be used.
- 4.3.g.5 Cylinders should be kept upright at all times, securely fastened to a solid structure or in an approved cart.

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- 4.3.g.6 Oxygen and acetylene bottles, full or empty, must be stored 20 feet apart.
 - 4.3.g.7 Open cylinder valves slowly to prevent damage to the regular. Close valves if the work is finished when moving the cylinders or if they are empty.
 - 4.3.g.8 Check clothing frequently for hidden hot slag or molten metal.
 - 4.3.g.9 No burning, welding or other sources of ignition shall be applied to any enclosed tank or vessel, even if there are some openings, until it has first been determined that no possibility of explosion exists, and authority in the form of a hot work permit (per 8 CCR 4848) for the work has been obtained from your supervisor.

4.3.h Demolition

- 4.3.h.1 All demolition work will be supervised by a Stomper supervisor with experience and training to ensure the safety of all Stomper employees.
- 4.3.h.2 Demolition of exterior walls and floor construction will begin at the top of the structure and proceed downward. All demolition materials will be removed from each story before moving to the next floor below to continue demolition work.
- 4.3.h.3 Flooring boards will remain at least one floor above grade to provide storage space for debris, ensuring that falling material is not permitted to endanger the stability of the structure for worker safety.
- 4.3.h.4 Before demolition work begins, all floor members will be thoroughly inspected by qualified personnel to determine structural safety. During demolition, continuing inspections will be made as the work progresses. No Stomper employee will work in potentially hazardous areas until the area is made safe by shoring, bracing, etc.
- 4.3.h.5 Exterior wall openings on all floors will be protected to a height of not less than 42 inches, except on the ground floor of the building being demolished.
- 4.3.h.6 All demolition equipment will have a canopy to protect Stomper employees.
- 4.3.h.7 If demolition chutes become clogged, Stomper employees will not use their hands to free blockages but will use picks or other appropriate tools. When the chute is not in operation, the discharge end of the chute will be secured and locked off.

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- 4.3.h.8 When Debris is dropped through holes in floors without the use of a chute, the area where the debris is dropped will be secured with barricades at least 42 inches high and at least six feet back from the projected edge of the opening above. Signs will be posted warning of the hazard of falling debris at each floor level.
 - 4.3.h.9 Extension cords and connectors shall be inspected frequently and kept in good condition with insulation and protective coating in tact. Cords shall not be dragged over sharp surfaces.
 - 4.3.h.10 Operating personnel shall be properly trained in the use, capacity and safety features for the equipment that they are assigned to use.
 - 4.3.h.11 Electrical switch boxes shall be located in an easily accessible area with care given to possible hazards, such as water, unauthorized personnel and moving vehicles. A locking device shall be permanently attached to the switch box and locked at the end of each work day.
 - 4.3.h.12 Air hoses should not be disconnected at compressors until the hose line has been bled.

4.3.i Fall Protection

- 4.3.i.1 When working at heights greater than six feet, engineering practices such as railings and scaffolding will be used whenever possible to eliminate the potential for falls.
- 4.3.i.2 The Safety Director is responsible to ensure that all employees have been trained in how to eliminate the potential for falls, as well as the proper use of fall protection equipment.
- 4.3.i.3 Scaffolding is to be inspected daily. Employees are reminded to check guardrails and scaffolding before working on it. Report any problems to the supervisor.
- 4.3.i.4 Scaffolding must have guardrails in place and be at least 36 inches wide.
- 4.3.i.5 When railings and scaffolding are not possible, employees will use fall protection personal protective equipment, such as a personal fall arrest system and other fall protection protective equipment. If a safety harness is not available, a body belt equipped with lanyard loops to attach the lanyard on the back of the belt may be used.

4.3.j Heat Illness Prevention

- 4.3.j.1 Employees shall have access at no cost to the employee to one quart or four cups of potable drinking water per hour for drinking during their work shift. If it is not plumbed into the site, it shall be provided in sufficient quantity and be fresh, pure and suitable cool. The water

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- shall be located as close as practicable to the areas where employees are working.
- 4.3.j.2 When temperatures are at or exceed 80 degrees F, shade shall be provided for employees. The shade will be such that the number of employees on rest and recovery time in the shade can sit comfortably. Supervisors shall monitor the weather forecast from a reliable source such as the NOAA.
- 4.3.j.3 Employees may request to take a “cool-down preventative rest” in the shade at any time.
- Employees requesting the cool down preventative rest will be monitored and asked if they feel any signs or symptoms of heat related illnesses.
 - Employees on a cool down break will be monitored for said signs and symptoms.
 - Employees on the cool down break will be encouraged to remain in the shade and shall not be ordered back to work until any signs and symptoms of heat related illnesses have been alleviated. Cool down breaks shall be at least 5 minutes in duration.
- 4.3.j.4 Stomper will ensure that any employee showing signs or symptoms of heat related illnesses during their break will be given prompt and appropriate first aid and/or emergency medical care as required.
- 4.3.j.5 The following procedures will be enforced when temperatures reach or exceed 95 degrees F (high heat procedures):
- Effective communication methods, such as verbal, texting, or two-way radios, will be established for employees to contact supervisors when necessary.
 - Supervisors will limit the number of employees they monitor for alertness and symptoms of heat illnesses to 20 or less, and ensure a mandatory buddy system among employees.
 - Supervisors will remind employees every hour to drink plenty of water.
 - One or more employee will be designated on each worksite as authorized to call for emergency medical services. Whenever the designated employee is absent, other employees would be allowed to call for emergency medical services.
 - Supervisors are to hold a pre-shift meeting, tailgate and/or toolbox meeting to review heat illness prevention and to remind employees of their right to take a cool-down rest when necessary.
- 4.3.j.6 Emergency medical procedures will be immediately provided and used when the situation requires, including:
- If the illness is severe, an ambulance will be summoned.

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- Emergency phone numbers will be made available for use should a heat related illness occur. Please see the Code of Safe Work Practices for local dispatch center phone contact numbers.
 - Clear and concise directions to the site will be available to provide to the emergency dispatcher.
 - If at a remote site where a highway is not adjacent or easily accessible, the supervisor will station someone at the entrance to the site to direct the ambulance to the victim, or the supervisor will transport the victim to the entrance to the site.
 - If the situation is not severe, the supervisor will transport the ill worker to the nearest medical facility.

4.3.j.7 During a heat wave, all employees shall be closely observed by a supervisor to ensure that the employees have been properly acclimatized to the heat. New employees assigned to a location where there is high heat potential shall be closely observed for the first 14 days of employment.

4.3.j.8 Stomper will provide the following effective training to their employees and supervisors/foremen in a language they can understand:

- The prevention of heat illnesses, including response to environmental and personal risk factors, work loads and use of PPE.
- The importance of acclimatization.
- The importance of drinking at least a quart of water per hour when it is hot.
- The signs and symptoms of heat illnesses and appropriate first aid treatments and emergency response for those illnesses.
- The procedures to be followed if an employee believes they have a heat illness, including the importance of reporting potential heat related illnesses signs and symptoms, and the procedures cool-down breaks.
- Supervisors and foremen will receive additional training in the proper procedures to monitor heat indexes and weather reports.
- Supervisors and foremen will also be trained in the proper response to accessing medical treatment for serious heat illnesses.

4.3.j.9 Additional rules for Heat Illness Prevention can be found in the Code of Safe Work Practices.

4.3.k Aerial Devices

4.3.k.1 Aerial devices must not rest on any structure.

4.3.k.2 Controls must be tested prior to use.

4.3.k.3 Only trained and authorized personnel may operate an aerial device.

4.3.k.4 When a basket is used, workers must stand only on the floor of the bucket.

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- 4.3.k.5 Personal Fall Arrest Systems must be in good working condition and attached to the boom or basket.
 - 4.3.k.6 Brakes must be set when employees are elevated.
 - 4.3.k.7 An aerial lift truck must not be moved with an employee in the elevated boom platform, except under the conditions listed in 8 CCR 3648(l).
 - 4.3.k.8 No employee shall stand, pass or work under an elevated boom or platform, loaded or empty, unless it is effectively blocked to prevent it from falling.

4.3.1 Forklifts

- 4.3.1.1 Only authorized, properly trained and qualified personnel may operate a forklift.
- 4.3.1.2 Lift trucks will not be operated until a safety inspection on the vehicle has been completed at least once per shift. If it is in an unsafe condition, it shall not be used.
- 4.3.1.3 Employees shall not ride on the forks of the forklifts at any time. No riders are permitted on vehicles unless adequate riding facilities are provided.
- 4.3.1.4 A loaded vehicle will not be moved until the load is satisfactorily secured.
- 4.3.1.5 Forks will always be carried as low as possible, consistent with safe operations.
- 4.3.1.6 Lifts will not be loaded in excess of their rated capacity.
- 4.3.1.7 Stunt driving and horseplay are prohibited.
- 4.3.1.8 Employees must not place any part of their bodies outside the running lines of the equipment or between mast uprights or other parts of the device where shear or crushing hazards exist.
- 4.3.1.9 All loads or empty forks will be moved in the lowest possible position.
- 4.3.1.10 No rings or watches or jewelry shall be worn when connecting or disconnecting battery chargers. A ring or watch shorted across the battery will quickly superheat (even melt) resulting in serious injury.
- 4.3.1.11 Hand and face protection is required when checking lift truck batteries.
- 4.3.1.12 Never carry more than two loaded or twenty empty pallets on the forklift at one time.

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- 4.3.1.13 The Operating Rules will be posted in a conspicuous place in a language the employees can understand.
- 4.3.1.14 No forklift will be operated with a leak in the fuel system.
- 4.3.1.15 Forklifts will not exceed the authorized safe speed, always maintaining a safe distance from other vehicles, keeping the forklift under positive control at all times and all established traffic regulations will be observed. For forklifts traveling in the same direction, a safe distance will be approximately 3 vehicle lengths or preferable a time lapse of 3 seconds when passing the same point.
- 4.3.1.16 The driver will slow down and sound the horn at cross aisles and other locations where vision is obstructed. If the load being carried obstructs the forward view, the driver will travel with the load trailing.
- 4.3.1.17 Operators will look in the direction of travel and will not move a vehicle until certain that all persons are in the clear.
- 4.3.1.18 Forklifts will not be driven up to anyone standing in front of a bench or other fixed object of such size that the person could become caught between the lift and the object.
- 4.3.1.19 Grades will ascended or descended slowly.
- 4.3.1.20 When ascending or descending grades in excess of 10%, loaded forklifts will be driven with the load upgrade.
- 4.3.1.21 On all grades, the load and the load engaging means shall be tilted back, if applicable, and raised only as far as necessary to clear the road surface.
- 4.3.1.22 When leaving a forklift unattended:
- The power will be shut off, brakes set, the mast brought to the vehicle position and the forks left in the down position. When left on an incline the wheels will be blocked.
 - The power may remain on provided the brakes are set, the mast is brought to the vertical position, the forks are left in the down position and the wheels are blocked front and rear.
 - When the operator is over 25 feet from or out of the sight of the forklift, the vehicle is considered unattended.
- 4.3.1.23 When the operator of a forklift has dismounted within 25 feet of a forklift remaining in the operators view, the load engaging means will be fully lowered and the brakes set to prevent movement.
- 4.3.1.24 Forklifts will not be run onto elevators unless they are specifically authorized. Before entering the elevator, the operator will determine that the capacity of the elevator will not be exceeded. Once on an elevator, the power will be shut off and the brake set.
- 4.3.1.25 The width of one tire on the powered forklift will be the minimum distance maintained from the edge when on an elevated dock, platform, freight car or truck.

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- 4.3.1.26 Extreme care will be taken when tilting loads. Tilting forward with the load engaging will be prohibited except when picking up a load. Elevated loads will not be tilted forward except when the load is being deposited onto a storage rack, or for stacking. Backward tilt will be limited to what is necessary to stabilize the load.
 - 4.3.1.27 The load engaging device will be placed in such a manner that the load will be securely held or supported.
 - 4.3.1.28 Special precautions will be taken in the securing and handling of loads by forklifts equipped with attachments and during the operation after the loads have been removed.
 - 4.3.1.29 The forklift operator and other employees will be clear of a door prior to it being opened.

4.3.m Heavy Equipment (including Bobcats)

- 4.3.m.1 Only those individuals trained and certified may operate equipment.
- 4.3.m.2 The tractors MUST be turned off when not in use or in transport.
- 4.3.m.3 Check the tractor daily for good working condition. Complete the safety checklist.
- 4.3.m.4 Start engine only from the operator's seat with the transmission in either neutral or park. Make sure the emergency and parking brakes are set.
- 4.3.m.5 Operate machinery within rated capacities and at safe speeds.
- 4.3.m.6 Do not jump off of tractors -- use the steps provided.
- 4.3.m.7 Consider all wires "live" until checked and locked out. Keep a safe distance from live electricity.
- 4.3.m.8 Rollover protection structures ("ROPS") must be maintained on all earth moving and off-highway equipment, such as backhoes, blades, dozers, tractors, etc., regardless of the age of the equipment or the terrain. The operator must wear his/her seat belt at all times, except while using the backhoe to excavate the actual trench.
- 4.3.m.9 The operator must keep hands and feet away from moving or hot components.
- 4.3.m.10 exhaust extension hoses must be used.
- 4.3.m.11 Tractors to be craned must be handled by their lifting points only.
- 4.3.m.12 No tractor shall be operated with a leak in the fuel system.

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- 4.3.m.13 Be certain that no one is below, before operating excavating equipment near tops of cuts, banks and cliffs.
 - 4.3.m.14 Get off the tractor and examine excavations before backfilling, so as to be positive no person is in trench.
 - 4.3.m.15 Operations of tractors, bulldozers and carryalls must be handled with extreme care especially when there is a possibility of overturning in dangerous areas, such as edges of deep fills, cut banks and steep slopes.
 - 4.3.m.16 Do not work under vehicles supported by jacks or chain hoists, without protective blocking that will prevent injury if jacks or hoists should fall or fail.
 - 4.3.m.17 Machinery shall not be repaired or adjusted while in operation, nor shall oiling of moving parts be attempted, except on equipment that is designed or fitted with safeguards to protect the person performing the work.
 - 4.3.m.18 No riders on tractors when they are moving.
 - 4.3.m.19 All equipment and attachments must be blocked against movement in a stable manner, whether parked or being worked on. Blocks should be placed in crib fashion. Equipment with booms, dozers, etc., must be parked with the blades or buckets on the ground or on firm support. Dozer blades, truck beds, scraper bowls, bucket doors and other suspended objects must be blocked securely before the work is started on them.
 - 4.3.m.20 Forks and loads shall always be carried as low as possible.

4.3.n Vehicles

- 4.3.n.1 Do not drive or operate any company vehicle or equipment unless it is part of your job and you have been authorized to do so. Drivers must have a valid California driver's license in their possession while operating the vehicle.
- 4.3.n.2 The driver shall not move any vehicle until all riders comply with appropriate safety precautions and all loads are well secured. Every employee will wear a seat belt in company vehicles.
- 4.3.n.3 Complete pre-trip checklist before operating any truck or automobile. Check that all of the necessary equipment, such as tail and head lamps, signal lights, mirrors, windshield wipers, back-up alarms and lights, etc., are in good working order and adjusted properly. Also, check oil, water, fuel levels and tires.

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- 4.3.n.4 Any motor vehicle that is known to be in seriously defective condition must not be operated. All defective items, such as broken or missing parts, excessive wear or faulty conditions, must be promptly reported to your supervisor and adequately noted on standard repair tags (work orders)
 - 4.3.n.5 Shut off engines before refueling
 - 4.3.n.6 It is required that you stay at the scene of any vehicle accident until the police arrive. In every vehicle glove box there is a packet with instructions to follow. Do exactly as specified
 - 4.3.n.7 When transporting equipment (*before transport is moved*):
 - Know and check proper position of loaded vehicle for axle and hitch loading considerations.
 - Check that equipment is properly secured.
 - Test trailer brakes using forward motion of vehicle and applying hand valve. Trailer brakes alone should stop the vehicle. Check slack adjusters on air brakes.
 - Check trailer hook-up, lights, tires, safety chains.
 - Before driving under any overhead structures, check height of your truck and your load. Ensure that you know the height of the load. Measure any load that is unfamiliar to you.
 - Read operating instructions and special safety regulations posted on all vehicles.

4.3.o Personal Protective Equipment

- 4.3.o.1 It is Stomper's policy to control hazards through engineering practices, such as area guarding, materials handling methods, etc. Only when it is impractical or not possible to eliminate a potential accident through engineering or administrative controls, the use of personal protective equipment becomes mandatory.
- 4.3.o.2 After the need for personal protective equipment has been established, the proper type of equipment must be selected. Consideration should be given to the degree of protection that a particular piece of equipment affords and the ease and comfort with which it may be used.
- 4.3.o.3 Employees are responsible for the inspection and proper handling of all protective equipment. Equipment found to be defective will not be used and must be reported to the employee's manager. Special personal protective equipment such as gloves, dust hoods, safety glasses/goggles, hard hats/helmets, etc., furnished by Stomper shall be worn when work conditions indicate.

4.3.o.4 Eye Protection

- The immediate Supervisor/Manager is responsible to ensure that proper eye protection is worn by all employees and visitors where applicable. Eye protection will only be required when the job hazards dictate.
- When required, the Safety Director will advise in the selection of suitable eye protection relative to the specific hazard/application.

4.3.o.5 Hearing Conservation

- Sound level surveys, hearing conservation training and audiometric testing will be conducted in accordance with guidelines established by the California Occupational Safety and Health Administration (Cal/OSHA).
- Proper hearing protection will be worn in areas where noise levels meet or exceed the exposure values set by Cal/OSHA. In addition, hearing protectors on a voluntary basis can also be worn whenever the noise level is offensive to the employee.

4.3.o.6 Head Protection - Hard Hats

- ANSI approved head protection shall be worn by all personnel in designated areas. When use of hard hats or helmet is required, it shall be worn properly and in accordance with the manufacturer's recommendations.
- The exterior of hard hats shall not be defaced by stapling, scratching, cutting, or printing. Holes shall not be drilled into hard hats. No object, including decals, shall be attached to hats unless approved by the Safety Director. Employees are responsible for the care of issued hard hats.
- Hard hats will not be required while enroute to or from an individual's designated reporting area at the beginning and end of the scheduled work period or when in office areas, or other business related areas.

4.3.o.7 Foot Protection

- The use of safety-toe shoes is strongly recommended for all employees whose work subjects them to foot injuries.
- Office employees may wear lighter footwear, provided they are of substantial construction to protect the entire foot and have a sturdy sole. In all office areas, it should be kept in mind that work areas with heavy personnel traffic, large office machines and when required to carry boxes of materials and supplies are all hazards that could create a foot injury.
- Employees should consider maintaining a second set of footwear at their normal work area for use as described above, when such use is only occasional.

4.3.o.8 Respiratory Protection

- Employees who are required to wear respiratory equipment will be subject to a medical screening to determine suitability for such duty. Additionally, employees who wear respirators are subject to annual fit testing and training.

4.3.o.9 Work Clothing

- Clothing shall be worn which is appropriate to the work performed and conditions encountered.
- Clothing saturated or impregnated with flammable liquids, corrosive substances, irritants, or oxidizing agents shall be removed immediately and not worn again until properly cleaned.
- Suitable gloves shall be worn while working with injurious liquids or materials, and under such other conditions as the supervisor in charge shall direct. Gloves should be worn whenever possible to prevent minor hand injuries.

4.3.o.10 Fall Protection Equipment

- Supervisors are responsible to ensure that employees use fall protection equipment as required.
- Supervisors are responsible to ensure that employees inspect and perform the necessary maintenance of fall protection equipment.
- Employees will use fall protective equipment in accordance with instructions and training.
- Employees will report any defective or non-functioning fall protective equipment to their supervisor immediately.

4.4 REQUIRED SAFETY TRAINING POLICY

4.4.a Stomper shall provide a general safety orientation to all new and temporary employees, including:

4.4.a.1 This IIPP, including but not limited to:

- An explanation of Stomper Health and Safety policies.
- Familiarization with Stomper general safety rules and enforcement policies.
- The requirement for immediately reporting all injuries along with the information on available medical treatment.
- The necessity for reporting all unsafe conditions to their supervisor.
- Information about safety training that will be given by supervisors.
- A clear statement that no one should attempt to do a job that appears to be unsafe.

4.4.a.2 The Hazard Communication Plan.

4.4.a.3 The Emergency Action Plans and evacuation routes, including expected actions during emergencies at work/job sites.

4.4.a.4 Fire Prevention Plans and good housekeeping expectations.



- 4.4.a.5 Cardiopulmonary Resuscitation (CPR), Automated External Defibrillators (AED) and basic first aid if this is an expected part of the job.
- 4.4.a.6 Use of fire extinguishers, if this is an expected job function.
- 4.4.a.7 Use, inspections and care of Personal Protective Equipment (PPE).
- 4.4.a.8 The Stomper Heat Illness Prevention Plan.
- 4.4.a.9 Any other job function specific training that might be required for personal safety and health.
- 4.4.b This training may be updated when:
 - 4.4.b.1 A new substance, equipment, or process is introduced.
 - 4.4.b.2 An employee receives a new job assignment.
 - 4.4.b.3 There is a new or updated procedure.
 - 4.4.b.4 There is new information available.
 - 4.4.b.5 There is a previously unrecognized hazard.
- 4.4.c Training topics will be determined at the beginning of each year by Stomper Safety Director. The topics will be based on suggestions provided by the general staff, and by regulatory requirement. Topics will vary when possible, allowing for those topics mandatory to review each year.
 - 4.4.c.1 Following is a list of sections of the California Construction Safety Orders that are most applicable to the type of construction we perform. Our safety training is designed to meet the training requirements of these Safety Orders.
 - 1509 Accident Prevention Program
 - 1510 Employee Instruction/Training
 - 1511 General Safety
 - 1512 Emergency Medical Services
 - 1515 Hard Hats
 - 1516 Eye Protection
 - 1524 Potable Water Supply
 - 1526 Toilets
 - 1528 General
 - 1529 Asbestos
 - 1589 Loaders (Front-End)
 - 1590 Haulage And Earth Moving
 - 1592 Warning Devices (Trucks or Other Equipment, With Obstructed Vision To Rear)
 - 1593 Haulage Vehicle Operation
 - 1594 Fueling
 - 1595 Repairs
 - 1596 ROPS And Seat Belts

1598	Traffic Control
1599	Flagging And Employee Warning Garments
1604	Hoists
1632	Floor, Roof, Wall Openings
1635	Scaffold
1669	Safety Belts And Nets
1675	Ladders
1695	Pneumatic Impact Tools
1699	Hand Tools
Article 31	Demolition
Article 32	Oxygen, Acetylene, Fuel Gas
1920-21-22	Fire Protection
1930-31	Flammable And Combustible Liquids
3395	Heat Illness Prevention

- 4.4.4 Special training may be required for work with hazardous materials, certain types of machinery or other equipment.
- 4.4.5 Each employee’s job specific safety education and training is the responsibility of the immediate supervisor.
 - 4.4.5.1 The supervisor should discuss the safety rules of the department in which the person will work.
 - 4.4.5.2 This should be followed by instruction in the hazards associated with the specific job to which the employee is being assigned.
 - 4.4.5.3 The initial instruction should be followed by a complete review within a week or two after assignment to the job to ensure the employee fully understands the information given at the time of employment and at the time of job assignment.
- 4.4.6 Periodic safety meetings will be held to discuss the following topics:
 - 4.4.6.1 Review and discussion of any occupational injuries, illnesses or near misses.
 - 4.4.6.2 Any updates or changes to safety and health policy or regulations.
 - 4.4.6.3 A safety topic relevant to the group in attendance.
- 4.4.7 Training will be conducted at regular intervals, in accordance with regulatory requirements. Some training topics may require annual training, such as fire extinguisher operations, and others such as forklift operations are on a three year refresher cycle.
- 4.4.8 All persons attending training sessions will be required to sign a roster.
 - 4.4.8.1 A record of this training will be kept in the employee’s personnel file as documentation of the training.

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- 4.4.8.2 A roster will include the employee name or identifier, the date the training took place, the type of training, and who provided the training.
- 4.4.8.3 Safety Orientation/training is to be documented on the Employee Safety Orientation Form. The Employee Safety Orientation form is to be signed by the employee and retained in their personnel file.
- 4.4.9 Supervisors and Foremen will receive additional training to assist them in performing their responsibilities, specifically for recognition of hazards, ensuring that corrective actions are taken, incident investigation techniques, Heat Illness Prevention and providing a safe work environment for all employees.
- 4.4.10 The Safety Director will receive additional training in his/her responsibilities as stated in this Program.
- 4.4.11 Retraining may be required when an employee is observed performing in an unsafe manner, or it is obvious that they are unsure of the safe method of performing their work. This may or may not be in conjunction with the first strike of discipline:
- 4.4.11.1 Retraining may consist of the following, whichever is deemed to be the most effective:
- Instruction from the supervisor.
 - Observation of the employee performing the task safely.
 - Videos and/or other methods of instruction.
- 4.4.11.2 Retraining will be documented and retained in the employee's personnel file for at least three years.

4.5 DISCIPLINE POLICY

California State law requires a "system for ensuring that employees comply with safe and healthy work practices, which may include disciplinary action."

The law requires provision of workplaces free of safety and health hazards, and requires employees to comply with established Safety Rules. This includes complying with all safety rules and using any and all personal protective equipment provided. This system of ensuring compliance starts with that policy, and relies on good management practices. Discipline is a last resort.

Stomper prefers to think of discipline in a larger sense. When speaking of discipline within the organization the term is used as in professional sports: "*A well disciplined team makes few mistakes.*"

Discipline is applied in the more traditional sense of the word. All levels of management are expected to apply the disciplinary policy uniformly and without exception.

4.5.a It is the job of all managers, supervisors and foremen to make sure employees understand what is expected in the way of safety performance.

4.5.b The task of a management team is to change unsafe behaviors by:

4.5.b.1 Recognizing (rewarding) safe performance.

4.5.b.2 Correcting (discipline if necessary) unsafe behaviors.

4.5.c Stomper has a progressive disciplinary procedure as outlined, including written documentation. Please see the Stomper policy manual for further guidance and information.

Phase 1: First counseling session, with memo to file; known as a verbal warning

Phase 2: Second counseling session, warning letter; known as a written warning

Phase 3: Suspension (used only for investigation of an event or circumstance)

Phase 4: Termination

4.5.d Progressive Discipline Guidelines

When situations arise that necessitate disciplinary action they must be well documented, with termination occurring only after the appropriate steps have proven unsuccessful in correcting unacceptable behavior or performance.

4.5.d.1 Situations requiring progressive, corrective or disciplinary measures may include but are not limited to:

- Inefficiency or inability to perform assigned duties.
- Excessive absenteeism, tardiness or failure to adhere to other policies.
- Any negligent or careless act which might result in property damage or in personal injury to the person committing the act or anyone else.
- Correcting (discipline if necessary) unsafe behaviors.

4.5.e Termination

Termination is reserved for serious offenses, or in the event of recurrence of unacceptable behavior. In such cases, the employee is either suspended (without pay) pending a complete review of the case, or immediate dismissal action is taken with written approval of management.

4.5.e.1 Work related situations which call for termination include but are not limited to the following:

- Serious violation of Stomper Company safety rules.
- Repeated failure to follow safety rules.
- Falsification of documents.
- Threats or acts of violence.
- Misuse of company property.
- Unauthorized possession or consumption of drugs or intoxicating substances on the job.
- Creating a situation which causes someone to be seriously injured.
- Refusal to perform an assigned job (not based on a safety factor).
- Fighting.

4.5.e.2 Termination Procedure

As soon as a problem is identified, the Supervisor will contact the Safety Director. The Safety Director, in conjunction with the supervisor, will handle verbal/or written warnings, if necessary, as well as an action plan to assist the employee in overcoming problems. Day-to-day counseling of the employee by the Supervisor should define any problem in specific terms. It is important that the employee clearly understands the reason for the Supervisor's dissatisfaction and is given a fair opportunity to explain or correct the identified problem.

- Verbal Warning: The first formal step in the use of progressive discipline is a verbal warning stating that continuation of the unsatisfactory behavior will result in additional disciplinary action. The employee must be advised of his or her failure to meet Stomper Company requirements and given a clear outline of what is expected in the future.
 - There should be written documentation as evidence of the verbal warning in the employee's Personnel file. The retained written record will include the date, time, and details of the verbal warning.
- Written Warning: The next step should be in the form of a written warning addressed to the employee with a copy to the permanent personnel record. If the employee fails to improve, he or she should be issued a formal written warning outlining the problem, what is expected in terms of correction, and what will happen if compliance is not forthcoming. The employee should be given a copy of the warning and should sign the warning to acknowledge its receipt.
 - Note: If the employee refuses to sign - record on the document the fact that the employee read or saw the document and refused to sign and obtain a witness's signature.
 - The Safety Director must have prior knowledge of and approve any written warnings.
- Suspension Process: Suspension is a serious disciplinary step to be taken only when major issues are under investigation (e.g., possible theft, fighting, intoxication, creating safety hazards, etc.)

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- Suspension should be taken only with the approval of the Safety Director. A letter of suspension must be written by the supervisor and signed by the employee. The letter is then sent to the Safety Director for inclusion in the employee's file.
 - Documentation: Documentation would include written comments, observations and/or analysis of any employee's work related habits and performance.
 - It is essential that the events and circumstances surrounding any disciplinary action be carefully documented. The documentation will become a part of the employee's permanent personnel record.
 - Termination Review: The final and ultimate step in the progressive discipline procedure is the termination of the employee. In submitting a termination case for review, all pertinent documentation in the employee's personnel record, including past reviews, correspondence concerning data positive and negative, records or counseling interviews, etc. must be submitted to the Safety Director. The Safety Director will summarize the documentation as follows and present it to legal counsel:
 - Reason for termination. Primary consideration will be given to the nature of the incidents leading to the terminating decision
 - Performance history. Consideration will be given to the employee's past performance record and basis for the record
 - Corrective efforts. The history of corrective actions will be considered including records of counseling, interview, written warnings, probation reports, etc.
 - Approvals Required: Prior to an employee's involuntary termination for any reason, including resignation at the request of Stomper Company, approvals must be obtained from Safety Director, Supervisor, and Executive Management.

Notwithstanding any other portion or provision of the policies and procedures, an employee may be disciplined or terminated where, in the opinion of Stomper, an employee's conduct is detrimental to the welfare of Stomper or its employees.

5. SYSTEM OF COMMUNICATION

5.1 COMMUNICATION POLICY

- 5.1.a. Stomper has established a system to communicate safety information up and down throughout the organization, which is required for employees to understand management's policies and intentions, and management to get unfiltered communications from personnel about safety hazards or their needs.

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- 5.1.b All pertinent health and safety information shall be forwarded to all involved employees through meetings, training programs, postings, written communications, or any other means that ensures communication with employees.
 - 5.1.b.1 Management is responsible to assure that employees understand the situation and what action or changes both management and the employee must take.
 - 5.1.c. Stomper has an open door policy. All personnel are encouraged to inform their supervisors of any concern they have about the potential hazards of the workplace. In addition, any employee may also inform the Safety Director or management about such concerns.
 - 5.1.c.1 There will be no reprisal, punishment or negative feedback for any communication concerning potential or existing hazards.
 - 5.1.d. There are many methods that management can use to inform people about health and safety matters. However, whatever method is used, management is responsible to assure that everyone understand the situations and what action or changes both management and employees must take.
 - 5.1.d.1 Stomper policy is the foundation of the Injury and Illness Prevention Program and must be clearly communicated to all persons in all departments from their first day on the job.
 - 5.1.e Safety rules (see Section 4) go hand in hand with Stomper policy. If safety rules are adhered to, Stomper will be a safer place to work with fewer accidents. Safety rules are also the basis for the disciplinary program as it applies to repeated violations of safe work practices. Like Stomper policy, rules must be clearly communicated to everyone from his or her first day on the job.

5.2 SAFETY SUGGESTIONS AND CONCERNS

- 5.2.a Stomper has established a procedure to make it easy for any employee to report a safety hazard or make a suggestion to improve safety and health conditions in the workplace. While it is true that supervisors traditionally act as the link between employees and management, sometimes employees have difficulty expressing a safety need to their immediate supervisor. For this reason, we have provided a safety suggestion box as an alternate means of making suggestions and/or expressing concerns.
 - 5.2.a.1 Suggestions may be made anonymously.
- 5.2.b The Safety Director is responsible to review the comments, suggestions and concerns from the safety suggestion box on a frequent basis.

5.2.b.1 Urgent items are to be acted upon immediately, and action taken is to be forwarded to Management for review.

5.2.b.2 Items not of an urgent nature may be deferred for review and action at a later time.

5.2.b.3 The Safety Director will respond, in writing, to the person making the suggestion if known, indicating what action has been taken.

5.2.c. Each employee has a responsibility to recognize, report, and act on unsafe or unhealthy situations before they lead to injury or illness. This communication is encouraged to take place between employees and managers, and is to be without fear of reprisal or adverse actions.

5.3 SAFETY AND HEALTH BULLETINS

5.3.a Occasionally safety and health information or reminders will be issued to employees in the form of bulletins or via an all user electronic mail message.

5.4 COMMUNICATING POLICY AND SAFETY RULES

5.4.a. All employees are to be given a copy of Stomper's Safety Policy and Safety Rules during their initial orientation.

5.4.a.1 These rules are to be reviewed with the employee and they must indicate that he or she understands them.

5.4.a.2 This is to be documented on the Employee Safety Orientation Form. This form is kept in the employee's file.

6. IDENTIFYING AND EVALUATING WORKPLACE HAZARDS

6.1 POLICY FOR IDENTIFYING AND EVALUATING WORKPLACE HAZARDS

To maintain a safe and healthful workplace there needs to be a way to identify hazards in all of the workplaces. Unsafe work practices generally cause more accidents than unsafe conditions (by themselves). Stomper will focus on both - unsafe work practices as well as unsafe physical conditions.

Although it is Stomper's goal to eliminate all unsafe conditions and work practices as quickly as possible, some corrective action will require longer periods of time and/or larger expenditures of capital. Because of this, it will be necessary to evaluate the seriousness of the hazards and focus attention on those that have the potential to cause serious injury or illness.

6.2 INSPECTIONS

Regular and periodic inspections by executive management, managers, supervisors, and employee teams are one of the principal means of locating hazards before accidents and injuries occur. Since accidents and injuries are caused primarily by either unsafe physical conditions or unsafe practices, or by a combination of the two, inspections should involve a search for both causes.

Inspections of the workplaces are the primary tool to identify unsafe conditions and practices. There are some standards that can be used for inspection:

- 6.2.a Violations of safety rules.
- 6.2.b Machinery or other equipment without the necessary guards or barriers.
- 6.2.c Unsafe use or storage of chemicals, including flammables.
- 6.2.d Obvious violations of good housekeeping practices.
- 6.2.e Personal protective equipment not being used where required or being used improperly.
- 6.2.f Other deviations from accepted safe practices.

6.3 CALIFORNIA REQUIREMENTS

The State of California requires conducting "regular and frequent" inspections of the workplace. Several types of inspections are necessary and shall be conducted as follows:

- 6.3.a Daily: General workplace evaluation by supervisor and/or employee.
- 6.3.b Monthly: General Workplace Inspection - Safety Director.
- 6.3.c Annually: Chemical Inspection and Inventory by Safety Director.
- 6.3.d Whenever a new substance, process, procedure, or piece of equipment is introduced to the workplace that represents a new safety and/or health hazard.
- 6.3.e Whenever the employer is made aware of a new or previously unrecognized hazard.
- 6.3.f In addition to periodic inspections, incident investigations and safety comments submitted by employees will help to identify workplace hazards.
- 6.3.g It is the responsibility of all employees to continuously search out and correct unsafe and unhealthful conditions and work practices.

6.4 EQUIPMENT MAINTENANCE INSPECTIONS

Designated personnel shall perform equipment preventative maintenance inspections on a daily, weekly, monthly, quarterly, and annual basis as scheduled or as required by the manufacturer.

6.5 INSPECTION BENEFITS

- 6.5.a Detection and elimination of physical hazards.
- 6.5.b Detection and elimination of unsafe personal practices.
- 6.5.c Control of facility housekeeping.
- 6.5.d Stimulation and maintenance of employee interest in safety.
- 6.5.e Education of supervisory and facility personnel.
- 6.5.f Compliance with Federal and State safety and health laws.
- 6.5.g Increased knowledge of operations and production methods.
- 6.5.h Improved utilization of available space.

6.6 EMPLOYEES' RESPONSIBILITIES

Everyone is responsible for inspecting their own workplace on a daily basis and for promptly reporting unsafe or unhealthful conditions to their immediate supervisor unless they are able to correct the situation themselves..

6.7 SUPERVISORS RESPONSIBILITIES

- 6.7.a All supervisors are responsible for routinely inspecting their area of responsibility and where possible, correcting unsafe conditions and work practices.
 - 6.7.a.1 If corrections cannot be done at the supervisor's level, the supervisor is responsible to assure that corrections are completed by those assigned the task.
- 6.7.b There are certain times when a more in-depth analysis of hazards - or potential hazards - is required of the supervisor. These are the situations where a task is known to have caused accidents in the past, or when the supervisor is investigating the cause of a recent accident. In both cases the supervisor must focus on the specific hazard that caused or contributed to the accident.

6.8 WORKPLACE HAZARD INSPECTIONS

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- 6.8.a The Safety Director is responsible for ensuring that the workplace hazard inspection is conducted and documented monthly. The Safety Director may do this inspection or assign other qualified individuals.
 - 6.8.b A Safety Inspection Report will be completed and filed with the Safety Director following all inspections.

7. ACCIDENT INVESTIGATION AND REPORTING

7.1 POLICY FOR ACCIDENTS IN THE WORKPLACE

- 7.1.a An accident is an unplanned, undesired event that results in personal injury or property damage.
 - 7.1.a.1 An accident investigation should determine what happened, how it happened, and why it happened, and what should be done to prevent similar accidents.
 - 7.1.a.2 Good accident investigation depends on how the manager or supervisor approaches the problem. It is best to consider that there are no accidents - there are only actions and consequences. Every accident can be traced to action or lack of action.
 - 7.1.a.3 Good accident investigation does not place blame, rather it identifies the actions required to achieve a safe work environment.
- 7.1.b An incident is an unplanned, undesired event that adversely affects completion of a task. Incidents that have the potential to result in personal injury or property damage should be investigated in the same manner as accidents.

7.2 PURPOSE

The process of accident and/or incident investigation and reporting is important for the following reasons:

- 7.2.a Identifying factors which contribute to workplace accidents.
- 7.2.b Preventing reoccurrence of accidents.
- 7.2.c Minimizing losses
- 7.2.d Providing employees with a safer working environment.

7.3 ACCIDENT/INCIDENT CONSIDERATIONS

The manager or supervisor should focus on the following when conducting an accident and/or incident investigation:

7.3.a *WHO*

7.3.a.1 Who was involved in the accident?

7.3.a.2 Who witnessed the accident?

7.3.b *WHAT*

7.3.b.1 What actually happened?

7.3.b.2 What was the level of training of those involved?

7.3.b.3 What may have contributed to the accident?

7.3.b.4 What conditions relative to location contributed to the accident?

7.3.c *WHERE*

7.3.c.1 Where did the accident take place?

7.3.d *WHEN*

7.3.d.1 When did the accident occur?

7.3.d.2 What conditions relative to time might have contributed to the accident?

7.3.e *HOW*

7.3.e.1 What was the sequence of events?

7.4 REPORTING RESPONSIBILITIES

7.4.a Safety Director

7.4.a.1 Assist managers or supervisors in performing investigations as needed.

7.4.a.2 Conduct independent investigations for major accidents or those involving serious injury.

7.4.a.3 Recommend corrective action based on the investigation.

7.4.a.4 Notify appropriate agencies. Notification of serious or fatal injuries or illnesses will be made to OSHA immediately. (no more than eight hours after the event). All injuries must also be reported to the Human Resources Department. A serious injury or illness is defined in Title 8, Section 330(h) and is when any off the following occur:

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- An employee suffers a loss of any member of the body.
 - An employee suffers a serious degree of permanent disfigurement.
 - An employee is hospitalized for a period in excess of 24 hours for “other than medical observation.”

7.4.a.5 Keep management informed of major incidents or trends.

4.a.6 Assist employees and supervisors with injury reports, Worker’s Compensation claims, and back to work programs.

7.4.b Managers and Supervisors

7.4.b.1 Ensure that the individual receives medical care if needed.

7.4.b.2 Promptly respond to the accident scene and begin the investigation of the facts.

7.4.b.3 Complete all accident and incident reports.

7.4.b.4 If the accident involves a “serious” or fatal injury or illness, ensure the Emergency Coordinator has contacted the nearest OSHA office within 8 hours of learning of the injury or illness, or as soon as it is known the employee will be hospitalized for more than 24 hours.

7.4.b.5 Send copies of reports to Human Resource/Office Manager by the end of the shift.

7.4.b.6 Implement corrective action if indicated.

7.4.b.7 Identify and correct any unsafe conditions.

7.4.b.8 Investigate any “near misses” and make reports to the Safety Director as needed.

7.4.c Employees

7.4.c.1 Report any work-related injuries or illnesses to their supervisor immediately.

7.4.c.2 Inform supervisors about any unsafe conditions or “near misses.”

7.5 ACCIDENT INVESTIGATION PROCEDURES

An effective accident investigation requires strong management commitment and involvement. Management must support the investigation process and act on the results. Their commitment is demonstrated when a vigorous, objective investigation is conducted, with high management visibility and a focus on uncovering causal factors rather than placing blame. The investigation should be followed by decisive action to correct deficiencies. This will not only enhance productivity but also encourage employee cooperation and interest in maintaining a safer workplace.

7.5.a Good accident investigation procedures include:

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- 7.5.a.1 Identifying, without placing blame, the basic elements that contributed directly or indirectly to each accident;
 - 7.5.a.2 Identifying deficiencies in the management system;
 - a.3 Suggesting corrective action alternatives for a given accident, including specific measures needed to eliminate and reduce the probability of recurrence of a given type of accident and the measures needed to improve the system; and
 - 7.5.a.4 Providing information needed to determine injury rates, identify trends or problem areas, permit comparisons, and satisfy workers' compensation requirements.
 - 7.5.a.6 Handle the problem.
 - Ensure safety of the scene
 - Danger to self
 - Further danger to victim and others
 - Ensure first aid or other emergency measures are provided
 - 7.5.a.6 Gather the Facts.
 - Interview the injured person when he/she is capable of answering.
 - Interview others, one at a time, in a private location.
 - Inspect the area, and any associated equipment, where the accident occurred.
 - Record details about the incident with notes, maps, and sketches or photographs as appropriate.
 - Preserve evidence such as photographs, broken parts, charred debris, etc. Use plastic bags to prevent contamination, minimize fingerprints.
 - 7.5.a.7 Analyze the Facts.
 - Compare facts from different sources.
 - Gauge the credibility of interview results.
 - 7.5.a.8 Develop Conclusions.
 - Form a picture of what happened.
 - Determine contributing factors.
 - 7.5.a.9 Document the Incident.
 - Ensure required information be covered.
 - Supplement as appropriate.
 - 7.5.a.10 Make Appropriate Recommendations.
 - Address contributing factors identified during investigation.
 - Be thorough.
 - Consider that the answers may not be that simple.
 - 7.5.a.11 Correct the Situation.
 - Initiate corrective actions.
 - Follow up to ensure completion.

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- Document corrective measures.

7.6 DOCUMENTATION AND INVESTIGATION FOLLOW-UP TIMELINE

- 7.6.a Within 48 hours the area Supervisor and the area Safety Director will review the accident investigation in detail and make recommendations for correction.
- 7.6.b Within 24 hours of the occurrence, the Supervisor will complete and submit to the Administration (Human Resources) Department, the original and two copies of the Incident Report. If the occupational injury or illness resulted in lost work days, an OSHA Employer's Report of Occupational Injury or Illness (form 5020) will be included with the submission.
- 7.6.c The incident will be discussed in the next department meeting for additional input/comments and for the general act of passing on information.
- 7.6.d The Supervisor will initiate corrective actions as necessary.
- 7.6.e The Safety Director will review and follow up that corrective action was taken.

7.7 SPECIAL CONSIDERATIONS

- 7.7.a Benefits may be lost if workers do not report an industrial injury or illness in a timely manner. Most employees do not understand all of the reporting requirements and will need management guidance.
- 7.7.b Managers/supervisors must be aware of any work restrictions for new, transferred, or recently injured employees, and (if needed), make temporary work changes to accommodate these restrictions. Do not allow any employee to return to work without a written release from a Physician that outlines any restrictions to their work activity.
- 7.7.c Some incidents may draw extra attention. These include serious injuries, incidents related to existing controversy and accidents visible to the public for any reason. Managers and supervisors should immediately seek assistance from the Safety Director.

7.8 ACCIDENT PROCEDURES – ACTION SUMMARY

Following are the Stomper Accident Procedures for all employees. This is a summary of the major actions to be taken. More specific information is contained in the Emergency Action Plan portion of the Safety Program.

- 7.8.a Employees will report all accidents or injuries of any kind to their Supervisor immediately, no matter how insignificant.
- 7.8.b Supervisors will report all accidents or injuries to their Supervisor and/or their Safety Director as soon as possible.

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- 7.8.c The Accident Report Form shall be filled out promptly by the Supervisor. This form must be completed in detail, and clearly legible, as this is the original form. The Supervisor should then make copies of the Accident Report, and distribute as follows:
 - 7.8.c.1 Original: Employee Personnel File.
 - 7.8.c.2 Copy: Safety Director.
 - 7.8.c.3 Copy: Maintain a copy for accident investigation/follow-up.
 - 7.8.d The Safety Director will notify OSHA of all recordable injuries immediately, as required.

7.9 TREATMENT

- 7.9.a. In all cases, First Aid requirements will be reviewed and used when applicable. The First Aid Kits are located as follows:
 - 7.9.a.1 All work vehicles.
 - 7.9.a.2 The employee break room.
 - 7.9.a.3 The Shop office.
- 7.9.b. Medical Attention:
 - 7.9.b.1 If medical treatment is required, the injured party will be taken to the nearest medical center. If the injury is determined not to be of a serious nature, but requires medical treatment, the Supervisor/Foreman or Safety Director will ensure transportation is provided.
 - 7.9.b.2 If at a worksite other than the Stomper office, the injured or ill party will be taken to the nearest emergency treatment center.
- 7.9.c. Emergency Treatment – From Office:
 - 7.9.c.1 Washington Hospital
2000 Mowry Avenue
Fremont, CA. 94538
(510) 797-1111 (Ask for emergency room)
 - 7.9.d.2 Directions to Hospital from Stomper Office:
Head Northwest on Enterprise Drive, go 0.3 miles
Turn right onto Filbert Street, go 0.2 miles
Turn left onto Central Avenue, go 2 miles
Turn right onto Blacow Road, go 1 mile
Turn left onto Mowry Avenue, go 1.7 miles.

7.10 PROVISION OF EMERGENCY MEDICAL SERVICES

To maintain a safe and healthful workplace, Stomper will ensure that First Aid and basic medical services are available on the jobsite. These services will include:

7.10.a At least one appropriately trained person. When the workforce is large at the site, more than one trained person will be provided. Stomper employees maintain current certification in:

7.10.a.1 Cardiopulmonary Resuscitation (CPR).

7.10.a.2 First Aid.

7.10.b. If the project has more than one employer working at the site, each employer at the site is responsible to ensure that emergency medical services are available. Depending on the activities, the employers can agree to pool resources for the site.

7.10.b.1 Stomper chooses to train *all employees/foremen* in CPR and First Aid.

7.10.b.2 Employees are reminded that all injuries, no matter how small the injury may seem, must be reported to their supervisor, foreman and/or the Safety Director.

7.10.c Every employer on the worksite will provide at least one first aid kit, consisting of the following:

7.10.c.1 A weatherproof container to hold the contents of the kit.

7.10.c.2 Dressings that are sterile and in individually sealed packages.

7.10.c.3 If the employer has written consent of a licensed physician, other supplies can be provided, based upon anticipated incidences and availability of transportation to a medical care facility. This includes:

- Drugs
- Antiseptics
- Eye irrigation solutions
- Inhalants
- Medicines or proprietary preparations

7.10.d The First Aid kit will be inspected regularly to ensure it is organized, contents are easily recognizable and can be quickly found, and it is sanitary.

7.10.d.1 A list of recommended contents for inspection can be found with the forms in the Appendix.

7.10.e Posted list of emergency medical contacts, including fire, police and ambulance services will be kept in the jobsite trailer.

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- 7.10.f Emergency washing facilities: if not provided by the jobsite or facility, Stomper will ensure that all employees on site have access to suitable facilities for drenching the body or flushing the eyes when there is a potential for exposure to injurious or corrosive materials.
 - 7.10.g When working more than five stories or 48 feet above or below ground, two way voice emergency communication systems will be provided for notifying supervisors or designated persons regarding emergency medical conditions.
 - 7.10.g.1 When work is more than 48 feet above or below ground, emergency medical incidences will take precedence over all other uses of passenger elevators.
 - 7.10.g.2 When working at heights above 48 feet, a basket or appropriate litter with straps will be on site for each building above or below five stories.

CORRECTING UNSAFE CONDITIONS AND WORK PRACTICES

8.1 STOMPER POLICY

Maintaining a safe and healthful workplace requires correcting identified potentially hazardous workplace conditions. Knowing of and failing to correct potentially hazardous situations is against Stomper policy.

Although it is Stomper's intention to eliminate all unsafe conditions and work practices as quickly as possible, some corrective action will necessarily require longer periods of time and/or larger expenditures of capital. Because of this, it is necessary to evaluate the seriousness of the hazards and focus attention on those that have the potential to cause serious injury or illness.

- 8.1.a One way to evaluate the seriousness of a potential injury is to use the same criteria CAL/OSHA uses in deciding if a violation of a safety and health standard is a "serious" violation or a "non-serious" violation.
 - 8.1.a.1 CAL/OSHA determines that if the resulting injury would involve hospitalization, amputation of a limb or part of a limb, a fracture, or permanent disfigurement or disablement then it is a serious condition and should receive immediate attention.
- 8.1.b Another way to evaluate the seriousness of an incident is to examine the incident records. The reports provided by the insurance carrier will clearly show which types of accidents and injuries tend to be more expensive (generally a good measure of severity of the injury).

8.1.c Once it is determined that an unsafe condition or work practice exists, and the seriousness of this hazard has been evaluated, Stomper will decide what to do about it and, get it done.

8.1.c.1 It is Stomper policy that if it is quick and easy, to fix it - and fix it now!

8.2 RESPONSIBILITY

All Stomper personnel have a responsibility for helping to ensure a safe and healthful place to work, whether at the Stomper main office or at work sites.

8.2.a Management has overall responsibility to assure efficient and safe operations within their area of responsibility. In order to ensure that safe operations are maintained and unsafe conditions corrected, Management has responsibility to ensure the following:

8.2.a.1 There must be a plan for correcting unsafe or unhealthful conditions or work practices.

8.2.a.2 Priorities must be selected and hazards corrected in order of potential seriousness.

8.2.b Supervisors are responsible for making changes in operations and work practices that improve the job performance of the people in their areas of responsibility.

8.2.b.1 When changes are not within their budget authority or expertise, they must ensure that others complete the changes.

8.2.c Employees should make recommendations for changes in the workplace, or in work practices that will improve job safety and performance.

8.2.c.1 Employees may make these changes when these changes are within their level of authority and expertise, and the change does not adversely affect operations or personnel.

8.3 CORRECTIVE ACTION

8.3.a Corrective action could be one or more of the following:

8.3.a.1 Engineering or mechanical controls, or job redesign is the preferred method since it usually eliminates or reduces the hazard and is a permanent solution. Cal/OSHA recommends use of this alternative whenever possible.

8.3.a.2 Administrative Control methods such as signage or warning labels can assist in preventing injuries and accidents.

8.3.a.3 Once a safe job procedure has been established, employees can be trained in the proper and safe method to do the job.

8.3.a.4 Personal Protective Equipment: It is vital to use hearing protection for noisy areas, proper gloves for material handling or exposure to chemicals, etc.

8.3.b Good business practices, as well as the laws, require a plan for corrective action and corrective actions be documented, such as is practiced by Stomper. Each person responsible for corrective action has a written plan for correcting unsafe or harmful conditions or work practices, and select priorities and correct hazards in order of potential seriousness.

8.3.c Corrective Action - Safety Inspection: When the safety inspection discloses an unsafe condition or job practice, the corrective action will be noted on the Inspection Report. This report will be given to the Safety Director and used to document the follow-up and the completion date.

8.3.d Imminent Danger:

8.3.d.1 When imminent danger exists, the supervisor or manager and the Safety Director shall be contacted.

8.3.d.2 Depending on the situation, others may need to be contacted (i.e. Regional Manager, Spill Response Team, OSHA Consultant, etc.).

8.3.d.3 If corrective action cannot be implemented to fully correct the situation, then temporary action may be required. For example, emergency evacuation of employees from the area, except the trained employees who are necessary to correct the existing conditions with use of the appropriate safeguards and personal protective equipment necessary to make the correction safely.

8.4 INSPECTION FOLLOW-UP GUIDELINES

The inspection process cannot be effective unless appropriate action is taken to correct potential environmental, health, or safety hazards. Problem causes must be identified and corrected in order to prevent problems from occurring in the future. Environmental, health, and safety problems generally fall into one or more of these categories – process, environmental, equipment or personnel problems.

8.4.a Involve Employees. Keep in mind that the people doing the job often generate the best solutions because they are more intimately familiar with the problem. It is not uncommon for employees to have very good ideas, yet fail to share them because they believe management aren't interested. Whether their suggestions can be implemented or not, employee interest communicates that they care about their safety. A caring attitude will go a long way towards building management and employee cooperation.

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- 8.4.b Process Problems: These are problems related to:
- How jobs are done.
 - The flow of people.
 - The flow of materials.
- 8.4.b.1 Examples:
- Cases of paper for the copy machine left too close to a fire exit until they are loaded onto nearby shelves.
 - Housekeeping problems noticed at the beginning of the shift.
- 8.4.b.2 To find out more about these problems:
- Interview personnel who are involved with the process or materials.
 - Determine how the process contributes to the problem.
- 8.4.b.3 To resolve these types of problems:
- Establish new procedures as necessary.
 - Reinforce procedures for involved personnel on all shifts to follow.
- 8.4.c Environmental Problems: These are problems related to:
- Lighting.
 - Traffic.
 - Temperature.
 - Weather.
 - Insufficient space.
 - Other natural conditions.
- 8.4.c.1 Examples:
- Wet floors during rainy days.
 - Personal protective equipment not worn when it is unusually warm.
 - Employees twisting to reach into tight spaces.
- 8.4.c.2 To find out more about these problems:
- Interview personnel to determine what conditions are normally like.
- 8.4.c.3 To resolve these types of problems:
- Determine the scope of the problem.
 - Design protection from the conditions.
 - Rearrange the work area if appropriate.
 - Establish Standard Operating Procedures.
 - Provide adequate and appropriate personal protective equipment.
- 8.4.d Equipment Problems
- 8.4.d.1 These are problems related to:
- Malfunctioning, missing, or broken equipment.
 - Improper or insufficient tools.
 - Poor equipment design or labeling.
- 8.4.d.2 Examples:
- Multiple extension cords used inside a work area.
 - Employee working on the top step of a ladder.



- 8.4.d.3 To find out more about these problems:
- Observe people using the equipment.
 - Talk with the people about their experiences with the equipment.
 - Create and utilize checklists for equipment or processes.

8.4.e Personnel Problems:

8.4.e.1 These are Problems Related to:

- Actions.
- Knowledge.
- Training.
- Procedures.
- Supervision.
- Communications.

8.4.e.2 Examples:

- Employees are observed in a chemical area without proper eye protection.
- An employee does not set out the "wet floor" sign during the cleaning process.

8.4.e.3 To find out more about these problems:

- Interview the people involved.
- Determine what normally happens.
- Review Standard Operating Procedures.

8.4.e.4 To resolve these problems:

- Establish and/or enforce Standard Operating Procedures.
- Provide employees with specific training and/or retraining.
- Monitor the operation more frequently.

8.5 PERSONAL LIABILITY: WILLFUL AND NEGLIGENT RULE

8.5.a Manager/Supervisor Responsibility: Failure to take corrective action once a hazard has been identified may have serious consequences. It is possible for individuals to be held personally liable if an injury occurs as a result of a safety hazard in the workplace. Managers and supervisors should be aware that employers who know about a hazard and do not correct it are subject to both civil and criminal liability. Individuals can be named as defendants.

8.5.b Record Keeping: Be diligent about corrective action! Be just as diligent about documenting every effort. If it is not documented, it did not happen.

8.5.c Liability: Fear of legal liability does not give managers and supervisors the license to pretend to not see a problem. A court of law will expect accountability for those responsibilities that have been assigned. Remember - there is no such a thing as "see no evil."

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- 8.5.d Action Items - Corrective Action: When corrective action for an unsafe condition or workplace practice will involve multiple steps or cannot be completed immediately, the Safety Director or Supervisor will develop a plan of action using the Action Items Form. It will include who is responsible and the estimated date of completion.

9. OSHA INJURY & ILLNESS RECORD KEEPING REQUIREMENTS

9.1 OSHA INJURY AND ILLNESS DETERMINATION

The Safety Director will be knowledgeable in OSHA injury/illness determination and in the procedures for their timely determination and proper recording. As defined, such occupational injury/illness recordable cases include:

- 9.1.a Fatalities.
- 9.1.b Lost workday cases.
 - 9.1.b.1 Involving lost time away from work.
 - 9.1.b.2 Involving restricted work activity without lost time.
- 9.1.c. All occupational illnesses, regardless of severity.
- 9.1.d. Cases of unconsciousness.
- 9.1.e OSHA requires all reported work-related injuries and illnesses be presumed occupational. Management can use this presumption if they can investigate and document information to the contrary (e.g., the injury was non-occupational, there was no injury, or that time off or restrictions were not proper). Where questions exist, the Safety Director should consult with Executive Management who will review the case and make a formal decision. Executive Management may informally request an opinion from the appropriate State agency in order to make a final determination.

9.2 OSHA INJURY AND ILLNESS RECORD KEEPING

- 9.2.a It shall be our Policy to maintain the Log and Summary of Occupational Injuries and Illnesses (OSHA No. 300) in accordance with OSHA requirements. Occupational injuries and illnesses must be recorded within seven (7) calendar days of time reported. The Safety Director shall post the summary page (OSHA Form 300 A) from February 1 to April 30 of the year following the year covered by the OSHA form 300.
- 9.2.b In addition to the requirements to maintain records, OSHA also requires notification in the event of a serious injury or illness. Requirements related to OSHA reporting are contained within the Emergency Action Plan.

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- 9.2.c Occupational injuries or illnesses which result in lost work beyond the day of injury will be reported on a Form 5020. This will be submitted to the Administration office to be forwarded to the Worker's Compensation carrier.

9.3 RECORDKEEPING AND RETENTION OF RECORDS

- 9.3.a Facility Inspections - 3 years:
 - 9.3.a.1 Persons who performed the inspection.
 - 9.3.a.2 Recommendations to correct (if any).
 - 9.3.a.3 Date corrections made.
- 9.3.b Training Sessions and Safety Information - 3 years:
 - 9.3.b.1 Attendance roster.
 - 9.3.b.2 Date of training.
 - 9.3.b.3 Course Outline or written script of the training program.
 - 9.3.b.4 Name of training provider and instructor.
 - 9.3.b.5 Any written safety communications distributed throughout the facility (i.e.: Updates, bulletins, etc.).
- 9.3.c OSHA form 300 – 5 years beyond the year recorded on the form.
- 9.3.d Medical Records – 30 years duration (beyond employment).
- 9.3.e Exposure records (i.e. air sampling results, noise level testing, etc.) 30 years.
- 9.3.f Safety Data Sheets (SDS) – 30 years.

9.4 REQUESTS FOR ANNUAL OCCUPATIONAL INJURIES & ILLNESS SURVEY

If a request is received for the Annual Injuries and Illness Survey from OSHA or their state agency, Stomper will comply with the request within seven (7) working days.

9.5 EMPLOYEE ACCESS TO MEDICAL RECORDS

- 9.5.a. OSHA Requirements for Access to Medical Records: Title 8, Section 3204 requires that employees and their designated representatives be provided with access to the employee exposure and medical records maintained by Stomper. For purposes of satisfying this regulation, a medical or exposure record can be any of the following:
 - 9.5.a.1 Injury and Illness Records.

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- 9.5.a.2 Physician questionnaires or histories.
 - 9.5.a.3 Laboratory results.
 - 9.5.a.4 Medical opinions, diagnosis, or treatment summaries.
 - 9.5.a.5 Records of air monitoring of airborne substances.
 - 9.5.a.6 Safety Data Sheets - if an exposure was reported.
 - 9.5.b Each employee has a right to review those records maintained by Stomper that meets this regulation.
 - 9.5.c Copies of records will be made available within 15 days of an employee's request.
 - 9.5.d If an employee wishes a designated representative to have access to the information, the employee must provide notice in writing to Stomper.
 - 9.5.e All records will be made available to the Department of Occupational Safety and Health upon request.

HAZARD COMMUNICATION PROGRAM

1. POLICY AND PURPOSE

It is the policy of the Stomper Company (Stomper) to prevent the incidence of chemical sourced illnesses and injuries to employees, as well as to comply with the requirements of the California Code of Regulations, Title 8, Section 5194, Hazard Communication. The purpose of this program is to insure that the hazards of all chemicals used are evaluated and that this information is transmitted to, and understood by all involved persons. This information will be conveyed in the following ways:

- Labels on containers
- Safety data sheets
- Safety training meetings
- The overall safety program

1.1 AVAILABILITY

This written Hazard Communication Program will be available in the Safety Director's Office for review by all employees. Another name for this program is "Employee Right To Know and Understand."

2. DEFINITIONS

Article: A manufactured item: (1) Which is formed to a specific shape or design during manufacture; (2) which has end use function(s) dependent in whole or in part upon its shape or design during end use; and (3) which does not release, or otherwise result in exposure to, a hazardous substance under normal conditions of use or in a reasonably foreseeable emergency resulting from workplace operations.

CAS Number: The unique identification number assigned by the Chemical Abstracts Service to specific chemical substances.

Chemical Name: The scientific designation of a chemical in accordance with the nomenclature system developed by the International Union of Pure and Applied Chemistry (IUPAC) or the Chemical Abstracts Service (CAS) rules of nomenclature, or a name which will clearly identify the substance for the purpose of conducting a hazard evaluation.

Combustible Liquid: Any liquid having a flashpoint at or above 100° F (37.8° C), but below 200° F (93.3° C), except any mixture having components with flashpoints of 200° F (93.3° C), or higher, the total volume of which make up 99 percent or more of the total volume of the mixture.

Common Name: Any designation or identification such as code name, code number, trade name, brand name or generic name used to identify a substance other than by its chemical name.

Compressed Gas: Compressed gas means:

- (A) A gas or mixture of gases having, in a container, an absolute pressure exceeding 40 psi at 70° F (21.1° C); or
- (B) A gas or mixture of gases having, in a container, an absolute pressure exceeding 104 psi at 130° F (54.4° C) regardless of the pressure at 70° F (21.1° C); or
- (C) A liquid having a vapor pressure exceeding 40 psi at 100° F (37.8° C) as determined by ASTM D-323-72.

Container: Any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, tank truck, or the like that contains a hazardous substance. For purposes of this section, pipes or piping systems are not considered to be containers.

Designated Representative: Any individual or organization to whom an employee gives written authorization to exercise such employee's rights under this section. A recognized or certified collective bargaining agent shall be treated automatically as a designated representative without regard to written employee authorization.

Distributor: A business, other than a manufacturer or importer, which supplies hazardous substances to other distributors or to employers.

Emergency: Any potential occurrence such as, but not limited to, equipment failure, rupture of containers, or failure of control equipment, which may or does result in a release of a hazardous substance into the workplace.

Employee: Every person who is required or directed by any employer, to engage in any employment, or to go to work or be at any time in any place of employment.

Employer: Employer means:

- (A) The State and every State agency.
- (B) Each county, city, district, and all public and quasi-public corporations and public agencies therein.
- (C) Every person including any public service corporation, which has any natural person in service.
- (D) The legal representative of any deceased employer.

Explosive: A substance that causes a sudden, almost instantaneous release of pressure, gas, and heat when subjected to sudden shock, pressure, or high temperature.

Exposure or Exposed: Any situation stemming from work operations where an employee may ingest, inhale, absorb through the skin or eyes, or otherwise come into contact with a hazardous substance.

Flammable: A substance that falls into one of the following categories:

- (A) Aerosol, flammable: An aerosol that, when tested by the method described in 16 CFR 1500.45, yields a flame projection exceeding 18 inches at full valve opening, or a flashback (a flame extending back to the valve) at any degree of valve opening;
- (B) Gas, flammable:
 - 1. A gas that, at ambient temperature and pressure, forms a flammable mixture with air at a concentration of thirteen (13) percent of volume or less; or
 - 2. A gas that, at ambient temperature and pressure, forms a range of flammable mixtures with air wider than twelve (12) percent by volume, regardless of the lower limit;
- (C) Liquid, flammable: Any liquid having a flashpoint below 100° F (37.8° C), except any mixture having components with flashpoints of 100° F (37.8° C) or higher, the total of which make up 99 percent or more of the total volume of the mixture.
- (D) Solid, flammable. A solid, other than a blasting agent or explosive as defined in section 5237(a), that is liable to cause fire through friction, absorption of moisture, spontaneous chemical change, or retained heat from manufacturing or processing, or which can be ignited readily and when ignited burns so vigorously and persistently as to create a serious hazard. A chemical shall be considered to be a flammable solid if, when tested by the method described in 16 CFR 1500.44, it ignites and burns with a self-sustained flame at a rate greater than one-tenth of an inch per second along its major axis.

Flashpoint: The minimum temperature at which a liquid gives off a vapor in sufficient concentration to ignite when tested as follows:

- (A) Tagliabue Closed Tester (see American National Standard Method of Test for Flash Point by Tag Closed Tester, Z11.24-1979 (ASTM D 56-79)) for liquids with a viscosity of less than 45 Saybolt Universal Seconds (SUS) at 100° F (37.8° C), that do not have a tendency to form a surface film under test; or
- (B) Pensky-Martens Closed Tester (see American National Standard Method of Test for Flash Point by Pensky-Martens Closed Tester, Z11.7-1979 (ASTM D 93-79)) for liquids with a viscosity equal to or greater than 45 SUS at 100° F (37.8° C), or that have a tendency to form a surface film under test; or
- (C) Setaflash Closed Tester (see American National Standard Method of Test for Flash Point by Setaflash Closed Tester (ASTM D 3278-78)).
- (D) Organic peroxides, which undergo auto-accelerating thermal decomposition, are excluded from any of the flashpoint determination methods specified above.

Hazard Warning: Any words, pictures, pictograms, symbols, or combination thereof appearing on a label or other appropriate form of warning which convey the health hazards and physical hazards of the substance(s) in the container(s).

Hazardous Substance: Any substance that is a physical hazard or a health hazard or is included in the List of Hazardous Substances prepared by the Director pursuant to Labor Code section 6382.

Health Hazard: A substance for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed employees. The term “health hazard” includes substances which are classified as posing one of the following hazardous effects: acute toxicity (any route of exposure); skin corrosion or irritation; serious eye damage or eye irritation; respiratory or skin sensitization; germ cell mutagenicity; carcinogenicity; reproductive toxicity; specific target organ toxicity (single or repeated exposure); or aspiration hazard.

Identity: Any chemical or common name which is indicated on the (material) safety data sheet (SDS) for the substance. The identity used shall permit cross-references to be made among the required list of hazardous substances, the label and the SDS.

Immediate Use: The hazardous substance will be under the control of and used only by the person who transfers it from a labeled container and only within the work shift in which it is transferred.

Importer: The first business with employees within the Customs Territory of the United States which receives hazardous substances produced in other countries for the purpose of supplying them to distributors or purchasers within the United States.

Label: Any written, printed, or graphic material displayed on or affixed to containers of hazardous substances.

Manufacturer: A person who produces, synthesizes, extracts, or otherwise makes a hazardous substance.

Material Safety Data Sheet (MSDS): Written or printed material concerning a hazardous substance which is prepared in accordance with section 5194(g). As of June 1, 2015, Material Safety Data Sheets are now called Safety Data Sheets (SDS).

Mixture: Any solution or intimate admixture of two or more substances, at least one of which is present as a hazardous substance, which do not react chemically with each other.

NIOSH: The National Institute for Occupational Safety and Health, U.S. Department of Health and Human Services.

Organic Peroxide: An organic compound that contains the bivalent -O-O- structure and which may be considered to be a structural derivative of hydrogen peroxide where one or both of the hydrogen atoms has been replaced by an organic radical.

Oxidizer: A substance other than a blasting agent or explosive as defined in section 5237(a), that initiates or promotes combustion in other materials, thereby causing fire either of itself or through the release of oxygen or other gases.

Physical Hazard: A chemical that is classified as posing one of the following hazardous effects: explosive; flammable (gases, aerosols, liquids, or solids); oxidizer (liquid, solid or gas); self-reactive; pyrophoric (liquid or solid); self-heating; organic peroxide; corrosive to metal; gas under pressure; combustible liquid; water-reactive; or in contact with water emits flammable gas.

Pictogram: A composition that may include a symbol plus other graphic elements, such as a border, background pattern, or color, that is intended to convey specific information about the hazards of a chemical. Eight pictograms are designated under this standard for application to a hazard category.

Precautionary Statement: A phrase that describes recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical, or improper storage or handling.

Produce: To manufacture, process, formulate, repackage, or relabel.

Product Identifier: The name or number used for a hazardous chemical on a label or in the SDS. It provides a unique means by which the user can identify the chemical. The product identifier used shall permit cross-references to be made among the list of hazardous chemicals required in the written hazard communication program, the label and the SDS.

Pyrophoric: A substance that will ignite spontaneously in air at a temperature of 130° F (54.4° C) or below.

Responsible Party: Someone who can provide additional information on the hazardous substance and appropriate emergency procedures, if necessary.

Signal Word: A word used to indicate the relative level of severity of hazard and alert the reader to a potential hazard on the label. The signal words used in this section are “danger” and “warning.” “Danger” is used for the more severe hazards, while “warning” is used for the less severe.

Specific Chemical Identity: The chemical name, Chemical Abstracts Service (CAS) Registry Number, or any other information that reveals the precise chemical designation of the substance.

Substance: Any element, chemical compound or mixture of elements and/or compounds.

Trade Secret: Any confidential formula, pattern, process, device, information, or compilation of information which gives its user an opportunity to obtain a business advantage over competitors who do not know or use it. A trade secret shall not include chemical identity information which is readily discoverable through qualitative analysis. Appendix D (of the Haz Com regulation) sets out the criteria to be used in evaluating trade secrets.

Unstable (Reactive): A substance which in the pure state, or as produced or transported, will vigorously polymerize, decompose, condense, or will become self-reactive under conditions of shocks, pressure or temperature.

Use: To package, handle, react, or transfer.

Water-Reactive: A substance that reacts with water to release a gas that is either flammable or presents a health hazard.

Work Area: A room or defined space in a workplace where hazardous substances are produced or used, and where employees are present.

Workplace: Any place, and the premises appurtenant thereto, where employment is carried on, except a place the health and safety jurisdiction over which is vested by law in, and actively exercised by, any state or federal agency other than the Division (Cal-OSHA).

3. RESPONSIBILITY

3.1 EXECUTIVE MANAGEMENT

While all members of executive management are responsible for safety and health in the workplace, management at every level is charged with the task of translating this Hazard Communication policy into positive action. The safety and health function of this business is managed the same way as other functions such as production or quality control. It is the management and organization of this Hazard Communication Program that makes it effective.

3.2 HAZARD COMMUNICATION PROGRAM COORDINATOR

Dan Ruiz is the Hazard Communication Program Coordinator for Stomper. He has overall responsibility for the Hazard Communication Program. Specifically, he is responsible for the following:

- 3.2.a Administering the Program.
- 3.2.b Ensuring that the Program is maintained in a current state.
- 3.2.c Evaluating the Program on a periodic basis.
- 3.2.d Reviewing the labeling system annually and updating it as required or needed.
- 3.2.e Maintaining records.
- 3.2.f Ensuring that personnel receive training as needed to comply with the Program.
- 3.2.g Staying up to date on changes and requirements to the Hazard Communication regulation.

4. HAZARDOUS SUBSTANCES INFORMATION

4.1 CONTAINERS

The Hazard Communications Program Coordinator must insure that all containers (drums, boxes, bags, etc.) received and used at the Stomper facility, and at all job sites:

- 4.1.a Are labeled with the proper chemical name.
- 4.1.b Are labeled with the proper hazard class.
- 4.1.c Contain the name and address of the manufacturer or other responsible party.

4.1.d Have been examined to ensure that no product leakage has occurred.

4.1.e Have a current Safety Data Sheet on file.

4.2 PROPOSITION 65 WARNINGS

4.2.a Proposition 65 requires that steps are taken to identify those substances in the workplace known to pose the risk of cancer or reproductive harm to employees and the public.

4.2.a.1 Stomper has taken the necessary steps to review the chemicals used and to determine which, if any, are on the list of substances that expose people to these risks.

4.2.a.2 The inventory of the various chemicals will be reviewed annually. While there are not a great deal of materials used meeting this criteria, and while the use of them is limited, some may fall into this category.

4.2.b If it is determined some chemicals are on the list of substances regulated by Proposition 65, the necessary steps will be taken to notify employees, contractors and site visitors through the required warning labels.

4.2.c In addition to the labels, training and equipment necessary to reduce the level of exposure of employees to these substances will be provided. Training on Proposition 65 chemicals and in the safe handling of any cancer causing substance will be part of the hazard communication training program.

5. HAZARDOUS SUBSTANCES TRAINING

5.1 TRAINING RESPONSIBILITIES

5.1.a The Hazardous Materials Coordinator is responsible for implementing and monitoring the hazardous materials training and information program for Stomper employees.

5.1.b. Employees are responsible to attend health and safety orientations set up by the Safety Director for information and training on the following:

5.1.b.1 An overview of the basic requirements contained in the Hazard Communication Standard.

5.1.b.2 How the safety program is implemented.

5.1.b.3 How to read and interpret an SDS.

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- 5.1.b.4 Where and how this information can be obtained, including the location of the written Hazard Communication Program.
- 5.1.b.5 The hazards of the chemicals in the work area, including respirable crystalline silica.
- 5.1.b.6 Measures that employees can take to protect themselves.
- 5.1.b.7 An overview of the operations work area where hazardous substances are present.
- 5.1.b.8 Methods and observation techniques used to determine the presence or release of hazardous substances in the work area.
- 5.1.b.9 Methods to interpret and use the labels, pictograms, symbols and warnings on containers of hazardous materials.
- 5.1.b.10 Physical and health effects of the hazardous substances.
- 5.1.b.11 Location and availability of the written Hazard Communication Program.
- 5.1.b.12 The steps taken to lessen or prevent exposure to these substances.
- 5.1.b.13 That employees may obtain information on the hazardous chemicals by contacting their Supervisor or the Safety Director for their site.
- 5.1.c Employees will be informed of the hazards of the chemicals in their work area by specially designed training programs that will be incorporated into their work schedules. These specially designed training programs will include protection methods through the use of proper work procedures, proper equipment or machinery, and proper personal protective equipment.
- 5.1.c.1 Training will be provided in a language the employees can understand.
- 5.1.c.2 Instruction on safety precautions will be given during training classes. These instructions will include:
- How to read a SDS.
 - Information on labels.
 - Warning signs and pictograms.
 - Operating procedures.
 - That all chemicals will be transported and stored in their designated and authorized containers.

NOTE: It is very important that all employees understand the information provided regarding chemical hazards. Questions are welcomed and are to be directed to the Safety Director or their supervisor.

5.2 TRAINING RECORDKEEPING

After attending the training class, each employee will sign a form to verify they attended the training session, received the written course materials, and understood Stomper policies on Hazard Communication. Information on this form will include:

- 5.2.a The employee's name or identifier.
- 5.2.b The type of training.
- 5.2.c The date it took place.
- 5.2.d The identification of who gave the training program.

5.3 NEW SDS TRAINING

Prior to any new chemical or revised SDS being introduced to Stomper, each employee who will be working with the chemical shall be given information and training as outlined above within 30 days of receipt of the SDS. The Hazard Communication Coordinator is responsible to see that an SDS is received on the new chemicals as they are introduced.

5.4 TRAINING PRIOR TO EXPOSURE TO HAZARDOUS CHEMICALS

Periodically, employees may be required to perform hazardous non-routine tasks. Prior to starting work on such projects, each affected employee will be given information by their supervisor or foreman about the hazardous chemicals to which they might be exposed. The information shall at a minimum, contain the following:

- 5.4.a Location of the SDS for the product.
- 5.4.b Proper chemical name.
- 5.4.c Specific chemical hazards of the material.
- 5.4.d Measures taken to lessen the hazards including ventilation, respirators, the presence of another employee, protective clothing, and emergency procedures.
- 5.4.e Specific information on hazards that might be associated with unlabeled pipes or other containers in their work area.

5.5 ADDITIONAL TRAINING ON SPECIFIC HAZARDS

Stomper will provide additional training and information on specific materials as the need arises, such as for potential exposure to Asbestos, Benzene, Crystalline Silica, Hydrogen Sulfide and Lead, or other hazards such as Bloodborne Pathogens (bio-hazards).

5.6 EMPLOYEE RIGHTS

- 5.6.a To personally receive information regarding the hazardous substances to which they may be exposed.
- 5.6.b To share with their physician, collective bargaining unit, or representative information regarding the hazardous substances to which they may be exposed.
- 5.6.c The employees will not be discharged or discriminated against should they elect to exercise their rights in accordance with the Hazardous Substances Information and Training Act.

6. SAFETY DATA SHEETS (SDS) AND CONTAINER LABELING

6.1 SDS DEFINED

A Safety Data Sheet (SDS) is a document that contains relevant safety and health information about a particular substance or mixture. The document is normally prepared by the manufacturer of the substance or mixture, and is required to be made readily available to all employees who are potentially exposed during each work shift. The term “hazardous substance or mixture” is generally defined as any chemical that is a physical hazard or a health hazard. A list or inventory of hazardous substances and SDS’s for these substances is made available to all employees in or near their work area.

6.2 SDS RESPONSIBILITY

- 6.2.a The Safety Director will be responsible for obtaining and maintaining the Safety Data Sheet (SDS) system and will review all incoming SDS's for new and/or significant health and safety information. They will see that any new information is passed on to affected employees.
- 6.2.b. If an SDS is not available, or new chemicals do not have an SDS, employees are to immediately contact their Supervisor or the Safety Director to acquire a copy and obtain the necessary hazard information.
- 6.2.c Copies of all SDS's for all hazardous chemicals to which employees of the Stomper may be exposed will be kept in the Safety Director's Office

6.3 SDS TRAINING

Each SDS will be explained to the employees as a group or on an individual basis. Employees will also be instructed on how to read an SDS. For help interpreting an SDS or questions about the substance in use, employees are to contact the supervisor or the Safety Director.

6.4 SDS GUIDELINES

The most common form of SDS will list the manufacturer's name and address, the chemical or trade name the product is sold under, any hazardous ingredients, the physical properties of the product, special instructions related to a fire or spill, health hazard information, first aid procedures, the appropriate storage and handling procedures for the product, and any other special safety precautions. The SDS will contain and meet the following guidelines:

- 6.4.a It will be written in English. Additional information in their own languages may be provided to employees that may not speak or read English.
- 6.4.b It will contain information regarding the specific chemical identity of the hazardous chemical(s) involved.
- 6.4.c If it is a mixture and not a proprietary secret, all chemicals should be listed.
- 6.4.d It will list the common names of the chemical(s)
- 6.4.e The physical and chemical characteristics of the hazardous chemical.
- 6.4.f The known acute and chronic health effects and related health information.
- 6.4.g The Exposure Limits.
- 6.4.h Whether the chemical is considered to be a carcinogen by NTP, IARC, or OSHA.
- 6.4.i Control measures to be used, such as engineering, safe work practices or PPE.
- 6.4.j Precautionary measures for handling the product.
- 6.4.k Emergency and first-aid procedures to be followed in case of a spill.
- 6.4.l Identification of the organization responsible for preparing the SDS.
- 6.4.m The date the SDS was prepared.

6.5 SDS POLICY

Stomper chooses to rely upon the information contained in the SDSs and will not perform any independent hazard determinations.

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- 6.5.a If an injury or exposure occurs, the corresponding SDS will be provided to the treating physician or medical care professional.
 - 6.5.b When working at a jobsite, the supervisor will ensure that SDSs can be easily and immediately accessed in an emergency.

6.6 LABELS DEFINED

Labels can provide some useful information about the material and its hazards. While the Globally Harmonized System (GHS) is improving standardization of labels, labels may still vary from manufacturer to manufacturer. At a minimum, a label provides the manufacturer's name and address, the identity of any hazardous chemicals in the product, and a statement of its significant hazards. An SDS should always be consulted for more detailed information.

6.7 LABEL POLICY

- 6.7.a Labels are to be clearly marked, prominently displayed and affixed to a container so as to be easily seen.
- 6.7.b If Stomper employees are not English speaking, an alternate label, warning sign, pictogram or symbol will be attached securely to the container in a conspicuous place with hazard information so that the employee will understand the hazard identified.
- 6.7.c Labels will not be removed or intentionally defaced. Any incoming container of a hazardous material with a missing or defaced label will be appropriately marked as soon as possible.

6.8 LABELING ON TRANSFER CONTAINERS

If during the course of work hazardous substances are transferred from the original container to a secondary portable container, the employer needs to ensure that the secondary container is labeled with the following information:

- 6.8.a Identity of the hazardous substance.
 - 6.8.a.1 Signs, placards, process sheets, batch tickets, operating procedures, or other such written materials may be used in place of labels to individual stationary process containers, as long as the alternative method identifies the containers to which it is applicable and conveys the hazard information.
- 6.8.b Hazard warning statements, including Proposition 65 warnings if applicable.

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- 6.8.c It is not required to label portable containers for immediate use during a single shift by a single employee who performs the transfer himself/ herself.

6.9 CHEMICALS IN PIPES

When working at jobsites where chemicals are transported through piping, Stomper employees will:

- 6.9.a Contact their supervisor, the Hazard Communication or Safety Director to review the chemicals contained in the pipes and hazards the chemicals present.
 - 6.9.a.1 Pipes should be labeled in accordance with OSHA and Fire Code requirements. However, it is better to consult with the site representative to be sure.
 - 6.9.a.2 The SDS for the chemicals in the pipe may be reviewed.
- 6.9.b Review the insulation material on the pipes, and any hazard it might present, such as asbestos, etc.
- 6.9.c Review the safety precautions that must be taken for the chemicals and hazards.

7. ANNUAL INVENTORY AUDIT AND INSPECTION

7.1 CHEMICAL INSPECTION/INVENTORY POLICY

To ensure the chemical inventory and storage practices are kept current with operations, the Safety Director will complete an annual inventory and inspection of the hazardous chemicals in their respective work areas. During the inspection, the following shall be noted:

- 7.1.a The exact amount of the chemical will be recorded.
- 7.1.b That copies of the SDS are available and are current.
- 7.1.c That all workers using the various chemicals have received appropriate training.
- 7.1.d That the use, handling, and storage of the materials conforms with the procedures outlined on the SDS.
- 7.1.e That labels are affixed to containers of chemicals and hazardous materials. These labels will conform to sections 6.6 – 6.8 of this plan.
- 7.1.f Following the inventory audit and inspection, a copy of the inspection report will be filed with the Safety Director. The Safety Director shall evaluate the report.

7.1.g A complete list of the chemicals used by Stomper is found in the Appendix of this Safety Manual. This information will also be used to update the site Hazardous Materials Business Plan (HMBP) if one is required. Information on the list of chemicals includes:

7.1.g.1 Proper chemical name as on the SDS

7.1.g.2 Hazard classification

7.1.g.3 Amount of chemical in storage

7.1.g.4 Proper storage information, including temperature and incompatibilities

8. INFORMING CONTRACTORS

8.1 CONTRACTOR POLICY

To ensure that outside contractors work safely at Stomper, it is the responsibility of the supervisor or foreman in charge of the work to be performed to provide contractors with the following information:

8.1.a The hazardous substances to which they may be exposed while working.

8.1.b Precautions the contractor may take to lessen the possibility of exposure by usage of appropriate protective measures, including engineering controls, work rules and/or personal protective equipment.

8.1.c The location of the SDS(s) for materials being used and in use in the area of the work being performed.

8.1.d Outside employees, subcontractors and visitors will be advised of chemical hazards at Stomper through posted cautionary signs at specific work areas, and through container labeling.

8.1.e Every contractor, subcontractor and vendor, who contractually agrees to provide services or supplies to Stomper, must be in full compliance with the existing federal, state OSHA and local requirements. This includes but is not limited to maintaining an effective Hazard Communication Program and to providing adequate safety and training programs to their employees including routine inspections of the hazardous chemicals used in carrying out their contractual duties.

8.1.f By accepting the purchase order, the contractor, subcontractor, and/or vendor represents and warrants that they are in full compliance with the regulations and maintain an effective Hazard Communication Program

8.1.g The contractor, subcontractor, and/or vendor agrees to indemnify and hold Stomper harmless from any and all penalties, violations, assessments or damages,

monetary or non-monetary which result in the failure to comply with the above set forth regulations and representations.

- 8.1.h Contractors will be required to provide information on any chemicals used at Stomper as a condition of their contract.
- 8.1.i Stomper reserves the right to cancel the underlying contract if any contractor, subcontractor, and/or vendor breaches the above terms and conditions.

CHAPTER 3: EMERGENCY ACTION PLAN

1. INTRODUCTION

1.1 PURPOSE:

The purpose of this plan is to minimize hazards to human health and/or the environment from the types of emergencies that reasonably could occur at any workplace where Stomper Company (Stomper) employees are assigned, such as the main office or at any job site, including medical emergencies, fires, and explosions, and to comply with the requirements of Title 8, Section 3220.

1.2 SCOPE:

The goal of this Emergency Action Plan is not only to comply with the regulatory requirements, but also to prevent accidents and minimize risk to employees. Stomper places a high value on the safety of every person whether employee, contractor or visitor. This plan applies to each employee, who must take an active role in creating a safe working environment, especially if an emergency situation should occur.

1.3 IMMEDIACY:

The provisions of this Plan must be carried out immediately whenever there is any type of emergency including medical, fire, explosion, or any other incident that could threaten the health of any employee, contractor or visitor at the Stomper main office, at any client work site or to the environment.

1.4 STOMPER PRIORITY:

Stomper is committed to taking every step possible to ensure that preventative measures are in place prior to any emergency situations occurring. Prior to any emergency occurring, this plan has been set in place to provide procedures that can be implemented to minimize injuries and product loss.

2. EMERGENCY PROCEDURES

2.1 SCOPE

This section covers the basic planning and preparedness required to cope with emergencies and disasters that threaten the safety of employees and property. It is a brief overview of emergency preparedness information all employees should be familiar with. It is not designed as a substitute for more extensive training.

2.2 FIRST PRIORITY IS PERSONAL SAFETY

ALL employees are expected to ensure their personal safety at all times. If anyone cannot ensure their personal safety, they are expected to move away from the danger area and leave the problem for the Fire Department or other emergency response agency.

2.3 EMERGENCY EVACUATION (COMPLETE)

- 2.3.a Should it become necessary to evacuate the main office or shop, the order will be given through the fire alarm system.
- 2.3.b Upon receiving the order to evacuate, everyone will immediately shut down only those machines appropriate to do so and leave by the nearest exit.
 - 2.3.b.1 A copy of the exit plan is found in the Appendix of this Safety Manual and others are posted throughout the building.
 - 2.3.b.2 Only designated evacuation routes and exits should be used since they were designed for this purpose. Roll up doors should not be considered part of the evacuation plan.
 - 2.3.b.3 There are no critical operations performed at Stomper site that require being staffed should an evacuation order be given.
- 2.3.c All employees will report to their supervisor or manager at the designated evacuation assembly area.
 - 2.3.c.1 At Stomper office and shop there is a designated evacuation assembly area. It is located at the front parking lot of the building by the "ASSEMBLY AREA" sign.
 - 2.3.c.2 When visitors or contractors are on site, Stomper representative will be responsible to ensure the visitors and/or contractors are safely evacuated and accounted for.
 - 2.3.c.3 At client work sites, the evacuation assembly area will be at the Stomper vehicle.

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- 2.3.c.4 Stomper supervisor at a client site will be responsible to call into Stomper office and provide updates regarding personnel safety.
 - 2.3.d Once employees and/or visitors and contractors arrive in an evacuation area, they should not leave it until told to do so by the person in charge.
 - 2.3.e Supervisors will account for their respective employees as well as others who are in the evacuation.
 - 2.3.f Once a head count is made, the Supervisor/Manager will notify the Incident Commander in charge of the results.
 - 2.3.g During the evacuation, all employees, visitors and contractors who might be at the site are to follow general safety considerations listed below:
 - 2.3.g.1 No one will remain inside.
 - 2.3.g.2 Roll call will be taken at the designated evacuation site.
 - 2.3.g.3 Do not block access routes for emergency vehicles.
 - 2.3.g.4 Avoid interference with emergency personnel.
 - 2.3.g.5 When instructed to, leave the area immediately. Do not stop to take any item. The main purpose of the evacuation alarm is to clear the building as soon as possible. No item is worth the chance of being trapped inside.
 - 2.3.g.6 The Emergency Coordinators and/or Safety Director should position themselves at the exits to ensure everyone continues to move to the outside and the exitway remains open.
 - 2.3.g.7 Personnel will need to assist other employees, contractors and visitors in the main office and shop - help those who might not know Stomper evacuation procedures. Everyone is responsible to assist their own visitors during the evacuation.

2.4 EMERGENCY EVACUATION (PARTIAL)

- 2.4.a There may be instances, such as small fires or chemical spills that do not require a full and complete evacuation from the Stomper facility or any job site, but rather a partial evacuation of the immediate area. At those times, when hearing the order to move from the area, employees are to:
 - 2.4.a.1 Immediately stop all work, only pick up personal items that are within immediate grasp, and follow the order to move from the area.

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- 2.4.a.2 If moving to the site assembly area is not required, employees may station themselves uphill and upwind from the incident and wait for further instructions.
 - 2.4.a.3 Employees will not leave their assembly area until accounted for and given instructions to return to work.

2.5 MEDICAL EMERGENCIES

- 2.5.a In the event of a serious medical emergency, the first step is to report the emergency by calling 9-1-1 from the office or shop. That call will get trained medical help on the scene as quickly as possible.
 - 2.5.a.1 When a serious medical emergency happens at a client job site, first make contact with local emergency responders, then contact the Supervisor and/or site contact for assistance.
- 2.5.b While waiting for help to arrive, render appropriate First Aid according to your level of training.
 - 2.5.b.1 Some personnel at Stomper site and/or at client sites are currently trained in CPR and/or first aid, including the use of an Automatic External Defibrillator. They should render aid according to their level of training.
 - 2.5.b.2 Prompt intervention by personnel trained in first aid or certified in CPR, can save lives and prevent needless suffering. However, employees shall not go beyond his/her level of training. It is important we do no further harm to the injured individual.
- 2.5.c Notify the Emergency and/or Safety Director and the Manager immediately in the event of any injury or on-the-job illness.

2.6 FIRE AND/OR SMOKE

In the event of a fire, smoke or the smell of smoke, employees are to:

- 2.6.a Leave the area of the fire immediately!
 - 2.6.a.1 If the fire or amount of smoke is small (incipient), a partial evacuation may be all that is required.
 - 2.6.a.2 If the fire or amount of smoke is significant, evacuate the area completely.
 - 2.6.a.3 All fires, especially those involving hazardous materials will require the entire building to be evacuated.

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- 2.6.b Remove those in danger, if it is safe to do so.
- 2.6.b.1 Any one who may be in immediate danger from fire or smoke inhalation should be moved to safety.
- 2.6.b.2 This should only be attempted if it does not endanger other lives.
- 2.6.c Immediately report the fire to the fire department.
- 2.6.c.1 Even small fires should be immediately reported.
- 2.6.d.2 All fires start small and can spread rapidly.
- 2.6.c.3 Report the Emergency: **Dial 9-1-1 or 510-793-3737.**
- 2.6.c.4 When at a client site, follow their emergency notification procedure.
- 2.6.d Confine the fire by closing all doors in the area; this will slow the spread of heat and smoke.
- 2.6.e If the fire is small, and personnel have been trained in the use of fire extinguishers, the trained personnel should attempt to extinguish the fire.
- 2.6.e.1 This should only be attempted after the fire has been reported, and the evacuation of personnel is underway.
- 2.6.e.2 At no time should anyone attempt to extinguish a fire without ensuring that their own safety and the safety of others is cared for.
- 2.6.f Extinguishment of larger fires or fires involving chemicals is normally done by the fire department. The best course of action in the event of a large fire or in the case of a fire involving hazardous materials is to initiate prompt evacuation of the facility and ensure that all persons are accounted for.

2.7 EARTHQUAKES

- 2.7.a Stomper has planned for the eventuality of an earthquake and taken steps to ensure that all are prepared. Preparation is the key to surviving an earthquake. Preparation involves:
- 2.7.a.1 Management Responsibilities:
- Establishing a plan to deal with an earthquake before it occurs. Part of this plan includes an evaluation of the situation, and dealing with it as soon as possible.
 - Training personnel to handle the earthquake.
 - Providing supplies and equipment to deal with the effects of an earthquake after it is over.
- 2.7.a.2 Employee Responsibilities:

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- The best time to prepare and locate areas of protection is prior to the earthquake. Employees are to look around and assess where they would go if an earthquake were to occur.
 - When at a client work site, it is the responsibility of each employee to be aware of the surroundings and to plan in advance a place to hold and cover, and an evacuation route in advance of a serious situation ever occurring.
 - The most effective employees during an earthquake or any similar emergency are those who have also made preparations for their family and home. All of the information presented in this plan can be used in home situations.

2.7.a.3 Stomper has planned to be self-reliant in the early stages of the emergency.

2.7.b The office building is designed to withstand considerable shaking. Yet, a significant earthquake will most likely do some damage. It is important for employees to know how to respond properly to an earthquake to minimize panic and confusion.

2.7.b.1 During the shaking, all are to remain calm and only move if in danger. Most deaths and injuries take place as people attempt to enter or leave buildings. In a significant earthquake, movement during the earthquake will be difficult. Employees should protect themselves where they are and wait until the shaking stops before attempting to evacuate.

2.7.b.2 During the earthquake the proper procedure is to **drop, cover and hold**.

- Everyone can protect himself or herself by seeking shelter under a sturdy desk or table, or against an inner wall or corner.
- If it is not possible to get under sturdy furniture, individuals can crouch next to a partition, which may deflect falling objects and provide some protection.

2.7.b.3 If outside, employees may move to open ground, away from the buildings. Do not try to run to avoid being thrown to the ground.

2.7.b.4 Stay clear of potential hazard areas. These include areas around objects that could fall or break and cause harm. Take a quick glance overhead to see what is above and stay clear of hazards if at all possible.

2.7.c Actions to take after the earthquake:

2.7.c.1 After the shaking stops, try to remain calm and listen for any instructions being given.

2.7.c.2 The Emergency Coordinator will assess the extent of damage and provide instructions as soon as possible.

2.7.c.3 Evacuate the facility if it is appropriate after the shaking stops.

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- Proceed in a calm and safe manner to the nearest safe exit.
 - Employees are to walk carefully. Items might not be in their normal place and might block an exit-way.
 - Once outside, persons should report to the designated evacuation site.
 - Managers will account for staff to ensure that all personnel have been evacuated in the same manner as in any other type of evacuation.
 - Once the head counts have been taken and reported, a plan to locate any missing persons can be developed at the Command Post that will be established. Do not re-enter the building until instructed to do so.
- 2.7.c.4 Since Public Safety agencies may not be relied upon to assist us after the earthquake, Stomper has planned to be self-sufficient for a period of time.
- All able-bodied employees should be prepared to assist as indicated by the situation.
 - While employees are not expected to take on tasks that may endanger their safety, they may assist with first aid to the level of their training and with other tasks vital to the smooth operation of a disaster scene.
- 2.7.c.5 Remain at Stomper, when required.
- Those who do not need to be on the road are encouraged to remain where they are so that emergency vehicles and off-duty emergency personnel driving their own cars can get where they are needed.
 - In many cases, the roads might not be passable and you could be stranded in a worse situation.
- 2.7.c.6 Use of phones.
- Even if they are working, employees should not use the “land-line” telephones after an earthquake, except to relay emergency information.
 - In many cases, the telephone system will not be operating and in those cases where it is operational, it will likely be overloaded.
 - Cell phones might be more operational – texting and use of social media may also work and are recommended options.
 - Employees working at client sites should make every attempt to contact the office to report on their situation by cell phone, text or social media as soon as it is safe to do so.
- 2.7.c.7 Prepare for aftershocks following any serious quake. A significant earthquake will be accompanied by a series of aftershocks, any of which can be as dangerous as the initial earthquake.
- Employees are expected to remain clear of any weakened structures and should not go back into any building until maintenance personnel have examined it.

2.8 WATER LEAKS

Occasionally a sprinkler head or water pipe may fail. While generally not an emergency, it can present a significant hazard if not dealt with appropriately.

2.8.a Water Leak Hazards:

- 2.8.a.1 Water can enter the walls and contact the electrical system.
- 2.8.a.2 A slip on wet floors can cause significant injuries.
- 2.8.a.3 Contact with electricity while standing on a wet floor can be fatal.

2.8.b Water Leak Hazard Actions:

- 2.8.b.1 Remove anyone in the immediate area.
- 2.8.b.2 Do not attempt to stop hot water leaks or leaks near electricity.
- 2.8.b.3 Once out of the affected area, contact the building engineer or the Emergency Coordinator(s) immediately to report the situation.

2.9 CHEMICAL EMERGENCIES

While there are few hazardous materials at the Stomper office, chemical emergencies might be encountered in the shop or at client sites. For this reason, it is important for Stomper personnel to be familiar with what is expected. Most chemical emergencies can be prevented by using proper safety precautions. However, all who work with chemicals must know how to respond when an emergency does occur.

2.9.a Chemicals may enter the body through inhalation, ingestion, injection, or skin absorption. For any serious chemical exposure:

- 2.9.a.1 Report the Emergency: Dial 9-1-1 or the local emergency number.
- 2.9.a.2 Render appropriate first aid as trained.
- 2.9.a.3 All serious chemical exposures should be documented with Stomper Safety Director as well as the site supervisor, even if there are no signs or symptoms of an injury.
- 2.9.a.4 Any workplace injury or illness requires that the Safety Director be notified also.
- 2.9.a.5 The effects of some chemicals might be delayed for several hours.

2.9.b As a general rule, it is preferred that everyone leave a chemical fire, spill, or leak to the fire department.



- 2.9.b.1 Only individuals with specific training should attempt to handle a chemical emergency.
- 2.9.b.2 Anyone who may be in immediate danger from a chemical fire, spill or leak should be moved to an area of relative safety. (This should only be attempted if it does not endanger other lives.)
- 2.9.b.3 If appropriate, Stomper Emergency Coordinator will initiate a building evacuation.
- 2.9.c Leaks/Spills:
 - 2.9.c.1 It may be appropriate for employees to handle small spills or leaks, depending on the type of material involved, the degree of hazard it represents and the level of training the employee has received.
 - 2.9.c.2 It is also crucial that employees be able to accurately distinguish between a small leak and one requiring additional assistance.
 - 2.9.c.3 Employees should follow procedures for spill/leak control to the extent that it is safe to do so and, above all, use good common sense and judgment.
- 2.9.d Working at a client site:
 - 2.9.d.1 When working at client site, it is important for employees to familiarize themselves with chemicals and potentially hazardous materials that may be at that site.
 - 2.9.d.2 This may be accomplished through:
 - Asking to see the site's Safety Data Sheets.
 - Information from the client, including their Safety Data Sheets

2.10 POWER LOSS

In the event of a power loss, remain calm; it may only be a brief moment before the power returns.

- 2.10.a If working with power equipment, stay clear of the equipment in the event that power is restored. Power machinery is designed to turn itself off in the event of a power failure but it is best to stay clear anyway.
- 2.10.b If the power remains off for an extended period of time, wait to receive instructions to evacuate the area.
 - 2.10.b.1 If evacuating, secure the work site and proceed to the nearest exit.

2.10.b.2 Walk slowly and be careful not to slip or trip on the way out.

2.10.b.3 Once outside, go to the designated evacuation or relocation site.

2.10.c Employees are cautioned to remember that the power loss could be due to fire, explosion, or building damage in another area of the building.

2.11 VIOLENCE IN THE WORKPLACE

2.11.a Bomb Threats: Stomper will deem all direct threats of terrorism credible until proven otherwise. Stomper recognizes the definition of terrorism found in 28 CFR 0.85, which defines terrorism as: "...the unlawful use of force and violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives."

2.11.a.1 Threats may be initiated through the U.S. postal system, various freight carriers, E-mails, a telephone conversation, or directly by means of a visitor to Stomper property or job sites.

2.11.a.2 All terrorist correspondence shall be immediately channeled to the Emergency Coordinator.

2.11.a.3 Upon notification the Emergency Coordinator shall immediately contact the local authorities by dialing 911.

2.11.a.4 In the event of a verbal bomb threat, the "Bomb Threat Checklist" will be utilized. Every effort shall be made to record the maximum amount of information.

2.11.a.5 All further actions taken by Stomper employees will come at the direction of the authorities having jurisdiction (i.e., the Lodi Police Department).

2.11.b Active Shooter: The key to survival during an active shooter event is, like with any other emergency, knowing what you are supposed to do in advance. Preparation is vital and life saving in these instances. Most important when faced with the potential for someone on the site who is prepared and planning on committing an act of violence is self safety, and then calling for help when it is safe to do so.

2.11.b.1 Run. Have an evacuation route in mind before the threat occurs. As with any emergency, thinking ahead will be the key to survival.

- Leave your belongings behind, exit quickly and quietly.
- Keep your hands visible. This will be less threatening to any potentially armed person.

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- 2.11.b.2 Hide. Leaving may not be an option. Have a secure place to hide that is pre-planned, out of view of the potential shooter.
 - If possible, block the entry to your hiding place and lock the door.
 - Silence your cell phone; be quiet.
 - 2.11.b.3 Fight. Only fight as a last resort if/when you are in imminent danger.
 - Attempt to incapacitate the shooter.
 - Act aggressively. Throw things at the shooter.
 - 2.11.b.4 When law enforcement arrives:
 - Listen. Calmly follow instructions.
 - Put down anything in your hands.
 - Raise your hands, fingers spread. Keep your hands visible at all times.
 - Avoid quick movements towards the officers. Don't hang onto them.
 - Avoid pointing, screaming or yelling.
 - Exit when told to do so. Do not stop to talk with or ask directions from the officers.

2.12 SEVERE WEATHER EVENTS

Stomper is in an area where we have the potential to be affected by severe weather events, such as thunderstorms, windstorms or floods. Should the Emergency Coordinator determine that a severe weather event is imminent that may place employees in danger, they may move the work or employees to a more secure facility or elect to evacuate the buildings.

2.12.a During a severe weather event, the following precautions may be taken:

- 2.12.a.1 Those outside during a thunderstorm are to move to a safe shelter until it is safe to either return to the work or event, or it is safe to leave the area.
- 2.12.a.2 If it is not possible to move into a building, shelter can be taken in a vehicle with the windows rolled up
- 2.12.a.3 Employees are not to take shelter under a single isolated tree or other tall object.
- 2.12.a.5 If, during a thunderstorm, anyone feels their hair stand on end, they are to squat with their head between their knees. They are not to lay flat.

2.12.b Tornadoes: While extremely rare, there is the potential for tornadoes to touch down in this area. Should it be determined that the potential for a tornado is imminent, the following precautions will be taken:

- 2.12.b.1 All employees will proceed to an interior room of the facility.

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- 2.12.b.2 If outside, all employees will proceed to a shelter, and if possible, proceed to an interior room of the shelter.
 - 2.12.b.3 All employees will face away from and/or protect themselves from windows and glass.
 - 2.12.b.4 If it is not possible to go into a facility or shelter, those outside will lay flat in the nearest depression and cover their heads.
 - 2.12.b.5 All employees are encouraged not to evacuate or enter a vehicle. If an employee is in a vehicle at the time a tornado is approaching, they will leave the vehicle and go to a place of shelter

3. EMERGENCY COORDINATION AND RESPONSIBILITIES

3.1 COORDINATORS

Stomper has two individuals designated to act as Emergency Coordinators. The Emergency Coordinator and the alternate are:

- 3.1.a Emergency Coordinator: Dan Ruiz
Business Phone: 510-574-0570
- 3.1.b Alternate Emergency Coordinator: Stephen Rehrmann
Business Phone: 510-574-0570

3.2 RESPONSIBILITIES

The Emergency Coordinators are responsible for directing employee responses in the event of an accident, for assisting any responding organizations, and for notifying regulatory agencies as required by the type of incident.

- 3.2.a Emergency Coordinators have the authority to direct whatever of the facility's resources are required in the event of an emergency. The Emergency Coordinators are to be familiar with:
 - 3.2.a.1 Layout of the facility and client work site.
 - 3.2.a.2 Operations of the facility and client work site.
 - 3.2.a.3 The hazards that might be present at the main office or any client work site including chemical hazards.
 - 3.2.a.4 The overall site Emergency Action Plan and their role in it.



- 3.2.a.5 Required notifications both internal and external.
- 3.2.a.6 The existence of any other Plans that might also be in effect such as the site Emergency Response Plan or the client work site Business Continuity Plans.
- 3.2.a.7 Proper handling and disposal of hazardous wastes.
- 3.2.b The Emergency Coordinator and the Alternate are available at all times to answer any questions regarding the Emergency Action Plan.
- 3.2.c The Emergency Coordinator will maintain a copy of the Plan in the main office, where it is available for review by all Stomper staff.
- 3.2.d Emergency information for client site work will be in the front of the Code of Safe Work Practices and available from the Supervisor.

3.3 EMERGENCY COORDINATOR TRAINING

Documented in-house training is provided to the Emergency Coordinators whose jobs do not familiarize them with all the above items as a part of Stomper's Training Program.

3.4 EMERGENCY COORDINATORS PRIORITIES

The Emergency Coordinator's order of priorities in any emergency is to:

- 3.4.a Ensure human health and safety.
- 3.4.b Safeguard the environment.
- 3.4.c Preserve and prevent damage to private and public property.
- 3.4.d Preserve and protect Stomper's property.

3.5 EMERGENCY COORDINATORS TASKS

To accomplish these priorities, it will be necessary to perform certain tasks. These include:

- 3.5.a The Emergency Coordinator must immediately notify Public Safety personnel as necessary to obtain aid and ensure human safety.
- 3.5.b The Emergency Coordinator should always evacuate the area of an emergency, or accident if any possibility for further injury exists.
- 3.5.c The Emergency Coordinator must assess possible hazards to human health and the environment that may result from the emergency or accident.

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- 3.5.c.1 If it is determined such hazards exist, the Emergency Coordinator must immediately notify the appropriate local emergency response agency.
 - 3.5.c.2 Some types of emergencies might require additional notifications. For example, in the event of a hazardous materials release, the California State Office of Emergency Services must also be notified.
 - 3.5.d In the event of an accident involving the release of hazardous materials, the Emergency Coordinator must immediately identify the character, exact source, amount, and extent of the release.
 - 3.5.e The Emergency Coordinator must ensure that fires, explosions, and hazardous materials releases do not occur, recur, or spread. Actions required may include:
 - 3.5.e.1 Evacuation of the facilities.
 - 3.5.e.2 Shutdown of operations.
 - 3.5.e.3 Containment of any hazardous materials.
 - 3.5.e.4 Shutdown of utilities, if required.
 - 3.5.f In the event of any type of emergency at the site, the Emergency Coordinators must monitor the situation closely, monitoring and observing for any leaks, pressure build-ups, gas generation, or ruptures in valves, pipes or other equipment, when there is a possibility of these problems occurring, such as following an earthquake.
 - 3.5.f.1 During the emergency, they must be available to work with and assist the local emergency response organizations.
 - 3.5.g After an emergency is under control, the Emergency Coordinator must:
 - 3.5.g.1 Confirm that all of the site and its operations have been evaluated, and all hazardous conditions have been identified.

4. NOTIFICATIONS AND COMMUNICATIONS

4.1 LOCAL PUBLIC SAFETY

- 4.1.a Emergency: 9-1-1
- 4.1.b From a Cellular Phone:
 - 4.1.a.1 Police: 510-578-4237

4.1.a.2 Fire: 510-881-8181

4.1.a.3 When working at a client work site for a prolonged period of time, Stomper Supervisors are required to have the local emergency numbers readily available. This can be accomplished by filling in the blanks provided in the Code of Safe Work Practices.

4.2 MEDICAL ASSISTANCE

4.2.a If working at a client work site, and emergency medical assistance is required, the injured or ill employee is to be taken to nearest medical facility.

4.2.a.1 If the injury or illness is not available, an emergency, the onsite first aider will provide medial assistance. At least one employee for Stomper at each site will be trained in first aid and CPR.

4.2.b Medical Assistance from Stomper office and shop:

4.2.b.1 Fremont Hospital
39001 Sundale Avenue
Fremont, CA
510-793-1100 (ask for emergency room)

4.3 REGULATORY AGENCIES

4.3.a Newark Fire Department
37101 Newark Boulevard
Newark, CA
510-793-1400

4.3.b National Response Center
Washington, DC
800-424-880

4.3.c Office of Emergency Services
1340 Treat Blvd, Suite 270
Walnut Creek, CA 94597
925-953-1402
800 852-7550 (emergency release reporting number)

4.3.d Water Quality Control Board
San Francisco Region
1515 Clay Street, Suite 1400
Oakland, CA 94612
510-622-2300

4.3.e California Department of Health Services

Toxic Substances Control Division
Berkeley Regional Office
700 Heinz Avenue, Suite 200
Berkeley, CA 94710
510-540-2122

4.3.f Bay Area Air Quality Management District
939 Ellis Street
San Francisco, CA 94109
415-771-6000

4.3.g California Department of Fish and Game
Bay Delta Region
7329 Silverado Trail
Napa, CA 94558
707-944-5500

4.3.h CAL/OSHA Regional Office
Oakland District Office
1515 Clay Street, Suite 1303
Oakland, CA 94612
510-662-2916

4.4 ALARMS

Stomper has chosen to make use of an alarm system as a means of notifying employees that an emergency is in progress.

4.4.a Stomper alarm system consists of audible methods such as:

4.4.a.1 Telephones.

4.4.a.2 Audible communication such as shouting instructions.

4.4.b The system (verbal communication) is distinctive from other forms of communication, and is recognizable to all as a signal to take emergency actions. Some examples of these actions are:

4.4.b.1 Shelter in place.

4.4.b.2 Full site evacuation.

4.4.b.3 Partial site evacuation.

5. REPORTING REQUIREMENTS

5.1 REPORTING EMERGENCIES

The prompt and accurate reporting of a fire or any other emergency is often a key factor in how well that emergency is handled. A delay in calling for help, or providing inaccurate information, can sometimes make the difference between life and death.

- 5.1.a For any emergency from the main office and shop dial 9-1-1 and stay on the line!
- 5.1.b For any emergency, whether at work or home, employees should be prepared to provide the emergency operator with the following information:
 - 5.1.b.1 Type of emergency.
 - 5.1.b.2 Scope of emergency (number of people involved, size of problem).
 - 5.1.b.3 Location of the emergency (be as specific as possible).
 - 5.1.b.4 Caller's name and phone number.
 - 5.1.b.5 Any other details emergency response personnel should be aware of.
- 5.1.c Stay on the line until the emergency operators indicate they have all the necessary information. Let the emergency operators be the first to hang up.

5.2 DIRECT EMERGENCY NUMBERS

- 5.2.a If calling from a cellular phone in the City of Newark, call
 - 5.4.a.1 Police: 510-578-4237
 - 5.4.a.2 Fire: 510-881-8181
 - 5.4.a.2 If working at a client work site for any significant period of time, employees are strongly requested to contact the local authorities for the direct dial emergency numbers.

5.3 OSHA REPORTING REQUIREMENTS

- 5.3.a In the event of a serious occupational injury or illness, or the death of an employee as a result of an occupational condition, the Labor Code requires that CAL/OSHA be notified as soon as possible, but no more than eight (8) hours, of the occurrence by telephone or facsimile.
- 5.3.b The Emergency Coordinator will make this notification as soon as possible, but no more than eight (8) hours, following the incident, or as soon as it is known the employee will be hospitalized for more than 24 hours. The report shall include the following information:
 - 5.3.b.1 Date and time of the incident.

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- 5.3.b.2 Employer's name, address and telephone number.
 - 5.3.b.3 Name and job title of the person making the report.
 - 5.3.b.4 Address of the site of the accident or event.
 - 5.3.b.5 Names of the injured/ill employee, the person making the report, and the employer.
 - 5.3.b.6 Nature of the injury/illness.
 - 5.3.b.7 Location to where injured employee(s) was (were) moved.
 - 5.3.b.8 List and identify of other law enforcement agencies present at the site of the accident.
 - 5.3.b.9 Description of the accident and whether the accident scene had been altered.
- 5.3.c A serious injury or illness is defined in Title 8, Section 330(h) and occurs when any off the following occur:
- 5.3.c.1 An employee suffers a loss of any member of the body.
 - 5.3.c.2 An employee suffers a serious degree of permanent disfigurement.
 - 5.3.c.3 An employee is hospitalized for a period in excess of 24 hours for "other than medical observation."

6. TRAINING

6.1 TRAINING POLICY

Training and communication are needed to ensure that employees understand what they are required to do in the event of any emergency.

- 6.1.a This training is provided to the employees during initial orientation, and will be reviewed with the employees when the plan is revised or any changes are made.
- 6.1.b The Safety Director and Emergency Coordinator will have the responsibility to ensure that this training occurs.

6.2 GENERAL TRAINING TOPICS

All employees will receive the following training:

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- 6.2.a How to report emergencies, including the number the employee is to call and what information should be reported.
 - 6.2.b What the employee is expected to do in the event of a medical emergency.
 - 6.2.c What the emergency alarm system sounds like, including any special alarm considerations for different types of emergencies, such as shelter in place alarms or immediate evacuation alarms.
 - 6.2.d What route the employee is to take to evacuate their work station or job site.
 - 6.2.e What employees who work away from the main facility are expected to do in event of an emergency requiring evacuation.
 - 6.2.f Where the employees are expected to assemble following an evacuation and who they are to report to.
 - 6.2.g What orders or alarm will be given for a notice to return to work.
 - 6.2.h What the employee(s) are expected to do in event of an earthquake.
 - 6.2.i What the employee(s) are expected to do in event of a fire.
 - 6.2.j What the employee(s) are expected to do in event of a power outage.
 - 6.2.k What the employee(s) are expected to do in event of a chemical release.
 - 6.2.l What the employee(s) are expected to do in event of any other emergency, including violence in the workplace.
 - 6.2.m Where the Plan is kept, and who can be contacted if they have questions.

6.3 SPECIALIZED TRAINING TOPICS

Some employees will receive specialized training to assist with employee care and Stomper operations during an emergency situation. They will receive training upon their initial assignment of these tasks, and annually thereafter. These employees will be trained in:

- 6.3.a Training for emergency coordinators in the performance of their duties and tasks.
- 6.3.b How to contain and clean up a chemical release.
- 6.3.c How to assist in the safe and orderly evacuation of other employees and/or visitors or students.
- 6.3.d Stomper employees do not perform critical tasks that require specialized training.

6.4 TRAINING WILL BE PROVIDED

- 6.4.a When the employee is first assigned.
- 6.4.b When the employee's assignment changes in respect to emergency actions.
- 6.4.c When there is a change or update to the Emergency Action Plan.

6.5 RECORDKEEPING OF TRAINING

- 6.5.a All training for emergency actions will be documented by having the employees sign in on a training roster.
- 6.5.b This roster will contain the employee's name or identifier, the date of the training, the type of training being given, and the identification of who provided the training.
- 6.5.c This roster will be maintained for at least one year.

CHAPTER 4: FIRE PREVENTION PLAN

1. PURPOSE

The purpose of the Fire Prevention Plan is to help reduce the potential for a fire to occur, to reduce the risks associated with fire, to limit the spread of a fire and its byproducts, and to help comply with the requirements of Title 8, California Code of Regulations, Section 3221. The reduction of the risk of fire and subsequent spread will be accomplished by controlling the major workplace fire hazards, controlling potential ignition sources, through training of personnel, and through the installation of fire protection systems. It is understood that a fire can have a devastating effect on business and the efforts throughout this Plan are to eliminate fires before they have an opportunity to start.

Included in this program is the Stomper Company (Stomper) policies and procedures on aisles and exits in the workplace, which will lessen the effect that a fire has on Stomper personnel.

2. FIRE PREVENTION COORDINATION

2.1 FIRE PREVENTION COORDINATOR

2.1.1 Stomper has designated the Safety Director, named below, to act as Fire Prevention Coordinator.

Name: Dan Ruiz
Business Phone: 510-574-0570

2.2 RESPONSIBILITIES

The Fire Prevention Coordinator is responsible for directing the facilities personnel and setting policy for Fire Prevention.

2.2.a The Fire Prevention Coordinator will have the authority to direct the day-to-day fire prevention activities at the Stomper office.

2.2.b The Fire Prevention Coordinator will be responsible for maintaining the aisles and exits.

2.2.c The Fire Prevention Coordinator will be responsible to ensure flammable and combustible materials are properly used, stored and maintained.

2.2.d The Fire Prevention Coordinator is to be familiar with the:

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- 2.2.d.1 Major workplace hazards.
 - 2.2.d.2 Required aisles and exits.
 - 2.2.d.3 Proper handling and storage practices.
 - 2.2.d.4 The Stomper Emergency Action Plan.
 - 2.2.d.5 Laws and local codes relating to fire prevention.
 - 2.2.d.6 All fire protection equipment.
 - 2.2.e The Fire Prevention Coordinator will be responsible to ensure all employees are trained on fire prevention housekeeping procedures, and parts of this plan that apply to them.

3. GENERAL FIRE PREVENTION HOUSEKEEPING RULES

3.1 HOUSEKEEPING PROCEDURES

- 3.1.a Fire Prevention practices should be a part of how business is conducted. Every employee is responsible to ensure a fire safe workplace. Following are some of the standard fire safety rules we will practice:
 - 3.1.a.1 Fire doors shall be kept closed at all times unless provided with alarm actuated, self-closing hardware.
 - 3.1.a.2 Maintain a minimum of three feet clearance around and in front of all electrical panels.
 - 3.1.a.3 Extension cords shall not be used in place of fixed wiring and shall only be used for temporary purposes.
 - 3.1.a.4 Multi-plug adapters shall not be used unless provided as part of a fused power strip. They must be plugged directly into an approved receptacle.
 - 3.1.a.5 Electrical cords shall not be placed under carpets or through doorways.
 - 3.1.a.6 Any fire protection equipment including fire extinguishers, sprinkler heads, or other parts of the sprinkler system will not be blocked. An 18 inch clearance is required, and will be maintained below sprinkler head levels.
 - 3.1.a.7 Any compressed gas cylinders should be properly secured at all times. When not in use, the caps should be used to protect the valves.
 - 3.1.a.8 When using any flammable or combustible liquids, it is important that proper ventilation is maintained and possible sources of ignition are

eliminated. In addition, it is required that a fire extinguisher be available in the event of an emergency.

- 3.1.a.9 Should Stomper store flammable or combustible liquids, they should be in tightly sealed containers and placed in approved flammable liquid storage cabinets. All cabinets must have self-closing doors that should be closed at all times except when in use.
- 3.1.a.10 Any spilled flammable liquid should be cleaned up immediately to reduce the chance of fire.
- 3.1.a.11 All combustible storage shall be stored in a manner as not to enhance the spread of fire.
- 3.1.a.12 All combustible waste shall be stored in appropriate metal waste containers with tight fitting lids.
- 3.1.a.13 All work areas will be kept free of excess accumulations of waste. Employees will be responsible to cleanup after themselves.
- 3.1.a.14 Smoking will only be allowed in designated areas. Whenever smoking materials are discarded, they should be placed in appropriate, designated containers.

4. POTENTIAL FIRE HAZARDS & FIRE PROTECTION EQUIPMENT

4.1 POLICY

The key to establishing and maintaining a fire-safe workplace is through knowing the potential fire hazards, and training Stomper employees, coupled with the use of built-in fire protection systems. Once a fire starts, it must be detected in its earliest stage and extinguished. Fires allowed to burn even for a few minutes can spread beyond the control of normal fire suppression efforts. Because of this, Stomper has chosen to adopt an aggressive fire prevention and suppression system, which includes the use of specialized fire protection equipment. The Fire Prevention Coordinator will be responsible to assure that the equipment is properly maintained and can operate as designed at all times.

4.2 POTENTIAL FIRE HAZARDS

- 4.2.a The following Flammable and/or Combustible materials are used and stored at the Stomper site:
 - 4.2.a.1 Flammable and Combustible liquids:
 - Gasoline, Unleaded
 - Diesel Number 2

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- Paint/Epoxy Remover
- 4.2.a.2 Flammable Gases:
- Acetylene
 - Propane
- 4.2.a.3 An accumulation of combustible materials in the form of paper and paper products.
- 4.2.a.4 Oxidizer:
- Oxygen
- 4.2.b Stomper strictly adheres to the policy of controlling the hazard through elimination of the material as much as possible. When elimination is not possible, the following methods are employed:
- 4.2.b.1 Flammable and combustible liquids are kept on site.
- The gasoline and diesel fuel stored in appropriately segregated drums and aboveground tanks with appropriate secondary containment.
 - Smaller amounts of paint and epoxy remover and oils and degreasers for vehicle maintenance are stored in self-closing, inspected and segregated flammable liquid cabinets.
 - When not in the main storage cabinet, such as for use on the shop floor, they are in appropriately labeled containers. The flammable and combustible liquids are segregated from any potential oxidizers and/or ignition sources.
 - The area of storage and use is inspected frequently.
- 4.2.b.2 Flammable gases are kept on site.
- Acetylene is kept separated in an approved storage area, appropriately chained and secured. It is separated from the oxygen.
 - Propane is mainly kept on the forklift. Additional tanks for use on the forklift are stored in a separated area, appropriately chained and labeled.
- 4.2.b.3 Paper product accumulation is regularly managed through recycling and disposal of the products.
- 4.2.b.4 Oxygen is stored in a separated area, appropriately chained.

4.3 SUPPRESSION SYSTEMS

- 4.3.a Fire Extinguishers provide a rapid and effective means to extinguish incipient fires. In order to be effective, the fire extinguisher must be used while the fire is small.

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- 4.3.a.1 Fire extinguishers are located throughout the facility to ensure that they are within 75 feet of all areas. This is necessary to allow them to be accessed and used when a small fire is discovered.
 - 4.3.a.2 Fire extinguishers require some periodic inspection and maintenance. Fire extinguishers will be inspected every month and documented on the *Extinguisher Inspection Checklist* or a similar document.
 - 4.3.a.3 All extinguishers shall be serviced annually by an approved contractor and following each use.
 - 4.3.a.4 It is Stomper policy that employees will be trained in the proper use and selection of fire extinguishers.

4.4 DETECTION SYSTEMS

- 4.4.a Smoke and Heat: Detectors provide for the early warning that a fire has started.
 - 4.4.a.1 In order to be effective, the detectors must be installed and maintained in a manner to allow them to have clear access to the area being protected.
 - 4.4.b.2 Items should not be stored in close proximity to any fire or smoke detection appliance.
 - 4.4.c.3 All detectors should be maintained in accordance with the manufacturers specifications.
- 4.4.b Automatic Sprinkler System: Automatic Fire Sprinklers incorporate a heat detector into a fire suppression system. When exposed to heat, the individual sprinkler head works to extinguish the fire through the application of water from the head that is exposed to the heat.
 - 4.4.b.1 It is imperative that each individual sprinkler head be unobstructed so it can detect the presence of a fire and act to extinguish it at the earliest possible moment.
 - 4.4.b.2 At no time shall storage come within 18 inches of any sprinkler head since this could obstruct the operation of the system.
 - 4.4.b.3 In order to ensure proper operation, Automatic Fire Sprinkler Systems require periodic inspection and maintenance.
 - 4.4.b.4 This system will be inspected and serviced quarterly by an authorized technician and a written record will be available documenting the findings.

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- 4.4.2.e In addition, the system must be tested and certified every 5 years by a licensed technician.

5. AISLES AND EXITS

5.1 POLICY

All aisles and exits shall conform to minimum standards as outlined by fire and building codes applicable to the facility.

5.2 RESPONSIBILITY

The Fire Prevention Coordinator will ensure that all workers assist in the maintenance of aisles and exits in their respective workplaces. It will be the responsibility of the Fire Prevention Coordinator to ensure that aisles and exits free of obstructions at all times.

5.3 GENERAL RULES RELATING TO THE MAINTENANCE OF AISLES

- 5.3.a Storage is not permitted in emergency exits even on a temporary basis. Storage includes, but is not limited to, equipment, furniture, boxes, ladders, and tools.
- 5.3.b Storage is not permitted under stairwells unless the area is protected with an automatic fire sprinkler system and meets other Building Code requirements.
- 5.3.c Any operation blocking, or rendering inoperable, an emergency exit must receive the approval of the Fire Prevention Coordinator. If it is allowed, special arrangements shall be made to ensure adequate exiting during the temporary operation.
- 5.3.d Exit signs shall be posted above all emergency exits. Signs that are designed to be illuminated shall be maintained in proper working order at all times.
- 5.3.e Cords and cables shall not lay across aisles where they may be a tripping hazard.
- 5.3.f Aisles in the office area shall be maintained at a minimum of 36 inches wide.
- 5.3.g Spills of any liquids in aisles should be cleaned up as soon as possible.
- 5.3.h Door hardware, including locks, bolts, chains, etc., shall not be added to any exit door without the approval of the Fire Prevention Coordinator.
- 5.3.i Exit doors and hardware shall be inspected as part of the regular Safety Inspection.

6. TRAINING

6.1 POLICY

At Stomper, the safety of employees are the primary concern. It is policy to provide training to all employees on the fire hazards of the materials and processes to which they may be exposed. This training will include the following:

- 6.1.a The hazards and potential hazards of the materials and processes.
- 6.1.b How to work safely with the materials and processes through proper methods to prevent fires.
- 6.1.c The emergency actions employees should take in event of a fire to include:
 - 6.1.c.1 Evacuation (see Emergency Action Plan).
 - 6.1.c.2 Reporting the fire.
 - 6.1.c.3 Use of fire extinguishers on incipient fires, if expected to do so.

6.2 TRAINING REQUIREMENTS

Training on the Fire Prevention Plan will be conducted regularly, as specified by regulatory requirements. Training will include both classroom discussion and hands on skills or drills as is appropriate. Training that is required annually includes:

- 6.2.a Evacuation, Emergency Action Plans and this Fire Prevention Plan, including where these plans reside and how to access them.
- 6.2.b Use of fire extinguishers on incipient fires.

6.3 RECORDKEEPING

All training will be documented in accordance with 8 CCR Sections 3203 and 3204, as well as Stomper policy. The training documentation will include:

- 6.3.a The name of the person conducting the training.
- 6.3.b The date the training was conducted.
- 6.3.c The type of training conducted.
- 6.3.d The names or individual identifiers (i.e., social security number or employee number) of employees in attendance.
- 6.3.e Records will be kept in Stomper personnel files for no less than one year.

CHAPTER 5: INDUSTRIAL TRUCK OPERATIONS

1. INTRODUCTION

1.1 POLICY

The goal of the Stomper Company (Stomper) Forklift Safety Program is to eliminate incidents and accidents that might injure employees, harm equipment or customer products. Stomper also commits to complying with the regulatory requirements, found in California's General Industry Safety Order Article 25, Section 3668, which contains the operating rules for industrial trucks, industrial tow tractors and forklifts.

1.2 SCOPE

This program applies to the operation of all powered industrial trucks and lifts operated by any Stomper employee, whether at the main office or at a remote work site.

2. RESPONSIBILITY

2.1 SAFETY DIRECTOR

As the Industrial Truck Safety Director, the Safety Director, Dan Ruiz, will ensure that the safety rules and requirements for safety operation and maintenance of the forklifts at Stomper offices and worksites are adhered to.

These duties include, but are not limited to:

- 2.1.a Provide an annual review of the Industrial Truck safety program, providing updates as necessary.
- 2.1.b Ensure that employees are trained in the safe operation of the trucks and lifts as required.
- 2.1.c Ensure the safe operation of the trucks and lifts through review of inspection reports, accident/incident reports and evaluation of work areas.

2.2 MANAGERS AND SUPERVISORS

The responsibilities of managers and supervisors include, but are not limited to:

- 2.2.a Monitoring of the worksite to ensure that employees follow and adhere to safe operating rules while operating forklifts and industrial trucks.
- 2.2.b Ensuring that only properly trained employees operate forklifts and industrial trucks.
- 2.2.c Ensuring that pre-shift or pre-use inspections are performed on the trucks and lifts.
- 2.2.d Ensuring that, if unsafe forklift or truck operations are observed or if an accident or near miss incident is reported that re-training is provided as necessary.

2.3 EMPLOYEES

The responsibilities of Stomper employees include, but are not limited to:

- 2.3.a Whether at the Stomper office or a remote worksite, only operate those forklifts and trucks for which they have been properly trained.
- 2.3b Performing a Pre-Use Inspection prior to using a forklift or industrial truck.
- 2.3.c Reporting any unsafe condition on a forklift or industrial truck, and not using that piece of equipment until the condition has been fixed in accordance with manufacturer's recommendations.
- 2.3.d Operate all forklifts and industrial trucks in a safe manner, following the operating rules and regulations.

3. LIFT TRUCK SAFE OPERATING PROCEDURES

It is Stomper's policy that all forklifts and industrial trucks will be maintained in good condition. To that end, and to ensure compliance with regulatory requirements as well as manufacturer's recommendations, the following procedures are enforced.

3.1 RATED CAPACITY

- 3.1.a The rated capacity of all industrial lift trucks and industrial tractors will be displayed at all times on the vehicle in such a manner that it is readily visible to the operator.
- 3.1.b Industrial lift trucks and industrial tractors equipped with forks will not be loaded beyond their designated capacity.

3.2 BRAKES AND WARNING DEVICES

- 3.2.a Every industrial truck and tractor is equipped with brakes or other effective devices adequate to bring the vehicle to a complete safe stop while fully loaded.
- 3.2.b Every industrial truck and tractor every equipped with a parking brake or other effective device to prevent the vehicle from moving when unattended.
- 3.2.c Every industrial truck and industrial tow tractor, except those guided or controlled by a walking operator, will be equipped with a warning horn, whistle, gong, or other device which can be heard clearly above the normal industrial noises in the place of employment.

3.3 MAINTENANCE OF INDUSTRIAL TRUCKS AND LIFTS

Stomper does not perform maintenance on industrial trucks and/or lifts, unless it is a minor repair in accordance with manufacturer's recommendations. However, when any maintenance is required on an Industrial truck or lift, the following procedures will be followed.

- 3.3.a Industrial truck repair involving open flames or which may produce sparks or other sources of ignition will not be performed in class I, II, and III locations, unless and until tests show that atmospheric concentrations of flammable or combustible vapors do not exceed 10 percent LEL of such flammable or combustible materials and until precautions are taken to maintain the atmosphere at or below 10 percent LEL. Such precautions could include, but not be limited to removal of flammable material, provision for adequate ventilation, etc.
- 3.3.b Water mufflers will be filled daily or as frequently as is necessary to prevent depletion of the supply of water below 75 percent of the filled capacity. Vehicles with mufflers having screens or other parts that may become clogged will not be operated while such screens or parts are clogged.
- 3.3.c Any vehicle that emits hazardous sparks or flames from the exhaust system will be immediately removed from service, and not returned to service until the cause for the emission of such sparks and flames has been eliminated.
- 3.3.d Industrial trucks will be kept in a clean condition free of debris, oil, and grease.
- 3.3.e Batteries on all powered trucks will be disconnected during repairs to the primary electrical system unless power is necessary for testing and repair. On trucks equipped with systems capable of storing residual energy, that energy will be safely discharged before work on the primary electrical system begins.

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- 3.3.f Replacement parts for industrial trucks will be equivalent in safety to the original parts, and will meet manufacturer's specifications and recommendations.
 - 3.3.g Those repairs to the fuel and ignition systems of industrial trucks that involve fire hazards will be conducted only in locations designated as safe for such repairs.

4. OPERATING RULES

4.1 SAFE OPERATING RULES

Stomper has incorporated the outline of our operating rules and operator daily check of the equipment into our corporate safety program. These rules are enforced as part of our overall safety program. The operating rules and procedures include:

- 4.1.a Only drivers authorized by the employer and trained in the safe operations of industrial trucks or industrial tow tractors will be permitted to operate such vehicles (per 8 CCR, Section 3650(s)(1)).
- 4.1.b Drivers will check the vehicle at least once per shift. If it is found to be unsafe, the matter will be reported immediately to the supervisor or Safety Director and the vehicle will not be put in service again until it has been made safe. Attention will be given to the proper functioning of tires, horn, lights, battery, controller, brakes, steering mechanism, cooling system, and the lift system of the fork lifts (forks, chains, cable, and limit switches).
- 4.1.c Stunt driving and horseplay are prohibited.
- 4.1.d No riders will be permitted on vehicles unless provided with adequate riding facilities.
- 4.1.e Employees will not ride on the forks of lift trucks.
- 4.1.f Employees will not place any part of their bodies outside the running lines of an industrial truck or between mast uprights or other parts of the truck where shear or crushing hazards exist.
- 4.1.g Employees will not be allowed to stand, pass, or work under the elevated portion of any industrial truck, loaded or empty, unless it is effectively blocked to prevent it from falling.
- 4.1.h No truck will be operated with a leak in the fuel system.
- 4.1.i Vehicles will not exceed the authorized or safe speed, always maintaining a safe distance from other vehicles, keeping the truck under positive control at all times and all established traffic regulations will be observed. For trucks traveling in the same direction, a safe distance may be considered to be approximately 3 truck lengths or preferable a time lapse - 3 seconds - passing the same point.

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- 4.1.j Trucks traveling in the same direction will not be passed at intersections, blind spots, or dangerous locations.
 - 4.1.k The driver will slow down and sound the horn at cross aisles and other locations where vision is obstructed. If the load being carried obstructs forward view, the driver will be required to travel with the load trailing.
 - 4.1.l Operators will look in the direction of travel and will not move a vehicle until certain that all persons are in the clear.
 - 4.1.m Trucks will not be driven up to anyone standing in front of a bench or other fixed object of such size that the person could be caught between the truck and the object.
 - 4.1.n Grades will be ascended or descended slowly.
 - 4.1.o When ascending or descending grades in excess of 10 percent, loaded trucks will be driven with the load upgrade.
 - 4.1.p On all grades the load and load engaging means will be tilted back if applicable, and raised only as far as necessary to clear the road surface.
 - 4.1.q Motorized hand and hand/rider trucks will be operated on all grades with the load-engaging means downgrade.
 - 4.1.r The forks will always be carried as low as possible, consistent with safe operations.
 - 4.1.s When leaving a vehicle unattended, either:
 - 4.1.s.1 The power will be shut off, brakes set, the mast brought to the vertical position, and forks left in the down position. When left on an incline, the wheels will be blocked; or
 - 4.1.s.2 The power may remain on provided the brakes are set, the mast is brought to the vertical position, forks are left in the down position, and the wheels will be blocked, front and rear. (NOTE: When the operator is over 25 feet (7.6 meters) from or out of sight of the industrial truck, the vehicle is "unattended").
 - 4.1.t When the operator of an industrial truck is dismounted and within 25 feet (7.6 meters) of the truck, which remains in the operator's view, the load engaging means will be fully lowered, controls neutralized, and the brakes set to prevent movement.
 - 4.1.u Vehicles will not be run onto an elevator unless the driver is specifically authorized to do so. Before entering an elevator, the driver will determine that the

capacity of the elevator will not be exceeded. Once on an elevator, the power will be shut off and the brakes set.

- 4.1.v Motorized hand trucks shall enter elevators or other confined areas with the load end forward.
- 4.1.w Vehicles shall not be operated on floors, sidewalk doors, or platforms that will not safely support the loaded vehicle.
- 4.1.x Prior to driving onto trucks, trailers and railroad cars, their flooring shall be checked for breaks and other structural weaknesses.
- 4.1.y Vehicles shall not be driven in and out of highway trucks and trailers at loading docks until such trucks or trailers are securely blocked or restrained and the brakes set.
- 4.1.z To prevent railroad cars from moving during loading or unloading operations, the car brakes shall be set, wheel chocks or other recognized positive stops used, and blue flags or lights displayed in accordance with applicable regulations promulgated by the Public Utilities Commission.
- 4.1.aa The width of one tire on the powered industrial truck shall be the minimum distance maintained from the edge by the truck while it is on any elevated dock, platform, freight car or truck.
- 4.1.bb Railroad tracks shall be crossed diagonally, wherever possible. Parking closer than 8 1/2 feet from the centerline of railroad tracks is prohibited.
- 4.1.cc Trucks shall not be loaded in excess of their rated capacity.
- 4.1.dd A loaded vehicle shall not be moved until the load is safe and secure.
- 4.1.ee Extreme care shall be taken when tilting loads. Tilting forward with the load engaging means elevated shall be prohibited except when picking up a load. Elevated loads shall not be tilted forward except when the load is being deposited onto a storage rack or equivalent. When stacking or tiering, backward tilt shall be limited to that necessary to stabilize the load.
- 4.1.ff The load engaging device will be placed in such a manner that the load will be securely held or supported.
- 4.1.gg Special precautions will be taken the securing and handling of loads by trucks equipped with attachments, and during the operation of these trucks after the loads have been removed.
- 4.1.hh When powered industrial trucks are used to open and close doors, the following provisions will be complied with:

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- 4.1.hh.1 A device specifically designed for opening or closing doors will be attached to the truck.
 - 4.1.hh.2 The force applied by the device to the door will be applied parallel to the direction of travel of the door.
 - 4.1.hh.3 The entire door opening operation will be in full view of the operator.
 - 4.1.hh.4 The truck operator and other employees will be clear of the area where the door might fall while being opened.
 - 4.1.ii If loads are lifted by two or more trucks working in unison, the total weight of the load will not exceed the combined rated lifting capacity of all trucks involved.
 - 4.1.jj All overhead power sources (including cables and lines) and other overhead hazards in the area where the forklift and /or truck will be identified. Operators must maintain a minimum of 10 feet away from all overhead power sources.

4.2 POSTING OF SAFE OPERATIONS

Copies of these instructions, printed in a language understood by the majority of the employees, will be conspicuously posted at a place frequented by the operators.

4.3 UNSAFE OPERATIONS

If an employee is observed operating a forklift or industrial truck in an unsafe manner, the following actions may be taken:

- 4.3.a The employee may be verbally warned of the unsafe action by their supervisor.
- 4.3.b If an incident, near miss or accident occurs, or the supervisor believes the unsafe action warrants retraining, the employee may receive retraining on safe operating procedures.
- 4.3.c If the unsafe operation is severe, or if the employee has been observed performing the unsafe action repeatedly, they may be subject to disciplinary action, up to and including termination.

5. SAFE OPERATING PROCEDURES FOR INDUSTRIAL TRACTORS

5.1 SAFE OPERATING PROCEDURES FOR INDUSTRIAL TRACTORS INCLUDE

- 5.1.a Securely fasten your seat belt if the tractor has a ROPS.

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- 5.1.b Where possible, avoid operating the tractor near ditches, embankments, and holes.
 - 5.1.c Reduce speed when turning, crossing slopes, and on rough, slick, or muddy surfaces.
 - 5.1.d Stay off slopes too steep for safe conditions.
 - 5.1.e Watch where you are going, especially at row ends, on roads, and around trees.
 - 5.1.f Do not permit others to ride.
 - 5.1.g Operate the tractor smoothly -- no jerky turns, starts, or stops.
 - 5.1.h Hitch only to the drawbar and hitch points recommended by tractor manufacturers.
 - 5.1.i When tractor is stopped, set brakes securely and use park lock if available.

6. TRAINING

6.1 STOMPER FORKLIFT AND INDUSTRIAL TRUCK TRAINING POLICY

Prior to permitting an employee to operate a powered industrial truck, with the exception of training purposes, each operator will have successfully completed the required training.

- 6.1.a Stomper management will ensure that only those who have the knowledge, training and experience to train and evaluate forklift operators will perform the required training.
- 6.1.b Forklift and industrial truck training will only take place where the training will not endanger the trainee or other employees.
- 6.1.c Training will consist of:
 - 6.1.c.1 Formal instruction such as lecture, discussion, interactive computer learning, video or written material.
 - 6.1.c.2 Practical exercises such as demonstrations performed by the trainer and practical exercises performed by the trainee.
 - 6.1.c.3 An evaluation of the operators performance in the workplace by persons with the knowledge, training and experience to train and evaluate forklift and industrial truck operators.

6.2 TRAINING TOPICS

The Stomper forklift training topics will include, but not be limited to:

- 6.2.a Operating instructions, warning and precautions for the types of truck the operator will be authorized to operate.
- 6.2.b Differences between the truck and an automobile.
- 6.2.c Truck controls and instrumentation, including where they are located, what they do and how they work.
- 6.2.d Engine or motor operation.
- 6.2.e Steering and maneuvering.
- 6.2.f Visibility (including restrictions due to loading).
- 6.2.g Vehicle capacity.
- 6.2.h Vehicle stability.
- 6.2.j Any vehicle inspection and maintenance that the operator will be required to perform.
- 6.2.k Refueling and/or charging of batteries.
- 6.2.l Operating limitations.
- 6.2.m Any other operating instructions, warnings or precautions listed in the operator's manual for the type of vehicle that the employee is being trained to operate.
- 6.2.n Workplace – related topics, such as:
 - 6.2.n.1 Surface conditions where the vehicle will be operated.
 - 6.2.n.2 Compositions of loads to be carried and load stability.
 - 6.2.n.3 Load manipulation, stacking and unstacking.
 - 6.2.n.4 Pedestrian traffic in areas where the vehicle will be operated.
 - 6.2.n.5 Narrow aisles and other restricted places where the vehicle will be operated.
 - 6.2.n.6 Hazardous locations where the vehicle will be operated.
 - 6.2.n.7 Ramps and other sloped surfaces that could affect the vehicle's stability.

6.2.n.8 Closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a build-up of carbon monoxide or diesel exhaust.

6.2.n.9 Other unique or potentially hazardous conditions.

6.3 REFRESHER TRAINING AND EVALUATION

Stomper management will ensure that, for the safety of our employees, refresher training will be conducted as required by the regulations to ensure that our forklift operators have the knowledge and skills needed to operate the vehicle safely. This training will occur when:

- 6.3.a The operator has been observed to operate the vehicle in an unsafe manner.
- 6.3.b The operator has been involved in an accident or near-miss incident.
- 6.3.c The operator has received an evaluation showing they do not operate the vehicle in a safe manner.
- 6.3.d The operator is assigned to operate a different type of forklift or industrial truck.
- 6.3.e A change occurs in the workplace that could affect the safe operation of the forklift or industrial truck.
- 6.3.f An evaluation of each forklift or industrial truck operator will be conducted at least once every three years.

6.4 CERTIFICATION AND DOCUMENTATION

- 6.4.a The employer shall certify that each operator has been trained and evaluated as required.
- 6.4.b Certification of training will include all of the following:
 - 6.4.b.1 The name of the operator,
 - 6.4.b.2 The date of the training,
 - 6.4.b.3 The date of the evaluation,
 - 6.4.b.4 And the identity of the person performing the training and/or evaluation.
- 6.4.c The documentation of the training will be kept on file for at least three years.

CHAPTER 6: RESPIRATORY PROTECTION PROGRAM

1. PURPOSE AND SCOPE

1.1 PURPOSE

In the control of those occupational diseases caused by breathing air contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, sprays, or vapors, the primary objective shall be to prevent atmospheric contamination. Stomper Company (Stomper) will ensure that this shall be accomplished as far as feasible by accepted engineering control measures (for example, enclosure or confinement of the operation, general and local ventilation, and substitution of less toxic materials). When effective engineering controls are not feasible, or while they are being instituted, appropriate respirators shall be used pursuant to Title 8 CCR Section 5144.

2. DEFINITIONS AND ACRONYMS

Air-Purifying Respirator (APR): A respirator with an air-purifying filter, cartridge, or canister that removes specific air contaminants by passing ambient air through the air-purifying element.

Atmosphere-Supplying Respirator: A respirator that supplies the respirator user with breathing air from a source independent of the ambient atmosphere, and includes supplied-air respirators (SARs) and self-contained breathing apparatus (SCBA) units.

Canister or Cartridge: A container with a filter, sorbent, or catalyst, or combination of these items, which removes specific contaminants from the air passed through the container.

Demand Respirator: An atmosphere-supplying respirator that admits breathing air to the facepiece only when a negative pressure is created inside the facepiece by inhalation.

Emergency Situation: Any occurrence such as, but not limited to, equipment failure, rupture of containers, or failure of control equipment that may or does result in an uncontrolled significant release of an airborne contaminant.

Employee Exposure: An exposure to a concentration of an airborne contaminant that would occur if the employee were not using respiratory protection.

End-of-Service-Life Indicator (ESLI): A system that warns the respirator user of the approach of the end of adequate respiratory protection, for example, that the sorbent is approaching saturation or is no longer effective.

Escape-Only Respirator: A respirator intended to be used only for emergency exit.

Filter or Air Purifying Element: A component used in respirators to remove solid or liquid aerosols from the inspired air.

Filtering Facepiece (dust mask): A negative pressure particulate respirator with a filter as an integral part of the facepiece or with the entire facepiece composed of the filtering medium.

Fit Factor: A quantitative estimate of the fit of a particular respirator to a specific individual, and typically estimates the ratio of the concentration of a substance in ambient air to its concentration inside the respirator when worn.

Fit Test: The use of a protocol to qualitatively or quantitatively evaluate the fit of a respirator on an individual. (See also Qualitative fit test QLFT and Quantitative fit test QNFT.)

Grade D air: Approved air for use with a SAR that has been qualified as meeting the requirements of ANSI/Compressed Gas Association Commodity Specification for Air, G-7.1 1989 to include:

- Oxygen content between 19.5-23.5%.
- Hydrocarbon (condensed) content of 5 milligrams per cubic meter or less.
- Carbon Monoxide (CO) content of 10 ppm or less.
- Carbon Dioxide (CO₂) content of 1,000 ppm or less.
- Lack of noticeable odor.

Helmet: A rigid respiratory inlet covering that also provides head protection against impact and penetration.

High Efficiency Particulate Air (HEPA) Filter: A filter that is at least 99.97% efficient in removing monodisperse particles of 0.3 micrometers in diameter. The equivalent NIOSH 42 CFR 84 particulate filters are the N100, R100, and P100 filters.

Hood: A respiratory inlet covering that completely covers the head and neck and may also cover portions of the shoulders and torso.

Immediately Dangerous to Life or Health (IDLH): An atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous atmosphere.

Loose-Fitting Facepiece: A respiratory inlet covering that is designed to form a partial seal with the face.

Maximum Use Concentration (MUC): The maximum atmospheric concentration of a hazardous substance from which an employee can be expected to be protected when wearing a respirator, and is determined by the assigned protection factor of the respirator or class of respirators and the exposure limit of the hazardous substance. The MUC can be determined mathematically by multiplying the assigned protection factor specified for a respirator by the required OSHA permissible exposure limit, short-term exposure limit, or ceiling limit. When no OSHA exposure

limit is available for a hazardous substance, an employer must determine an MUC on the basis of relevant available information and informed professional judgment.

Negative Pressure Respirator (tight fitting): A respirator in which the air pressure inside the facepiece is negative during inhalation with respect to the ambient air pressure outside the respirator.

Oxygen Deficient Atmosphere: An atmosphere with an oxygen content below 19.5% by volume.

Physician or Other Licensed Health Care Professional (PLHCP): An individual whose legally permitted scope or practice (i.e., license, registration, or certification) allows him or her to independently provide, or be delegated the responsibility to provide, some or all of the health care services required by subsection (e).

Positive Pressure Respirator: A respirator in which the pressure inside the respiratory inlet covering exceeds the ambient air pressure outside the respirator.

Powered Air-Purifying Respirator (PAPR): An air-purifying respirator that uses a blower to force the ambient air through air-purifying elements to the inlet covering.

Pressure Demand Respirator: A positive pressure atmosphere-supplying respirator that admits breathing air to the facepiece when the positive pressure is reduced inside the facepiece by inhalation.

Qualitative Fit Test (QLFT): A pass/fail fit test to assess the adequacy of respirator fit that relies on the individual's response to the test agent.

Quantitative Fit Test (QNFT): An assessment of the adequacy of respirator fit by numerically measuring the amount of leakage into the respirator.

Respiratory Inlet Covering: The portion of a respirator that forms the protective barrier between the user's respiratory tract and an air-purifying device or breathing air source, or both. It may be a facepiece, helmet, hood, suit, or a mouthpiece respirator with nose clamp.

Self-Contained Breathing Apparatus (SCBA): An atmosphere-supplying respirator for which the breathing air source is designed to be carried by the user.

Service Life: The period of time that a respirator, filter or sorbent, or other respiratory equipment provides adequate protection to the wearer.

Supplied-Air Respirator (SAR) Or Airline Respirator: An atmosphere-supplying respirator for which the source of breathing air is not designed to be carried by the user.

Tight-Fitting Facepiece: A respiratory inlet covering that forms a complete seal with the face.

User Seal Check: An action conducted by the respirator user to determine if the respirator is properly seated to the face.

3. RESPONSIBILITIES

3.1 PROGRAM ADMINISTRATOR

The Safety Director is the Stomper Respirator Program Administrator. The responsibilities are:

- 3.1.a Develop a written Respiratory Protection Program to comply with applicable regulations, as required by Title 8 CCR 5144(c).
- 3.1.b Administer, maintain, and evaluate the overall program on a periodic basis.
- 3.1.c Provide strategies for appropriate surveillance of work area conditions for atmospheric hazards.
- 3.1.d Provide technical assistance in determining the need for respiratory protection equipment and in the selection of the appropriate types.
- 3.1.e Ensure that the appropriate types of respiratory protection equipment are available as needed.
- 3.1.f Ensure that all elements of the Respiratory Protection Program are implemented, including training, medical surveillance, and fit testing.
- 3.1.g Ensure that employees wear respiratory protection equipment as required and in the proper manner.
- 3.1.h Ensure that all required inspections of respiratory protection equipment are performed.
- 3.1.i Maintain records.

3.2 SUPERVISORS AND FOREMEN

Supervisors and Foremen are responsible to:

- 3.2.a Ensure that employees wear respiratory protection equipment as required.
- 3.2.b Ensure that employees perform the necessary maintenance and inspections of respiratory protection equipment.
- 3.2.c Document the use, inspection, and maintenance of respiratory protection equipment in accordance with this program.

3.3 EMPLOYEES

Employees are responsible to:

- 3.3.a Ensure that they do not expose themselves to any atmosphere that has potentially harmful concentrations of dusts, mists, fumes, vapors, or smokes, of such a concentration as to cause injury or illness.
- 3.3.b Use respiratory protective equipment in accordance with instructions and training.
- 3.3.c Check, disinfect, inspect, and store of respiratory protection equipment according to applicable schedules and standards discussed in the Respiratory Protection Program.
- 3.3.d Report any respirator malfunction to the Respirator Program Administrator.

4. RESPIRATOR PRE-USE REQUIREMENTS

4.1 TRAINING

All employees are required to receive effective, understandable training before being required to wear a respirator in accordance with Title 8 CCR 5144(k)(1). Refresher respiratory protection training is required at least annually.

4.2 MEDICAL SURVEILLANCE

Using a respirator may place a physiological burden on employees that varies with the type of respirator worn, the job and workplace conditions in which the respirator is used, and the medical status of the employee. As such, before an employee can be fit tested, a medical evaluation shall be performed by a physician or licensed health care professional (PLHCP), in accordance with Title 8 Section 5144(e).

- 4.2.a At a minimum, the medical evaluation shall obtain the information contained within the questionnaire found in Appendix C of the referenced regulation.
- 4.2.b The employer shall provide the PLHCP with a copy of the written Respiratory Protection Program.
- 4.2.c The PLHCP shall provide the Respirator Program Administrator with a written statement that the employee is medically able to use a respirator.
- 4.2.d Additional medical evaluations. At a minimum, the employer shall provide additional medical evaluations if:
 - 4.2.d.1 An employee reports medical signs or symptoms that are related to ability to use a respirator.
 - 4.2.d.2 A PLHCP, supervisor, or the respirator program administrator informs the employer that an employee needs to be reevaluated.

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- 4.2.d.3 Information from the respiratory protection program, including observations made during fit testing and program evaluation, indicates a need for employee reevaluation.
 - 4.2.d.4 A change occurs in workplace conditions (e.g., physical work effort, protective clothing, temperature) that may result in a substantial increase in the physiological burden placed on an employee.

4.3 FIT TESTING

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

- 4.3.a Employees using a tight-fitting facepiece respirator must be fit tested prior to initial use of the respirator, whenever a different respirator facepiece (size, style, model or make) is used, and at least annually thereafter.
 - 4.3.a.1 An additional fit test is needed 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.
- 4.3.b Fit testing shall be performed according to the requirements of Title 8 CCR Section 5144(f) and Appendix A.
- 4.3.c The fit test shall be administered using an OSHA-accepted quantitative fit testing (QLFT) or quantitative fit testing (QNFT) protocol found in Title 8 CCR Section 5144 Appendix A.
 - 4.3.c.1 QLFT may only be used to fit test negative pressure air-purifying respirators that must achieve a fit factor of 100 or less, or for exposures below ten times the permissible exposure limit, or for positive pressure supplied air respirators.
- 4.3.d A fit test shall not be conducted if there is any hair growth between the skin and the facepiece sealing surface, such as stubble beard growth, beard, mustache or sideburns, on the employee, which cross the respirator sealing surface.

5. RESPIRATOR SELECTION & USE

5.1 RESPIRATOR SELECTION

Selection will be based on the respiratory hazard(s) to which the worker is exposed and workplace and user factors that affect respirator performance and reliability.

- 5.1.a All respirators worn will be NIOSH-certified and will be used in compliance with the conditions of their certification.

5.2 CARTRIDGES

When cartridges are used for protection against gases and vapors that do not have an approved ESLI, the cartridges will be changed out according to the schedule in the Attachment to this Respiratory Protection Program.

5.3 GENERAL USE REQUIREMENTS

- 5.3.a Employees shall not be permitted to wear a tight-fitting facepiece respirator if they have any facial hair that comes between the sealing surface of the facepiece and the face or that interferes with valve function, or any condition that interferes with the face-to-facepiece seal or valve function.
- 5.3.b Employees who wear corrective glasses or goggles or other personal protective equipment shall wear such equipment in a manner that does not interfere with the seal of the facepiece to their face.
- 5.3.c For all tight-fitting respirators, employees must perform a user seal check each time they put on the respirator using the procedures in Title 8 CCR Section 5144 Appendix B-1 or procedures recommended by the respirator manufacturer that the employer demonstrates are as effective as those in Appendix B-1.
- 5.3.d If the employee detects vapor or gas breakthrough, changes in breathing resistance, or leakage of the facepiece, the respirator must be replaced or repaired before the employee can be allowed to return to the work area.

5.4 MAINTENANCE AND CARE OF RESPIRATORS

Each respirator provided to employees shall be clean, sanitary, and in good working order:

- 5.4.a Respirators must be cleaned and disinfected using the procedures in Title 8 CCR Section 5144 Appendix B-2, or procedures recommended by the respirator manufacturer, provided that such procedures are of equivalent effectiveness.
- 5.4.b 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 facepiece and exhalation valve.

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- 5.4.b.1 Respirators for emergency use shall be kept accessible to the work area and stored in compartments or in covers that are clearly marked as containing emergency respirators.
- 5.4.c All respirators used in routine situations shall be inspected before each use and during cleaning.
- 5.4.c.1 Stomper does not have allow their employees to work in any atmosphere that might be oxygen deficient. However, if they did, any respirators maintained for use in emergency situations and self-contained breathing apparatus shall be inspected at least monthly and in accordance with the manufacturer's recommendations, and shall be checked for proper function before and after each use.
- 5.4.c.2 All monthly inspections shall be documented.
- 5.4.c.3 A respirator inspection shall include a check of respirator function, tightness of connections, and the condition of the various parts including, but not limited to, the facepiece, head straps, valves, connecting tube, and cartridges, canisters or filters, and a check of elastomeric parts for pliability and signs of deterioration.
- 5.4.c.4 Should Stomper change policy and provide SCBAs for use, the air cylinders for the SCBAs shall be maintained in a fully charged state and shall be recharged when the pressure falls to 90% of the manufacturer's recommended pressure level. The employer shall determine that the regulator and warning devices function properly.
- 5.4.c.5 Should Stomper change policy and provide SCBAs for use, they will ensure that all breathing air used in atmosphere supplying respirators shall at least meet the requirements for Grade D breathing air described in ANSI/Compressed Gas Association Commodity Specification for Air, G-7.1-1989.
- Cylinders of purchased breathing air shall have a certificate of analysis from the supplier that the breathing air meets the requirements for Grade D breathing air.
 - Compressors used to supply breathing air to respirators are constructed and situated to meet the requirements of Title 8 Section 5144(i)(5).
- 5.4.c.6 Cylinders used for breathing air shall be tested and maintained as prescribed in the Shipping Container Specification Regulations of the Department of Transportation (49 CFR 173 and part 178) and according to manufacturer recommendations.
- 5.4.c.7 Respirators that fail an inspection or are otherwise found to be defective are to be removed from service, and are discarded or repaired or adjusted

by someone trained to perform such operations according to manufacturer's recommendations.

6. RECORD KEEPING AND DOCUMENTATION

6.1 POLICY

Stomper shall establish and retain written information regarding medical evaluations, fit testing, training records and the respirator program. This information will facilitate employee involvement in the respirator program, assist the employer in auditing the adequacy of the program, and provide a record for compliance determinations by OSHA.

- 6.1.a Medical evaluations for those wearing respiratory protection must be retained in accordance with Title 8 CCR Section 3204.
- 6.1.b Fit test records containing the information required in Title 8 CCR 5144(m)(2)(A) are required to be retained for respirator users until the next fit test is administered.
- 6.1.c Records of inspections are to be kept in accordance with the inspection recordkeeping requirements of the site Injury and Illness Prevention Plan.
- 6.1.d Training records will be maintained in accordance with the recordkeeping requirements of the site Injury and Illness Prevention Plan.

7. EVALUATION OF THE PROGRAM

7.1 POLICY

The Program Administrator shall make evaluations of the workplace as necessary to ensure that the provisions of the current written respiratory protection program are being effectively implemented and that it continues to be effective. Employees shall be consulted as part of this process as well as evaluations of any incidents that occur to any employee while wearing respiratory protection.

**ATTACHMENT A
CHANGE OUT SCHEDULE**

Chemical	Respirator / Cartridge Used	Service Life of Cartridge	Cartridge Change-Out
	Honeywell 7580P100 Particulate filter with P100		Change out the wearer feels a resistance when breathing.
	Honeywell 7583P100L Organic Vapor and Acid Gas with P100		Change out whenever the wearer feels a resistance when breathing.
	3M N95 particulate masks	No indicator required	Change out whenever the wearer feels a resistance when breathing.

CHAPTER 7: FALL PROTECTION PROGRAM

1.0 INTRODUCTION

1.1 POLICY

Although it is obvious that anyone who works high above the ground runs the risk of falling, a surprising number of workers seem to think it cannot happen to them. This is a particular problem in construction, where each day several workers die from falls and many more are injured. Because the safety and health of our workers is the primary consideration at Stomper Company (Stomper), this Fall Protection Program has been put into place.

It is Stomper's policy that whenever possible, work will be performed at ground level, to eliminate the hazards of working at heights. When heights cannot be avoided, Stomper personnel may occasionally work from ladders and scaffolding. These personnel do not work above six feet, and the use of Personal Fall Arrest Systems is not required.

1.2 MULTI EMPLOYER WORKSITES

When at multi-employer worksites, there is a need to provide protection for employees working at heights. Stomper has adopted a program of working with the host employer to ensure that when possible, appropriate engineering controls will be implemented. This will include the use of guardrail systems such as scaffolding, and the use of manlifts and other mobile equipment. When such controls are not available, appropriate administrative controls will be put into place. This will include the use of controlled access zones, warning signs and barrier tape, and other equally effective notifications. Finally, employees who might be exposed to fall hazards will receive training on recognizing the need for fall protection and in the appropriate use of personal fall arrest systems.

1.3 TRIGGER HEIGHT POLICY

While a range of fall heights are allowed within the regulation, Stomper has adopted a distance of six (6) feet as its fall protection trigger height. Employees who are subject to a fall of six (6) feet or more will be required to follow the policies outlined in this program.

2.0 PURPOSE AND SCOPE

2.1 RESPONSIBILITIES

The Safety Coordinator, Dan Ruiz, is the Fall Protection Administrator for Stomper. The responsibilities are to:

- 2.1.a Develop a written Fall Protection Program to comply with applicable regulations as noted in Title 8, Article 24 and 29 CFR, Part 1926.500-503.
- 2.1.b Administer, maintain, and evaluate the overall program on a periodic basis.
- 2.1.c Provide strategies for appropriate surveillance of work conditions.
- 2.1.d Provide technical assistance in determining the need for fall protection equipment and in the selection of the appropriate types.
- 2.1.e Ensure that the appropriate types of fall protection equipment are available as needed.
- 2.1.f Perform, or cause to be performed, random and frequent inspections of the workplace to ensure compliance with this Program.
- 2.1.g Implement training and instructional programs.
- 2.1.h Ensure that employees wear fall protection equipment as required and in the proper manner.
- 2.1.i Ensure that all required inspections of fall protection equipment are performed.
- 2.1.j Maintain records.

2.2 SUPERVISORS/FOREMEN

Supervisors and foremen are responsible to:

- 2.2.a Ensure that employees perform the necessary maintenance and inspections of fall protection equipment, including ladders and scaffolding.
- 2.2.b Document the use, inspection, and maintenance of fall protection equipment in accordance with this program.

2.3 EMPLOYEES

Employees are responsible to:

- 2.3.a Ensure they do not expose themselves to any situation that would cause injury or illness.

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- 2.3.b Use fall protective equipment in accordance with instructions and training.
 - 2.3.c Check, disinfect, inspect, and properly store fall protection equipment.
 - 2.3.d Report an equipment malfunction to the Fall Protection Program Administrator.
 - 2.3.e Contact the fall protection Program Administrator within 60 days of their training renewal date in order to schedule training

3.0 PREVENTING FALLS

3.1 IDENTIFYING HAZARDS

The OSHA standard identifies fall hazards as those where employees work six feet or more above the ground or a lower level on:

- 3.1.a Walking and working surfaces, including ramps and runways.
- 3.1.b Unprotected leading edges of floors, roofs, floor formworks, and other surfaces not actively and continuously under construction.
- 3.1.c Faces of formwork or reinforcing steel.
- 3.1.d Hoist areas.
- 3.1.e Areas above holes, including skylights.
- 3.1.f Edges of excavations.
- 3.1.g Roofs of various pitches.
- 3.1.h Precast concrete structural members that are being put up.
- 3.1.i Areas where overhand bricklaying and related work are performed.
- 3.1.j Residential construction.
- 3.1.k Wall openings.
- 3.1.l Areas above equipment, such as machinery, electrical equipment, degreasing units, or anything that could create a hazard if anyone falls on or in it.

3.2 PROTECTION AGAINST HAZARDS

To be safe, employers and employees have to know more than which situations present fall hazards. They also have to know what protection to use to prevent falls. In most cases, the standard expects employers to provide one or more of these basic protections: guardrail, safety net, and/or personal fall arrest systems.

3.2.a In certain circumstances, employers may also use:

- 3.2.a.1 Warning line systems.
- 3.2.a.2 Controlled access zones.
- 3.2.a.3 Safety monitoring systems.
- 3.2.a.4 Covers.
- 3.2.a.5 Fall protection plan.

3.3 PROTECTION FROM FALLING OBJECTS

Stomper has adopted programs to prevent employees from being subject to objects that can fall from heights, in addition to falling from heights.

- 3.3.a The key to employee protection is a simple requirement, any employee working in an area in which objects might fall must wear a hard hat.
- 3.3.b As added protection, employers may use barricades and bans on entry to keep unauthorized employees out of an area into which objects might fall.
- 3.3.c Barricades can only be used in combination with policies and procedures designed to keep objects above from accidentally falling over the edge.
 - 3.3.c.1 Toeboards should be used on leading edge areas.
 - 3.3.c.2 Screens should be installed where needed.
 - 3.3.c.3 Only masonry supplies and equipment can be within 4 feet of the edge.
 - 3.3.c.4 Material can only be stored within 6 feet of the edge unless there are guardrails, the material is stable and self-supporting.
 - 3.3.c.5 Canopies must be strong enough not to collapse and prevent penetration of objects.

3.4 PROTECTION FROM FALLS

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- 3.4.a Guardrails are a barrier between the worker and an open upper level edge. OSHA is very specific about the design and construction of guardrails. They are generally about 42 inches high.
- 3.4.a.1 If there is no wall 21 inches or higher, then mid-rails, screens, or something similar must be between the guardrails, top and bottom to prevent a fall.
- 3.4.a.2 Temporary guardrails may be erected when circumstances dictate.
- 3.4.a.3 Guardrails must be made of materials strong enough to stand up against a force of at least 200 pounds.
- 3.4.a.5 They *cannot* be made of materials that could puncture the skin or snag clothing. Steel or plastic bands cannot be used for top or middle rails.
- 3.4.a.6 The following guidelines should be followed when using guardrails and toeboards:
- A. General
- Wire ropes must have a flag every 6 feet.
 - Rope or synthetic rope must be inspected regularly.
 - All rails must be at least a ½” in diameter.
 - No steel or plastic banding should be used.
 - Openings greater than 19 inches should have railings.
- B. Top Rail
- Height of 48 inches with a 3 inch variation up or down.
 - Withstand a 200 pound outward or downward force.
- C. Mid-Rail
- Height of 21 inches.
 - Withstand a 150 pound outward or downward force.
- D. Toeboards
- Must be at least 3 1/2 inches in height.
- 3.4.b Safety net systems. Where the elevation is 25 feet or more above the ground, water surface, or floor level below, and when the use of personal fall arrest systems, personal fall restraint systems, positioning device systems or more conventional types or protection are clearly impractical, the exterior and/or interior perimeter of the structure shall be provided with an approved safety net.
- 3.4.b.1 OSHA requires inspection of the nets at least weekly for wear, damage, and deterioration.
- 3.4.b.2 If the net is defective, it must be replaced.
- 3.4.b.3 Any material or scrap that falls into a net must be removed as quickly as possible.

- 3.4.b.4 Additionally, the following guidelines should be followed:
- Must be as close as practical, no more than 30 inches below the edge.
 - The fall area must not be obstructed.
 - There must be sufficient clearance to objects below.
 - The nets must be inspected weekly or after a fall.
 - Objects must be removed from the nets daily.
 - The nets must be drop tested and certified.
 - No more than 6 inch openings on any side.
 - Border ropes must withstand 5000 pounds of breaking strength.
 - Connectors no more than six feet apart.

Outward Extension:

<u>Vertical distance</u>	<u>Horizontal distance</u>
Up to 5 feet	8 feet
5 feet to 10 feet	10 feet
Greater than 10 feet	13 feet

- 3.4.c Warning line systems are rope, wire, or chain barriers that alert employees to an unprotected roof side or edge.
- 3.4.c.1 Warning lines are not enough protection alone. They must be used with a guardrail, safety net, and/or personal fall arrest systems or with a safety monitoring system.
- 3.4.c.2 Warning lines are to be at least six feet from the roof edge and go around all sides of the roof work area.
- 3.4.c.3 No one can work between the roof edge and warning line unless they're roofing in that area.
- 3.4.c.4 Additional guidelines for warning lines:
- No mechanical equipment should be within 6 feet of the edge.
 - Roof access points should be guarded when not in use.
 - Flagged with highly visible material.
 - No lower than 30 inches and no higher than 39 inches.
- 3.4.d Controlled access zones are areas where certain work can be performed without guardrail, safety net, or personal fall arrest systems. As the name indicates, these areas are off limits to all but specially authorized people.
- 3.4.d.1 Lines of rope, wire, tape, etc. set off these zones.
- 3.4.d.2 The lines are at least 6 feet from the unprotected edge, 10 feet for overhand bricklaying. They run the full length of the edge, and connect to a guardrail system or wall on each end.

3.4.e Covers can keep people from falling through holes in floors, roofs, etc. The covers are color-coded or marked HOLE or COVER to designate the hazard.

3.4.e.1 They have to be secured so they won't move accidentally and must be able to support at least twice the weight of employees, equipment, and materials that could be on them at once.

3.5 FALL PROTECTION PLANS

OSHA recognizes that occasionally fall protection systems cannot be used or may create a greater hazard. When employers can prove that is the case on work involving leading edges, precast concrete erection, or residential construction, there is an option. In those situations, OSHA allows employers to develop a fall protection plan for that site. Stomper does not work at heights or under conditions that would require a Fall Protection Plan.

3.6 OTHER FALL PROTECTION TECHNIQUES

3.6.a Everyone, employer and employee, needs to have a cautious, safety-oriented attitude and must take precautions to reduce the chance of falls, including the following:

3.6.a.1 Wear sturdy shoes with nonskid soles. Be sure the shoes have either short laces or buckles or snaps.

3.6.a.2 Avoid wearing long, loose pants that cause trip hazards.

3.6.a.3 Walk slowly and carefully, do not run.

3.6.a.4 Clean up all spills promptly.

3.6.a.5 Take special care on wet or icy surfaces.

3.6.a.6 Materials should be low enough to see over.

3.6.a.7 Carry only the tools and materials needed to upper levels.

3.6.a.8 Keep all materials as far away from the edge as possible.

3.6.a.9 Dispose of trash regularly and properly.

3.6.a.10 Stay away from edges, even if they are guarded, unless performing a specific task there.

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- 3.6.a.11 Obey verbal warnings, signs, and barriers. Don't enter a controlled access zone without authorization.

4.0 FALL PROTECTION FOR SCAFFOLDS

4.1 INTRODUCTION

OSHA defines a scaffold as a temporary elevated platform with a supporting structure. Scaffolds are used when the aboveground job requires more workers and/or equipment than a ladder can handle. But no matter how good and how safe the design, scaffolds are like anything else - they are only as safe as their maintenance and use permits.

Since a fall from a scaffold can result in extremely serious, and even fatal, injuries, it is worth taking the time to review what to look for when inspecting a scaffold and what to do to stay safe while up there.

- 4.1.a A pre-shift visual inspection shall be completed before working on any scaffolding. If any defects are located, it will be reported immediately to the foreman/supervisor. Employees will not use the scaffolding until it can be evaluated with the supervisor to see if the work can be performed safely.
- 4.1.b Some of the visual inspection requirements for the various components of a scaffold include:
 - 4.1.b.1 Alterations: Inspect the scaffold assembly to be sure that no unauthorized alterations have occurred.
 - 4.1.b.2 Correctly Assembled: Check to see if the scaffold is level and plumb. If this is not the case, it is possible that the bracing is not properly secured and/or the base plates are not in firm contact with the ground.
 - 4.1.b.3 Base Plates: Check to ensure if the base plates are setting on earth or soft material, the base plate shall rest on and be secured to a 1 1/8-inch by 10-inch by 10-inch piece of exterior grade plywood (minimum).
 - 4.1.b.4 Bracing/Clamps: Make a visual check to see that bracing and clamps are in place and secured. Loose clamps and braces may be indicated if the scaffold is out of plumb or is not level.
 - 4.1.b.5 Platforms/Decking/Toeboards: Check that platform decking and toeboards were provided and in place.
 - 4.1.b.6 Guardrails: Check to ensure that guardrails are in place. If the nature of the scaffold assembly prohibits the installation of guardrails on all side of the scaffolding, alternate fall protection must be used.

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- 4.1.b.7 Safe Access: Access must be clear of obstructions that could contribute to falls or injury.
 - 4.1.b.8 Make sure that proper footing is available on climbing surfaces. A ladder must be available as a component of the assembly. Do not climb the bracing.
 - 4.1.b.9 Properly Tied/Guyed: Check the scaffold to ensure that it is properly secured and that supports have not been removed since the last use.
 - 4.1.b.10 Overhead Obstructions: Make note of any overhead obstructions that may present a challenge to the operation planned, and discuss with the work crew. If a hazard exists, discontinue work as outlined above. Note this in the Remarks section of the checklist.
 - 4.1.b.11 Power Lines: Scaffold assembly shall not be within 10 feet of an energized power line.

4.2 OSHA REGULATIONS

OSHA has detailed regulations on scaffold design and use. The regulations go into the specifications for a wide range of scaffolds, and are very precise about such things as spacing of poles, size of planking, etc. It is emphasized that scaffolds cannot be makeshift or temporary structures. For these reasons, it is Stomper policy that only appropriately trained personnel should erect scaffolding from which employees will work.

5.0 FALL PROTECTION FOR LADDERS

5.1 INTRODUCTION

Ladders are pretty uncomplicated devices. But they cause more than their share of accidents. These accidents happen when people select the wrong ladder for the job, don't inspect it before using it, or get careless about how they use it.

5.2 GENERAL HAZARDS

5.2.a There are several potential hazards when working with a ladder:

- 5.2.a.1 Poor condition: If a ladder is missing parts or has parts that are not intact, it is not going to be able to support a person safely. Frequent inspections are a key part of ladder safety.
- 5.2.a.2 Improper selection: Not every ladder is right for every use. Be aware of a ladder's weight and height limits. It is critically important to never use

a metal ladder near live electrical wires. Since metal conducts electricity, you could be electrocuted.

5.2.a.3 Improper use: Ladders are designed to get you to a higher level. They are not platforms, scaffolds, skids, or braces and should be used only for their purpose.

5.2.b Additionally, when climbing, use a ladder and not a chair, box, or other substitute. The way a ladder is used can also promote safety or cause accidents.

5.3 IDENTIFYING HAZARDS

5.3.a Always inspect a ladder before it is used. A rule of thumb would be to include ladders in any general safety inspection. Whether the ladder is wooden or metal, ensure that:

5.3.a.1 Steps and rungs are all in place, intact, free from grease or oil, have slip resistant surfaces, and are firmly attached.

5.3.a.2 Support braces, bolts and screws are all in place and tight.

5.3.a.3 Metal parts are lubricated.

5.3.a.4 Rope is not worn or frayed.

5.3.a.5 Spreaders or other locking devices are in place.

5.3.a.6 Splinters or sharp edges are removed.

5.3.a.7 Safety feet are in place.

5.3.a.8 Metal ladders are not dented or bent.

5.3.b If a ladder has anything missing or broken, it must not be used.

5.3.b.1 Tag it as defective and remove it from service.

5.3.b.2 If a ladder cannot be fixed and may have to be destroyed but leave that for experts to decide.

5.3.b.3 A ladder that has been exposed to fire or corrosive chemicals may be a candidate for destruction. Don't use it.

5.3.c Ladders must be stored correctly.

5.3.c.1 They should be kept in dry areas with moderate temperatures and good ventilation.

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- 5.3.c.2 It is best to store them standing up. If they have to be stored lying down, they are to be supported at both ends and in the middle to prevent sagging or warping.
 - 5.3.c.3 Nothing should be kept on a stored ladder to prevent warping.

5.4 PROTECTION AGAINST HAZARDS

- 5.4.a The first step in protection from safety hazards with ladders is to select the right ladder for the job.
 - 5.4.a.1 Ladders are rated by how much weight they can safely hold. The weight limits include both the user and any equipment being carried.
 - I-A means it can hold 300 pounds (heavy duty).
 - I holds 250 pounds (heavy duty).
 - 11 holds 225 pounds (medium duty).
 - 111 holds just 200 pounds (light). These are generally not for use on the job.
 - 5.4.a.2 Check the ratings before selecting a ladder.
 - There are limits on ladder length.
 - A stepladder should be no more than 20 feet high.
 - A one-section ladder should be no more than 30 feet.
 - An extension ladder can go to 60 feet, but the sections must overlap.

5.5 LADDER SET-UP

- 5.5.a Although ladders can be used numerous times, there is a correct way to set one up. The following is the procedure to follow to prevent accidents.
 - 5.5.a.1 Place ladder on level surface: use wide boards under if it is on soft ground.
 - 5.5.a.2 Set the feet parallel with the surface the ladder rests against.
 - 5.5.a.3 Extend the ladder so there's at least 3 feet above the top support.
 - 5.5.a.4 Anchor the top and either tie the bottom or have someone hold it.
 - 5.5.a.5 Do not rest the ladder on a window or window sash or place it in front of a door unless it's locked or blocked.
 - 5.5.a.6 Position the ladder so the distance from the ladder base to the wall is one-fourth the length of the ladder.

5.5.a.7 Position an extension ladder before it is extended.

5.6 SAFETY PROCEDURES

5.6.a Once the ladder is set up properly, it is the employee's responsibility to use it properly to prevent injuries. Employees with a real fear of heights or a tendency toward dizziness or fainting should not use ladders. The following are guidelines for safe ladder use:

5.6.a.1 Only have one person on a ladder at a time.

5.6.a.2 Wear shoes with clean, nonskid soles, not leather.

5.6.a.3 Face the ladder while climbing up or down and hold the side rails with both hands.

5.6.a.4 Carry tools up or down on a belt or with a rope or hoist, not in your hands.

5.6.a.5 Work with one hand on the ladder, keeping your tools in a hanger or holder.

5.6.a.6 Employees are not to stand upon the top two stepladder steps or top four ladder rungs.

5.6.a.7 The employee's body should be centered on the ladder so his/her belt buckle is between the side rails.

5.6.a.8 Never move a ladder while someone is on it.

5.6.a.9 Movements on a ladder are to be slow and cautious.

6.0 TRAINING

6.1 TRAINING POLICY

- 6.1.a All employees must be trained in the potential fall exposures and control systems that are used.
- 6.1.b This training needs to be specific for the job they will be conducting. Up to date written records of the training must be maintained.
- 6.1.c Training must be conducted before the employee can begin work in the controlled areas.
- 6.1.d If any system is changed or fall potential changes, re-training must be conducted and documented following the above guidelines.
- 6.1.e If deficiencies in training are discovered or previous training is rendered obsolete, re-training is required.

6.2 RECORDKEEPING

- 6.2.a Training records, in the form of a sign in sheet, will be maintained for at least one year, per 8 CCR, Section 3203. The following will be documented on the sign in sheet:
 - 6.2.a.1 The name or identifier of the employee attending training.
 - 6.2.a.2 The date of the training.
 - 6.2.a.3 The topic of the training.
 - 6.2.a.4 The name of the trainer.

CHAPTER 8: HEAT ILLNESS PREVENTION PLAN

1. SCOPE AND APPLICATION

Because Stomper Company (Stomper) understands that it is required for their employees to work outside where it may be hot, and that there is a potential for heat related illnesses, Stomper has implemented this Heat Illness Prevention Plan in compliance with Title 8 of the California Code of Regulations, Section 3395. Stomper is taking every step to provide for the health and safety of their employees by taking steps to prevent heat related illnesses for all employees who must work outside.

2. GENERAL REQUIREMENTS

2.1 PROCEDURES FOR WHEN TEMPERATURES REACH 80 DEGREES F.

- 2.1.a Employees shall have access at no cost to the employee to one quart or four cups of drinkable water per hour during their work shift. If it is not plumbed into the site, enough water shall be provided that is fresh, pure and suitably cool. The water shall be located as close as practicable to the areas where employees are working.
- 2.1.b When temperatures are at or exceed 80 degrees F, shade shall be provided for employees. The shade will be such that the number of employees on rest and recovery time in the shade can sit comfortably. Supervisors shall monitor the weather forecast from a reliable source such as the NOAA or weather.com..
- 2.1.c Employees may request to take a “cool-down preventative rest” in the shade at any time.
 - Employees requesting the cool-down preventative rest will be monitored by the Supervisor and asked if they feel any symptoms of heat related illnesses. If the employee shows any signs or reports any symptoms of heat related illnesses, they shall receive medical care to the level required.
 - Employees on the cool down break shall be encouraged to remain in the shade and shall not be ordered back to work until any signs and symptoms of heat related illnesses have been alleviated. The cool down break will be not less than 5 minutes beyond the time it takes to reach the break area.
- 2.1.d Stomper will ensure that any employee showing signs or symptoms of heat related illnesses during their break will be given prompt and appropriate first aid and/or emergency medical care as required.

2.2 PROCEDURES FOR WHEN TEMPERATURES REACH 95 DEGREES F (HIGH HEAT PROCEDURES)

- 2.2.a The following procedures will be put into place when
- Effective communication methods, such as talking, texting (if cell service is good), or two-way radios, will be used for employees to contact supervisors when necessary and supervisors to check on employees.
 - Supervisors will limit the number of employees they monitor for alertness and symptoms of heat illnesses to 20 or less, and require a mandatory buddy system among employees.
 - Supervisors will remind employees every hour to drink plenty of water.
 - One or more employee will be designated at each worksite as authorized to call for emergency medical services. Whenever the designated employee is absent, other employees would be allowed to call for emergency medical services.
 - Supervisors are to hold a pre-shift meeting, tailgate and/or toolbox meeting to review heat illness prevention and to remind employees of their right to take a cool-down rest when necessary.

2.3 EMERGENCY MEDICAL PROCEDURES

- 2.3.a Emergency medical procedures will be immediately provided and used when the situation requires, including:
- If the illness is severe, an ambulance will be summoned.
 - Emergency phone numbers will be made available for use should a heat related illness occur. See the Code of Safe Work Practices for direct contact information to local dispatch centers.
 - Clear and concise directions to the site will be available to provide to the emergency dispatcher.
 - If the site is remote and next to a highway or it is not easily accessible, the supervisor will station someone at the entrance to the site to direct the ambulance to the patient, or the supervisor will transport the patient to the entrance to the site.
 - If the situation is not severe, the supervisor will transport the ill worker to the nearest medical facility.

Additional emergency medical procedures may be found in the Emergency Action Plan and the Emergency Medical Service Plan.

2.4 ACCLIMATIZATION

- 2.4.a Acclimatization is when a body adapts to working in the heat. It occurs gradually when a person is exposed to it. For most people, this process takes four to fourteen days of regular work for at least two hours per day in the heat. It may be

affected by physical risk factors like age, medications taken, the work to be done, and water and alcohol consumption.

- 2.4.b During a heat wave, all employees shall be closely observed by a supervisor to ensure that the employees have been properly acclimatized to the heat. New employees assigned to a location where there is high heat potential shall be closely observed for the first 14 days of employment.

3. TRAINING

3.1 TRAINING REQUIREMENTS

- 3.1.a Stomper will provide the following effective training to all their employees and supervisors/foremen in a language they can understand:
- The prevention of heat illnesses, including response to environmental and personal risk factors, work loads and use of PPE.
 - The importance of acclimatization.
 - The importance of drinking at least a quart of water per hour when it is hot.
 - The signs and symptoms of heat illnesses and appropriate first aid treatments and emergency response for those illnesses.
 - The procedures to be followed if an employee believes they have a heat illness, including the importance of reporting potential heat related illnesses signs and symptoms, and the procedures cool-down breaks.
- 3.1.b Supervisors and Foremen shall receive the following additional training.
- Supervisors and foremen will receive additional training in the proper procedures to monitor heat indexes, such as through weather.com or use of the OSHA heat index app, and weather reports.
 - Supervisors and foremen will also be trained in the proper response to accessing medical treatment for serious heat illnesses.

Additional rules for Heat Illness Prevention can be found in the Code of Safe Work Practices.

CHAPTER 9: RESPIRABLE CRYSTALLINE SILICA EXPOSURE CONTROL PLAN

1. SCOPE

This Exposure Control Plan applies to all Stomper Company (Stomper) employees who may be exposed to respirable crystalline silica during their assigned tasks. As required by the Stomper Injury and Illness Prevention Program as stated in 8 CCR, Section 3203, every effort is made to control the hazards presented through this potential for exposure for their employees.

This Plan is in accordance with 29 CFR 1926.1153, Respirable Crystalline Silica regulation.

2. DEFINITIONS

Action Level: The concentration of airborne respirable crystalline silica of 25 micrograms per cubic meter ($\mu\text{g}/\text{m}^3$), calculated as an 8 hour time weighted average (TWA).

Competent Person: An individual who is capable of identifying existing and foreseeable respirable crystalline silica hazards in the workplace, and who has authorization to take prompt corrective measures to eliminate or minimize them. The competent person must have the knowledge and ability necessary to fulfill the responsibilities of this written exposure control plan.

Employee Exposure: An exposure to airborne respirable crystalline silica that would occur if the employee were not using a respirator.

High Efficiency Particulate Air (HEPA) Filter: a filter that is at least 99.97 percent efficient in removing mono-dispersed particulates of 0.3 micrometers in diameter.

Objective Data: Information, such as air monitoring data from industry-wide surveys or calculations based on the composition of a substances, demonstrating employee exposure to crystalline silica associated with a particular product or material or a specific process, task, or activity. The data must reflect workplace conditions closely resembling or with a higher exposure potential than the processes, types of material, control methods, work practices and environmental conditions in the employer's current operations.

Permissible Exposure Limit (PEL): The exposure limit established by OSHA. It is generally the eight-hour time-weighted average (TWA) limit, but also could be expressed as the maximum concentration exposure limit. The PEL is usually established for airborne hazards.

Physician or Other Licensed Health Care Professional (PLHCP): Someone whose legally permitted scope of practice (i.e., license, registration or certification) allows him or her to independently provide or be delegated the responsibility to provide some or all of the particular health care services required for medical surveillance

Respirable Crystalline Silica: Quartz, cristobalite, and/or tridymite contained in airborne particles that are determined to be respirable by a sampling device designed to meet the characteristics for respirable-particle-size-selective samplers specified in the International Organization for Standardization (ISO) 7708:1995: Air Quality – Particle Size Fractin Definitions for Health Related Sampling.

3. RESPONSIBILITIES

3.1 PLAN ADMINISTRATOR

This written Respirable Crystalline Silica Exposure Control Plan shall be administered by the Stomper Safety Director. The responsibilities include:

- 3.1.a Assessment of the duties performed by Stomper employees, and ensuring appropriate control measures are taken in regards to exposure and anticipated exposure to respirable crystalline silica.
- 3.1.b Review of all duties as described in Table 1, and ensuring all appropriate control measures are taken. When the control measures, as listed in Table 1, are not feasible, ensuring alternate control measures are enforced.
- 3.1.c Assessment of Respiratory Protection in accordance with the Stomper Respiratory Protection program to ensure employees receive the appropriate protective equipment.
- 3.1.d Acting as the Plan Competent Person, or designating a Competent person to make frequent and regular visits to work sites to ensure that control measures, monitoring and equipment have been implemented and are working according to this Plan.
- 3.1.e Ensuring employees receive timely and appropriate training regarding the hazards of respirable crystalline silica, and appropriate control measures.
- 3.1.f Ensuring employees receive appropriate and timely medical evaluations by a Physician or other Licensed Health Care Professional as specified in this Plan.
- 3.1.g Providing for the appropriate recordkeeping as specified in the Plan.
- 3.1.h Ensuring an annual review is made of the Plan to ensure its' effectiveness.

4. EXPOSURE CONTROL METHODS

Stomper will make every effort to not be exposed to the hazards of respirable crystalline Silica. When elimination or substitution is not possible, they shall fully and properly implement all appropriate engineering controls to provide for the protection of their employees. A respiratory protection program has been implemented and is in place.

Stomper has identified that the following tasks apply to work performed by Stomper employees. When performing these tasks, they have chosen to follow the exposure control methods specified in Table 1, following:

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA			
Equipment / Task	Engineering and work Practice Control Methods	Required Respiratory Protection and Minimum Assigned Protection Factor (APF)	
		≤4 hours/shift	>4 hours/shift
1. Stationary masonry saws	Use saw equipped with integrated water delivery system that continuously feeds water to the blade. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	None	None
2. Handheld power saws (any blade diameter)	Use saw equipped with integrated water delivery system that continuously feeds water to the blade. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. -When used outdoors -When used indoors or in an enclosed area.	None APF 10	None APF 10
3. Handheld power saws for cutting fiber-cement board (with blade diameter of 8 inches or less)	For tasks performed outdoors only: Use saw equipped with commercially available dust collection system. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide the air flow	None	None

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA			
Equipment / Task	Engineering and work Practice Control Methods	Required Respiratory Protection and Minimum Assigned Protection Factor (APF) ≤4 hours/shift >4 hours/shift	
	recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency.		
4. Walk-behind saws	<p>Use saw equipped with integrated water delivery system that continuously feeds water to the blade.</p> <p>Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</p> <p>-When used outdoors.</p> <p>-When used indoors or in an enclosed area.</p>	None APF 10	None APF 10
5. Drivable saws	<p>For tasks performed outdoors only:</p> <p>Use saw equipped with integrated water delivery system that continuously feeds water to the blade.</p> <p>Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</p>	None	None
6. Rig-mounted core saws or drills.	<p>Use tool equipped with integrate water deliver system that supplies water to cutting surface.</p> <p>Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</p>	None	None
7. Handheld and stand-mounted drills (including impact and rotary hammer drills)	<p>Use drill equipped with commercially available shroud or cowl with dust collection system.</p> <p>Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</p>	None	None

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA

Equipment / Task	Engineering and work Practice Control Methods	Required Respiratory Protection and Minimum Assigned Protection Factor (APF) ≤4 hours/shift >4 hours/shift	
	<p>Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism.</p> <p>Use a HEPA-filtered vacuum when cleaning holes.</p>		
8. Dowel drilling rigs for concrete	<p>For tasks performed outdoors only:</p> <p>Use shroud around drill bit with a dust collection system. Dust collector must have a filter with 99% or greater efficiency and a filter-cleaning mechanism.</p> <p>Use a HEPA-filtered vacuum when cleaning holes.</p>	APF 10	APF 10
9. Vehicle mounted drilling rigs for rock and concrete.	<p>Use dust collection system with close capture hood or shroud around the drill bit with a low-flow water spray to wet the dust at the discharge point from the dust collector</p> <p>OR</p> <p>Operate from within an enclosed cab and use water for dust suppression on drill bit.</p>	None	None
10. Jackhammer and handheld powered chipping tools.	<p>Use tool with water delivery system that supplies a continuous stream or spray of water at the point of impact.</p> <p>-When used outdoors.</p> <p>-When used indoors or in an enclosed area.</p> <p>OR</p> <p>Use tool equipped with commercially</p>	None	None

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA			
Equipment / Task	Engineering and work Practice Control Methods	Required Respiratory Protection and Minimum Assigned Protection Factor (APF) ≤4 hours/shift >4 hours/shift	
	<p>available shroud and dust collection system.</p> <p>Operate and maintain tool in accordance with manufacturer’s instructions to minimize dust emissions.</p> <p>Dust collector must provide the air flow recommended by the tool manufacturer, or greater efficiency and a filter-cleaning mechanism.</p> <p>-When used outdoors.</p> <p>-When used indoors or in an enclosed area.</p>	None APF 10	None APF 10
11. Handheld grinders for mortar removal (i.e. tuckpointing)	<p>Use grinder equipped with commercially available shroud and dust collection system.</p> <p>Operate and maintain tool in accordance with manufacturer’s instructions to minimize dust emissions.</p> <p>Dust collector must provide 25 cubic feet per minute (efm) or greater of airflow per inch of wheel diameter and have a filter with 99% or greater efficiency and a cyclonic pre-separator or filter-cleaning mechanism.</p>	APF 10	APF 10
12. Handheld grinders for uses other than mortar removal	<p>For tasks performed outdoors only:</p> <p>Use grinder equipped with integrated water delivery system that continuously feeds water to the grinding surface.</p> <p>Operate and maintain tool in accordance with manufacturer’s instructions to minimize dust emissions.</p> <p>OR</p> <p>Use grinder equipped with commercially available shroud and dust collection system.</p> <p>Operate and maintain tool in accordance</p>	None	None

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA			
Equipment / Task	Engineering and work Practice Control Methods	Required Respiratory Protection and Minimum Assigned Protection Factor (APF) ≤4 hours/shift >4 hours/shift	
	<p>with manufacturer's instructions to minimize dust emissions.</p> <p>Dust collector must provide 25 cubic feet per minute (cfm) or greater of airflow per inch of wheel diameter and have a filter with 99% or greater efficiency and a cyclonic pre-separator or filter-cleaning mechanism.</p> <p>-When used outdoors.</p> <p>-When used indoors or in an enclosed area.</p>	None None	None APF 10
13. Walk-behind milling machines and floor grinders	<p>Use machine equipped with integrated water delivery system that continuously feeds water to the cutting surface.</p> <p>Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</p> <p>OR</p> <p>Use machine equipped with dust collection system recommended by the manufacturer.</p> <p>Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</p> <p>Dust collector must provide the air flow recommended by the manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism.</p> <p>When used indoors or in an enclosed area, use a HEPA-filtered vacuum to remove loose dust in between passes.</p>	None	None
14. Small drivable milling machines (less than half lane).	<p>Use a machine equipped with supplemental water sprays designed to suppress dust. Water must be combined with a surfactant. Operate and maintain machine to minimize</p>	None	None

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA			
Equipment / Task	Engineering and work Practice Control Methods	Required Respiratory Protection and Minimum Assigned Protection Factor (APF)	
		≤ 4 hours/shift	> 4 hours/shift
	remote control station.		
16. Heavy equipment and utility vehicles used to abrade or fracture silica-containing materials (e.g. hoe-ramming, rock ripping) or used during demolition activities involving silica-containing materials	Operate equipment from within an enclosed cab. When employees outside of the cab are engaged in the task, apply water and/or dust suppressants as necessary to minimize dust emissions.	None	None
17. Heavy equipment and utility vehicles for tasks such as grading and excavating but not including: demolishing, abrading, or fracturing silica-containing materials	Apply water and/or dust suppressants as necessary to minimize dust emissions. OR When the equipment operator is the only employee engaged in the task, operate equipment from within an enclosed cab.	None	None
		None	None

4.1 IMPLEMENTATION OF CONTROL MEASURES

With the measures specified in Table 1, the following control measures shall be implemented to minimize the accumulation of visible airborne dust:

- 3.1.a When working indoors or in an enclosed area, ventilation or another form of exhaust shall be used.

-
- 3.1.b When wetting methods are required, the water shall be applied at sufficient flow rates.

4.2 ENCLOSED CABS OR BOOTHS

The following shall apply when a Stomper employee is working in an enclosed booth or cab: (Note: the vehicle shall be inspected regularly to ensure the following requirements are met)

- 4.2.a It shall be maintained as free of dust as practicable.
- 4.2.b It shall have door seals and closing mechanisms that work properly.
- 4.2.c It shall have gaskets and seals that are in good condition and working properly.
- 4.2.d It shall have positive pressure that is maintained through continuous delivery of fresh air.
- 4.2.e It shall have filtered intake air. The filter shall be 95 percent efficient to 0.3 – 10 µm.
- 4.2.f It shall have heating and cooling capabilities.

4.3 RESPIRATORY PROTECTION AS SPECIFIED IN TABLE 1

The Stomper Supervisor shall ensure that employees wear the appropriate respiratory protection as specified in Table 1.

- 4.3.a When a Stomper employee performs more than one task specified on Table 1 during their work shift, and the total hours of that shift is more than four hours, the employee shall wear the appropriate respiratory protection for more than four hours.
- 4.3.b When a Stomper employee performs more than one task specified on Table 1 during their work shift, and the total hours of that shift is less than four hours, the employee shall wear the appropriate respiratory protection for less than four hours.

4.4 ADDITIONAL CONTROL MEASURES

When performing tasks not listed in Table 1, or when the engineering controls, work practices and/or respiratory protection is not practicable, Stomper will ensure the following control measures are used.

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- 4.4.a At all times, Stomper will ensure that employees are not exposed to respirable crystalline silica in an airborne concentration of more than 50 $\mu\text{m}/\text{m}^3$. The following methods may be used to perform an exposure assessment.
- 4.4.a.1 Stomper may choose to assess the exposure of each employee that has an expectation of exposure to respirable crystalline silica at or above the action level through objective air monitoring data collected on an eight hour Time Weighted Average (TWA) that would be sufficient to accurately characterize the employee exposure; or
- 4.4.a.2 Stomper may perform initial monitoring to assess the eight hour TWA exposure on the basis of one or more personal breathing zone air samples that would accurately reflect the exposure level for employees on that shift, per job classification, in a particular area.
- Air sampling and monitoring shall be analyzed by a laboratory that is capable of analyzing air samples for respirable crystalline silica.
 - When more than one employee performs the same tasks on the same shift in the same area, a representative fraction may be used for the sampling.
 - The employees expected to have the highest exposure to the respirable crystalline silica shall be included in the sampling.
 - Employees and/or their authorized representatives may observe the monitoring. If observation of the monitoring requires use of Personal Protective Equipment, it shall be provided at no cost to the employee and/or their authorized representative.
- 4.4.a.3 If the initial monitoring indicates that employees are exposed below the action level, the monitoring may be discontinued.
- 4.4.a.4 When the most recent exposure monitoring indicates that employees are above the action level, the following actions shall be taken:
- If the monitoring indicates it is below the PEL, the monitoring shall be repeated within six months.
 - If the exposure monitoring indicates that employees are exposed above the PEL, the monitoring shall be repeated every three months.
- 4.4.a.5 When the most recent, non-initial, monitoring indicates that the exposure levels have been reduced to below the action level, the monitoring shall be repeated within six months. When the two monitoring events taken at least a week (seven days) apart show results below the action level, the monitoring may be discontinued until a change in the work, equipment or work practices indicates a need to monitor again.
- 4.4.b Employee notification of monitoring results.
- 4.4.b.1 Employees shall be notified of the results of the air monitoring within five working days.
- Employees shall be notified in writing, or

-
- A notice shall be posted in a conspicuous place where all can see it.

4.4.b.2 When the results indicate exposures are above the PEL, this notice shall include the corrective actions being taken to reduce exposures to or below the PEL.

4.5 WHEN CONTROL MEASURES ARE INFEASIBLE

When Stomper can prove that control measures are not feasible to reduce exposures to respirable crystalline silica at or below the PEL, Stomper shall still take every precaution and effort to ensure that exposures are reduced as much as possible for the safety of all employees.

5. RESPIRATORY PROTECTION

Stomper has an aggressive Respiratory Protection Program. Please see the program for details regarding use of respiratory protective equipment, fit testing and respiratory medical evaluations.

5.1 RESPIRABLE CRYSTALLINE SILICA PLAN REQUIREMENTS

Stomper employees shall make appropriate use of respiratory protective equipment for exposure to respirable crystalline silica under the following conditions:

5.1.a When required as stated in Table 1.

5.1.b When potential for exposures above the PEL exist, such as install and implementation or maintenance and repair of engineering controls and work practices.

5.2 SELECTION OF RESPIRATORY PROTECTIVE EQUIPMENT

Stomper shall ensure all respiratory protective equipment selected for use when working where there is a potential for exposure to respirable crystalline silica is appropriate for such use. They shall follow all manufacturer's recommendations for use of the equipment.

6. HOUSEKEEPING

6.1 GENERAL HOUSEKEEPING REQUIREMENTS

6.1.a When wet sweeping, HEPA-filtering vacuuming or other measures are infeasible to control exposure to respirable crystalline silica, only then will dry sweeping or dry brushing be allowed.

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- 6.1.b Compressed air shall not be used to clean clothing or surfaces unless it is used in condition with an effective ventilation system that captures any dust cloud and no other alternative method is available.

7. MEDICAL SURVEILLANCE

For employees that are required to wear a respirator for 30 days or more per year for protection from exposure to respirable crystalline silica, Stomper shall provide a medical surveillance program. This program shall be at no cost to the employees, and shall be offered to be conducted at times and a place that is reasonable for the employees. All examinations and procedures required shall be made by a Professional physician or Licensed Health Care Professional (PLHCP).

7.1 INITIAL EXAMINATION

- 7.1.a Within 30 days of initial assignment to work that includes potential for exposure to respirable crystalline silica, Stomper shall provide a baseline medical examination to all employees.

- 7.1.a.1 If the employee has had a similar, compliant medical examination within the past three years, this baseline medical examination may be waived.

- 7.1.b This initial examination shall include, at a minimum:

- 7.1.b.1 The worker's medical history, to include:

- Past, present and anticipated exposure to respirable crystalline silica, dust and other agents that may affect the respiratory system.
- Any history of respiratory dysfunction, or signs and symptoms of respiratory disease.

- 7.1.b.2 A physical exam with emphasis on the respiratory system.

- A single chest X-ray, either recorded on film or a digital radiograph, interpreted and classified according to the International Labour Office (ILO) International Classification of Radiographs of Pneumoconioses by a NIOSH-certified B Reader.
- A pulmonary function test to include forced vital capacity (FVC) and forced expiratory volume in one second (FEV₁) and FEV₁/FVC ration, administered by a spirometry technician with a current certificate from a NIOSH –approved spirometry course.
- Testing for latent tuberculosis infection
- And any other tests deemed necessary by the PLHCP.

- 7.1.c At the time of the examination, Stomper shall ensure that the PLHCP has the following information:

- 7.1.c.1 A copy of the Respirable Crystalline Silica regulation.

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- 7.1.c.2 Each employee’s job descriptions as relates to exposure to respirable crystalline silica, including past, present and anticipated future duties.
- 7.1.c.3 Employees former, current and anticipated levels of occupational exposure to respirable crystalline silica.
- 7.1.c.4 Information on the respiratory protective equipment the employees will use, including when and for how long the employees have used the equipment.
- 7.1.c.5 Any information regarding previous medical examinations that would be pertinent.
- 7.1.d The PLHCP shall provide a written report for the employee. Stomper shall ensure the employee receives this report within 30 days of receipt of the report, and has access to ask any questions of the PLHCP about their report. The report shall contain, at a minimum:
- 7.1.d.1 The results of the medical examination, including any medical condition that would place the employee at risk of impaired health from exposure to respirable crystalline silica, and any other medical conditions that would require further treatment.
- 7.1.d.2 Any recommended limitations on the use of respiratory protective equipment.
- 7.1.d.3 Any recommended limitations on the employee’s exposure to respirable crystalline silica.
- 7.1.d.4 Whether the employee should be referred to a specialist based on the results of the chest X-ray or any findings of the PLHCP.
- Based on these findings, Stomper shall ensure a medical examination with a specialist is made available to the employee within 30 days.
 - Stomper shall provide the specialist with all pertinent information from the initial and/or any subsequent examinations.
- 7.1.e The PLHCP shall provide a written report with their medical opinion to Stomper regarding the examination. Stomper shall ensure that the employee receives a copy of this report. This report shall include only the following:
- 7.1.e.1 The date of the examination.
- 7.1.e.2 A statement that the examination has met regulatory requirements.
- 7.1.e.3 Any recommended limitations for the employee’s use of respirators.

7.1.e.4 Only on the employee's written authorization may Stomper be provided any recommended limitations on the employee's exposure to respirable crystalline silica and recommended referrals to a specialist.

7.1.f Following any examinations with a specialist, Stomper shall ensure that the specialist explains any results with the employee, and provides the employee a written report within 30 days of the examination that meets the requirements of section 7.1.d. Stomper shall also receive a written medical report within 30 days from the specialist that meets the requirements of section 7.1.e.

7.2 PERIODIC EXAMINATIONS

Following the initial examination, Stomper shall ensure that medical examinations are made available to employees involved in the respirable crystalline silica program at least every three years.

8. COMMUNICATION OF HAZARDS TO EMPLOYEES

Stomper has an established Hazard Communication Program, that includes the communication of the hazards of respirable crystalline silica to their employees. In addition, Stomper will ensure that training shall take place to every employee that may have exposure to respirable crystalline silica.

8.1 TRAINING TOPICS

The Stomper Safety Director shall ensure that employees covered by this Exposure Control Plan are able to demonstrate knowledge and understanding of the following:

- 8.1.a The health hazards of respirable crystalline silica, such as cancer, lung effects and disease, immune system and kidney effects.
- 8.1.b Specific tasks or work that could result in exposure to respirable crystalline silica.
- 8.1.c Engineering controls, work practices and PPE including respirators that Stomper utilizes to ensure worker safety.
- 8.1.d The details of the medical surveillance program, and their responsibilities for the program.
- 8.1.e The details of this Exposure Control Plan including where employees can access the plan at no cost, who to contact with questions regarding the Plan, and who will act as the Competent Person under the Plan.

9. RECORDKEEPING

9.1 AIR MONITORING DATA

Stomper shall maintain accurate records of air monitoring data in accordance with 8 CCR 3203 and 3204. All records may be made available to employees and/or their authorized representatives upon request. These records shall include:

- 9.1.a The date the measurements were taken for each sample.
- 9.1.b The task being monitored.
- 9.1.c The sampling and analytical methods used.
- 9.1.d The number, duration and results of the samples taken.
- 9.1.e The identify of the laboratory that performed the analysis.
- 9.1.f The type of PPE and respirators worn by the employees that were monitored.
- 9.1.g The name, social security number and job classification of the employees represented by the sample, with identification of the employees actually monitored.

9.2 EXPOSURE RECORDS

Records of exposure to respirable crystalline silica shall be maintained for length of employment plus 30 years. All records may be made available to employees and/or their authorized representatives upon request.

9.3 OBJECTIVE DATA

All records may be made available to employees and/or their authorized representatives upon request. Objective data may include the Safety Data Sheet (SDS) for the material, plus the following:

- 9.3.a Information on the Crystalline Silica containing material in question.
- 9.3.b The source of the objective data.
- 9.3.c The testing protocol used and the results of the testing.
- 9.3.d A description of the process, task or activity on which the objective data were based.

Objective data shall be kept in accordance with 8 CCR, Sections 3203 and 3204, up to 30 years past employment.

9.4 MEDICAL SURVEILLANCE RECORDS

Medical surveillance records shall be kept for 30 years past employment end date. All records may be made available to employees and/or their authorized representatives upon request. These records shall include the following:

- 9.4.a Employee's name and social security number.
- 9.4.b A copy of the PLHCP's and any subsequent specialists' written medical opinions.
- 9.4.c A copy of all information made available to the PLHCPs and specialists.

9.5 TRAINING RECORDS

All employee training records shall be maintained for at least one year. They shall have the following information:

- 9.5.a Name and/or identifier of the employee attending training.
- 9.5.b Training topic.
- 9.5.c Identifier of the trainer.
- 9.5.d Date the training took place.

CHAPTER 10: COVID-19 PREVENTION PLAN

1. SCOPE

This COVID-19 Prevention Plan (the “Plan” or “Policy”) applies to all employees and places of employment except for places of employment where employees do not have contact with other people, where employees are working remotely from home, or where employees are health care facilities covered under the airborne transmissible disease regulation.

If there is a conflict between local health orders or this Plan, the local health order should be followed.

2. PURPOSE

California struggles with controlling COVID-19 cases from transmitting. The California Occupational Safety and Health Administration (“Cal/OSHA”) requires employers and employees who potentially may be exposed to COVID-19 to comply with title 8 Cal. Code of Regs. § 3205 et al. Cal/OSHA’s General Duty Clause, title 8 Cal. Code of Regs. § 3203, similarly obligates Employers to create and implement procedures to avoid exposures to COVID-19. The purpose of this Policy and training on this program is to communicate to managers and employees Stomper Company’s (the “Company”) policies, procedures and practices to prevent COVID-19 exposures and to limit COVID-19 potential hazards in the workplace.

This Plan is consistent with the Company’s Injury and Illness Prevention Program (“IIPP”) and other safety policies. This program incorporates all COVID-19 related policies, trainings, reports, job hazard assessments, notification templates, and any other documents created by the Company in response to any bill, local ordinance, statute, guidance or documents issued by the Center for Disease Control (“CDC”), federal agency, state agency, county agency, city agency or other governmental agency. Nothing in this document supersedes or nullifies the requirements in the Company’s IIPP.

3. DEFINITIONS

Several terms below will be used throughout this Policy. The definitions below are included to assist managers and employees in understanding the Company’s Policy.

“COVID-19” means coronavirus disease, an infection disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2 or referred to as the Virus).

A “COVID-19 case” means a person who:

- (1) Has a positive “COVID-19 test”;
- (2) Is subject to COVID-19 related order to isolate issued by a local or state health official; or
- (3) Has died due to COVID-19 in the determination of the local health department or per inclusion in the COVID-19 statistics of a county.

Once a doctor or licensed health care professional determines the person does not have COVID-19, then the person is no longer considered a COVID-19 case.

“COVID-19 exposure” means being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the “high-risk exposure period.” Facemasks do not limit exposure pursuant to this definition.

“COVID-19 hazard” means exposure to potentially infectious material that may contain the Virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person exhaling, talking or vocalizing, coughing, sneezing, or procedures performed on persons, which may aerosolize saliva or respiratory tract fluids, among other things. Surfaces or objects may also be contaminated with the Virus.

“COVID-19 symptoms” means fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, unless a licensed health care professional determines the person’s symptoms were caused by a known condition other than COVID-19. Some common other conditions with similar symptoms include pregnancy, asthma, allergies, etc.

“COVID-19 test” means a viral test that is:

- (1) Approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the Virus; and,
- (2) Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable.

“Exposed workplace” means any work location, working area, or common area at work used or accessed by a COVID-19 case during the high-risk period, including bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The exposed workplace does not include buildings or facilities not entered by a COVID-19 case.

As of January 1, 2021, the “exposed workplace” also includes but is not limited to the building, store, facility, agricultural field, or other location where a worker worked during the infectious period.

“Face covering” means a tightly woven fabric or non-woven material with no visible holes or openings, covering the nose and mouth.

“Face mask” means a single-use general-purpose facemask that is authorized by the FDA for use as a source to help prevent the spread of COVID-19 infection. Neither face coverings nor facemasks are intended to be considered personal protective equipment and are not to be used interchangeably with face respirators.

“Primary Exposure” is the person who was in close contact with the subject employee. Close contact is being within 6 feet of the subject employee for a period of 15 minutes or more within a 24-hour period.

“Secondary Exposure” is anyone who was in close contact with the person who had Primary Exposure to the subject individual.

“High-risk exposure period” means the following time period:

- (1) For persons who develop COVID-19 symptoms: from two days before they first develop symptoms until 10 days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; or
- (2) For persons who test positive who never develop COVID-19 symptoms: from two days before until ten days after, the specimen for their first positive test for COVID-19 was collected.

4. COVID-19 PREVENTION PLAN

4.1 Communication to Employees

Employees should immediately report to their supervisor if they are experiencing any signs or symptoms of the Virus, or if they believe they have been exposed to someone with COVID-19. Employees should also similarly immediately inform their supervisor if they believe they have possibly been exposed to any COVID-19 hazard in the workplace. A failure to report may be considered a safety violation, subject to the discretion of the Company. Any employee that reports any of the items above should do so without fear of reprisal. The Company has a strict non-retaliation and non-discrimination policy and will not tolerate anyone retaliating against, discriminating against, or harassing any employee for informing the employer about any of the information in this paragraph.

The Company will accommodate employees in accordance with state and federal law. If there is an event that requires the Company to provide employees with testing, such as if there are multiple COVID-19 cases at the facility, Company will provide employees with access to testing through the Covid Clinic. Affected employees will be informed as to why testing is being offered. All tests will be conducted during work hours. Affected employees are expected to inform their supervisor that they will be going to take a test. Affected employees must document any/all times they leave to take the test and return from taking the test. For non-exempt employees, the time spent waiting for a Company-mandated test will be considered working hours. While awaiting testing, affected employees are expected to comply with the Company’s

meal and rest break and overtime policies if allowed to remain on the job. Affected employees waiting for a Company-mandated test are required to immediately contact their supervisor before missing any meal or rest break, or before working overtime. Supervisors are to either authorize a premium meal period, rest period or overtime, or may ask the employee to leave the testing facility and return at a later time.

The Company will provide employees with notification in accordance with [AB 685/California Labor Code § 6409.6] and this Policy. Each employee that may have had COVID-19 exposure during a high-risk period will receive notification of the exposure. Personal identifying information of the COVID-19 positive case will not be provided to the employee or any other person unless specifically required by law or regulation. Union Representatives will also receive notice of the COVID-19 exposure in accordance with this Policy and AB 685/California Labor Code § 6409.6. The Company will also contact independent contractors or subcontractors that were at the workplace during the high-risk exposure period, who may have had COVID-19 exposure.

4.2 Identification and Evaluation of COVID-19 hazards

The Company welcomes employees and union representatives to identify COVID-19 hazards that may or may not have been identified by the Company. In order to beat the Virus, we need to work together to identify potential hazards that may be undetected. This includes informing supervisors of unidentified potential COVID-19 hazards that are new to the workplace, or existing hazards that are created by those employees who fail to follow guidelines. The Company encourages all employees to actively engage in COVID-19 hazard identification to prevent COVID-19 exposure in the workplace.

Employees, subcontractors, vendors, and authorized 3rd parties will be required to complete health screenings before entering the workplace. Health screenings include: screening questionnaire and temperature checks. See Form #6 for more information on the Company's health screening protocols. Any employee who falsifies information on their health screening certification will be disciplined, up to and including termination of employment. Any employee performing screening shall be provided appropriate PPE. Temperature checks must be conducted by no-contact thermometers.

Employees who test positive for COVID-19 or show any signs or symptoms of the Virus, or have had any exposure to COVID-19 will immediately leave the jobsite and/or remain at home. The supervisor will then immediately contact Dan Ruiz.

Employees who test positive will have to isolate for a minimum of 10 days plus 24 hours with no fever without the use of fever-reducing medications. A company paid return to work negative test will be required.

In order to help Stomper contact trace, employees who show signs or symptoms of the Virus will be asked to go for an immediate test. If the test is positive, employee will quarantine for 10 days from when signs or symptoms of the Virus first appeared plus an additional 24 hours without the use of fever-reducing medication. A company paid return to work negative test will be required.

Employees who have been exposed to COVID-19 and have no symptoms or a negative test will be asked to quarantine for 14 days from the last date of exposure. Stomper will require an initial company paid test for contact tracing purposes and a company paid return to work negative test will be required.

The Company will review the State and local department of public health orders relating to COVID-19 hazards and prevention.

The Company will evaluate existing COVID-19 prevention controls at the workplace and the need for additional controls.

The Company will assign a JSAS where required to conduct periodic inspections to identify violations of policy or protocol, additional hazards, or any unknown unhealthy work practices relating to COVID-19 to identify deficiencies in its program.

4.3 Investigating COVID-19 cases using the attached Form #1

Dan Ruiz and Stephen Rehrmann will be conducting two separate investigations into any COVID-19 positive case. The employer will first identify the date and time the COVID-19 case was last present at the worksite, the date of the positive COVID-19 test or diagnosis (if possible), and/or the date of the onset of symptoms.

The first investigation will include an inquiry into how the individual contracted COVID-19, including evaluating previous cases, the facility, exposure to other COVID-19 cases or COVID-19 hazards, and obtaining information from the employee about the source of the transmission of the Virus from locations, activities and individuals outside the workplace, including but not limited to, outdoor gatherings, weekends, lunch breaks, etc. The first investigation will include contacting the COVID-19-positive employee and/or his or her family to determine COVID-19 case status, receiving information regarding test results, onset of symptoms, and any additional information to assist with recording COVID-19 cases.

The second investigation includes a contact tracing analysis. Contact tracing includes identifying individuals who were within close contact (6 feet for more than 15 minutes within any 24-hour period). The Company will identify people with close contact by collecting any of the following information and documents including time clock data, schedules, lunch break/meal break data, video surveillance, interviews of COVID-19 case, etc. The Company's evaluation will also include evaluating common areas and commonly used items (such as equipment and materials), or places people congregated or visited in the workplace (such as the bathroom, hallways, aisles, walkways, elevators, break areas, etc.) associated with the COVID-19 case during the infectious period. Once the information and data are assembled and analyzed, the Company will create a list of close contacts and will notify those people of potential COVID-19 exposure. The Company will also provide notification compliant with [AB 685/California Labor Code § 6409.6] to all individuals who may have come in contact with the COVID-19 case, even if less than for 15 minutes or beyond distances greater than 6 feet.

As part of the contact tracing investigation, the Company will also identify people who may have come in contact with a COVID-19 case but may not have had close contact. This list will be used to identify individuals who require notification under [AB 685/California Labor Code § 6409.6]. Employees, vendors, subcontractors, third parties, and union representatives will receive notification within 24 hours in accordance with [AB 685/California Labor Code § 6409.6]. Personal identifying information or the protected health information (“PHI”) of COVID-19 cases will not be provided on this notification and will never be provided without proper consent or unless otherwise required by law.

The Company will offer and provide testing to those employees who were identified as having potential COVID-19 exposure through close contact. Records for these tests will be kept in accordance with title 8 Cal. Code Regs. § 3204.

4.4 Correction of Hazards

The Company will conduct a review of its policies and procedures after each COVID-19 exposure incident to determine if there were any additional measures that could have been taken to reduce exposure to COVID-19. The Company will review its investigation and inspection records to determine if any other correcting hazards could have taken place to reduce the risk of COVID-19 exposure.

4.5 Training (See Stomper’s Corporate COVID Safety Policy in Appendix D)

The Company will provide training and/or information to all employees including on the following subjects:

Employees will be trained on the policies and procedures outlined in this COVID-19 Prevention Plan

Employees will be provided with information on types of benefits available and how an employee can obtain information regarding whether they are entitled those benefits or how to request those benefits. Some benefits that an employee may be entitled to include the following workers compensation, COVID-19 leave pursuant to the Families First Coronavirus Response Act, Supplemental COVID-19 leave as required under state or local law, Paid Sick Leave, Family Medical Leave Act, California Family Rights Act, etc.

Employees will be provided training on COVID-19 including how the Virus can be spread (such as through the air when a person talks, vocalizes, sneezes, coughs, or exhales), how the Virus can be transmitted (such as on contaminated objects when the person then touches their eyes, nose or mouth), and that a person can be asymptomatic with the Virus. Employees will also be instructed that in some situations, virus particles can travel more than six feet, so the Company’s policies should be enforced and followed in concert to reduce exposure.

Employees will be trained on physical distancing procedures as outlined in the Physical Distancing policy.

Employees will be trained on face covering and facemask policies.

Employees will be trained on prevention methods including frequent hand washing with soap and water for 20 seconds and the use of hand sanitizer.

Employees will be trained on not coming to work when they have any signs or symptoms of COVID-19, if they have tested positive for COVID-19, if they have been exposed to anyone with COVID-19, or if they are awaiting a positive test because either they or a medical professional believes they may have been exposed to COVID-19.

4.6 Physical Distancing

The Company has adopted several practices to ensure physical distancing including the following:

- Informing employees that they are to maintain 6 feet of distance at all times while they are at the worksite, including in the parking lot or other areas around the facility and during lunch and meal breaks.
- If the work requires employees to be within 6 feet of each other, face masks (N95 with no exhaling valve) and face shields must be worn. The work should also be addressed on the daily JHA.
- Offering telework or remote work assignments where it is not necessary for employees to be at work, when it is required under local or state order, and if remote work is available.
- Limiting occupancy at the workplace, if feasible.
- Using floor markings or other visual cues to identify methods of travel and restricted areas if possible.
- Staggering arrival times, departure times, breaks, and shifts if possible.
- Adjusting work processes and procedures to where single individuals perform functions rather than working in pairs if possible.
- Separating furniture or locations where employees perform work tasks.
- Limiting seats in the break rooms.
- Limiting seats in conference rooms.

4.7 Face Covering/Face Mask Policy

The Company will provide face coverings or masks for all employees. The Company will also ensure that employees, subcontractors, vendors, and authorized third parties are wearing a facemask/face covering in accordance with state or local guidance. These face coverings and/or

masks are not considered personal protective equipment (“PPE”) or a substitute for physical distancing, personal hygiene, and additional cleaning and disinfecting protocols discussed in this document. Employees should wear masks over their nose and mouth at all times, or when otherwise required by the California Department of Public Health (“CADPH”) or local health department.

Use of Face Coverings

Each employee will receive a face covering/facemask at the beginning of their shift. Depending on supply, and as needed, employees may be provided additional face coverings throughout the day. The Company will provide receptacles for used/soiled face coverings and will provide clean face coverings each day.

Rules of Use for all Employees

Employees must follow the instructions provided for in the “Fitting/Removing/Reusing of Face Covering” section described below.

At the end of shift, employees must properly dispose of used/soiled face coverings as instructed.

Employees must not wear a face covering if doing so will adversely affect their health. If an employee believes the use of a face covering will affect his or her health, s/he should speak with Stephen Rehrmann. Employees will be exempted from wearing face coverings if they have a medical condition, mental health condition, or disability and will be provided with a non-restrictive alternative such as a face shield with a drape on the bottom, if their condition or disability permits.

Employees must not wear a face covering if doing so will inhibit job functions. Employees should check with their supervisors to ensure which job functions can and cannot be performed while wearing a face covering.

Failure to follow these rules may result in discipline, up to and including, termination.

4.8 Instructions on Fitting/Removing/Reusing Face Covering for all Employees

In order to properly use the face covering, Employees must ensure that:

- The covering fits snugly but comfortably against the sides of their face and covers their nose and mouth;
- The covering is secured either by ties or ear loops; and,
- Employees can breathe without restrictions.

When removing the face covering, Employees must:

- Avoid touching their eyes, nose, and mouth; and
- Wash their hands with soap and water for at least 20 seconds following the removal of the face covering.

-
- When soap and running water are unavailable, use an alcohol-based hand rub product with at least 60% alcohol. Employees should not use hand sanitizer with methyl alcohol.

Additionally, if they remove their face covering during the workday (e.g., to drink or eat) they must:

- Avoid touching the inside of the covering;
- Account for the whereabouts of the removed covering at all times;
- Wash their hands with soap and water for at least 20 seconds after putting the covering back on. When soap and running water are unavailable, use an alcohol-based hand rub product with at least 60% alcohol; and,
- At the end of shift, properly dispose of the used/soiled covering as instructed by the Company and wash their hands for at least 20 seconds or use an alcohol-based hand rub product with at least 60% alcohol.

4.9 Other Engineering Controls, Administrative Controls, and Personal Protective Equipment

The Company has implemented cleaning and disinfecting procedures including:

- Regularly cleaning and disinfecting frequently touched surfaces and objects, such as doorknobs, elevator buttons, tools, handrails, handles, commonly used equipment, bathroom surfaces, and equipment controls. The Company has a strict cleaning protocol, which is included in Stomper's COVID-19 Prevention Policy
- Employees are forbidden from sharing PPE.
- The Company will evaluate its handwashing facilities to determine if additional facilities are needed. The Company will also provide additional breaks for employees to allow them to wash their hands for at least 20 seconds.
- Through its job hazard assessment, the Company will evaluate whether there is a need for PPE, such as gloves, goggles and face shields, to reduce or prevent exposure to COVID-19 hazards. The Company will provide such PPE as needed.
- The Company will evaluate the need for respiratory protection in accordance with title 8 Cal. Code of Regs. § 5144, especially where physical distancing requirements are not feasible and other engineering controls are not available, such as Plexiglas dividers or other effective measures, to reduce COVID-19 hazards.

4.10 Reporting, Recordkeeping and Access

The Company will report all COVID-19 cases as required by the local department of health whenever required by law.

The Company will report any COVID-19 serious illness or death in accordance with title 8 Cal. Code of Reg. § 330(h).

The Company will maintain records of steps taken to implement this Policy including its job hazard assessment.

A copy of this Policy is available in the office, on the supervisor's jobsite tablets, and at stompercompany.com/employees. Additionally, this policy will be made available to the union representatives and to the Cal/OSHA's Division of Enforcement (the "Division") upon request. The Company will maintain a record of all employee COVID-19 positive cases including the name of the employee, contact information, job title, locations where the employee worked, the date of the last day worked, and the date of the positive test.

4.11 Exclusion of COVID-19 Cases in the Workplace

The Company will maintain benefits for an employee who is out on COVID-19 leave in accordance with law.

4.12 Return to Work Criteria

The Company will return employees to the workplace as follows:

- Employees will not be returned if they have signs or symptoms until:
- At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medication
- COVID-19 symptoms have improved; and,
- At least 10 days have passed since COVID-19 symptoms first appeared.
- A company paid return to work COVID-19 test is negative
- Employees who tested positive but were asymptomatic will not return to work until:
- A minimum of 10 days have passed since the collection of the specimen of the first positive COVID-19 test.
- A company paid return to work COVID-19 test is negative

If the Employee has had a primary exposure, the initial test is negative and has had no symptoms and who is quarantined or isolated by a local or state health official, the employee will not return to work until:

- The period of isolation or quarantine is completed or the order is lifted
- 10 days from the time the order to isolate was effective
- 14 days from the time, the order to quarantine was effective.
- A company paid return to work COVID-19 test is negative

5. Multiple COVID-19 Infections and COVID-19 Outbreaks

5.1 Scope

If the local department of health has identified the facility as an outbreak or there are three or more COVID-19 cases in an exposed workplace within a 14-day period, the Company will enact enhanced procedures. These policies will apply until there are no new COVID-19 cases detected in a workplace for a 14-day period.

5.2 Testing

The Company will provide COVID-19 testing to all employees who were present during the period of the outbreak. The testing will be provided at no cost to employees and employees will be paid for time spent taking the test. Employees should continue to follow the Company's policies, including meal and rest break policies and overtime policies in the Company's handbook, while they are getting tested. If an employee must miss a meal or rest break, or exceeds an 8 hour workday, the employee must immediately contact their supervisor for permission. The Company will either ask the employee to return for a test at another time or provide premium pay for the missed meal or rest break and/or overtime pay for the time spent waiting for the test. The Company has specific procedures for employees to monitor and track the time they spend waiting for a test. See Form #4.

The Company will provide testing to all employees who were in the exposed workplace during the relevant period of the exposure. All employees will be offered testing once, and then one week later.

The Company will continue COVID-19 testing of employees who remain at the workplace at least once per week or more frequently if recommended by the local health department until there are no more positive COVID-19 cases within a 14-day period.

5.3 COVID-19 Multiple Infection Cases

The Company will ensure positive COVID-19 cases and COVID-19 exposures are excluded from the workplace.

The Company will investigate all COVID-19 illnesses relating to an Outbreak.

The Company will also investigate and correct any new or unidentified hazards for any Outbreaks and will review its policies to implement any changes relating to its investigation. The Company will review to ensure it is offering all available and required leave to its employees. The Company will re-review all policies and procedures every 30 days that the Outbreak continues. The Company will also evaluate other feasible options for reducing COVID-19 hazards.

The Company will promptly report to the local health department within 48 hours after the employer knows or with a diligent inquiry would have known of the three positive COVID-19 cases. The notification should include the name of each positive individual, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status (if any), the North American Industry Classification System ("NAICS") code of the workplace, and any other information requested by the local health department. The duty to report continues for every case until the Outbreak is resolved. After January 1, 2021, the employer shall notify the local health department in accordance with [AB 685/California Labor Code § 6409.6].

6. Major COVID-19 Outbreak

6.1 Scope

If there are 20 or more COVID-19 cases in an exposed workplace within a 30-day period, the Company has enhanced procedures. These policies will apply until there are no new COVID-19 cases detected in a workplace for a 14-day period.

6.2 Testing

The Company will provide COVID-19 testing twice a week, or more frequently as recommended by the local health department, to all employees present at the exposed workplace during the relevant 30-day period and for those who remain at the workplace. The testing will be provided at no cost to employees and employees will be paid for time spent taking the test. Employees should continue to follow the Company's policies, including meal and rest break policies and overtime policies in the Company's handbook, while they are getting tested. If an employee must miss a meal or rest break, or exceeds an 8 hour workday, the employee must immediately contact their supervisor for permission. The Company will either ask the employee to return for a test at another time or provide premium pay for the missed meal or rest break and/or overtime pay for the time spent waiting for the test. The Company has specific procedures for employees to monitor and track the time they spend waiting for a test. See Form 4.

6.3 COVID-19 Major Multiple Infection cases

The Company will ensure positive COVID-19 cases and COVID-19 exposures are excluded from the workplace.

The Company will investigate all COVID-19 illnesses relating to an Outbreak.

The Company will also investigate and correct any new or unidentified hazards for any Outbreaks and will review its policies to implement any changes relating to its investigation. The Company will review to ensure it is offering all available and required leave to its employees. For the duration of the Outbreak, the Company will re-review all policies and procedures every 30 days. The Company will also evaluate other feasible options for reducing COVID-19 hazards, including whether it can recirculate air with Minimum Efficiency Reporting Value ("MERV") 13 or higher efficiency filters, or other comparable air filtration, whether they could add portable or mounted High Efficiency Particulate Air ("HEPA") filtration units, or other air cleaning systems to reduce risk, whether a respirator protection program or changes to the respiratory protection program would address the COVID-19 hazards, whether the Company should stop some operations until the exposure is under control and any other measure deemed necessary by the Division.

The Company will promptly report to the local health department within 48 hours after the employer knows or with a diligent inquiry would have known of the three positive COVID-19 cases. The notification will include the name of the positive individual, contact information,

occupation, workplace location, business address, the hospitalization and/or fatality status (if any), the NAICS code of the workplace, and any other information requested by the local health department. The duty to report continues for every case until the Outbreak is resolved. After January 1, 2021, the employer shall notify the local health department in accordance with [AB 685/California Labor Code § 6409.6]

7. POLICY AGAINST COVID-19-RELATED DISCRIMINATION, HARASSMENT & RETALIATION

As further reflected in its separate Policy Against Harassment and Discrimination, the Company is committed to providing a workplace free of unlawful harassment and discrimination. This includes harassment of or discrimination against individuals for COVID-19-related reasons, including but not limited to an individual's exposure or possible exposure to COVID-19, showing symptoms of COVID-19, testing positive for COVID-19, taking a leave of absence for COVID-19-related reasons, reporting violations of the Company's health, safety, or social distancing policies, or any other reason protected by local, state, or federal law.

The Company strongly disapproves of and will not tolerate harassment of or discrimination against applicants, employees, unpaid interns, or volunteers by managers, supervisors, co-workers, or third parties with whom employees come into contact. Similarly, the Company will not tolerate harassment by its employees of non-employees with whom the Company employees have a business, service, or professional relationship.

Discrimination Defined

It is a violation of Company policy to discriminate in the provision of employment opportunities, benefits or privileges; to create discriminatory work conditions; or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, for COVID-19-related reasons, described above. Discrimination in violation of this policy will be subject to disciplinary measures up to and including termination.

Harassment Defined

The Company also prohibits harassment of any kind, including harassment related to COVID-19, and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy. For purposes of this policy, harassment is any verbal or physical conduct designed to threaten, intimidate or coerce an employee, co-worker, or any person working for or on behalf of the Company, including harassment for COVID-19-related reasons, described above. Harassment in violation of this policy will be subject to disciplinary measures up to and including termination.

Reporting and Disclosure of COVID-19-Related Information

The Company expects and requires that all employees stay home, notify their supervisor, and get tested if they experience cough, fever, difficulty breathing, shortness of breath, chills,

muscle pain, headache, sore throat, or the loss of taste or smell while on the job (COVID-19-related symptoms). The Company expects and requires that all employees to immediately report to Stephen Rehrmann if they experience COVID-19-related symptoms while on the job.

The Company will comply with all applicable statutes and regulations that protect the privacy of persons who have tested positive for or have been exposed to COVID-19. Although all reasonable measures will be taken to ensure procedurally sufficient safeguards to maintain the personal confidence about persons who have tested positive for or who have been exposed to COVID-19, the Company will also comply with all local, state, and federal requirements related to the disclosure of information when an employee is exposed to, experiences symptoms or, or tests positive for COVID-19.

Reporting and Investigating Violations of Company Health, Safety, or Social Distancing Policies

The Company takes the health and well-being of its employees very seriously and has implemented various health, safety, and social distancing policies in order to better protect its employees against COVID-19. Employees are encouraged to report any violations of these policies to Stephen Rehrmann so that the appropriate investigation and corrective action can be taken. The Company will not tolerate any retaliation against any employee for making a good faith complaint of a COVID-19-related policy violation.

Reporting and Investigating Harassing or Discriminatory Conduct

The Company understands that victims of harassment or discrimination are often embarrassed and reluctant to report their experiences for fear of being blamed or due to concerns about being retaliated against. However, no employee should have to endure harassing or discriminatory conduct, and the Company therefore encourages employees to promptly report any such incidents so that corrective action may be taken. Any incidents of COVID-19-related harassment or discrimination should be reported immediately to the Stephen Rehrmann, who is responsible for investigating these complaints.

An employee is not required to complain to Stephen Rehrmann if that person is the individual who is discriminating against or harassing the employee, but may instead report the conduct to his or her immediate supervisor or any other member of management. Supervisors and managers who receive complaints or who observe such conduct must immediately inform Stephen Rehrmann or other appropriate company official so that an investigation may be initiated.

Every reported complaint of harassment or discrimination will be investigated thoroughly and promptly by impartial and qualified personnel. The investigation will be handled in as confidential a manner as possible consistent with a fair, timely, and thorough investigation in a manner that provides all parties appropriate due process and reaches reasonable conclusions based on the evidence collected.

In addition to notifying the Company about harassment, discrimination, or retaliation complaints, affected employees may also direct their complaints to the California Department of Fair Employment and Housing (“DFEH”), which has the authority to conduct investigations of the facts. The deadline for filing complaints with the DFEH is one year from the date of the alleged unlawful conduct. If the DFEH believes that a complaint is valid and settlement efforts fail, the DFEH may file a lawsuit in court. The courts have the authority to award monetary and non-monetary relief in meritorious cases. Employees can contact the nearest DFEH office at the locations listed in the Company’s DFEH poster or by checking the State Government listings in the local telephone directory

Corrective Action

The Company will not tolerate retaliation against any employee for making a good faith complaint of harassment, discrimination, policy violation, or for cooperating in an investigation. If harassment, discrimination, or retaliation in violation of this policy is established, the Company will take appropriate corrective action. Corrective action may include, for example: training, referral to counseling, disciplinary action ranging from a verbal or written warning to termination of employment, or increased policy enforcement, depending on the circumstances. Employees will not experience retaliation as a result of lodging a complaint or participating in any workplace investigation.

I have received a copy and had an opportunity to read the Policy Against COVID-19-Related Discrimination, Harassment & Retaliation. I understand that I may ask my supervisor or management any questions I might have concerning this policy. I also understand and agree that it is my responsibility to comply with this policy and any revisions made to it.

Signature

Name (Printed)

Date

APPENDIX A

ADDITIONAL RESOURCES, LINKS AND INFORMATION

- 1) Code of California Regulations, Title 8, Section 3205 "COVID-19 Prevention" - full text of the emergency temporary standard
<https://www.dir.ca.gov/oshsb/documents/COVID-19-Prevention-Emergency-apprvdtxt.pdf>
- 1) Safety and Health Guidance - "COVID-19 Infection Prevention in Construction"
<https://www.dir.ca.gov/dosh/coronavirus/COVID-19-Infection-Prevention-in-Construction.pdf>
- 2) COVID-19 Emergency Temporary Standard - Frequently Asked Questions
<https://www.dir.ca.gov/dosh/coronavirus/COVID19FAQs.html>
- 3) Recording and Reporting Requirements for COVID-19 Cases
<https://www.dir.ca.gov/dosh/coronavirus/Reporting-Requirements-COVID-19.html>
- 4) Cal/OSHA COVID-19 Online Training
<https://trainingacademy.dir.ca.gov/page/on-demand-training-covid19>
- 5) Centers for Disease Control webpage - Coronavirus Disease 2019
<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>
- 6) California Department of Public Health webpage on Coronavirus - 2019
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/ncov2019.aspx>

APPENDIX B

Contact Tracing Assessment:

The process of determining which employees have come into close contact with a COVID-19 positive employee in the 2 days prior to the onset of the COVID-19 positive employee's symptoms. Employees who have been in close contact with the COVID-19 positive employee should be directed to self-quarantine for 14 days from the last date of close contact with the COVID-19 positive employee. In order to properly contact trace you should:

1. Ask the COVID-19 employee to identify who s/he was in close contact with in the 2 days prior to the onset of his/her symptoms; and
2. Review the areas of the workplace the COVID-19 positive employee would have accessed and determine if there are any other employees that the COVID-19 positive employee would likely have had close contact.

Contact tracing need not be performed if the COVID-19 positive employee was not in the workplace within 2 days of the onset of symptoms.

CONTACT TRACING SCRIPT

Preliminary Notes

- The purpose of contact tracing is to determine if any employees were in close contact with the COVID-19 positive employee 2 days prior to the COVID-19 positive employee becoming symptomatic. Therefore, you only need to contact trace if a COVID-19 positive individual was in the workplace within 2 days of the onset of his/her symptoms.
- Begin contact tracing by speaking with the COVID-19 positive employee.
- Recent guidance from California's Department of Health has stated if the employee is wearing a mask, they do not need to be identified as someone with close contact.
- DO NOT DISCLOSE THE NAME OF THE COVID-19 POSITIVE EMPLOYEE TO OTHERS.

Script to COVID-19 Positive Employee

- Because you informed us that you were COVID-19 positive, we have a legal obligation to our employees to inform those that were in close contact (6 feet for 15 minutes or more within a 24 hour period) with, that they may have been exposed to the virus. Note, we will not disclose your identity to your coworkers unless you have signed a consent.
- When did you become symptomatic? [If onset of symptoms was more than 14 days ago, nothing further to ask].
- Who do you recall being in close contact with 2 days prior to becoming symptomatic?
- In the 2 days before becoming symptomatic, do you recall being in any areas of the workplace that you would not ordinarily frequent?
- Did you participate in any external activities (lunch, happy hour, etc.) with any employees outside of work without facemasks?

Script to Potentially Exposed Employees

- We have been informed by one of our employees that the employee is COVID-19 positive based on a diagnosis obtained on [DATE].
- Based on our investigation we believe that you may have come into close contact with the employee on [DATE].
- Pursuant to Company policy, we are requiring you to remain away from work until [14 days from the last close contact with the confirmed case].

-
- If you are not diagnosed as COVID-19 positive, or are not experiencing COVID-19 symptoms by [14 days from last contact with the COVID-19 positive employee], you may return to work after completing a Self-Certification Form.
 - If during your time away from work you experience symptoms, or are diagnosed positive please inform **[CONTACT]**.

DOCUMENTS TO REVIEW FOR CONTACT TRACING

Employer should collect documents and information in order to conduct contact tracing. The employer can review the following to create a list of which employees have been exposed. The information should be used to create a list of potential people exposed, which can be narrowed by asking the infected employee or using other mechanisms to determine which of these people had exposure with the infected employee within 6 feet for more than 15 minutes within any 24 hour period.

1. Timesheets or time clock records to determine who was on shift at the same time
2. Meal and rest break records to determine who was on break at the same time
3. Employee's assignment records to determine whom the employee worked with
4. Employees data entries to determine whom the employee was working with
5. Records of meetings and conference to determine who the employee may have been in close contact with.
6. Records of where the employee has been (rooms where the employee worked, calendar invites, meeting room invites, phone records, etc.)

APPENDIX C

HEALTH SCREENING QUESTIONNAIRE

Sample of the questions from the Zoho Stomper daily screening process in both English and Spanish:

- Are you sick?
- Do you have any of the following symptoms?
 - Fever, chills, coughing, sore throat, shortness of breath, loss of taste or smell, fatigue, muscle pain, diarrhea
- Have you been out of the country in the last 14 days?
- Have you had direct contact with a known COVID case?

Stomper Covid Policy acknowledgment:

- If I am experiences flu-like symptoms at home, I understand that I am not allowed to come to work
- I understand that I must leave work immediately if I feel ill, and I will report this to my supervisor
- I understand that I may be required to obtain medical clearance prior to returning to work
- I understand hand washing is required before and after work, after bathroom use, before and after breaks, and before/after eating
- I understand that I am required to cough or sneeze into a tissue or my elbow, not my hands
- I understand I am required to observe social distancing guidelines, and keep minimum 6' separation from others
- I understand that I must wear a face shield if I must work within 6' of someone
- I understand that I should avoid touching my face, nose, eyes, and mouth as much as possible
- I understand face coverings are required at all times at the workplace except when working alone in a private office, when eating, or when a respirator is required
- I understand I am not allowed to share PPE, food, or drinks
- I understand that carpooling is not allowed per the county health mandates, unless you live with the other person or there is no means of getting to work
- I understand that I am encourages to report compliance issues to the office

APPENDIX D

Updated October 19, 2020

DAILY MESSAGING

RE: COVID-19 VIRUS AND THE WORKPLACE

**Note – this is an evolving document given the changing regulatory and legal environments **

All supervisors will review the following with their teams daily:

- **IF EXPERIENCING SYMPTOMS AT HOME** - Any employee showing any flu-like symptoms such cough, fever, runny nose, shortness of breath, sweats, etc must stay home
- **IF EXPERIENCING SYMPTOMS AT THE WORKPLACE** - Any employee exhibiting flu-like symptoms at the workplace will be sent home immediately by the Superintendent, Safety Manager or the Project Manager
- **EMERGENCY MEDICAL SYMPTOMS** - If an employee is experiencing the following emergency medical signs, call 911 immediately: Trouble Breathing, persistent pain / pressure in your chest, bluish lips or face
- **HAND WASHING** - All personnel will be required to wash their hands with disinfectant soap regularly for at least 20 seconds: before and after your shift, after restroom use, before and after breaks, before and after eating. The CDC recommends this practice be continued at all times: before and after entering public spaces (grocery store, etc), and as soon as you get home, before and after meals, etc
- **COUGHS AND SNEEZES** – cover your coughs and sneezes with a tissue or the inside of your elbow (do not use your hands).
- **DISINFECTING TOOLS & EQUIPMENT** - Employees shall disinfect tools, computers, keyboards, iPads, phones, equipment controls & seats with provided cleaners at the start and finish of each day as well as before transferring usage to another employee
- **SOCIAL DISTANCING** – Employees shall keep a minimum safe distance (6 feet) from other employees and anyone in public. The virus can be easily transmitted via coughs and sneezes
- **IF YOU MUST WORK WITHIN 6’** – Use face shields in addition to other PPE currently in use.
- **FACIAL CONTACT** - Refrain from touching your face, eye, nose, and mouth as much as possible.
- **FACE COVERINGS, N95 MASKS & HALF MASKS:**

-
- All personnel shall wear face coverings at all times while on a project except while eating, or when a respirator is required.
 - Only use respirators (N95s and half masks) if the task specifically requires it
 - Half masks should be used instead of N95s wherever possible.
 - Clean your half masks daily
 - **DO NOT SHARE**
 - PPE such as gloves, eye protection, face coverings, respirators
 - Any food or beverages
 - **DO NOT USE** – Microwaves or water coolers.
 - **CARPPOOLING** – Do not carpool unless you live with the person, or if you have no other means of transportation. If you must share a vehicle, it can only be with one person and they must sit as far away as possible.
 - **MEDICAL CLEARANCE** - If any employee is out of work due to illness (COVID-19 or otherwise), a medical clearance by a healthcare provider must be obtained before returning to work
 - **TRAVEL** – If you travel outside the county or to another high risk location, you will be required to obtain a COVID clearance test prior to returning to work.
 - **TESTING** – Stomper reserves the right to require any of its personnel to obtain a COVID clearance test if deemed necessary.

Further questions regarding COVID safety should be directed at Dan Ruiz, Stomper Operations & Safety Manager (dan@stompercompany.com)

For county-specific information, see:

<https://www.cdc.gov/coronavirus>

[Santa Clara County Construction Guidelines for COVID](#)

[Alameda County Construction Guidelines for COVID](#)

[San Mateo Country Construction Guidelines for COVID](#)

[San Francisco Face Covering Order](#)

FORM 1

Employee Acknowledgement Form

Stomper Company, Inc. COVID-19 Prevention Policy

I certify that I have received, reviewed and read a copy of the _____ Prevention Policy and I have been trained on all of the following items:

- What is Sars CoV-2 (aka COVID-19)
- The symptoms of COVID-19
- How COVID-19 is transmitted
- Prevention tips for COVID-19
- Physical Distancing
- Face Coverings and Personal Protective Equipment
- That I am not to come to work if I have any signs or symptoms or believe I have been exposed to COVID-19 or if I have been asked to quarantine or isolate by the Department of Public Health
- That I may be entitled to leave and or other benefits such as supplemental pay, paid sick leave, or workers compensation
- That if I am hospitalized for COVID-19 that I am to immediately notify Dan Ruiz
- That I can ask my employer to provide me with testing if I have been exposed at work
- That I must complete health screening and temperature checks before entering the workplace
- Training on use of, obtaining, maintenance of and safe donning and doffing practices for face coverings and personal protective equipment
- General employee risk reduction of COVID-19
- Engineering controls adopted by the Company
- Anti-retaliation policy
- That I have the right to remove myself from work situations that I believe present an imminent threat or serious danger to my safety or health or the safety or the safety and health of others
- How to file an internal retaliation claim if I believe I am facing retaliation for anything

relating to COVID-19

- How to notify management of any safety violation or issue and the process management will take to investigate the matter
-

Date: _____ **Signature:** _____

Print Name: _____

Keep the original Employee Acknowledgement Form in Personnel File

FORM 2

[This document, as well as any attachments, must not be shared with anyone except employees authorized to receive the information, must be filed separately from any personnel files, and may be accessed by the COVID-19 Human Resources and Safety Committee Team.]

CONFIDENTIAL

EXPOSURE INCIDENT/INVESTIGATION REPORT

Employee Info

Date: Enter Date.

Name: Enter Name.

Employee Number: Enter Employee Number.

Location: Enter Street, City, State, Zip Code.

Department: Enter Name of Department.

Exposure Info

Date Employee Reported: Enter Date.

Was Employee Present at Work?

Yes

No

Who Received Report? Enter Name.

Employee Is:

Positive Test

Diagnosed Positive

Symptomatic

Date of Positive Test or Diagnosis: Enter Date.

Date of Onset of Symptoms: Enter Date.

Leave Available?

Yes

No

If yes, type of leave taken: Enter Type of Leave.

Information Provided by Employee Regarding COVID-19 Exposure (Where was the employee exposed? Did any family members have it? Etc.)

Contact Tracing

Was Employee at Worksite Within 2 days of Onset of Symptoms

- Yes – complete remainder of section
 No – do not complete remainder of section

For Each Employee in Close Contact

Name: Enter Name.

Employee Number: Enter Employee Number.

Location: Enter Street, City, State, Zip Code.

Department: Enter Name of Department.

Date of Last Close Contact: Enter Date.

Date Employee Notified: Enter Date.

Who Notified? Enter Name.

Date Employee Can Return if Asymptomatic: Enter Date.

Leave Available?

- Yes No

If yes, type of leave taken: Enter Type of Leave.

Cleaning

Was Employee at Worksite Within 2 days of Onset of Symptoms?

- Yes – complete remainder of section
 No – do not complete remainder of section

Areas Symptomatic Employee Accessed

Enter Detailed Description.

Areas of Worksite Cleaned

Enter Detailed Description.

Date Each Site Cleaned

Enter Date.

Enter Date.

Enter Date.

Who Performed Each Cleaning?

Enter Name.

Enter Name.

FORM 3

*hard & soft demolition
structural demolition & earthwork
specialty projects*



12/21/2020

TO ALL EMPLOYEES OF STOMPER COMPANY, INC.

NOTICE OF POTENTIAL WORKPLACE EXPOSURE TO COVID-19

Stomper Company, Inc. ("Stomper") has been notified that an individual infected with COVID-19 was present at the _____ jobsite. Therefore, you may have been exposed to this virus. This person was last present at the jobsite on _____.

Please understand that you may be entitled to COVID-19 benefits under applicable federal, state, or local laws, including, but not limited to, workers' compensation, COVID-19 related leave, company sick leave, state-mandated leave, supplemental sick leave, or negotiated leave provisions, as well as the protections afforded by Stomper's Policy Against COVID-19 Related Harassment and Discrimination. A copy of that policy is attached.

Please reference Stomper's COVID 19 Corporate Safety Policy if you have any questions about company protocol.

For more information on COVID-19, including symptoms and treatment, visit the CDC website at www.cdc.gov.

P: (510) 574 - 0570

been there, wrecked that!

F: (510) 574 - 0550

FORM 4

*hard & soft demolition
structural demolition & earthwork
specialty projects*



12/21/2020

NOTICE OF POTENTIAL WORKPLACE EXPOSURE TO COVID-19

To All Subcontractors on Stomper Company Inc.'s jobsite at _____

Stomper Company, Inc. ("Stomper") has been notified that an individual infected with COVID-19 was present at the jobsite. Therefore, your employees may have been exposed to this virus. This person was last present at the jobsite on _____.

If you have any questions about Stomper's COVID 19 Corporate Safety Policy, contact Stephen Rehrmann in Stomper's office at (510) 574-0570 x7 or at stephen@stompercompany.com

For more information on COVID-19, including symptoms and treatment, visit the CDC website at www.cdc.gov.

P: (510) 574 – 0570

been there, wrecked that!

F: (510) 574 - 0550

FORM 5

hard & soft demolition
structural demolition & earthwork
specialty projects



12/21/2020

NOTICE OF POTENTIAL WORKPLACE EXPOSURE TO COVID-19

To: Northern California District Counsel of Laborers

Subject: Stomper Company, Inc.'s jobsite: _____

Stomper Company, Inc. ("Stomper") has been notified that an individual infected with COVID-19 was present at the jobsite. Therefore, your members may have been exposed to this virus. We have notified all employees at jobsite of potential exposure.

Your members may be entitled to COVID-19 benefits under applicable federal, state, or local laws, including, but not limited to, workers' compensation, COVID-19 related leave, company sick leave, state-mandated leave, supplemental sick leave, or negotiated leave provisions. In addition, attached is a copy of Stomper's Policy Against COVID-19 Related Harassment and Discrimination.

If you have any questions about Stomper's COVID-19 Corporate Safety [Policy](#) please refer to the Stomper documents you have on file which were submitted to [you](#) office on 12/21/2020 or contact Stephen Rehrmann at (510) 574-0570 x7.

In accordance with California Labor Code Section 6409.6(c), Stomper provides you with the following information:

1. The qualifying individual's name is _____
2. The qualifying individual worked as a _____
3. The date of the onset of the illness is _____
4. The qualifying individual is determined to be positive for COVID-19
5. The qualifying individual has been away from work for _____ days
6. The qualifying individual did not die.

P: (510) 574 - 0570

been there, wrecked that!

F: (510) 574 - 0550

STOMPER COMPANY EMPLOYEE SAFETY ORIENTATION

Name: _____ Date Employed: _____

Department Assigned: _____

Type of Work/Title: _____

The following has been discussed and is understood:

	<i>Check Here</i>	<i>Comments</i>
1. Stomper safety policies and program – IIPP	θ	_____
2. Safety rules, general and specific to job assignment	θ	_____
3. Safety rules enforcement procedures	θ	_____
4. When, where and how to report injuries	θ	_____
5. When, where and how to report unsafe conditions	θ	_____
6. Review of fire and emergency evacuation plan	θ	_____
7. Location and use of fire extinguishers	θ	_____
8. Safe work clothing	θ	_____
9. Importance of housekeeping, i.e. cleaning up spills.	θ	_____
10. Hazard Communication Program, including Safety Data Sheets (SDS)	θ	_____
11. Special hazards of the job	θ	_____
12. Assignment, use, care of personal protective equip.	θ	_____
13. Proper lifting procedures (with demonstration)	θ	_____
14. Employee certified in the following	θ	_____
15. Additional Training required:	θ	_____

IMPORTANT: If this employee is transferred to another job, a new safety orientation form should be filled out.

Signed _____ Date _____ Signed _____ Date _____

STOMPER COMPANY
INCIDENT INVESTIGATION FORM

Investigator: _____

Name: _____ Title: _____

Manager/Supervisor: _____

Other Participants: _____

PART 1: INJURY DATA:

1. Name of injured: _____ 2. Work Phone: _____ 3. Ext: _____

4. Usual Occupation: _____ 5. Date of Birth: _____

6. Employee Status: _____ 7. Employee #: _____

8. Hire Date: _____ 9. Occupation at time of Incident: _____

10. Date/Time of Incident: _____ 11. Nature of Injury/Diagnosis: _____

12. Date/Time Reported: _____ 13. Reported to Whom? _____

14. Severity of Injury:

A. Fatality B. Lost Workdays C. Restricted Workdays D. Medical Treatment

E. First Aid F. No Treatment G. Other:

15. OSHA Recordable: Yes No

16. Rationale: _____

PART 2: MEDICAL TREATMENT DATA Not Applicable

17. Name of Treatment Facility: _____ 18. Phone: _____

19. Date/Time at Facility: _____ 20. Address: _____

PART 3: INCIDENT DATA

21. Type of Incident: _____

Non-injury illness incident Injury Illness Impact Property Damage

22. Location: _____

23. Personnel Involved: _____

24. Equipment Involved (Type, Model): _____

25. Other Items Involved: _____

PART 4: INCIDENT DESCRIPTION (Supervisor/Witnesses/Employees with Insight)

Not Applicable

25. Date/time of Interview: _____ 26. Name: _____

27. Work Phone: _____ 28. Ext. _____ 29. Usual Occupation: _____

30. Employee #: _____

31. Description of Events (leading to, during or after incident): _____

32. Date/time of Interview: _____ 33. Name: _____

34. Work Phone: _____ 35. Ext. _____ 36. Usual Occupation: _____

37. Employee #: _____

38. Description of Events (leading to, during or after incident): _____

39. Date/time of Interview: _____ 40. Name: _____

41. Work Phone: _____ 42. Ext. _____ 43. Usual Occupation: _____

44. Employee #: _____

45. Description of Events (leading to, during or after incident): _____

PART 5: POSSIBLE CAUSES (Events/Conditions that may have contributed to the incident)

46. Describe:

A. Equipment: _____

B. Tools (including PPE): _____

C. Environment: _____

D. Procedure: _____

E. Personnel: _____

PART 6: RECOMMENDED CORRECTIVE ACTIONS:

47. Describe Recommended Corrective Actions / Actions Taken: _____

PART 7: RECOMMENDATIONS:

Recommendation	Originator	Accepted / Rejected	Actions Rationale or	Completion Dates
1.				
2.				
3.				
4.				
5.				
6.				

PART 8: MANAGEMENT:

Responsible/Approving Department Manager/Process Owner

Name: _____ Title: _____

Signature: _____ Date: _____

Investigator's Signature: _____ Date: _____

When complete, Send to: _____ _____
 _____ _____

Provide drawing or attach photos here

STOMPER COMPANY
SUPERVISOR'S TOOLBOX MEETING MINUTES

Department: _____

Supervisor: _____ **Date:** _____

Location: _____

Topic(s) Discussed: _____

Employees Attending:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
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_____	_____

STOMPER COMPANY
EMPLOYEE SAFETY SUGGESTION

Name (Optional): _____

Date: _____

Subject: _____

Description of situation, condition or concern: _____

Contributing Factors: _____

Your suggestion for improvement: _____

Date received: _____ Referred to: _____ Date: _____

Action Taken: _____

STOMPER COMPANY
SAFETY PROCEDURES VIOLATION REPORT

Supervisor/Manager: _____ **Date:** _____

Employee: _____ **Classification:** _____

Description of Violation: _____

Corrective Action: _____

Employee Comments: _____

I have reviewed a copy of this Safety Violations Procedures with my supervisor/ manager. I understand the importance of following proper Safety Procedures on the job. I am aware of the possible ramifications of repeated violations. I agree to follow the corrective actions described above. I have received a copy of this report.

Employee

Supervisor/Manager

STOMPER COMPANY SAFETY INSPECTION REPORT

Location: _____

Date: _____

The following list is intended as a reminder, look for all unsafe acts and conditions and report them below

EMPLOYER POSTING

- Emergency Numbers
- CAL/OSHA poster
- MSDS Available
- Bulletin Board Current

MACHINE GUARD

- Adequate supervision
- Point of Operation
- LOTO
- Nip/rotate points

FIRST AID/AED

- First aid kits
- Kits labeled
- Accessible
- Eyewash stations

FIRE PROTECTION

- Sprinklers clear - 18"
- Extinguishers clear
- Extinguishers charged
- Smoke detectors

GENERAL SAFETY

- Trip hazards
- Wet floors
- Improper Lifting
- Smoking
- Horseplay
- Floor mats condition
- Improper use air hoses
- Worksites clean/orderly
- Safety equipment
- Emergency stop buttons

ELECTRICAL

- Fray/exposed wiring
- Cover plates missing
- Illegal cords
- Cords under mats
- Access to panels

EXITING

- Exit routes clear
- Exit signs visible
- Exit signs lighted
- "No exit" marked

RECORDKEEPING

- OSHA log updated
- Trainings records
- Employee records

EMERGENCY SUPPLIES/EQUIPMENT

- Emergency provisions
- Flashlights operational

OTHER

Signature of Inspector

UNSAFE OBSERVED	CONDITION/ACT	CORRECTIVE ASSIGNED TO	ACTIO	DATE COMPLETED

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<i>STOMPER COMPANY</i> BOMB THREAT CHECKLIST

Time Threat Received: _____ Date Threat Received: _____

How Threat Reported (phone, letter, etc): _____

Exact words of caller: _____

QUESTIONS TO ASK CALLER AND RESPONSES:

When is the bomb going to explode? _____

Where is the bomb going to explode? _____

What kind of bomb is it? _____

What does it look like? _____

Why did you place the bomb? _____

Where are you calling from? _____

Description of the caller's voice: _____

Male ___ Female ___ Young ___ Middle Aged ___ Old ___ Accent _____

Tone of Voice _____ Background noises _____

Is the voice familiar to you _____ If so, Who does it sound like? _____

Time Caller Hung Up: _____ Remarks/Comments _____

Name, location, and phone number of threat recipient _____
