

General Safety Rules

The following general safety rules apply to all persons working on the job site. These rules must be observed at all times.

1. Employees may not operate equipment on which they have not been trained and/or do not have experience.
2. Employees are not permitted to work if under the influence of drugs or alcohol. Employees must agree to post accident drug and/or alcohol testing.
3. Fighting, horseplay and other inappropriate conduct in the workplace are prohibited.
4. Use proper lifting techniques or material handling equipment to prevent strain and sprain injuries. Get help to move heavy or bulky objects.
5. Appropriate personal protective equipment must be used when required. (Depending on safety hazards present, this may include safety glasses, hard hats, gloves, hearing protection, foot protection, respiratory protection and fall protection equipment or other protective devices.)
6. Machine guards and safety devices must be in place before power tools and equipment is operated. Defective tools and equipment must be taken out of service and tagged "Do Not Use." Always use the right tool for the job.
7. Never enter any tank, vessel or confined space unless properly trained and authorized by your supervisor.
8. Workplaces must be maintained in a neat and orderly manner. During the course of construction, alteration or repairs form and scrap lumber with protruding nails, and all other debris shall be kept cleared from work areas, passageways and stairs, in and around buildings or other structures. Garbage and other waste shall be disposed of at frequent and regular intervals.
9. Where walking/working surfaces may be slippery or become slippery, shoes with slip resistant soles must be worn.
10. Portable ladders in use must be tied, blocked or otherwise secured to prevent them from movement. All ladders used must be in good condition.
11. Metal ladders must not be used for electrical work or where they may come in contact with electrical conductors.
12. All employees exposed to falling 6-feet or more from an unprotected side or edge shall select a guardrail system, a safety net system or a personal fall arrest system to prevent falls to a lower level, unless otherwise provided for in OSHA regulations that apply to residential construction and steel erection.

13. Scaffolds must have guardrails and toe boards installed on all open sides and ends of platforms more than 10 feet above the ground or floor.
14. Drivers of company vehicles must have a valid operator's license. All employees will use seat/shoulder belts when operating or riding in a vehicle being used for company business. Vehicles must be operated within posted speed limits and applicable state vehicle laws.
15. Report all unsafe practices, conditions, equipment or tools to you supervisor immediately.
16. All injuries, regardless of how minor, must be reported to your foreman immediately.
17. Familiarize yourself with your job and its hazards prior to beginning work. In the case that you are unsure of the hazard or how to continue safely, request assistance from your supervisor.
18. Roped-off barricaded areas identified as safety hazards may be entered only by authorization of supervisor responsible for the work.
19. All chemical containers must be correctly labeled to identify its contents and must be properly stored.
20. Tools and equipment must be kept clean and in good working condition. Tools and equipment will be maintained and used according to manufacturer's recommendations.
21. Always use the right tool for the job. Improvising to save time may prove to be hazardous.
22. Store all materials, tools and equipment neatly and appropriately.
23. Employees are not to ride as passengers on construction equipment nor are they to ride in the bed of pickups.
24. Always dress properly. Wear clothing that fits properly and is in good condition. Shirts with at least short sleeves, long pants and good work shoes are the minimum requirements.
25. Jewelry, especially rings and dangling necklaces, can cause serious injury if it gets caught in rotating equipment, on nails or screws, ladder rungs, scaffolding or various type of building materials, therefore, rings and dangling jewelry must be removed prior to working where they can get caught. This applies especially when working at elevations.

Sanitation

1. Coolers, marked "drinking water," will be made available throughout the worksite and single service cups will be provided. A trash receptacle will be provided at each water station. Cups used for water are to be disposed of in the marked container.
2. A minimum of one toilet will be provided at each worksite. A minimum of two toilets will be provided for operations with 20 or more persons. One additional toilet will be provided per 40 persons.

First Aid

1. Unless 911 is available in the work area, emergency numbers will be posted at the job site, in company vehicles, in the first aid kits or at all three locations.
2. In the case of an emergency, contact your supervisor immediately. In the case that a supervisor cannot be reached, send someone to seek help.
3. All supervisors and foremen will maintain certification in first aid and CPR.
4. A first aid kit will be in all job site trailers, equipment storage rooms and company vehicles. The kit will be inspected weekly for usage and replacements will be made as needed.
5. Injured employees, except in emergency situations, must see one of the company approved physicians (Panel of Physicians) posted at the job site, in company vehicles, in the first aid kits or at all three locations.

Vehicle Safety

Only authorized, trained, and licensed, personnel are to operate over-the-highway and industrial motor vehicles. Industrial motor vehicles include equipment such as: forklifts, man-lifts of various types, bull dozers, tractors, backhoes, etc.

Vehicle Operation

1. It is the responsibility of all vehicle operators to wear their seatbelt and drive according to the law.
2. Always check the load for stability and security.

3. All equipment and supplies shall be stored properly.
4. When view is blocked during backing up, honk horn two times and utilize assistance when available.
5. Speed limits are to be followed and when necessary speed shall be reduced to prevent an accident. Reduce speed in adverse weather.
6. If you are involved in an accident, contact the office immediately.
7. If stopped by an official, report to the office immediately, regardless of infraction or not.
8. Utilize the 3-5 second rule. Pick a spot ahead of the car ahead of you. When that car passes that point, begin counting, if you cross the point before 3-5 seconds, slow down.
9. No more than three people may ride in the front of a pick-up.

Vehicle Maintenance

An overall vehicle inspection shall be done daily. Check:

1. All fluids: oil, transmission fluid, washer fluid, fuel;
2. Tires, wipers, windshields and lights;
3. Horns and back up alarms;
4. Brakes and steering;
5. Windows and rear view mirrors.

Report any defective or missing equipment to your supervisor. **DO NOT OPERATE VEHICLE UNTIL REPAIRS ARE MADE IF IT IS CONSIDERED UNSAFE.**

FIRE PROTECTION AND PREVENTION

Fire Extinguishers

1. Tampering with, or unauthorized use of, fire extinguishers are strictly prohibited.
2. Portable fire extinguishers of proper size and rating will be located in each job site trailer, equipment storage room, company vehicle and operational equipment.
3. Fire extinguishers will be inspected at least monthly and maintained in accordance with NFPA Standards.

4. Fire extinguishers will be obtained prior to starting welding or open flame operations and will be kept in the area of such operations.
5. A 20-BC rated fire extinguisher will be located within 75 feet of each fuel tank or flammable liquid storage area.

Flammable and Combustible Liquids Storage and Handling

1. General Requirements

- a) Flammable or combustible liquids must not be stored in areas used for exits, in stairways or areas used for the safe passage of people.
- b) Containers of flammable or combustible liquids must be properly labeled to show both the names of the liquid and the hazard (In accordance with the Hazard Communication Program).

2. Indoor Storage Requirements

- a) No more than 25 gallons of a flammable or combustible liquid may be stored in a work or construction area outside of a flammable liquid storage cabinet.

3. Dispensing Liquids

- a) 25 feet must separate areas, in which flammable or combustible liquids are transferred in quantities greater than 5 gallons from one tank or container to another tank or container, from the other operation or by construction having a fire resistance of at least one hour.
- b) Adequate ventilation must be provided to maintain the concentration of flammable vapors at or below 10 percent of the lower explosive limit.
- c) Transfer of flammable liquids from one container to another must be done only when containers are electricity interconnected (bonded) and properly grounded.
- d) Flammable or combustible liquids must be drawn from or transferred into vessels, containers or tanks within a building or outside only:
 - Through closed piping system,
 - From safety cans,
 - By means of device drawing through the top,
 - From a container or portable tank, by gravity or pump, through an approved self-closing valve. Transferring by means of air pressure on the container or portable tank is prohibited.

4. Handling Flammable or Combustible Liquids at Point of Final Use

- a) Flammable liquids must be kept in an approved closed container when not

actually in use.

- b) Only approved metal containers can be used for the storage of flammable liquids. (Plastic containers are not allowed).
- c) Materials resulting from the leakage or spillage of flammable or combustible liquids must be disposed of promptly and safely in accordance with all applicable laws and regulations.
- d) Flammable liquids may be used only where there are no open flames or other sources of ignition within 50 feet, unless conditions warrant greater clearance.

Compressed Oxygen and Gas Cylinders

- 1. Cylinders are to be stored and transported in an upright position.
- 2. Slings, chokers or ropes shall not be used to raise or lower cylinders. A special cradle or bottle rack shall be used.
- 3. Valves on gas cylinders shall be closed, and valve protection caps (if so equipped) in place before cylinders are moved.
- 4. Inspect all hoses for leaks and/or loose connections daily or before each use if not used daily.
- 5. Close the valve and mark the cylinder "empty" when empty.
- 6. Cylinders must be secured to prevent being accidentally knocked over.
- 7. Oxygen and fuel gas cylinders, when in storage, shall be separated by at least 20 feet.

WALKING WORKING SURFACES

Housekeeping

- 1. The work area shall be kept clean and orderly. All debris, including scrap lumber with protruding nails, must be cleared from work areas, passageways and stairs in and around the construction site at all times.
- 2. Combustible scrap and debris must be removed at regular intervals and disposed of properly.
- 3. All work areas are to be cleared at the end of each workday.
- 4. Oily, flammable or hazardous waste or debris such as paints, thinners, oily rags, etc., will be disposed of in clearly marked containers and disposed of daily.

Stairways

1. On all structures, two or more floors (20 feet or over) in height, stairways, ladders or ramps must be provided for employees during the construction period.
2. All parts of stairways must be free of hazardous projections, such as nails.
3. Debris and other loose material must not be allowed on or under stairways.
4. Slippery conditions on stairs must be eliminated as soon as possible after they occur.
5. Permanent steel or other metal stairways and landings with hollow pan-type treads that are to be filled with concrete or other material must be filled to the nosing with solid material until the actual construction takes place.
6. Metal landings must be secure in place before filling.
7. Temporary stairs must have a landing not less than 30 inches, in the direction of travel, at every 12 feet of vertical rise.
8. Rise height and tread width must be uniform throughout any flight of stairs.
9. Every flight of stairs having four or more risers must be equipped with standard stair railings or standard handrails. A standard stair railing consists of top rail, an intermediate rail, posts and has a vertical height of 30-34 inches. A standard handrail is similar, but is mounted on a wall or partition and does not include an intermediate rail. It has a height of 30-34 inches.

Floor and Wall Openings

1. A floor opening is defined as an opening measuring 2 inches or more in its least diameter in any floor, roof or platform through which a person may fall.
2. Floor openings must be guarded on all exposed sides by a standard top rail, mid-rail and 4-inch toe boards or must be closed over with a cover.
3. Hatchways and chute floor openings must be guarded by hinged covers or by removable standard railings.
4. Whenever there is danger of fallings through a skylight opening, it must be guarded by a standard railing on all exposed sides or a cover capable of withstanding a load of at least 200 pounds applied perpendicularly at any one area on the cover.
5. All covers in walking/working surfaces or roofs shall be color-coded or shall be marked with the word "HOLE" or "COVER" to provide warning of the hazard.

6. A standard railing with 4-inch toe boards or a floor hole cover that is secured against accidental displacement must guard floor holes.
7. A wall opening is an opening at least 30-inches high and 18-inches wide through which persons may fall. Wall openings from which there is a drop of more than 4-feet must be guarded.
8. Every open side floor or platform 4 feet or more above the adjacent floor or ground level must be guarded by a standard top rail and mid-rail or the equivalent except where there is an entrance to a ramp, stairway or fixed ladder. The railing must have a 4-inch toe board whenever persons can pass beneath the open sides or there is moving machinery with which falling material could create a hazard.
9. Runways must be guarded by a standard top rail and mid-rail on all open sides 4 feet or more above the floor or ground. Wherever tools, machine parts or materials are likely to be used on the runway, a 4-inch toe board must be provided.

TOOLS-HAND AND POWERED

Hand Tools

1. Wrenches, including adjustable, pipe-end and socket wrenches must not be used when jaws are sprung to the point that slippage occurs.
2. Impact tools, such as hammers, wedges and chisels, must be kept free of mushroomed heads.
3. All tools, company issued and personal, must be inspected daily for splinters, cracks and loose joints. Any tools with defects must be removed from the work site and tagged "DO NOT USE."
4. Always use the proper tool for the job.

Power Tools

1. Power tools are designed to accommodate guards; they must be equipped with such guards when in use. Belts, gears, shafts, pulleys, sprockets, drums, fly wheels, chains or other reciprocating, rotating or moving parts of equipment must be guarded.
2. All manufacturers' warnings and safe operating procedures for tools will be followed.
3. The use of electrical cords for hoisting and/or lowering tools is not permitted.
4. Electric power tools must be industrial or heavy-duty grade, with approved double insulated wiring or grounded.

5. All portable, power-driven circular saws must be equipped with guards above and below the base plate or shoe.
 - a) The upper guard must cover the saw to the depth of the teeth, except for the minimum arc required to permit the base to be tilted for level cuts. The lower guard must cover the saw to the depth of the teeth, except for the minimum arc required to allow proper retraction and contact with the work.
 - b) When the tool is withdrawn from the work, the lower guard must automatically and instantly return to the covering position.
6. All pneumatically driven nailers, staplers and other similar equipment provide with automatic fastener feed, which operate at more than 100 psi must have a safety device on the muzzle to prevent the tool from ejecting fasteners unless the muzzle is in contact with the work surface.
7. Compressed air must not be used for cleaning purposes, except where reduced to less than 30 PSI, and then only with effective chip guarding and personal protective equipment such as goggles and/or faceshield.
8. All compressed air hoses exceeding ½ inch diameter must have a safety device at the source of supply to reduce pressure in case of hose failure.

Powder-Actuated Tools

1. Only employees, who have been trained and received a certificate of operation, are allowed to operate powder-actuated tools.
2. The tool must be tested each day before loading to see that safety devices are in proper working condition. The method of testing must be in accordance with the manufacturer's recommended procedure.
3. Any tool found not in proper working order, or that develops a defect during use, must be immediately removed from the work site and tagged "Do Not Use" until properly repaired.
4. Tools must not be loaded until just prior to the intended firing time. Neither loaded nor empty tools are to be pointed at any employees. Hands must be kept clear of the open barrel end.
5. Loaded tools must not be left unattended.
6. Fasteners must not be driven into very hard or brittle materials including, but not limited to, cast iron, glazed tile, surface-hardened steel, glass block, face brick or hollow tile.
7. Driving into material easily penetrated must be avoided unless such material is backed by a substance that will prevent the pin or fastener from passing completely through and creating a flying missile hazard on the other side.

8. Tools must not be used in an explosive or flammable atmosphere.
9. All tools must be used with the correct shield, guard or attachment recommended by the manufacturer.
10. The operator must warn those near his workplace that he is about to discharge the tool.

MATERIAL HANDLING

General

1. When mechanical handling equipment is used, sufficient safe clearances shall be allowed for aisles, at loading docks, through doorways and wherever turns or passage must be made.
2. Aisles and passageways shall be kept clear and in good repair, with no obstacles across or in aisles that could create a hazard.
3. Permanent aisles and passageways shall have appropriate markings.

Storage

1. Storage areas must be kept free from accumulation of materials that constitute hazards from tripping, fire, explosion or pest harborage. Vegetation control will be exercised when necessary.
2. All materials stored in tiers must be stacked, racked, blocked, interlocked or otherwise secured to prevent sliding, falling or collapse.
3. Aisles and passageways must be kept clear to provide for the free and safe movement of material handling equipment or employees. Such areas must be kept in good repair.
4. Materials must not be stored on scaffolds or runways in excess of supplies needed for immediate operations.
5. Brick stacks must not be more than 7 feet in height. When a loose brick stack reaches a height of four feet, it must be tapered back two (2) inches in every foot above four.
6. Masonry blocks, which exceed six (6) feet, must be tapered back one-half block per tier above six (6) feet.
7. Lumber:
 - a) Used lumber must have all nails withdrawn before stacking.
 - b) Lumber must be stacked on level and solidly supported sills.

- c) Lumber must be stacked so that it is stable and self-supporting.
- 8. Lumber piles to be handled manually must not exceed six feet in height.
- 9. Structural steel, poles, pipe, bar stock and other cylindrical materials, unless racked, must be stacked and blocked to prevent spreading and/or tilting.
- 10. Materials ten (10) or more feet in length, being manually transported, require an employee on each end of the material.

Material Handling Equipment

1. Cranes-General Requirements:

- a) Rated load capacities, and recommended operating speeds, special hazard warnings or instruction, must be conspicuously posted on all equipment. Instructions or warnings must be visible to the operator while he is at his control station.
- b) Hand signals to crane and derrick operations must be those prescribed by the applicable ANSI/OSHA standard for the type of crane in use. An illustration must be posted at the job site.
- c) Wire ropes must be inspected periodically and taken out of service when they show signs of damage (broken wires) or serious wear.
- d) Belts, gears, shafts, pulleys, sprockets, spindles, drums, fly wheels, chains or other reciprocating, rotating or other moving parts or equipment must be guarded if such parts are exposed to contact by employees, or otherwise create a hazard. Accessible areas within the swing radius of the rear of the rotating superstructure of the crane, either permanently or temporarily mounted, must be barricaded in such a manner as to prevent an employee from being struck or crushed by the crane.
- e) All exhaust pipes must be guarded or insulated in areas where contact by employees is possible in the performance of normal duties.
- f) Where necessary for rigging or service requirements, a ladder or steps must be provided to give access to the cab roof.
- g) Guardrails, handholds and steps must be provided on cranes for easy access to the car and cab.
- h) Platforms and walkways must have anti-skid surfaces.
- i) An accessible fire extinguisher of ABC rating, or higher, must be available in all operator stations or cabs of equipment.

- j) No equipment or machine may be operated within 10 feet of electrical distribution lines or under power lines.
- k) A person must be designated to observe clearance of the equipment and give timely warning for all operations where it is difficult for the operator to maintain the desired clearance by visual means.
- l) All overhead wires are considered energized until the person owning such lines or the electrical utility authorities indicate that the wires are not energized and have been visibly grounded.
- m) Loads are not to be carried over any workers.
- n) A trial lift must be made before employees are allowed to be hoisted in an approved man lift. The man lift must be loaded to its anticipated lift weight. The lift must start at ground level on or at the location where employees will enter the platform, and proceed to each location where the man lift is to be hoisted and positioned.

2. Hoists

a) Material Hoists

- 1) Rated load capacities, recommended operating speeds and special hazard warnings or instructions must be posted on cars and platforms.
- 2) In hoisting ropes, if six randomly distributed broken wires in one rope lay or three broken wires in one strand in one rope lay are found, the rope shall be removed from service and tagged "Do Not Use."
- 3) Hoisting ropes must be installed in accordance with the wire rope manufacturer's recommendations.
- 4) Safe operation of all hoisting equipment must be followed at all times.

Excavations

General

- 1. Employees will not work in excavations, over 4 feet in depth, that have not been sloped

to the proper angle, shored, benched or provided with other means of protection to prevent collapse of the walls.

2. Employees will not work in excavations over 4 feet in depth that are not provided with ladders, steps, ramps or other safe means of egress located so as to require no more than 25 feet of lateral travel.
3. Before starting any excavation work, make sure all required excavation permits are obtained. For work outside of industrial sites, make sure a "Miss Utility" check has been performed.
4. Excavations must be properly barricaded to prevent accidental entry by other workers or visitors.
5. In excavations which employees may be required to enter, excavated or other materials must be effectively stored or retained at least 2 feet or more from the edge of the excavation.
6. Trenches less than 4 feet in depth must be effectively protected when the condition of the ground indicates hazardous ground movements.

Trench Shields

When using trench shields for protection, the following applies:

1. Do not work outside the protection of the shield. All work must be confined to the area of the shield.
2. Always leave the trench when the shield is being moved or removed.
3. Once a shield is removed, no work shall be performed inside the trench until other measures are taken to protect from cave-in.
4. Walls above the shield must be shored or laid back at least 45 degrees.
5. All soil removed shall be stored at least 2 feet from the edge of the trench shield.
6. Inspect the shield regularly for broken welds or signs of fatigue. In the case of question, stop all work, leave the trench and have the shield thoroughly inspected.

HAZARD COMMUNICATION PROGRAM

Introduction

The OSHA Hazard Communication Standard was promulgated to ensure that all chemicals are evaluated and that information regarding the hazards would be communicated to employers and employees. The goal of the standard is to reduce the number of chemically related occupational illnesses and injuries.

In order to comply with the Hazard Communication Standard, this written program has been established by A & W CONTRACTORS, INC.. All divisions and sections of the company are included within this program. Copies of this written program will be available (for review by any employee) in the following locations:

- a.
- b.
- c.

Hazard Determination

All hazardous chemicals in this facility are purchased materials; there are no manufactured or intermediate hazardous chemicals. Therefore, A & W CONTRACTORS, INC. shall rely on the hazard determination made by the chemical manufacturer as indicated on the Material Safety Data Sheet (MSDS).

Basic components of the Program Include:

- A. Hazardous Chemical Inventory List.
- B. Material Safety Data Sheets.
- C. Label and other forms of warning.
- D. Employee information and training.
- E. Non-routine tasks.
- F. Unlabeled pipes.
- G. Multi-employer workplaces.
- H. Program review.

A. Hazardous Chemical Inventory List:

A list of all known hazardous chemicals/products used at A & W CONTRACTORS, INC. worksites is contained in Appendix A of this written program. This list will be compiled for each job.

B. Material Safety Data Sheets:

When chemicals are ordered, the purchaser shall specify on the purchase order that chemicals are not to be shipped without corresponding material safety data sheets.

When MSDSs arrive, they will be reviewed for completeness by (title of person responsible for safety). Should any MSDS be incomplete, a letter will be sent immediately to the manufacturer requesting the additional information.

A complete file of MSDSs for all hazardous chemicals, to which employees of this company may be exposed, will be kept in labeled binders in the (Location of binders).

MSDSs for hazardous chemicals used by departments will be kept in labeled binders in office of the respective departments. MSDSs will be available for employees during each work shift. Should MSDSs be unavailable, please contact supervisor immediately.

MSDSs will be reviewed annually by (safety person). Should there be any MSDS that has not been updated within the past year, a new MSDS will be requested.

After three (3) documented requests for a MSDS have been unsuccessful, the problem will be reported to the nearest Occupational Safety and Health Office.

C. Labels and other forms of warning:

The Hazardous Communication Standard requires that manufacturers label hazardous chemicals. The label must contain the following:

- a) Chemical identity.
- b) Appropriate hazard warnings.
- c) Name and address of the chemical manufacturer, importer or other responsible party.

When chemicals are ordered by (title of person ordering), the purchase order will indicate the need for the above stated information to be included on the labels or the order will not be accepted.

When chemicals are transferred from the manufacturer's containers to secondary containers, the supervisor will ensure that the containers are labeled with the identity of the chemicals and appropriate hazard warnings.

The entire labeling procedure will be reviewed annually by (title of safety person) and changed as necessary.

D. Employee Information and Training:

Prior to starting work, new employees of A & W CONTRACTORS, INC. will attend a health and safety orientation program. The safety officer is responsible for organizing and conducting initial training.

The format for the training program will be oral and written.

The following topics will be covered:

- a) An overview of the requirement of the Hazard Communication Standard.
- b) The labeling system and how to use it.
- c) How to review a MSDS and where they are kept.
- d) Chemicals present in the work operations.
- e) Physical and health effects of hazardous chemicals.
- f) Methods and observation techniques used to determine the presence or release of hazardous chemicals in the area.
- g) Personal protective equipment and work practices to lessen or prevent exposure to chemicals.
- h) Steps the company has taken to lessen or prevent exposure to chemicals.

- i) Safety/emergency procedures to follow if exposure occurs.
- j) Location and availability of the written program.

Following each training session, the employee is required to sign and date the training record verifying attendance.

Additional training will be provided with the introduction of each new hazard/chemical. Records of this additional training will be maintained.

E. Non-routine Tasks:

The responsible supervisor will identify hazardous non-routine tasks at specific job sites.

Prior to any employee beginning a hazardous non-routine task, he/she must report to supervisor to determine the hazards involved and the protective equipment required.

F. Unlabeled Pipes:

Work activities are often performed in areas where chemicals are transferred through pipes (these pipes are not required to be labeled). However, the employee needs to be aware of potential hazards. Prior to starting work in areas having unlabeled pipes, the employee shall contact the supervisor to determine:

- a) The identity of the chemical in the pipes.
- b) Potential hazards.
- c) Safety precautions.

G. Multi-employer Workplaces:

Often one or more contractor works concurrently on-site. In the case that a sub-contractor does not have a written program, they will be asked to follow A & W CONTRACTORS, INC. Hazard Communication Program and provide A & W CONTRACTORS, INC. with the following:

- a) A Hazardous Chemical Inventory List and applicable MSDSs.
- b) Information on any precautionary measures that need to be taken to protect employees.
- c) The chemical labeling system used.

All sub-contractors will be provided with the above information from A & W CONTRACTORS, INC..

It is the responsibility of the Supervisor to ensure that all MSDSs of chemicals that will be used on the job site are made available at a central location in the workplace along with the labeling system used. All sub-contractors will be informed of the availability of this

information and its location by letter.

H. Program Review:

This written Hazard Communication Program for A & W CONTRACTORS, INC. will be reviewed annually and updated as necessary.

Appendix A

Hazardous Chemical Inventory List

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

PERSONAL PROTECTIVE EQUIPMENT PROGRAM

PPE Program Policy

Employees using hand and power tools and those who are exposed to falling, flying, abrasive, splashing objects, dusts, fumes, mists, vapors or gases will be provided with the particular protective equipment and associated training necessary by (title safety person) to protect them from the hazard.

Personal protective equipment must be used and maintained in a sanitary condition at all times. Employees are to follow the guidelines provided on use and care of all personal protective equipment. Improper use and care of ppe will not be tolerated. Employees who violate this rule will be subject to disciplinary action up to and including discharge.

All employees of A & W CONTRACTORS, INC. will be instructed on the proper use, care and maintenance of personal protective equipment prior to use.

All new employees will be issued a hard hat and safety glasses prior to beginning work with A & W CONTRACTORS, INC.. Employees are required to provide their own safety-toed work boots. A & W CONTRACTORS, INC. will provide special needs such as prescription

safety glasses or goggles that will fit properly over prescription glasses. Special equipment, such as face shields, respirators, hearing protection and gloves, will be issued on a need basis.

Head Protection

Issued hard hats, meeting ANSI Z89.1 standard, are required at all times.

All hard hats are to be worn correctly. Persons wearing hats under their hard hat and/or wearing them backward will be cited for a safety violation.

Hard hats must be inspected daily for damage and weaknesses. The company safety officer will inspect any hard hat that has been involved in an accident before it is used again.

Eye and Face Protection

Approved (meets ANSI Z87.1 standard) safety glasses are required during: chipping, cutting, breaking, sawing, drilling or any activity that poses a hazard to the eyes.

Face shields are required for grinding, welding, chemical handling and other operations that pose a hazard to the face and forehead. Safety glasses shall be worn underneath the face shield.

Face and eye protection equipment shall be kept clean and in good repair.

Respirators

Only persons trained on the proper use, care and who have been fit tested are allowed to wear respirators.

Respirators are to be worn and maintained as instructed at all times.

A & W CONTRACTORS, INC. will issue respirators.

Respirators shall be used when using, but not limited to:

- * Buffing machine.
- * Handling materials where dust and powder may be present.
- * Welding, cutting or burning in poorly ventilated areas.
- * Burning or cutting painted steel.
- * Spraying paint.

Foot Protection

Approved (meets ANSI Z41 standard) steel-toed, durable leather, safety footwear are required at all times.

Where walking/working surfaces may be slippery, or become slippery, shoes with slip resistant soles must be worn.

Hearing Protection

Hearing protection devices will be worn during operations that require use of pneumatic tools, jackhammers and any other noise producing tools. In the case of question, contact your supervisor.

The safety coordinator will fit hearing protection and instruct the employee on proper use and fit of hearing protection.

Hearing protection devices may include earplugs or earmuffs. Plain cotton is NOT an acceptable protective device.

Body and Clothing Requirements

A regular work shirt or a T-shirt with short sleeves and long pants will be worn at all times. Excessive jewelry and loose clothing are not allowed.

Hand Protection

While utilizing tools and handling materials that could cause injury to the hand, appropriate gloves shall be worn.

Leather gloves shall be worn when working with sharp or abrasive material.

Rubber gloves shall be worn when working with solvents and/or chemicals.

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