

Injury & Illness Prevention Program

October 10, 2023



a company of:  **PYE • BARKER**
FIRE & SAFETY • EST. 1946

Marquee Fire Protection Proprietary Document

Important Note: A hard copy of this document may not be the document currently in effect.

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The safety and health of each Marquee Fire Protection employee is of primary importance to us. As a company, we are committed to maintaining a safe and healthful working environment, free from recognized hazards and exposures. We believe an effective IIPP will allow our employees to make safety and health an integral part of their daily operations, eliminate accidents and injuries, and become a way of life. Management will provide safeguards, programs, and equipment required to reduce the potential for accidents and injuries.

To achieve this goal, we have developed and implemented a comprehensive Injury and Illness Prevention Program (IIPP). This program is designed to prevent workplace accidents, injuries, and illnesses. A complete copy of the program is maintained at our office at 3875 Atherton Road, Suite #200, Rocklin, CA 95765. You may ask to review it at any time. A copy of relevant portions of the program, that apply to your job, will also be provided to you. You may also contact our office at (916) 641-7997 / (707) 642-7905 if you have any questions or concerns.

It is the intent of Marquee Fire Protection to comply with all laws relating to occupational safety and health. To accomplish this, we require all employees' active participation and assistance. The policies and procedures contained in the following manual are mandatory. You should also be constantly aware of conditions in all work areas that can produce injuries or illness. No employee is required to work at a job they know is unsafe. Never hesitate to inform your supervisor of any potentially hazardous situation or condition beyond your ability or authority to correct immediately. No employee will be retaliated against for reporting safety concerns to management.

It is the responsibility of each employee to support the company safety program and to perform in a manner that assures their safety and the safety of others, including customers, visitors, and contractors. To be successful in our endeavor, all employees on every level must adopt proper attitudes toward injury and illness prevention. We must also cooperate in all safety and health matters, not only between management and employees but also between employees and their respective coworkers. Only through such an effort can any safety program be successful. Our objective is a safety and health program that will reduce the total number of injuries and illnesses to an absolute minimum. Our ultimate goal is zero accidents.



Jeff Awtrey/CEO

10/13/2023

Date

NOTE: This document is an evolutionary document – meaning that as requirements change, so shall this document. When a new requirement or requirement change is necessary, Management and the IIPP Administrator must review and sign the ‘Record of Changes’ indicating that all parties reviewed and agreed/accepted the change(s).

RECORD OF CHANGES

[illegible]

Marquee Fire Protection

INJURY AND ILLNESS PREVENTION PROGRAM

September 2023

GENERAL PURPOSE

This document describes our responsibilities in establishing, implementing, and maintaining an IIPP Program, as Title 8, California Code of Regulations, Section 3203 requires. The purpose of the program is to prevent injuries and illnesses in the workplace and to provide a framework for continuous improvement in the safety performance of Marquee Fire Protection.

The Injury and Illness Prevention Program includes information on Marquee Fire Protection implementation of the safety program's critical elements:

- Program Responsibilities
- Compliance methods
- Communication system
- Employee Access to IIPP
- Hazard Assessment
- Hazard Correction
- Health and Safety Training
- Accident/Exposure Investigation
- Record Keeping

RESPONSIBILITIES

IIPP Administrator – Jeff Awtrey, CEO

The IIPP Administrator has the authority and responsibility for the implementation and maintenance of the company's IIPP. The IIPP Administrator provides operational leadership and active participation in the implementation of a culture that values safety and continuous improvement.

Responsibilities include:

1. Marquee Fire Protection safety programs and their requirements, including core health and safety programs (emergency action plan, fire prevention, etc.).
2. Techniques and methods to build and manage effective safety and health programs.
3. Assist Marquee Fire Protection staff with IIPP implementation, including serving as a resource for information on safety policies, procedures, and regulatory requirements.
4. Review all injury reports and accident investigations to properly identify the contributing

factors and corrective actions.

5. Facilitate and track the completion of all filed Employee Hazard/Suggestion Reports.
6. Monitor department responses to Cal/OSHA citations, notifications, and required abatement.
7. Ensure safety bulletin boards are maintained with required postings, including the annual posting of Cal/OSHA 300A forms – February 1st – April 30th.
8. Maintain a record-keeping system for Marquee Fire Protection in a central file location.
9. Monitor the completion of periodic facility inspections. Ensuring hazards that are identified through inspections are corrected and documented appropriately.
10. Facilitate an annual IIPP evaluation and recommending revisions to the plan.
11. Comply with health and safety regulatory requirements relevant to the organization.
12. Ensure effective safety practices are in place and enforcing safety practices and procedures for employees.
13. Develop and implement safety rules designated for the protection of our employees and facilities.
14. Demonstrate a positive attitude and set an example for accident prevention.
15. Develop company safety policies and activities for implementation.
16. Provide a copy of the Injury and Illness Prevention Program to each employee.
17. Monitor the overall accident prevention activities.
18. Ensure staff are informed regarding the final cost of job accidents and the overall impact on our company.
19. Encourage employee participation in safety program elements.
20. Provide employees with effective job-specific occupational health and safety training, including Cal/OSHA training requirements.
21. Require prompt investigation of employee accidents and incidents by supervisors, including an analysis of corrective actions to prevent further injury.
22. Provide leadership and resources necessary to implement and maintain the IIPP within the facility and organization.
23. Set organizational safety program goals and objectives and establish measurable performance criteria.
24. Require accountability of all staff for their responsibilities.

Travis Petersen is the backup for the IIPP Administrator's safety responsibilities, including incident reporting to Cal/OSHA.

MANAGERS

Managers play a vital role in the prevention of accidents on the job. They have direct contact with the employees and know the safety requirements for various positions. Safety responsibilities for these individuals include:

1. Enforcing all safety rules in the Code of Safe Work Practices, compliance, and safe work procedures.
2. Ensuring safety tailgate training is conducted periodically (every ten days).
3. Conduct routine site and equipment inspections to identify and mitigate safety hazards.
4. Verify that corrective action has been taken regarding safety hazards.
5. Act as a leader regarding the company's safety policy and set a good example by

following all safety rules.

6. Ensure that no employee operates or performs work under the influence of alcohol, drugs, barbiturates, etc.
7. Take accountability for all accidents on their job or under their supervision.
8. Become familiar with local, state, and federal safety regulations. The responsible IIPP Administrator is available for assistance.
9. Ensuring training for all new and existing employees in proper safety procedures and the hazards of the job is completed.
10. Correct unsafe acts and conditions that could cause accidents
11. Communicate with employees about safety and accident prevention activities.
12. Ensure proper safety equipment, such as first aid kits, fire extinguishers, etc., is maintained and used when conditions warrant its use.
13. Ensure emergency procedures are in place with all necessary emergency contacts.
14. Investigate all injuries and accidents to determine their cause and potential corrective action.
15. Ensure all injuries involving employees that require medical attention are properly treated and promptly reported to the IIPP Administrator or designee.

EMPLOYEES

All Marquee Fire Protection employees are responsible for their own safety and the safety of others in the workplace. Responsibilities include:

1. Comply with the facility IIPP, and job-specific safety procedures for each job assignment.
2. Comply with the Code of Safe Work Practices.
3. Complete required general and job-specific safety and health training.
4. Personal protective equipment, where required, must be worn by all employees. There will be no exceptions to this requirement
5. Report accidents and injuries, attend safety meetings, report problems, and recommend ways to improve the organization's safety program.
6. Inform their manager/supervisor of any unsafe activity, behavior, condition, or ergonomic concerns/issues that could cause injury, illness, or property damage.
7. Promptly report to the supervisor any work-related injury, illness, exposure, or property damage.
8. If you are present on a job site where an accident occurs and there is no supervisor, you will be required to follow all safety requirements, including obtaining appropriate medical care and accident reporting procedures
9. Conduct routine inspections of their equipment, workspaces, and the shared workspaces within the Marquee Fire Protection locations.
10. If you are present at a job site when a representative of Cal/OSHA arrives, you are responsible for knowing the location of this Injury Illness Prevention Program, Code of Safe Work Practices, OSHA poster, and First Aid kit. In this situation, you should provide the representative with the requested information and notify your supervisor immediately.
11. Every employee has the right to stop an unsafe act, considering their safety and the safety of others while doing so.

COMPLIANCE

All Marquee Fire Protection employees, including management and lead roles, are responsible for complying with safe and healthful work practices. Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Management and lead roles are expected to enforce the rules fairly and uniformly. Our system of ensuring that all employees comply with the rules and maintain a safe work environment includes:

- Informing employees of the provisions of our IIPP Program.
- Evaluating the safety performance of all employees.
- Recognizing employees who perform safe and healthful work practices.
- Providing training to employees whose safety performance is deficient.
- Disciplining employees for failure to comply with safe and healthful work practices.

All employees are responsible for using safe work practices, following all directives, policies, and procedures, and assisting in maintaining a safe and secure work environment. Our system ensures that all employees, including management and lead roles, comply with work practices that are designed to make the workplace more secure.

Disciplinary Procedures for Safety Violations

The success of our Injury and Illness Prevention Program is dependent upon the willing participation of its employees. Accident prevention is the key goal of this program. Marquee Fire Protection has established certain safety rules designed to prevent accidents and injuries.

During the orientation period, employees are subject to immediate termination for any infraction of these work rules, regardless of procedures for regular employees.

1. Serious Infractions

Employees may be subject to immediate termination for engaging in any of the following infractions:

- a. Reporting for work under the influence of alcohol or illegal drugs, or possessing, attempting to sell, or selling alcohol or illegal drugs on company property or job sites, or on work time, breaks, or meal periods.
- b. Failure to work as directed or to carry out instructions.
- c. Deliberate destruction or removal of company or other employee's property.
- d. Fighting.
- e. Sleeping on duty.
- f. Having or using firearms or explosives on company property, job sites, work time, breaks, or meal periods.
- g. Derogatory report of your driver's license from the Department of Motor Vehicles.
- h. Failure to follow the company's policies on alcohol and illegal drug use and testing.
- i. Job Abandonment

2. Warnings for Other Infractions

For other infractions, Marquee Fire Protection will first try to warn the employee verbally and allow them to correct their work and / or conduct. Additional offenses could result in written reprimands and/or termination, depending on the nature of the offense.

An employee will be considered on probation for 180 days following a written warning. If at the end of this period, the employee has received no further warnings, the probationary period will end. This list is not all-inclusive – employees may also be warned for other infractions of company policy.

Employees will be warned for the following conduct:

- a. Tardiness (first offense).
- b. Leaving your job or the job site without notification during work time.
- c. Disorderly conduct.
- d. Neglect of duty.
- e. Insubordination.
- f. Dishonesty or theft.
- g. Horseplay or participating in practical jokes that may endanger oneself, other employees, or company property (first offense).
- h. Failure to practice and promote recognized safety practices and company safety policies.

Employees that fail to follow the established safety policies and procedures will be subject to disciplinary actions up to and including suspension or termination. However, employees who committed minor offenses will be disciplined as follows:

- First Offense: Written / Verbal Warning
- Second Offense: Written Warning
- Third Offense: 3-to-5-day Suspension
- Fourth Offense: up to Termination

Management reserves the right and sole discretion to determine the appropriate level or action taken based upon many factors. In some circumstances, termination may occur without any form of prior disciplinary action.

PROTECTION AGAINST RETALIATION

Marquee Fire Protection protects employees against retaliation. We strictly prohibit retaliation against employees who report misconduct, raise a concern, or cooperate in an investigation, provided that the employees have acted in good faith and with a reasonable belief that the information provided is accurate. Anyone who retaliates will be subject to disciplinary action, up to and including termination of employment. If you believe you have been the subject of retaliation, contact the IIPP Administrator.

EVALUATION OF SAFETY PERFORMANCE

The IIPP Administrator or on-site supervisor will evaluate employee safety performance by routinely observing workplace conditions and employee work practices. Unsafe work practices will be addressed immediately by the Supervisor. Employee counseling on hazardous work practices will be used to clearly communicate deficiencies in safety performance. Supplemental training will be provided by the supervisor or IIPP Administrator to correct unsafe work practices.

COMMUNICATION

This section establishes procedures designed to develop and maintain employee involvement and interest in the IIPP. These activities will also ensure effective communication between management and employees on safety-related issues, which is of prime importance to Marquee Fire Protection. The following are some of the safety communication methods that may be used:

- The written IIPP is available for review in the main office of Marquee Fire Protection.
- Safety meetings with employees that encourage participation and open two-way communication.
- Periodic tailgates/trainings are held for employees to discuss any current problems, procedures, news, and/or training of Health and Safety related topics.
- Whenever possible, face-to-face communication is preferred.
- Anonymous safety suggestion
- Safety Policy Statement

Management and lead personnel will be kept advised of highlights and changes relating to the safety program. Leadership shall relay changes and improvements regarding the safety program to employees as appropriate. Employees will be involved in future developments and safety activities, by requesting their opinions and comments as necessary.

Marquee Fire Protection also has a system of anonymous notification whereby employees who wish to inform the company of workplace hazards without identifying themselves may do so by placing the hazard report form in the safety suggestion box located next to the shop door to lunch room.

EMPLOYEE ACCESS TO IIPP

Our employees, or designated representatives, have the right to examine and receive a copy of our IIPP. This will be accomplished by the following means:

1. Can be found in the foreman's trucks
2. Available in the main office
3. Can be found in jobsite toolboxes
4. Can be accessed via the company website

Employee access rights and procedures are discussed during new hire orientation and reinforced through safety training and toolbox talks.

Any copy provided to an employee need not include any of the records of steps taken to implement and maintain the written IIPP program.

Employees must provide written authorization to make someone their “Designated Representative.” A recognized or certified collective bargaining agent will be treated automatically as a designated representative for the purpose of access to the company IIPP. The written authorization must include the following information:

- a. Name and signature of the employee authorizing the designated representative.
- b. Date of request
- c. Name of designated representative
- d. The date upon which the written authorization expires (if less than one year)

HAZARD ASSESSMENT

HAZARD REPORTING SYSTEM

Employees are encouraged to immediately correct or report any hazards or unsafe or unhealthy conditions in the workplace. All hazards should be corrected as soon as possible, based on the severity of the hazard. When a minor workplace hazard is identified, employees should remove or remedy it immediately if it is safe to do so and notify a supervisor verbally “or through any other means.”

An employee may also submit an Employee Hazard/Suggestion Report Form (**Appendix D**) to ensure documentation, accountability, and a timely response without prejudice or reprisal to the reporting employee. Employees may complete a form and forward it to the IIPP Administrator or report the concern verbally. All employees should participate in developing a solution and receive a verbal or written response to their report.

PERIODIC INSPECTION PROCEDURES AND DOCUMENTATION

Periodic self-inspections will be conducted to identify new hazards and to evaluate the effectiveness of controls applied to previously recognized hazards. The periodic safety audit form is included in “**Appendix C**”. The IIPP Administrator will review inspection results and the effectiveness of the corrective actions.

In addition to the periodic self-audits will be conducted as required in the following situations:

- IIPP is first established or significantly revised.
- New substances, processes, procedures, or equipment result in new hazards in department units or where new hazards are identified.
- Occupational accidents or incidents occur.
- Organization hires or reassigns employees to operations or tasks where a hazard evaluation has not been conducted.

Records of safety audits, including the names of the inspector(s), date, job name, number, the

identification of unsafe conditions or practices, and the corrective action taken, will be retained by Marquee Fire Protection.

HAZARD CORRECTION

HAZARD CORRECTION PROCEDURES

Unsafe or unhealthy work conditions, work practices, or procedures shall be corrected in a timely manner appropriate to the severity of the hazard. Hazards should be corrected when they are initially observed or reported. When an IDLH (immediate danger to life or health) exists that cannot be immediately corrected, leadership will remove employees from the immediate hazard. Only employees with the training, experience, and equipment to correct the condition will be authorized to enter the area.

Determination of hazard severity and the time frame for hazard correction will be promptly assessed by the Leadership or the IIPP Administrator.

Hierarchy of Controls

1. Eliminate the hazard – Physically remove the hazard.
2. Substitution – Replace the hazard.
3. Engineering Controls – Isolate employees from the hazard.
4. Administrative Controls – Change the way employees work.
5. Personal Protective Equipment – Protect the employee with PPE.

ACCIDENT AND INCIDENT REPORTING AND INVESTIGATIONS

Cal/OSHA REPORTING

Any work-related death or serious injury or illness must be reported within 8 hours. Serious is defined as:

- Inpatient hospitalization, regardless of length of time, for other than medical observation or diagnostic testing
- Loss of any limb or body part
- Loss of an eye
- Permanent disfigurement
- Loss of consciousness
- Days away from work, restricted work or transfer to another job
- Fatality

To report an accident to Cal/OSHA

Sacramento District Office
1750 Howe Ave. Suite 430
Sacramento, CA 95825

To report an accident, call (916) 263-2800

Or email: caloshaaccidentreport@tel-us.com

As required by Title 8 regulations, section 342, you must include the following information in your phone report:

- Time and date of accident
- Employer's name, address, and telephone number
- Name and job title of person reporting the injury or accident
- Address of accident
- Name of person to contact at accident site
- Name and address of injured employee
- Nature of injuries
- Location where injured employee was taken for medical treatment
- List and identity of other law enforcement agencies present at the accident site
- Description of accident and whether the accident scene or instrumentality has been altered.

Worker's Compensation Claims

For claim questions, call: Berkshire Hathaway Homestate Insurance Company
P.O. Box 844501
Los Angeles, CA 90084
(888) 495-8949
Policy number: MAWC442379

SAFETY INVESTIGATION PROCEDURES

All injuries or accidents shall be immediately reported, no matter how minor. The manager/supervisor or designee will conduct the immediate initial investigation of all accidents and/or injuries. The purpose of the Safety Investigation is to determine the root cause of the accident/incident and prevent future injuries. The Safety Investigation procedure and report form are included in this document. (Appendix B)

The Purpose of Accident Investigations:

- To prevent or decrease the likelihood of similar accidents.
- To identify and correct unsafe work practices and physical hazards.
- To identify training needs. This makes training more effective by focusing on factors that are most likely to cause accidents.

Preparation and Procedures for Investigation of Accidents (Only Trained Personnel)

Written incident reports should be prepared on a Marquee Fire Protection incident report form and include a detailed statement concerning the events. The format of the report may include an

introduction, summary of the incident, findings, and recommendations. Photographs, witness statements, drawings, etc., should be included.

Immediately upon being notified of an accident, the supervisor, IIPP Administrator, or another designated individual will:

1. Provide first aid or medical services for the injured employee(s), if needed
2. Visit the accident scene as soon as possible, while facts and evidence are still fresh and before witnesses forget important details and make sure hazardous conditions to which other employees could be exposed are corrected or have been removed.
3. If possible, interview the injured worker at the accident scene and verbally "walk" them through a re-enactment. All interviews should be conducted as privately as possible. Interview all witnesses individually and talk with anyone who has knowledge of the accident, even if they did not actually witness it.
4. Report the accident to the office at Marquee Fire Protection. The office will report accidents to the insurance carrier within 24 hours. All serious accidents will be reported to the carrier and Cal/OSHA as soon as practically possible but no longer than 8 hours after the employer knows or, with diligent inquiry, would have known of the serious injury or illness.
5. Consider taking signed statements in cases where facts are unclear, or there is an element of controversy.
6. Thoroughly investigate the accident to identify all accident causes and contributing factors.
7. Document details graphically. Use sketches, diagrams, and photos as needed. Take measurements when appropriate.
8. All accidents involving death, disfigurement, amputation, loss of consciousness, or inpatient hospitalization for purposes other than observation must be reported to Cal/OSHA immediately.
9. Focus on causes and hazards. Develop an analysis of what happened, how it happened, and how it could have been prevented. Determine what caused the accident itself, not just the injury.
10. Every investigation must also include corrective actions. How can such accidents be prevented in the future?
11. In the event a third party or defective product contributed to the accident, save any evidence as it could be critical to the recovery of claim costs.

TRAINING

IIPP TRAINING REQUIREMENTS

All Marquee Fire Protection employees will participate in occupational health and safety training on general and job-specific hazards and safe work practices.

Training will be provided as follows:

- New employees are hired
- Employees are reassigned to a new area or task with no prior training

- New substances, operations, or equipment are introduced
- If/when deviation from safety policies occur

Annual Training conducted can include and is not limited to:

- IIPP
- Accident Investigation
- Emergency reporting
- Fire Extinguishers and Use
- Cal/OSHA Postings, including Medical Exposure Records
- PPE
- Hazard Communication

Annual training will be provided to all employees on the requirements of the company's IIPP during a staff meeting and/or safety meeting. All new employees will receive IIPP training during new employee orientation.

RECORD KEEPING

Cal/OSHA 300 log records will be maintained consistent with the Cal/OSHA regulations (5-years on file).

Marquee Fire Protection staff maintains tracking folders, filing, and electronic filing to ensure retention of the following records:

- Accident/Injury/Exposure Reports
- Safety Audit Reports
- Hazard Corrections
- Equipment/Vehicle Inspections

TRAINING DOCUMENTATION

Written sign-in sheets are managed by support staff for filing and record keeping upon completion of the training. Additional outside training documentation is submitted by the employee that attended the training. Training documentation will include name, training dates, training curriculum, and the training provider. Training documentation will be kept on file for three years.

PROGRAM EVALUATION/REVISIONS

The Marquee Fire Protection IIPP Administrator will evaluate the effectiveness of the Injury and Illness Prevention Program annually. All annual program evaluations and revisions will be maintained for a period of 1 year.

Appendix A – Code of Safe Work Practices

Marquee Fire Protection

CODE OF SAFE WORK PRACTICES

1. GENERAL SAFETY

- a. Be alert for unsafe work methods or conditions--correct them or report them to your supervisor immediately.
- b. Immediately report every injury, whether serious or not, to your supervisor.
- c. Drinking alcohol, taking narcotics, or habit-forming drugs in any form just before or during work hours is not permitted.
- d. Horseplay, practical jokes, and sparring cause accidents and are not permitted.
- e. Obey warning tags and signs. They are posted to alert you to hazards.
- f. Do not block firefighting equipment, fire doors, exits, or stretchers with any material or equipment.
- g. Obey all smoking rules. Smoking is permitted in designated areas only.

2. HOUSEKEEPING

- a. Good housekeeping practices improve the working environment, improve morale, and reduce accidents. Accidents can be avoided when everyone practices good housekeeping.
- b. Always keep your working environment clean and in order. Put things where they belong when you have finished with them.
- c. Do not place material or equipment in aisles, corridors, in front of emergency exits, eye wash foundations, emergency showers, or electrical control panels. Tools, equipment, and chemicals shall be stored in designated spaces when not in use.
- d. Do not place or stack material or equipment in such a manner that they constitute a falling hazard.
- e. Do not drop cigarettes or matches on the floor. Use the proper containers provided for that purpose.
- f. Put paper, Styrofoam cups, and other waste materials in trash containers.
- g. Anything spilled in the work area should be cleaned up immediately after determining if the spilled substance is nonhazardous. If the spilled substance is hazardous, call your supervisor.

3. SLIPS AND FALLS

- a. Wear safe, strong shoes that are in good repair.
- b. Watch where you step. Be sure your footing is secure.
- c. Don't get in an awkward position. Always keep control of your movements.
- d. Pick up litter. Don't let tripping hazards exist.
- e. Install cables, extension cords, and hoses to avoid tripping hazards.
- f. If you must climb to reach something, use a sound ladder that is properly secured, top and bottom. Chairs are not ladders.
- g. When climbing, face the ladder and use both hands.
- h. When reaching from a ladder, keep your shoulder inside the vertical stringer. If you must reach further than this, move the ladder first.
- i. Walk...don't run.

4. MATERIAL HANDLING

Material handling is a job everyone does. It is easier and faster to do it safely. The following safe practices should be followed.

- a. Don't move it twice if once will do. Plan your work!
- b. Don't try to lift objects that may be beyond your physical capacity and training. Get help or use a machine or hand truck.
- c. Use gloves, aprons, or pads when handling materials that are rough, sharp, hot, cold, or that are covered with hazardous substances.
- d. When moving a load, be sure you can see where you are going. Check for obstructions or tripping hazards in the direction you will be moving.
- e. When carrying long objects like gutter, pipe, or lumber, keep the leading end just above head height.
- f. When lifting heavy objects from the floor, kneel on one knee, roll or tip the object onto the other knee, then pull the load next to your stomach and stand up. Use the reverse procedure to set a load down.
- g. Pile material on a strong, level base. Interlock so the pile won't come apart. Chock round stock so it can't roll.

5. FIRE PREVENTION SAFETY

One of the most common and serious emergencies anyone faces is fire. Regardless of how a fire starts, it can destroy an entire facility and endanger the lives of numerous employees. Therefore, you must know what to do in all emergencies involving fire.

- a. Firefighting equipment and emergency exits must be kept clear and ready for immediate use. Do not block them with equipment or material. All personnel should be familiar with the position of firefighting equipment.
- b. Know where your primary exit route is and what alternative emergency routes are available. Always use the closest emergency door to exit when evacuating the building.
- c. Observe all "No Smoking" signs.
- d. Make sure flammable liquids and vapors are not exposed to ignition sources. All flammable liquids must be dispensed and transported in approved containers. Glass containers are forbidden.
- e. Report all fires, no matter how small, to your supervisor.
- f. Immediate response to small fires is essential if we are to keep them.
- g. from growing into large fires.
- h. If a fire occurs, the first consideration must be personnel safety. All employees in the immediate area must be evacuated--then attention can be given to the saving of property. Notify your supervisor and the Safety Director as soon as possible.
- i. Only employees trained in the safe use of fire extinguishers are authorized to use them.

6. ALCOHOL AND ILLEGAL DRUG USE POLICY

The bottom-line company policy on drug and alcohol abuse is zero tolerance.

Job applicants for safety-sensitive positions in the field, shop, warehouse, or transportation will be hired on the condition that they agree to a drug screening before employment.

7. EMERGENCY EVACUATION PROCEDURES:

In the event of fire, earthquake, or any other emergency, quickly evacuating the building may be necessary. Please do so in a safe and orderly manner. The evacuation procedure to be followed by all personnel under these circumstances is as follows:

- a. The instructions to evacuate the building will be given by individual department

supervisors.

- b. Immediately stop work, switch off equipment and leave the building by the nearest emergency exit. All exits have illuminated signs and are shown on the building diagram.
- c. Once outside the building, you should proceed to the parking lot on the west side of the building and report to your supervisor.
- d. Supervisors will check that all staff members are clear of the building.
- e. Under no circumstances shall you leave the vicinity of the building without reporting to your supervisor, otherwise, you may be considered to be trapped in the building.
- f. If an employee is missing, the supervisor will notify the Safety Director, who will inform the appropriate emergency response agency representative.
- g. Under no circumstances will personnel be permitted to re-enter the building until a safety clearance has been obtained from the Safety Director.
- h. All employees shall follow the directions of the Safety Director, who is there to protect your safety and to handle emergencies, and who is trained to deal with all emergencies. Any insubordination or refusal to follow directions will be reported, and disciplinary action will be taken.

8. PERSONAL PROTECTIVE EQUIPMENT AND PERSONAL HYGIENE

We provide face shields, hearing protection, safety glasses, gloves, coveralls, and respirators. If you require any protective equipment, ask your supervisor; it will be provided.

- a. This equipment shall be used whenever necessary due to processes or environmental hazards.
- b. Personal protective equipment must be carefully checked each time before wearing it to assure its integrity and capability to provide the protection for which it is designed.
- c. Protective equipment must be worn where required. Your supervisor will advise you on the necessary equipment for a particular job.
- d. Always wear protective clothing when working with chemicals. Clothing that has become contaminated must be removed immediately.
- e. Avoid handling chemicals or immersing your hands in chemical solutions without wearing rubber gloves.
- f. When welding, use a welder's helmet or goggles with the correct tint to protect the eyes from ultraviolet or infrared radiation shall be worn.
- g. Personal hygiene becomes extremely important if you are cut or receive a puncture wound. Always keep cuts and puncture wounds clean to avoid infection. Report any such minor injuries to your supervisor.
- h. If chemicals come in contact with the skin, immediately rinse the exposed area with running water. Always remove chemical material as quickly as possible.
- i. Employees must not clean their hands by washing in oils or solvents. Soap and water are the best and safest to use.
- j. Wash hands after using any chemicals or solvents and before smoking, eating, or contacting sensitive body areas (such as eyes) to prevent contamination.
- k. Sunglasses and some regular prescription glasses do not afford the same protection as safety glasses; therefore, employees must wear safety glasses in all areas that require their use.
- l. Contact lenses increase the danger of eye damage when used in areas of potential eye injury. Contact lenses shall not be worn in any area where chemicals are used.
- m. Wear appropriate clothing for your work- no open-toed shoes on the production floor, no loose clothing around machinery, and wear safety shoes in areas of falling hazards.
- n. Appropriate footwear shall be worn. No high-heeled shoes or slippery-soled shoes.

9. POWER MACHINERY/MECHANICAL SAFETY

An unguarded piece of machinery can be hazardous and may eventually injure someone. Therefore, use machinery only when authorized to do so and when you have received safety instructions. Do not operate any machine without its guards being properly in place. If you see an unguarded machine, report it at once. A safeguard covers all moving parts and permits safe lubrication and adjustment without removing the guard. If it is necessary to remove the guard, stop the machine and either lock the switch or tag it so another worker will not inadvertently start the machine.

10. HAND TOOLS

- a. Cutting tools must be dressed at the proper angle and kept sharp. Keep them in a scabbard, not in your pocket. Store them in a safe place.
- b. The heads of striking tools must be dressed square (with a few exceptions) and without burrs.
- c. Use the right kind of tool. Use the right size tool.
- d. Hold screwdrivers, wrenches, chisels, etc., in such a way that if there is a slip or a miss, you will not be hurt.
- e. Do not use a file without a handle.
- f. The proper tool for the job in the hands of a craftsman does not require a lot of muscle power.

11. PORTABLE POWER TOOLS

- a. Every electric power tool must be electrically grounded before being used.
- b. Check the insulation on the wires and the condition of plugs and sockets daily. Dispose of or repair them before using them if they are frayed, worn, cut, or broken.
- c. String temporary extension cords and power lines to avoid creating a tripping hazard and so they are protected from physical damage.
- d. Before using a chain saw or drill on a wall, floor, or ceiling, be sure electrical wires, gas lines, and high-pressure lines are not in the way.
- e. Two hands must be used to control the chainsaw at all times. Never operate the saw with only one hand, which operates the throttle trigger.
- f. Skill saws shall not be used without the guard in safe working condition. Do not pin the guard back.
- g. Do not use "cartridge" tools for driving nails or spikes in walls, ceilings, or floors when people are working on the other side.

12. OFFICE SAFETY

- a. Never leave desk, file, or cabinet drawers open since they can create a tripping or bumping hazard.
- b. Never open more than one drawer in a file cabinet at a time. If it is necessary to keep books or other objects in a file cabinet, put them in the bottom drawers.
- c. Do not extend electrical cords, telephone cords, or equipment cables across aisles or walkways where they create tripping hazards.
- d. Do not use extension cords to power equipment; request permanent plugs to be installed where needed.
- e. Do not climb on chairs, up-turned wastepaper baskets, or other improvised hazardous supports.
- f. Do not attempt to repair any electrical equipment. Report faults to your supervisor or maintenance.
- g. Do not store materials on top of filing cabinets or open shelf units where they are likely to fall and injure someone.

- h. No smoking is permitted except in designated areas outside. Do not dump materials in wastebaskets or on the ground.

13. MOTORIZED VEHICLES

- a. Only authorized employees will operate company vehicles, including autos, trucks, forklifts, and other equipment requiring a driver.
- b. All drivers shall possess a valid California driver's license where necessary.
- c. Drivers required to have special class licenses shall possess proper endorsements.
- d. Any driver known to be under the influence of drugs or intoxicating substances is subject to immediate termination.
- e. Passengers are forbidden to ride on vehicles that are not equipped with passenger seats.
- f. Do not get on or off a vehicle while it is in motion--even slow motion.
- g. Overloading a vehicle with passengers or materials is forbidden.
- h. All vehicles will be maintained in safe operating condition. It is the responsibility of the driver to report any defective conditions immediately.
- i. No vehicle shall be driven in a fast or reckless manner. The maximum speed at which any vehicle shall be driven at any time shall be such that the driver can stop the vehicle within the clear, unobstructed distance ahead of him, giving due regard to possible unforeseen obstructions and the condition of the road surface and the vehicle.
- j. All vehicle accidents, whether involving injury or not, shall be reported to your supervisor.
- k. All vehicle citations MUST be reported to your supervisor or personnel office within 24 hours.

14. FORKLIFT TRUCKS--SAFETY RULES

- a. Proper operating rules and signals will be observed when hoisting equipment or materials.
- b. Employees shall keep clear of suspended loads, high traffic areas, or other possible hazardous areas.
- c. It is the responsibility of all supervisors to ensure the safety of all employees during hoisting operations. If unsafe practices are observed, it is imperative that immediate action be taken, including notification to the Safety Director.
- d. Due to the possibility of accidents, the supervisor/crew leader should take all precautions, with weight given to the situation at hand.
- e. Do not operate forklifts unless certified to do so.
- f. Avoid hitting or lifting anything if it appears it could fall on the operator or a bystander. A lift truck equipped with an overhead guard and load backrest extension provides reasonable protection to the operator but cannot protect against every possible impact.
- g. Keep your head, arms, legs, etc., inside the compartment.
- h. Keep yourself and all others clear of the hoisting mechanism.
- i. Allow no one under load and carriage.
- j. Report damage or faulty operation immediately to a supervisor.
- k. Avoid bumps, holes, slick spots, and loose materials that may cause the lift to swerve or tip.
- l. Be extra careful when driving around machinery and moving vehicles.
- m. Always drive slowly and cautiously. Riders are not permitted.
- n. Do not fill the fuel tank while the engine is running.
- o. Avoid sudden stops or starts.
- p. Travel with forks close to, but not on, the ground. Point them slightly upward.
- q. Watch overhead clearances, especially the top of the boom.
- r. Observe the following load handling procedures:

- 1) Handle loads within the rated capacity of lift;
 - 2) Center weight of load between forks;
 - 3) Be extra careful with unstable loads;
 - 4) When stacking bins and pallets, be sure the stack is stable and will not fall on someone;
 - 5) Watch "swing" when handling long loads;
 - 6) Do not travel with the load raised unless it is necessary to clear an obstruction; and
 - 7) For better vision with bulky loads, travel in reverse, but always keep a proper lookout in the direction of travel.
- s. When driving, be on the lookout for people walking and other vehicles, especially when rounding corners (pedestrians have the "right of way").
 - t. When taking stacks of pallets off the stacker, make sure the stack does not get hung up on the stack next to it; otherwise, the top pallet may fall off.
 - u. When a forklift is not in use, leave forks on the ground, tips slightly tilted downward (eliminates tripping hazard).

15. LADDER SAFETY

- a. Inspect all ladders before use for broken or missing rungs, steps, split side rails, or other defects.
- b. Never place ladders in doorways unless protected by barricades or guards.
- c. Never stand on the top two rungs of a ladder.
- d. Use only approved ladders or steps (check the labels for compliance).
- e. Always use both hands while climbing the ladder.
- f. Ladder tie-off requirements must be followed when working 6' or more above the floor.

16. SCAFFOLD SAFETY

- a. Supported scaffolds must be able to support their weight and at least four times the maximum intended load.
- b. A competent person must inspect a scaffold before each work shift and after anything happens that could affect the structure.
- c. A competent person must supervise if a scaffold is assembled, changed, moved, or dismantled.
- d. Keep scaffolds at least 20 feet or more from power lines unless you have verified the power lines are de-energized.
- e. Put a standing scaffold on a firm foundation (with base plates attached to feet).
- f. Uprights must be vertical and braced to prevent swaying; platforms must be level.
- g. A scaffold that is more than 4 times higher than its base is wide must be tied to supports.
- h. Wood planks must be unpainted, so any cracks will show.
- i. For supported scaffolds, check at least these points:
 - 1) completely planked platforms
 - 2) proper access
 - 3) complete guardrails
 - 4) proper ties to buildings

17. GAS AND ELECTRIC SAFETY FOR CONTRACTORS

- a. Remember the 20-foot rule when working around all overhead power lines. Keep all vehicles, equipment, tools, and people at least 20 feet away.
- b. Electric power lines and natural gas pipelines are located below the ground. Striking a buried gas pip can create an explosion hazard, and hitting an electric line can cause power outages and shock or even kill equipment operators. Under California law, contractors

who do not protect underground facilities during excavations may be held financially and possibly criminally liable for damages.

- c. Before you dig, call to locate underground electric lines, gas lines, and other utility facilities. When excavating, grading, or resurfacing around a power pole or tower, be careful not to grade away from the base. This can make poles and towers unstable.
- d. Mark a safety clearance boundary. Use tape, signs, or barricades to help yourself and your equipment at least 20 feet away from overhead lines. If you must work closer than 20 feet, contact PG&E at 1-800-743-5000 in advance so safety arrangements or shut-downs can be made.
- e. Locate Underground Facilities. If you plan to dig or move earth in Any way, call Underground Service Alert (USA) at least two working days before digging so utilities can mark underground lines.
- f. If a co-worker contacts a power line. Do not touch the person, tools, or their equipment. Stay away, warn others to stay away, and call 911 immediately.
- g. If you see a downed line. Stay away, warn others to stay away, and Call PG&E immediately at 1-800-743-5000. Downed lines can be dangerous even if they do not spark or hum.
- h. If you contact an underground electric or gas line. Leave equipment, jumping clear and shuffling away, without turning off engines or generators. Leave the area quickly and warn others to stay away. Do not operate any gas pipeline valves. Call 911 and PG&E at 1-800-743-5000

18. CONFINED SPACE ENTRY

Note—This Code of Safe Practices for Confined Space Entry is not Designed to replace a written plan or procedures but as a guide of reminders about the program.

- a. Assess all potential entries and ask the following questions:
 - i. Is the work essential?
 - ii. Can it be rescheduled?
 - iii. Is the situation a utility responsibility, i.e., Natural gas leak?
 - iv. Are emergency authorities required?
 - v. What special equipment is required?
 - vi. Are the workers to be involved fully trained and competent in the work to be performed?
 - vii. Should a qualified contractor be brought in?
- b. Ensure all the required safety-related equipment is set up and fully operational.
- c. Ensure the atmospheric testing device is charged, calibrated, and fully functional before entry.
- d. Discuss the entry and rescue techniques. Also, discuss the work that is to be performed. This will ensure that everyone understands the task and their individual responsibilities.
- e. Test before entry. Enter only when you are sure that the atmosphere is safe.
- f. Trust the equipment, not your senses.
- g. Wear and use fall-arresting equipment and other PPE where required. Fall arresting equipment must be used when the descent is over 10 feet.
- h. Continuously monitor the atmosphere while in the confined space.
- i. Immediately leave the confined space when the testing device indicates that a harmful atmosphere is developing or when the tester alarms.
- j. Re-test the confined space to ensure that a safe atmosphere exists after breaks, lunch, etc.
- k. Mechanically ventilate the confined space for 10 minutes before and during entry.

19. FALL PROTECTION AND PROTECTION PROGRAM:

Marquee Fire Protection is dedicated to protecting its employees from on-the-job injuries. All

employees have a responsibility to work safely on the job. The purpose of this program is to:

- a. Supplement our standard safety policy by providing safety standards specifically designed to cover fall protection on a project.
- b. To ensure that employees are trained and made aware of the safety provisions which are to be implemented by this program.

The fall protection program addresses the use of conventional/unconventional fall protection in a number of areas on a project, as well as identifying specific activities that require conventional/non-conventional means of fall protection.

This program is designed to enable Marquee Fire Protection employees to recognize the fall hazards on a project and establish the procedures to be followed to prevent falls. Each employee will be trained in these procedures and strictly adhere to them, except when doing so will expose the employee to a greater hazard. When this is the case, the employee shall notify management of the exposure, which shall be addressed before proceeding.

The on-site foreman is responsible for implementing this fall protection program. The foreman is responsible for continual work area observational safety checks and enforcing safety policies and procedures. The foreman shall be responsible for correcting unsafe acts or conditions immediately. Employees are responsible for understanding and adhering to this program's procedures, following the foreman's instructions, and notifying management of unsafe conditions or acts.

FALL PROTECTION SYSTEMS TO BE USED WHEN REQUIRED:

Controlled Access Zones:

The controlled access zone shall be clearly designated and marked. These are defined as areas where work will proceed without using guardrails, Personal Fall Arrest Systems, or safety net systems to protect employees working in that area. The controlled access zone shall comply with the following provisions:

- a. When the work deck is being installed, the controlled access zone shall be defined by erecting a control line and caution tape or signs that identify the hazard and warn unauthorized employees to stay out of the controlled area. Control lines shall not be less than 6 feet nor more than 15 feet from the unprotected or leading edge.
- b. The control line shall extend along the entire length of the unprotected or leading edge and shall be approximately parallel to the unprotected or leading edge.
- c. The control line shall be connected to a standard railing or wall on each side or securely anchored on each end.
- d. Control lines shall be constructed of rope, wire rope, tapes, or equivalent materials as follows:
 1. Each line shall be flagged or otherwise clearly marked at not more than 6-foot intervals with high-visibility material.
 2. Each line shall be rigged and supported so that its lowest (including sag) is not less than 39 inches from the working level/working area and its highest point is not more than 45 inches.
 3. Each line shall have a minimum breaking strength of 200 Pounds.

Floor, Roof, and Wall Openings:

Floor, roof, and wall openings shall be covered to prevent employees or materials from falling through. Openings shall be guarded by a standard railing and toe boards or covers. Coverings

shall be secured against accidental displacement or removal. The following requirements shall be followed:

- a. All planking and floor opening covers shall be capable of safely supporting the greater of 400 pounds or twice the weight of employees, equipment, and materials imposed on a one square foot area of the cover at any time.
- b. Floor opening covers shall have not less than 12 inches of bearing on the surrounding structure.
- c. Floor opening covers shall display a sign stating “OPENING-DO NOT REMOVE” in 2-inch high, bold black letters on a yellow background.
- d. The placement of floor opening covers shall be verified by a qualified person prior to each shift and following strong wind conditions.
- e. Floor opening covers shall be in place when not engaged in work requiring the opening to be uncovered.
- f. Never remove a cover by walking forward or by stepping into an area where you cannot directly observe the surface below your feet!

Worker Access:

Consideration should be given to worker access throughout the project. Work decks or platforms, stairways, walkways, guardrails, and ladders shall be constructed to OSHA Specifications and shall be installed as soon as practicable to minimize the need for PFAS. Planning must include work practices that provide 100% fall protection, except where a fall protection program for controlled access zones is in place. Other access considerations include:

- a. The use of aerial lifts or man-baskets.
- b. Ladder availability and ladder tie-off requirements.
- c. Inspection and maintenance of work decks, guardrails, etc.
- d. Emergency planning and escape routes.

Positioning Device Systems (PDS):

A PDS shall be worn by those employees whose work exposes them to falls more than 6 feet while working on the face of reinforcing steel assemblies.

Each PDS shall consist of a body belt and an anchorage, which meet the requirements of Cal-OSHA Article 24, Section 1670 and Federal OSHA 29 CFR 1926, Subpart M. Other requirements include:

- a. Positioning Device systems shall be inspected prior to each use.
- b. Positioning devices shall be rigged so a worker cannot fall more than two feet.
- c. Anchorages for positioning devices shall support at least twice the potential impact of a worker’s fall, or 3,000 pounds, whichever is greater.
- d. Snaphooks shall be sized to be compatible with other components, such as D-rings, to prevent unintentional disengagement (roll-out).
- e. Snaphooks shall be locking.

Personal Fall Arrest Systems (PFAS):

A PFAS shall be worn by those employees whose work exposes them to falls in excess of 24 feet while working on the face of reinforcing steel assemblies, or 6 feet from the perimeter of a structure, and/or unprotected sides or edges. Each PFAS shall consist of a full body harness and

lanyard with a deceleration device (or a positioning lanyard) and an anchorage, which meet the requirements of Cal-OSHA Article 24, Section 1670 and Federal OSHA 29 CFR 1926, Subpart M. Other requirements include:

- a. The force exerted on a worker in a fall shall be limited to 1,800 pounds and the maximum deceleration distance limited to 3.5 feet.
- b. Lanyards shall be located on the back D-ring and must be worn in the center of the back.
- c. PFAS's shall be inspected before each use for damage or deterioration. Damaged equipment shall be removed from service until repaired or destroyed.
- d. PFAS's subjected to impact from a fall shall be removed from service.
- e. PFAS's shall not be attached to handrails or hoisting devices
- f. PFAS components shall be used only for worker protection and shall not be used for hoisting materials.

Training and Instruction:

All workers who may be exposed to fall hazards shall be trained to recognize and eliminate these hazards. Workers shall be informed of the OSHA fall protection policies. A competent person shall do this instruction and shall include the following:

- a. The nature of fall hazards in the work area.
- b. Correct procedures for fall arrest systems being used.
- c. The use of guardrails, warning line systems, and other protection to be used.
- d. The role of employees in the fall protection program.

Retraining shall be conducted whenever:

- a. There is reason to believe the employee does not understand the skills required and the safety standards.
- b. Changes to the project that render previous training obsolete.
- c. Changes in fall arrest systems or equipment render previous training obsolete.
- d. Directed by the Safety Director, Consultant, or Supervisor based on observations that indicate inadequacies in employee knowledge, use of fall protection systems, or the skills to perform the work safely.

20. HEAT ILLNESS PREVENTION PLAN

1. All employees shall follow these safe practices, render every possible aid to each other, and report all unsafe conditions or practices to the supervisor or superintendent.
2. Supervisors must encourage all employees to monitor themselves, observe co-workers for any signs of heat illness, and take all necessary actions.
3. All employees, including supervisory personnel, shall be given heat illness prevention instructions. This training shall be given to all employees before being assigned to work in conditions where the risk of heat illness may exist.
4. This training shall include information pertaining to:
 - a. Environmental and personal risk factors for heat illness.
 - b. Procedures for identifying, evaluating, and controlling exposures to the environmental and personal risk factors for heat illness.
 - c. The importance of frequent consumption of water.
 - d. The importance of acclimatization.
 - e. The different types of heat illness and common signs and symptoms of heat illness.
 - f. The importance of immediately reporting any symptoms or signs of heat illness

to the employer or designated person.

5. Anyone showing signs of heat illness will be immediately encouraged to drink water (if conscious) and taken to a cool, shady area to rest, have them lie down while being evaluated to determine if further action is necessary (including medical evacuation and treatment)
6. Adequate, clean, clear drinking water will be made available at each job site prior to the commencement of any work activities. This will be equal to or greater than one quart per hour per person.
7. Work will be scheduled, and work clothes will be appropriate for any environmental conditions that can potentially expose employees to the risk of heat illness.
8. An area will be provided at each work site that provides shelter (shade) from direct sunlight and adequate ventilation.
9. Employees will be encouraged to drink at least a quart of water per hour.
10. In the event that medical evacuation (ambulance) is needed:
 - a. Contact emergency medical services by telephone, cell phone, radio, citizen's band radio, or any other means available.
 - b. Give specific directions to this location, including a description of the location from any major road or highway and any landmarks that will help emergency personnel arrive as quickly as possible.
 - c. If necessary, transport the victim to the nearest major road in an air-conditioned vehicle to meet the ambulance or other emergency medical personnel—as a last resort.

21. SILICA EXPOSURE CONTROL PLAN

Current OSHA rules require that no employee is exposed to inhalation, ingestion, skin absorption, or contact with crystalline Silica levels where a PEL of 0.1 mg/m³ can be exceeded. Silica is a quartz-based dust. Silica's primary hazard is the inhalation of the dust created during construction activities. Breathing in silica-containing dust can result in a disease called Silicosis.

1. Activities where exposure can occur include:
 - a. Cutting concrete.
 - b. Drilling into concrete.
 - c. Brooming of concrete.
 - d. Chipping of concrete.
 - e. Backhoe or Bobcat work.
 - f. Mixing of concrete or grout.
2. Never use compressed air to clean dust off of surfaces, equipment, or clothes
3. When drilling concrete, attempt to use containment cups or HEPA vacuums to collect the dust.
4. Where sawing concrete or masonry, use saws that provide water to the blade.
5. Suggested hygiene practices to follow to protect workers from crystalline silica operations include:
 - a. Do not eat, drink, or use tobacco products in dusty areas.
 - b. Park cars away from areas contaminated by silica dust.
 - c. Wash your hands and face (or shower if possible) and change into clean clothes before leaving the site to prevent contamination of cars, homes, or other work sites.
6. Be aware of the Silica hazards in construction. The Pulmonary Function Test (PFT) can detect the development of Silicosis in the very early stages. The first signs include shortness of breath, fatigue, loss of appetite, bluish skin on lips and ear lobes. More advanced symptoms include chest pain and dry coughing. Marquee Fire Protection offers PFT medical

- exams at no cost to the employee.
7. Onsite air monitoring should be conducted to verify the Silica levels do not exceed the PEL limits.
 8. Where adequate controls cannot be achieved, a Respiratory Protection Plan must be followed to keep the 8-hour average PEL below the OSHA standard.

22. RESPIRATORY PROTECTION PLAN:

If all other administrative controls and engineering controls have been applied and the hazard still cannot be controlled, the Respiratory Protection Plan shall be followed.

This program has been developed for those employees for the selection, use, and maintenance of respiratory protective equipment.

Once the need for respiratory protection is established, this plan is to be followed. The practices and procedures described here constitute the program under which respirators are effectively utilized at each job site.

A. RESPONSIBILITIES:

I. Travis Petersen is the respirator program administrator, and his responsibilities are:

- 1) Provision of appropriate respirators.
- 2) Implementing training and instruction.
- 3) Administering the overall program.
- 4) Ensure that medical evaluations are completed.
- 5) Proper fit-testing of all employees wearing respirators.

II. Supervisory personnel are responsible for:

- 1) Ensuring that respirators are available as needed.
- 2) Ensuring that employees wear respirators as required.
- 3) Inspection of respirators on a regular schedule.

III. The employee is responsible for:

- 1) Using the respirators supplied to him/her in accordance with instructions and training.
- 2) Cleaning, disinfecting, inspecting, and storing his/her respirator.
- 3) Reporting a respirator malfunction to supervision.

B. SELECTION OF THE RESPIRATOR:

You should be familiar with the hazards and characteristics of the chemicals you work with. One source of such information is the Safety Data Sheet (SDS) which should be available on each job site. The SDS should contain information on health exposures, first aid, and emergency procedures.

Respirator selection shall be based on a review of the scientific literature, work conditions, and professional judgment. Evaluation of the need for respirators and selection of the appropriate type of respirator for each use should be made by qualified safety personnel. All respirators shall be NIOSH-approved.

C. MEDICAL ASSESSMENT:

Persons should not be assigned tasks requiring respirators unless they can perform the work and use the equipment. A physician will conduct a medical evaluation to determine this. In addition, wearing respirators should not produce undue stress or put them at risk.

D. FIT-TEST PROCEDURES FOR RESPIRATOR USERS:

Proper fit testing of the respirator will be performed. An improper fit allows contaminated air to pass around the edges of the respirator rather than through the filtering system. Qualitative and/or quantitative fit tests, seal checks, and the availability of different types of respirators are the means to ensure a proper fit. Fit testing will be conducted by OnSite Health and Safety (510/ 245-2700) or an equivalent firm.

E. TRAINING:

Any employee who is issued a respirator shall be properly trained on the use and limitations of a respirator. The training shall include the proper fit and respirator selection adjustment. Training will be conducted by OnSite Health and Safety (510/ 245-2700) or an equivalent firm.

F. INSPECTION, CARE AND MAINTENANCE

Each employee who has been issued a respirator shall be responsible for the respirator. These responsibilities include:

- 1) Inspection: All respirators should be inspected routinely before and after each use by the employee to whom the respirator has been issued.
- 2) Care: Respirators should be cleaned or disposed of after each day's use by the individual to whom the respirator has been issued.
- 3) Maintenance: Repair and/or replacement of a respirator or its parts should be done as necessary and by a qualified person. Marquee Fire Protection will pay for the cost of the respirator and its replacement parts.
- 4) Storage: All respirators should be stored to protect against damage and contaminants.

G. PLAN DETAIL

Please refer to the Respirable Crystalline Silica Program in the Employee Handbook.

Marquee Fire Protection	
CODE OF SAFE WORK PRACTICES RECEIPT	
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Code of Safe Work Practices Receipt

This is to certify that I have received a copy of the Marquee Fire Protection Code of Safe Work Practices. I have read these instructions, understand them, and will comply with them while working for the company.

I understand that failure to abide by these rules may result in disciplinary action and possible termination of my employment with Marquee Fire Protection.

I also understand that I must immediately report any injury to my supervisor or designee and all safety hazards.

I further understand that I have the following rights.

- I am not required to work in an area I feel is not safe.
- I am entitled to review a copy of the Marquee Fire Protection Injury and Illness Prevention Program.
- I will not be retaliated against for reporting safety concerns.

Print Name

Sign Name

Date

Appendix B - Accident and Injury Reports, Investigation, and Emergency Numbers

All injuries/incidents/illnesses shall be reported to the Supervisor or IIPP Administrator by the employee within 8 hours of the injury or accident.

The reports will contain the following information:

- Time and date of the accident
- Employer's name, address, and telephone number
- Name and job title of the person reporting the injury or accident
- Address of accident
- Name of person to contact at the accident site
- Name and address of the injured employee
- Nature of injuries
- Location where the injured employee was taken for medical treatment
- List and identity of all emergency services agencies present at the accident site
- Description of the accident and whether the accident scene or instrumentality has been altered.

INCIDENT/ACCIDENT REPORTING FORM

Management must be notified immediately if any incidents occur.

<input type="checkbox"/> Someone suffered an injury or illness. <input type="checkbox"/> Marquee Fire Protection policy or protocol was not followed. <input type="checkbox"/> An incident occurred which could have resulted in injury or illness (Near miss) <input type="checkbox"/> Non-work-related injury or illness <input type="checkbox"/> Property Damage	<input type="checkbox"/> Medical Treatment <input type="checkbox"/> Fatality <input type="checkbox"/> Potentially disruptive or harmful non-injury incident occurred (near miss) <input type="checkbox"/> An unscheduled power outage or disruptive incident occurred. <input type="checkbox"/> Other: _____
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The Supervisor must immediately contact the IIPP Administrator by the quickest means possible. Within 24 hours, this Incident/Accident form is to be completed by the site supervisor and sent to the Marquee Fire Protection office.

Injured Person	Name:	
	Position:	
Witness/es	Names & Contact Info:	
Report Preparer	Name:	
	Position:	
	Phone:	Email:
Incident Date & Time	Date:	Time:
Location Information	Name:	Number:
	Address:	
Specific Incident Location	<i>*Specify area within the workplace:</i>	
What Happened?	<i>*Brief description of the event, work being performed, etc.:</i>	
Injury	<i>*Brief description of the nature and extent of any injury:</i> Admitted to Hospital? <input type="checkbox"/> YES <input type="checkbox"/> NO	

Who provided First Aid and/or Site Cleanup?	<input type="checkbox"/> Employer <input type="checkbox"/> Clinic <input type="checkbox"/> Hospital <input type="checkbox"/> N/A <input type="checkbox"/> Other:
Damage	<i>*Brief description of the nature and extent of any property damage:</i> <div style="text-align: center;"><input type="checkbox"/>N/A</div>
Was the area secured?	<div style="text-align: center;"> <input type="checkbox"/>YES <input type="checkbox"/>NO </div>
Witness Interviews Taken Immediately?	<div style="text-align: center;"> <input type="checkbox"/>YES <input type="checkbox"/>NO <i>*See attached forms for witness statements</i> </div>
Were Safety Policies Followed?	<div style="text-align: center;"> <input type="checkbox"/>YES <input type="checkbox"/>NO If not, why? </div>
What are the Contributing factors?	
What is the Root Cause? (For recordable incidents only)	<i>*Underlying reason explaining why the incident occurred:</i> Is the root cause analysis attached? <div style="text-align: center;"> <input type="checkbox"/>YES <input type="checkbox"/>NO </div>
Preventative Measures Implemented?	
Additional Notes	
Updates	

EMPLOYEE STATEMENT FORM

The employee involved in the incident/accident is to fill out this page.

Employee	Name:	
	Position:	
Witness/es	Name(s) & Contact Info:	
Supervisor	Name:	
	Position:	
Date and Time of Incident	Date:	Time:
Incident Address	Address:	
Statement Date and Time	Date:	Time:
Employee Contact Information	Address:	
	Phone Number:	
Equipment/Machinery Involved?	<div style="text-align: center;"> <input type="checkbox"/> YES <input type="checkbox"/> NO </div> If yes, explain:	
ATTN: Employee Involved in Incident: Briefly explain in your own words the circumstances that led to the incident. Also, include your involvement in the incident. Your comments are essential to help determine the causes of the incident and correct any unsafe conditions.		
What could have been done to prevent the incident and its reoccurrence?		

I have written the above statement and certify that it is true to the best of my knowledge.

Employee Signature: _____ Date: _____

Supervisor or IIPP Admin. Signature: _____ Date: _____

WITNESS STATEMENT FORM

Witness involved in the incident/accident to fill out this page.

Witness	Name:	
	Position:	
Date and Time of Incident	Date:	Time:
Incident Address & Job #	Address:	
Statement Date and Time	Date:	Time:
Employee Address	Street Address:	
Employee Phone Number		
Equipment / Machinery Involved?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain:	
ATTN: Employee Involved in the Incident – Briefly explain in your own words the circumstances that led to the incident. Also include your involvement in the incident. Your comments are important to help determine the causes of the incident and correct any unsafe conditions.		
What could have been done different to prevent reoccurrence?		

I have written the above statement and certify that it is true to the best of my knowledge.

Witness Signature: _____

Date: _____

Supervisor or IIPP Admin. Signature: _____

Date: _____

Appendix C – Periodic Inspection Form

Date _____

Inspected by: _____

Topic	Yes	No	N/A	Comment
General				
Have new chemicals been added				
If yes, is SDS available				
Have new processes been added				
Has a new procedure been implemented				
Cal/OSHA Postings available				
Exit access and routes clear				
Exit doors easily open from inside				
Exit signs illuminated				
Doors properly closed and not left open.				
36" of clearance in front of electrical panels				
Emergency lights working				
Fire Extinguishers				
Monthly check documented				
Mounted on the wall				
Easily accessible				
Annual service documented				
The monthly inspection tag is marked				
Chemicals				
All chemicals properly labeled				
All secondarily contained chemicals are labeled.				

All chemical containers are completely closed.				
The storage area is clean and orderly.				
Wet Floor signs available				
All SDS available				
Safety Equipment				
Eyewash is available and accessible				
Eye protection available				
First aid kit available and stocked				
Gloves available for chemical handling				
Eye protection is available and in use				
Ventilation fans working				
Emergency shut-off accessible				
Housekeeping				
Trip hazards eliminated				
Materials not on the floor				
Stored items not in egress pathways				
Leaks, spills, or drips are immediately addressed.				

Appendix D – Employee Hazard/Suggestion Reports

Date: _____ **Employee:** _____

Hazardous Condition:

Recommended Corrective Action:

Hazard Report Investigations and Corrections

Supervisor Hazard Investigation:

Name of Supervisor: _____ **Date of Investigation:** _____

Findings:

Corrective Action: _____ **Date Corrected:** _____

Injury and Illness Prevention Program Acknowledgement

I, _____, acknowledge that I have read and understand the guidelines and procedures of the Illness and Injury Prevention Program. I know that Marquee Fire Protection is committed to a safe working environment, and as their employee, I will abide by these safety guidelines.

I understand that I am covered for work-related injuries or illness by Workers' Compensation, and I will report any injury to my supervisor immediately.

Employee Signature: _____ Date: _____