



SAFETY, HEALTH & ENVIRONMENTAL EMPLOYEE HANDBOOK

Project Name

Project Phone Number

Project Address

**Abhe & Svoboda, Inc.
18100 Dairy Lane, Jordan, MN 55352
1-800-SVOBODA**

TABLE OF CONTENTS

Section	Page No.
Forward / Employee's Duty to Comply	2
Mission Statement	4
Safety Policy	6
Safety Responsibilities	7
EEO Policy	10
Code of Conduct	12
Employee Enforcement Policy	13
General Work Guidelines	18
Employee Readiness for Work	19
Medical and First Aid Requirements	20
Personal Protective Equipment (PPE)	21
Hazardous Communication / GHS	26
Hazardous Exposures	28
Sanitation / Housekeeping / Material Storage	29
Lighting / Electrical	32
Tools & Equipment / Scaffolding	33
Fall Protection	36
Hoisting Machinery & Related Equipment	38
Welding & Cutting Operations	44
Abrasive Blasting	45
High and Ultra-high water jetting	46
Painting Operations / Work in Containment	48
Concrete Work / Excavations	51
Fire Prevention	53
Emergency Action Plan (EAP)	55
Confined Space	61
Environmental Waste Management	62
Drug & Alcohol Abuse Policy	63

FORWARD

Abhe & Svoboda, Inc. (ASI) is pleased to welcome you to our team. Your personal safety and the safety of all affected by our operations are extremely important to us. We care about you and we value your life and well being. The purpose of the handbook is to assist you in performing your job safely and effectively.

Use this handbook as a general reference. This book is not ASI's complete Safety Plan. Modify it as needed to reflect your Site Specific Safety Plan, Injury and Illness Prevention Program, Accident Prevention Program, or AWAIR Program to comply with state or site specification requirements.

Lines have been provided on the covers and at the end of each section to add job specific requirements or information. Specific sections not applicable to the project are to be crossed out. The handbook will also be used as a trainer's guide for new employee orientation or regular safety meetings.

Great effort has been taken to assure technical accuracy and thoroughness of content to meet or exceed compliance requirements of Federal, state and local regulatory groups including Army Corp of Engineers EM385-1-1, OSHA, EPA, and DOT. Although, it is impractical for this handbook to address every possible employee concern, it is believed to be complete. Therefore, if at any time, a concern develops regarding the accuracy or intent of the contents of this manual, we ask that you contact the ASI Safety, Health and Environmental Director or Gail Svoboda at 1-800-786-2632 (1-800-SVOBODA).

EMPLOYEE'S DUTY TO COMPLY

Robert D. Moran, former chairman of the OSHA Review Commission stated that, "When good company safety programs are properly enforced, an isolated, brief violation of a standard by an employee, which is unknown to the employer and is contrary to both the employer's instructions and a company work rule which the employer has uniformly enforced, does not necessarily constitute a violation of Section 5(b) of the OSH Act by the employer" This interpretation means that employees may be reprimanded if they violate a rule.

OSH Act Section 5(b):

"Each employee shall comply with the Occupational Safety and Health Standards and all rules, regulations, and orders issued pursuant to this Act which are applicable to their own actions and conduct."

Worker's Compensation

Any accidents which are caused by failure to comply with all established and enforced safety regulations could result in a DECREASE in total compensation benefits payments.

Any accident that is caused (in whole or in part) by drug or alcohol use (on or off the job) may result in a significant reduction or elimination of worker's compensation benefits. Employee rights may be governed by individual state laws, as are those of the company. The company strictly enforces its Drug and Alcohol Abuse Policy.

MISSION STATEMENT

Abhe & Svoboda, Inc., its officers, and management staff are committed to achieving and maintaining the highest levels of management resources and capabilities, technical expertise, quality control, and safety.

Our management team and corporate structure is established to provide our employees and customers with quality project execution and a safe working environment.

Our technical capabilities are established, maintained and constantly expanding and improving to provide our customers with the best product available. Our employees receive structured on-the-job and classroom training in surface preparation, coating application, inspection procedures and products utilized.

Quality of work is a key factor in our success. We are committed to supplying our employees with the tools, training, managerial and technical support to perform and achieve a quality job.

Safety is critical. It is the goal of Abhe & Svoboda, Inc., to undertake and complete each contract with a completely incident-free record. The responsibility for the attainment of this goal rests with every individual employed by the Company. Job safety and incident prevention starts from the top levels of management and extends through every employee working in the field.

No employee will be required to work in unsafe conditions or perform unsafe tasks. Discrimination against an employee for reporting unsafe working conditions or refusing to work in an unsafe manner will not be tolerated.

Managers, project supervision, safety and working employees have clearly defined roles and responsibilities in safety to which they will be held accountable. Management is responsible to develop and support the safety program as well as make available the necessary resources. Project supervision is responsible and accountable for providing and enforcing a safe working environment at the project sites. Safety and health professionals are responsible to identify hazards, develop guidelines and procedures that protect employees, and monitor safety and health. Working employees are responsible to follow company safety rules, report unsafe conditions and practices, and participate in the safety program. Management, project supervision/leadpersons, and safety professionals are to enforce the safety program at all times.

Abhe & Svoboda, Inc., is dedicated to the protection of the environment. We realize that the next generation will inhabit this earth as well as future generations and it is our responsibility to be a custodian for our generation, and the ones that succeed us. The company shall make a dedicated effort to protect waterways, maintain wetlands, and preserve the habitat of all living creatures. This will include comprehensive programs, field evaluations, and the use of state-of-the-art equipment to assure protection.



Gail Svoboda, President

COMPANY SAFETY POLICY

The policy of the company is to provide a safe working environment, free of hazards and to provide appropriate safety equipment and training to all employees. It is our goal to create a safety awareness and commitment among our employees that contributes to the success of our safety program. No employee will be allowed to work in unsafe conditions or perform unsafe tasks. Discrimination or retaliation against an employee for reporting unsafe working conditions or for refusing to work in an unsafe manner will not be tolerated.

Further, **it shall be the policy of our company to:**

- Comply with Federal, state, local, and/or contract specific regulations governing the workplace and contract; Take expedient action in correcting, isolating, or controlling unsafe conditions or work practices;
- Promote safety awareness;
- Hold each employee accountable for his or her individual responsibility for safety and;
- Encourage employees to inform their supervisor immediately when unsafe conditions are present.

It is our philosophy that safety, quality, and productivity complement each other rather than interfere with one another.



Gail Svoboda, President

SAFETY RESPONSIBILITIES

A. *Management Responsibility*

- Approve and support all safety and health policies and established programs.
- Administer all phases of the established company safety program with balance to quality and production.
- Hold project supervision and management responsible and accountable for safety.
- Regularly review project safety performance and the individual safety performance of all members of supervision.
- Discipline any employee disregarding established safety rules, procedures, or responsibilities.
- Allocate resources for the development, implementation, maintenance, and promotion of the safety program.
- Instill in all personnel, by action, example and training, a sincere attitude toward safety.
- Require subcontractors to conform to company safety standards.

B. *Supervisor (Lead Person) Responsibility*

- Be a role model for company safety, quality, and production.
- Be familiar with company safety programs, procedures, policies, and goals by attending company sponsored training, reviewing the SH&E Program manual and the employee handbook, and reviewing internal memos.
- Strictly enforce and follow company policies and rules in the field.

- Train all employees using the Employee SHE Handbook and ensure that each employee receives, completes, and signs the specific handbook sections required.
- Ensure each employee is issued personal protective equipment before they are assigned to the field.
- Properly address hazards and safety suggestions brought to your attention.
- Investigate or assist with investigations on all reportable incidents, and report results to management.
Accompany outside agency inspectors when on your job.
- Conduct weekly jobsite safety meetings.
- Conduct weekly production meetings.

C. *Employee Responsibility*

- Work safely!
- Learn the job rules, the proper procedures, and request help when unsure how to perform any task safely.
- Follow all safety rules and work instructions.
- Promptly report to your supervisor all injuries, incidents, and near misses, during the course of the day.
- Inspect, maintain, and properly use all tools and equipment provided or under your control.
- Report any equipment defects, unsafe conditions or practices, or safety needs to your immediate supervisor during the course of the day.

D. *SH&E Director Responsibility*

- Instill in all personnel, by action, example and training, a sincere attitude toward safety.

- Develop, implement, and monitor the company safety and health program as well as the methods and procedures for environmental & DOT compliance.
- Develop and conduct the corporate safety meetings.
- Assist project management and supervision in job incident investigations, training, site specific plan development, job hazard analysis, inspections, enforcement, generation of client reports, outside agency visits, consultation requests, air monitoring and other SH&E related activities as needed.
- Interact with outside agencies and attorneys as needed to protect company interests.
- Stay informed on OSHA, EPA, AND DOT standards and safe practices; as well as communicate any changes to the company and incorporate them into the company SH&E Program.
- Track employee training, biological, and personal air monitoring to ensure compliance and provision of this information to supervisors.
- Review and measure safety performance of company, projects, employees, and supervision to determine appropriate recommendations for corrective action.
- Assign a competent person on the site to serve as the Site Safety & Health Coordinator for any project if needed.

E. *Site Safety & Health Coordinator*

- Instill in all personnel, by action, example and training, a sincere attitude toward safety.
- Learn the daily job specific hazards and implement corrective measures to protect employees.

- Conduct and report on incident investigations, conduct employee training, job hazard analysis, jobsite inspections, escort outside agency visitors, and coordinate or perform air monitoring.
- Stay informed on OSHA, EPA, AND DOT standards and safe practices.
- Promote safe work behavior and enforce all jobsite safety rules and monitor the jobsite safety program performance.
- Conduct respirator fit- testing and ensure all equipment inspections occur and are properly documented and retained.
- Ensure all required documentation is completed and filed appropriately.
- Assist the Project Site Superintendent in safety and health activities as assigned.

EEO POLICY

Abhe & Svoboda, Inc., is an equal opportunity employer. It is the policy of Abhe & Svoboda, Inc., to insure that applicants are employed, and that employees are treated during their employment without regard to their race, color, religious creed, sex, marital status, national origin, sexual orientation, age or disability. Such action shall include; employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training including apprenticeship, pre-apprenticeship, and/or on-the-job training.

Our firm recognizes that taking affirmative action to assure equal employment opportunity for all individuals regardless of their race, color, religious creed, sex, marital, national origin, sexual orientation, or disability is a positive goal. We expect similar attitudes and efforts from the subcontractors with whom we are affiliated.

We have designated Mr. Tom Stockert, Chief Financial Officer of Abhe & Svoboda, Inc., as the equal Employment Opportunity Officer (EEO), for the implementation of our affirmative action program. As our EEO officer, Tom Stockert has full authority and responsibility to administer and promote an active company equal opportunity program. Among his responsibilities, as EEO Officer, are periodic visits and inspections of job sites, periodic staff meetings, conducting EEO training sessions for employees who supervise field activity, and any other action necessary to assure that our Equal Opportunity Policy is carried out effectively. At times his overriding concern is with promoting the Company's EEO program and assuring that policy goals are carried out effectively.

IF YOU HAVE ANY QUESTIONS OF CONCERNS regarding any matters relating to Equal Employment Opportunity or our EEO policy, PLEASE CALL our EEO Officer, Mr. Tom Stockert, at 1-800-786-2632 or 1-952-447-6025



Gail Svoboda, President

CODE OF CONDUCT

Employees shall follow all local, state, and Federal laws, rules and regulations in the performance of their job duties; any violation of such will be cause for discipline, including termination.

The following are examples of conduct that are likely to result in disciplinary action, including termination and removal from the jobsite:

- Theft or destruction of company, another employee's, or the client's property.
- Disruption of work premises due to insubordination.
- Under the influence of alcohol, the abuse of over-the-counter medications, or the use of illegal drugs when on the job.
- Behavior disruptive of business or the performance of other employees.
- Horseplay, fighting, or any non-work activity.
- Any act or statement which would cause a reasonable person to be put in fear of receiving a battery or assault from another person, either threatened or implied.
- Negligence on the job.
- Removing or disabling any safety devices or guards on equipment.
- Removing or modifying any environmental regulatory devices or gauges from any company vehicles or equipment.
- Inattention to or neglect of duties.

- Failure to promptly report any on-the-job injuries no matter how small or insignificant.
- Failure to report to the supervisor when taking over-the-counter or prescription medication which might affect the employee's ability to perform.
- Failure to report a defect or malfunction of equipment.
- Sleeping while on the job.
- Unauthorized possession of firearms or explosives on the job or premises.
- Refusal to perform assigned duties other than those that are not safe to perform.
- Violation of any safety rule or guideline.
- Employees are expected to be ready to work at starting time.
- Failure to call in before start time if going to be late or absent.
- Leaving work unauthorized.
- Operating a piece of equipment not authorized to operate.

List any site specific additions or changes below:

1.

2.

3.

EMPLOYEE ENFORCEMENT POLICY

- These Guidelines are applicable to all ASI employees. Subcontractors are responsible to enforce this policy upon its own work force.
- This policy applies to all SH&E rules, except where there is a more specific policy that dictates a more stringent action.

- Accident prevention saves lives and money; it requires everyone's cooperation and attention. No other work issue is as important! Compliance to safety and health guidelines is the first step in preventing accidents.
 - Every effort should be made to maintain consistent and uniform employee enforcement.
 - Gail Svoboda is responsible to ensure this guideline.
1. Enforcement is an action that is not to be abused or used for any purpose other than for disciplining employees for Code of Conduct or environmental, health and/or safety violations.
 2. Notices of warnings will be in effect for a period of six (6) months. However, documentation will be kept in the employee's file even after the warning is no longer in effect, as required.
 3. Employee Discipline is comprised of two tiers:
 - a) Counseling – is to be used if any employee of the company is observed violating company established minor environmental health and safety rule (Class B violation). For example, safety glasses, hard hats, respirator, decon protocols, waste management rules or other similar SH&E rule infractions that aren't expected to result in major or fatal injuries.
 - b) Warnings – warnings are to be used if any employee of the company is observed violating major SH&E rules (Class A violations) such as: the 100% Fall Protection Rule, by-passing the foot pedal on an aerial lift, rigging open a safety brake , or other established safety rules that could result in a major injury or fatality. ,

Note: Counseling techniques will often be used for minor discipline issues. A repeated violation is grounds for issuance of a written warning.

Observations can be made by any lead person, supervisor, manager, safety person, or officer of the company. Reprisal or the threat of reprisal for enforcing uniformity with this policy will not be tolerated.

4. Enforcement action may include unpaid days off or immediate termination, depending on severity and degree of disregard for the violation.
- Safety Counseling
 1. If an environmental, health or safety violation is observed, employee(s) involved are to stop work when requested and correct the violation as soon as possible. This will not need to be addressed any further if it meets the following criteria:
 - a) It is the first SH&E violation or counseling within 6 months.
 - b) It is non-serious or technicality of a rule (Class B violation).
 - c) The employee immediately complies and doesn't violate other rules while correcting the violation.
 2. Safety Counseling is to be documented by each lead person, supervisor, etc.
 3. If the violation resulted in an injury, the same uniform enforcement action should be taken and documented in the report.
 4. When counseling, make sure the following is addressed:
 - a) Explain that non-compliance will not be tolerated.

- b) Attempt to learn of reasons why the employee violated the safety rule. We want to change the employee's attitude towards the rule, if possible.
 - c) Determine if there is something in addition to enforcement action that might reduce the chances of reoccurrence.
- Warnings
 1. If a serious safety violation (Class A violation) is observed, employee(s) involved are to stop work when requested and correct the violation as soon as possible. Employee(s) automatically subject to a written warning and is to be sent home for the remainder of the day and the next without pay. This is the first serious offense.
 2. If during the same 1 year period, any second Class A violation is observed with the same employee, that employee is to be sent home for one (1) full week (7 days) without pay. This will serve as the Final Warning.
 3. The "Notice of Safety Violation" form should be completed with the employee's signature affixed that day and a copy faxed to the home office.
 - Distribution of Form:
 - _____ James Svoboda
 - _____ SH&E Director
 - _____ Job File
 - _____ Employee
 4. When issuing warnings make sure the following are addressed:
 - a) Explain that non-compliance will not be tolerated.
 - b) Attempt to learn of the reasons why the employee violated the safety rule.

- c) Determine if there is something in addition to enforcement action that might reduce the chances of reoccurrence.
 5. The 1 year period starts from the last observed violation. Therefore, the 1 year period extends 1 year from the date the second warning was issued.
- Terminations
 1. If an employee has already had a final warning and is observed violating a Class A safety rule, within a period of one year, then the employee is automatically subject to immediate termination.
 2. If an employee establishes a repeated pattern of violations after the 1-year period expires, that employee may be terminated for safety violations even if it is the first violation within the next 6-month period.
 3. When terminating an employee, two employees should be present.
 4. Employees that have been terminated for safety violations are not eligible for rehire for 1 year.
 5. Follow the distribution list and document any conversation or dispute with the terminated employee.

Class A Violations

1. Working above 6' without fall protection including but not limited to; the edge of pits or platforms, on fixed ladders, climbing out of an aerial lift, on scaffolding w/o guardrails.
2. Entering a confined space without proper air testing or required permits completed.

3. Riding on forks of a forklift, unless using to reach an elevation and then only if wearing a full body harness and properly tied off.
4. Working under suspended load without blocking.
5. Removing another person's lockout or failure to use proper lockout procedures.
6. Riding on a headache ball or load.
7. Attempting to work while under the influence of alcohol or non-prescription drugs.
8. Other actions that create an imminent danger situation

WORK GUIDELINES

The project supervisor / lead person will be thoroughly familiar with the safety requirements of the job, and will be responsible for inspecting the work area for unsafe conditions and behaviors, orientation of new employees, and enforcement of safety rules and regulations.

The project supervisor will hold weekly project meetings to discuss scheduling and productivity.

A safety meeting will be held each week, usually on Mondays at the beginning of each work shift.

Each work shift will begin with a 10-15 minute "Stretch and Flex" program to warm up and stretch muscles and ligaments.

All employees will be provided initial orientation and continued training to enable them to perform their work in a safe manner.

Employees will be trained in the following:

- Location of safety equipment and how to use it. Handling, storage, or use of flammable liquids, gasses, or toxic materials.
- Equipment specific operation, care, and inspection.
- Code of Conduct, quality of work, and job expectations.
 - Site Specific Safety Plan and all its provisions.
- Hazard Communication.
- Other safety topics as required.

List any site specific additions or changes below:

1.

2.

3.

EMPLOYEE READINESS FOR WORK

- All employees will be provided a functional capacity test as well as an initial physical exam (annually thereafter). They will be certified as able to use respirators by a physician before being assigned duties that require the use of respirators.
- All applicants are required to have a drug and alcohol screening before being offered a position.
- Employees who have elevated blood lead levels will not be assigned to tasks with high lead exposure and will be placed in the Blood Lead Level Reduction Program (BLLRP).

- All employees using respirators will be fit tested every, and be trained in the use and care of respirators at least annually.
- Employees are to be clean-shaven. No beards, sideburns, mustaches, or long hair are permitted when working on a “Lead Job”.
- No person will be allowed on the jobsite while under the influence of alcoholic beverages or drugs.

List any site specific additions or changes below:

- 1. _____
- 2. _____
- 3. _____

MEDICAL AND FIRST AID REQUIREMENTS

- A first aid kit(s) will be supplied at the jobsite office and at remote work locations. All first aid treatments will be documented in a first aid log.
- Emergency telephone numbers will be posted along with instructions and a map to the nearest medical emergency facility.
- The supervisor or his designee is responsible to transport employees needing medical attention, testing, or evaluation.
- At least one employee trained in first aid and CPR will be on duty during working hours.
- All employees are to report to their supervisor all on the job injuries or illnesses immediately upon detection of the injury/illness regardless of how minor, serious, or even if the employee is unsure if it is work related.

The Project Supervisor will report all medically treated injuries/illnesses to the onsite safety supervisor (if applicable), the Owner’s Representative, and Gail Svoboda within 48 hours of the incident. Hospitalizations, fatalities, vehicle accidents or property damage exceeding \$4,000 will be reported immediately. Any other property damage, theft, or loss should be reported within 48 hours as well. *(See Chain of Command Protocols for more info)*

All reportable incidents that occur on this project will be investigated. Incidents will be discussed at weekly safety meetings.

List any site specific additions or changes below:

1. _____
2. _____
3. _____

PERSONAL PROTECTIVE EQUIPMENT **AND SAFETY EQUIPMENT**

Although Personal Protective Equipment (PPE) many times is the most practical means of protecting employees from known hazards in construction, it is not the preferred means.

“Engineering out” the hazard(s) is always the most preferred method. Removing or eliminating the hazard is **FAR BETTER** than to rely on humans not to err, however, personal protective equipment is necessary as a last line of defense should the hazard not be able to be engineered out or eliminated

The following are basic PPE rules:

- Employees using solvents or other similar material will be protected by special non-permeable gloves and either respirators or ventilation.
- All employees will wear hard hats, safety eyewear and appropriate work gloves while in the construction area. (exception: inside offices)
- Cutting goggles with the appropriate shade factor will be worn when torch cutting. (*See Cutting and Welding Section for more information*)
- When cutting or welding on existing painted surfaces, employees will wear appropriate respiratory protection.
- Employees exposed to excessive noise will use appropriate hearing protection.
- All employees exposed to the possibility of falling six feet or more will wear safety harnesses with double lanyards. (*See fall protection*)
- All abrasive blasters will wear acceptable fresh air-fed (*CE-Type*) blast hoods.
- All spray-painters will wear full face respirators, protective coveralls and gloves while spray painting.
- Compressors used for breathing air will meet Grade D standards:
 1. Air will be free of harmful dusts, fumes, vapors, and gases.
 2. An approved regulator, a suitable in-line purifying sorbent bed and filter, and a CO (Carbon Monoxide) monitor will be inserted in the supply line. An over heating cut-off valve, indicator, or alarm will be

installed on the compressor as well. The compressor will be located to prevent contamination of the intake air.

The CO monitor will be Bump Tested weekly with zero and span gasses

- For specific PPE needs see “PPE” CHART

- Each employee will be provided an appropriate respirator, filters, cartridges and receive a fit test to confirm a good seal. The following can affect face seal:
 1. Temple bars on eyeglasses, when wearing a full-face mask.
 2. A cloth or cover worn over the edge of the respirator (for example, to absorb perspiration) nullifies the seal.
 3. The absence of one or both dentures.
 4. Facial hair growth.

- Employees are to report to work clean shaven before fit testing or wearing a respirator and are subject to being sent home to shave.

- Employees will wear clothing suitable for the weather and work conditions. The minimum will be short sleeved shirt, long trousers, and leather or other protective shoes or boots. Canvas, tennis, or deck shoes are not acceptable.

PPE CHART

Personal Protective Equipment	Welding & Torch Cutting	Material Handling	Grinding	Working at Elevation	Water-Jetting	Blasting/Vacuum -in Containment	Other Work in Containment
Cutting goggles/hood	Yes	--	--	--	--	--	--
Fall protection	1	1	1	Yes	1	1	1
Gloves (leather / neo)	Leather	Yes	Leather	1	Yes	Leather	Yes
Hard hats	1	Yes	Yes	--	1	1	1
Hearing protection	-----Anytime the STEL >90 dBA, or When the 8 Hour TWA >85 dBA-----						
Safety glasses	Yes	Yes	Yes	--	--	--	1
Safety shoes/toe guard	--	1	--	--	1	--	--
Welding leathers	Yes	--	1	--	--	--	--
½ face respirator	1φ	1φ	1φ	--	--	--	1
Supply air respirator	1φ	--	--	--	--	Yes	--
Face shield	--	--	Yes	--	Yes	--	--
Goggles	--	1	1	--	1	--	1
Coveralls	1	1	1	1	Yes	Yes	Yes
Magnets in hood	--	--	1	--	--	Yes	--

NOTE:

- Yes ----Jobsite Requirements
- STEL-Short Term Exposure Limit (15 minutes)
- dB A--Decibels Average
- 1-----Site specific or task specific
- TWA-Time Weighted Average
- φ-----Requires exposure monitoring

- All employees working with paints and thinners or while abrasive blasting will be required to wear cotton long-sleeved work shirts and gloves, and protective coveralls.
- Leather gloves and/ or chaps will be provided to welders and torch cutters.
- At least one 10-pound ABC-all-purpose type extinguisher will be available for quick emergency use during any hot work operations.
- Post "No Smoking or Open Flame" signs near all flammable material storage areas.
- Post "Lead Warning" signs on all lead projects marking the regulated area.
- Post a "Hard Hats Required" sign where falling objects can be expected.
- All work areas and equipment will be secured during non-work hours.
- "Authorized Only" signs will be posted to indicate project area and to prevent the public from entering the jobsite.
- The clean and dirty sides of the decontamination trailer will be clearly labeled.
- Ring buoys will be provided every 100 linear feet in the work area whenever workers are working near or over water.

List any site specific additions or changes below:

1.

2.

3.

HAZARDCOM/GHS

(See the full policy for more information)

The Hazard Communication Program (HAZCOM) and the Global Harmonization System (GHS) are designed to ensure that the hazards of all chemical products and compounds used on the project are evaluated and that information concerning these hazards is passed along to affected employees.

Abhe & Svoboda, Inc. has prepared a written HAZCOM Program that includes information on Safety Data Sheets (SDS), container labeling and employee training.

The SDS gives details on chemical and physical dangers, safety procedures, and emergency response techniques. A SDS for each product used on the jobsite will be kept at the site.

The SDS covers:

- Identity
Who makes the product, their address, emergency phone number and date prepared.
- Hazardous Ingredients
The substance's hazardous components, chemical ID and common names; worker exposure limits to the chemical such as OSHA PEL and ACGIH TLV.
- Physical Characteristics
Boiling point, vapor pressure and density, melting point, evaporation rate, water solubility, appearance and odor
- Physical Hazards

Fire and explosion hazards, firefighting equipment and procedures

- Reactivity

Stability, which substances should be avoided

- Health Hazards

How the chemical can enter your body (inhalation, absorption, ingestion), signs and symptoms (irritation, nausea, etc.), emergency/ first aid procedures.

- Precautions for Safe Handling and Use

What to do if substance spills, how to dispose of substance.

- Special Protection

What personal protection equipment is required to reduce harmful exposure (respirator gloves, eye protection, clothing, ventilation, etc.)

- All containers containing (possible) hazardous materials, i.e., Xylene, MEK, paint, brake cleaner, etc., will be properly tagged, identified, or marked with an *appropriate* label. **DO NOT TRANSFER PRODUCTS TO UNLABELED CONTAINERS.**
- Safety Data Sheets will be kept at the jobsite office and made available to all employees.
- All employees will be instructed on the hazards of materials, safety precautions, protective equipment, and effects of the hazardous materials they will be expected to work with during the day.
- All employees have the right to refuse work if they feel endangered, and to review or obtain copies of the contents of SDSs

- The signs and symptoms and health hazard portions of SDSs must be reviewed with all employees.

HAZARDOUS EXPOSURES

- Lead, Arsenic, Cadmium, Chromium, Iron Oxide, Isocyanates, PCB's, Silica, Organic Solvents etc., may be some of the contaminants found on the job.
- Personal exposure monitoring will be conducted on all job classes where a high potential of hazardous exposure exists. These results will be reviewed and communicated to the employees in writing.
- Signs and symptoms of lead overexposure include but are not limited to:
 1. Acute Exposure: nausea, headaches, stomach aches, fatigue, irritability, metallic taste in mouth, flu like symptoms
 2. Chronic Exposure: bone aches, infertility, impotence, irritability
 3. Effects on children: mental retardation, birth defects
- OSHA Permissible Exposure Levels (PEL's) and Action Levels (AL's) for commonly used chemicals are listed in the chart below:

Contaminant	PEL's	AL's
Lead	50 ug/m ³ =8hrs, 40 ug/m ³ = 10hrs	30ug/m ³ = 8hrs
Arsenic	10ug/m ³ =8hrs, 8 ug/m ³ = 10 hrs	5ug/m ³ = 8hrs
Chromium	1000 ug/m ³ =8hrs	500 ug/m ³ = 8hrs
Iron Oxide	10,000 ug/m ³ =8hrs	5000 ug/m ³ = 8hrs
PCB's	.5 mg/m ³ = 8hrs	N/A
MEK/ Xylene	100 PPM*	50 PPM = 8hrs
Isocyanates	.2 mg/m ³ = 8hrs	N/A
Noise	90 dBA = 8hrs, 87dBA = 10hrs	85 dBA = 8hrs

List any site specific additions or changes below:

1. _____
2. _____
3. _____

SANITATION

- Fresh drinking water and toilet facilities will be provided on-site and will be properly maintained.
- Disposable drinking cups will be furnished next to the fresh water container with a waste receptacle.
- Fresh water, soap, and washing facilities will be provided for employees so that they can adequately wash before meals and after work.
- A clean shower trailer will be provided and maintained for employees on "Lead Jobs".
- A disinfectant or respirator wipes will be provided for cleaning facemasks.

List any site specific additions or changes below:

1.

2.

3.

HOUSEKEEPING

- The appearance of your work area says a lot about your attitude and ability to perform quality work safely.
- We understand that there are going to be occasions where housekeeping may fall short at times, however, in safety sensitive areas, it should be the exception rather than the rule.
- The following are the expectations we have regarding this important, and often under emphasized safety concern:
 1. All stairways, passageways, and access ways are to be kept free of materials, supplies, and obstruction at all times.
 2. Tools, materials, extension cords, hoses, and debris will be kept and used in a manor that minimizes the tripping hazard.
 3. Tools, materials, and equipment subject to displacement or falling are to be adequately secured and/ or stored in as stable manor as reasonable.
 4. Rubbish or other combustible materials is to be minimized in areas where flammable and combustible liquids are stored or handled/used.
 5. Covered containers will be provided for the collection and separation of waste, trash, oily rags, and other refuse.

6. Each employee is to **clean or organize** his or her work area on a **daily** basis.
7. Open holes (2 inches in diameter or more) shall be covered and identified with plates, plywood, or other appropriate means.
8. Heavy stationary equipment is to be chocked to prevent rolling or accidental movement.

List any site specific additions or changes below:

1.

2.

3.

MATERIAL STORAGE

- Oil, paint, and waste materials will be separated and labeled in storage.
- Container lids will be kept tightly closed.
- Paint-saturated debris will be removed from the premises daily and stored in flammable storage cans
- Paint cans may be stored in a trailer if the trailer is designed with proper ventilation and a heater, if provided, is rated for such use.
- Outside paint storage is limited to 1100 gallons. Ensure that at least a 12-foot access path is always provided to the paint storage area. The area must also be 5 feet from any other storage area.
- Oxygen and acetylene bottles will be stored and secured separately at least 25' apart or in special carts when in use.

- 55-gal drums will be stored on pallets no more than 2 deep, and 2 high.
- Store fuel, waste, and all other flammable/combustible material in diked or curbed locations, or use other means to prevent the spread of liquids.
- Flammable liquid storage areas will be inspected weekly and conditions documented.

List any site specific additions or changes below:

1.

2.

3.

LIGHTING AND ELECTRICAL EQUIPMENT

- Live wiring or equipment will be covered and grounded to protect persons or objects from electrocution.
- Do not work in areas where there is inadequate lighting to safely perform your work.
- Lighting systems will be placed to facilitate easy and safe accessibility for cleaning and maintenance.
- All lighting, electrical equipment, and wiring must be explosion proof wherever flammable vapors are likely to accumulate, i.e., containment, storage areas, etc.
- Before working on energized equipment, employees will lock and tag-out equipment and/or verify that equipment is fully de-energized and has no means for reactivation outside of employee procedures.

- All portable tools and temporary electrical wiring will be energized only while using a GFCI (Ground Fault Circuit Interrupter).
- All electric tools and extension cords must be visually inspected daily for damage.
- A quarterly test should be conducted on all non-intrinsically grounded tools to insure the equipment has a proper ground. The tools should then be marked with the appropriate color (tape) indicating they have been tested.

Quarter		Color Tape
1st	January- March	Yellow
2nd	April-June	Blue
3rd	July-September	Green
4th	October-December	Red

List any site specific additions or changes below:

1. _____
2. _____
3. _____

TOOLS AND EQUIPMENT

- All hand tools will be kept in good repair and used only for the purpose for which they were designed.
- Only non-sparking tools will be used in locations where sources of ignition may cause fire or explosion.

- Tools with defects that will impair their strength or render them unsafe are to be removed from service and returned to the supervisor, who will tag it out.
- You are required to make daily inspections of the equipment you use to assure a safe operating condition and proper maintenance.

1. Power tools will be inspected prior to use to determine that they are in safe operating condition.
2. Hoses and fittings will be inspected frequently. All connection points will have whip checks to prevent their incidental disconnection.
3. All safety equipment will be inspected daily or before and during use.
4. Pressurized equipment and systems will be inspected and performance tested before being placed into service and after any repair or modification. Look for a stamp or label indicating such test on the equipment.
5. Temporary or portable pressurized equipment and systems will be tested at six-month intervals.
6. Inspections and tests will be performed by a qualified person. Any equipment or system found to be in an unsafe operating condition will be tagged out, "OUT OF SERVICE, DO NOT USE".
7. Only employees trained, certified, or being trained to operate heavy equipment will be authorized to use the equipment.
8. Heavy equipment includes, but isn't limited to: cranes, forklifts, Hilti guns, mag drills, and water jetting or blasting equipment.

List any site specific additions or changes below:

1.

2.

3.

SCAFFOLDING AND LADDERS

- All scaffolding is to be provided with a top rail approximately 42" high, an intermediate rail, and a toe board 4" high. This is basic fall protection!
- All such scaffolding will be designed with a safety factor of at least 4 and secured to the structure at least every 20 feet vertically and 30 feet horizontally.
- All such scaffolding and rigging is to be inspected and documented daily by a competent person.
- Access is to be complete and provide proper fall protection. Decking will be as complete as possible for the work task.
- 100 % tie off procedures utilizing self retractable lifelines are to be used when utilizing ladders of scaffolding and when accessing elevated points from scaffolding
- No climbing on scaffold components is allowed. A scaffold ladder must be provided.
- All employees will wear and use fall protection when working from scaffolds, unless they are protected on all sides by a top rail, mid-rail and toe board.
- All employees will be trained in the capacity, hazards, and use of the scaffolds they use.
- The capacity of most of our scaffolding is approximately 50 pounds per square foot.

List any site specific additions or changes below:

1.

2.

3.

FALL PROTECTION

All employees and subcontractors working on ASI jobsites will be protected from falls of 6 feet and higher and from objects falling from a height of 6 feet or greater. Noncompliance with this standard is grounds for immediate removal from the jobsite.

No exceptions to the rule unless ALL OF THE FOLLOWING CRITERIA ARE MET:

1. Fall protection is not practical, i.e., working on a scaffold that is only 6 feet tall, guiding material on to a flat bed, or unloading a flat bed.
2. The task to be performed is brief.
3. No other known hazards exist, if a fall were to occur, a serious injury or death is unlikely.
4. There is no feasible means to provide fall protection as agreed by Gail Svoboda (This assessment will be documented).

Further, employees will wear and use their fall protection equipment when on any scaffold greater than 10 feet, on any single, double, multi-point suspended scaffold, when near a

leading edge, or where a greater than 6 foot fall exposure exists or easily could exist. This constitutes our **“100% Fall Protection Rule”**

- Employees are to use and inspect the fall protection equipment per the site specific plan requirements.
- Employees will be responsible to inspect and maintain their harness, lanyards, and rope grabs daily.
- Only dual lanyards with a protective shock-absorbing deceleration device will be used.
- Vertical Lifelines (VLL) will be kept taught and the bottom 50 feet secured to limited lifeline stretch.
- No more than one person on a VLL at one time.
- Employees will use positive self-locking carabiners to assist with securing SRL's, VLL's, or other fall arrest systems.
- Positioning D-rings or side D-rings on a harness are only to be used for positioning purposes. They are not to be used to tie-off.
- All horizontal lifelines will be installed using 5/8" wire rope per design. Three (3) or more safety clips will be installed at terminations and other areas per design. Only three (3) employees are allowed to attach at any one time unless in an emergency. Under no circumstances should there ever be more than four (4) persons attached to the horizontal lifeline.
- All ropes used for lifelines will use either a "Figure 8 knot" or attaching strap with a locking hook to secure to the anchorage point (See *Figure 1*). The type of rope used as a lifeline will be based on the type of rope grab to be used on the rope; the expected load times two, and other factors.

Figure 1



- The Bowline Knot is not to be used for tying VLL's to structure due to 50% reduction in lifeline capacity.

List any site specific additions or changes below:

1.

2.

3.

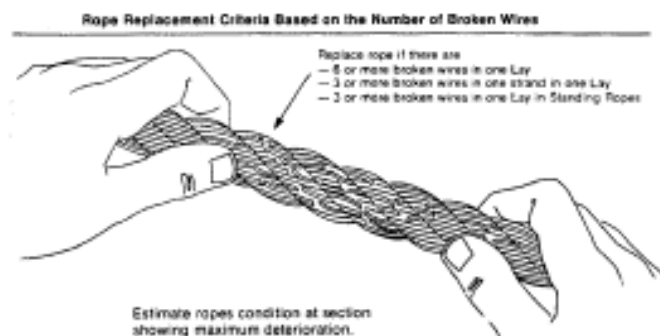
HOISTING MACHINERY AND RELATED EQUIPMENT

- Cranes will be tested using 100 percent of the Manufacturer's Suggested "Work Load" or rated capacity.
- Prior to this load performance test, the following inspection will be performed:
 1. Check for availability of operator manual
 2. Make sure crane is level with outriggers in place before making a pick.
 3. Outriggers MUST be fully extended on solid base before any pick is allowed.

4. Check the boom and boom stops for misalignment, bent parts, and other physical damage.
5. Check boom stop pins (at connections) for lubrication, wear, and damage.
6. Check boom angle indicator.
7. Check boom hoist disengaging device for proper adjustment and proper angle in accordance with the operator manual.
8. Check Crane Inspection Book for more information on inspections.

- A written crane inspection is to be completed before each use.
- Cranes will be equipped with boom angle indicators, back-up alarms, boom stops, and anti-two blocking devices.
- Cranes used to support human loads will be powered for both up and down movement.
- Maximum hoisting capacities are never to be exceeded.
- At least 3 full wraps of hoisting cable are required on the drum at all times.
- The hoist rope will not be wrapped around the load.
- Load lines, slings, chokers, load balance, clearances, and stability are to be checked by a competent person before each pick.
- No riding the crane's headache ball
- Tag lines are to be used whenever possible
- Cable inspection is to include considerations in *Figure 2*.

Figure 2



The following tables list the approximate safe working loads for various materials. Any difference between the listed ratings and the materials used on our specific job should be listed or indicated below the table.

Table 1
3- Strand Fiber Ropes/ Safety Factor = 5

APPROXIMATE SAFE WORKING LOADS OF NEW FIBRE ROPES — POUNDS
 3-Strand Ropes
 Safety Factor = 5

Nominal Rope Diameter (Inches)	Manila	Nylon	Polypropylene	Polyester	Polyethylene
3/16	100	200	150	200	150
1/4	120	300	250	300	250
5/16	200	500	400	500	350
3/8	270	700	500	700	500
1/2	530	1,250	800	1,200	800
5/8	880	2,000	1,300	1,900	1,050
3/4	1,080	2,800	1,700	2,400	1,500
7/8	1,540	3,800	2,200	3,400	2,100
1	1,800	4,800	2,900	4,200	2,500

Table 2
NYLON WEB SLINGS
 (8000 lb/in Material)

MAXIMUM SAFE WORKING LOADS — POUNDS (SAFETY FACTOR = 5)
 (Eye & Eye, Twisted Eye, Triangle Fittings, Choker Fittings)





Web Width (Inches)	Single Vertical Hitch 	Single Choker Hitch 	Single Basket Hitch (Vertical Legs) 	2-Leg Bridle Hitch & Single Basket Hitch With Legs Inclined 		
				60°	45°	30°
1	1,600	1,200	3,200	2,770	2,260	1,600
2	3,200	2,400	6,400	5,550	4,520	3,200
3	4,800	3,600	9,600	8,300	6,800	4,800
4	6,400	4,800	12,800	11,100	9,050	6,400
5	8,000	6,000	16,000	13,850	11,300	8,000
6	9,600	7,200	19,200	16,600	13,600	9,600
7	11,200	8,400	22,400	19,400	15,800	11,200

Table 3

BRAIDED WIRE ROPE SLINGS
 6-Part Braided Rope
 6 x 19 Classification Group, Improved Plow Steel







Component Rope Diameter (Inches)	MAXIMUM SAFE WORKING LOADS — POUNDS (Safety Factor = 5)					
	Single Vertical Hitch	Single Choker Hitch	Single Basket Hitch (Vertical Legs)	2-Leg Bridle Hitch & Single Basket Hitch With Legs Inclined		
						
			60°	45°	30°	
$\frac{3}{16}$	2,600	1,950	5,200	4,500	3,700	2,600
$\frac{1}{4}$	4,600	3,450	9,200	7,950	6,500	4,600
$\frac{5}{16}$	7,200	5,400	14,400	12,500	10,200	7,200
$\frac{3}{8}$	10,200	7,650	20,400	17,700	14,400	10,200
$\frac{7}{16}$	13,800	10,400	27,600	23,900	19,500	13,800
$\frac{1}{2}$	18,000	13,500	36,000	31,200	25,500	18,000
$\frac{9}{16}$	22,000	16,500	44,000	38,100	31,100	22,000
$\frac{5}{8}$	28,000	21,000	56,000	48,500	39,600	28,000
$\frac{3}{4}$	40,000	30,000	80,000	69,300	56,600	40,000
$\frac{7}{8}$	54,000	40,500	108,000	93,500	76,400	54,000
1	70,000	52,500	140,000	121,200	99,000	70,000

Table 4

MAXIMUM SAFE WORKING LOAD
"A" TYPE ALLOY STEEL CHAIN
SINGLE VERTICAL SLING

Chain Size (Inches)	Capacity (Pounds)
$\frac{1}{4}$	3,250
$\frac{3}{16}$	6,600
$\frac{1}{2}$	11,250
$\frac{5}{16}$	16,500
$\frac{3}{4}$	23,000
$\frac{7}{16}$	28,750
1	38,750
$1\frac{1}{8}$	44,500
$1\frac{1}{4}$	57,500
$1\frac{3}{8}$	67,000
$1\frac{1}{2}$	80,000
$1\frac{3}{4}$	100,000

The following figures illustrate tying various knots in a rope and their most appropriate use.

Figure 3

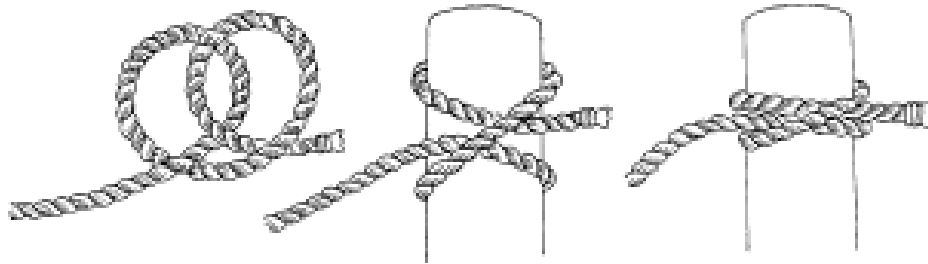


Figure 4

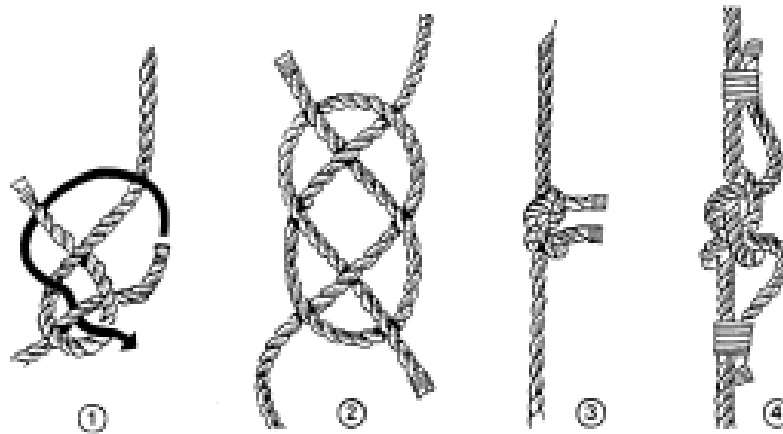


Figure 5

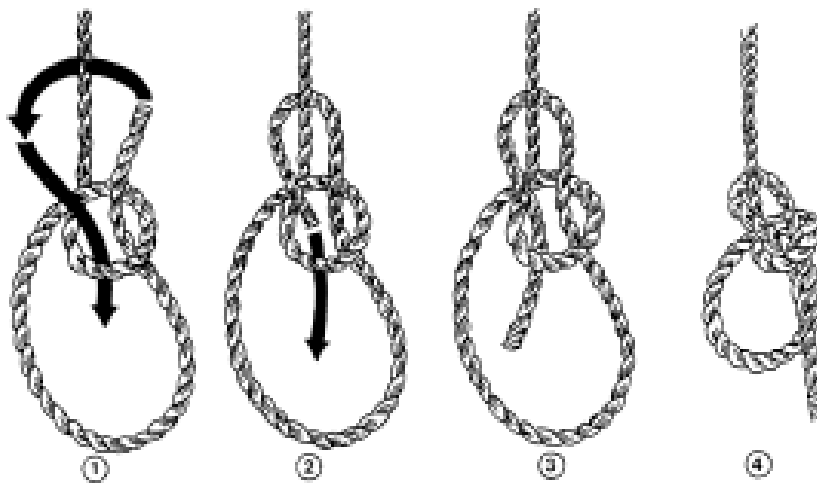
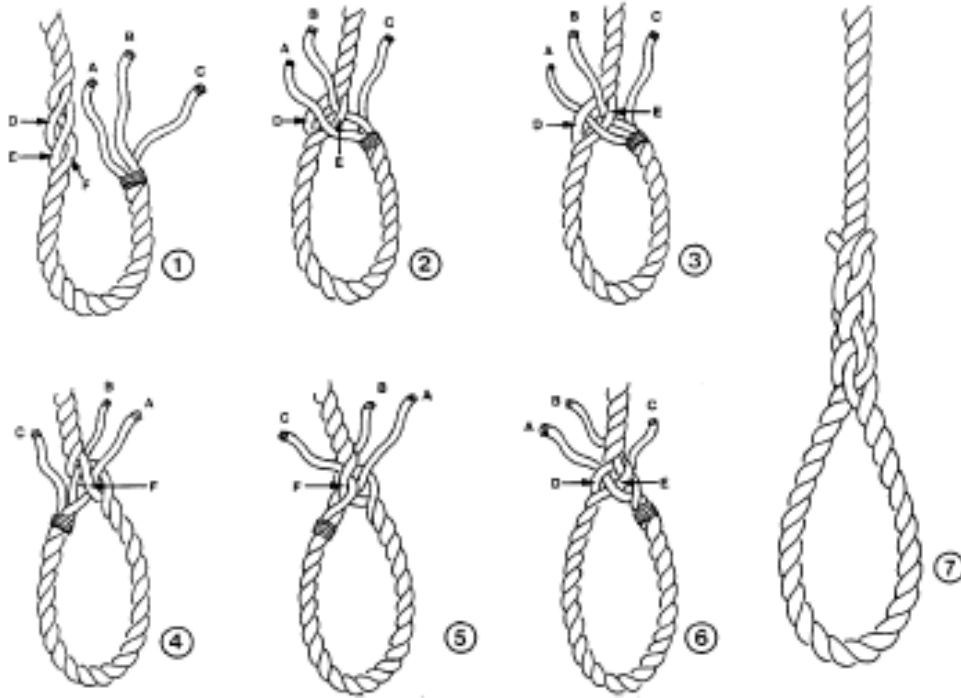


Figure 6



Figure 7



List any site specific additions or changes below:

1. _____
2. _____
3. _____

WELDING AND CUTTING OPERATIONS

- Inspect all equipment before use. Note location and proximity of ground.
- Flash back arrestors or one-way check valves shall be installed with all regulators.
- Erect shielding around public ways to protect from welding rays, flashes, sparks, molten metal, and slag if applicable.
- Keep welding cable, hoses, and other equipment clear of passageways, ladders, and stairways.
- Keep cylinders beyond the range of sparks, hot slag, or flame.
- Handle all compressed gas cylinders properly, with care, and upright.
- Keep switching equipment for shutting down the welding machine near the welding machine when possible.
- Ground non-current carrying metal parts of welding machines, etc.
- No lighters or “bic” lighters are allowed on your person or work area if welding or cutting.
- Sparks and hot slag are to be contained when working over roads or rivers.
- A “Hot Work Permit” is required when working in confine spaces or near storage areas containing flammable or combustible materials.

List any site specific additions or changes below:

1.

2.

3.

ABRASIVE BLASTING

- All abrasive blasting operating controls will be equipped with "dead man" devices.
- Hoses and fittings used for abrasive blasting will be inspected frequently and replaced before failure occurs.
- Hose section ends will be equipped with whip-check devices.
- Nozzles will be attached to the hose by fittings that will prevent accidental disengagement.
- Nozzle attachments will be metal and will fit onto the hose externally.
- Abrasive blasters will be protected by CE type supply-air abrasive blasting helmets with air meeting Grade D specifications.
- Blast hood socks are to be cleaned daily and changed monthly.
- Air filters will be replaced monthly. The air quality will be tested after each replacement.
- Abrasive blasters will be protected against injury from ricochet by wearing coveralls and leather gauntlet style gloves.
- The consumption of food, beverages, or use of tobacco in containment is prohibited.
- When vacuuming or cleaning, workers will use the same respiratory protection and coveralls as the blasters.

List any site specific additions or changes below:

1.

2.

3.

HIGH & ULTRA-HIGH WATER JETTING

Specific safety measures are required while using high or ultra high-pressure water jetting. Only employees that are properly equipped and trained shall be allowed to operate a water jet gun, ultrahigh or high-pressure pump. The following procedures shall be used when using high or ultra-high pressure water pumps, water guns, high pressure water lines, tumble boxes and their associated support air lines.

- All employees shall be fully trained on the hazards, operations, and safety measures used in water jetting.
 - A competent person shall monitor a water jetting crew. The competent person shall have experience and knowledge in the hazards and safe procedures associated with water jetting. He/she shall instruct or correct any employee action that may pose a hazard to him or others.
 - Only competent persons shall repair any ultrahigh or high-pressure water pump, tumble box or water gun.
 - All training shall be properly documented to include the employee's name, subjects covered and the person completing the training.
 - A Pump Operator shall stay within 50 feet of the high-pressure water pump whenever employees are operating high-pressure water guns.
 - High-pressure water lines shall be protected at all times. High-pressure hoses shall not be pinched, significantly bent, or have insufficient support when being raised. No

traffic shall be allowed to cross an ultra high or high-pressure hose.

- No safety devices on a water pump, tumble box, or water gun shall be disabled or modified.
- No operator shall operate a high-pressure water gun that has the switch or trigger locked in the “on” position.
- Whip checks shall be installed on all airlines and on the high-pressure water line where the high-pressure line connects to the water gun.
- All employees shall wear proper personal protective equipment (PPE) in the water jetting area. As a minimum, employees shall wear:
 1. Hardhat
 2. Face shield and safety glasses or full face respirator
 3. Rain suit or protective coverall
 4. Steel toe shoes with a metatarsal guard
 5. Gloves
 6. Ear plugs
- Workers shall maintain a minimum horizontal and vertical safe working distance of 10 feet.
- Lock/out tag/out procedures shall be used when using repairing or working on the high-pressure pumps.
- All employees shall be provided with “medical alert cards” and present the card to medical personnel prior to treatment. The card shall have the following information: This person has been water jetting at pressures up to 345 MPa (50,000 psi) and/or a water jet velocity up to 870 m/s (2850 ft/s). People injured by direct contact with high or ultrahigh pressure water typically experience unusual infections with microaerophilic organisms. These may be

gram negative pathogens such as those found in sewage. Before administering treatment, the attending physician shall immediately contact a poison control center for appropriate treatment information.

- All working-walking surfaces shall be secured to provide stable footing.
- Radios should be used to maintain direct communication between the pump operator and water blasting crews.

PAINTING OPERATIONS

- Smoking, open flame, exposed heating elements, or other sources of ignition will not be permitted in areas where spray painting is done. Consequently, explosion proof wiring and lighting will be used.
 - Most spray-painting operations will be done in full-face negative air pressure respirators. (*For more respirator information, see the chart under PPE*)
- Employees will wear nitrile rubber or other appropriate synthetic gloves for this work per the PPE Chart.
- Tarps will be used to contain over-spray.
- A barrier jell should be applied to any open skin, hands, eyelashes, hair etc. before spraying.
- Employees are to fully discharge lines before loosening fittings.

List any site specific additions or changes below:

1.

2.

3.

WORK IN CONTAINMENT STRUCTURE

- The containment structure will be monitored periodically for toxic contaminants, airflow, temperature, and any explosive atmosphere.
- Mechanical ventilation will be used as the primary engineering control.
 1. Fans mounted in the containment wall and suction ports connected to vacuum units will be the source of ventilation.
 2. Ventilation equipment will be placed to prevent dead air spaces.
 3. Upon equipment failure, work will be stopped immediately.
 4. Natural ventilation will not replace mechanical ventilation.
- Lighting facilities will be provided and maintained where appropriate.
- All motors and associated control equipment will be properly maintained and grounded.
- No solvent drums will be taken into the spray painting areas. No matches, lighted cigarettes, cigars, or pipes, and no cigarette lighters will be taken into the area where spray painting is being done.
- All employees working in the containment structure will follow all guidelines in the Project Specifications, and Abhe & Svoboda, Inc.
- If any leak occurs outside or from the containment while blasting, work will be shut down until the leak is fixed.

- Contaminated clothing will be removed, placed in the provided containers, and laundered. The laundry service will be notified to the nature of hazard.
- The following will be posted at the regulated area "WARNING, LEAD WORK AREA, POISON, NO SMOKING OR EATING".
- Wash stations will be provided in front of the exit of the containment.
- Employees who may be exposed to lead will receive training prior to work any assignment and at least annually thereafter.
- Once paint removal operations begin, the below decontamination procedures will be followed for all personnel leaving the lead control area:
 1. For breaks:
 - A. Vacuum off.
 - B. Take off respirator.
 - C. Roll coveralls down to waist.
 - D. Wash hands, face, and neck.
 2. End of the day:
 - A. Vacuum off.
 - B. Take off respirator
 - C. Roll coveralls down to waist.
 - D. Wash hands, face, and neck.
 - E. Enter dirty side of decon trailer.
 - F. Remove protective clothing, and place in receptacle.
 - G. Shower.
 - H. Proceed to clean side of decon trailer.
 - I. Change into clean clothes.

3. Do not track back and forth between dirty side and clean side
4. When coming to work reverse the above procedure (don't have to wash & shower) (*See the SH&E Program manual for more info*)

List any site specific additions or changes below:

1.

2.

3.

CONCRETE WORK

- Eye and face protection will always be required while chipping, and fall protection may be required where fall potentials exist.
- All chipping hammers or other concrete removal equipment will have "dead man" trigger assemblies.
- Chipping hammers may be supported by a rope/ sling or similar means when appropriate and only by qualified persons. The rope's/ sling's entire length should be checked before each day
- Hoses and connections- (See Equipment section of this plan)
- Proper access and scaffolding will be provided to assure that workers have a safe platform during concrete work
- HEPA Respirators are required when mixing or chipping concrete material.
- Traffic barricades, containment, tarps, and/ or snow fence; will be used in the removal work area to protect pedestrian and driver traffic where appropriate.

List any site specific additions or changes below:

1.

2.

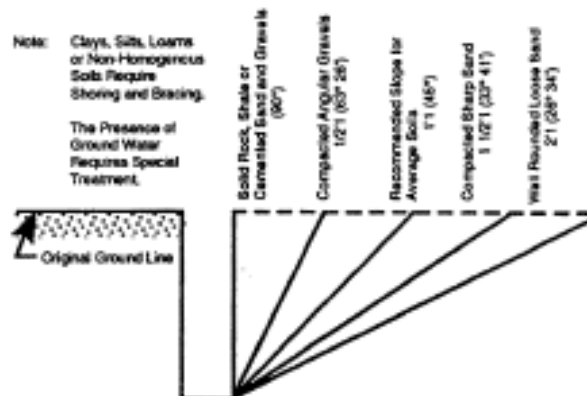
3.

EXCAVATIONS

- All excavation shall be sloped at the angle of repose shown in *Figure 8*, based on the soil conditions.
- Soil classification and trench safety is to be determined by a competent person.
- Sheeting, bracing, shoring, etc. will be in good serviceable condition and used when excavations are deeper than 5 feet.
- Prior to opening an excavation, underground installations (i.e., sewer, water, fuel, electric lines, etc.) will be located and protected from danger or displacement. The contact number and date of contact of the utility identification contractor will be documented.
- Excavations will be kept free from water while construction is in progress.

Figure 8

APPROXIMATE ANGLE OF REPOSE FOR SLOPING OF SIDES OF EXCAVATIONS



List any site specific additions or changes below:

1.

2.

3.

FIRE PREVENTION

- All fires, no matter how small, are to be reported immediately to your supervisor.
- Equipment must not be refueled while running or when hot.
- The local fire department will be notified to the nature of our operations and will receive a copy of our Emergency Action Plan.
- Smoking is only allowed in designated areas. Extinguish and dispose of smoking materials in a proper receptacle.
- Hot Work permits will be obtained from the authorized person(s) prior to starting welding, cutting or burning operations. All provisions listed on the permit will be followed including a fire watch and fire extinguisher.
- Flammables will be kept closed and stored in designated locations in limited quantities apart from other storage areas.
- Gasoline will be stored in metal safety cans.
- Adequate ventilation will be provided where flammable liquids are utilized.
- Fire hydrants and fire extinguishers will be kept clear and accessible at all times.

- Barrels of Flammable liquids (thinner & MEK) will be grounded and a bonding strap will be provided. Only an approved (FM or UL) dispensing device will be used.
- Plastic pumps are not to be used for dispensing MEK or Xylene or any other Class I flammable liquid.
- Storage of LP gas/propane cylinders within buildings is prohibited.
- Placement of LP gas/propane cylinders shall be located the following distances from the nearest building(s):

Quantity	Distance (feet)
• 500 lbs or less	0
• 501 lbs to 6,000 lbs	10
• 6,001 lbs to 10,000 lbs	20
• Over 10,000 lbs	25
- Fire extinguishers-"ABC" type extinguishers are to be used for most incipient-stage fires. Classes include:
 1. Class A- Fires Involving Ordinary Combustibles (wood, paper, cloth)
 2. Class B- Fires Involving Flammable and Combustible Liquids (gasoline, kerosene)
 3. Class C- Fires Involving Energized Electrical Equipment
 4. Class D- Fires Involving Combustible Metals (magnesium, titanium)
- A 10 lb ABC fire extinguisher will be placed with each crane/boom truck, forklift, compressor, or other heavy motorized piece of machinery.
- Fire extinguishers shall be inspected at least monthly and serviced/recharged annually and after each use. Each

extinguisher shall have an identification tag showing when it has last been serviced and inspected.

- The P-A-S-S method will be used for general operation.
 - P** *Pull* the safety pin at the top of the extinguisher, breaking the plastic or thin wire seal in the process.
 - A** *Aim* the nozzle toward the material that is burning. If the hose is clipped to the extinguisher body, release it from the clip and aim the nozzle.
 - S** *Squeeze* the carrying handle and the discharge handle together to start the flow of agent. Release the handle to stop the flow at any time.
 - S** *Sweep* the nozzle back and forth at the base of the flames to ensure full coverage by the extinguishing agent until the fire is out.
- Turn in all fire extinguishers for recharge after each use.

List any site specific additions or changes below:

1. _____
2. _____
3. _____

EMERGENCY ACTION PLAN (EAP)

- Emergency equipment including gurneys or stretcher, first aid kits, high elevation rescue equipment, radios, and ring buoys will be placed, maintained, and easily accessible for quick use. All emergency procedures to be used on this site shall be in accordance with 29 CFR 1926.35 (b). As previously mentioned, all injuries are to be reported to the health and safety staff by means of radio/phone/cell/other (circle one).

All injured personnel are to be escorted or accompanied to the treatment facility.

- The project Superintendent will be the person responsible for managing emergency operations until relieved by the local emergency service or proper authorities.
- Emergency numbers are to be posted at all telephone locations. The emergency action plan will be reviewed periodically and discussed as part of the orientation training.
- All responsibilities and/or roles will initially be assigned to the employees during the orientation training or job assignment. Responsibilities may change as skills and abilities are better assessed. In general, the chain of command is as follows:

Employee → Supervisor → Project Superintendent → James Svoboda

→ Fire/ Ambulance / Police

→ Safety Director → EPA/ OSHA

→ Owner

- Adverse weather conditions may dictate further response activities and planning.

Implementation of the Emergency Action Plan

- Depending upon the degree of seriousness, any of the following potential emergencies might call for implementation of the emergency action plan:

1. On site spillage or release of hazardous materials during storage, use, or waste collection.
2. Fall from or into a scaffold or structure at elevated levels.
3. Collapse and sub surface rescue necessitated.
4. Explosion or large fire which cannot be contained.
5. Severe weather conditions.
6. Other severe injuries that may result in shock, severe bleeding or unconsciousness.

Every effort will be made to prevent injuries; however, experience and OSHA dictates that we must consider every reasonable emergency potential.

On Site Emergency Action Plan

- The following measures constitute our contingency action plan:
 1. All employees will be notified. A site-specific method of employee notification shall be designated; i.e. use of radio or air horn.
 2. All work will cease.
 3. All employees will report to a designated area to receive instructions.
 4. The area of the accident/spill/fire will be secured to prevent any further damage or injuries.
 5. Emergency services will be notified.
 6. The highest level of management on the site shall coordinate all emergency activities until local Emergency Services arrive. Upon arrival of Local Emergency Services, all authority shall be delegated to them.

7. All rescue efforts will be made to assist the Emergency Services access to the employee or site.

Use company radio/telephone/cell/other (Circle One) to contact the Safety Staff (if applicable). One channel shall be used and known by employees for use in case an emergency does occur. The radio channel to be used and known on this site:

Reporting Medical Emergencies:

1. Assess the area. Do not enter the area that may pose a danger to you (i.e. confine space).
2. Do not leave the injured alone, if possible. Get assistance before calling for help.
3. When calling, give your name; state the nature of emergency, number of persons involved and degree of help needed.
4. State the location of emergency (address, structure area, building number, process area, street, and intersection, etc.)
5. Report the facts and requests necessary to respond to, or control the incident.
6. Do not hang up until the respondent agrees it's all right to do so.

Medical Emergencies

1. Seek medical attention for personnel who are not breathing, bleeding severely, experiencing intense pain or

are unconscious. Providing medical first aid is **strictly voluntary**.

2. Provide only the first aid that you have been trained.
3. Do not administer any medicines or drugs.
4. For eye injuries, flush chemicals or dusts from eyes with clean water for at least 15 minutes. Seek medical attention if irritation persists and have supervisor escort employee to clinic for observation.
5. Report all injuries to Supervisor regardless of severity.

Employees trained in CPR/First Aid on this site:

_____	_____
_____	_____
_____	_____

- All reportable spills will be reported on the Incident Report Form. The following will receive a copy:

Project Engineer/ _____
Job Office
SH&E Director

- Emergency Equipment- all equipment used in an emergency will be inspected, re-certified, or checked and cleaned for re-use.
- Equipment available to be used for emergencies on site:

Item	Location

List any site specific additions or changes below:

1.

2.

3.

Equipment Operations

- Only authorized operators are permitted to operate company vehicles and/or machinery.
- Machinery operators shall be designated for each type of equipment operated including any rented equipment.
- Passengers are only permitted within the cabs of vehicles and only where appropriate seating and seat belts and Roll Over Protection Systems (ROPS) is provided.
- All subcontractors are required to provide authorized operators for their equipment and shall restrict access to such equipment to those operators.
- Operators are required to inspect their equipment prior to each use, and must record each inspection and report any deficiencies in a timely manner to allow for proper repair and safe operation.
- Equipment and vehicle operators shall obey all permanent and temporary traffic regulations.
- Vehicle and equipment backing operations are not permitted without appropriate back up alarms and/or spotters and/or visual inspection where appropriate.
- Equipment operators shall be familiar with all overhead power line locations on the jobsite and shall take special precautions where necessary to ensure adequate distances are maintained to prevent contact.

- Proper usage of seat belts is required at all times.
- Prior to the use of rough terrain forklifts and aerial lifts, operators are required to receive formal training and certification to show competency of driving skills.

CONFINED SPACE

- A “confined space” is a space that has limited openings for entry and exit, unfavorable natural ventilation which could contain or produce dangerous air contaminants, and is not intended for continuous occupancy. It may be a vessel, tank, box-beam, a trench 4 feet deep, a pit or vault, or any other space or enclosure that has one way in, can trap gases, or be oxygen deficient.
- No one is permitted to enter a confined space without first having obtaining a permit to do so and has discussed the work scope with Safety. Sometimes a person or “hole watch” will be required immediately outside the confined space. This person is to have access to a radio in remote areas and has restricted duties.
- The permit will be filled out and posted at the opening. This permit is to be filled out every day depending on the classification of Confined Space. *(See comprehensive manual for more info)*

List any site specific additions or changes below:

1. _____
2. _____
3. _____

ENVIRONMENTAL & WASTE MANAGEMENT

- Before starting work on the project, soil, water, and /or air samples using SSPC or specification criteria should be taken for background information.
- The same rule applies to the area to be used for the waste/fuel storage areas.
- Always handle spent abrasive as a hazardous material until the material is proven otherwise through test results or instructed by your supervisor.
- Do not stack barrels higher than two high or two deep.
- Always keep labels facing out in the storage area.
- Employees are to decontaminate all equipment before removing the equipment off the project. Document all decontamination activities on the Decontamination Assurance Form. General decontamination procedures include:
 1. Designate a decon area. Construct a berm using ground tarps to catch waste and water.
 2. Decontaminate using water, brushes and brooms.
 3. Knock or brush the paint chips and other material off equipment. Use a pump to filter (5 Micron-sized filter) out the spent material. Recycle the water when possible or dispose of in barrels labeled accordingly.
 4. Develop a system for wipe test sampling.
- Do not allow waste to remain on site more than 90 days after generation.

- Remove trash weekly or more often as needed.
- One person will be responsible to monitor the waste management of the project and that person is:
_____.
- Any spill of liquids greater than 5 gallons (other than clean water) is to be reported and cleaned up as soon as possible. Any spill of one (1) gallon or more into a water way or water receptacle is to be reported, contained, cleaned and documented.
- If employees observe paint chips or lead dust on the ground or equipment- vacuum or dig area up with shovel and dispose of soil and paint chips in drum and then sample cleaned area.
- If employees observe paint chips in fluids or observed fluids on the ground- soak up fluids and/ or paint chips with absorbent booms kept in spill kit then sample cleaned area.
- At least three (3) waste samples of spent paint material are to be taken throughout the filling of a drum. Roughly one half pound (8oz) is needed per sample. Samples should be taken using any clean glass container with a lid provided from the supervisor.
- All air, wipe, water, soil, and waste samples should be taken using the protocols from the site plan.

DRUG & ALCOHOL ABUSE POLICY

It is the policy of Abhe & Svoboda, Inc. to provide a healthy and safe working environment for its employees by assuring that all employees are fit for duty while on the job. Employee involvement with alcohol or drugs can adversely affect the

work environment, job performance and safety. Therefore, the following are strictly prohibited:

The use, possession, distribution, manufacture or dispensing of unlawful drugs while on duty or during working hours;

Reporting for work or working while under the influence of, or impaired by alcohol, controlled substances, or any other drug;

The possession of drug paraphernalia.

Alcohol - Employees found drinking or possessing alcohol on the job or reporting to work under the influence of alcohol (including, but not limited to any measurable alcohol concentration or any detected presence of alcohol), or impaired by intoxicants will be subject to immediate discharge. Any employee who operates machinery or vehicles while performing their job duties shall not have consumed any alcoholic or intoxicating beverage within four (4) hours of reporting for duty. Empty alcoholic containers are not to be brought onto the jobsite or stored in vehicles.

Drug - Employees who manufacture, use, distribute, dispense, or possess unlawful drugs, controlled substances, or drug paraphernalia while on duty or during working hours (on or off premises) will be subject to immediate discharge. Prescription drugs are excepted provided the employee has complied with the medication-reporting requirement of this policy and is using the drug in compliance with a physician's direction and prescription.

Medication - Employees who report to work while being treated for a medically verifiable condition requiring the use of prescription or over-the-counter drugs or medication or controlled substances, which may alter to employee's physical or mental abilities, **must report** the use of such drug, substance or medication to the project superintendent, company officer, or supervisor.

All information reported to the project superintendent or supervisor will be kept confidential. Employees have a responsibility to the Company and to those with whom they work to read any and all informational labels on medication and to ask their physician what effect the drug, substance, or medication may have on them physically or mentally. Any employee who fails to comply with the above may be subject to immediate discharge.

Reporting of policy violations and criminal convictions - Employees shall abide by the terms of this drug and alcohol policy and shall immediately report any unsafe working condition or hazardous activity that may jeopardize the employee's safety or the safety of fellow employees. This responsibility includes immediately reporting violations of this drug and alcohol policy. It is also the employee's responsibility to report any criminal conviction under a Federal, state or local law arising out of the use, possession, manufacture, distribution, or dispensing of drugs, controlled substances, or alcohol while on Company premises or in the conduct of Company business within five (5) days of such conviction. Failure to comply with this requirement will subject the employee to immediate discharge.

Searches - Abhe & Svoboda, Inc. reserves the right to carry out reasonable searches of employees and their property (including, but not limited to, storage areas, lunch boxes, and private vehicles) when there is reasonable cause to suspect that illegal drugs or alcohol may be present. Any employee who refuses to submit immediately to such a search will be discharged.

Testing - Employees and applicants are subject to testing for the presence of alcohol, drugs, or controlled substances. Testing will be at the discretion of the Company or otherwise in compliance with applicable laws concerning drug and alcohol testing. Testing procedures are intended to protect individual privacy, ensure accountability and integrity of the specimens, and to provide confidentiality of test results. All tests will be performed by a NIDA (National Institute of Drug Abuse) certified laboratory. Employees who test positive will be notified of the result and offered an opportunity to discuss the result and any circumstances that may reasonably explain it. Job applicants who test positive will not be notified of results, except that driver-applicants subject to the testing provisions of the Federal Motor Carriers Regulations shall be notified of such test results if a request is made within sixty (60) days of the date the applicant is informed he or she will not be hired.

Drug type - Employees will be tested for the following drugs:

- Amphetamines
- Cocaine
- Cannabinoids (Marijuana)

Opiates
Phencyclidine (PCP)

Applicant screening - Applicants being considered for employment will be subject to pre-employment screening for drugs and alcohol as set forth above. A positive result from such screening tests will be grounds for denying or revoking employment to the applicant.

Employee testing

Reasonable Suspicion - Employees will be tested if there exists a "reasonable suspicion" that the employee is under the influence of or impaired by alcohol, a control substance, or other drug. If possible, the determination of "reasonable suspicion" will be made by two supervisors or other management employees. However, when a second person is not available, one supervisor or one management employee will be allowed to require testing. Tests will be performed in accordance with this policy using blood and/or urine samples collected from the employee. A positive test result will be grounds for immediate discharge. Refusal to submit to a request for testing for the presence of alcohol or drugs will give rise to a presumption of intoxication or usage and such refusal shall also constitute insubordination and be grounds for immediate discharge.

Anyone selected for testing based on "Reasonable Suspicion" should be escorted by supervision to the site

and with the option to stand in the same area when the specimen is delivered.

Observations leading to a determination of reasonable suspicion include, but are not limited to, the following:

- drinking of alcohol or use of unlawful drugs or other controlled substances
- slurred speech
- unsteady gait or posture
- erratic behavior
- disorientation and confusion
- inability to perform routine tasks
- disorderly appearance in dress or grooming
- odor of alcohol or other ingested substance
- proximity to discovered substances or containers reasonable believed to be or hold alcohol or drugs
- glassy or red eyes or other eye characteristics associated with the use of alcohol or other drugs
- erratic attendance and/or increasing frequency tardiness
- Any accident or incident on or off Company premises while conducting Company business or while on duty which results in personal injury or property damage where it is reasonable to suspect that human error could be at least in part at issue; for drivers subject to DOT-FHWA regulations, in addition to the above, testing will be required after any reportable accident for which the employee receives a citation for a moving traffic violation. Reportable accidents include those which involve the following:

1. A fatality, Bodily injury to a person who, because of the injury, immediately receives medical treatment away from the scene of the accident, or
2. Property damage estimated to equal or exceed \$4,000.
3. Any other actions, behavior, or observations that the supervisory personnel believe create a reasonable suspicion of drug or alcohol use.

Project superintendents or other supervisory personnel have the authority and the responsibility to make determinations as to whether or not there is "reasonable suspicion" that an employee is under the influence of, or impaired by alcohol, controlled substances, or other drugs. Supervisory personnel should note any observations concerning the appearance, behavior, speech, or body odors of the employee. They may also include information gathered from other persons or sources in their determination.

If an employee is under the influence of, or impaired by alcohol, controlled substances, or other drugs it does not matter whether the use of alcohol or drugs was at work or was prior to reporting to work. Such use may be grounds for discharge.

Random testing - All employees will be subject to systematic random drug and alcohol testing. Failure of an employee to submit to random testing shall be grounds for discharge.

Drivers and motor vehicle operators - Drivers and motor vehicle operators subject to regulations by the Federal Department of Transportation or other agency will be subject to testing requirements as determined by the governmental agency and

shall be subject to all Company policies. To the extent that the Company policy is more strict or specific than a government regulation, the Company policy will control, unless expressly preempted by law.

Leaving the worksite - During an investigation involving the use or possession of drugs or alcohol, or once a determination of reasonable suspicion has been made, an employee shall not leave the work site without approval, and shall leave in the manner determined by the supervisor. Failure to remain on site, or to assist another employee in leaving the site under these circumstances, shall be considered insubordination, improper conduct and shall subject the involved employee(s) to discipline up to and including discharge.

Treatment - The Company recognizes that drug and alcohol dependency is a treatable health problem. Employees needing assistance in dealing with such a problem or dependency are encouraged to consult with management to obtain information on the availability of treatment clinics and programs. Costs of treatment will be the responsibility of the employee.

The Company encourages treatment for any drug or alcohol dependency and this policy is implemented to encourage employees with health problems to seek treatment before their jobs are in jeopardy or the safety, health and security of fellow employees or the work environment is put at risk. However, once an employee is in a job jeopardy status, subsequent treatment may not be considered a mitigating factor.

Employees who successfully complete a drug and/or alcohol rehabilitation program can return to their former positions provided they sign an agreement regarding conditions required by the Company. Further violations of said agreement or Company policy is grounds for dismissal.

Re-employment/re-entry into the workforce - An employee who leaves the Company either through layoff, resignation, termination, or disability for a period exceeding sixty (60) days will be subject to the same testing as a new applicant prior to re-entry into the workforce. Abhe & Svoboda, Inc. will not re-hire any individual who fails to pass the alcohol and drug test.

Discipline - The discipline to be imposed for violations of the Drug and Alcohol Policy will be governed solely by the provisions set forth herein. Employees are warned and advised that those who violate the Drug and Alcohol Policy may be subject to immediate termination.

Condition of employment - Compliance with Abhe & Svoboda, Inc.'s Drug and Alcohol Abuse Policy is a condition of employment. Failure or refusal of an employee to cooperate fully, submit to any search or test, or follow any prescribed course of substance abuse treatment will be grounds for termination.

Implementation - The implementation of this policy does not alter the employment-at-will status of its employees nor does it create an express or implied contract in the employment relationship. Your employment may be terminated by you or the Company at any time with or without cause or reason.

Drug & Alcohol – Return to Work Agreement

Under the following conditions, you will retain your job upon completion of the program.

1. You will enroll in and agree to complete a rehabilitation program approved by the Company.
2. You will comply with and complete all of the program requirements.
3. You will begin work promptly upon completion of the rehabilitation program. (You may return to work at a point where you and your drug rehabilitation counselor agree you are ready to return to work. Be aware that a positive drug test will result in your termination.)
4. You will submit to weekly drug tests, at your expense, for a period of one (1) year after reinstatement to your job. A positive drug test result will be cause for discharge.

Failure to satisfy any of the above-specified conditions, or to sign below, will result in your discharge from this Company.

I have read and I understand the above agreement. My signature below signifies my acceptance of this agreement.

Employee's Signature

Date

N/A

Clinic Information

Emergency Phone Number (1)

Emergency Phone Number (2)

Other Project Information

Other Project Information