



*GOHRES CONSTRUCTION CO., INC.*

# Written Workplace Safety Program

*to satisfy the requirements of  
NRS 618.383*



*Revised April 29, 2007  
This document is available in Spanish upon request.*

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## **Section 1 - Identification of Responsibilities**

### ***1.1 Responsibilities of the Executive Officers.***

The Executive Officers of the corporation will be responsible for the creation, revision, and overall enforcement of the written safety program. The Executive Officers for Gohres Construction Co., a Nevada Corporation, are defined as the President, Secretary/Treasurer, Chief Executive Officer (CEO), Chief Financial Officer (CFO), and Chief Operations Officer (COO). These officers will constantly monitor and revise the program as needed to ensure compliance with NRS 618.323. In addition, the COO will be ultimately responsible for distribution to and communication with the site supervisors/managers and will periodically conduct inspections to measure compliance. The ultimate authority for safety in the workplace rests with these officers.

### ***1.3 Responsibilities of Site Supervisors/Managers.***

Site supervisors/managers will be responsible for implementing the written safety program at each location. These supervisors will receive the written workplace safety program from the executive officers of the corporation and the supervisors/managers are required to ensure that all employees read and understand the requirements of the program. The site supervisors/managers will have fourteen (14) days to implement the program. Additionally, the site supervisor/manager will serve as the safety program manager at each site. This will require the site supervisor/manager to ensure compliance with the program via periodic inspection and the site supervisor/manager will report any suggestions, violations, accidents, etc. to the COO.

### ***1.3 Responsibilities of Employees.***

Each employee will be responsible for reading the written workplace safety program and will be required to abide by all provisions contained within. Employees are required to identify any possible safety hazards within their work area and will be trained in appropriate safety areas. Employee participation is strongly encouraged and employees are invited to offer suggestions to improve safety conditions and will be required to immediately report any safety violations and/or accidents.

Every employee should be aware that **SAFETY IS EVERYONE'S RESPONSIBILITY. ALWAYS BE THINKING ABOUT SAFETY WHENEVER YOU ARE WORKING.**

The safety of our employees is given a very high priority in our company. As management we consider injury and illness prevention just as important as any other aspect of our daily business. It is our policy to provide and maintain safe and healthful working conditions, and to follow operating practices that will safeguard all employees, thereby resulting in safe working conditions and efficient operations.

**Safety begins with YOU!**

It then requires the same cooperation from everyone else. Injuries and equipment damage can be avoided if everyone will participate in good safety practices.

Our goal is to have no work-related injuries. But if an injury does occur, we expect you to report it immediately to those in charge. If you are aware of any unsafe practices or unsafe equipment, we wish to be informed so that corrective action can be taken. All safety rules and regulations of the company will be enforced so that a healthful and safe work environment can be provided for all. Any suggestions that will contribute to safety are welcome and will be given proper consideration.

Our company policy of safety requires that everything possible be done to protect employees, customers and visitors from accidents. Safety requires cooperation and participation of every employee. Failure by any employee to comply with safety rules will be grounds for corrective discipline. Safety designated personnel shall insist that employees observe all applicable Company, State and Federal safety rules and practices and take action as is necessary to obtain compliance.

1. All persons shall follow safe practice rules, render every possible aid to safe operations and report all unsafe conditions or practices to the foreman or superintendent.
2. Foreman or superintendent shall insist on employees observing and obeying every rule, regulation and order as is necessary to conduct work safely and shall take the necessary actions to obtain observance.
3. All employees shall be given accident prevention instructions at least every 10 working days.
4. Anyone known to be under the influence of drugs or intoxicating substances, which impair the employee's ability to safely perform the assigned duties, shall not be allowed on the job while in that condition.
5. Horseplay, scuffling and other acts, which tend to have an adverse influence on the safety or well being of the employees, shall be prohibited.
6. Work shall be well planned and supervised to prevent injuries in the handling of materials and in working with equipment.
7. No one shall knowingly be permitted or required to work while their ability or alertness is so impaired by fatigue, illness or other causes that it might unnecessarily expose them or others to injury.
8. Employees shall not enter manholes, underground vaults, chambers, tanks, silos or similar places that receive little ventilation, unless it has been determined that it is safe to enter.
9. Employees shall be instructed to ensure that all guards and other protective devices are in proper place and adjusted, and shall report deficiencies promptly to the foreman or superintendent.
10. Crowding or pushing to board or leave any vehicle or other conveyance
11. Workers shall not handle or tamper with electrical equipment, machinery, air or water lines in a manner not within the scope of their duties, unless they have received instructions from their foreman.
12. All injuries shall be reported promptly to the foreman or superintendent so that arrangement can be made for medical or first aid treatment.
13. When lifting heavy objects, the large muscles of the Leg instead of the smaller muscles of the back shall be used.
14. Inappropriate footwear or shoes with thin or badly worn soles shall not be worn.
15. Materials, tools or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from falling objects.
16. Employees shall cleanse thoroughly after handling hazardous substances and shall follow special instructions from authorized sources.

17. Hod carriers should avoid the use of extension ladders when carrying loads. Such ladders may provide adequate strength, but the rung position and rope arrangement make such climbing difficult and hazardous for this trade.
18. Work shall be so arranged that employees are able to face ladder and use both hands while climbing.
19. Gasoline shall not be used for cleaning purposes.
20. No burning, welding or other source of ignition shall be applied to any enclosed tank or vessel, even if there are some openings, until it has first been determined that no possibility of explosion exist, and authority for the work is obtained from the foreman or superintendent.
21. Any damage to scaffolds, false work, or other supporting structures shall be immediately reported to the foreman and repaired before use.
22. All tool and equipment shall be maintained in good condition.
23. Damaged tools or equipment shall be removed from service and tagged "DEFECTIVE".
24. Pipe or Stillson wrenches shall not be used as substitute for other wrenches.
25. Only appropriate tools shall be used for the job.
26. Files shall be equipped with handles and not used to punch or pry.
27. A screwdriver shall not be used as a chisel.
28. Wheelbarrows shall not be pushed with handles in an upright position.
29. Portable electric tools shall not be lifted or lowered by means of the power cord. Ropes shall be used.
30. Electric cord shall not be exposed to damage from vehicles.
31. In locations where the use of a portable power tool is difficult, the tool shall be supported by means of a rope similar support of adequate strength.
32. Only authorized persons shall operate machinery or equipment.
33. Loose or frayed clothing, long hair, dangling ties, finger rings, etc., shall not be worn around moving machinery or other sources of entanglement.
34. Machinery shall not be serviced, repaired or adjusted while in operation, nor shall oiling of moving parts be attempted except on equipment that is designed or fitted with safeguards to protect the person performing the work. All equipment to be serviced by company mechanic only.
35. Where appropriate, lockout procedures shall be used.
36. Employees shall not work under supported by jacks or chain hoists without protective blocking that will prevent injury if jacks or hoists should fail.
37. Air hoses shall not be disconnected at compressors until hose has been bled.
38. All excavations shall be visually inspected before backfilling to ensure that it is safe to backfill.
39. Excavating equipment shall not be operated near top of cuts, banks and cliffs if employees are working below.
40. Tractors, bulldozers, scrapers and carryalls shall not operate where there is the possibility of overturning in dangerous areas like edges of deep fills, cut banks, and steep slopes.
41. When loading where there is a probability of dangerous slides or movement of material, the wheels or treads of Loading equipment, other than that riding on rails, should be turned in the direction which will facilitate escape in case of danger, except situations where this position of wheels or treads would cause a greater operational hazard.

## **Section 2 - Identifying, Analyzing, and Controlling Hazards**

### ***2.1 Identifying Hazards.***

Working in conjunction with each employee, the safety manager (site supervisor/manager) will survey the workplace to identify any and all jobs that present a possible safety hazard. A survey of all findings should be compiled for each location.

### ***2.2 Analyzing Hazards.***

After the survey has been completed, analysis will be conducted to isolate where the highest potential for job injuries exists in each of the problem areas that the survey has highlighted. While the intent of the analysis is to focus on the highest risk job activities, any hazard found by the survey should be identified and appropriate safety training conducted.

### ***2.3 Controlling Hazards.***

Based on the findings and analysis of the survey, the safety manager will conduct safety training with each employee that is affected by any of the findings. This training should focus on the types of corrective actions that are necessary to reduce the risk of job injury. In addition, the safety manager will be responsible for monitoring the hazard and will be responsible for disciplinary action ranging from verbal warning to termination for employees who knowingly violate any instituted safety procedures.

## **HAZARDOUS SUBSTANCES COMMUNICATION PROGRAM**

Gohres Construction Company has a Hazardous Substances Communication Program. You as an employee have the right to know about any and all hazardous substances in your work areas.

The designated Program Administrator for the Injury and Illness Prevention Program has the written program for the company. It is available for you to review at any time. The Administrator also has a complete list of all hazardous substances known to be present in our workplace. This list is both alphabetical by the identity referenced on the MSDS (Material Safety Data Sheet) and by department/area.

In addition to the written program being available to you to review it is also available at all times, upon request, to your designated representatives if you have any, to the Chief of the Division of Occupational Safety and Health.

If there are any non-routine tasks, which you may be involved with, that have any exposure to hazardous substances, your trainer will provide training regarding the hazards involved and any protective measures that need to be taken.

## **LABELS AND OTHER FORMS OF WARNING**

Each container of hazardous substances in the workplace is to be labeled, tagged, or marked. These labels contain important information to help protect you. If you transfer a substance from a marked container to another container, be sure to mark the new container.

Labels contain important information, such as:

1. The name used to identify the chemical and the brand name or trade name of the substance.
2. The manufacturer's name and address.
3. Special warnings words, such as Danger (the most severe hazard), Warning, or Caution (a less severe hazard).
4. A warning of physical hazards such as explosion, corrosion, spills, fires, etc.
5. Specific health hazards such as damages skin, causes liver disorder, lung cancer, etc.
6. Some labels may list hazardous ingredients.
7. Some may warn of precautions to take such as wearing protective clothing, using protective equipment or using protective procedures.
8. Sometimes there are instructions on how to handle, store and dispose of the substance.
9. You may find first-aid procedures on the label in case of an emergency.
10. You may find special instruction about precautions of children, firefight procedures, etc.

Any information not found on the label should be looked for on the Material Safety

For any individual stationary process container in your work area that does not have a label directly on the container, there will be either a sign, placard, process sheet, other written materials, or information included in our operating procedures to convey the information required to be on the Label.

If you are aware of any container(s) of hazardous substances, which does not have a label, you will advise your designated safety personnel immediately.

Quarterly inspection will be maintained to review containers to see that labels are properly in place.

No employee will remove or intentionally deface existing labels on incoming containers unless the container of hazardous materials is immediately marked with the required information of identity of the hazardous substance(s) contained therein and with the appropriate hazard warnings.

All labels and other forms of warning will be either typed or legibly printed in English and displayed prominently on the container.

## **MATERIAL SAFETY DATA SHEETS**

There will be a binder of all MSDSs kept in your work area. It is listed alphabetically by the identity of the hazardous substance(s), which are used in the workplace; it is kept for review at all times.

All MSDSs are available, upon request, to you, your designated representative(s), if any, to the Chief of the Division of Occupational Safety and Health, NIOSH, and your physician.

If at any time you become aware of a MSDS that is missing for a hazardous substance in the workplace or that the MSDS is missing information, you should immediately advise your designated safety personnel.

The Material Safety Data Sheet (MSDS) must be in English. Each MSDS will include the following information:

1. The identity used on the label. This is the Chemical identification. It includes the chemical name, the manufacturer's name and address, the trade name, and any emergency phone numbers.
2. Physical characteristics of the hazardous substance. This would include such things as the odor, boiling point, evaporation rate, melting point, and the chemical appearance (what it looks like).
3. The ingredients within the substance, which are hazardous (these are the ingredients that can cause you harm). It may also explain how much of the ingredient(s) is in the substance.
4. The MSDS will explain any health hazards, which may occur with overexposure to the substance. It will give you the symptoms of both acute (short durations such as minutes, hours or days) and of chronic (long durations such as months, years, and lifetime) exposures.
5. It will also tell you of physical hazards such as spills, fires explosions, etc.
6. The MSDS gives you information in how to properly handle the substance. It tells how to use it, how to store it, and how to transfer it safely.
7. There is information for first-aid procedures. It tells what you should do in the event of an emergency.
8. If the substance is unstable or can become unstable (such as becoming explosive), the MSDS will tell you under what conditions this can occur.
9. You will also find information on how to protect yourself; it tells if you should use personal protective equipment, such as special clothing, gloves, goggles, respirators, etc. It also explains how to handle a spill, leak, etc.

Each MSDS which applies to a hazardous substance in your work areas will be review with you by your designated safety trainer with special emphasis on how to detect the presence or release of the particular hazardous substance, the physical and health hazards of the substance(s) reviewed and specific ways to protect yourself from these hazards, including any specific work practices to be followed, emergency procedures, and personal protective equipment to be used, if any.

Chemicals can have a wide range of possible health effects. How well your body handles a given substance depends on several things. Such as, the type of substance, the amount absorbed, the amount of time over which it is absorbed and your particular susceptibility to the exposed substance.

Chemicals can enter your body by inhalation through the nose or mouth, by absorption through the skin, by ingestion or swallowing and by injection (airless spray guns, needles, knives, other sharp objects).

By knowing what hazardous substances are in your work area and how to protect yourself, you can have a healthful and safe working environment.

Any time you have a question about a particular substance, you should ask your designated safety personnel. It is your right to know what you are working with.

Never try to clean up chemical spill unless you are trained to do so.

Never eat in areas where hazardous chemical are present.

If you feel dizzy, have headaches, nausea, irritation or sensitization of skin when various chemical, tell you safety personnel immediately.

Keep all flammable or toxic chemicals in close containers when not in use.

## **OCCUPATIONAL INJURIES / ILLNESSES**

It is our goal to have no injuries on the job. Unfortunately, even with the best efforts to avoid them there may be a time when an employee will be injured at work. Should this occur, management wants to be certain that you receive proper care and treatment for the injury or illness and receive all benefits you are entitled to under the law.

### **IMMEDIATELY REPORT ANY OCCUPATIONAL INJURY TO YOUR DESIGNATED SAFETY PERSON REGARDLESS OF THE SEVERITY.**

Management will immediately file notice of the injury to our worker's compensation insurance carrier so you will receive all benefits allowed by law. These benefits include:

#### **1. Medical Treatment**

The worker's compensation insurance provided for you covers the cost of all required medical treatment to cure your injury or illness. We want you to receive any needed treatment so that you can return to full health and perform your regular functions at work and in private as soon as possible. If you feel that the treatment you are receiving from the medical facilities is not satisfactory, please advise your designated safety person or the Safety Program Administrator.

#### **2. Income Compensation**

Should your injury prevent you from working, State Law requires that you be paid during the time of your disability. The State Worker's Compensation Law sets the amount you will be paid. Your employer has no decision-making rights in determining how much you will be paid. We will work with the insurance carrier to see that you get all the

Benefits you are entitled to. If your doctor suggests that you should have lighter duty for a period of time, we will make every effort to try and accommodate that request.

#### **3. Litigation**

Since all benefits for your medical and disability are set by State Law and are guaranteed, we do not believe it is in your best interest to seek an attorney. However, should you decide to obtain an attorney for a work-related injury you should be aware of the following facts:

- Attorney's fees are usually a percentage of any benefits awarded. The fees may vary depending on the complexity of your case. The fee has to be approved by the Worker's Compensation Appeals Board. Your attorney's fees will be deducted from your benefits. (There are certain circumstances where your employer or his/her insurance carrier may be liable for the attorney's fees. See Labor Code).
- Your state may have an Office of Benefit Assistance and Enforcement where you can discuss and questions you may have regarding the handling of your claim. An information and Assistance Officer may be able to resolve your problems without the need for litigation. Call your state Worker's Compensation department for further information.

- If at any time you no longer wish to be represented by the attorney, you may withdraw from representation by notifying the attorney. If you withdraw from representation, you will still be responsible for the fee amount found by a worker's compensation judge to be the fair value of any work the attorney did in your case.
- It has been the experience of some that when an attorney is representing the injured employee; there is a delay in the benefits to which you are entitled by law. And since the law usually requires that the fees paid to the attorney be deducted from your benefits, it is possible that you may end up with fewer benefits by getting an attorney than without one. It is sometimes to the advantage of an attorney to drag a case out, and not to your benefit.

#### **4. Fraud and Work-related Injuries**

Experts say, as many as one out of five worker's comp claims are fraudulent. That's made the cost of compensation insurance skyrocket. And it's a price we all pay. As the cost of doing business goes up, you lose out with fewer job opportunities, less chance for advancement and higher prices at the cash register.

#### **New Penalties for Worker's Comp Fraud.**

Many state have new tough laws to punish those that file fraudulent worker's compensation claims; the penalties can be substantial:

- In some states, anyone who knowingly makes a false statement to obtain benefits, or supports a claim for benefits, is guilty of criminal fraud.
- In some states, those convicted of felony fraud face prison terms of up to five years and fines of up to \$50,000.00.
- In some states, attorneys or doctors who hire "crappers" (individuals who solicit and encourage people to file bogus claims) face one-year prison terms and fines of 610,000.00.

Some examples of fraud:

- Knowingly filing a claim for an injury that did not occur or is known to have no relation to the job.
- Knowingly providing inaccurate medical histories to medial providers.
- Collecting temporary total disability indemnity or vocational rehabilitation maintenance allowance when working or when collecting state disability or unemployment insurance.
- Billing for medical treatment not provided.
- Duplicate billing to and receiving payment from different insurers for the same treatment.

Indicators of Fraud:

- Employee visits doctor's office frequently and always receives the same type of treatment.
- Injuries are of a subjective nature, such as stress, emotional distress, headaches, inability to sleep, nausea, soft tissue, etc., and there are no credible\, objective findings.
- Such ailments persist more than two weeks.
- Employee has a history of personal injury and/or worker's comp claims.
- Employee neither did not notify employer when injury occurred or informed no one else.
- Fellow employees state employee's injury is not legitimate; no one is aware of injury.
- Employee was a relatively new hire.
- Employee files claim immediately before or after strike, job termination, poor performance review, layoff or at the conclusion of seasonal work.

Any single indicator or group of indicators does not necessarily establish fraudulent activities. However, their presence suggests the need for further investigation. (Source: CWCI)

It is our belief that our employees are of the highest quality. We will see that all employees who are injured on the job receive all benefits entitled to by law. We will work with the insurance carrier to see that the benefits are paid promptly and in full. But we will also join the fight to stop any suspected fraudulent claims and enforce the full extent of the penalties of the Law.

Fraud in worker's compensation claims is getting national attention, as it has become such a large problem for us all. Be sure you are never involved in such activities. The consequences can be severe.

## **Section 3 - Communicating the Written Safety Program**

### ***3.1 Initial Implementation and New Employees.***

The written safety program will be initially communicated to each employee through a safety meeting that all employee will be required to attend. This meeting will be scheduled by the safety manager at each site and must be completed within fourteen (14) days of receipt of the program from the executive officers. At this meeting the safety policy contained in this written safety program will be presented and each employee will be required to read the written safety program. The safety manager will also communicate the objectives for safety as defined by the executive officers. New employees will be required to read the written safety program within three (3) days of their start date and are required to participate in any necessary safety training required for their position within that time period as well.

### ***3.2 Safety Meetings.***

The safety manager at each location will schedule regular safety meetings each month. The focus of these meetings should be the participation of all employees in identifying any new hazards, safe work practices, rules, and controls.

### ***3.3 Management Participation.***

All executive officers, managers and site supervisors will be required to follow all safety requirements that employees must follow, even if you are in their work area only briefly.

### ***3.4 Employee Participation.***

Employees are encouraged to make suggestions and/or recommendations to management concerning any safety situation. Additionally, employees will be expected to become involved in safety training of new employees and to be involved in the investigation of any accidents. Employees are notified that they can communicate these concerns without fear of reprisal.

## **Section 4 - Employee Safety Training**

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### **4.1 Initial Training.**

Each employee will undergo safety training for his or her job area when the written safety program is first established. The specific instructions for this training will be based upon the safety survey conducted by the safety manager as mentioned in section 2. 1 of this written safety program. Initial training of all employees will commence immediately upon receipt of the written safety program by the safety manager and the training must be completed no later than three (3) days after that time.

### **4.2 Safety Training for New Employees.**

New employees must be thoroughly trained in safety practices before beginning work. This process includes reading the written safety program as well as any specific safety training as required by their job description.

### **4.3 Continuing Training.**

Safety training will be conducted immediately whenever new or previously unrecognized hazards, substances, processes, procedures or equipment are introduced into the workplace. In addition, the safety manager will be required to schedule and implement follow-up training to ensure that employees follow established safety practices. This follow-up training will be required annually of each employee and this training may be required more often if the safety manager deems it necessary.

## **COMPANY TRAINING GUIDE**

### **LIFTING & CARRYING**

1. Lifting & carrying injuries are among the most serious of all work related injuries and the most frequent.
2. Injuries which can be caused by Lifting & Carrying and ways to avoid them:
  - A. Examples of injuries that might arise from improper lifting and carrying.
    - (1) Hernias and back injuries (these are the most common of all)
    - (2) Feet, toes and legs- caused by losing balance or dropping a heavy object.
    - (3) Eyes, head, and trunk caused by opening a wire bound box or bale, handling cable or metal strapping, etc.
    - (4) Hands and fingers caused from cuts, splinters, pinched fingers, etc.
  - B. Unsafe practices are the major cause of strain s, sprains, fractures and bruises resulting from handling materials on the job.
    - (1) Failing to use or wear proper equipment.
    - (2) Carrying too heavy a load.
    - (3) Incorrect gripping.
    - (4) Improper lifting.
    - (5) Failure to observe proper foot or hand clearances.

3. Lifting and carrying safety requires training and thinking:

B. Whenever possible, eliminate the need to lift manually by using mechanical lifting devices.

- (1) Size up the load, estimating weight, size and shape. If the load is too much to handle, get help.
- (2) Inspect for slivers, jagged edges, burrs, rough or slippery surfaces, protruding nails, etc.
- (3) Hands should be clean and free of oil and grease.
- (4) Before handling any object, wipe it clean if it is wet, greasy, slippery or dirty.
- (5) Wear appropriate protective clothing, such as safety shoes, hand leathers, or gloves, etc.
- (6) Keep fingers away from pinch points.
- (7) Get a firm grip on the object being lifted or carried.
- (8) Keep your feet parted-one alongside, one behind the object.
- (9) Keep your back straight, but not necessary vertical.
- (10) Tuck your chin in.
- (11) Grip the object with the whole hand.
- (12) Tuck your elbows and arms in
- (13) Keep your body weight directly over your feet.
- (14) Stand close to the object, keeping your feet 8-12 inches apart for good balance.
- (15) Bend the knees to a comfortable position and get a good handhold.
- (16) Using both leg and back muscles, lift the load straight up. Move smoothly and easily, pushing with the legs and keeping the load close to the body.
- (17) Lift the object to carrying position. Avoid twisting and turning about until the lift is completed.
- (18) To turn the body, change foot positions and check to see that your path of travel is clear before moving.
- (19) To set the load down, bend the knees using leg and back muscles. When the load is securely positioned, release it.

C. Specific shapes require specific handling. (If any of the following shapes apply to your operation, demonstrate any special techniques for lofting and carrying that may apply):

- (1) Barrels and drums.
- (2) Boxes or cartons.
- (3) Flat material such as glass, sheet metal, plywood, etc.
- (4) Long objects such as ladders, lumber, pipe, etc.
- (5) Bags or sacks.
- (6) Any others.

D. Team lifting:

- (1) Load should be distributed equally.
- (2) Coordinate your movements with those of the other person so you both start and finish the lift action at the same time and run together.

3. You may have special accessories that are used in your operations. If so, discuss their proper use and demonstrate if possible:

- A. Rollers and cradles.
  - B. Hooks and handles
  - C. Crowbars.
  - D. Jacks.
  - E. Hand trucks, dollies, and wheelbarrows.
  - F. Shovels.
  - G. Others.
4. Discussion: You should try to involve the employees in discussion or question-and-answer sessions. Summarize key points. Try to get a couple of employees to demonstrate various techniques that were reviewed during the meeting. Ask for their input. This is a good time to remind those employees involved in lifting and carrying operations about the importance of staying in good physical shape.

## **COMPANY TRAINING GUIDE**

### **HAZARDOUS SUBSTANCES**

- 1. Do not risk your safety by rushing in to stop a release or spill of a hazardous substance.**
  - a. If the spill is an unknown substance in an area where hazardous material is used, assume that it is hazardous.
  - b. Keep a safe distance while identifying the release substance.
  - c. Clues that can help you identify the release substance.
    1. Dead animal or discolored plants.
    2. Where the release is and what the spilled chemical was being used for.
    3. Information from the workers involved in the release, including vehicle drivers.
    4. The numbers, symbols and color on container labels and vehicle placards. The Department of Transportation has developed a color code for labels and placards.
      - a) Yellow- Oxidizers and organic peroxides.
      - b) Red- Flammables
      - c) Orange- Explosives
      - d) Black and White- Corrosives
      - e) White- Poisons and Irritants
      - f) Green- Non-Flammable gasses
- 2. Chemicals can cause serious injuries.**
  - a. Flammables- Can readily catch fire.
  - b. Toxics- Can cause illness or death.
  - c. Corrosives- Can burn eyes, skin or lungs.
  - d. Explosives- These are chemical which give off gases that can expand violently.
  - e. Reactive- These can burn, explode or release toxic vapor if exposed to other chemicals, heat, air or water.
  - f. Radioactive- These give off harmful radiation.
- 3. Chemicals can enter your body several ways.**

a. Skin and Eye Contact.

2. This can cause vision problems, blindness, burns, rashes, and allergic reactions. By entering your bloodstream through your eyes and skin, they can poison you.
3. Whenever indicated on the MSDSI use the proper protective equipment, such as gloves, goggles, aprons, etc.

b. Inhaling.

1. Inhaling chemical can cause headaches, dizziness, nausea, unconsciousness, asphyxiation, and even death. Inhaled chemicals can get into your bloodstream and damage your lungs, throat, respiratory system and other organs.
  - a) Whenever indicated on the MSDS, use the proper respirator or other protective measures suggested. These might include proper ventilation, time exposure, etc.

c. Swallowing.

1. Swallowing chemical can poison you or damage your internal organs. Some chemicals cause minor symptoms while others give severe reactions.
  - a) Don't forget to wash up before you eat or smoke. You might swallow amounts of chemicals and eventually get sick, be poisoned or cause internal damage.
2. Follow these safety rules at all times when working with hazardous substances:
  - a. Always clean up and dispose of spills promptly (when you are working with a known substance).
  - b. Be sure you are aware of any eyewash or safety shower(s) (if applicable) and those they are in good working order.
  - c. Take good care of all equipment used for handling and storing chemicals.
  - d. Check your equipment to be sure it is in good condition before you use it.
  - e. Keep your equipment clean and free from dust and chemical residue.
  - f. Keep all containers closed when not using them.
  - g. Check all containers regularly for leaks.
  - h. Keep all flammable and explosive materials away from heat and fire.
  - i. Read all labels before you start to use a chemical on a job. Check your MSDS if needed.
  - j. Do not take any shortcuts in performing your job. Do it properly.
  - k. If you are doing a potentially hazardous job, work with another employee.
  - l. Make sure your ventilation system is working if there is one in your work area and you are working with chemicals.
  - m. Keep all food, drinks, and cigarettes out of your work area.
  - n. Always clean equipment and clothing that have been exposed to hazardous chemicals before you use them again.
  - o. Check with your designated safety personnel about how to dispose of old, unused chemicals.

- p. Always dispose of contaminated materials properly. If unsure of how to do it, check with your designated safety personnel.
- q. Never store incompatible chemicals together.
- r. Take meal breaks and coffee breaks away from your area.
- s. Wash your hands and face before you eat, drink or smoke.
- t. Don't wear your lab coats or other work clothes in your car or at home.
- u. Make sure your personal protective equipment is clean.
- v. Keep hazardous substances off your skin and clothing.

## **IN THE EVENT AN ACCIDENT OR EMERGENCY OCCURS**

- a. Evacuate the area.
- b. Notify your designated safety personnel.
- c. Keep out of the area, unless you're trained and properly equipped to the emergency.
- d. Remove all ignition and heat sources.
- e. Keep spilled materials out of drains and water supplies.
- f. Try to stop leaks.
- g. Use approved absorbers to clean up small spills.
- h. Remove contaminated clothing immediately.
- i. Get medical help immediately if you or another employee is exposed to a hazardous substance.
- j. Check the MSDS and product label for first-aid instructions.
- k. Move someone who has inhaled a hazardous substance to fresh air.
- l. Keep the chemical container nearby so you can identify it for the medical professional.
- m. Wash exposed skin with cool water for at least 15 minutes.
- n. Hold eyes open and flush them with cool water for at least 15 minutes. This includes the area under the eyelids.
- o. Administer rescue breathing (artificial respiration) if necessary and if you're trained.
- p. Get medical help immediately for any victim. Don't treat the victim without professional advice. Treatment instructions on product labels may not apply in every case.

# **SAFETY RULES**

## **ERGONOMICS**

Our company policy of safety requires that everything possible be done to protect our employees, customers and visitors from accidents. Safety requires the cooperation and participation of every employee. Failure by any employee to comply with safety rules will be grounds for corrective discipline.

Safety designated personnel shall insist that employees observe all applicable Company, State and Federal safety rules and practices and take action as is necessary to obtain compliance.

1. Work should be performed without eyestrain or glare.
2. Any task you are performing should not require prolonged rising of your arms.
3. You should not be in position where you have to stoop to view the task.
4. Be sure there are no pressure points on any part of the body (wrists, forearms, back of thighs).
5. Always try to use the larger muscles of the body to do your work.
6. Perform your work without twisting or overly bending the lower back.
7. If your work is of a repetitive-motion type task, be sure there are sufficient rest breaks to relieve stress from the repetitive-motion.
8. You should be sure that tools, instruments and machinery are shaped, positioned and handled so that task can be performed comfortably.
9. All pieces of furniture should be adjusted, positioned and arranged to minimize strain on all parts of the body.

# **SAFETY RULES**

## **FLAMMABLE & COMBUSTIBLE MATERIALS**

Our company policy of safety requires that everything possible be done to protect our employees, customers and visitors from accidents. Safety requires the cooperation and participation of every employee. Failure by any employee to comply with safety rules will be grounds for corrective discipline.

Safety designated personnel shall insist that employees observe all applicable Company, State and Federal safety rules and practices and take action as is necessary to obtain compliance.

1. Combustible scrap, debris and waste materials (i.e. oily rags) should be stored in covered metal receptacles and removed from the worksite promptly.
2. Proper storage should be practiced to minimize risks of fire and spontaneous combustion.
3. Always use approved containers and tanks for the storage and handling of flammable and combustible liquids.
4. Check to be sure that all connections on drums and combustible liquid piping, vapor and liquids are tight.
5. Keep all flammable liquids in closed container when not in use (e.g. parts cleaning tanks, pans).
6. All bulk drums of flammable liquids should be grounded and bonded to containers during dispensing.
7. Liquefied petroleum gas should always be stored, handle and use in accordance with safe practices and standards.
8. Keep all solvent wastes and flammable liquids in fire-resistant, covered containers until they are removed from the worksite.
9. Vacuum whenever possible combustible dust, rather than blowing or sweeping it.
10. Place fire separators between containers of combustibles or flammables when stacking one upon another, to assure their support and stability.
11. Fuel gas cylinders and oxygen cylinders should be separated by distance, fire resistant barriers or other means while in storage.
12. Trained personnel should perform the transfer/withdrawal of flammable or combustible liquids.
13. There will be "NO SMOKING" in areas where flammable or combustible materials are used or stored.
14. There will be "NO SMOKING" around liquefied petroleum gas tanks.
15. Always use safety cans for dispensing flammable or combustible liquids at point of use.
16. Clean up all spills of flammable or combustible liquids promptly.
17. Do not drag containers labeled "Flammable"

# **SAFETY RULES**

## **PERSONAL PROTECTIVE EQUIPMENT & CLOTHING**

Our company policy of safety requires that everything possible be done to protect our employees, customers and visitors from accidents. Safety requires the cooperation and participation of every employee. Failure by any employee to comply with safety rules will be grounds for corrective discipline.

Safety designated personnel shall insist that employees observe all applicable Company, State and Federal safety rules and practices and take action as is necessary to obtain compliance.

1. Protective goggles or face shields should be worn where there is any danger of flying particles or corrosive materials.
2. Approved safety glasses are required to be worn at all times in areas where there is risk of eye injuries such as punctures, abrasions, contusions or burns.
3. Employees who need corrective lenses (glasses, contact lenses) in working environments with harmful exposures are required to wear only approved safety glasses, protective goggles, or to use other medically approved precautionary procedures.
4. Hard hats should be worn where danger of falling objects exist.
5. Hard hats should be inspected periodically for damage to the shell and suspension system.
6. Appropriate foot protection is required where there is risk of foot injuries from hot, corrosive, poisonous substances, falling objects, and crushing or penetrating actions.
7. All protective equipment should be maintained in a sanitary condition, ready to use.
8. Do not eat in areas where there is exposure to toxic materials or other health hazards.
9. Always use the proper protective equipment provided for you in your work areas.

# **SAFETY RULES**

## **PORTABLE LADDERS**

Our company policy of safety requires that everything possible be done to protect our employees, customers and visitors from accidents. Safety requires the cooperation and participation of every employee. Failure by any employee to comply with safety rules will be grounds for corrective discipline.

Safety designated personnel shall insist that employees observe all applicable Company, State and Federal safety rules and practices and take action as is necessary to obtain compliance.

1. All ladders should be maintained in good condition, with joints between steps and side rails tight, all hardware and fitting securely attached, and moveable parts operating freely without binding or undue play.
2. There should be non-slip safety feet on each ladder (rolling step ladders, metal or rung ladders).
3. Ladders rungs and steps should be free of grease and oil.
4. It is prohibited to place a ladder in front of doors opening toward the ladder except when the door is blocked open, locked or guarded.
5. It is prohibited to place ladders on boxes, barrels, or other unstable bases to obtain additional height.
6. You should always face the ladder when ascending or descending.
7. Never use ladders that are broken, missing steps, rungs, cleats, broken side rails or other faulty equipment.
8. Never use the top step of ordinary stepladders as a step.
9. Portable rung ladders that are used to gain access to elevated platforms, roofs and the like, should extend at least 3 feet above the elevated surface.
10. When portable rung or clear type ladders are used, the base should be so placed that slipping will not occur, or it should be lashed or otherwise held in place.
11. Do not use metal ladders around electrical equipment.
12. Never use ladders as guys, braces, skids, gin poles, or for other than their intended purpose.
13. Always adjust extension ladders while standing at the base of the Ladder (not while standing on the ladder or from a position above the ladder).

## **Section 5 - Accident Investigation and Corrective Action**

### **5.1 Procedure for Accidents.**

The basics of accident investigation demand that investigations begin after you have first rendered immediate first aid and medical care to the employee and you have secured the job site to prevent any further injuries from occurring as a result of the hazard. An accident investigation will not begin until there is complete certainty that any employees conducting the investigation will not be placed in jeopardy.

### **5.2 Medical Information.**

If the employee's injury is life threatening and requires immediate medical attention, emergency services such as 9-1-1 should be called upon. For other injuries that require medical attention, employees should be transported or directed to the appropriate medical facility as listed in the current guide for our company's Managed Care Organization (MCO). Our current MCO is Sierra At Work and the MCO will coordinate all medical necessities for the injured employee.

### **5.3 Accident Reporting and Investigation.**

After the medical well being of the injured employee is secure, the safety manager is required to immediately report the accident to the executive officers of the corporation, usually the COO. The safety manager should then immediately fill out completely Form C-3 as required by the State Industrial Insurance System (SIIS) and mail the form in the enclosed envelope immediately upon completion.

In addition to the reporting required by SIIS, the safety manager will compile an accident report containing at least following information—nature of injury, part of the body affected by the injury, source of injury (object, substance, exposure, body movement, etc.), accident type (how did the accident happen), hazardous conditions present, location of accident, and what unsafe act caused the injury. Any additional information that is helpful in determining the cause of the accident or that could prevent future accidents should be noted in the accident report. Written accident reports for submittal to the COO are required to be completed within three (3) working days from the date of the accident.

## **Section 6 - Enforcement of Safety Practices**

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### **6.1 Enforcement of Safe Work Practices.**

The safe work practices outlined in this written safety program will be enforced fairly and consistently to all employees including executive officers and site supervisors/managers. Any employee that fails to comply with established safety procedures will receive disciplinary action. This disciplinary action can range from a verbal warning through employee termination. Disciplinary action will be based on the nature of the violation, not the status of the violator. Supervisors/site managers that encourage or allow employees to violate safe work rules or procedures will be held accountable along with the violating employee.

### **6.2 Progression of Discipline.**

Employees must be aware that the number of times an employee has failed to comply with safe work rules or procedures will be considered as well as the seriousness of the violation. The progression of discipline will be from verbal communication to termination. An employee may be terminated if they receive three (3) or more verbal warnings for safety violations in a one-year time period. Termination of employees will be automatic in serious cases of safety violation that have resulted in any serious bodily injury or monetary damages of over \$500.

### **6.3 Evaluation of Employee Performance.**

Employees that have exemplary safety records will be better rewarded during employee performance evaluations than those with safety violations. Safety in the workplace benefits everyone and helps to keep operating costs down.