FIRE SPRINKLER SYSTEM

ACCIDENT PREVENTION PROGRAM

from

MARQUEE FIRE PROTECTION

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MARQUEE
FIRE PROTECTION
A Pye Barker Company

INTRODUCTION

The goal of **MARQUEE FIRE PROTECTION** is to provide our services, to the customer, as quickly and efficiently as possible. Installing a quality product with the utmost professionalism is our key objective. But while achieving this objective, the health and safety of our workers shall not be compromised.

MARQUEE FIRE PROTECTION will provide our workers with an accident-free environment in which to work. Because our industry is one with inherent hazards, safety is of the utmost importance. Therefore, all attempts should be made to prevent an accident. Should an accident occur, the enclosed list of procedures shall be followed.

Sincerely,

MARQUEE FIRE PROTECTION
a California corporation

Travis Petersen, Safety Program Officer

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JOBSITE INSTRUCTIONS

1. Emergency telephone numbers will be posted on Job Site or call 911. Directions to the nearest emergency room or clinic is located in the **"Emergency"** section of this Accident Prevention Program binder.

2. MARQUEE FIRE PROTECTION's ***Company Safety Plan*** will be kept on the Job Site in the possession of the Job Foreman. *(Copy Enclosed)*

3. Weekly Safety Meetings will be held:

    1. 1st Day on Job
    2. Each Friday by the Job Foreman
    3. 1st Day Subcontractor Starts Work on Site

4. In the event of an accident, MARQUEE will remain on the scene until released by the General Contractor or other public safety personnel.

5. Activity Hazard Analysis Plan will be reviewed and strictly implemented by the Job Foreman. *(See Attached Plan)*

6. S.D.S. sheets will be kept on Site for immediate reference. *(See Attached)*

7. Meal & Rest Periods:
   One 30-minute meal period & two 15-minute rest periods are to be taken per company policy. *(See* Employee Handbook *or attached* Summary of Wage Order #16*)*

HAZARD ANALYSIS

Fire Sprinkler System			
Activity: Install Fire Sprinkler System	Analysis By: Jeff Awtrey	Reviewed By: Travis Petersen	Date: 11/14/2023

Prior to Start of Work

Review this Hazard Analysis with all workers. Review any applicable MSDS's. Monitor area for residual hazardous wastes. Provide personal protection for workers. Perform Jobsite Safety Meetings to alert crew of conditions and hazards.

PRINCIPAL STEPS	POTENTIAL HAZARD	RECOMMENDED CONTROLS
Equipment Operations	Use of Unsafe Equipment	1. Safety shields and guards in place. 2. Complete safety inspection checklist before initial operation. 3. Daily inspection of equipment before use. 4. Operators wear hard hats and other required personal equipment. 5. Only one person to give signals to operator. 6. Check outriggers. 7. Check equipment load capacity.
Manually Unloading Material & Equipment	Entrapment, Falling Materials, Lifting	1. Verify load is stable before approaching. 2. Get help with heavy loads. 3. Use proper lifting techniques.
Occupied areas	Interference, Tripping	1. Barricade off the area of work, to keep all employees safe. 2. Tape cords and mats to prevent tripping.
Moving & Stacking Material	Tripping, Interference, Strains	1. Use Proper lifting techniques. 2. Use Pipe Carts when moving material through occupied spaces. 3. Keep Materials neatly stacked. 4. Remove debris daily.
Fire Sprinkler Work	Pipe to Heavy/Awkward	1. No individual shall lift in excess of 40 pounds. 2. The work area shall be clear of all other workers in case tools, material or other objects should fall to the ground. 3. Do not carry objects in hands while climbing up or down a ladder.
Use of Ladders	Falling Worker or Objects Tipping Over	1. Ensure ladder is in proper working order; if rungs are loose, tighten as needed; if damaged, do not use. 2. Awareness of body position & movement. 3. Insure nobody is working under you. 4. Set ladder on firm, level surface.

	Accidental Movement of Ladder	5. Do not use the top three steps. 6. No awkward, or "out of position" movements. 7. Verify ladder is of sufficient length so workers will not "stretch" to reach. 8. Step ladders shall not be used as extension ladders under any circumstances. 9. No heavy work will be permitted by using a ladder. Heavy work includes any lifting over 40 lbs. This work will be done by use of platform lift. 10. Ensure skid stops are on all ends. 11. Never lean or stretch on a ladder to assume a hazardous position.
Drilling	Flying Particles Electrocution Ear drum damage	1. Eye protection. 2. Ensure tools are in proper working order 3. Check cord connection and ground. 4. Wear Ear protection.
Hand Tools	Falling Tools Proper Maintenance	1. Make sure tools are secured when in air. 2. Ensure tools are in proper working order.
Hoisting Material	Falling Material	1. Insure nobody else is working in area below. 2. Use proper lifting techniques. 3. Barricade area with cones and caution tape.
Hydrostatic Test	Water Damage Electrical Shock	1. Perform Blow-Back test. 2. Fill water slowly while looking for leaks. 3. Monitor system for leaks during test. 4. When draining or flushing system, verify area of discharge will not flood or damage surroundings. 5. Verify all hose connections are tight and secure. 6. Keep all electrical connection clear of water.
High Heat Procedures	Measure Needed During High Heat (85° or greater)	1. Verify shade Available with 400′ for the Crew. 2. Verify fresh pure & cool water available within 400′.
Coronavirus **(COVID-19)**	Illness /Exposure	1. If exhibiting symptoms or if sick, stay home. 2. Maintain 6′ social distance from others. 3. Cover coughs and sneezes. 4. Wash hands with soap and water for 20 seconds frequently or used hand sanitizer. 5. Clean and disinfect work environment and tools. 6. Avoid touching your eyes, nose and mouth.

MINIMUM SAFETY WEAR REQUIRED: HARD HAD; SAFETY GLASSES/GOGGLES WITH SIDE SHIELDS;
STURDY WORK BOOTS WITH NON-SKID SOLES AND HEELS; AND GLOVES AS IDENTIFIED.

MARQUEE FIRE PROTECTION
FACILITY/JOBSITE INSPECTION CHECKLIST

Name of Person Conducting Inspection: _____

Date Conduction Inspected: _____

GENERAL WORK ENVIRONMENT

- ❑ Are all worksites clean and orderly?
- ❑ Are work surfaces kept dry or appropriate means taken to assure the surfaces are slip-resistant?
- ❑ Are all spilled materials or liquids cleaned up immediately?
- ❑ Is combustible scrap, debris and waste stored safely and removed from the worksite promptly?
- ❑ Is accumulated combustible dust routinely removed from elevated surfaces, including the overhead structure of buildings?
- ❑ Is combustible dust cleaned up with a vacuum system to prevent the dust going into suspension?
- ❑ Is metallic or conductive dust prevented from entering or accumulation on or around electrical enclosures or equipment?
- ❑ Are covered metal waste cans used for oily and paint-soaked waste?
- ❑ Are all oil and gas fired devices equipped with flame failure controls that will prevent flow of fuel if pilots or main burners are not working?
- ❑ Are paint spray booths, dip tanks and the like cleaned regularly?
- ❑ Are the minimum number of toilets and washing facilities provided?
- ❑ Are all toilets and washing facilities clean and sanitary?
- ❑ Are all work areas adequately illuminated?
- ❑ Are pits and floor openings covered or otherwise guarded?

PERSONAL PROTECTIVE EQUIPMENT & CLOTHING

- ❑ Are protective goggles or face shields provided and worn where there is any danger of flying particles or corrosive materials?
- ❑ Are approved safety glasses required to be worn at all times in areas where there is a risk of eye injuries such as punctures, abrasions, contusions or burns?
- ❑ Are employees who need corrective lenses (glasses or contacts lenses) in working environments with harmful exposures, required to wear only approved safety glasses, protective goggles, or use other medically approved precautionary procedures?
- ❑ Are protective gloves, aprons, shields, or other means provided against cuts, corrosive liquids and chemicals?
- ❑ Are hard hats provided and worn where danger of falling objects exists?
- ❑ Are hard hats inspected periodically for damage to the shell and suspension system?
- ❑ Is appropriate foot protection required where there is the risk of foot injuries from hot, corrosive, poisonous substances, falling objects, crushing or penetrating actions?
- ❑ Are approved respirators provided for regular or emergency use where needed?

- ❑ Is all protective equipment maintained in a sanitary condition and ready for use?
- ❑ Do you have eye wash facilities and a quick drench shower within the work area where employees are exposed to injurious corrosive materials?
- ❑ Where special equipment is needed for electrical workers, is it available?
- ❑ When lunches are eaten on the premises, are they eaten in areas where there is no exposure to toxic materials or other health hazards?
- ❑ Is protection against the effects of occupational noise exposure provided when sound levels exceed those of the Cal/OSHA noise standard?

WALKWAYS

- ❑ Are aisles and passageways kept clear?
- ❑ Are aisles and walkways marked as appropriate?
- ❑ Are wet surfaces covered with non-slip materials?
- ❑ Are holes in the floor, sidewalk or other walking surface repaired properly, covered or otherwise made safe?
- ❑ Is there safe clearance for walking in aisles where motorized or mechanical handling equipment is operating.
- ❑ Are spilled materials cleaned up immediately?
- ❑ Are materials or equipment stored in such a way that sharp projectiles will not interfere with the walkway?
- ❑ Are changes of direction or elevations readily identifiable?
- ❑ Are aisles or walkways that pass near moving or operating machinery, welding operations or similar operations arranged so employees will not be subjected to potential hazards?
- ❑ Is adequate headroom provided for the entire length of any aisle or walkway?
- ❑ Are standard guardrails provided wherever aisle or walkway surfaces are elevated more than 30 inches above any adjacent floor or the ground?
- ❑ Are bridges provided over conveyors and similar hazards?

FLOOR & WALL OPENINGS

- ❑ Are floor openings guarded by a cover, guardrail, or equivalent on all sides (except at entrance to stairways or ladders)?
- ❑ Are toeboards installed around the edges of a permanent floor opening (where persons may pass below the opening)?
- ❑ Are skylight screens of such construction and mounting that they will withstand a load of at least 200 pounds?
- ❑ Is the glass in windows, doors, glass walls which are subject to human impact, of sufficient thickness and type for the condition of use?
- ❑ Are grates or similar type covers over floor openings such as floor drains, of such design that foot traffic or rolling equipment will not be affected by the grate spacing?
- ❑ Are unused portions of service pits and pits not actually in use either covered or protected by guardrails or equivalent?

- ❑ Are manhole covers, trench covers and similar covers, plus their supports, designed to carry a truck rear axle load of at least 20,000 pounds when located in roadways and subject to vehicle traffic?
- ❑ Are floor or wall openings in fire resistive construction provided with doors or covers compatible with the fire rating of the structure and provided with self-closing feature when appropriate?

STAIRS & STAIRWAYS

- ❑ Are standard stair rails or handrails on all stairways having four or more risers?
- ❑ Are all stairways at least 22 inches wide?
- ❑ Do stairs have at least a 6'6" overhead clearance?
- ❑ Do stairs angle no more than 50 and no less than 30 degrees?
- ❑ Are stairs of hollow-pan type treads and landings filled to noising level with solid material?
- ❑ Are step risers on stairs uniform from top to bottom, with no riser spacing greater than 7-1/2 inches?
- ❑ Are steps on stairs and stairways designed or provided with a surface that renders them slip resistant?
- ❑ Are stairway handrails located between 30 and 34 inches above the leading edge of stair treads?
- ❑ Do stairway handrails have a least 1-1/2 inches of clearance between the handrails and the wall or surface they are mounted on?
- ❑ Are stairway handrails capable of withstanding a load of 200 pounds, applied in any direction?
- ❑ Where stairs or stairways exit directly into any area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees stepping into the path of traffic?
- ❑ Do stairway landings have a dimension measured in the direction of travel, at least equal to width of the stairway?
- ❑ Is the vertical distance between stairway landings limited to 12 feet or less?

ELEVATED SURFACES

- ❑ Are signs posted, when appropriate, showing the elevated surface load capacity?
- ❑ Are surfaces elevated more than 30 inches above the floor or ground provided with standard guardrails?
- ❑ Are all elevated surfaces (beneath which people or machinery could be exposed to falling objects) provided with standard 4-inch toeboards?
- ❑ Is a permanent means of access and egress provided to elevated storage and work surfaces?
- ❑ Is required headroom provided where necessary?
- ❑ Is material on elevated surfaces piled, stacked or racked in a manner to prevent it from tipping, falling, collapsing, rolling or spreading?
- ❑ Are dock boards or bridge plates used when transferring materials between docks and trucks or rail cars?

EXITING & EGRESS

- ❑ Are all exits marked with an exit sign and illuminated by a reliable light source?
- ❑ Are the directions to exits, when not immediately apparent, marked with visible signs?
- ❑ Are doors, passageways or stairways, that are neither exits nor access to exits and which could be mistaken for exits, appropriately marked "NOT AN EXIT", "TO BASEMENT", "STOREROOM", and the like?

- ❑ Are exit signs provided with the word "EXIT" in lettering at least 5 inches high and the stroke of the lettering at least 1/2 inch wide?
- ❑ Are exit doors side-hinged?
- ❑ Are all exits kept free of obstructions?
- ❑ Are at least two means of egress provided from elevated platforms, pits or rooms where the absence of a second exit would increase the risk of injury from hot, poisonous, corrosive, suffocating, flammable, or explosive substances?
- ❑ Are there sufficient exits to permit prompt escape in case of emergency?
- ❑ Are special precautions taken to protect employees during construction and repair operations?
- ❑ Is the number of exits from each floor of a building, and the number of exits from the building itself, appropriate for the building occupancy load?
- ❑ Are exit stairways which are required to be separated from other parts of a building enclosed by at least two hour fire-resistive construction in buildings more than four stories in height, and not less than one-hour fire resistive construction elsewhere?
- ❑ When ramps are used as part of required exiting from a building, is the ramp slope limited to 1- foot vertical and 12 feet horizontal?
- ❑ Where exiting will be through frameless glass doors, glass exit doors, storm doors, and such, are the doors fully tempered and meet the safety requirements for human impact?

EXIT DOORS

- ❑ Are doors which are required to serve as exits designed and constructed so that the way of exit travel is obvious and direct?
- ❑ Are windows which could be mistaken for exit doors, made inaccessible by means of barriers or railings?
- ❑ Are exit doors openable from the direction of exit travel without the use of a key or any special knowledge or effort, when the building is occupied?
- ❑ Is a revolving, sliding or overhead door prohibited from serving as a required exit door?
- ❑ Where panic hardware is installed on a required exit door, will it allow the door to open by applying a force of 15 pounds or less in the direction of the exit traffic?
- ❑ Are doors on cold storage rooms provided with an inside release mechanism which will release the latch and open the door even if it's padlocked or otherwise locked on the outside?
- ❑ Where exit doors open directly onto any street, alley or other area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees stepping into the path of traffic?
- ❑ Are doors that swing in both directions and are located between rooms where there is frequent traffic, provided with viewing panels in each door?

PORTABLE LADDERS

- ❑ Are all ladders maintained in good condition, joints between steps and side rails tight, all hardware and fittings securely attached, and moveable parts operating freely without binding or undue play?
- ❑ Are non-slip safety feet provided on each ladder?
- ❑ Are non-slip safety feet provided on each metal or rung ladder?
- ❑ Are ladder rungs and steps free of grease and oil?
- ❑ Is it prohibited to place a ladder in front of doors opening toward the ladder except when the door is blocked open, locked or guarded?

- ❑ Is it prohibited to place ladders on boxes, barrels, or other unstable bases to obtain additional height?
- ❑ Are employees instructed to face the ladder when ascending or descending?
- ❑ Are employees prohibited from using ladders that are broken, missing steps, rungs, or cleats, broken side rails or other faulty equipment?
- ❑ Are employees instructed not to use the top 2 steps of ordinary stepladders as a step?
- ❑ When portable rung ladders are used to gain access to elevated platforms, roofs, and the like., does the ladder always extend at least 3 feet above the elevated surface?
- ❑ Is it required that when portable rung or cleat type ladders are used the base is so placed that slipping will not occur, or it is lashed or otherwise held in place?
- ❑ Are portable metal ladders legibly marked with signs reading "CAUTION" "Do Not Use Around Electrical Equipment" or equivalent wording?
- ❑ Are employees prohibited from using ladders as guys, braces, skids, gin poles, or for other than their intended purposes?
- ❑ Are employees instructed to only adjust extension ladders while standing at a base (not while standing on the ladder or from a position above the ladder)?
- ❑ Are metal ladders inspected for damage?
- ❑ Are the rungs of ladders uniformly spaced at 12 inches, center to center?

HANDTOOLS & EQUIPMENT

- ❑ Are all tools and equipment (both, company and employee-owned) used by employees at their workplace in good condition?
- ❑ Are hand tools such as chisels, punches, which develop mushroomed heads during use, reconditioned or replaced as necessary?
- ❑ Are broken or fractured handles on hammers, axes and similar equipment replaced promptly?
- ❑ Are worn or bent wrenches replaced regularly?
- ❑ Are appropriate handles used on files and similar tools?
- ❑ Are employees made aware of the hazards caused by faulty or improperly used hand tools?
- ❑ Are appropriate safety glasses, face shields, and similar equipment used while using hand tools or equipment which might produce flying materials or be subject to breakage?
- ❑ Are jacks checked periodically to assure they are in good operating condition?
- ❑ Are tool handles wedged tightly in the head of all tools?
- ❑ Are tool cutting edges kept sharp so the tool will move smoothly without binding or skipping?
- ❑ Are tools stored in dry, secure location where they won't be tampered with?
- ❑ Is eye and face protection used when driving hardened or tempered spuds or nails?

PORTABLE (POWER OPERATED) TOOLS & EQUIPMENT

- ❑ Are grinders, saws, and similar equipment provided with appropriate safety guards?
- ❑ Are power tools used with the correct shield, guard or attachment recommended by the manufacturer?
- ❑ Are portable circular saws equipped with guards above and below the base shoe?

- ❑ Are circular saw guards checked to assure they are not wedged up, thus leaving the lower portion of the blade unguarded?
- ❑ Are rotating or moving parts of equipment guarded to prevent physical contact?
- ❑ Are all cord-connected, electrically-operated tools and equipment effectively grounded or of the approved double insulated type?
- ❑ Are effective guards in place over belts, pulleys, chains, sprockets, on equipment such as concrete mixers, air compressors, and the like?
- ❑ Are portable fans provided with full guards or screens having openings 1/2 inch or less?
- ❑ Is hoisting equipment available and used for lifting heavy objects, and are hoist ratings and characteristics appropriate for the task?
- ❑ Are ground-fault circuit interrupters provided on all temporary electrical 15 and 20 ampere circuits, used during periods of construction?
- ❑ Are pneumatic and hydraulic hoses on power-operated tools checked regularly for deterioration or damage?

ABRASIVE WHEEL EQUIPMENT GRINDERS

- ❑ Is the work rest used and kept adjusted to within 1/8 inch of the wheel?
- ❑ Is the adjustable tongue on the top side of the grinder used and kept adjusted to within 1/4 inch of the wheel?
- ❑ Do side guards cover the spindle, nut, and flange and 75 percent of the wheel diameter?
- ❑ Are bench and pedestal grinders permanently mounted?
- ❑ Are goggles or face shields always worn when grinding?
- ❑ Is the maximum RPM rating of each abrasive wheel compatible with the RPM rating of the grinder motor?
- ❑ Are fixed or permanently mounted grinders connected to their electrical supply system with metallic conduit or other permanent wiring method?
- ❑ Does each grinder have an individual on and off control switch?
- ❑ Is each electrically operated grinder effectively grounded?
- ❑ Before new abrasive wheels are mounted, are they visually inspected and ring tested?
- ❑ Are dust collectors and powered exhausts provided on grinders used in operations that produce large amounts of dust?
- ❑ Are splash guards mounted on grinders that use coolant, to prevent the coolant reaching employees?
- ❑ Is cleanliness maintained around grinder?

POWDER ACTUATED TOOLS

- ❑ Are employees who operate powder-actuated tools trained in their use and carry a valid operators card?
- ❑ Do the powder-actuated tools being used have written approval of the Division of Occupational Safety and Health?
- ❑ Is each powder-actuated tool stored in its own locked container when not being used?
- ❑ Is a sign at least 7" by 10" with bold type reading "POWDER-ACTUATED TOOL IN USE" conspicuously posted when the tool is being used?

- ❑ Are powder-actuated tools left unloaded until they are actually ready to be used?
- ❑ Are powder-actuated tools inspected for obstructions or defects each day before use?
- ❑ Do powder-actuated tools operators have and use appropriate personal protective equipment such as hard hats, safety goggles, safety shoes and ear protectors?

MACHINE GUARDING

- ❑ Is there a training program to instruct employees on safe methods of machine operation?
- ❑ Is there adequate supervision to ensure that employees are following safe machine operating procedures?
- ❑ Is there a regular program of safety inspection of machinery and equipment?
- ❑ Is all machinery and equipment kept clean and properly maintained?
- ❑ Is sufficient clearance provided around and between machines to allow for safe operations, set up and servicing, material handling and waste removal?
- ❑ Is equipment and machinery securely placed and anchored, when necessary to prevent tipping or other movement that could result in personal injury?
- ❑ Is there a power shut-off switch within reach of the operator's position at each machine?
- ❑ Can electric power to each machine be locked out for maintenance, repair, or security?
- ❑ Are the noncurrent-carrying metal parts of electrically operated machines bonded and grounded?
- ❑ Are foot-operated switches guarded or arranged to prevent accidental actuation by personnel or falling objects?
- ❑ Are manually operated valves and switches controlling the operation of equipment and machines clearly identified and readily accessible?
- ❑ Are all emergency stop buttons colored red?
- ❑ Are all pulleys and belts that are within 7 feet of the floor or working level properly guarded?
- ❑ Are all moving chains and gears properly guarded?
- ❑ Are splash guards mounted on machines that use coolant, to prevent the coolant from reaching employees?
- ❑ Are methods provided to protect the operator and other employees in the machine area from hazards created at the point of operation, ingoing nip points, rotating parts, flying chips, and sparks?
- ❑ Are machinery guards secure and so arranged that they do not offer a hazard in their use?
- ❑ If special hand tools are used for placing and removing material, do they protect the operator's hands?
- ❑ Are revolving drums, barrels, and containers required to be guarded by an enclosure that is interlocked with the drive mechanism, so that revolution cannot occur unless the guard enclosure is in place, so guarded?
- ❑ Do arbors and mandrels have firm and secure bearings and are they free from play?
- ❑ Are provisions made to prevent machines from automatically starting when power is restored after a power failure or shutdown?
- ❑ Are machines constructed so as to be free from excessive vibration when the largest size tool is mounted and run at full speed?
- ❑ If machinery is cleaned with compressed air, is air pressure controlled and personal protective equipment or other safeguards used to protect operators and other workers from eye and body injury?
- ❑ Are fan blades protected with a guard having openings no larger than 1/2 inch, when operating within 7 feet of the floor?

- ❑ Are saws used for ripping, equipped with anti-kick back devices and spreaders?
- ❑ Are radial arm saws so arranged that the cutting head will gently return to the back of the table when released?

LOCKOUT BLOCKOUT PROCEDURES

- ❑ Is all machinery or equipment capable of movement, required to be de-energized or disengaged and blocked or locked out during cleaning, servicing, adjusting or setting up operations, whenever required?
- ❑ Is the locking-out of control circuits in lieu of locking-out main power disconnects prohibited?
- ❑ Are all equipment control valve handles provided with a means for locking-out?
- ❑ Does the lock-out procedure require that stored energy (i.e. mechanical, hydraulic, air,) be released or blocked before equipment is locked-out for repairs?
- ❑ Are appropriate employees provided with individually keyed personal safety locks?
- ❑ Are employees required to keep personal control of their key(s) while they have safety locks in use?
- ❑ Is it required that employees check the safety of the lockout by attempting a start up after making sure no one is exposed?
- ❑ Where the power disconnecting means for equipment does not also disconnect the electrical control circuit:
- ❑ Are the appropriate electrical enclosures identified?
- ❑ Is means provided to assure the control circuit can also be disconnected and locked out?

WELDING, CUTTING & BRAZING

- ❑ Are only authorized and trained personnel permitted to use welding, cutting or brazing equipment?
- ❑ Do all operator have a copy of the appropriate operating instructions and are they directed to follow them?
- ❑ Are compressed gas cylinders regularly examined for obvious signs of defects, deep rusting, or leakage?
- ❑ Is care used in handling and storage of cylinders, safety valves, relief valves, and the like, to prevent damage?
- ❑ Are precautions taken to prevent the mixture of air or oxygen with flammable gases, except at a burner or in a standard torch?
- ❑ Are only approved apparatus (torches, regulators, pressure-reducing valves, acetylene generators, manifolds) used?
- ❑ Are cylinders kept away from sources of heat?
- ❑ Is it prohibited to use cylinders as rollers or supports?
- ❑ Are empty cylinders appropriately marked, their valves closed and valve-protection caps on?
- ❑ Are signs reading: DANGER NO-SMOKING, MATCHES, OR OPEN LIGHTS, or the equivalent posted?
- ❑ Are cylinders, cylinder valves, couplings, regulators, hoses, and apparatus keep free of oily or greasy substances?
- ❑ Is care taken not to drop or strike cylinders?
- ❑ Unless secured on special trucks, are regulators removed and valve-protection caps put in place before moving cylinders?

- ❑ Do cylinders without fixed hand wheels have keys, handles, or non-adjustable wrenches on stem valves when in service?
- ❑ Are liquefied gases stored and shipped valve-end up with valve covers in place?
- ❑ Are employees instructed to never crack a fuel-gas cylinder valve near sources of ignition?
- ❑ Before a regulator is removed, is the valve closed and gas released form the regulator?
- ❑ Is red used to identify the acetylene (and other fuel-gas) hose, green for oxygen hose, and black for inert gas and air hose?
- ❑ Are pressure-reducing regulators used only for the gas and pressures for which they are intended?
- ❑ Is open circuit (No Load) voltage of arc welding and cutting machines as low as possible and not in excess of the recommended limits?
- ❑ Under wet conditions, are automatic controls for reducing no-load voltage used?
- ❑ Is grounding of the machine frame and safety ground connections of portable machines checked periodically?
- ❑ Are electrodes removed from the holders when not in use?
- ❑ Is it required that electric power to the welder be shut off when no one is in attendance?
- ❑ Is suitable fire extinguishing equipment available for immediate use?
- ❑ Is the welder forbidden to coil or loop welding electrode cable around his body?
- ❑ Are wet machines thoroughly dried and tested before being used?
- ❑ Are work and electrode lead cables frequently inspected for wear and damage, and replaced when needed?
- ❑ Do means for connecting cables lengths have adequate insulation?
- ❑ When the object to be welded cannot be moved and fire hazards cannot be removed, are shields used to confine heat, sparks, and slag?
- ❑ Are fire watchers assigned when welding or cutting is performed, in locations where a serious fire might develop?
- ❑ Are combustible floors kept wet, covered by damp sand, or protected by fire-resistant shields?
- ❑ When floors are wet down, are personnel protected from possible electrical shock?
- ❑ When welding is done on metal walls, are precautions taken to protect combustibles on the other side?
- ❑ Before hot work is begun, are used drums, barrels, tanks, and other containers so thoroughly cleaned that no substances remain that could explode, ignite, or produce toxic vapors?
- ❑ Is it required that eye protection helmets, hand shields and goggles meet appropriate standards?
- ❑ Are employees exposed to the hazards created by welding, cutting, or bracing operations protected with personal protective equipment and clothing?
- ❑ Is a check made for adequate ventilation in and where welding or cutting is performed?
- ❑ When working in confined places are environmental monitoring tests taken and means provided for quick removal of welders in case of an emergency?

COMPRESSORS & COMPRESSED AIR

- ❑ Are compressor air intakes installed and equipped to ensure that only clean uncontaminated air enters the compressor?
- ❑ Are air filters installed on the compressor intake?

- ❑ Are compressors operated and lubricated in accordance with the manufacturer's recommendations?
- ❑ Are safety devices on compressed air systems checked frequently?
- ❑ Before any repair work is done on the pressure system of a compressor, is the pressure bled off and the system locked-out?
- ❑ Are signs posted to warn of the automatic starting feature of the compressors?
- ❑ Is the belt drive system totally enclosed to provide protection for the front, back, top, and sides?
- ❑ Is it strictly prohibited to direct compressed air towards a person?
- ❑ Are employees prohibited from using highly compressed air for cleaning purposes?
- ❑ If compressed air is used for cleaning off clothing, is the pressure reduced to less than 10 psi?
- ❑ When using compressed air for cleaning, do employees use personal protective equipment?
- ❑ Are safety chains or other suitable locking devices used at couplings of high pressure hose lines where a connection failure would create a hazard?
- ❑ Before compressed air is used to empty containers of liquid, is the safe working pressure of the container checked?
- ❑ When compressed air is used with abrasive blast cleaning equipment, is the operating valve a type that must be held open manually?
- ❑ When compressed air is used to inflate auto tires, is a clip-on chuck and an inline regulator preset to 40 psi required?
- ❑ Is it prohibited to use compressed air to clean up or move combustible dust if such action could cause the dust to be suspended in the air and cause a fire or explosion hazard?

COMPRESSED AIR RECEIVERS

- ❑ Is every receiver equipped with a pressure gauge and with one or more automatic, spring-loaded safety valves?
- ❑ Is the total relieving capacity of the safety valve capable of preventing pressure in the receiver from exceeding the maximum allowable working pressure of the receiver by more than 10 percent?
- ❑ Is every air receiver provided with a drainpipe and valve at the lowest point for the removal of accumulated oil and water?
- ❑ Are compressed air receivers periodically drained of moisture and oil?
- ❑ Are all safety valves tested frequently and at regular intervals to determine whether they are in good operating condition?
- ❑ Is there a current operating permit issued by the Division of Occupational Safety and Health?
- ❑ Is the inlet of air receivers and piping systems kept free of accumulated oil and carbonaceous materials?

COMPRESSED GAS & CYLINDERS

- ❑ Are cylinders with a water weight capacity over 30 pounds equipped with means for connecting a valve protector device, or with a collar or recess to protect the valve?
- ❑ Are cylinders legibly marked to clearly identify the gas contained?
- ❑ Are compressed gas cylinders stored in areas which are protected from external heat sources such as flame impingement, intense radiant heat, electric arcs, or high temperature lines?
- ❑ Are cylinders located or stored in areas where they will not be damaged by passing or falling objects, or subject to tampering by unauthorized persons?

- ❑ Are cylinders stored or transported in a manner to prevent them creating a hazard by tipping, falling or rolling?
- ❑ Are cylinders containing liquefied fuel gas, stored or transported in a position so that the safety relief device is always in direct contact with the vapor space in the cylinder?
- ❑ Are valve protectors always placed on cylinders when the cylinders are not in use or connected for use?
- ❑ Are all valves closed off before a cylinder is moved, when the cylinder is empty, and at the completion of each job?
- ❑ Are low pressure fuel-gas cylinders checked periodically for corrosion, general distortion, cracks, or any other defect that might indicate a weakness or render it unfit for service?
- ❑ Does the periodic check of low pressure fuel-gas cylinders include a close inspection of the cylinders' bottom?

HOIST & AUXILLARY EQUIPMENT

- ❑ Is each overhead electric hoist equipped with a limit device to stop the hook travel at its highest and lowest point of safe travel?
- ❑ Will each hoist automatically stop and hold any load up to 125 percent of its rated load, if its actuating force is removed?
- ❑ Is the rated load of each hoist legibly marked and visible to the operator?
- ❑ Are stops provided at the safe limits of travel for trolley hoist?
- ❑ Are the controls of hoists plainly marked to indicate the direction of travel or motion?
- ❑ Is each cage-controlled hoist equipped with an effective warning device?
- ❑ Are close-fitting guards or other suitable devices installed on hoist to assure hoist ropes will be maintained in the sheave groves?
- ❑ Are all hoist chains or ropes of sufficient length to handle the full range of movement for the application while still maintaining two full wraps on the drum at all times?
- ❑ Are nip points or contact points between hoist ropes and sheaves which are permanently located within 7 feet of the floor, ground or working platform, guarded?
- ❑ Is it prohibited to use chains or rope slings that are kinked or twisted?
- ❑ Is it prohibited to use the hoist rope or chain wrapped around the load as a substitute, for a sling?
- ❑ Is the operator instructed to avoid carrying loads over people?
- ❑ Are only employees who have been trained in the proper use of hoists allowed to operate them?

INDUSTRIAL TRUCKS - FORKLIFTS

- ❑ Are only trained personnel allowed to operate industrial trucks?
- ❑ Is substantial overhead protective equipment provided on high lift rider equipment?
- ❑ Are the required lift truck operating rules posted and enforced?
- ❑ Is directional lighting provided on each industrial truck that operates in an area with less than 2 foot candles per square foot of general lighting?
- ❑ Does each industrial truck have a warning horn, whistle, gong or other device which can be clearly heard above the normal noise in the areas where operated?
- ❑ Are the brakes on each industrial truck capable of bringing the vehicle to a complete and safe stop when fully loaded?

- ❑ Will the industrial truck's parking brake effectively prevent the vehicle from moving when unattended?
- ❑ Are industrial trucks operating in areas where flammable gases or vapors, or combustible dust or ignitable fibers may be present in the atmosphere, approved for such locations?
- ❑ Are motorized hand and hand/rider trucks so designed that the brakes are applied, and power to the drive motor shuts off when the operator releases his/her grip on the device that controls the travel?
- ❑ Are industrial trucks with internal combustion engine operated in buildings or enclosed areas, carefully checked to ensure such operations do not cause harmful concentration of dangerous gases or fumes?

SPRAYING OPERATIONS

- ❑ Is adequate ventilation assured before spray operations are started?
- ❑ Is mechanical ventilation provided when spraying operation is done in enclosed areas?
- ❑ When mechanical ventilation is provided during spraying operations, is it so arranged that it will not circulate the contaminated air?
- ❑ Is the spray area free of hot surfaces?
- ❑ Is the spray area at least 20 feet from flames, sparks, operating electrical motors and other ignition sources?
- ❑ Are portable lamps used to illuminate spray areas suitable for use in a hazardous location?
- ❑ Is approved respiratory equipment provided and used when appropriate during spraying operations?
- ❑ Do solvents used for cleaning have a flash point of 100° F or more?
- ❑ Are fire control sprinkler heads kept clean?
- ❑ Are "NO SMOKING" signs posted in spray areas, paint rooms, paint booths, and paint storage areas?
- ❑ Is the spray area kept clean of combustible residue?
- ❑ Are spray booths constructed of metal, masonry, or other substantial noncombustible material?
- ❑ Are spray booth floors and baffles noncombustible and easily cleaned?
- ❑ Is infrared drying apparatus kept out of the spray area during spraying operations?
- ❑ Is the spray booth completely ventilated before using the drying apparatus?
- ❑ Is the electric drying apparatus properly grounded?
- ❑ Are lighting fixtures for spray booths located outside of the booth and the interior lighted through sealed clear panels?
- ❑ Are the electric motors for exhaust fans placed outside booths or ducts?
- ❑ Are belts and pulleys inside the booth fully enclosed?
- ❑ Do ducts have access doors to allow cleaning?
- ❑ Do all drying spaces have adequate ventilation?

ENTERING CONFINED SPACES

- ❑ Are confined spaces thoroughly emptied of any corrosive or hazardous substances, such as acids or caustics, before entry?
- ❑ Before entry, are all lines to a confined space, containing inert, toxic, flammable, or corrosive materials valved off and blanked or disconnected and separated?

- ❑ Is it required that all impellers, agitators, or other moving equipment inside confined spaces be locked-out if they present a hazard?
- ❑ Is either natural or mechanical ventilation provided prior to confined space entry?
- ❑ Before entry, are appropriate atmospheric tests performed to check for oxygen deficiency, toxic substance and explosive concentrations in the confined space before entry?
- ❑ Is adequate illumination provided for the work to be performed in the confined space?
- ❑ Is the atmosphere inside the confined space frequently tested or continuously monitor during conduct of work?
- ❑ Is there an assigned safety standby employee outside of the confined space, whose sole responsibility is to watch the work in progress, sound an alarm if necessary, and render assistance?
- ❑ Is the standby employee or other employees prohibited from entering the confined space without lifelines and respiratory equipment if there is any questions as to the cause of an emergency?
- ❑ In addition to the standby employee, is there at least one other trained rescuer in the vicinity?
- ❑ Are all rescuers appropriately trained and using approved, recently inspected equipment?
- ❑ Does all rescue equipment allow for lifting employees vertically from a top opening?
- ❑ Are there trained personnel in First Aid and CPR immediately available?
- ❑ Is there an effective communication system in place whenever respiratory equipment is used and the employee in the confined space is out of sight of the standby person?
- ❑ Is approved respiratory equipment required if the atmosphere inside the confined space cannot be made acceptable?
- ❑ Is all portable electrical equipment used inside confined spaces either grounded and insulated, or equipped with ground fault protection?
- ❑ Before gas welding or burning is started in a confined space, are hoses checked for leaks, compressed gas bottles forbidden inside of the confined space, torches lighted only outside of the confined area and the confined area tested for an explosive atmosphere each time before a lighted torch is to be taken into the confined space?
- ❑ If employees will be using oxygen-consuming equipment--such as salamanders, torches, furnaces,--in a confined space, is sufficient air provided to assure combustion without reducing the oxygen concentration of the atmosphere below 19.5 percent by volume?
- ❑ Whenever combustion-type equipment is used in confined space, are provisions made to ensure the exhaust gases are vented outside of the enclosure?
- ❑ Is each confined space checked for decaying vegetation or animal matter which may produce methane?
- ❑ Is the confined space checked for possible industrial waste which could contain toxic properties?
- ❑ If the confined space is below the ground and near areas where motor vehicles will be operating, is it possible for vehicle exhaust or carbon monoxide to enter the space?

ENVIRONMENTAL CONTROLS

- ❑ Are all work areas properly illuminated?
- ❑ Are employees instructed in proper first aid and other emergency procedures?
- ❑ Are hazardous substances identified which may cause harm by inhalation, ingestion, skin absorption or contact?

- ❑ Are employees aware of the hazards involved with the various chemicals they may be exposed to in their work environment, such as ammonia, chlorine, epoxies, and caustics?
- ❑ Is employee exposure to chemicals in the workplace kept within acceptable levels?
- ❑ Can a less harmful method or product be used?
- ❑ Is the work area's ventilation system appropriate for the work being performed?
- ❑ Are spray painting operations done in spray rooms or booths equipped with an appropriate exhaust system?
- ❑ Is employee exposure to welding fumes controlled by ventilation, use of respirators, exposure time, or other means?
- ❑ Are welders and other workers nearby provided with flash shields during welding operations?
- ❑ If forklifts and other vehicles are used in buildings or other enclosed areas, are the carbon monoxide levels kept below maximum acceptable concentration?
- ❑ Has there been a determination that noise levels in the facilities are within acceptable levels?
- ❑ Are steps being taken to use engineering controls to reduce excessive noise levels?
- ❑ Are proper precautions being taken when handling asbestos and other fibrous materials?
- ❑ Are caution labels and signs used to warn of asbestos?
- ❑ Are wet methods used, when practicable, to prevent the emission of airborne asbestos fibers, silica dust and similar hazardous materials?
- ❑ Is vacuuming with appropriate equipment used whenever possible rather than blowing or sweeping dust?
- ❑ Are grinders, saws, and other machines that produce respirable dusts vented to an industrial collector or central exhaust system?
- ❑ Are all local exhaust ventilation systems designed and operating properly such as airflow and volume necessary for the application? Are the ducts free of obstructions or the belts slipping?
- ❑ Are there written standard operating procedures for the selection and use of respirators where needed?
- ❑ Are restrooms and washrooms kept clean and sanitary?
- ❑ Is all water provided for drinking, washing, and cooking potable?
- ❑ Are all outlets for water not suitable for drinking clearly identified?
- ❑ Are employees' physical capacities assessed before being assigned to jobs requiring heavy work?
- ❑ Are employees instructed in the proper manner of lifting heavy objects?
- ❑ Where heat is a problem, have all fixed work areas been provided with spot cooling or air conditioning?
- ❑ Are employees screened before assignment to areas of high heat to determine if their health condition might make them more susceptible to having an adverse reaction?
- ❑ Are employees working on streets and roadways where they are exposed to the hazards of traffic, required to wear bright colored (traffic orange) warning vest?
- ❑ Are exhaust stacks and air intakes located that contaminated air will not be recirculated within a building or other enclosed area?
- ❑ Is equipment producing ultra-violet radiation properly shielded?

FLAMMABLE & COMBUSTIBLE MATERIALS

- ❑ Are combustible scrap, debris and waste materials (i.e. oily rags) stored in covered metal receptacles and removed from the worksite promptly?
- ❑ Is proper storage practiced to minimize the risk of fire including spontaneous combustion?
- ❑ Are approved containers and tanks used for the storage and handling of flammable and combustible liquids?
- ❑ Are all connections on drums and combustible liquid piping, vapor and liquid tight?
- ❑ Are all flammable liquids kept in closed containers when not in use (e.g. parts cleaning tanks, pans)?
- ❑ Are bulk drums of flammable liquids grounded and bonded to containers during dispensing?
- ❑ Do storage rooms for flammable and combustible liquids have explosion-proof lights?
- ❑ Do storage rooms for flammable and combustible liquids have mechanical or gravity ventilation?
- ❑ Is liquefied petroleum gas stored, handled, and used in accordance with safe practices and standards?
- ❑ Are liquefied petroleum storage tanks guarded to prevent damage from vehicles?
- ❑ Are all solvent wastes, and flammable liquids kept in fire-resistant covered containers until they are removed from the worksite?
- ❑ Is vacuuming used whenever possible rather than blowing or sweeping combustible dust?
- ❑ Are fire separators placed between containers of combustibles or flammables, when stacked one upon another, to assure their support and stability?
- ❑ Are fuel gas cylinders and oxygen cylinders separated by distance, fire resistant barriers or other means while in storage?
- ❑ Are fire extinguishers selected and provided for the types of materials in areas where they are to be used?
  Class A: Ordinary combustible material fires.
  Class B: Flammable liquid, gas or grease fires.
  Class C: Energized-electrical equipment fires.
- ❑ If a Halon 1301 fire extinguisher is used, can employees evacuate within the specified time for that extinguisher?
- ❑ Are appropriate fire extinguishers mounted within 75 feet of outside areas containing flammable liquids, and within 10 feet of any inside storage area for such materials?
- ❑ Is the transfer/withdrawal of flammable or combustible liquids performed by trained personnel?
- ❑ Are fire extinguishers mounted so that employees do not have to travel more than 75 feet for a class "A" fire or 50 feet for a class "B"fire?
- ❑ Are employees trained in the use of fire extinguishers?
- ❑ Are extinguishers free from obstructions or blockage?
- ❑ Are all extinguishers serviced, maintained and tagged at intervals not to exceed one year?
- ❑ Are all extinguishers fully charged and in their designated places?
- ❑ Is a record maintained of required monthly checks of extinguishers?
- ❑ Where sprinkler systems are permanently installed, are the nozzle heads directed or arranged so that water will not be sprayed into operating electrical switch boards and equipment?
- ❑ Are "NO SMOKING" signs posted where appropriate in areas where flammable or combustible materials are used or stored?
- ❑ Are "NO SMOKING" signs posted on liquefied petroleum gas tanks?

- ❑ Are "NO SMOKING" rules enforced in areas involving storage and use of flammable materials?
- ❑ Are safety cans used for dispensing flammable or combustible liquids at a point of use?
- ❑ Are all spills of flammable or combustible liquids cleaned up promptly?
- ❑ Are storage tanks adequately vented to prevent the development of excessive vacuum or pressure as a result of filling, emptying, or atmosphere temperature changes?
- ❑ Are storage tanks equipped with emergency venting that will relieve excessive internal pressure caused by fire exposure?
- ❑ Are spare portable or butane tanks which are sued by industrial trucks stored in accord with regulations?

FIRE PROTECTION

- ❑ Do you have a fire prevention plan?
- ❑ Does your plan describe the type of fire protection equipment and/or systems?
- ❑ Have you established practices and procedures to control potential fire hazards and ignition sources?
- ❑ Are employees aware of the fire hazards of the material and processes to which they are exposed?
- ❑ Is your local fire department well acquainted with your facilities, location and specific hazards?
- ❑ If you have a fire alarm system, is it tested at least annually?
- ❑ If you have a fire alarm system, is it certified as required?
- ❑ If you have interior stand pipes and valves, are they inspected regularly?
- ❑ If you have outside private fire hydrants, are they flushed at least once a year and on a routine preventive maintenance schedule?
- ❑ Are fire doors and shutters in good operating condition?
- ❑ Are fire doors and shutters unobstructed and protected against obstructions, including their counterweights?
- ❑ Are fire door and shutter fusible links in place?
- ❑ Are automatic sprinkler system water control valves, air and water pressures checked weekly/periodically as required?
- ❑ Is maintenance of automatic sprinkler system assigned to responsible persons or to a sprinkler contractor?
- ❑ Are sprinkler heads protected by metal guards, when exposed to physical damage?
- ❑ Is proper clearance maintained below sprinkler heads?
- ❑ Are portable fire extinguishers provided in adequate number and type?
- ❑ Are fire extinguishers mounted in readily accessible locations?
- ❑ Are fire extinguishers recharged regularly and noted on the inspection tag?
- ❑ Are employees periodically instructed in the use of extinguishers and fire protection procedures?

HAZARDOUS CHEMICAL EXPOSURES

- ❑ Are employees trained in the safe handling practices of hazardous chemicals such as acids, caustics, and the like?
- ❑ Are employees aware of the potential hazards involving various chemicals stored or used in the workplace--such as acids, bases, caustics, epoxies, phenols?
- ❑ Is employee exposure to chemicals kept within acceptable levels?

- ❑ Are eye wash fountains and safety showers provided in areas where corrosive chemicals are handled?
- ❑ Are all containers, such as vats and storage tanks labeled as to their contents--e.g. "CAUSTICS"?
- ❑ Are all employees required to use personal protective clothing and equipment when handling chemicals (i.e. gloves, eye protection, respirators)?
- ❑ Are flammable or toxic chemicals kept in closed containers when not in use?
- ❑ Are chemical piping systems clearly marked as to their content?
- ❑ Where corrosive liquids are frequently handled in open containers or drawn from storage vessels or pipe lines, is adequate means readily available for neutralizing or disposing of spills or overflows properly and safely?
- ❑ Have standard operating procedures been established and are they being followed when cleaning up chemical spills?
- ❑ Where needed for emergency use, are respirators stored in a convenient, clean and sanitary location?
- ❑ Are respirators intended for emergency use adequate for the various uses for which they may be needed?
- ❑ Are employees prohibited from eating in areas where hazardous chemicals are present?
- ❑ Is personal protective equipment provided, used and maintained whenever necessary?
- ❑ Are there written standard operating procedures for the selection and use of respirators where needed?
- ❑ If you have a respirator protection program, are your employees instructed on the correct usage and limitations of the respirators?
- ❑ Are the respirators NIOSH approved for this particular application?
- ❑ Are they regularly inspected and cleaned sanitized and maintained?
- ❑ If hazardous substances are used in your processes, do you have a medical or biological monitoring system in operation?
- ❑ Are you familiar with the Threshold Limit Values or Permissible Exposure Limits of airborne contaminants and physical agents used in your workplace?
- ❑ Have control procedures been instituted for hazardous materials, where appropriate, such as respirators, ventilation systems, handling practices, and the like?
- ❑ Whenever possible, are hazardous substances handled in properly designed and exhausted booths or similar locations?
- ❑ Do you use general dilution or local exhaust ventilation systems to control dusts, vapors, gases, fumes, smoke, solvents or mists which may be generated in your workplace?
- ❑ Is ventilation equipment provided for removal of contaminants from such operations as production grinding, buffing, spray painting, and/or vapor decreasing, and is it operating properly?
- ❑ Do employees complain about dizziness, headaches, nausea, irritation, or other factors of discomfort when they use solvents or other chemicals?
- ❑ Is there a dermatitis problem--do employees complain about skin dryness, irritation, or sensitization?
- ❑ Have you considered the use of an industrial hygienist or environmental health specialist to evaluate your operation?
- ❑ If internal combustion engines are used, is carbon monoxide kept within acceptable levels?
- ❑ Is vacuuming used, rather than blowing or sweeping dusts whenever possible for clean-up?
- ❑ Are materials which give off toxic asphyxiant, suffocating or anesthetic fumes, stored in remote or isolated locations when not in use?

HAZARDOUS SUBSTANCES COMMUNICATION

- ❑ Is there a list of hazardous substances used in your workplace?
- ❑ Is there a written hazard communication program dealing with Safety Data Sheets (SDS) labeling, and employee training?
- ❑ Who is responsible for SDSs, container labeling, employee training?
- ❑ Is each container for a hazardous substance (i.e. vats, bottles, storage tanks,) labeled with product identity and a hazard warning (communication of the specific health hazards and physical hazards)?
- ❑ Is there a Safety Data Sheet readily available for each hazardous substance used?
- ❑ How will you inform other employers whose employees share the same work area where the hazardous substances are used?
- ❑ Is there an employee training program for hazardous substances? Does this program include:
- ❑ An explanation of what an SDS is and how to use and obtain one?
- ❑ SDS contents for each hazardous substance or class of substances?
- ❑ Explanation of "Right to Know"?
- ❑ Identification of where employees can see the employer's written hazard communication program and where hazardous substances are present in their work area?
- ❑ The physical and health hazards of substances in the work area, how to detect their presence, and specific protective measures to be used?
- ❑ Details of the hazard communication program, including how to use the labeling system and SDS's?
- ❑ How employees will be informed of hazards of non-routine tasks, and hazards of unlabeled pipes?

ELECTRICAL

- ❑ Are your workplace electricians familiar with the OSHA Electrical Safety Orders?
- ❑ Do you specify compliance with Cal/OSHA for all contract electrical work?
- ❑ Are all employees required to report as soon as practicable any obvious hazard to life or property observed in connection with electrical equipment or lines?
- ❑ Are employees instructed to make preliminary inspections and/or appropriate tests to determine what conditions exist before starting work on electrical equipment or lines?
- ❑ When electrical equipment or lines are to be serviced, maintained or adjusted, are necessary switches opened, locked-out and tagged whenever possible?
- ❑ Are portable electrical tools and equipment grounded or of the double insulated type?
- ❑ Are electrical appliances such as vacuum cleaners, polishers, vending machines grounded?
- ❑ Do extension cords being used have a grounding conductor?
- ❑ Are multiple plug adapters prohibited?
- ❑ Are ground-fault circuit interrupters installed on each temporary 15 or 20 ampere, 120 volt AC circuit at locations where construction, demolition, modifications, alterations or excavations are being performed?
- ❑ Are all temporary circuits protected by suitable disconnecting switches or plug connectors at the junction with permanent wiring?
- ❑ Is exposed wiring and cords with frayed or deteriorated insulation repaired or replaced promptly?
- ❑ Are flexible cords and cables free of splices or taps?

- ❑ Are clamps or other securing means provided on flexible cords or cables at plugs, receptacles, tools, equipment and is the cord jacket securely held in place?
- ❑ Are all cord, cable and raceway connections intact and secure?
- ❑ In wet or damp locations, are electrical tools and equipment appropriate for the use or location or otherwise protected?
- ❑ Is the location of electrical power lines and cables (overhead, underground, underfloor, other side of walls) determined before digging, drilling or similar work is begun?
- ❑ Are metal measuring tapes, ropes, handlines or similar devices with metallic thread woven into the fabric prohibited where they could come in contact with energized parts of equipment or circuit conductors?
- ❑ Is the use of metal ladders prohibited in area where the ladder or the person using the ladder could come in contact with energized parts of equipment, fixtures or circuit conductors?
- ❑ Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment served?
- ❑ Are disconnecting means always opened before fuses are replaced?
- ❑ Do all interior wiring systems include provisions for grounding metal parts of electrical raceways, equipment and enclosures?
- ❑ Are all electrical raceways and enclosures securely fastened in place?
- ❑ Are all energized parts of electrical circuits and equipment guarded against accidental contact by approved cabinets or enclosures?
- ❑ Is sufficient access and working space provided and maintained about all electrical equipment to permit ready and safe operations and maintenance?
- ❑ Are all unused openings (including conduit knockouts) in electrical enclosures and fittings closed with appropriate covers, plugs or plates?
- ❑ Are electrical enclosures such as switches, receptacles, junction boxes, etc., provided with tight-fitting covers or plates?
- ❑ Are disconnecting switches for electrical motors in excess of two horsepower, capable of opening the circuit when the motor is in a stalled condition, without exploding? (Switches must be horsepower rated equal to or in excess of the motor hp rating).
- ❑ Is low voltage protection provided in the control device of motors driving machines or equipment which could cause probably injury from inadvertent starting?
- ❑ Is each motor disconnecting switch or circuit breaker located within sight of the motor control device?
- ❑ Is each motor located within sight of its controller or the controller disconnecting means capable of being locked in the open position or is a separate disconnecting means installed in the circuit within sight of the motor?
- ❑ Is the controller for each motor in excess of two horsepower, rated in horsepower equal to or in excess of the rating of the motor is serves?
- ❑ Are employees who regularly work on or around energized electrical equipment or lines instructed in the cardio-pulmonary resuscitation (CPR) methods?
- ❑ Are employees prohibited from working alone on energized lines or equipment over 600 volts?

NOISE

- ❑ Are there areas in the workplace where continuous noise levels exceed 85 dBA?
- ❑ Are noise levels being measured using a sound level meter or an octave band analyzer and records being kept?

- ❑ Have you tried isolating noisy machinery from the rest of your operation?
- ❑ Have engineering controls been used to reduce excessive noise levels?
- ❑ Where engineering controls are determined not feasible, are administrative controls (i.e. worker rotation) being used to minimize individual employee exposure to noise?
- ❑ Is there an ongoing preventive health program to educate employees in safe levels of noise and exposure, effects of noise on their health, and use of personal protection?
- ❑ Is the training repeated annually for employees exposed to continuous noise above 85 dBA?
- ❑ Have work areas where noise levels make voice communication between employees difficult been identified and posted?
- ❑ Is approved hearing protective equipment (noise attenuating devices) available to every employee working in areas where continuous noise levels exceed 85 dBA?
- ❑ If you use ear protectors, are employees properly fitted and instructed in their use and care?
- ❑ Are employees exposed to continuous noise above 85 dBA give periodic audiometric testing to ensure that you have an effective hearing protection system?

FUELING

- ❑ Is it prohibited to fuel an internal combustion engine with a flammable liquid while the engine is running?
- ❑ Are fueling operations done in such a manner that likelihood of spillage will be minimal?
- ❑ When spillage occurs during fueling operations, is the spilled fuel cleaned up completely, evaporated, or other measures taken to control vapors before restarting the engine?
- ❑ Are fuel tank caps replaced and secured before starting the engine?
- ❑ In fueling operations is there always metal contact between the container and fuel tank?
- ❑ Are fueling hoses of a type designed to handle the specific type of fuel?
- ❑ Is it prohibited to handle or transfer gasoline in open containers?
- ❑ Are open lights, open flames, or sparking or arcing equipment prohibited near fueling or transfer of fuel operations?
- ❑ Is smoking prohibited in the vicinity of fueling operations?
- ❑ Are fueling operations prohibited in building or other enclosed areas that are not specifically ventilated for this purpose?
- ❑ Where fueling or transfer of fuel is done through a gravity flow system, are the nozzles of the self-closing type?

IDENTIFICATION OF PIPING SYSTEMS

- ❑ When nonpotable water is piped through a facility, are outlets or taps posted to alert employees that it is unsafe and not to be used for drinking, washing or other personal use?
- ❑ When hazardous substances are transported through above ground piping, is each pipeline identified at points where confusion could introduce hazards to employees?
- ❑ When pipelines are identified by color painting, are all visible parts of the line so identified?
- ❑ When pipelines are identified by color painted bands or tapes, are the bands or tapes located at reasonable intervals and at each outlet, valve or connection?
- ❑ When pipelines are identified by color, is the color code posted at all locations where confusion could introduce hazards to employees?

- ❑ When the contents of pipelines are identified by name or name abbreviation, is the information readily visible on the pipe near each valve or outlet?
- ❑ When pipelines carrying hazardous substances are identified by tags, are the tags constructed of durable materials, the message carried clearly ad permanently distinguishable and are tags installed at each valve or outlet?
- ❑ When pipelines are heated by electricity, steam or other external source, are suitable warning signs or tags placed at unions, valves, or other serviceable parts of the system?

MATERIAL HANDLING

- ❑ Is there safe clearance for equipment through aisles and doorways?
- ❑ Are aisleways designated, permanently marked, and kept clear to allow unhindered passage?
- ❑ Are motorized vehicles and mechanized equipment inspected daily or prior to use?
- ❑ Are vehicles shut off and brakes set prior to loading or unloading?
- ❑ Are containers or combustibles or flammables, when stacked while being moved, always separated by dunnage sufficient to provide stability?
- ❑ Are dock boards (bridge plates) used when loading or unloading operations are taking place between vehicles and docks?
- ❑ Are trucks and trailers secured from movement during loading and unloading operations?
- ❑ Are dock plates and loading ramps constructed and maintained with sufficient strength to support imposed loading?
- ❑ Are hand trucks maintained in safe operating condition?
- ❑ Are chutes equipped with sideboards of sufficient height to prevent the materials being handled from falling off?
- ❑ Are chutes and gravity roller sections firmly placed or secured to prevent displacement?
- ❑ At the delivery end of rollers or chutes, are provisions made to brake the movement of the handled materials.
- ❑ Are pallets usually inspected before being loaded or moved?
- ❑ Are hooks with safety latches or other arrangements used when hoisting materials so that slings or load attachments won't accidentally slip off the hoist hooks?
- ❑ Are securing chains, ropes, chockers or slings adequate for the job to be performed?
- ❑ When hoisting material or equipment, are provisions made to assure no one will be passing under the suspended loads?
- ❑ Are Material Safety Data Sheets available to employees handling hazardous substances?

TRANSPORTING OF EMPLOYEES & MATERIALS

- ❑ Do employees who operate vehicles on public thoroughfares have valid operator's licenses?
- ❑ When seven or more employees are regularly transported in a van, bus or truck, is the operator's license appropriate for the class of vehicle being driven?
- ❑ Is each van, bus or truck used regularly to transport employees, equipped with an adequate number of seats?
- ❑ When employees are transported by truck, are provision provided to prevent their falling from the vehicle?

- ❑ Are vehicles used to transport employees, equipped with lamps, brakes, horns, mirrors, windshields and turn signals in good repair?
- ❑ Are transport vehicles provided with handrails, steps, stirrups or similar devices, so placed and arranged that employees can safely mount or dismount?
- ❑ Are employee transport vehicles equipped at all times with at least two reflective type flares?
- ❑ Is a full charged fire extinguisher, in good condition, with at least 4 B:C rating maintained in each employee transport vehicle?
- ❑ When cutting tools with sharp edges are carried in passenger compartments of employee transport vehicles, are they placed in closed boxes or containers which are secured in place?
- ❑ Are employees prohibited from riding on top of any load which can shift, topple, or otherwise become unstable?

CONTROL OF HARMFUL SUBSTANCES BY VENTILATION

- ❑ Is the volume and velocity of air in each exhaust system sufficient to gather the dusts, fumes, mists, vapors or gases to be controlled, and to convey them to a suitable point of disposal?
- ❑ Are exhaust inlets, ducts and plenums designed, constructed, and supported to prevent collapse or failure of any part of the system?
- ❑ Are clean-out ports or doors provided at intervals not to exceed 12 feet in all horizontal runs of exhaust ducts?
- ❑ Where two or more different type of operations are being controlled through the same exhaust system, will the combination of substances being controlled, constitute a fire, explosion or chemical reaction hazard in the duct?
- ❑ Is adequate makeup air provided to areas where exhaust systems are operating?
- ❑ Is the intake for makeup air located so that only clean, fresh air, which is free of contaminates, will enter the work environment?
- ❑ Where two or more ventilation systems are serving a work area, is their operation such that one will not offset the functions of the other?

SANITIZING EQUIPMENT & CLOTHING

- ❑ Is personal protective clothing or equipment, that employees are required to wear or use, of a type capable of being easily cleaned and disinfected?
- ❑ Are employees prohibited from interchanging personal protective clothing or equipment, unless it has been properly cleaned?
- ❑ Are machines and equipment, which processes, handle or apply materials that could be injurious to employees, cleaned and/or decontaminated before being overhauled or placed in storage?
- ❑ Are employees prohibited from smoking or eating in any area where contaminates are present that could be injurious if ingested?
- ❑ When employees are required to change from street clothing into protective clothing, is a clean changeroom with separate storage facility for street and protective clothing provided?
- ❑ Are employees required to shower and wash their hair as soon as possible after a known contact has occurred with a carcinogen?
- ❑ When equipment, materials, or other items are taken into or removed from a carcinogen regulated area, is it done in a manner that will not contaminate non-regulated areas or the external environment?

TIRE INFLATION

- ❑ Where tires are mounted and/or inflated on drop center wheels, is a safe practice procedure posted and enforced?
- ❑ Where tires are mounted and/or inflated on wheels with split rims and/or retainer rings, is a safe practice procedure posted and enforced?
- ❑ Does each tire inflation hose have a clip-on chuck with at least 24 inches of hose between the chuck and an in-line hand valve and gauge?
- ❑ Does the tire inflation control valve automatically shut off the air flow when the valve is released?
- ❑ Is a tire restraining device such as a cage, rack or other effective means used while inflating tires mounted on split rims, or rims using retainer rings?
- ❑ Are employees strictly forbidden from taking a position directly over or in front of a tire while it's being inflated?

EMERGENCY ACTION PLAN

- ❑ Are you required to have an emergency action plan?
- ❑ Does the emergency action plan comply with applicable OSHA requirements?
- ❑ Have emergency escape procedures and routes been developed and communicated to all employers?
- ❑ Do employees, who remain to operate critical plant operations before they evacuate, know the proper procedures?
- ❑ Is the employee alarm system that provides a warning for emergency action recognizable and perceptible above ambient conditions?
- ❑ Are alarm systems properly maintained and tested regularly?
- ❑ Is the emergency action plan reviewed and revised periodically? Do employees now their responsibilities:
- ❑ For reporting emergencies?
- ❑ During an emergency?
- ❑ For conducting rescue and medical duties?

INFECTION CONTROL

- ❑ Are employees potentially exposed to infectious agents in body fluids?
- ❑ Have occasions of potential occupational exposure been identified and documented?
- ❑ Has a training and information program been provided for employees exposed to or potentially exposed to blood and/or body fluids?
- ❑ Have infection control procedures been instituted where appropriate, such as ventilation, universal precautions, workplace practices, personal protective equipment?
- ❑ Are employees aware of specific workplace practices to follow when appropriate? (Hand washing, handling sharp instruments, handling of laundry, disposal of contaminated materials, reusable equipment.)
- ❑ Is personal protective equipment provided to employees, and in all appropriate locations?
- ❑ Is the necessary equipment (i.e. mouth-pieces, resuscitation bags, other ventilation devices) provided

for administering mouth-to-mouth resuscitation on potentially infected patients?

- ❑ Are facilities/equipment to comply with workplace practices available, such as hand-washing sinks, biohazard tags and labels, needle containers, detergents/disinfectants to clean up spills?
- ❑ Are all equipment and environmental and working surfaces cleaned and disinfected after contact with blood or potentially infectious materials?
- ❑ Is infectious waste placed in closable, leak proof containers, bags or puncture-resistant holders with proper labels?
- ❑ Has medical surveillance including HBV evaluation, antibody testing and vaccination been made available to potentially exposed employees?
- ❑ Training on universal precautions?
- ❑ Training on personal protective equipment?
- ❑ Training on workplace practices which should include blood drawing, room cleaning, laundry handling, clean-up of blood spills?
- ❑ Training on needlestick exposure/management?
- ❑ Hepatitis B vaccinations?

ERGONOMICS

- ❑ Can the work be performed without eye strain or glare to the employees?
- ❑ Does the task require prolonged raising of the arms?
- ❑ Do the neck and shoulders have to be stooped to view the task?
- ❑ Are there pressure points on any parts of the body (wrists, forearms, back of thighs)?
- ❑ Can the work be done using the larger muscles of the body?
- ❑ Can the work be done without twisting or overly bending the lower back?
- ❑ Are there sufficient rest breaks, in addition to the regular rest breaks, to relieve stress from repetitive-motion tasks?
- ❑ Are tools, instruments and machinery shaped, positioned and handled so that tasks can be performed comfortably?
- ❑ Are all pieces of furniture adjusted, positioned and arranged to minimize strain on all parts of the body?

VENTILATION FOR INDOOR AIR QUALITY

- ❑ Does your HVAC system provide at least the quantity of outdoor air required by state codes at the time the building was constructed?
- ❑ Is the HVAC system inspected at least annually, and problems corrected?
- ❑ Are inspection records retained for at least 5 years?

CRANE INSPECTION

- ❑ Are the cranes visually inspected for defective components prior to the beginning of any work shift?
- ❑ Are all electrically operated cranes effectively grounded?
- ❑ Is a crane preventive maintenance program established?
- ❑ Is the load chart clearly visible to the operator?

- ❑ Are operating controls clearly identified?
- ❑ Is a fire extinguisher provided at the operator's station?
- ❑ Is the rated capacity visibly marked on each crane?
- ❑ Is an audible warning device mounted on each crane?
- ❑ Is sufficient illumination provided for the operator to perform the work safely?
- ❑ Are cranes of such design, that the boom could fall over backward, equipped with boomstops?
- ❑ Does each crane have a certificate indicating that required testing and examinations have been performed?
- ❑ Are crane inspection and maintenance records maintained and available for inspection?

COMMENTS:

Self-Inspection Checklists

These checklists are by no means all-inclusive. You should add to them or delete portions or items that do not apply to your operations; however, carefully consider each item as you come to it and then make your decision. You will also need to refer to OSHA standards for complete and specific standards that may apply to your situation. **(NOTE:** These checklists are typical for general industry but not for construction or maritime.)

SAFETY AND HEALTH PROGRAM

	Do you have an active safety and health program in operation that deals with general safety and health program elements as well as management of hazards specific to your worksite?
	Is one person clearly responsible for the overall activities of the safety and health program?
	Do you have a safety committee or group made up of management and labor representatives that meets regularly and reports in writing on its activities?
	Do you have a working procedure for handling in-house employee complaints regarding safety and health?
	Are you keeping your employees advised of the successful effort and accomplishments you and/or your safety committee have made in assuring they will have a workplace that is safe and healthful?
	Have you considered incentives for employees or workgroups who have excelled in reducing workplace injuries/illnesses?

PERSONAL PROTECTIVE EQUIPMENT

	Are employers assessing the workplace to determine if hazards that require the use of personal protective equipment (for example, head, eye, face, hand, or foot protection) are present or are likely to be present?
	If hazards or the likelihood of hazards are found, are employers selecting and having affected employees use properly fitted personal protective equipment suitable for protection from these hazards?
	Has the employee been trained on P.P.E procedures, that is, what P.P.E is necessary for a job task, when they need it, and how to properly adjust it?
	Are protective goggles or face shields provided and worn where there is any danger of flying particles or corrosive materials?
	Are approved safety glasses required to be worn at all times in areas where there is a risk of eye injuries such as punctures, abrasions, contusions or burns?
	Are employees who need corrective lenses (glasses or contacts) in working environments having harmful exposures, required to wear only approved safety glasses, protective goggles, or use other medically approved precautionary procedures?
	Are protective gloves, aprons, shields, or other means provided and required where employees could be cut or where there is reasonably anticipated exposure to corrosive liquids, chemicals, blood, or other potentially infectious materials? See 29 CFR 1910.1030(b) for the definition of "other potentially infectious materials."
	Are hard hats provided and worn where danger of falling objects exists?
	Are hard hats inspected periodically for damage to the shell and suspension system?

	Is appropriate foot protection required where there is the risk of foot injuries from hot, corrosive, or poisonous substances, falling objects, crushing or penetrating actions?
	Are approved respirators provided for regular or emergency use where needed?
	Is all protective equipment maintained in a sanitary condition and ready for use?
	Do you have eye wash facilities and a quick drench shower within the work area where employees are exposed to injurious corrosive materials? Where special equipment is needed for electrical workers, is it available?
	Where food or beverages are consumed on the premises, are they consumed in areas where there is no exposure to toxic material, blood, or other potentially infectious materials?
	Is protection against the effects of occupational noise exposure provided when sound levels exceed those of the OSHA noise standard?
	Are adequate work procedures, protective clothing and equipment provided and used when cleaning up spilled toxic or otherwise hazardous materials or liquids?
	Are there appropriate procedures in place for disposing of or decontaminating personal protective equipment contaminated with, or reasonably anticipated to be contaminated with, blood or other potentially infectious materials?

FLAMMABLE AND COMBUSTIBLE MATERIALS

	Are combustible scrap, debris, and waste materials ls (oily rags, etc.) stored in covered metal receptacles and removed from the worksite promptly?
	Is proper storage practiced minimizing the risk of fire including spontaneous combustion?
	Are approved containers and tanks used for the storage and handling of flammable and combustible liquids?
	Are all connections on drums and combustible liquid piping, vapor and liquid tight?
	Are all flammable liquids kept in closed containers when not in use (for example, parts cleaning tanks, pans, etc.)?
	Are bulk drums of flammable liquids grounded and bonded to containers during dispensing?
	Do storage rooms for flammable and combustible liquids have explosion-proof lights?
	Do storage rooms for flammable and combustible liquids have mechanical or gravity ventilation?
	Is liquefied petroleum gas stored, handled, and used in accordance with safe practices and standards?
	Are "NO SMOKING" signs posted on liquefied petroleum gas tanks?
	Are liquified petroleum storage tanks guarded to prevent damage from vehicles?
	Are all solvent wastes and flammable liquids kept in fire-resistant, covered containers until they are removed from the worksite?
	Are all solvent wastes and flammable liquids kept in fire-resistant, covered containers until they are removed from the worksite?

	Is vacuuming used whenever possible rather than blowing or sweeping combustible dust? Are firm separators placed between containers of combustibles or flammables, when stacked one upon another, to assure their support and stability?
	Are fuel gas cylinders and oxygen cylinders separated by distance, and fire-resistant barriers, while in storage?
	Are fire extinguishers selected and provided for the types of materials in areas where they are to be used?
	Class A Ordinary combustible material fires.
	Class B Flammable liquid, gas or grease fires.
	Class C Energized-electrical equipment fires.
	Are appropriate fire extinguishers mounted within 75 feet of outside areas containing flammable liquids, and within 10 feet of any inside storage area for such materials?
	Are extinguishers free from obstructions or blockage?
	Are all extinguishers serviced, maintained, and tagged at intervals not to exceed 1 year?
	Are all extinguishers fully charged and in their designated places?
	Where sprinkler systems are permanently installed, are the nozzle heads so directed or arranged that water will not be sprayed into operating electrical switch boards and equipment?
	Are "NO SMOKING" signs posted where appropriate in areas where flammable or combustible materials are used or stored?
	Are safety cans used for dispensing flammable or combustible liquids at a point of use?
	Are all spills of flammable or combustible liquids cleaned up promptly?
	Are storage tanks adequately vented to prevent the development of excessive vacuum or pressure as a result of filling, emptying, or atmosphere temperature changes?
	Are storage tanks equipped with emergency venting that will relieve excessive internal pressure caused by fire exposure?
	Are "NO SMOKING" rules enforced in areas involving storage and use of hazardous materials?

HAND AND PORTABLE POWERED TOOLS

Hand Tools and Equipment

	Are all tools and equipment (both company and employee owned) used by employees at their workplace in good condition?
	Are hand tools such as chisels and punches, which develop mushroomed heads during use, reconditioned or replaced as necessary?
	Are broken or fractured handles on hammers, axes and similar equipment replaced g promptly?

	Are worn or bent wrenches replaced regularly?
	Are appropriate handles used on files and similar tools?
	Are employees made aware of the hazards caused by faulty or improperly used hand tools?
	Are appropriate safety glasses, face shields, etc. used while using hand tools or equipment which might produce flying materials or be subject to breakage?
	Are jacks checked periodically to ensure they are in good operating condition?
	Are tool handles wedged tightly in the head of all tools?
	Are tool cutting edges kept sharp so the tool will move smoothly without binding or skipping?
	Are tools stored in dry, secure locations where they won't be tampered with?
	Is eye and face protection used when driving hardened or tempered spuds or nails?

Portable (Power Operated) Tools and Equipment

	Are grinders, saws and similar equipment provided with appropriate safety guards?
	Are power tools used with the correct shield, guard, or attachment, recommended by the manufacturer?
	Are portable circular saws equipped with guards above and below the base shoe? Are circular saw guards checked to assure they are not wedged up, thus leaving the lower portion of the blade unguarded?
	Are rotating or moving parts of equipment guarded to prevent physical contact?
	Are all cord-connected, electrically operated tools and equipment effectively grounded or of the approved double insulated type?
	Are effective guards in place over belts, pulleys, chains, sprockets, on equipment such as concrete mixers, and air compressors?
	Are portable fans provided with full guards or screens having openings $^1/_2$ inch or less?
	Is hoisting equipment available and used for lifting heavy objects, and are hoist ratings I and characteristics appropriate for the task?
	Are ground-fault circuit interrupters provided on all temporary electrical 15 and 20 ampere circuits, used during periods of construction?
	Are pneumatic and hydraulic hoses on power operated tools checked regularly for deterioration or damage?

Powder-Actuated Tools

	Are employees who operate powder-actuated tools trained in their use and carry a valid operator's card?
	Is each powder-actuated tool stored in its own locked container when not being used?
	Is a sign at least 7 inches by 10 inches with bold face type reading "POWDER: ACTUATED TOOL IN USE" conspicuously posted when the tool is being used?
	Are powder-actuated tools left unloaded until they are actually ready to be used?
	Are powder-actuated tools inspected for obstructions or defects each day before use?

	Do powder-actuated tool operators have and use appropriate personal protective equipment such as hard hats, safety goggles, safety shoes and ear protectors?

LOCKOUT/TAGOUT PROCEDURES

	Is all machinery or equipment capable of movement, required to be de-energized or disengaged and locked-out during cleaning, servicing, adjusting or setting up operations, whenever required?
	Where the power disconnecting means for equipment does not also disconnect the electrical control circuit:
	Are the appropriate electrical enclosures identified?
	Is means provided to assure the control circuit can also be disconnected and locked-out?
	Are the appropriate electrical enclosures identified?
	Is means provided to assure the control circuit can also be disconnected and locked-out?
	Is the locking-out of control circuits in lieu of locking-out main power disconnects prohibited?
	Are all equipment control valve handles provided with a means for locking-out?
	Does the lock-out procedure require that stored energy (mechanical, hydraulic, air, etc.) be released or blocked before equipment is locked-out for repairs?
	Are appropriate employees provided with individually keyed personal safety locks?
	Are employees required to keep personal control of their key(s) while they have safety locks in use?
	Is it required that only the employee exposed to the hazard, place or remove the safety lock?
	Is it required that employees check the safety of the lock-out by attempting a startup after making sure no one is exposed?
	Are employees instructed to always push the control circuit stop button immediately after checking the safety of the lock-out?
	Is there a means provided to identify any or all employees who are working on locked; out equipment by their locks or accompanying tags?
	Are a sufficient number of accident preventive signs or tags and safety padlocks provided for any reasonably foreseeable repair emergency?
	When machine operations, configuration or size requires the operator to leave his or her control station to install tools or perform other operations, and that part of the machine could move if accidentally activated, is such element required to be separately locked or blocked out?
	In the event that equipment or lines cannot be shut down, locked-out and tagged, is a safe job procedure established and rigidly followed?

CONFINED SPACES

	Are confined spaces thoroughly emptied of any corrosive or hazardous substances, such as acids or caustics, before entry?
	Are all lines to a confined space, containing inert, toxic, flammable, or corrosive materials valved off and blanked or disconnected and separated before entry?

	Are all impellers, agitators, or other moving parts and equipment inside confined spaces locked-out if they present a hazard?
	Is either natural or mechanical ventilation provided prior to confined space entry?
	Are appropriate atmospheric tests performed to check for oxygen deficiency, toxic substances and explosive concentrations in the confined space before entry?
	Is adequate illumination provided for the work to be performed in the confined space?
	Is the atmosphere inside the confined space frequently tested or continuously monitored during conduct of work? Is there an assigned safety standby employee outside of the confined space when required, whose sole responsibility is to watch the work in progress, sound an alarm if necessary, and render assistance?
	Is the standby employee appropriately trained and equipped to handle an emergency?
	Is the standby employee or other employees prohibited from entering the confined space without lifelines and respiratory equipment if there is any question as to the cause of an emergency?
	Is approved respiratory equipment required if the atmosphere inside the confined space cannot be made acceptable?
	Is all portable electrical equipment used inside confined spaces either grounded and insulated, or equipped with ground fault protection?
	Before gas welding or burning is started in a confined space, are hoses checked for leaks, compressed gas bottles forbidden inside of the confined space, torches lighted only outside of the confined area and the confined area tested for an explosive atmosphere each time before a lighted torch is to be taken into the confined space?
	If employees will be using oxygen-consuming equipment-such as salamanders, torches, and furnaces, in a confined space-is sufficient air provided to assure combustion without reducing the oxygen concentration of the atmosphere below 19.5 percent by volume?
	Whenever combustion-type equipment is used in a confined space, are provisions made to ensure the exhaust gases are vented outside of the enclosure?
	Is each confined space checked for decaying vegetation or animal matter which may produce methane?
	Is the confined space checked for possible industrial waste which could contain toxic properties?
	If the confined space is below the ground and near areas where motor vehicles will be operating, is it possible for vehicle exhaust or carbon monoxide to enter the space?

ELECTRICAL

	Do you specify compliance with OSHA for all contract electrical work?
	Are all employees required to report as soon as practicable any obvious hazard to life or property observed in connection with electrical equipment or lines?
	Are employees instructed to make preliminary inspections and/or appropriate tests to determine what conditions exist before starting work on electrical equipment or lines?
	When electrical equipment or lines are to be serviced, maintained, or adjusted, are necessary switches opened, locked-out and tagged whenever possible?

	Are portable electrical tools and equipment grounded or of the double insulated type?
	Are electrical appliances such as vacuum cleaners, polishers, and vending machines grounded?
	Do extension cords being used have a grounding conductor?
	Are multiple plug adaptors prohibited?
	Are ground-fault circuit interrupters installed on each temporary 15 or 20 ampere, 120 volt AC circuit at locations where construction, demolition, modifications, alterations or excavations are being performed?
	Are all temporary circuits protected by suitable disconnecting switches or plug connectors at the junction with permanent wiring?
	Do you have electrical installations in hazardous dust or vapor areas? If so, do they I meet the National Electrical Code (NEC) for hazardous locations?
	Is exposed wiring and cords with frayed or deteriorated insulation repaired or replaced promptly?
	Are flexible cords and cables free of splices or taps?
	Are clamps or other securing means provided on flexible cords or cables at plugs, I receptacles, tools, equipment, etc., and is the cord jacket securely held in place? Are all cord, cable and raceway connections intact and secure?
	In wet or damp locations, are electrical tools and equipment appropriate for the use or location or otherwise protected?
	Is the location of electrical power lines and cables (overhead, underground, underfloor, other side of walls) determined before digging, drilling or similar work is begun?
	Are metal measuring tapes, ropes, handlines or similar devices with metallic thread woven into the fabric prohibited where they could come in contact with energized parts of equipment or circuit conductors?
	Is the use of metal ladders prohibited in areas where the ladder or the person using the ladder could come in contact with energized parts of equipment, fixtures or circuit conductors?
	Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment served?
	Are disconnecting means always opened before fuses are replaced?
	Do all interior wiring systems include provisions for grounding metal parts of electrical raceways, equipment and enclosure?
	Are all electrical raceways and enclosures securely fastened in place?
	Are all energized parts of electrical circuits and equipment guarded against accidental contact by approved cabinets or enclosures?
	Is sufficient access and working space provided and maintained about all electrical equipment to permit ready and safe operations and maintenance?
	Are all unused openings (including conduit knockouts) in electrical enclosures and fittings closed with appropriate covers, plugs or plates?
	Are electrical enclosures such as switches, receptacles, and junction boxes, provided with tightfitting covers or plates?

	Are disconnecting switches for electrical motors in excess of two horsepower, capable of opening the circuit when the motor is in a stalled condition, without exploding? (Switches must be horsepower rated equal to or in excess of the motor hp rating.) Is low voltage protection provided in the control device of motors driving machines or equipment which could cause probable injury from inadvertent starting?
	Is each motor disconnecting switch or circuit breaker located within sight of the motor control device?
	Is each motor located within sight of its controller or the controller disconnecting means capable of being locked in the open position or is a separate disconnecting means installed in the circuit within sight of the motor?
	Is the controller for each motor in excess of two horsepower, rated in horsepower equal to or in excess of the rating of the motor it serves?
	Are employees who regularly work on or around energized electrical equipment or lines instructed in the cardiopulmonary resuscitation (CPR) methods?
	Are employees prohibited from working alone on energized lines or equipment over 600 volts?

WALKING-WORKING SURFACES

General Work Environment

	Is a documented, functioning housekeeping program in place?
	Are all worksites clean, sanitary, and orderly?
	Are work surfaces kept dry or is appropriate means taken to assure the surfaces are slip-resistant?
	Are all spilled hazardous materials or liquids, including blood and other potentially infectious materials, cleaned up immediately and according to proper procedures?
	Is combustible scrap, debris and waste stored safely and removed from the worksite properly?
	Is all regulated waste, as defined in the OSHA bloodborne pathogens standard (1910.1030), discarded according to federal, state, and local regulations?
	Are accumulations of combustible dust routinely removed from elevated surfaces including the overhead structure of buildings, etc.?
	Is combustible dust cleaned up with a vacuum system to prevent the dust from going into suspension?
	Is metallic or conductive dust prevented from entering or accumulating on or around electrical enclosures or equipment?
	Are covered metal waste cans used for oily and paint-soaked waste?

Walkways

	Are aisles and passageways kept clear?
	Are aisles and walkways marked as appropriate?
	Are wet surfaces covered with non-slip materials?
	Are holes in the floor, sidewalk or other walking surface repaired properly, covered or otherwise made safe?
	Is there safe clearance for walking in aisles where motorized or mechanical handling equipment is operating?

	Are materials or equipment stored in such a way that sharp projectives will not interfere with the walkway?
	Are spilled materials cleaned up immediately?
	Are changes of direction or elevation readily identifiable?
	Are aisles or walkways that pass near moving or operating machinery, welding operations or similar operations arranged so employees will not be subjected to potential hazards?
	Is adequate headroom provided for the entire length of any aisle or walkway?
	Are standard guardrails provided wherever aisle or walkway surfaces are elevated more than 30 inches above any adjacent floor or the ground?
	Are bridges provided over conveyors and similar hazards?

Floor and Wall Openings

	Are floor openings guarded by a cover, a guardrail, or equivalent on all sides (except at entrance to stairways or ladders)?
	Are toeboards installed around the edges of permanent floor openings (where persons may pass below the opening)?
	Are skylight screens of such construction and mounting that they will withstand a had of at least 200 pounds?
	Is the glass in the windows, doors, glass walls, etc., which are subject to human impact, of sufficient thickness and type for the condition of use?
	Are grates or similar type covers over floor openings such as floor drains of such design that foot traffic or rolling equipment will not be affected by the grate spacing?
	Are unused portions of service pits and pits not actually in use either covered or protected by guardrails or equivalent?
	Are manhole covers, trench covers and similar covers, plus their supports designed to carry a truck rear axle load of at least 20,000 pounds when located in roadways and subject to vehicle traffic?
	Are floor or wall openings in fire resistive construction provided with doors or covers compatible with the fire rating of the structure and provided with a self-closing feature when appropriate?

Stairs and Stairways

	Are standard stair rails or handrails on all stairways having four or more risers?
	Are all stairways at least 22 inches wide?
	Do stairs have landing platforms not less than 30 inches in the direction of travel and extend 22 inches in width at every 12 feet or less of vertical rise?
	Do stairs angle no more than 50 and no less than 30 degrees?
	Are step risers on stairs uniform from top to bottom?
	Are steps on stairs and stairways designed or provided with a surface that renders them slip resistant?
	Are stairway handrails located between 30 and 34 inches above the leading edge of stair treads?
	Do stairway handrails have at least 3 inches of clearance between the handrails and the wall or surface they are mounted on?

	Where doors or gates open directly on a stairway, is there a platform provided so the swing of the door does not reduce the width of the platform to less than 21 inches?
	Where stairs or stairways exit directly into any area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees stepping into the path of traffic?
	Do stairway landings have a dimension measured in the direction of travel, at least equal to the width of the stairway?

Elevated Surfaces

	Are signs posted, when appropriate, showing the elevated surface load capacity?
	Are surfaces elevated more than 30 inches above the floor or ground provided with standard guardrails?
	Are all elevated surfaces (beneath which people or machinery could be exposed to falling objects) provided with standard 4-inch toeboards?
	Is a permanent means of access and egress provided to elevated storage and work surfaces?
	Is required headroom provided where necessary?
	Is material on elevated surfaces piled, stacked or racked in a manner to prevent it from tipping, falling, collapsing, rolling or spreading?
	Are dock boards or bridge plates used when transferring materials between docks and trucks or rail cars?

HAZARD COMMUNICATION

		Is there a list of hazardous substances used in your workplace?
		Is there a written hazard communication program dealing with Material Safety Data 1Sheets (MSDS), labeling, and employee training?
		Is each container for a hazardous substance (i.e., vats, bottles, storage tanks, etc.) labeled with product identity and a hazard warning (communication of the specific health hazards and physical hazards)?
		Is there a Material Safety Data Sheet readily available for each hazardous substance used?
		Is there an employee training program for hazardous substances?
		Does this program include:
		An explanation of what an MSDS is and how to use and obtain one?
		MSDS contents for each hazardous substance or class of substances?
		Explanation of "Right to Know?"
		Identification of where an employee can see the employers written hazard communication program and where hazardous substances are present in their work areas?
		The physical and health hazards of substances in the work area, and specific protective measures to be used?

		Details of the hazard communication program, including how to use the labeling system and MSDS's?
	Are employees trained in the following:	
		How to recognize tasks that might result in occupational exposure?
		How to use work practice and engineering controls and personal protective equipment and to know their limitations?
		How to obtain information on the types of selection, proper use, location, removal handling, decontamination, and disposal of personal protective equipment?
		Who to contact and what to do in an emergency?

FIRE SPRINKLER SYSTEM

COMPANY SAFETY HANDBOOK

from

MARQUEE FIRE PROTECTION

3875 Atherton Road, Suite #200
Rocklin, CA 95765

(916) 641-7997 / (707) 642-7905

Employee Safety Handbook

General Health & Safety Policies

Marquee Fire Protection's policy is that all employees be provided with a safe and healthful place of employment. Identification of hazardous conditions may be accomplished at the planning and design stage, as a result of workplace inspections, or by employee reports. All recognized safety and health hazards shall be eliminated or controlled as quickly as possible, subject to priorities based upon the degree of risk posed by the hazards. The preferred method of hazard abatement shall be through application of engineering controls or substitution of less hazardous processes or materials. Total reliance on personal protective equipment is acceptable only when all other methods are proven to be technically and/or economically infeasible.

Safety Rules have been developed with input from Supervision and Employees. While held to a minimum, the rules address behaviors and work practices that can lead to accidents and injuries. Each Employee should become familiar with and follow General and Departmental Safety Rules. Supervisors must enforce Safe Work practices through strict adherence to Safety Rules. Most accidents can be prevented if everyone uses assigned safety equipment and follows the established safety rules. To operate a safe and successful business, we must work as a team to

THINK SAFE, WORK SAFE, AND BE SAFE.

Why Work Safely?

- Work safely for the most important people in your life, your family.
- If you are injured at work the people you will directly affect the most will be your family.
- A work-related injury could cause you to be unable to play with your children, take part in recreational activities or hobbies.

What is working safely?

- Wearing required PPE such as safety glasses.
- Completing every task the correct way, not taking hazardous shortcuts.
- Paying attention to the task at hand.
- Asking your supervisor how to complete unfamiliar tasks.

Your Safety Rights

You have several important rights concerning safety, which are protected by federal, state and local laws that you should be aware of. They are:

- The right to a safe work-place free from recognized hazards

- The right to request information on safety and health hazards in the workplace, precautions that may be taken, and procedures to be followed if an employee is injured or exposed to toxic substances.
- The right to know about the hazards associated with the chemicals you work with, and the safety procedures you need to follow to protect yourself from those hazards.
- The right to question any instruction which requires you to disobey a safety rule, which puts yourself or someone else in unnecessary danger of serious injury or requires you to perform a task for which you have not been trained to safely perform.
- The right to access your medical and exposure records.
- The right of freedom from retaliation for demanding your safety rights.

Your Safety Responsibilities

You also have some important responsibilities concerning safety. These are:

- The responsibility of reporting all injuries and illnesses to your supervisor, no matter how small.
- The responsibility of always following the safety rules for every task you perform,
- The responsibility of reporting any hazards you see.
- The responsibility of helping your co-workers recognize unsafe actions or conditions they cause.
- The responsibility of asking about the safety rules you are not sure about.

Employee Safety Rules

It is impossible to list or include all safety rules for all the possible tasks you may have to do. But the following rules have been prepared to help you avoid hazards, which may cause injury while doing some of the more common tasks you may be asked to do. You should study and follow the rules provided in this booklet, and to ask your supervisor for additional rules when asked to do a task you are not familiar with, and this booklet does not cover. Failure to follow safety rules and /or safe practices will result in disciplinary action, up to and including termination.

General Safety Rules

- Read and follow the safety notices and other information that is posted.
- Observe and follow all safety instructions, signs, and operation procedures.
- Help your fellow employee when they ask for assistance or when needed for their safety.
- Never participate in “horseplay”. Horseplay that results in injury is often not covered by Workers’ Compensation.
- Clean up spills immediately.
- Report all unsafe conditions, hazards, or equipment immediately. Make sure other people are warned of the problem so that they may avoid it.
- Wear personal protective equipment as required to reduce injury potential. Use gloves, safety glasses, back support belts, etc., as necessary.

- Never stand on chairs, furniture, or anything other than an approved ladder or step stool.
- Never use intoxicating beverages or controlled drugs before or during work. Prescription medication should only be used at work with your Doctor's approval.

Access to Employee Exposure & Medical Records

Whenever an employee or designated representative requests access to a record, Marquee Fire Protection will assure that access is provided in a reasonable time, place, and manner. If Marquee Fire Protection cannot reasonably provide access to the record within fifteen (15) working days, the company will within the fifteen (15) working days apprise the employee or designated representative requesting the record of the reason for the delay and the earliest date when the record can be made available. Employee exposure and medical records can be obtained by contacting [Safety Manager Name], Safety Manager.

Bloodborne Pathogens

Unless your have received proper bloodborne pathogen training and have at least been offered the Hepatitis B vaccination series, DO NOT touch any blood or other body fluid or material contaminated with these fluids. If you accidentally come in contact with another person's blood or body fluid immediately notify your supervisor so that you can be medically evaluated by a physician for possible exposure to bloodborne pathogens.

Injuries & Accidents

- All injuries and accidents must be reported to your supervisor immediately. This includes first aid injuries and close calls.
- First Aid injuries must be documented on the first aid log.
- Accidents and injuries resulting in medical treatment must be documented on an accident investigation form.
- Not reporting an injury or accident immediately will result in disciplinary action.
- Failure to report work related injuries and illnesses in a timely manner might result in the denial of benefits under the workers' compensation law.

Workers' Compensation Fraud

Marquee Fire Protection is committed to every employee who receives a legitimate, work-related injury or illness. However, if an employee attempt to file a fraudulent work comp claim for injury is suspected it will be turned over to the company's Workers' Compensation insurer and the State Attorney General's Office for investigation. Workers' Compensation Fraud is a very serious crime and will be prosecuted to the fullest extent of the law. Fraud results in high Workers' Compensation insurance premiums and productivity interruption affecting the company's ability to remain competitive in the marketplace. This in turn affects all employee's job security and wages. All employees are encouraged to immediately report any suspected fraud to his/her supervisor. Complete confidentiality will be maintained.

Horse Play

Horse Play, scuffling, pranks, wrestling, or throwing material at others are not allowed under any circumstances. This type of behavior often results in injuries.

Disciplinary Action

- Disregarding safety rules or established safety practices will result in immediate dismissal or at least being written up and suspended. Examples of violations:
    - Not wearing required PPE
    - Not immediately reporting an injury or damage
    - Committing an unsafe act such as removing a guard
    - Operating a piece of equipment you are not authorized to operate such as forklift

Return to Work Policy

All injured employees that are returned to work with restrictions will be accommodated with a modified duty position until they can return to full capacity. Every effort will be made to return employees on medical restrictions to their normal position with modifications to meet the required medical restrictions. When it is not possible to accommodate employees at their normal position an alternative task, within the scope of the restrictions will be assigned.

Drug & Alcohol Testing

The company alcohol and drug testing program is intended to eliminate the use of illegal drugs, alcohol, and other controlled substances in the work place. Designed solely for the benefit of our employees, this program will provide reasonable safety on the job and protection from offending individuals.

Drugs and alcohol tests will be administered under the following conditions:

- To any employee when there is reasonable suspicion that he/she is under the influence of illegal drugs or alcohol
- To any employee who is involved in a workplace accident which causes property damage or which requires examination and/or treatment by a licensed physician or medical facility
- Upon application for employment and as a condition of employment

Refusing a Drug and/or Alcohol Test

An employee's refusal to submit to testing as stated above shall be grounds for immediate discharge.

OSHA'S Hazard Communication Standard

- All chemicals must be labeled with the name of the chemical & manufacturer
- Bulk chemicals and chemicals with a hazard must be labeled with the Hazard Management Information System.
- The higher the number rating the more hazardous the chemical.
- A list of hazardous materials used in the workplace is kept in the Safety Manager's office if you ever need to access it.
- Always use required and recommended PPE when working with any chemical.

Specific Hazards

- The marking in the bottom white square
- OXY - Oxidizer (causes fire through release of oxygen)
- ACID - Acid
- ALK – Alkali
- CORR - Corrosive (both CORR & ALK material create burns on human skin)
- **W** - Use No Water
- - Radiation Hazard

Safety Data Sheet (SDS)

- SDS = Safety Data Sheets
- In-depth information on health hazards, reactivity, flammability chemical properties, guidelines on usage and storage.
- The SDSs are located in the Safety Manager's office. Anytime you need an SDS just ask your supervisor and he or she will get it for you.

Required PPE

- Your supervisor will inform you of the PPE required to perform your specific job safely. Safety Glasses are required to be worn at all times.
- Face shield and gloves are required when working with corrosives.
- Proper eye, face and hand protection must always be worn when operating a welder or cutting torch.
- Face shield, safety glasses, gloves and hearing protection is required for all grinding activities.
- Gloves are required to be worn when handling materials that might result in injury to the hand(s).
- If an injury is sustained due to failure to wear required PPE, benefits and/or compensation that may be due you under Workers' Compensation Law will be reduced to the minimum required by law, including forfeiture of benefits and/or compensation.

Care of PPE

- Inspect all PPE prior to using each time.
- If any part of your PPE is damaged see your supervisor for a replacement
- Store all PPE in a clean, dry and secure place.
- If your PPE is lost or stolen you will charged for a replacement.

Limitations of PPE

- Dust, airborne dirt, and sparks can travel underneath and around the lens of safety glasses.
- Leather gloves can be cut through.

Eye Safety

- Never rub your face or eyes with dirty hand or while wearing a glove.
- If you get something in your eye never rub it with your finger, this will only make it worse.
- If something is in your eye blink it several times then use an eye wash.

Lock Out Tag Out: Control of Hazardous Energy

- If you ever see a red lock, yellow lock or a danger tag on a machine it is locked out for repairs.
- Never try to start a locked-out machine.
- Never remove locks or tags.
- All machines being serviced must be locked out.
- Only trained and authorized maintenance employees can lock a machine out.

Electrical Safety

- Only trained maintenance employees are authorized to conduct trouble shooting or electrical repairs.
- Do not attempt any maintenance activities you are not trained or authorized to conduct.
- Never use a damaged extension cord or any other piece of damaged equipment.
- Never used electrical equipment in damp or wet areas.

Forklifts

- Only licensed and certified operators are authorized to operate forklifts.
- Do not operate mobile equipment until you pass the required training and are certified.
- Never stand on raised forks or on a pallet on the forklift.
- Never place any body part under raised forks, pallet or other load.
- Always keep a buffer distance of at least 6 feet from all directions of possible travel.
- Always insure the lift operator knows you will walk in front of or behind the lift.
- Never stand in an area where a load could fall off forks and strike you.
- Never ride on a forklift as a passenger.

Machine Safety
- Never try to operate equipment you are not familiar with or trained to operate.
- Never place hands in areas where there are moving parts or crush zones.
- Never reach into a machine while it is operating.

Machine Guarding
- Never remove a guard from a machine
- Do not use any machines with a guard missing. Report the problem immediately to your supervisor.
- Never reach around a guard.
- Never rig or bypass a guard.

Housekeeping
- It is important not to leave lumber, scrap, or garbage on the floor.
- Items not stored correctly will cause a trip hazard.
- Water or oil on the floor will create slip hazards for employees or fork lifts.
- Clean up or immediately notify your supervisor of these conditions.

Lifting and Moving Material
- Always check the weight of an object prior to lifting it.
- If it seems heavy get help from another person, use a forklift or a crane.
- Stretch and plan the path of travel before the lift.
- Always lift with your legs keeping your back straight.
- Never twist while carrying a load.

Fire Procedures
- If you find a fire smaller then a small trash bin you can try and put it out.
- Anything larger sound the alarm, notify your supervisor and evacuate the building.
- Assemble in your designated area outside
- Report any missing coworkers to your supervisor.

Fire Extinguishers
Fire extinguishers only have a minute of retardant in each extinguisher. So you will only be able to put out fires the size of a small trashcan.

To use a fire extinguisher Remember **PASS**

Pull the pin
Aim at the base of the fire
Squeeze the handle
Sweep the base of the fire

This handbook contains only "general" safety policies and guidelines. Please take the time to review the company Injury & Illness Prevention Program. Familiarize yourself with the policies, rules and guidelines detailed in the program. Ultimately, your safety is UP TO YOU!

Marquee Fire Protection

Employee Name: _____ Clock No.: _____

Training Topics Covered In The Employee Safety Handbook:

- GENERAL HEALTH & SAFETY POLICIES
- THE IMPORTANCE OF WORKING SAFELY & WHAT IT INVOLVES
- YOUR SAFETY RIGHTS
- EMPLOYEE RESPONSIBILITIES
- EMPLOYEE SAFETY RULES
- EMPLOYEE ACCESS TO EXPOSURE & MEDICAL RECORDS
- BLOODBORNE PATHOGENS – GENERAL AWARENESS
- REPORTING OF INJURIES AND ACCIDENTS
- SEEKING MEDICAL TREATMENT FOR WORK RELATED INJURIES
- WORKERS' COMPENSATION FRAUD
- HORSE PLAY
- DISCIPLINARY ACTION
- RETURN TO WORK POLICY
- DRUG & ALCOHOL TESTING POLICY
- OSHA'S HAZARD COMMUNICATION STANDARD
- PERSONAL PROTECTIVE EQUIPMENT (PPE): JOB REQUIREMENTS, CARE & LIMITATIONS OF PPE.
- EYE SAFETY
- LOCKOUT/TAGOUT: CONTROL OF HAZARDOUS ENERGY
- ELECTRICAL SAFETY
- FORKLIFT OPERATION
- MACHINE SAFETY & GUARDING
- LIFTING & MOVING MATERIAL HOUSE KEEPING
- FIRE PROCEDURES & USE OF FIRE EXTINGUISHERS

I have read and understand all of the information covered in the Employee Safety Handbook. The topics covered in the handbook are listed above. In addition, I have read and understand Marquee Fire Protection Injury & Illness Prevention Program.

Employee Signature: _____ Clock No.: _____

Witness Signature: _____ Date: _____

Scaffolding Safety Procedures for Construction

Purpose

It is this company's purpose in issuing these procedures to further ensure a safe workplace based on the following formal, written procedures for scaffold work. These procedures will be reviewed and updated as needed to comply with new OSHA regulations, new best practices in scaffolding, and as business practices demand. Travis Petersen, Safety Manager is the plan coordinator/manager and is responsible for its implementation. Copies of the written program may be obtained at the Safety Manager's office.

Application

This general scaffold plan applies to:

- All employees who perform work while on a scaffold.
- All employees who are involved in erecting, disassembling, moving, operating, repairing, maintaining, or inspecting scaffolds.

General Procedures

The following general procedures apply to all scaffold and aerial lift operations for MARQUEE FIRE PROTECTION.

Capacity

Taking into account the OSHA rules we must apply and the engineering/manufacturing requirements of our scaffolds, the following rules apply.

- Each scaffold and scaffold component we use will support, without failure, its own weight and at least four times the maximum intended load applied or transmitted to it.
- When we use non-adjustable suspension scaffolds, each suspension rope, including connecting hardware, will support, without failure, at least six times the maximum intended load applied or transmitted to that rope.
- Direct connections to roofs and floors, and counterweights used to balance adjustable suspension scaffolds, shall be capable of resisting at least 4 times the tipping moment

imposed by the scaffold operating at the rated load of the hoist, or 1.5 (minimum) times the tipping moment imposed by the scaffold operating at the stall load of the hoist, whichever is greater.

- Each suspension rope, including connecting hardware, used on non-adjustable suspension scaffolds shall be capable of supporting, without failure, at least 6 times the maximum intended load applied or transmitted to that rope.

- Each suspension rope, including connecting hardware, used on adjustable suspension scaffolds shall be capable of supporting, without failure, at least 6 times the maximum intended load applied or transmitted to that rope with the scaffold operating at either the rated load of the hoist, or 2 (minimum) times the stall load of the hoist, whichever is greater.

- The stall load of any scaffold hoist shall not exceed 3 times its rated load.

Scaffolds shall be designed by a qualified person and shall be constructed and loaded in accordance with that design.

Platform Construction

This section documents the procedures and safety requirements we use to construct our scaffold platforms.

The following safety rules apply for this scaffold platform construction:

- Each platform on all working levels of scaffolds shall be fully planked or decked between the front uprights and the guardrail supports as follows:

    - Each platform unit (e.g., scaffold plank, fabricated plank, fabricated deck, or fabricated platform) shall be installed so that the space between adjacent units and the space between the platform and the uprights is no more than 1 inch (2.5 cm) wide, except where the employer can demonstrate that a wider space is necessary (for example, to fit around uprights when side brackets are used to extend the width of the platform).

- Where the employer makes the demonstration provided for in paragraph (b)(1)(i) of this section, the platform shall be planked or decked as fully as possible and the remaining open space between the platform and the uprights shall not exceed 9 1/2 inches (24.1 cm).

- Exception to paragraph (b)(1): The requirement in paragraph (b)(1) to provide full planking or decking does not apply to platforms used solely as walkways or solely by employees

performing scaffold erection or dismantling. In these situations, only the planking that the employer establishes is necessary to provide safe working conditions is required.

- Except as provided in paragraphs (b)(2)(i) and (b)(2)(ii) of this section, each scaffold platform and walkway shall be at least 18 inches (46 cm) wide.

- Each ladder jack scaffold, top plate bracket scaffold, roof bracket scaffold, and pump jack scaffold shall be at least 12 inches (30 cm) wide. There is no minimum width requirement for boatswains' chairs.

- Where scaffolds must be used in areas that the employer can demonstrate are so narrow that platforms and walkways cannot be at least 18 inches (46 cm) wide, such platforms and walkways shall be as wide as feasible, and employees on those platforms and walkways shall be protected from fall hazards by the use of guardrails and/or personal fall arrest systems.

- Except as provided in paragraphs (b)(3)(i) and (ii) of this section, the front edge of all platforms shall not be more than 14 inches (36 cm) from the face of the work, unless guardrail systems are erected along the front edge and/or personal fall arrest systems are used in accordance with paragraph (g) of this section to protect employees from falling.

- The maximum distance from the face for outrigger scaffolds shall be 3 inches (8 cm).

- The maximum distance from the face for plastering and lathing operations shall be 18 inches (46 cm).

- Each end of a platform, unless cleated or otherwise restrained by hooks or equivalent means, shall extend over the centerline of its support at least 6 inches (15 cm).

- Each end of a platform 10 feet or less in length shall not extend over its support more than 12 inches (30 cm) unless the platform is designed and installed so that the cantilevered portion of the platform is able to support employees and/or materials without tipping, or has guardrails which block employee access to the cantilevered end.

- Each platform greater than 10 feet in length shall not extend over its support more than 18 inches (46 cm), unless it is designed and installed so that the cantilevered portion of the platform is able to support employees without tipping, or has guardrails which block employee access to the cantilevered end.

- On scaffolds where scaffold planks are abutted to create a long platform, each abutted end shall rest on a separate support surface. This provision does not preclude the use of common support members, such as "T" sections, to support abutting planks, or hook on platforms designed to rest on common supports.

- On scaffolds where platforms are overlapped to create a long platform, the overlap shall occur only over supports, and shall not be less than 12 inches (30 cm) unless the platforms are nailed together or otherwise restrained to prevent movement.

- At all points of a scaffold where the platform changes direction, such as turning a corner, any platform that rests on a bearer at an angle other than a right angle shall be laid first, and platforms which rest at right angles over the same bearer shall be laid second, on top of the first platform.

- Wood platforms shall not be covered with opaque finishes, except that platform edges may be covered or marked for identification. Platforms may be coated periodically with wood preservatives, fire-retardant finishes, and slip-resistant finishes; however, the coating may not obscure the top or bottom wood surfaces.

- Scaffold components manufactured by different manufacturers shall not be intermixed unless the components fit together without force and the scaffold's structural integrity is maintained by the user. Scaffold components manufactured by different manufacturers shall not be modified in order to intermix them unless a competent person determines the resulting scaffold is structurally sound.

- Scaffold components made of dissimilar metals shall not be used together unless a competent person has determined that galvanic action will not reduce the strength of any component to a level below that required by paragraph (a)(1) of this section.

Supported Scaffolds

- Supported scaffolds with a height to base width (including outrigger supports, if used) ratio of more than four to one (4:1) shall be restrained from tipping by guying, tying, bracing, or equivalent means, as follows:

    - Guys, ties, and braces shall be installed at locations where horizontal members support both inner and outer legs.

    - Guys, ties, and braces shall be installed according to the scaffold manufacturer's recommendations or at the closest horizontal member to the 4:1 height and be repeated vertically at locations of horizontal members every 20 feet (6.1 m) or less thereafter for scaffolds 3 feet (0.91 m) wide or less, and every 26 feet (7.9 m) or less thereafter for scaffolds greater than 3 feet (0.91 m) wide. The top guy, tie or brace of completed scaffolds shall be placed no further than the 4:1 height from the top. Such guys, ties and braces shall be installed at each end of the scaffold and at horizontal intervals not to exceed 30 feet (9.1 m) (measured from one end [not both] towards the other).

- Ties, guys, braces, or outriggers shall be used to prevent the tipping of supported scaffolds in all circumstances where an eccentric load, such as a cantilevered work platform, is applied or is transmitted to the scaffold.

- Supported scaffold poles, legs, posts, frames, and uprights shall bear on base plates and mud sills or other adequate firm foundation.

- Footings shall be level, sound, rigid, and capable of supporting the loaded scaffold without settling or displacement.

- Unstable objects shall not be used to support scaffolds or platform units.

- Unstable objects shall not be used as working platforms.

- Front-end loaders and similar pieces of equipment shall not be used to support scaffold platforms unless they have been specifically designed by the manufacturer for such use.

- Forklifts shall not be used to support scaffold platforms unless the entire platform is attached to the fork and the forklift is not moved horizontally while the platform is occupied.

- Supported scaffold poles, legs, posts, frames, and uprights shall be plumb and braced to prevent swaying and displacement.

Suspension Scaffolds

- All suspension scaffold support devices, such as outrigger beams, cornice hooks, parapet clamps, and similar devices, shall rest on surfaces capable of supporting at least 4 times the load imposed on them by the scaffold operating at the rated load of the hoist (or at least 1.5 times the load imposed on them by the scaffold at the stall capacity of the hoist, whichever is greater).

- Suspension scaffold outrigger beams, when used, shall be made of structural metal or equivalent strength material, and shall be restrained to prevent movement.

- The inboard ends of suspension scaffold outrigger beams shall be stabilized by bolts or other direct connections to the floor or roof deck, or they shall have their inboard ends stabilized by counterweights, except masons' multi-point adjustable suspension scaffold outrigger beams shall not be stabilized by counterweights.

- Before the scaffold is used, direct connections shall be evaluated by a competent person who shall confirm, based on the evaluation, that the supporting surfaces are capable of supporting the loads to be imposed. In addition, masons' multi-point adjustable

suspension scaffold connections shall be designed by an engineer experienced in such scaffold design.

- Counterweights shall be made of non-flowable material. Sand, gravel and similar materials that can be easily dislocated shall not be used as counterweights.

- Only those items specifically designed as counterweights shall be used to counterweight scaffold systems. Construction materials such as, but not limited to, masonry units and rolls of roofing felt, shall not be used as counterweights.

- Counterweights shall be secured by mechanical means to the outrigger beams to prevent accidental displacement.

- Counterweights shall not be removed from an outrigger beam until the scaffold is disassembled.

- Outrigger beams which are not stabilized by bolts or other direct connections to the floor or roof deck shall be secured by tiebacks.

- Tiebacks shall be equivalent in strength to the suspension ropes.

- Outrigger beams shall be placed perpendicular to its bearing support (usually the face of the building or structure). However, where the employer can demonstrate that it is not possible to place an outrigger beam perpendicular to the face of the building or structure because of obstructions that cannot be moved, the outrigger beam may be placed at some other angle, provided opposing angle tiebacks are used.

- Tiebacks shall be secured to a structurally sound anchorage on the building or structure. Sound anchorages include structural members, but do not include standpipes, vents, other piping systems, or electrical conduit.

- Tiebacks shall be installed perpendicular to the face of the building or structure, or opposing angle tiebacks shall be installed. Single tiebacks installed at an angle are prohibited.

- Suspension scaffold outrigger beams shall be:

    - Provided with stop bolts or shackles at both ends;

    - Securely fastened together with the flanges turned out when channel iron beams are used in place of I-beams;

    - Installed with all bearing supports perpendicular to the beam center line;

- Set and maintained with the web in a vertical position; and
- When an outrigger beam is used, the shackle or clevis with which the rope is attached to the outrigger beam shall be placed directly over the centerline of the stirrup.

– Suspension scaffold support devices such as cornice hooks, roof hooks, roof irons, parapet clamps, or similar devices shall be:

- Made of steel, wrought iron, or materials of equivalent strength;
- Supported by bearing blocks; and
- Secured against movement by tiebacks installed at right angles to the face of the building or structure, or opposing angle tiebacks shall be installed and secured to a structurally sound point of anchorage on the building or structure. Sound points of anchorage include structural members, but do not include standpipes, vents, other piping systems, or electrical conduit.
- Tiebacks shall be equivalent in strength to the hoisting rope.

– When winding drum hoists are used on a suspension scaffold, they shall contain not less than four wraps of the suspension rope at the lowest point of scaffold travel. When other types of hoists are used, the suspension ropes shall be long enough to allow the scaffold to be lowered to the level below without the rope end passing through the hoist, or the rope end shall be configured or provided with means to prevent the end from passing through the hoist.

– The use of repaired wire rope as suspension rope is prohibited.

– Wire suspension ropes shall not be joined together except through the use of eye splice thimbles connected with shackles or coverplates and bolts.

– The load end of wire suspension ropes shall be equipped with proper size thimbles and secured by eyesplicing or equivalent means.

– Ropes shall be inspected for defects by a competent person prior to each workshift and after every occurrence which could affect a rope's integrity. Ropes shall be replaced if any of the following conditions exist:

- Any physical damage which impairs the function and strength of the rope.

- Kinks that might impair the tracking or wrapping of rope around the drum(s) or sheave(s).
- Six randomly distributed broken wires in one rope lay or three broken wires in one strand in one rope lay.
- Abrasion, corrosion, scrubbing, flattening or peening causing loss of more than one-third of the original diameter of the outside wires.
- Heat damage caused by a torch or any damage caused by contact with electrical wires.
- Evidence that the secondary brake has been activated during an overspeed condition and has engaged the suspension rope.

– Swaged attachments or spliced eyes on wire suspension ropes shall not be used unless they are made by the wire rope manufacturer or a qualified person.

– When wire rope clips are used on suspension scaffolds:

  - There shall be a minimum of 3 wire rope clips installed, with the clips a minimum of 6 rope diameters apart;
  - Clips shall be installed according to the manufacturer's recommendations;
  - Clips shall be retightened to the manufacturer's recommendations after the initial loading;
  - Clips shall be inspected and retightened to the manufacturer's recommendations at the start of each workshift thereafter;
  - U-bolt clips shall not be used at the point of suspension for any scaffold hoist;
  - When U-bolt clips are used, the U-bolt shall be placed over the dead end of the rope, and the saddle shall be placed over the live end of the rope.

– Suspension scaffold power-operated hoists and manual hoists shall be tested by a qualified testing laboratory.

– Gasoline-powered equipment and hoists shall not be used on suspension scaffolds.

– Gears and brakes of power-operated hoists used on suspension scaffolds shall be enclosed.

- In addition to the normal operating brake, suspension scaffold power-operated hoists and manually operated hoists shall have a braking device or locking pawl which engages automatically when a hoist makes either of the following uncontrolled movements: an instantaneous change in momentum or an accelerated overspeed.

- Manually operated hoists shall require a positive crank force to descend.

- Two-point and multi-point suspension scaffolds shall be tied or otherwise secured to prevent them from swaying, as determined to be necessary based on an evaluation by a competent person. Window cleaners' anchors shall not be used for this purpose.

- Devices whose sole function is to provide emergency escape and rescue shall not be used as working platforms. This provision does not preclude the use of systems which are designed to function both as suspension scaffolds and emergency systems.

Gaining Access to Scaffolds

We know that getting to the working platform is critical to the safety of our employees. This section outlines the mechanical requirements for gaining access to scaffold platforms such as: (1) ladders, (2) ramps and walkways, (3) stairrails, and (4) direct access from another scaffold. This section is divided into two parts. The first part is for workers gaining access to scaffold platforms to do work; the second part is access for employees erecting and dismantling scaffolds.

Working Employees

- When scaffold platforms are more than 2 feet (0.6 m) above or below a point of access, portable ladders, hook-on ladders, attachable ladders, stair towers (scaffold stairways/towers), stairway-type ladders (such as ladder stands), ramps, walkways, integral prefabricated scaffold access, or direct access from another scaffold, structure, personnel hoist, or similar surface shall be used. Crossbraces shall not be used as a means of access.

- Portable, hook-on, and attachable ladders (Additional requirements for the proper construction and use of portable ladders are contained in subpart X of this part -- Stairways and Ladders):

    - Portable, hook-on, and attachable ladders shall be positioned so as not to tip the scaffold;

    - Hook-on and attachable ladders shall be positioned so that their bottom rung is not more than 24 inches (61 cm) above the scaffold supporting level;

- When hook-on and attachable ladders are used on a supported scaffold more than 35 feet (10.7 m) high, they shall have rest platforms at 35-foot (10.7 m) maximum vertical intervals.
- Hook-on and attachable ladders shall be specifically designed for use with the type of scaffold used;
- Hook-on and attachable ladders shall have a minimum rung length of 11 1/2 inches (29 cm); and
- Hook-on and attachable ladders shall have uniformly spaced rungs with a maximum spacing between rungs of 16 3/4 inches.

– Stairway-type ladders shall:

- Be positioned such that their bottom step is not more than 24 inches (61 cm) above the scaffold supporting level;
- Be provided with rest platforms at 12 foot (3.7 m) maximum vertical intervals;
- Have a minimum step width of 16 inches (41 cm), except that mobile scaffold stairway-type ladders shall have a minimum step width of 11 1/2 inches (30 cm); and
- Have slip-resistant treads on all steps and landings.

– Staircrowers (scaffold stairway/towers) shall be positioned such that their bottom step is not more than 24 inches (61 cm.) above the scaffold supporting level.

- A stairrail consisting of a toprail and a midrail shall be provided on each side of each scaffold stairway.
- The toprail of each stairrail system shall also be capable of serving as a handrail, unless a separate handrail is provided.
- Handrails, and toprails that serve as handrails, shall provide an adequate handhold for employees grasping them to avoid falling.
- Stairrail systems and handrails shall be surfaced to prevent injury to employees from punctures or lacerations, and to prevent snagging of clothing.

- The ends of stairrail systems and handrails shall be constructed so that they do not constitute a projection hazard.
- Handrails, and toprails that are used as handrails, shall be at least 3 inches (7.6 cm) from other objects.
- Stairrails shall be not less than 28 inches (71 cm) nor more than 37 inches (94 cm) from the upper surface of the stairrail to the surface of the tread, in line with the face of the riser at the forward edge of the tread.
- A landing platform at least 18 inches (45.7 cm) wide by at least 18 inches (45.7 cm) long shall be provided at each level.
- Each scaffold stairway shall be at least 18 inches (45.7 cm) wide between stairrails.
- Treads and landings shall have slip-resistant surfaces.
- Stairways shall be installed between 40 degrees and 60 degrees from the horizontal.
- Guardrails meeting the requirements of paragraph (g)(4) of this section shall be provided on the open sides and ends of each landing.
- Riser height shall be uniform, within 1/4 inch, (0.6 cm) for each flight of stairs. Greater variations in riser height are allowed for the top and bottom steps of the entire system, not for each flight of stairs.
- Tread depth shall be uniform, within 1/4 inch, for each flight of stairs.

– Ramps and walkways.

- Ramps and walkways 6 feet (1.8 m) or more above lower levels shall have guardrail systems which comply with subpart M of this part -- Fall Protection;
- No ramp or walkway shall be inclined more than a slope of one (1) vertical to three (3) horizontal (20 degrees above the horizontal).
- If the slope of a ramp or a walkway is steeper than one (1) vertical in eight (8) horizontal, the ramp or walkway shall have cleats not more than fourteen (14) inches (35 cm) apart which are securely fastened to the planks to provide footing.

- Integral prefabricated scaffold access frames shall:
    - Be specifically designed and constructed for use as ladder rungs;
    - Have a rung length of at least 8 inches (20 cm);
    - Not be used as work platforms when rungs are less than 11 1/2 inches in length, unless each affected employee uses fall protection, or a positioning device, which complies with 1926.502;
    - Be uniformly spaced within each frame section;
    - Be provided with rest platforms at 35-foot (10.7 m) maximum vertical intervals on all supported scaffolds more than 35 feet (10.7 m) high; and
    - Have a maximum spacing between rungs of 16 3/4 inches (43 cm). Non-uniform rung spacing caused by joining end frames together is allowed, provided the resulting spacing does not exceed 16 3/4 inches (43 cm).
- Steps and rungs of ladder and stairway type access shall line up vertically with each other between rest platforms.
- Direct access to or from another surface shall be used only when the scaffold is not more than 14 inches (36 cm) horizontally and not more than 24 inches (61 cm) vertically from the other surface.

Erecting and Dismantling

Our company shall provide safe means of access for each employee erecting or dismantling a scaffold where the provision of safe access is feasible and does not create a greater hazard. We shall have a competent person determine whether it is feasible or would pose a greater hazard to provide, and have employees use a safe means of access. This determination shall be based on site conditions and the type of scaffold being erected or dismantled.

- Hook-on or attachable ladders shall be installed as soon as scaffold erection has progressed to a point that permits safe installation and use.
- When erecting or dismantling tubular welded frame scaffolds, (end) frames, with horizontal members that are parallel, level and are not more than 22 inches apart vertically may be used as climbing devices for access, provided they are erected in a manner that creates a usable ladder and provides good hand hold and foot space.

- Cross braces on tubular welded frame scaffolds shall not be used as a means of access or egress.

Fall Protection Plan

Fall protection planning is critical to the safety and well being of our employees. Our fall protection plan follows the OSHA requirements that are different depending on the type of scaffold we are using. In this plan we address fall protection for our scaffold erectors and dismantlers separately.

One fact never changes. We know we must provide fall protection for any employee on a scaffold more than 10 feet above a lower level.

Working Employees

This fall protection plan for our working employees is for the following type(s) of scaffold(s):

- Single- or two-point adjustable suspension scaffold-We will protect each employee on our single- or two-point adjustable suspension scaffolds by a personal fall arrest system. Our personal fall arrest systems:
    - Meet the requirements of 1926.502(d) (OSHA's Fall protection rule).
    - Are attached by lanyard to a vertical lifeline, horizontal lifeline, or scaffold structural member.

NOTE: Vertical lifelines shall not be used when overhead components, such as overhead protection or additional platform levels, are part of a single-point or two-point adjustable suspension scaffold.

- When vertical lifelines are used, they shall be fastened to a fixed safe point of anchorage, shall be independent of the scaffold, and shall be protected from sharp edges and abrasion. Safe points of anchorage include structural members of buildings, but do not include standpipes, vents, other piping systems, electrical conduit, outrigger beams, or counterweights.
- When horizontal lifelines are used, they shall be secured to two or more structural members of the scaffold, or they may be looped around both suspension and independent suspension lines (on scaffolds so equipped) above the hoist and brake attached to the end of the

scaffold. Horizontal lifelines shall not be attached only to the suspension ropes.

- When lanyards are connected to horizontal lifelines or structural members on a single-point or two-point adjustable suspension scaffold, the scaffold shall be equipped with additional independent support lines and automatic locking devices capable of stopping the fall of the scaffold in the event one or both of the suspension ropes fail. The independent support lines shall be equal in number and strength to the suspension ropes.

- Vertical lifelines, independent support lines, and suspension ropes shall not be attached to each other, nor shall they be attached to or use the same point of anchorage, nor shall they be attached to the same point on the scaffold or personal fall arrest system.]

– Self-contained adjustable scaffold supported by the frame structure-We will protect each employee on our self-contained, frame structure supported, adjustable scaffolds by a guardrail system. The guardrail system:

  - Has a minimum 200-pound toprail capacity.

  - Will be installed before being released for use by our employees.

  - Guardrail systems shall be installed along all open sides and ends of platforms. Guardrail systems shall be installed before the scaffold is released for use by employees other than erection/dismantling crews.

  - The top edge height of toprails or equivalent member on supported scaffolds manufactured or placed in service after January 1, 2000 shall be installed between 38 inches (0.97 m) and 45 inches (1.2 m) above the platform surface. The top edge height on supported scaffolds manufactured and placed in service before January 1, 2000, and on all suspended scaffolds where both a guardrail and a personal fall arrest system are required shall be between 36 inches (0.9 m) and 45 inches (1.2 m). When conditions warrant, the height of the top edge may exceed the 45-inch height, provided the guardrail system meets all other criteria of paragraph (g)(4).

  - When midrails, screens, mesh, intermediate vertical members, solid panels, or equivalent structural members are used, they shall be installed between the top edge of the guardrail system and the scaffold platform.

- When midrails are used, they shall be installed at a height approximately midway between the top edge of the guardrail system and the platform surface.

- When screens and mesh are used, they shall extend from the top edge of the guardrail system to the scaffold platform, and along the entire opening between the supports.

- When intermediate members (such as balusters or additional rails) are used, they shall not be more than 19 inches (48 cm) apart.

- Each toprail or equivalent member of a guardrail system shall be capable of withstanding, without failure, a force applied in any downward or horizontal direction at any point along its top edge of at least 100 pounds (445 n) for guardrail systems installed on single-point adjustable suspension scaffolds or two-point adjustable suspension scaffolds, and at least 200 pounds (890 n) for guardrail systems installed on all other scaffolds.

- When the loads specified in paragraph (g)(4)(vii) of this section are applied in a downward direction, the top edge shall not drop below the height above the platform surface that is prescribed in paragraph (g)(4)(ii) of this section.

- Midrails, screens, mesh, intermediate vertical members, solid panels, and equivalent structural members of a guardrail system shall be capable of withstanding, without failure, a force applied in any downward or horizontal direction at any point along the midrail or other member of at least 75 pounds (333 n) for guardrail systems with a minimum 100 pound toprail capacity, and at least 150 pounds (666 n) for guardrail systems with a minimum 200 pound toprail capacity.

- Suspension scaffold hoists and non-walk-through stirrups may be used as end guardrails, if the space between the hoist or stirrup and the side guardrail or structure does not allow passage of an employee to the end of the scaffold.

- Guardrails shall be surfaced to prevent injury to an employee from punctures or lacerations, and to prevent snagging of clothing.

- The ends of all rails shall not overhang the terminal posts except when such overhang does not constitute a projection hazard to employees.

- Steel or plastic banding shall not be used as a toprail or midrail.

- Manila or plastic (or other synthetic) rope being used for toprails or midrails shall be inspected by a competent person as frequently as necessary to ensure that it continues to meet the strength requirements of paragraph (g) of this section.

- Crossbracing is acceptable in place of a midrail when the crossing point of two braces is between 20 inches (0.5 m) and 30 inches (0.8 m) above the work platform or as a toprail when the crossing point of two braces is between 38 inches (0.97 m) and 48 inches (1.3 m) above the work platform. The end points at each upright shall be no more than 48 inches (1.3 m) apart.]

Falling Object Protection

All employees must wear hardhats when working on, assembling, or dismantling scaffolds. This is our primary protection from falling objects. Additionally, we will:

- Install all guardrail systems with openings small enough to prevent passage of potential falling objects.

- Prevent tools, materials, or equipment that inadvertently fell from our scaffolds from striking employees by barricading the area below the scaffold.

- In addition to wearing hardhats each employee on a scaffold shall be provided with additional protection from falling hand tools, debris, and other small objects through the installation of toeboards, screens, or guardrail systems, or through the erection of debris nets, catch platforms, or canopy structures that contain or deflect the falling objects.

- When the falling objects are too large, heavy or massive to be contained or deflected by any of the above-listed measures, the Company will place such potential falling objects away from the edge of the surface from which they could fall and shall secure those materials as necessary to prevent their falling.

- Where there is a danger of tools, materials, or equipment falling from a scaffold and striking employees below, the following provisions apply:

    - The area below the scaffold to which objects can fall shall be barricaded, and employees shall not be permitted to enter the hazard area; or

- A toeboard shall be erected along the edge of platforms more than 10 feet (3.1 m) above lower levels for a distance sufficient to protect employees below, except on float (ship) scaffolds where an edging of 3/4 x 11/2 inch (2 x 4 cm) wood or equivalent may be used in lieu of toeboards;

- Where tools, materials, or equipment are piled to a height higher than the top edge of the toeboard, paneling or screening extending from the toeboard or platform to the top of the guardrail shall be erected for a distance sufficient to protect employees below; or

- A guardrail system shall be installed with openings small enough to prevent passage of potential falling objects; or

- A canopy structure, debris net, or catch platform strong enough to withstand the impact forces of the potential falling objects shall be erected over the employees below.

- Canopies, when used for falling object protection, shall comply with the following criteria:

    - Canopies shall be installed between the falling object hazard and the employees.

    - When canopies are used on suspension scaffolds for falling object protection, the scaffold shall be equipped with additional independent support lines equal in number to the number of points supported, and equivalent in strength to the strength of the suspension ropes.

    - Independent support lines and suspension ropes shall not be attached to the same points of anchorage.

- Where used, toeboards shall be:

    - Capable of withstanding, without failure, a force of at least 50 pounds (222 n) applied in any downward or horizontal direction at any point along the toeboard (toeboards built in accordance with Appendix A to this subpart will be deemed to meet this requirement); and

    - At least three and one-half inches (9 cm) high from the top edge of the toeboard to the level of the walking/working surface. Toeboards shall be securely fastened in place at the outermost edge of the platform and have not more than 1/4 inch (0.7 cm) clearance above the walking/working surface. Toeboards shall be solid or with openings not over one inch (2.5 cm) in the greatest dimension

Using Scaffolds

Site preparation, scaffold erection, fall protection, and gaining access to the working platform are only some of the requirements for scaffold work. While this all takes concentration and safe work practices, the most dangerous time can be when employees are concentrating on their work and not particularly aware of the hazards of working from scaffolds. It is critical that employees who use scaffolds be trained, among other things, in the recognition of the hazards associated with the type of scaffold being used and to understand the procedures to control or minimize those hazards. Our competent person will inspect all scaffolds and scaffold components for visible defects before each work shift, and after any occurrence that could affect a scaffold's structural integrity. However, in addition to that, all users of scaffolds in this company will know and understand the following safety rules:

- Scaffolds and scaffold components will never be loaded in excess of their maximum intended loads or rated capacities.

- Debris must not be allowed to accumulate on platforms.

- The use of shore or lean-to scaffolds is prohibited.

- Scaffolds and scaffold components shall be inspected for visible defects by a competent person before each work shift, and after any occurrence which could affect a scaffold's structural integrity.

- Any part of a scaffold damaged or weakened such that its strength is less than that required by paragraph (a) of this section shall be immediately tagged out, repaired or replaced, braced to meet those provisions, or removed from service until repaired. An example of tag used in tagging out scaffolding equipment is provided at the back of this program.

- Scaffolds shall not be moved horizontally while employees are on them, unless they have been designed by a registered professional engineer specifically for such movement or, for mobile scaffolds, where the provisions of §1926.452(w) are followed.

- The clearance between scaffolds and power lines shall be as follows: Scaffolds shall not be erected, used, dismantled, altered, or moved such that they or any conductive material handled on them might come closer to exposed and energized power lines than (see table in 1926.451(f)(6)).

  Exception to paragraph (f)(6): Scaffolds and materials may be closer to power lines than specified above where such clearance is necessary for performance of work, and only after the utility company, or electrical system operator, has been notified of the need to work closer and the utility company, or electrical system operator, has de-energized the lines,

relocated the lines, or installed protective coverings to prevent accidental contact with the lines.

- Scaffolds shall be erected, moved, dismantled, or altered only under the supervision and direction of a competent person qualified in scaffold erection, moving, dismantling or alteration. Such activities shall be performed only by experienced and trained employees selected for such work by the competent person.

- Employees shall be prohibited from working on scaffolds covered with snow, ice, or other slippery material except as necessary for removal of such materials.

- Where swinging loads are being hoisted onto or near scaffolds such that the loads might contact the scaffold, tag lines or equivalent measures to control the loads shall be used.

- Suspension ropes supporting adjustable suspension scaffolds shall be of a diameter large enough to provide sufficient surface area for the functioning of brake and hoist mechanisms.

- Suspension ropes shall be shielded from heat-producing processes. When acids or other corrosive substances are used on a scaffold, the ropes shall be shielded, treated to protect against the corrosive substances, or shall be of a material that will not be damaged by the substance being used.

- Work on or from scaffolds is prohibited during storms or high winds unless a competent person has determined that it is safe for employees to be on the scaffold and those employees are protected by a personal fall arrest system or wind screens. Wind screens shall not be used unless the scaffold is secured against the anticipated wind forces imposed.

- Debris shall not be allowed to accumulate on platforms.

- Makeshift devices, such as but not limited to boxes and barrels, shall not be used on top of scaffold platforms to increase the working level height of employees.

- Ladders shall not be used on scaffolds to increase the working level height of employees, except on large area scaffolds where employers have satisfied the following criteria:

    - When the ladder is placed against a structure which is not a part of the scaffold, the scaffold shall be secured against the sideways thrust exerted by the ladder;

    - The platform units shall be secured to the scaffold to prevent their movement;

    - The ladder legs shall be on the same platform or other means shall be provided to stabilize the ladder against unequal platform deflection, and

  - The ladder legs shall be secured to prevent them from slipping or being pushed off the platform.

- Platforms shall not deflect more than 1/60 of the span when loaded.

- To reduce the possibility of welding current arcing through the suspension wire rope when performing welding from suspended scaffolds, the following precautions shall be taken, as applicable:

  - An insulated thimble shall be used to attach each suspension wire rope to its hanging support (such as cornice hook or outrigger). Excess suspension wire rope and any additional independent lines from grounding shall be insulated;

  - The suspension wire rope shall be covered with insulating material extending at least 4 feet (1.2 m) above the hoist. If there is a tail line below the hoist, it shall be insulated to prevent contact with the platform. The portion of the tail line that hangs free below the scaffold shall be guided or retained, or both, so that it does not become grounded;

  - Each hoist shall be covered with insulated protective covers;

  - In addition to a work lead attachment required by the welding process, a grounding conductor shall be connected from the scaffold to the structure. The size of this conductor shall be at least the size of the welding process work lead, and this conductor shall not be in series with the welding process or the work piece;

  - If the scaffold grounding lead is disconnected at any time, the welding machine shall be shut off; and

  - An active welding rod or un-insulated welding lead shall not be allowed to contact the scaffold or its suspension system.]

Prohibited Practices

The following practices will never be tolerated in this company:

- Scaffold components manufactured by different manufacturers will never be intermixed unless the components fit together without force and the scaffold's structural integrity is maintained.

- Unstable objects will never be used to support scaffolds or platform units. Footings must be level, sound, rigid, and capable of supporting the loaded scaffold without settling or displacement.

- Cross braces will never be used as a means of access.

- The use of shore or lean-to scaffolds is prohibited.

Aerial Lifts

Anytime aerial lifts, including: (1) extensible boom platforms, (2) aerial ladders, (3) articulating boom platforms, (4) vertical towers, or (5) a combination of any such devices, are used to elevate employees to job-sites above ground, the following safety rules will apply:

- No aerial lift this company owns or uses will be 'field modified' for uses other than those intended by the manufacturer unless:
  - the manufacturer certifies the modification in writing, or
  - any other equivalent entity, such as a nationally recognized testing lab, certifies the aerial lift modification conforms to all applicable provisions of ANSI A92.2-1969, and the OSHA rules at 1926.453. The lift must be at least as safe as the equipment was before modification.

Ladder Trucks and Tower Trucks

- Aerial ladders must be secured in the lower traveling position by the locking device on top of the truck cab, and the manually operated device at the base of the ladder before the truck is moved for highway travel.

Extensible and articulating boom platforms

- We will test lift controls each day prior to use to determine they are in safe working condition.
- Only authorized employees can operate an aerial lift.
- A body belt must be worn and a lanyard attached to the boom or basket when working from an aerial lift.

[* No aerial lift this company owns or uses will be "field modified" for uses other than those intended by the manufacturer unless: (1) the manufacturer certifies the modification in writing, or (2) any other equivalent entity, such as a nationally recognized testing lab, certifies the aerial lift modification conforms to all applicable provisions of ANSI A92.2-1969, and the OSHA rules at

1926.453. The lift must be at least as safe as the equipment was before modification.

Ladder trucks and tower trucks

- Aerial ladders must be secured in the lower traveling position by the locking device on top of the truck cab, and the manually operated device at the base of the ladder before the truck is moved for highway travel.

Extensible and articulating boom platforms

- We will test lift controls each day prior to use to determine they are in safe working condition.
- Only authorized employees can operate an aerial lift.
- A body belt must be worn and a lanyard attached to the boom or basket when working from an aerial lift.

Duties of Competent and Qualified Persons

When working with scaffolds in this company there are some tasks that must be done by our competent or a qualified person. By definition they are:

Competent person-One who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

Qualified person-One who, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training and experience, has successfully demonstrated his/her ability to solve or resolve problems related to the subject matter, the work, or the project.

The following tasks will only be done by the person we have deemed competent or qualified to perform them:

Competent Person(s): Travis Petersen, Jeff Awtrey, Scott Reed

- We will not inter-mix scaffold components manufactured by different manufacturers unless the components fit together without force and the scaffold's structural integrity is maintained. Scaffold components manufactured by different manufacturers will not

be modified in order to inter-mix them unless our competent person determines the resulting scaffold is structurally sound.

- Before a suspension scaffold is used, direct connections must be evaluated by our competent person who will confirm, based on the evaluation, that the supporting surfaces are capable of supporting the loads to be imposed.

- Prior to each work shift and after every occurrence that could affect a rope's integrity, suspension scaffold ropes will be inspected by our competent person. Ropes will be replaced if any of the conditions outlined in 1926.451(d)(10) exist.

- Scaffolds will be erected, moved, dismantled, or altered only under the supervision and direction of a competent person.

Qualified Person(s): Travis Petersen, Jeff Awtrey, Scott Reed

- Scaffolds must be designed by a qualified person and shall be constructed and loaded in accordance with that design.

- Swaged attachments or spliced eyes on wire suspension ropes of suspension scaffolds will not be used unless they are made by the wire rope manufacturer or a qualified person.

- We will have each employee who performs work while on a scaffold trained by a person qualified in the subject matter to recognize the hazards associated with the type of scaffold being used and to understand the procedures to control or minimize those hazards.

NOTE: *Only qualified and competent personnel are allowed to modify scaffolding systems. Non-qualified personnel may create more hazards. If modifications are attempted by non-qualified personnel they will be subject to disciplinary action up to and including termination of employment.*

Training

Recognizing the need for training for employees who: (1) perform work while on scaffolds, (2) are involved in erecting, disassembling, moving, operating, repairing, maintaining, or inspecting scaffolds, and (3) have lost the requisite proficiency, training is one of the highest priority of this program.

Employees Who Use Scaffolds

Our employees who perform work on scaffolds will be trained by a qualified person to recognize the hazards associated with the type of scaffold being used and to understand the procedures to control or minimize those hazards. The training will include the following areas as applicable:

- The nature of and the correct procedures for dealing with electrical hazards.
- The nature of and the correct procedures for erecting, maintaining, and disassembling the fall protection and falling object protection systems used.
- The proper use of the scaffold, and the proper handling of materials on the scaffold.
- The maximum intended load and the load-carrying capacities of the scaffolds used.
- Tagging out of scaffolds.
- Any other pertinent requirements of the OSHA rules.

Employees Who Erect, Disassemble, Move, Operate, Repair, Maintain, or Inspect Scaffolds

Our employees who erect, disassemble, move, operate, repair, maintain, or inspect scaffolds will be trained by our competent person to recognize the hazards associated with the work being done. The training will include the following topics as applicable:

- The nature of scaffold hazards.
- The correct procedures for erecting, disassembling, moving, operating, repairing, inspecting, and maintaining the type of scaffold in question.
- The design criteria, maximum intended load-carrying capacity, and intended use of the scaffold.
- Tagging out of scaffolds.
- Any other pertinent requirements of this subpart.

Employees Who Need Retraining

- When we have reason to believe that one of our employees lacks the skill or understanding needed for safe work involving the erection, use or dismantling of scaffolds, we will retrain the employee so that the requisite proficiency is regained. Retraining will be done in at least the following situations:
    - Where changes at the worksite present a hazard about which the employee has not been previously trained.
    - Where changes in the types of scaffolds, fall protection, falling object protection, or other equipment present a hazard about which an employee has not been previously trained.
    - Where inadequacies in an affected employee's work involving scaffolds indicate that the employee has not retained the requisite proficiency.

Example of tags used to tagout scaffolding equipment.
DANGER. EQUIPMENT TAGGED OUT. MY LIFE IS ON THE LINE.

MARQUEE FIRE PROTECTION

July 11, 2014

HEARING CONSERVATION

I. PURPOSE:

The company has established a Hearing conservation Program to protect worker from the hazards of noise on the job. OSHA regulations require that each employer implement a hearing conservation program when workers are exposed to noise levels exceeding 85 dB. It is not hard to exceed this level of noise on many of the jobs sites. Typically, noise levels exceeding 85 dB are experienced when working with any type of pneumatic chipper or hammer, metal saw, and grinders. See attachment I for list of some common noise levels.

RESPONSIBILITY:

The Manager of Operations is responsible for the developing a written Hearing Conservation Procedure and overseeing the training of all employees in the company. The Manager of Operations is also responsible for the monitoring and administering this procedure.

INTRODUCTION:

The OSHA Standard on Occupational Noise Exposure, 29 CFR 1910.95, established the permissible limit of noise as 85 dB(A) (decibels), expressed as an eight-hour (8-hours), time-weighted average, (TWA). This standard allows short-term unprotected noise exposure up to a maximum of 115dB (A), peak sound.

The noise standard requires the identification by personnel monitoring of employees who may be exposed above the 85 db (A), 8-hour, TWA. Hearing protection is also required for specific activities or using certain types of equipment.

II. PROCEDURES:

The company has taken a conservative approach to this noise hazard by establishing this program. The following elements establish the program:

a. An Audiometric Testing Program when required
b. An Employee Education and Training Program
c. Monitoring and Analysis of Workplace Noise Levels
d. Providing Suitable Engineering Controls when appropriate
e. Providing Hearing Protectors when required
f. Maintain required records for the above.

AUDIOMETRIC TESTING

Each new employee whose work exposes them to noise levels above the "OSHA action level" will receive an Audiometric test as part of a pre-screening physical examination to establish a baseline audiogram against which subsequent audiograms can be compared as required by the OSHA Standard.

Annually, all employees who are exposed to noise levels exceeding the 85 dB standard will be given a follow-up Audiometric examination to monitor for any significant changes in their hearing ability. Employees will be formally notified if there is any change in their hearing as the result of the testing. The Standard has defined this shift as a change in hearing threshold relative to the baseline audiogram of an average of 10 dB or more at 200, 3000 and 4000 hz in either ear. In determining whether a standard threshold shift has occurred, allowance may be made for the contribution of aging (presbycusis) to the change in hearing level by correcting the annual audiogram according to the procedure described in Appendix F: "Calculation and Application of Age Correction to Audiograms." When audiometric testing is required, each affected employee must not be exposed to any workplace noise for at least 14 hours prior to his/her test. This requirement may be met by wearing hearing protectors which will reduce the employee's exposure to a sound level of 80 db (A) or below.

Audiometric tests shall be performed by a licensed or certified audiologist, otolaryngologist, or other physician, or by a technician who is certified by the Council of Accreditation in Occupational Hearing Conservation, or who has satisfactorily demonstrated competence in administering audiometric examinations, obtaining valid audiograms, and properly using, maintaining and checking calibration and proper functioning of the audiometers being used. A technician who operates microprocessor audiometer does not need to be certified. A technician who performs audiometric tests must be responsible to an audiologist, otolaryngologist or physician.

An audiologist, otolaryngologist or physician will review problem audiograms and shall determine whether there is a need for further evaluation. The company will provide tot eh person performing this evaluation the following information:

a. A copy of the 29 CFR 1910.95 Hearing Conservation.
b. The baseline audiogram and most recent audiogram of the employee to be evaluated.
c. Measurement of background sound pressure in the audiometric test room as required in 29 CFR 1910.95 Appendix D.
d. Records of audiometric calibrations as required by 20 CFR 1910.95 Appendix E.

If a comparison of the annual audiogram to the baseline audiogram indicates a standard threshold shift as defined by OSHA, the employee will be informed of this fact, in writing, by the company within 21 days of determination.

Unless a physician determines that the standard threshold shift is not work related or aggravated by occupational noise exposure, the company will ensure that the following steps are tank when a standard threshold shift occurs:

a. An employee hot using hearing protectors will be fitted with hearing protectors, trained their use and care, and required to use them; and
b. An employee already using hearing protectors shall be refitted and retrained in the use of hearing protectors and provided with hearing protectors offering greater attenuation if necessary.
c. Refer the employee for a clinical audiological evaluation or an otological examination, as appropriate, if additional testing is necessary or if the company suspect that a medical pathology of the ear is caused or aggravated by the wearing of haring protectors.
d. Inform the employee of the need for an otological examination if a medical pathology of the ear which is unrelated to the use of hearing protector is suspected.

If subsequent audiometric testing of an employee whose exposure to noise is less than an 8-hour TWA average of 90 decibels indicates that a standard threshold shift is not persistent the company:

a. Will inform the employee of the new audiometric interpretations: and
b. May stop the required use of hearing protectors for that employee.

III. EMPLOYEE EDUCATION AND TRAINING

The company employee must be trained on the use of personal hearing protection equipment. Also each employee must know how to clean and maintain the hearing protection equipment. The training will cover the following:

a. Training will be for all employees who are exposed to noise at or above the 8-hour TWA of 85 dB.
b. The training will be repeated annually for each employee included in the hearing conservation program.
c. The effects of noise on hearing
d. The purpose of hearing protectors, the advantages, disadvantages, and the attenuation of various types and instruction on selection, fitting, use and care
e. The purpose of audiometric testing, and an explanation of the test procedures.
f. Access to information and training materials.

IV. MONITORING AND ANALYSIS OF WORKPLACE NOISE LEVELS

The company periodically or as necessary, conducts noise level surveys of the workplace. The results of these surveys will be made available to employees upon request.

Any job area or company location found to be in excess of the allowable designated noise levels that cannot be brought into compliance with the noise standard will be designated as an area where hearing protectors are to be worn. When signs are posted employees must wear hearing protection. The signs may read as follows:

NOTICE – HEARING PROTECTION REQUIRED IN THIS AREA

V. PROVIDE SUITABLE ENGINEERING CONTROLS

Where appropriate, the company will provide engineering controls to reduce noise exposure. Due to the complexity of most job sites, it is difficult if possible to institute effective engineering controls for most noise exposures. Should this be the case, then employees will be required to wear suitable hearing protection.

VI. PROVIDE HEARING PROTECTORS WHERE REQUIRED

The company will provide and required employees with hearing protectors if his/her 8 hour TWA is above the 85dB (A). The company will also make hearing protectors available to all employees exposed to a TWA above 85dB (A) at no cost to the employee. Any employee who may have a significant threshold shift of hearing level will be required to wear hearing protection if they are exposed to noise TWA of 85dB. The company will provide workers with a choice of at least one type of ear plug and one type of ear muff (ear muff can not be used when anything prevent the seal of the ear muff, such as safety glasses) On some job site there will be a choice of two different ear plugs. The company will make a concerted effort to fine the right protector for each employee, one that offers the right attenuation, is accepted on the terms of comfort, and is used by the employee.

VII. RESPONSIBILITIES

A CLIENT WILL:

a. Determine all sources of noise at or above 85dD.

b. Determine if personnel have 8-hour TWA exposures at or above fifty-percent (50%) of the OSHA allowable.

c. Review noise exposures annually for all job classifications with TWA

d. Exposure at or above fifty-perent (50%)

e. Ensure that audiograms are made annually for personnel whose TWA exposures are at or above fifty-percent (50%) of the OSHA allowable.

JOB SITE SUPERVISION WILL:

a. Will require hearing protection in all area with noise levels at or above the 85dB(A) and for all task which generate such noise level (i.e., grinding, hammering). Ear plug shall be required in an area and/or on tasks with the sound levels exceeding 105dB.

b. To alert employees to possible hazardous noise exposures, Signs shall be posted in work areas in which the sound levels may exceed 85dB. These signs will be posted by the client.

c. Evaluate the need for engineering and/or administrative controls to reduce the noise levels below the 85 dB and, where feasible, develop a plan to reduce all personnel exposures to less than fifty-percent (50%) of the OSHA allowable.

d. Make hearing protection available and enforce its use by all employees with TWA exposures at or above the fifty-percent (50%) of the OSHA allowable and/or by those who must enter or work in areas where the noise level is 85dB or above.

REMEMBER - The client determines if a unit or work area is classified as a high noise area. After the determination is made, the company's employees will be instructed to wear the appropriate hearing protection.

VIII RECORDKEEPING

All record-keeping for this program will be maintained in the office. Records will include:

a. Audiometric tests
b. Noise surveys
c. Employee training
d. Engineering controls implemented
e. Record of purchase of hearing protector

IX. WORK REQUIRING HEARING PROTECTORS

There are may jobs or types of work that generally produces noise level that intermittently or for short durations exceed the permissible TWA. It is the policy of the company to require all workers who are engaged in these jobs to wear hearing protectors. The attached list is some of those jobs. See Attachment

X. HEARING PROTECTORS

Employees may choose the type of hearing protection that best suits their particular assignment and personal preference for among those listed below. Each employee required to wear hearing protection is responsible for carrying hearing protection on his/her person. Hearing protection is furnished at no cost to employees.

EAR PLUGS – Most ear plugs, when worn properly, have a noise reduction rating (NRR) on the package. Most ear plugs have NRR of about 30.

EAR MUFFS – Adjustable muffs can be worn in three positions:

POSITION	NRR
1. Over the head	24 this depends on the NRR of the Ear Muff)
2. Under the chin	20
3. Behind the head	20

<u>COMPUTING THE HEARING PROTECTION LEVEL</u>

To compute the actual hearing protection level under the protector, subtract 7 dB(A) from the Noise Reduction Rating (NRR), then divide the number by 2, and subtract the remainder form the measured noise level dB (A).

For example: NRR of 29 -7 = 22 dB(A)
22 dB(A) ÷ 2 = 11 dB(A)
Noise level of 95 dB(A) – 11 = 84 dB(A)
Therefore, this device offers a protection level of 11 dB(A).

ATTACHMENT I

The following list represents some work activities and equipment which will require the use of hearing protection:

ACTIVITIES AND/OR EQUIPMENT TYPICALLY RESULTING IN HIGH NOISE LEVEL	ESTIMATED AVERAGE NOISE LEVEL dB(A)
1. Air Arc Gouging	115
2. Air compressor	95
3. Chain saw	107
4. Electric Disc Grinder	100
5. Forklift inside a trailer	98
6. Heavy equipment working	100
7. Impact tools	108
8. Pneumatic chipping hammer	110
9. Abrasive blasting	100
10. Welding machines	95

ATTACHMENT II

HEARING CONSERVATION PROGRAM

FOLLOW UP TRAINING RECORD

FROM: _____
Manager or Supervisor

The employee listed below recently was found to have a confirmed significant shift in the hearing threshold (as defined by OSHA). An investigation and additional training is required. When this form is completed and reviewed with the employee, please file in the office.

EMPLOYEE NAME:_____
Print or type First, MI, Last Name

_____ _____
Social Security Number or Employee Number **Reported Date**

JOB CATEGORY _____
(Current Assignment)

The Potential for noise exposure and specific requirements for using hearing protection in their area should be reviewed with this employee within 2 weeks. If hearing protection requirements have not been established in this work area, it must be done as soon as possible.

The retraining for this employee should include:

* The temporary and permanent effects of noise on hearing
* Established hearing protection requirements
* Any questions the employee may have on the use of hearing protection
* The proper use of hearing protection
* Comments the employee has on potential off-the-job noise exposure

Comments on discussion held:_____

_____

I have discussed the above items with this employee:

_____ _____ _____
Manager or Supervisors Name (print) Signature Date of Discussion

FIRE SPRINKLER SYSTEM

INJURY AND ILLNESS PREVENTION PROGRAM

from

MARQUEE FIRE PROTECTION

3875 Atherton Road, Suite #200
Rocklin, CA 95765

(916) 641-7997 / (707) 642-7905

IIPP and Code of Safe Practices for
MARQUEE FIRE PROTECTION

8 Elements of the IIPP

- Responsibility
- Compliance
- Communication
- Hazard Assessment
- Accident Investigation
- Hazard Correction
- Training
- Recordkeeping

Injury Illness Prevention Program

This Injury Illness Prevention Program or IIPP for short is designed to be our health and safety manual. The IIPP is a living document that is not simply a program but a process. As a living document, this manual must continue to evolve from our experiences and our knowledge.

Cal/OSHA adopted the IIPP because statistics and research show that many occupational accidents and illnesses are preventable through an effective safety program. At Marquee Fire Protection, our goal is to expand this program into a comprehensive injury and illness prevention program.

The health and safety of each employee is of primary importance at Marquee Fire Protection. We are committed to providing a safe and healthy work 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.

We expect our employees to use this document as a tool to help keep everyone free from injuries. Also, this will be the first written document that a representative from Cal/OSHA will normally ask for. Please know where to find this document and have knowledge of its contents. Safety begins with you and only through teamwork can we have a safety and health program that we can all be proud of.

1	Responsibility for Safety	Pages 5-7
2	Compliance (Code of Safe Work Practices--pages 11-20)	Pages 8-20
3	Communication	Pages 21-24
4	Hazard Assessment	Pages 25-26
5	Accident Investigation	Pages 27-28
6	Hazard Correction	Pages 29-30
7	Training	Pages 32-33
8	Recordkeeping	Pages 34

Company Safety Policy

This Injury Illness Prevention Program has been designed to help prevent the existence of hazardous conditions that might occur on any of our projects and to provide Marquee Fire Protection employees with the safest possible working conditions.

It is our policy that in the event of an unsafe condition on any of our projects, it is imperative that management be informed immediately so that corrective measures may be made. It is our goal to prevent the cause of accidents before an accident occurs. If the circumstances causing the unsafe condition are not addressed within the safety policy, common sense and prudence must be used to avoid the hazard until it can be corrected.

All employees acting in a supervisory capacity are directly responsible for the safe working conditions of each project at which they are working; and for the proper training of all employees working under their supervision.

Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt how to do a job safely, it is their duty to ask a qualified person for assistance.

Employees are expected to assist management in injury and illness prevention activities. Unsafe conditions must be reported. Fellow employees that need help should be assisted. Everyone is responsible for the housekeeping duties that pertain to their jobs.

Any injury that occurs on the job, even a slight cut or strain, must be reported to management as soon as possible. In no circumstance, except an emergency, should an employee leave a shift without reporting an injury that occurred.

When you have an injury and illness, everyone loses; you, your family, your fellow workers, and the company. Please work safely. It's good for everyone.

SAFE AND ACCIDENT FREE PROJECTS ARE OUR ULTIMATE GOAL

Marquee Fire Protection

Acknowledgement of Receipt of Company Safety Policy

This will acknowledge that I have received a copy of the Company's safety policy and Injury and Illness Prevention Program and that I will comply with their requirements.

As a management employee of Marquee Fire Protection, I understand that I may be held personally liable and responsible for safe working conditions and for the proper training of all employees. Therefore, if I know of, or have reason to know of, any unsafe conditions in the work workplace and I fail to report it to higher management and/or fail to take immediate and appropriate corrective action, both the Company and I can be placed in serious jeopardy.

As an employee of Marquee Fire Protection, I understand that if ever in doubt how to do a job safely, it is my duty to ask a qualified person for assistance.

I agree that I will immediately report any event of an unsafe condition in the workplace to my immediate supervisor. I understand and agree that I will cooperate completely in the investigation of any claims of unsafe conditions and that I am not to penalize any person nor will I be penalized for making a complaint of unsafe conditions.

Finally, I understand that if I violate any aspect of this policy, it may be cause for suspension or termination.

Print Full Name _____

Signed _____

Date _____

Responsibilities

TRAVIS PETERSEN, **program administer, is responsible for the Injury Illness Prevention Program.**

A. MANAGEMENT RESPONSIBILITY

Management at Marquee Fire Protection has made the following commitment in our Injury and Illness Prevention Program:

1. To comply in a lawful manner with the California Occupational Health Act, to create and maintain a safe and healthy work environment and to comply with all other applicable State and local regulations covering our activities
2. To be familiar with all applicable legal regulations related to employee safety and to notify our affected key employees of these regulations
3. To develop and implement safety rules designated for the protection of our employees and facilities
4. To demonstrate a positive attitude and set the example for accident prevention
5. To develop company safety policies and activities for implementation
6. To provide a copy of the Injury Illness Prevention Program to each employee
7. To monitor the overall accident prevention activities; and
8. To keep staff informed regarding the final cost of job accidents and the overall impact on our company.

B. FOREMAN/MANAGER'S RESPONSIBILTY

Foreman or Managers at Marquee Fire Protection must participate in planning for accident prevention; by actively manage safety at the worksite. They must train others to recognize & respond to hazards. And foremost, they must lead by example in order to maintain an effective safety and health program.

Foreman or Managers shall:

1. Be held accountable for all accidents on their job or under their supervision
2. Set the proper example for workers to follow
3. Be responsible at all times to see that work is performed in a safe manner and ensure compliance with safety rules, regulations and instructions
4. Take disciplinary action when necessary to enforce safety rules and practices
5. Be responsible for orienting new employees on safety aspects of the job and the proper method of doing the job--give safety rules to each employee
6. Be responsible for the inspection of the work areas and all equipment. Employees shall give prompt attention to needed repairs and to safety suggestions, and will submit a written list of all deficiencies for correction
7. Not permit the use of intoxicating beverages on the job or allow on the job any employee under the influence of alcohol, drugs or barbiturates;
8. Be responsible to see that all personal injury accidents and property damage accidents are investigated and reported to Management.
9. Determine that needed first aid, safety equipment and protective devices are provided wherever necessary
10. Take prompt corrective action wherever unsafe conditions and unsafe acts are noted or reported; and
11. See that emergency first aid and hospital phone numbers are readily available at each location.

C. EMPLOYEE RESPONSIBILITY

Management expects each employee at Marquee Fire Protection, regardless of his/her position with the organization, to cooperate in every respect with the company's safety program.

Our safety program requires that:

1. All injuries and accidents must be reported immediately to your supervisor; obtain medical aid without delay

2. Personal protective equipment, where required, must be worn by all employees. There will be no exceptions to this requirement

3. Hazardous conditions and other safety concerns must be reported immediately to your supervisor; and

4. Employees will follow all company safety rules. Failure to follow the rules will result in disciplinary action, up to and including termination.

5. 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.

6. 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 & First Aid Kit. In this situation you should provide the representative with the requested information and notify your supervisor immediately.

Compliance

Progressive Discipline for noncompliance

It is important for Marquee Fire Protection to have work rules and a disciplinary system for its employees so that we all know and understand what conduct is expected or prohibited at work. The company has two categories of offenses—one which may subject employees to immediate discharge, and the other for less serious infractions requiring counseling and/or written or verbal reprimand. Please note that these lists are not all-inclusive, and the company may amend or modify these work rules and the disciplinary system. These work rules and disciplinary system do not create an expressed or implied contract for employment.

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

1. Serious Infractions

Employees may be subject to immediate discharge 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 either 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. Insubordination.
D. Deliberate destruction or removal of company or other employee's property.
E. Dishonesty or theft.
F. Fighting
G. Sleeping on duty.
H. Failure to practice company safety policies.
I. Having or using firearms or explosives on company property, company job sites, or work time, breaks, or meal periods.
J. Derogatory report from the Department of Motor Vehicles of your driver's license.
K. Failure to follow the company's policies on alcohol and illegal drug use and testing.
L. Job Abandonment.

2. Warnings for Other Infractions

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

An employee will be considered on probation for a period of 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 be warned for other infractions of company policy as well.

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. Horseplay or participating in practical jokes which my endanger oneself, other employees or company property (first offense).
F. Failure to practice and promote the use of recognized safety practices and company safety policies.

Notice of Safety Infraction

We consider the safety of our employees to be very important. Therefore, to prevent accidents, it is our policy to strictly enforce company safety rules. Infractions of safety rules will result in the following:

1st Infraction—Written/Verbal Warning
2nd Infraction—Written Warning
3rd Infraction— 3 to 5 Day Suspension
4th Infraction—Dismissal

_____
Employee

Has been observed working in the following unsafe manner, contrary to company safety rules:

This is your:
☐ First Infraction ☐ Second Infraction ☐ Third Infraction ☐ Fourth Infraction

Action Taken is:

_____ _____
Supervisor Date

_____ _____
Employee Date

Code of Safe Work Practices

A. CODE OF SAFE WORK PRACTICES

1. General Safety

   a. Be alert for unsafe work methods or unsafe 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 or 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 fire fighting 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. Keep your working environment clean and in order at all times. 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. If anything is spilled in the work area, it should be cleaned up as soon as possible after it has been determined if the spilled substance is not hazardous. 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. Keep control of your movements at all times.

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 or 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. Fire fighting 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 fire fighting 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 from and transported in approved containers. Glass containers are expressly 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 from growing into large fires.

g. If a fire occurs, the first consideration must be the safety of personnel. 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.

h. Only employees who are 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 prior to employment.

7. Emergency Evacuation Procedures:

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

a. The instruction 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 members of their staff 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 and it will be provided.

a. This equipment shall be used whenever it is necessary due to hazards of processes or environment.

b. Personal protective equipment must be carefully checked each time before wearing 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 what equipment is necessary 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, a welder's helmet or goggles with the correct tint to protect the eyes from ultraviolet or infrared radiation shall be worn.

g. If you are cut or if you receive a puncture wound, personal hygiene becomes extremely important. Always keep cuts and puncture wounds clean to avoid infection. Report any such minor injuries to your supervisor.

h. If skin contact with chemicals occurs, 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 gasses; therefore, employees will be required to 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 the work that you do--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 you have been authorized to do so and when you have received safety instruction. Do not operate any machine without its guards being properly in place. If you see an unguarded machine, report it at once. A safe guard covers all moving parts and is designed to permit 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 it can be used.

    b. Check the insulation on the wires and the condition of plugs and sockets every day. If they are frayed, worn, cut or broken, repair them before using.

    c. String temporary extension cords and power lines so they will not create 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 chain saw at all times. Never operate the saw with only your 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 at a time in a file cabinet. 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 seats for passengers.

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 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 for 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, 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 occurring, the supervisor/crew leader should take all precautions, with weight given to the situation at hand.

e. Do not operate forklift 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 head, arms, legs, etc., inside the compartment.

h. Keep yourself and all others clear of 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 lift to swerve or tip.

l. Be extra careful when driving around machinery and moving vehicles.

m. Always drive slow and cautious. **Riders are not permitted.**

n. Do not fill fuel tank while 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 top of boom.

r. Observe the following load handling procedures:

1) Handle loads within 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 stack is stable and will not fall on someone;

5) Watch "swing" when handling long loads;

6) Do not travel with 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 stacker, make sure stack does not get hung up on stack next to it; otherwise, top pallet may fall off.

u. When forklift is not in use, leave forks on ground, tips slightly tilted downward (eliminates tripping hazard).

15. Fall Protection and Protection Program:

MARQUEE FIRE PROTECTION is dedicated to the protection of 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 / non-conventional fall protection at 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 to establish the procedures that are to be followed in order 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 further.

It is the responsibility of the on-site foreman to implement this fall protection program. The foreman is responsible for continual observational safety checks of the work area and to enforce the safety policies and procedures. Foreman shall be responsible to correct unsafe acts or conditions immediately. Employees are responsible for: understanding and adhering to the procedures of this program; following the instructions of the foreman; 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 be proceeding without use of 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 on each side to a standard railing or wall, 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 in such a way that it's 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 toeboards 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 shall 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 for 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 in excess of 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 such that a worker cannot fall more than two feet.

c. Anchorages for positioning devices shall be capable of supporting at least twice the potential impact of a workers 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.

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. This instruction shall be done by a competent person, and shall include:

a. The nature of fall hazards in the work area.

b. Correct procedures for fall arrest systems being used.

c. The use of guardrail, 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 have an understanding of the skills required and the safety standards.

b. Changes on 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 or use of fall protection systems or the skills to perform the work safely.

16. <u>Ladder Safety</u>

a. Inspect all ladders prior to 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.

17. Scaffold Safety

    a. Supported scaffolds must be able to support their own weight and at least 4 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 taken apart.

    d. Keep scaffolds at least 10 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

18. Gas and Electric Safety for Contractors

    a. Remember the 10-foot rule when working around all overhead power lines. Keep all vehicles, equipment, tools, and people at least 10 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 can shock or even kill equipment operators. Under California law, contractors who do not protect underground facilities during excavations may be held financially and possible 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 10 feet away from overhead lines. If you must work closer than 10 feet, contact PG&E at 1-800-743-5000 in advance so safety arrangements 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 pipelines valves. Call 911 and PG&E at 1-800-743-5000.

19. <u>Confined Space Entry</u>

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 a guide of reminders about the program.

a. Assess all potential entries and ask the following questions:
    1. Is the work essential?
    2. Can it be rescheduled?
    3. Is the situation a utility responsibility, ie. Natural gas leak?
    4. Are emergency authorities required?
    5. What special equipment is required?
    6. Are the workers to be involved fully trained and competent in the work to be performed?
    7. Should a qualified contractor be brought in?

b. Ensure that all the required safety related equipment is set up and fully operational.

c. Ensure the atmospheric testing device is charged, calibrated and fully functional prior to 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 prior to 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 a full 10 minutes prior to, and during entry.

20. Heat Illness Prevention Plan

a. All employees shall follow these safe practices and render every possible aid to each other and report all unsafe conditions or practices to the supervisor or superintendent.

b. Supervisors shall encourage all employees to monitor themselves and observe co-workers for any signs of heat illness and take any and all appropriate actions necessary.

c. All employees, including supervisory personnel, shall be given heat illness prevention instructions. This training shall be given to all employees prior to being assigned to working in conditions where the risk of heat illness may potentially exist.

d. This training shall include information pertaining to:
   1. Environmental and personal risk factors for heat illness.
   2. Procedures for identifying, evaluating, and controlling exposures to the environmental and personal risk factors for heat illness.
   3. The importance of frequent consumption of water.
   4. The importance of acclimatization.
   5. The different types of heat illness and common signs and symptoms of heat illness.
   6. The importance of immediately reporting to the employer or designated person any symptoms or signs of heat illness.

f. 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).

g. 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.

h. Work will be scheduled and work clothes will be appropriate for any environmental conditions which can potentially expose employees to the risk of heat illness.

i. An area will be provided at each work site which provides shelter (shade) from direct sunlight and adequate ventilation.

j. Employees will be encouraged to drink at least a quart of water per hour.

k. In the event that medical evacuation (ambulance) is needed:
   1. Contact emergency medical services by telephone, cell phone, radio, citizen's band radio or any other means available.
   2. Give specific directions to this location including a description of the location from any major road or highway, and any landmarks which will help emergency personnel arrive as quickly as possible.
   3. If necessary, transport victim to the nearest major road in 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 dusts can result in a disease called Silicosis.

a. Activities where exposure can occur include;

   1) Cutting of concrete.

   2) Drilling into concrete.

   3) Brooming of concrete.

   4) Chipping of concrete.

   5) Backhoe or Bobcat work.

   6) Mixing of concrete or grout.

b. Never use compressed air to clean dust off surfaces, equipment, or clothes.

c. When drilling concrete, attempt to use containment cups or HEPA vacuums to collect the dust.

d. Where sawing concrete or masonry, use saws that provide water to the blade.

e. Suggested hygiene practices to follow in order to protect workers from crystalline silica operations include:

   1) Do not eat, drink, or use tobacco products in dusty areas.

   2) Park cars away from areas contaminated by silica dust.

   3) Wash you 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.

f. Be aware of the Silica hazards in construction. The Pulmonary Function Test (PFT) can detect the development of Silicosis in the very early stages. 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. PFT medical exams are offered by MARQUEE FIRE PROTECTION at not cost to the employee.

g. Onsite air monitoring should be conducted to verify the Silica levels do not exceed the PEL limits.

h. Where adequate controls can not be achieved; to keep the 8-hour average PEL below the OSHA standard, then a **Respiratory Protection Plan** must be followed.

22. RESPIRATORY PROTECTION PLAN:

If all other administrative controls and engineering controls have been applied and the hazard still can not 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 the use of 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 jobsite.

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) Insuring 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 with which you are working. One source of such information is the Safety Data Sheet (SDS) which should be available on each jobsite. 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 the use of respirators unless they are physically able to perform the work and use the equipment. A medical evaluation will be conducted by a physician to determine this. In addition, the wearing of respirators should not produce undue stress or place 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 insure a proper fit. Fit-testing will be conducted by On-Site 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, respirator selection adjustment. Training will be conducted by On-Site 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 them against damage and contaminants.

G. PLAN DETAIL

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

FIRE SPRINKLER SYSTEM

RESPIRABLE CRYSTALLINE SILICA PROGRAM

from

MARQUEE FIRE PROTECTION

3875 Atherton Road, Suite #200
Rocklin, CA 95765

(916) 641-7997 / (707) 642-7905

Respirable Crystalline Silica Program

PURPOSE

This Respirable Crystalline Silica Program was developed to prevent employee exposure to hazardous levels of Respirable Crystalline Silica that could result through construction activities or nearby construction activities occurring on worksites. Respirable Crystalline Silica exposure at hazardous levels can lead to lung cancer, silicosis, chronic obstructive pulmonary disease, and kidney disease. It is intended to meet the requirements of the Respirable Crystalline Silica Construction Standard (29 CFR 1926.1153) established by the Occupational Safety and Health Administration (OSHA) and Cal-OSHA Section 1532.3 of the California Code of Regulations, Title 8.

All work involving chipping, cutting, drilling, grinding, or similar activities on materials containing Crystalline Silica can lead to the release of respirable-sized particles of Crystalline Silica (i.e. Respirable Crystalline Silica). Crystalline Silica is a basic component of soil, sand, granite and many other minerals. Quartz is the most common form of Crystalline Silica. Many materials found on constructions sites include Crystalline Silica; including but not limited to – cement, concrete, asphalt, pre-formed structures (inlets, pipe, etc.) and others. Consequently, this program has been developed to address and control these potential exposures to prevent our employees from experiencing the effects of occupational illnesses related to Respirable Crystalline Silica exposure.

SCOPE

This Respirable Crystalline Silica Program applies to all employees who have the potential to be exposed to Respirable Crystalline Silica when covered by the OSHA Standard. The OSHA Respirable Crystalline Silica Construction Standard applies to all occupational exposures to Respirable Crystalline Silica in construction work, except where employee exposure will remain below 25 micrograms of Respirable Crystalline Silica per cubic meter of air (25 $\mu g/m^3$) as an 8- hour time-weighted average (TWA) <u>under any foreseeable conditions</u>.

Each employee shall be able to demonstrate knowledge and understanding of at least the following:

1. The health hazards associated with exposure to respirable crystalline silica;
2. Specific tasks in the workplace that could result in exposure to respirable crystalline silica;
3. Specific measures the employer has implemented to protect employees from exposure to respirable crystalline silica, including engineering controls, work practices, and respirators to be used;
4. The contents of this section.
5. The identity of the competent person designated by the employer on the jobsite; and
6. The purpose and a description of the medical surveillance program.

TRAINING

- All field employees shall complete an OSHA Silica Construction Course.
- Conduct job site assessments for Silica containing materials and perform employee Respirable Crystalline Silica hazard assessments in order to determine if an employee's exposure will be above 25 µg/m^3 as an 8-hour TWA under any foreseeable conditions

- Select and implement into the project's ECP the appropriate control measures in accordance with the Construction Tasks identified in OSHA's Construction Standard Table 1; and potentially including (but not limited to) - a written Exposure Control Plan (ECP), exposure monitoring, Hazard Communication training, medical surveillance, housekeeping and others.

  NOTE: OSHA's Construction Standard Table 1 is a list of 18 common construction tasks along with acceptable exposure control methods and work practices that limit exposure for those tasks.

- Ensure that the materials, tools, equipment, personal protective equipment (PPE), and other resources (such as worker training) required to fully implement and maintain this Respirable Crystalline Silica Program are in place and readily available if needed.

- Ensure that Project Managers, Site Foreman, Fitters and Apprentices, Competent Persons, and employees are educated in the hazards of Silica exposure and trained to work safely with Silica in accordance with OSHA's Respirable Crystalline Silica Construction Standard and OSHA's Hazard Communication Standard. Managers and Competent Persons may receive more advanced training than other employees.

- Ensure all applicable elements of this Respirable Crystalline Silica Program are implemented on the project including the selection of a Competent Person.

- Assist the Safety Manager in conduct job site assessments for Silica containing materials and perform employee Respirable Crystalline Silica hazard assessments in order to determine if an ECP, exposure monitoring, and medical surveillance is necessary.

- Assist in the selection and implementation of the appropriate control measures in accordance with the Construction Tasks identified in OSHA's Construction Standard Table 1; and potentially including (but not limited to) - a written Exposure Control Plan (ECP), exposure monitoring, Hazard Communication training, medical surveillance, housekeeping and others.

- When required, ensure that employees using respirators have been properly trained, medically cleared, and fit-tested in accordance with the company's Respiratory Protection Program. This process will be documented.

- Ensure that work is conducted in a manner that minimizes and adequately controls the risk to workers and others. This includes ensuring that workers use appropriate engineering controls, work practices, and wear the necessary PPE.

- Where there is risk of exposure to Silica dust, verify employees are properly trained on the applicable contents of this program, the project-specific ECP, and the applicable OSHA Standards (such as Hazard Communication). Ensure employees are provided appropriate PPE when conducting such work.

Competent Person and/or Site Manager (Superintendent, Foreman, etc.)

- Make regular inspections of job sites, materials, and equipment to implement the written ECP.

- Identify existing and foreseeable Respirable Crystalline Silica hazards in the workplace and take prompt corrective measures to eliminate or minimize them.

- Notify the Project Foreman and/or Safety Manager of any deficiencies identified during inspections in order to coordinate and facilitate prompt corrective action.

- Assist the Project Foreman and Safety Manager in conducting job site assessments for Silica containing materials and perform employee Respirable Crystalline Silica hazard assessments in order to determine if an ECP, exposure monitoring, and medical surveillance is necessary.

Employees:

- Follow recognized work procedures (such as the Construction Tasks identified in OSHA's Construction Standard Table 1) as established in the project's ECP and this program.

- Use the assigned PPE in an effective and safe manner.

- Participate in Respirable Crystalline Silica exposure monitoring and the medical surveillance program.

- Report any unsafe conditions or acts to the Site Manager and/or Competent Person.

- Report any exposure incidents or any signs or symptoms of Silica illness.

DEFINITIONS

If a definition is not listed in this section, please contact your supervisor. If your supervisor is unaware of what the term means, please contact the Competent Person or your Safety Department.

- Action Level means a concentration of airborne Respirable Crystalline Silica of 25 $\mu g/m^3$, calculated as an 8-hour TWA.
- Competent Person means an individual who is capable of identifying existing and foreseeable Respirable Crystalline Silica hazards in the workplace and who has authorization to take prompt corrective measures to eliminate or minimize them. Usually this is the Project Foreman.
- Employee Exposure means the exposure to airborne Respirable Crystalline Silica that would occur if the employee were not using a respirator.
- High-Efficiency Particulate Air (HEPA) Filter means a filter that is at least 99.97 percent efficient in removing monodispersed particles of 0.3 micrometers in diameter.
- Objective Data means information, such as air monitoring data from industry-wide surveys or calculations based on the composition of a substance, demonstrating employee exposure to Respirable Crystalline Silica associated with a particular product or material or a specific process, task, or activity. The data must reflect workplace conditions closely resembling or with a higher exposure potential than the processes, types of material, control methods, work practices, and environmental conditions in the employer's current operations.
- Permissible Exposure Limit (PEL) means the employer shall ensure that no employee is exposed to an airborne concentration of Respirable Crystalline Silica in excess of 50 $\mu g/m^3$, calculated as an 8-hour TWA.
- Physician or Other Licensed Health Care Professional (PLHCP) means an individual whose legally permitted scope of practice (i.e., license, registration, or certification) allows him or her to independently provide or be delegated the responsibility to provide some or all of the particular health care services required by the Medical Surveillance Section of the OSHA Respirable Crystalline Silica Standard.
- Respirable Crystalline Silica means Quartz, Cristobalite, and/or Tridymite contained in airborne particles that are determined to be respirable by a sampling device designed to meet the characteristics for respirable-particle size- selective samplers specified in the International Organization for Standardization (ISO) 7708:1995: Air Quality-Particle Size Fraction Definitions for Health-Related Sampling.
- Specialist means an American Board Certified Specialist in Pulmonary Disease or an American Board Certified Specialist in Occupational Medicine.

EXPOSURE CONTROL METHODS

Specified Exposure Control Methods

When possible and applicable, MARQUEE FIRE PROTECTION will conduct activities with potential Silica exposure to be consistent with OSHA's Construction Standard Table 1. Supervisors will ensure each employee under their supervision and engaged in a task identified on OSHA's Construction Standard Table 1 have fully and properly implemented the engineering controls, work practices, and respiratory protection specified for the task on Table 1 (unless MARQUEE FIRE PROTECTION has assessed and limited the exposure of the employee to Respirable Crystalline Silica in accordance with the Alternative Exposure Control Methods Section of this program).

The task(s) being performed by MARQUEE FIRE PROTECTION identified on OSHA's Construction Standard Table 1 is/are: Primarily the use of a hand held rotohammer.

Table 1: Specified Exposure Control Methods When Working With Materials Containing Crystalline Silica

Construction Task or Equipment Operation		Engineering and Work Practice Control Methods	Required Respiratory Protection	
			≤ 4 hours/shift	>4 hours/shift
1	Stationary masonry saws	• Use saw equipped with integrated water delivery system that continuously feeds water to the blade. • Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	None	None
2a	Handheld power saws (any blade diameter) when used outdoors	• Use saw equipped with integrated water delivery system that continuously feeds water to the blade. • Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	None	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask
2b	Handheld power saws (any blade diameter) when used indoors or in an enclosed area	• Use saw equipped with integrated water delivery system that continuously feeds water to the blade. • Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask
3	Handheld power saws for cutting fiber-cement board (with blade diameter of 8 inches or less) for tasks performed outdoors only	• Use saw equipped with commercially available dust collection system. • Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. • Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency.	None	None
4a	Walk-behind saws when used outdoors	• Use saw equipped with integrated water delivery system that continuously feeds water to the blade. • Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	None	None
4b	Walk-behind saws when used indoors or in an enclosed area	• Use saw equipped with integrated water delivery system that continuously feeds water to the blade. • Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask
5	Drivable saws for tasks performed outdoors only	• Use saw equipped with integrated water delivery system that continuously feeds water to the blade. • Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	None	None
Construction Task or		**Engineering and Work Practice**	**Required Respiratory Protection**	

Equipment Operation		Control Methods	≤ 4 hours/shift	>4 hours/shift
6	Rig-mounted core saws or drills	• Use tool equipped with integrated water delivery system that supplies water to cutting surface. • Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	None	None
7	**Handheld and stand-mounted drills (including impact and rotary hammer drills)**	• **Use drill equipped with commercially available shroud or cowling with dust collection system.** • **Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.** • **Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism.** • **Use a HEPA-filtered vacuum when cleaning holes.**	**None**	**None**
8	Dowel drilling rigs for concrete for tasks performed outdoors only	• Use shroud around drill bit with a dust collection system. • Dust collector must have a filter with 99% or greater efficiency and a filter cleaning mechanism. • Use a HEPA-filtered vacuum when cleaning holes.	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask
9a	Vehicle-mounted drilling rigs for rock and concrete	• Use dust collection system with close capture hood or shroud around drill bit with a low-flow water spray to wet the dust at the discharge point from the dust collector.	None	None
9b	Vehicle-mounted drilling rigs for rock and concrete	• Operate from within an enclosed cab and use water for dust suppression on drill bit.	None	None
10a	Jackhammers and handheld powered chipping tools when used outdoors	• Use tool with water delivery system that supplies a continuous stream or spray of water at the point of impact.	None	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask
10b	Jackhammers and handheld powered chipping tools when used indoors or in an enclosed area	• Use tool with water delivery system that supplies a continuous stream or spray of water at the point of impact.	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask
10c	Jackhammers and handheld powered chipping tools when used outdoors	• Use tool equipped with commercially available shroud and dust collection system. • Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. • Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism.	None	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask

Construction Task or Equipment Operation		Engineering and Work Practice Control Methods	Required Respiratory Protection	
			≤ 4 hours/shift	>4 hours/shift
10d	Jackhammers and handheld powered chipping tools when used indoors or in an enclosed area	• Use tool equipped with commercially available shroud and dust collection system. • Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. • Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism.	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask
11	Handheld grinders for mortar removal (i.e., tuckpointing)	• Use grinder equipped with commercially available shroud and dust collection system. • Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. • Dust collector must provide 25 cubic feet per minute (cfm) or greater of airflow per inch of wheel diameter and have a filter with 99% or greater efficiency and a cyclonic pre-separator or filter-cleaning mechanism.	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask	Powered Air-Purifying Respirator (PAPR) with P100 Filters
12a	Handheld grinders for uses other than mortar removal for tasks performed outdoors only	• Use grinder equipped with integrated water delivery system that continuously feeds water to the grinding surface. • Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	None	None
12b	Handheld grinders for uses other than mortar removal when used outdoors	• Use grinder equipped with commercially available shroud and dust collection system. • Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. • Dust collector must provide 25 cubic feet per minute (cfm) or greater of airflow per inch of wheel diameter and have a filter with 99% or greater efficiency and a cyclonic pre-separator or filter-cleaning mechanism.	None	None
12c	Handheld grinders for uses other than mortar removal when used indoors or in an enclosed area	• Use grinder equipped with commercially available shroud and dust collection system. • Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. • Dust collector must provide 25 cubic feet per minute (cfm) or greater of airflow per inch of wheel diameter and have a filter with 99% or greater efficiency and a cyclonic pre-separator or filter-cleaning mechanism.	None	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask
13a	Walk-behind milling machines and floor grinders	• Use machine equipped with integrated water delivery system that continuously feeds water to the cutting surface. • Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	None	None

Construction Task or Equipment Operation		Engineering and Work Practice Control Methods	Required Respiratory Protection	
			≤ 4 hours/shift	>4 hours/shift
13b	Walk-behind milling machines and floor grinders	• Use machine equipped with dust collection system recommended by the manufacturer. • Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. • Dust collector must provide the air flow recommended by the manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism. • When used indoors or in an enclosed area, use a HEPA-filtered vacuum to remove loose dust in between passes.	None	None
14	Small drivable milling machines (less than half-lane)	• Use a machine equipped with supplemental water sprays designed to suppress dust. • Water must be combined with a surfactant. • Operate and maintain machine to minimize dust emissions.	None	None
15a	Large drivable milling machines (half-lane and larger) for cuts of any depth on asphalt only	• Use machine equipped with exhaust ventilation on drum enclosure and supplemental water sprays designed to suppress dust. • Operate and maintain machine to minimize dust emissions.	None	None
15b	Large drivable milling machines (half-lane and larger) for cuts of four inches in depth or less on any substrate	• Use machine equipped with exhaust ventilation on drum enclosure and supplemental water sprays designed to suppress dust. • Operate and maintain machine to minimize dust emissions.	None	None
15c	Large drivable milling machines (half-lane and larger) for cuts of four inches in depth or less on any substrate	• Use a machine equipped with supplemental water spray designed to suppress dust. • Water must be combined with a surfactant. • Operate and maintain machine to minimize dust emissions.	None	None
16	Crushing machines	• Use equipment designed to deliver water spray or mist for dust suppression at crusher and other points where dust is generated (e.g., hoppers, conveyers, sieves/sizing or vibrating components, and discharge points). • Operate and maintain machine in accordance with manufacturer's instructions to minimize dust emissions. • Use a ventilated booth that provides fresh, climate-controlled air to the operator, or a remote control station.	None	None

Construction Task or Equipment Operation		Engineering and Work Practice Control Methods	Required Respiratory Protection	
			≤ 4 hours/shift	>4 hours/shift
17a	Heavy equipment and utility vehicles used to abrade or fracture silica-containing materials (e.g., hoe-ramming, rock ripping) or used during demolition activities involving silica-containing materials	• Operate equipment from within an enclosed cab.	None	None
17b	Heavy equipment and utility vehicles used to abrade or fracture silica-containing materials (e.g., hoe-ramming, rock ripping) or used during demolition activities involving silica-containing materials	• When employees outside of the cab are engaged in the task, apply water and/or dust suppressants as necessary to minimize dust emissions.	None	None
18a	Heavy equipment and utility vehicles for tasks such as grading and excavating but not including demolishing, abrading, or fracturing silica-containing materials	• Apply water and/or dust suppressants as necessary to minimize dust emissions.	None	None
18b	Heavy equipment and utility vehicles for tasks such as grading and excavating but not including demolishing, abrading, or fracturing silica-containing materials	• When the equipment operator is the only employee engaged in the task, operate equipment from within an enclosed cab.	None	None

When implementing the control measures specified in Table 1, MARQUEE FIRE PROTECTION shall:

- For tasks performed indoors or in enclosed areas, provide a means of exhaust as needed to minimize the accumulation of visible airborne dust;
- For tasks performed using wet methods, apply water at flow rates sufficient to minimize release of visible dust;

- Where an employee performs more than one task included on OSHA's Construction Standard Table 1 during the course of a shift, and the total duration of all tasks combined is more than four hours, the required respiratory protection for each task is the respiratory protection specified for more than four hours per shift. If the total duration of all tasks on Table 1 combined is less than four hours, the required respiratory protection for each task is the respiratory protection specified for less than four hours per shift.

Control Responsibilities

MARQUEE FIRE PROTECTION will provide control methods that are either consistent with Table 1 or otherwise minimize worker exposures to Silica. These exposure control methods can include engineering controls, work practices, and respiratory protection. Listed below are control methods to be used when Table 1 is not followed:

Respiratory Protection

Where respiratory protection is required by this program, MARQUEE FIRE PROTECTION will provide each employee an appropriate respirator that complies with the requirements of the company's Respiratory Protection Program and the OSHA Respiratory Protection Standard (29 CFR 1910.134).

Respiratory protection is required where specified by the OSHA Construction Standard Table 1, for tasks not listed in Table 1, or where the company has not fully and properly implemented the engineering controls, work practices, and respiratory protection described in Table 1. Situations requiring respiratory protection include:

- Where exposures exceed the PEL during periods necessary to install or implement feasible engineering and work practice controls;

- Where exposures exceed the PEL during tasks, such as certain maintenance and repair tasks, for which engineering and work practice controls are not feasible; and

- During tasks for which an employer has implemented all feasible engineering and work practice controls and such controls are not sufficient to reduce exposures to or below the PEL.

Housekeeping

MARQUEE FIRE PROTECTION does not allow dry sweeping or dry brushing where such activity could contribute to employee exposure to Respirable Crystalline Silica unless wet sweeping, HEPA-filtered vacuuming, or other methods that minimize the likelihood of exposure are not feasible.

MARQUEE FIRE PROTECTION does not allow compressed air to be used to clean clothing or surfaces where such activity could contribute to employee exposure to Respirable Crystalline Silica unless:

- The compressed air is used in conjunction with a ventilation system that effectively captures the dust cloud created by the compressed air; or

- No alternative method is feasible.

Written Exposure Control Plan

When employee exposure on a construction project is expected to be at or above the Action Level, a Written Exposure Control Plan (ECP) will be established and implemented. This ECP will contain at least the following elements:

- A description of the tasks in the workplace that involve exposure to Respirable Crystalline Silica;

- A description of the engineering controls, work practices, and respiratory protection used to limit employee exposure to Respirable Crystalline Silica for each task;

- A description of the housekeeping measures used to limit employee exposure to Respirable Crystalline Silica; and

- A description of the procedures used to restrict access to work areas, when necessary, to minimize the number of employees exposed to Respirable Crystalline Silica and their level of exposure, including exposures generated by other employers or sole proprietors.

The written ECP will designate a Competent Person to make frequent and regular inspections of job sites, materials, and equipment to ensure the ECP is implemented.

The written ECP will be reviewed at least annually to evaluate the effectiveness of it and update it as necessary. Having said this, ECP's are project specific and most project durations do not exceed a year. The written ECP will be readily available for examination and copying, upon request, to each employee covered by this program and/or ECP, their designated representatives, and OSHA.

Medical Surveillance

Medical surveillance will be made available for each employee who will be required to use a respirator for 30 or more days per year due to their Respirable Crystalline Silica exposure. Medical surveillance (i.e. medical examinations and procedures) will be performed by a PLHCP and provided at no cost to the employee at a reasonable time and place.

MARQUEE FIRE PROTECTION will make available an initial (baseline) medical examination within 30 days after initial assignment, unless the employee has received a medical examination that meets the requirements of the OSHA Respirable Crystalline Silica Construction Standard within the last three years. The examination shall consist of:

- A medical and work history, with emphasis on past, present, and anticipated exposure to Respirable Crystalline Silica, dust, and other agents affecting the respiratory system in addition to any history of respiratory system dysfunction, including signs and symptoms of respiratory disease (e.g., shortness of breath, cough, wheezing), history of tuberculosis, and smoking status and history;
- A physical examination with special emphasis on the respiratory system;
- A chest X-ray (a single postero-anterior radiographic projection or radiograph of the chest at full inspiration recorded on either film [no less than 14 x 17 inches and no more than 16 x 17 inches] or digital radiography systems) interpreted and classified according to the International Labour Office (ILO) International Classification of Radiographs of Pneumoconiosis by a NIOSH-certified B Reader;
- A pulmonary function test to include forced vital capacity (FVC) and forced expiratory volume in one second (FEV1) and FEV1/FVC ratio, administered by a spirometry technician with a current certificate from a NIOSH-approved spirometry course;
- Testing for latent tuberculosis infection; and
- Any other tests deemed appropriate by the PLHCP.

MARQUEE FIRE PROTECTION will make available medical examinations that include the aforementioned procedures (except testing for latent tuberculosis infection) at least every three years. If recommended by the PLHCP, periodic examinations can be more frequently than every three years.

MARQUEE FIRE PROTECTION will ensure that the examining PLHCP has a copy of the OSHA Respirable Crystalline Silica Construction Standard, this program, and the following information:

- A description of the employee's former, current, and anticipated duties as they relate to the employee's occupational exposure to Respirable Crystalline Silica;

- The employee's former, current, and anticipated levels of occupational exposure to Respirable Crystalline Silica;

- A description of any personal protective equipment (PPE) used or to be used by the employee, including when and for how long the employee has used or will use that equipment; and

- Information from records of employment-related medical examinations previously provided to the employee and currently within the control of MARQUEE FIRE PROTECTION.

MARQUEE FIRE PROTECTION will ensure that the PLHCP explains to the employee the results of the medical examination and provides each employee with a written medical report within 30 days of each medical examination performed. The written report shall contain:

- A statement indicating the results of the medical examination, including any medical condition(s) that would place the employee at increased risk of material impairment to health from exposure to Respirable Crystalline Silica and any medical conditions that require further evaluation or treatment;

- Any recommended limitations on the employee's use of respirators;

- Any recommended limitations on the employee's exposure to Respirable Crystalline Silica; and;

- A statement that the employee should be examined by a Specialist if the chest X-ray is classified as 1/0 or higher by the B Reader, or if referral to a Specialist is otherwise deemed appropriate by the PLHCP.

MARQUEE FIRE PROTECTION will also obtain a written medical opinion from the PLHCP within 30 days of the medical examination. The written opinion shall contain only the following in order to protect the employee’s privacy:

- The date of the examination;

- A statement that the examination has met the requirements of the OSHA Respirable Crystalline Silica Construction Standard; and

- Any recommended limitations on the employee's use of respirators.

If the employee provides written authorization, the written opinion shall also contain either or both of the following:

- Any recommended limitations on the employee's exposure to Respirable Crystalline Silica; and/or

- A statement that the employee should be examined by a Specialist if the chest X-ray is classified as 1/0 or higher by the B Reader, or if referral to a Specialist is otherwise deemed appropriate by the PLHCP.

If the PLHCP's written medical opinion indicates that an employee should be examined by a Specialist, MARQUEE FIRE PROTECTION will make available a medical examination by a Specialist within 30 days after receiving the PLHCP's written opinion. MARQUEE FIRE PROTECTION will ensure that the examining Specialist is provided with all of the information that the employer is obligated to provide to the PLHCP.

MARQUEE FIRE PROTECTION will ensure that the Specialist explains to the employee the results of the medical examination and provides each employee with a written medical report within 30 days of the examination. The written report will contain:

- A statement indicating the results of the medical examination, including any medical condition(s) that would place the employee at increased risk of material impairment to health from exposure to Respirable Crystalline Silica and any medical conditions that require further evaluation or treatment;

- Any recommended limitations on the employee's use of respirators; and

- Any recommended limitations on the employee's exposure to respirable crystalline Silica.

In addition, MARQUEE FIRE PROTECTION will obtain a written opinion from the Specialist within 30 days of the medical examination. The written opinion shall contain the following:

- The date of the examination;

- Any recommended limitations on the employee's use of respirators; and

- If the employee provides written authorization, the written opinion shall also contain any recommended limitations on the employee's exposure to Respirable Crystalline Silica.

Hazard Communication

MARQUEE FIRE PROTECTION will include Respirable Crystalline Silica in the company's Hazard Communication Program established to comply with the OSHA Hazard Communication Standard (29 CFR 1910.1200).

MARQUEE FIRE PROTECTION will ensure that each employee has access to labels on containers of Crystalline Silica and those containers respective Safety Data Sheets (SDS's).

All employees will be trained in accordance with the provisions of the OSHA Hazard Communication Standard and the Training Section of this program. This training will cover concerns relating to cancer, lung effects, immune system effects, and kidney effects.

MARQUEE FIRE PROTECTION will ensure that each employee with the potential to be exposed at or above the Action Level for Respirable Crystalline Silica can demonstrate knowledge and understanding of at least the following:

- The health hazards associated with exposure to Respirable Crystalline Silica;
- Specific tasks in the workplace that could result in exposure to Respirable Crystalline Silica;
- Specific measures MARQUEE FIRE PROTECTION has implemented to protect employees from exposure to Respirable Crystalline Silica, including engineering controls, work practices, and respirators to be used;
- The contents of the OSHA Respirable Crystalline Silica Construction Standard;
- The identity of the Competent Person designated by MARQUEE FIRE PROTECTION; and
- The purpose and a description of the company's Medical Surveillance Program.

MARQUEE FIRE PROTECTION will make a copy of the OSHA Respirable Crystalline Silica Construction Standard readily available without cost to any employee who requests it.

Recordkeeping

MARQUEE FIRE PROTECTION will make and maintain an accurate record of all exposure measurements taken to assess employee exposure to Respirable Crystalline Silica.

MARQUEE FIRE PROTECTION will make and maintain an accurate record for each employee enrolled in the Medical Surveillance portion of this program. The record shall include the following information about the employee:

- Name and social security number;
- A copy of the PLHCPs' and/or Specialists' written medical opinions; and
- A copy of the information provided to the PLHCPs and Specialists.

MARQUEE FIRE PROTECTION will ensure that medical records are maintained and made available in accordance with 29 CFR 1910.1020. Medical records will be kept under lock and key for at least the duration of employment plus 30 years. It is necessary to keep these records for extended periods because Silica-related diseases such as cancer often cannot be detected until several decades after exposure. However, if an employee works for an employer for less than one year, the employer does not have to keep the medical records after employment ends, as long as the employer gives those records to the employee.

HILTI SUBMITTAL PACKAGE OSHA 1926.1153 TABLE 1, SECTION vii:

Handheld and stand-mounted drills (including impact and rotary hammer drills)

Current Hilti self-contained dust collection systems:
DRS 4-A
DRS 6-A
DRS-M

For instructions on how to assemble these systems, please refer to the Hilti North America Youtube page

Onboard systems

DBS • 08/17

TABLE 1 REQUIREMENTS

These systems fall under table 1, **section vii: handheld and stand-mounted drills (including impact and rotary hammer drills)**. In order to be table 1 compliant, the below requirements must be met:

- Use drill equipped with commercially available shroud or cowling with dust collection system
- Operate and maintain tool in accordance with manufacturer‘s instructions to minimize dust emissions
- Dust collector must provide the air flow recommended by the tool manufacturer, or greater
- Have a filter with 99% or greater efficiency and a filter-cleaning mechanism

Note: Vacuum must be equipped with a HEPA-filter when cleaning holes

Table 1 states that no respirator is required if the above controls are fully and properly implemented.

Equipment / Task	Engineering and work practice control methods	Required respiratory protections and minimum Assigned Protection Factor (APF)	
		≤ 4 hours / shift	> 4 hours / shift
Handheld and stand-mounted drills (including impact and rotary hammer drills)	Use drill equipped with commercially available shroud or cowling with dust collection system. Operate and maintain tool in accordance with manufacturer’s instructions to minimize dust emissions. Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism. Use a HEPA-filtered vacuum when cleaning holes.		
	• When used outdoors	None	None
	• When used indoors or in an enclosed area	None	None

Check below to see how your system can be compliant with 1926.1153. To verify the generation of your tool, check the rating plate, or call Hilti at 800-879-8000 with your serial number.

DRS module name	Tool name and generation	DRS system item number	Method of compliance
DRS 4-A	TE 4-A gen 1	n/a	Exposure assessment
	TE 4-A gen 2	2098490**	Objective data*
		2177080	Objective data* / Table 1
DRS 6-A	TE 6-A gen 1	n/a	Exposure assessment
	TE 6-A gen 2	n/a	Exposure assessment
	TE 6-A gen 3	2040914	Objective data
	TE 6-A gen 4	2172902	Objective data* / Table 1
		2098511**	Objective data*
DRS-M	TE 6 / 6-S / 7 / 7-C / TE 7-A	267769	Objective data*

*See Hilti’s published Objective Data — if not applicable to a specific application, exposure assessment is required.
**Can be upgraded to table 1 compliance through purchase of the compliant filter box

SYSTEM OVERVIEW

Self-contained dust-collection systems are systems that fit on the tool and do not require a separate stand-alone vacuum to collect dust. Hilti currently offers the below systems with this configuration:

Tool	Accessory	Vacuum
Rotary hammer TE 4-A 18 or TE 4-A 22	Dust removal system TE DRS 4-A	
Rotary hammer TE 6-A 36	Dust removal system TE DRS 6-A	
Rotary hammer TE 7 or TE 7-C	Dust removal system TE DRS-M	

Note: previous generations of tools may have different item numbers or nomenclature. Check with your local Hilti representative or product instruction manual to verify

OSHA 29 CFR §1926.1153
RESPIRABLE SILICA DUST EXPOSURE

Hilti TE 4-A/6-A with on-board dust removal system (DRS)

Hilti has performed testing of the above system to determine the operator's respirable silica dust exposure in accordance with EN 50632-1 and EN 50632-2-6[1]. Testing was performed under the following conditions:

- Room size: 7.8m x 7.8m x 3.3m Closed — no air exchange
- Drilled hole dimensions: ø5/8" x 2"
- Test duration: 1 hour
- Total holes drilled: 75
- Drilling orientation: overhead
- Base material: concrete
- Sampler: 10 l/min GSP pump, FSP sampler, ISO 7708-compliant, 5 µm filter
- Air sample volume collected during test: 600 liters
- Dust collection receptacle on tool emptied every 8 holes drilled

DRS module items 2098490 (TE 4A gen 2) and 2172902 (TE 6A gen 4) only

Results:

Time-Weighted Average Respirable Silica Dust Exposure[2,3]	**45 µg/m³**

1 Exception: EN 50632-2-6 specifies drilling one hundred twenty ø16mm x 50mm holes at a 15° downward-from-horizontal position.
2 The silica content of base materials varies. As a result, the silica content in respirable dust samples also varies. The above-published exposure value is based on a 20% silica content applied to the total respirable dust measurement. Measured average silica content during testing was 13.8%.
3 Exposure value represents the time-weighted average (TWA) over the 1-hour test period. Due to the test being conducted in a closed, non-ventilated room, this TWA exposure value would increase if the test duration was extended under the same conditions.
4 These test results can be applied for modules used with previous generations of tools.

HOW TO UTILIZE HILTI "OBJECTIVE DATA"

29 CFR §1926.1153(d)(2)(ii)

Performance option

Hilti has conducted testing to establish the respirable silica dust exposure (exposure level), associated with the use of various Hilti tool systems. These tests were performed in accordance with EN 50632, except the specific work configuration may vary to provide more versatile data and better address U.S. practices. The purpose of the testing was to generate "Objective Data" to be used as part of the exposure assessment requirements of 29 CFR §1926.1153(d)(2)(ii).

Per the EN standard, testing was performed for 1 hour in a 200m^3 closed, non-ventilated room. Under these conditions, exposure levels increase over time. The exposure values published in Hilti's Objective Data represent the average over the 1-hour test period (1-hour TWA)[1]. Meaning the TWA started at zero, rose to the published 1-hour value, and would continue to rise if the test were continued.

There are several underlying concepts important to applying the Objective Data to any case-specific assessment:

1. More/less work performed in a given time period will increase/decrease the exposure level.
2. Larger/smaller room size will decrease/increase the exposure level.
3. Air exchange decreases exposure levels. Specifically, a 100% air-exchange every hour (either by the work moving to a discrete area, or via sufficient air movement), means Hilti's published 1-hour TWA exposure level is expected to conservatively represent a steady-state TWA. The conceptual basis is two-fold: air exchange would inherently reduce the published "closed room" exposure value. And sufficient air exchange to "reset" the environment every hour would keep the exposure values at that level. For reference, a typical 20", 2500 CFM box fan would introduce 100% new air volume in Hilti's test chamber (7,200 ft^3), every 3 minutes[2].
4. The OSHA 50 µg/m^3 Permissible Exposure Limit (PEL), is based on an 8-hour TWA. This means the exposure level as an 8-hour TWA is ≤50 µg/m^3; a 4-hour TWA is ≤100 µg/m^3 (assuming no exposure for the remainder of the shift); a 2-hour TWA is ≤200 µg/m3 (assuming no exposure for the remainder of the shift) etc. (time [hours] x exposure level [µg/m^3] ≤ 400).

Hilti's published Objective Data states the amount of work performed during the 1-hour test ("1-hour work"). Therefore, the respirable silica dust exposure level in any case-specific situation is expected to be below the 8-hour TWA PEL in the following conditions[3]:

- An employee performing ≤ "1-hour work" during a shift.
- An employee performing ≤ "1-hour work" in an hour, then moving to another discrete area and performing ≤ "1-hour work" in an hour, etc., throughout an entire shift.
- An employee performing ≤ "1-hour work" each hour, in an environment with sufficient airexchange to prevent accumulation of airborne dust.

1 Hilti's published Objective Data incorporates a silica content of 20% of the total respirable dust measurement. Site-specific silica content varies. OSHA Docket No. OSHA-2010-0034, reviewed 588 respirable dust samples from construction tasks, finding the silica content varied from <1%-50%, with an average of 9.1%.
2 Note introduction/exhaust of 100% air volume does not necessarily correlate to a 100% air exchange.
3 As long as: (1) Hilti's published Objective Data exposure level is ≤50 µg/m3; (2) work is performed in a room with volume ≥ 200m3, and/or having adequate ventilation; and (3) site-specific respirable silica content is ≤20% of total respirable dust.

HOW TO USE THE TABLE 1 SOLUTION

Cordless rotary hammer

TE DRS OSHA

Hilti developed TE DRS dust collection system with a filter cleaning mechanism and 99% filter efficiency, compliant with OSHA 1926.1153, Table 1. The TE DRS-4-A dust box is compatible with the TE DRS-4-A and TE DRS-4-A (T1) only. The TE DRS-6-A dust box is compatible with the TE DRS-6-A and TE DRS-6-A (T1) only.

Set-up

1. Empty the TE DRS dust box, and clean and inspect the filter.

2. Attach the TE DRS module to the rotary hammer.

3. Start TE DRS vacuum by pressing tool's control switch.

4. Verify proper operation of the TE DRS vacuum, including suction at the extraction head.
   - Check for damage or leaks in the dust box, hose, and extraction head.
   - Make sure the hose extends/retracts freely.

Drilling

1. Start drilling, and allow the TE DRS to reach full speed before beginning to drill.
   - Hold the rotary hammer perpendicular to the work surface and keep the extraction head in contact with the work surface.

2. To maximize dust collection, after the hole is drilled, slowly withdraw bit from the hole, and keep the rotary hammer running until the bit is fully withdrawn.

Cleaning and maintenance

- Empty the dust box after every 5 in^3 of hole drilling (e.g. after 8-10 holes 5/8 in x 2 in (16 mm x 50 mm)).

- After every 3 in^3 of hole drilling (e.g. after 5 holes ⌀ ½ in depth 3 in (⌀12 mm x 76 mm)) or if suction performance decreases push the button of the cleaning mechanism 5 times in each direction.

- To minimize dust emission, either use a vacuum to clean the dust box or place the dust box in a plastic bag keeping it closed as much as possible.

- Replace the filter if the dust debris cannot be removed, or if there are any tears or leaks in the filter.

- If more-than-usual dust is emitted during drilling, inspect the TE DRS system, and clean/inspect the dust box and filter.

FIRE SPRINKLER SYSTEM

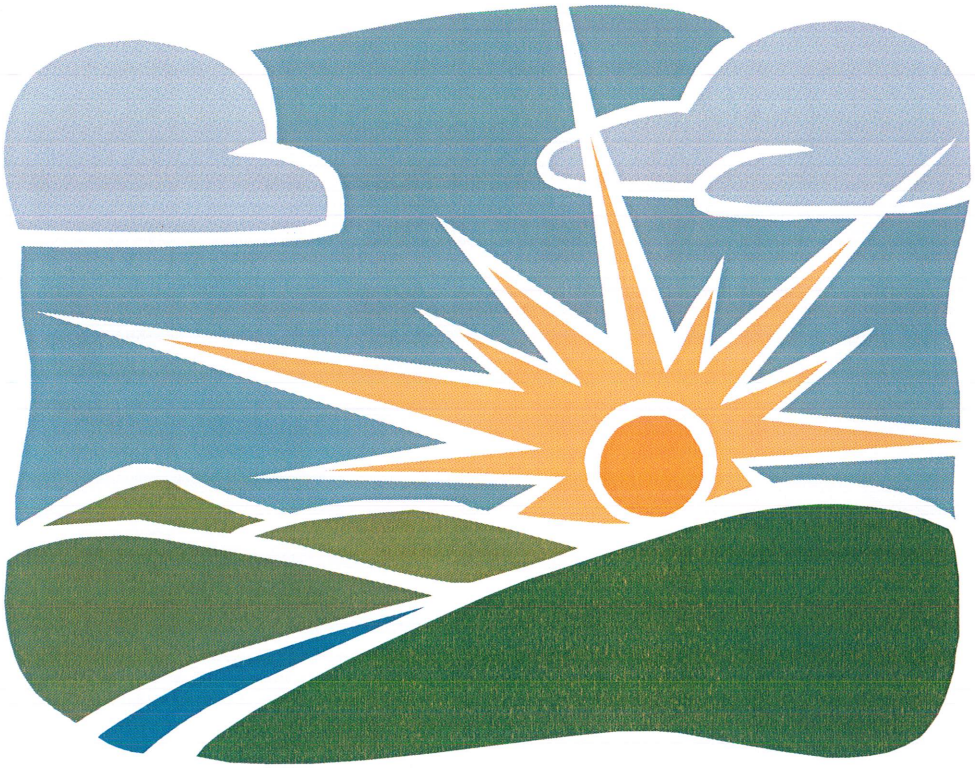
HEAT STRESS PREVENTION PROGRAM

from

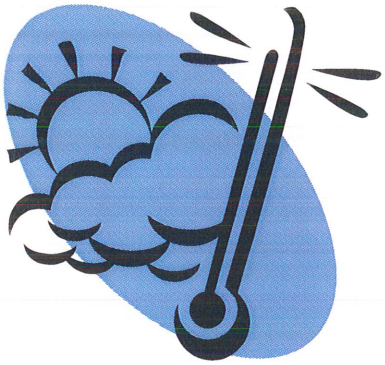
MARQUEE FIRE PROTECTION

3875 Atherton Road, Suite #200
Rocklin, CA 95765

(916) 641-7997 / (707) 642-7905



Heat Stress Prevention Program



For

Marquee Fire Protection

Program Elements:

- Scope and Application of Program
- Definitions
- Provision of Water
- Access to Shade
- Training for All Employees
  - What heat illness is and why it is important
  - Symptoms and treatment of heat illness
  - How to prevent heat illness
  - How our company addresses heat illness

Scope and Application of Program

- Control of risk of occurrence of heat illness among employees.
- Program will be integrated into Company's Injury and Illness Prevention Program
- The standard for Heat Illness Prevention is enforceable by the Division of Occupational Safety and Health pursuant to Labor Code sections 6308 and 6317 and any other statutes conferring enforcement powers upon the Division.
- Discharge or discrimination against any employee for exercising his/her rights under the provision is violation of Labor Code sections 6310, 6311, and 6312.
- Program will be strictly enforced by Marquee Fire Protection supervisors per the written content of this program.
- Employees must be trained before they can work outdoors
  - High Heat Procedures shall be implemented when the temperature equals or exceeds 85° Fahrenheit as required by the Title 8, California Code of regulations, section 3395 (e).

Definitions

- **Acclimatization" means temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. Acclimatization peaks in most people within four to fourteen days of regular work for at least two hours per day in the heat.**

- **"Heat Illness" means a serious medical condition resulting from the body's inability to cope with a particular heat load, and includes heat cramps, heat exhaustion, heat syncope and heat stroke.**

- **"Environmental risk factors for heat illness" means working conditions that create the possibility that heat illness could occur, including air temperature, relative humidity, radiant heat from the sun and other sources, conductive heat sources such as the ground, air movement, workload severity and duration, protective clothing and personal protective equipment worn by employees.**

Definitions

- **Personal risk factors for heat illness" means factors such as an individual's age, degree of acclimatization, health, water consumption, alcohol consumption, caffeine consumption, and use of prescription medications that affect the body's water retention or other physiological responses to heat.**

- **"Preventative recovery period" means a period of time to recover from the heat in order to prevent heat illness.**

- **"Shade" means blockage of direct sunlight. Canopies, umbrellas and other temporary structures or devices may be used to provide shade. One indicator that blockage is sufficient is when objects do not cast a shadow in the area of blocked sunlight. Shade is not adequate when heat in the area of shade defeats the purpose of shade, which is to allow the body to cool. For example, a car sitting in the sun does not provide acceptable shade to a person inside it, unless the car is running with air conditioning.**

Provision of Water

- Provision of water. Employees shall have access to potable drinking water meeting the requirements of Sections 1524, 3363, and 3457, as applicable. Where it is not plumbed or otherwise continuously supplied, it shall be provided in sufficient quantity at the beginning of the work shift to provide one quart per employee per hour for drinking for the entire shift. Employers may begin the shift with smaller quantities of water if they have effective procedures for replenishment during the shift as needed to allow employees to drink one quart or more per hour. The frequent drinking of water, as described in (e), shall be encouraged.

Access to Shade

- Access to shade. Employees suffering from heat illness or believing a preventative recovery period is needed, shall be provided access to an area with shade that is either open to the air or provided with ventilation or cooling for a period of no less than five minutes. Such access to shade shall be permitted at all times. Except for employers in the agricultural industry, cooling measures other than shade (e.g., use of misting machines) may be provided in lieu of shade if the employer can demonstrate that these measures are at least as effective as shade in allowing employees to cool.

Training

- **Training in the following topics shall be provided to all supervisory and non-supervisory employees.**
  - **(A) The environmental and personal risk factors for heat illness;**
  - **(B) The employer's procedures for complying with the requirements of this standard;**
  - **(C) The importance of frequent consumption of small quantities of water, up to 4 cups per hour, when the work environment is hot and employees are likely to be sweating more than usual in the performance of their duties;**
  - **(D) The importance of acclimatization;**

Training

- **(E) The different types of heat illness and the common signs and symptoms of heat illness;**
- **(F) The importance to employees of immediately reporting to the employer, directly or through the employee's supervisor, symptoms or signs of heat illness in themselves, or in co-workers;**
- **(G) The employer's procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary;**
- **(H) The employer's procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider;**

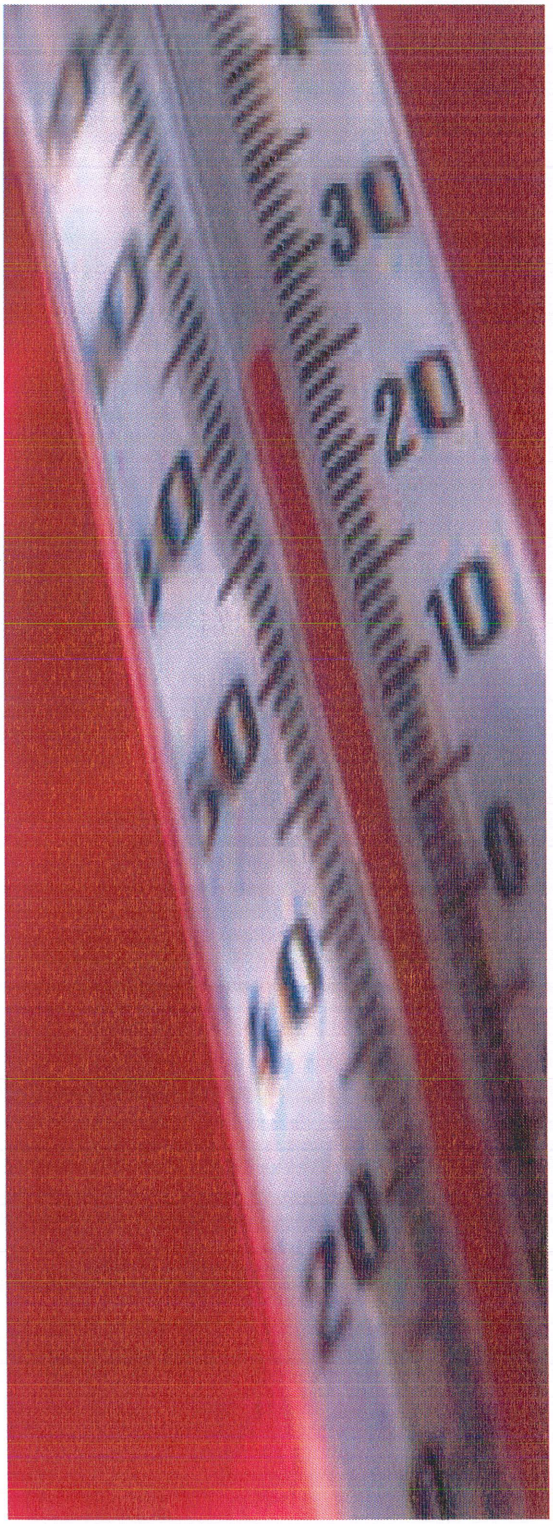
Presenter Notes

This following presentation is part of the Heat Illness Prevention Program. It covers topics listed in the Heat Stress WRD 11.20:

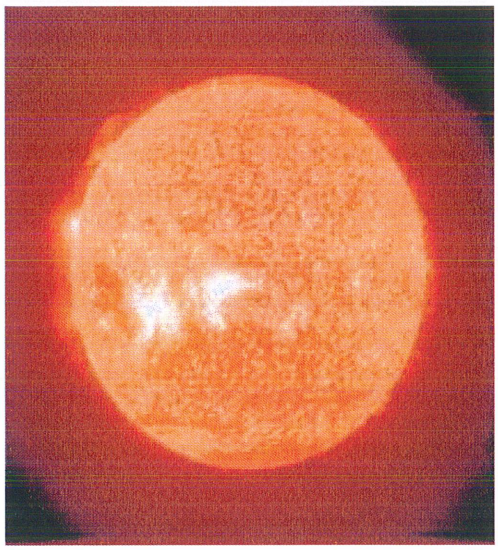
"Safety training should include at a minimum:

- The environmental and personal risk factors for heat stress;
- The different types of heat stress and the common signs and symptoms of heat stress
- The employer's procedures for identifying, evaluating, and controlling exposure
- The employer's procedures for responding to symptoms of possible heat related illness, including a process to summon medical aid personnel."

Definitions



What Is Heat Illness And Why Is It Important ?



Heat illness is:

- Overheating of the body
- Inability of the body to cool itself

- **Why is it important to know about heat illness?**
  - Heat illness is dangerous
  - Heat illness can kill
  - Heat illness is preventable

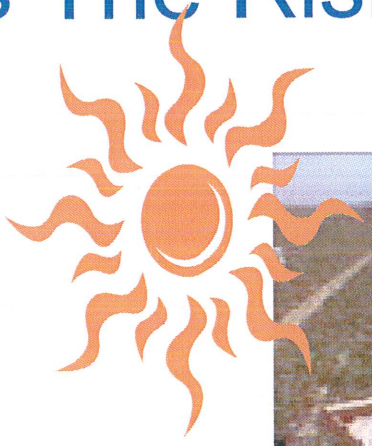
Where Does Heat Illness Happen?

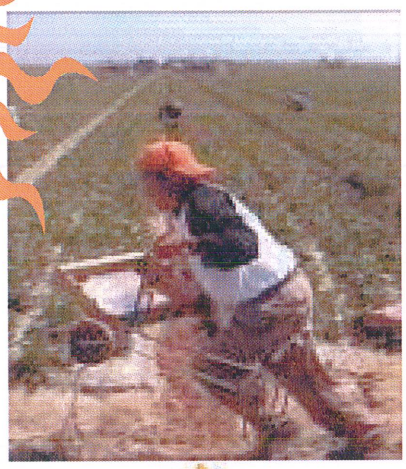
- Heat illness can affect anyone, anytime, indoors or outdoors, when it is hot. (usually 90 degrees or more).
- It can happen in logging, foundries, laundries, construction projects, landscaping, agriculture, bakeries, field work, etc.

Photo credit:

http://www.sullys.com.au/LawnMowing.htm

What Increases The Risk Of Heat Illness?

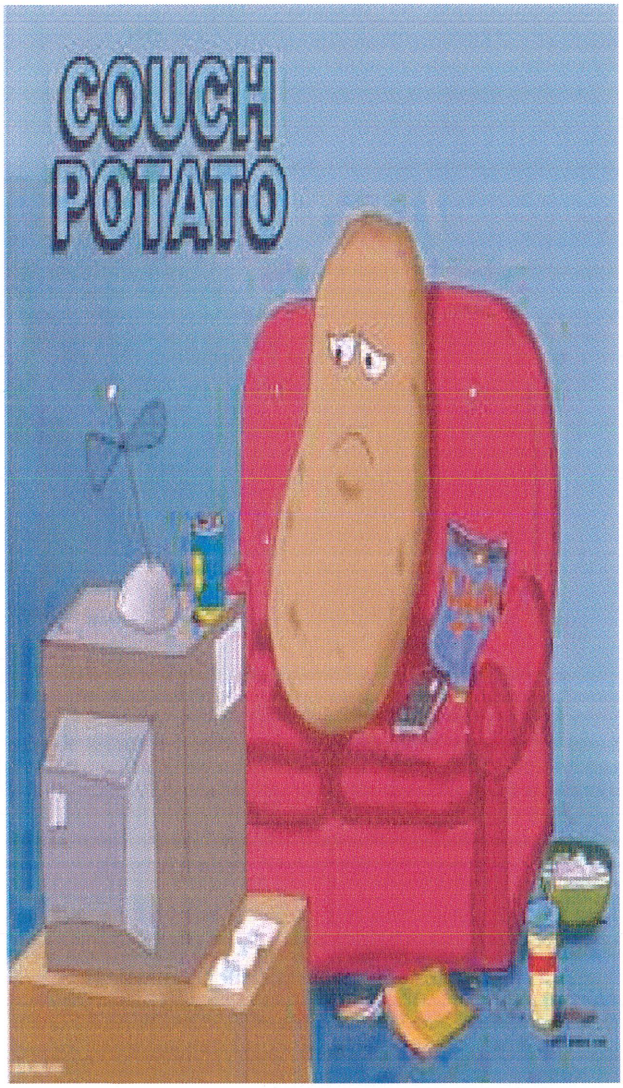


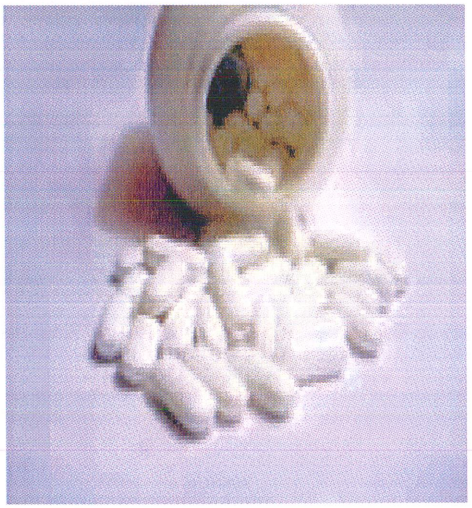


- Physical exertion - how hard you are working
- Working in direct sun or high humidity
- Amount of clothing you are wearing
- Little or no air movement
- Working near hot equipment

What Increases The Risk Of Heat Illness? (Continued)

- Age, weight, and personal fitness
- Medical conditions
  - Heart conditions
  - Diabetes
  - Etc.
- Certain medications
  - See next slide

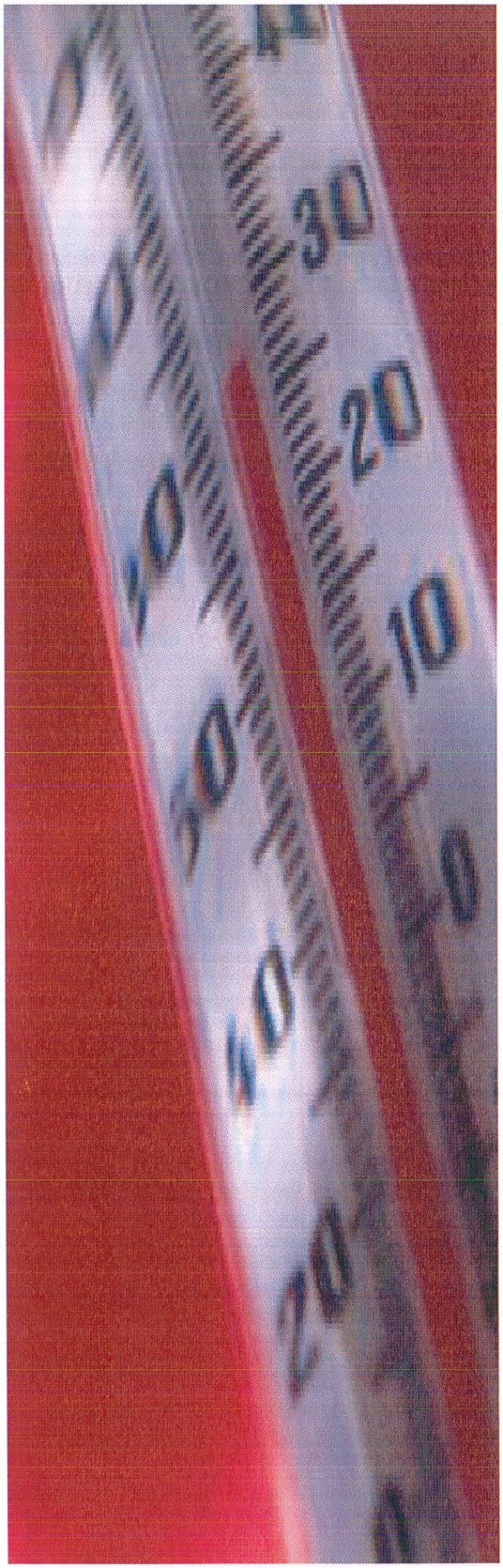




Some Medications Can Make You More Sensitive To The Effects Of Heat.

- ✓ Allergy medicines (antihistamines)
- ✓ Cough and cold medicines
- ✓ Blood pressure and heart medicines
- ✓ Irritable bladder or bowel medicines
- ✓ Laxatives
- ✓ Mental health medicines
- ✓ Seizure medicines
- ✓ Thyroid pills
- ✓ Water pills (diuretics)

A health care provider or pharmacist can tell you for sure.

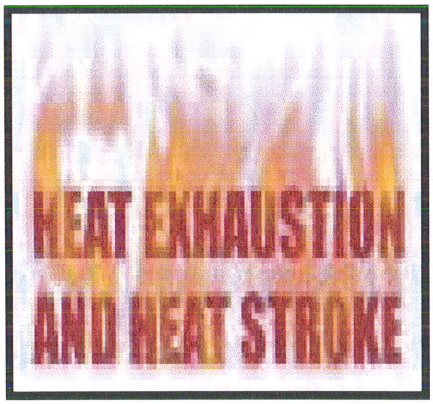


What are the Symptoms of Heat Illness?

Types of Heat Illnesses

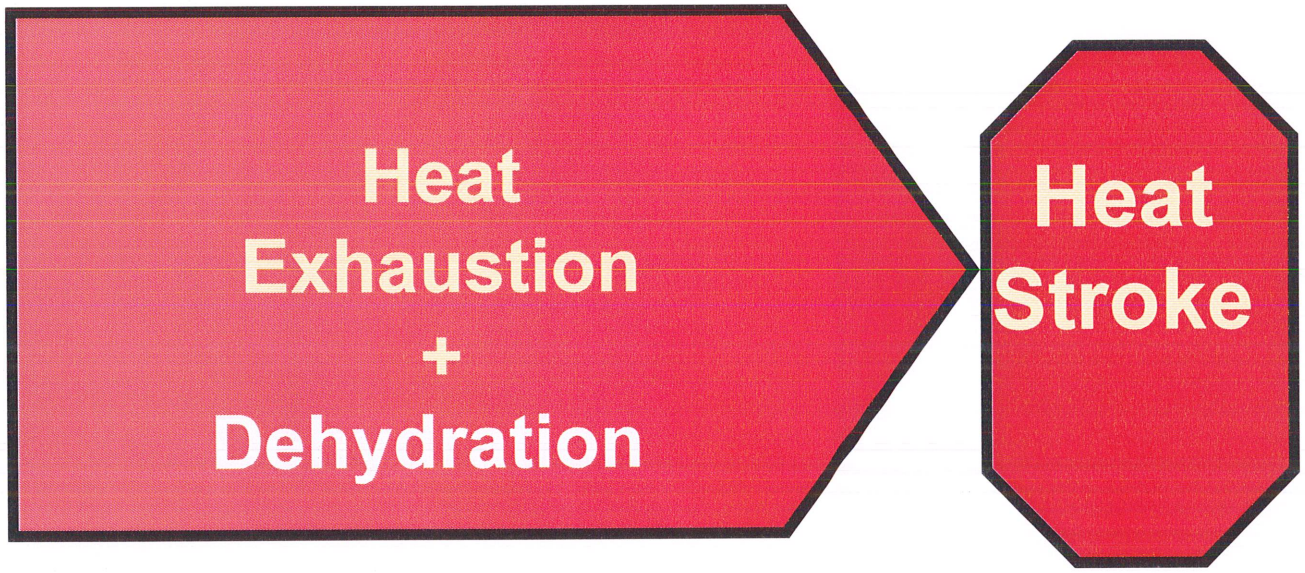
- There are five main kinds of heat illness:

  - Heat rash – usually under clothing
  - Fainting – can occur when person not used to heat
  - Heat cramps – in arms or legs with physical labor
  - Heat exhaustion – more serious effect
  - Heat stroke – can be fatal



What Are The Most Serious Heat Illnesses?

Heat exhaustion and Heat stroke



Untreated heat exhaustion may progress to heat stroke.

Symptoms of either should always be taken seriously

What Are The Symptoms Of Heat Exhaustion Or Heat Stroke?

- Heavy sweating/moist skin
- Red/flushed, hot skin
- Dehydration
- Exhaustion, weakness
- Fainting/light headed
- Headache
- Nausea or vomiting
- Fast, weak pulse/ shallow breathing
- Panting/rapid breathing
- Clumsiness, dizziness
- Confusion or bizarre behavior
- Irritability
- Convulsions/seizures before or during cooling
- Collapse/fainting

Note: Heat exhaustion or heat stroke may develop over a few days.

Photo credit: www.africaninspace.com

Heat Stroke or Heat Exhaustion?

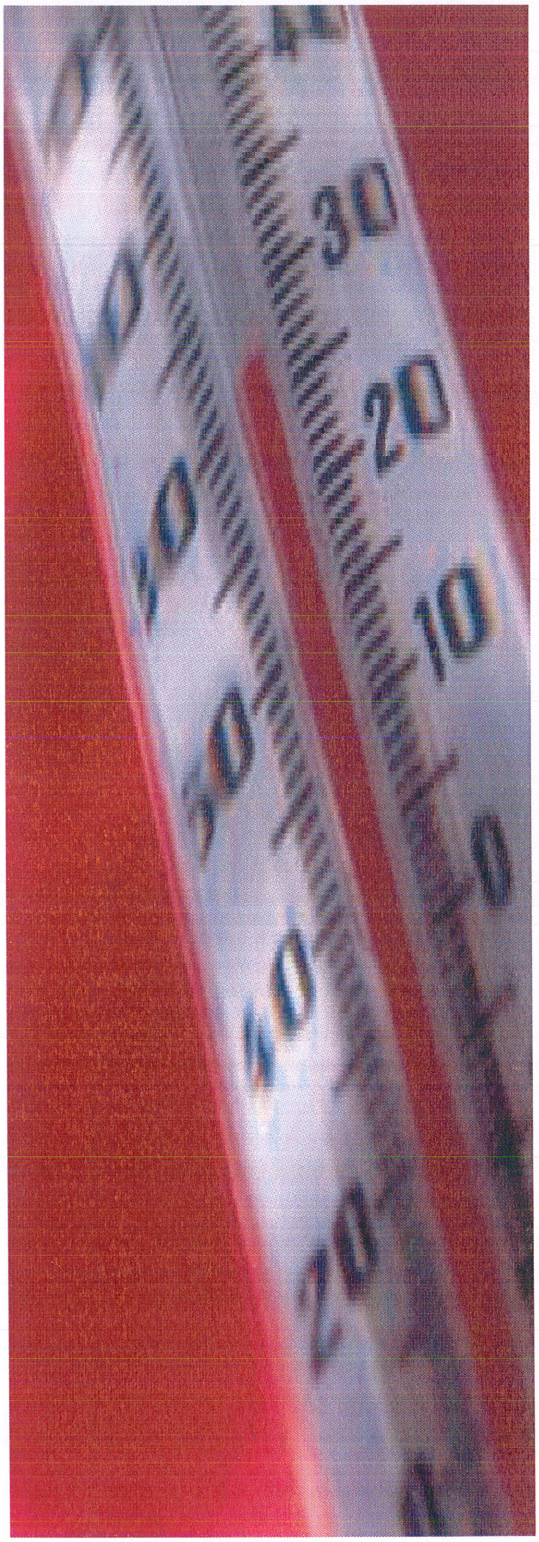
How do you tell the difference??

The telling difference is mental confusion/disorientation in ALL heat stroke victims.

You can ask these 3 questions.

1. "What is your name?"
2. "What day is this?"
3. "Where are we?"

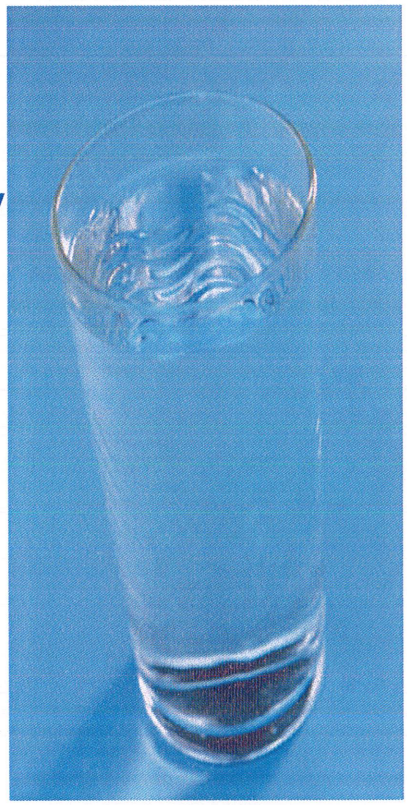
If a worker can't answer these questions, assume it is heat stroke.



How to Prevent Heat Illness

Proper Hydration Is Key To Preventing Heat Illness

DO



- ✓ Drink plenty of water
- ✓ Drink small amounts frequently
- ✓ Consider using sports drinks
- ✓ Start work well hydrated

DO NOT

- ✓ Drink pop and other sugary drinks
- ✓ Drink lots of coffee and tea
- ✓ Drink alcohol
- ✓ Wait for thirst before drinking water

We Will Provide Drinking Water

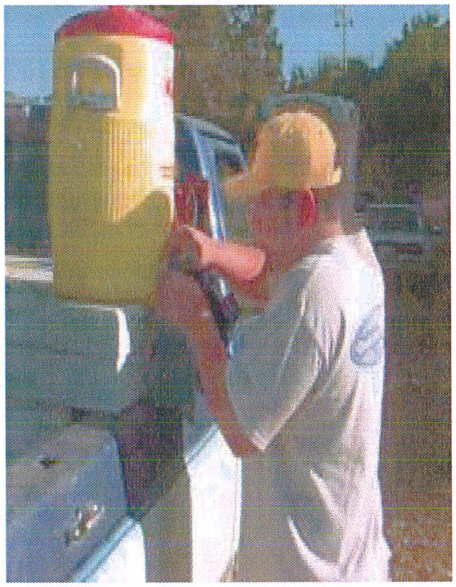


Photo credit: UC Davis

Group accessible potable drinking water will be provided in marked water dispensers. Dispensers will be kept in sanitary condition, closeable, have a tap and maintained at 60 degrees or less.

Open group water containers are not permitted.

Sanitary drinking utensils will also be provided

Personal water sources will also be supplied when working on equipment or when away from group dispensers. This would include bottles, cans, water bags, hydration packs or any other source of sanitary drinking water.

Hydration pack

We Will Provide Drinking Water

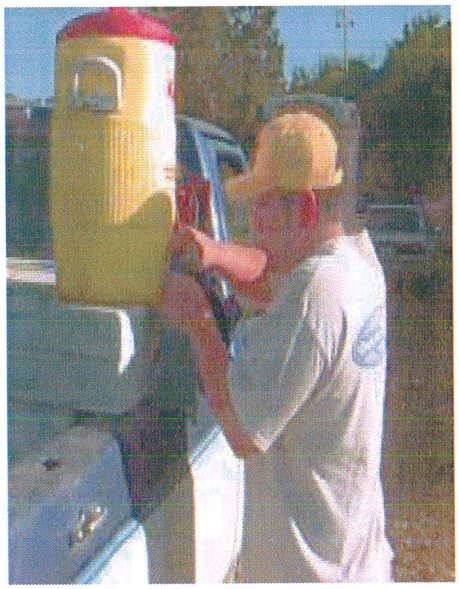


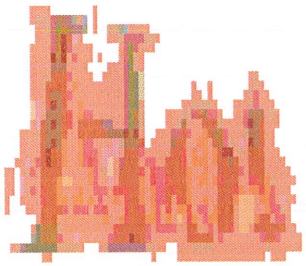
Photo credit: UC Davis

Employees are prohibited from drinking from irrigation ditches, creeks, rivers or any other source of water that is not considered sanitary.

Drinking water from unsanitary sources may result in water borne illnesses or exposure to chemicals such as pesticides, fertilizer residue or animal excrement.

Preventing Heat Illness - Work Smart

- ✓ Schedule the hardest work for the cooler parts of the day
- ✓ Alternate heavy work with light work when possible.
- ✓ Take breaks if:
  - conditions are extremely hot; or
  - You are working physically hard;
  - You are wearing protective clothing that limits cooling from sweating



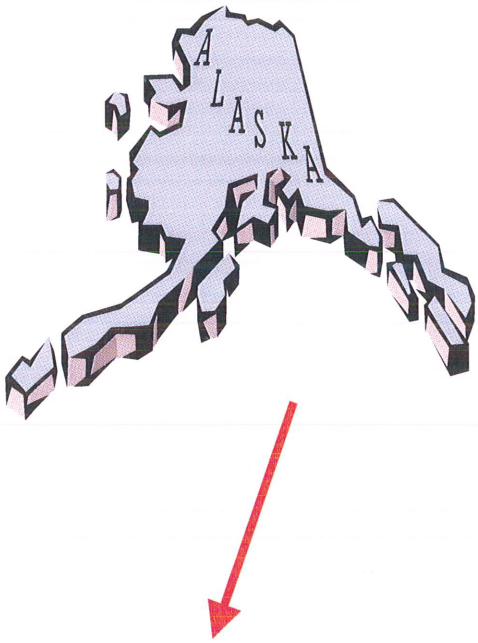
- ✓ Have a "buddy system" to keep an eye on each other for symptoms of heat illness such as confusion or weakness.

Preventing Heat Illness – Adjusting to the Heat

Not being used to the heat

- People need to adjust (acclimate) to hot working conditions over a few days.

You will need to acclimate if you are:



- ✓ a new employee
- ✓ just back from being sick
- ✓ absent for more than two weeks
- ✓ just moved from a cooler climate
- ✓ during any heat waves

Don't Fall For These Beliefs!

✓"I'm tough ~ I don't need a water break"

✓"I'm not thirsty ~ I don't need to drink"

✓"I'll lose pay if I take a water break"

✓"I'll be letting my team down"

✓"I'm new here ~ I need to prove myself"

Don't be a superman – we want you healthy and productive!

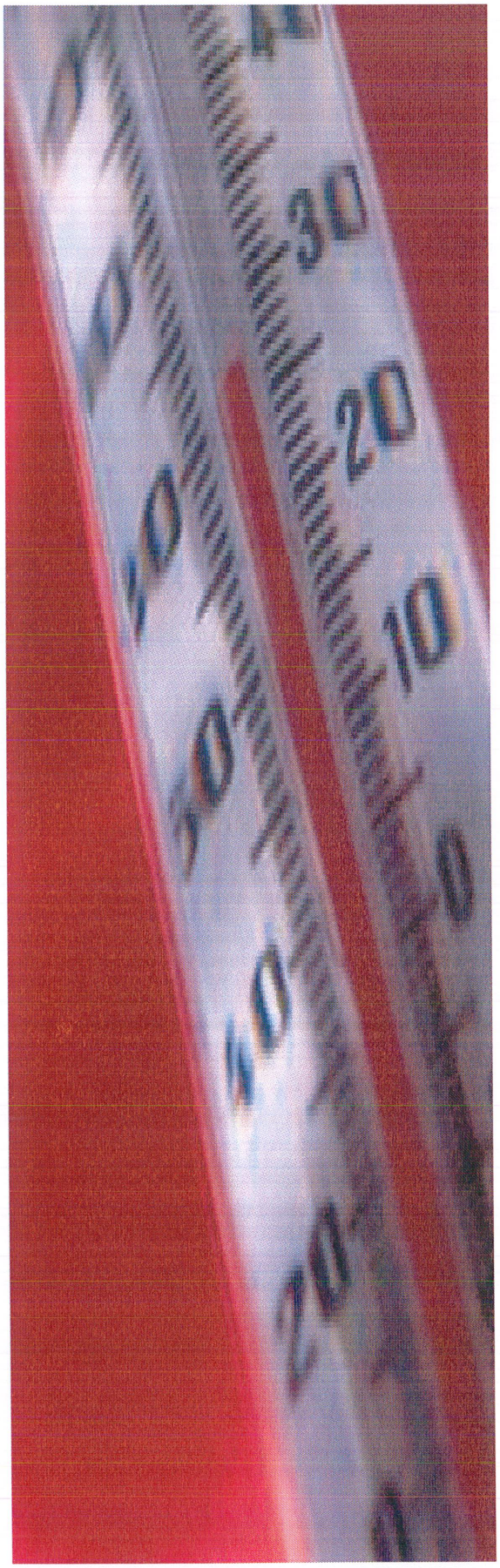
Important!

Stop all activity if you become:

- ✓ Lightheaded
- ✓ Confused
- ✓ Weak
- ✓ Faint
- ✓ Or have a pounding heart or trouble breathing

Take a break and rest in a cool area or shade.

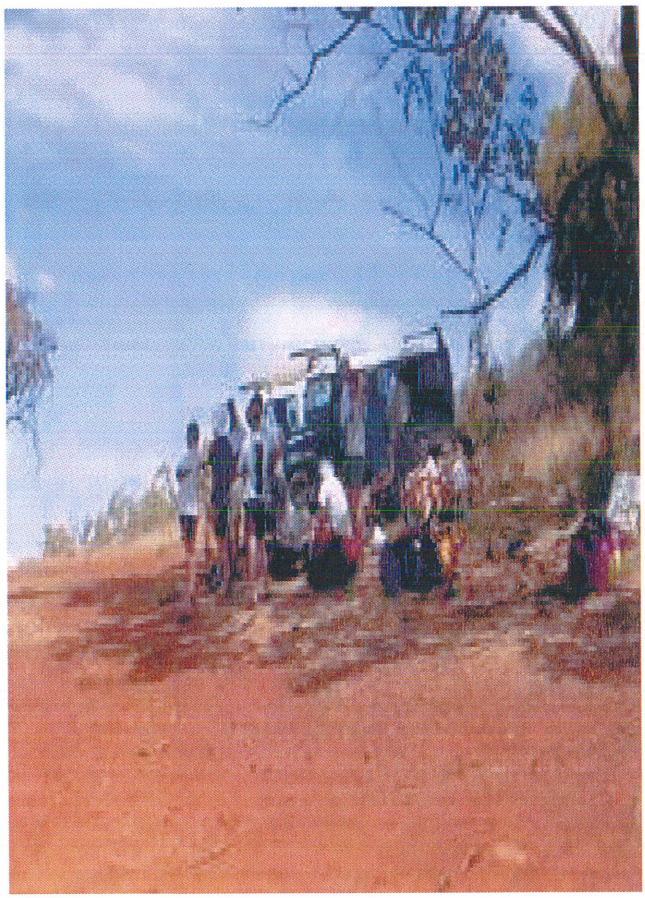
Tell your supervisor if you or one of your coworkers experience these symptoms.



What Are The Treatments For Heat Illness?

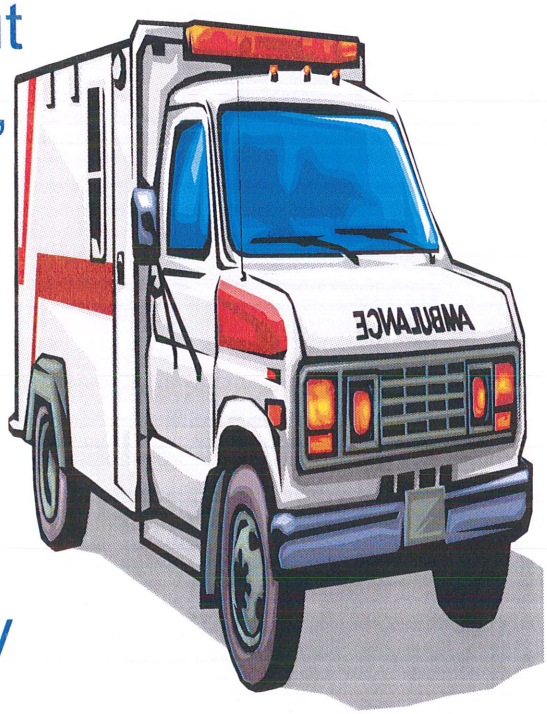
What Do You Do If Someone Is Suffering From Heat Exhaustion?

- ✓ Move person to cooler/shaded area to rest and if possible, lay the worker down.
- ✓ **Do not leave him or her alone.**
- ✓ Loosen and remove heavy clothing that restricts evaporation and cooling.
- ✓ Contact your first aid trained person



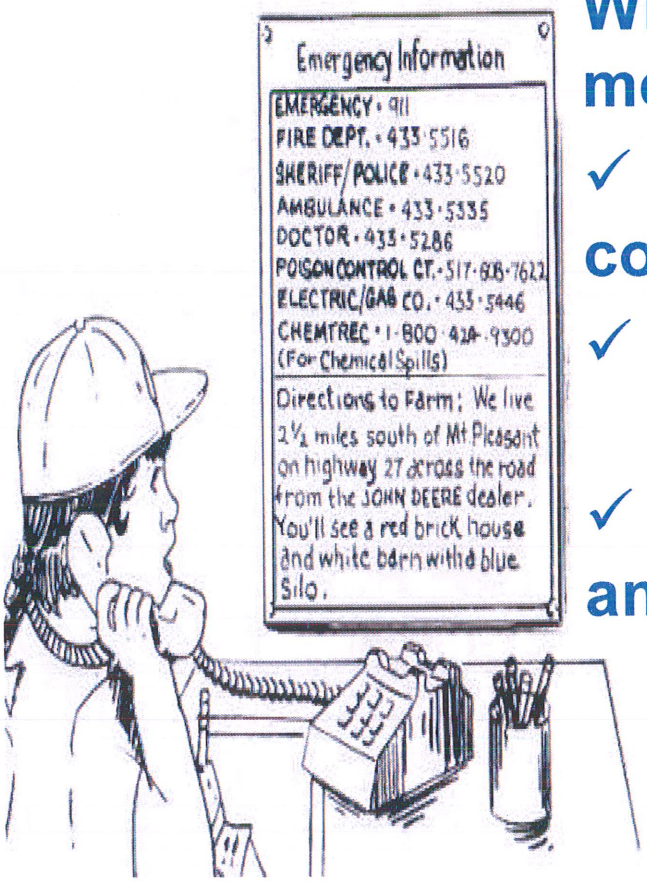
What Do You Do If Someone Is Suffering From Heat Exhaustion?

- If worker is fully alert and not nauseated, provide cool water, or other fluids. (About a cup every 15 minutes).
- Fan the person, spray/mist with cool water, or apply a wet cloth to his or her skin but if the worker begins to shiver, stop cooling.
- Call 911 if person does not feel better in about 15 minutes.
- Do not further expose the person to heat that day. They should rest and continue to drink water or sports drinks.



What Do You Do If Someone Is Suffering From Heat Stroke?

- ✓ **Get medical help immediately, call 911 and transport as soon as possible.**



While you are waiting for medical help to arrive:

- ✓ **Move the victim to a cool shaded area**
- ✓ **Remove clothing that restricts cooling.**
- ✓ **Cool down the victim any other way you can**

Heat Stroke - Cool The Person Rapidly Using Whatever Methods You Can

For example:

- Immerse the victim in a tub of cool water;
- Place the person in a cool shower;
- Spray the victim with cool water from a garden hose;
- Sponge the person with cool water;
- If the humidity is low, wrap the victim in a cool wet sheet and fan him or her vigorously;
- Apply ice packs under arms and to the groin area.

Remember – To Prevent Heat Illness:

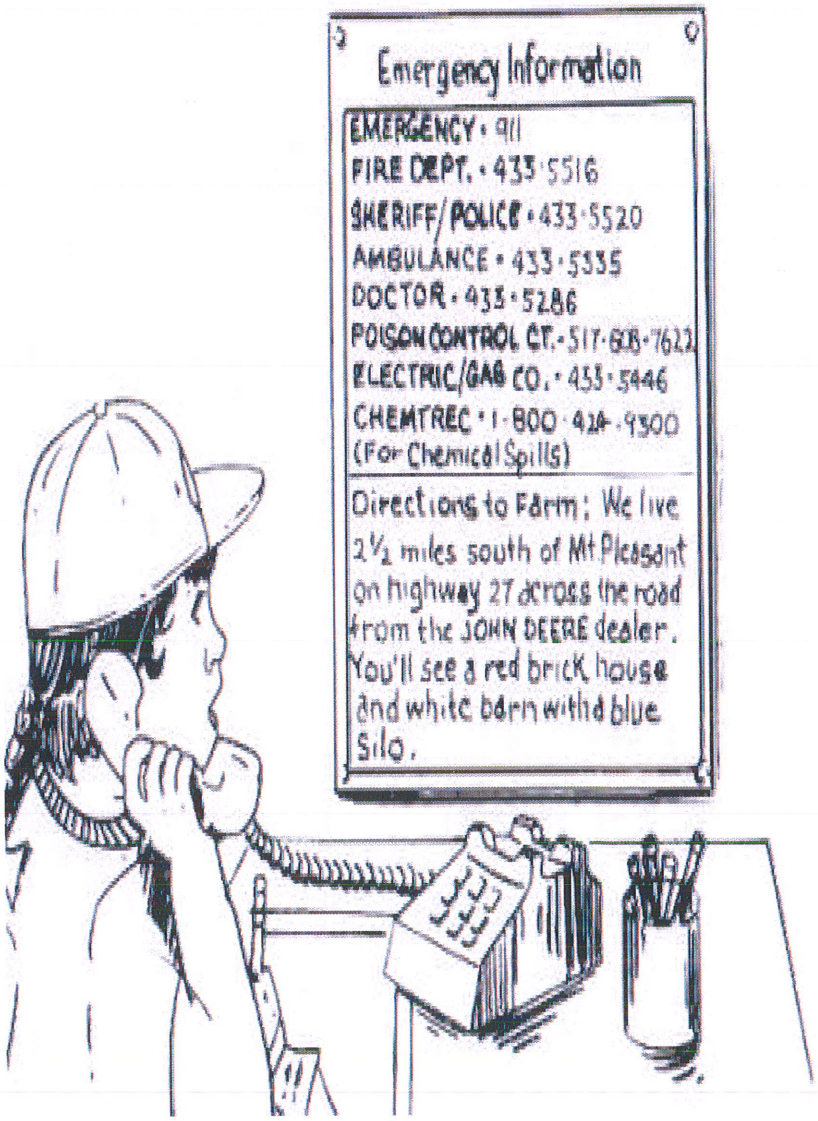
- ✓ Drink water frequently !!
- ✓ Consider sports drinks
- ✓ Know the signs and symptoms of heat related illnesses and take them seriously
- ✓ Avoid alcohol, caffeinated drinks, and heavy meals before or during work.
- ✓ Work smart
- ✓ Acclimate
- ✓ Wear appropriate clothing
- ✓ Take regular breaks
- ✓ Keep an eye on your buddy!

When Heat Stress Can Happen At This Worksite

- **When workers are working in direct sunlight either on the ground or on equipment.**
- **Any time temperatures reach the high 80's or above the risk is increased.**
- **When workers are working inside buildings without ventilation or cooling.**

Our Procedures For Contacting Emergency Medical Services

Call 911 from nearest telephone or from cell phone



Questions?

Preventing Heat Illness
Workshop Attendance Roster

Date:_____ **Location**_____

Sign Name	Print Name

MARQUEE FIRE PROTECTION
A Pye Barker Company

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July 18, 2023

MARQUEE FIRE PROTECTION FIELD EMPLOYEES:

RE: HEAT STRESS AND ILLNESS PREVENTION PROGRAM

By now, each employee should be familiar with the revised California Heat Illness Procedures.

With the temperatures now exceeding 80°F, precautions must be taken to follow these requirements. In general, water and cups or water bottles must be kept at 60° or less. Employees are encouraged to drink at least 1 quart of water per hour. Shade must also be available for each employee.

Reminder: MARQUEE FIRE PROTECTION pays for your containers, cups, water bottles and ice. Simply turn in your receipt to the office *for reimbursement.*

In addition, steps must be taken when temperatures exceed 95°F (High Heat Procedures). At temperatures above 95°F, workers must utilize the buddy system (work 2 or more people together), and take mandatory cool-down rest periods of at least 10 minutes every 2 hours. Additional water consumption should also occur.

Remember to stay diligent in your training, morning heat meetings, heat acclimation procedures during new employees first 14 days, monitor the weather and have beginning of the workday meetings on days where these measures may be-in effect.

Should you have any questions or need additional training on these requirements, please feel free to contact me at (916) 641-7997.

Respectfully,

MARQUEE FIRE PROTECTION
a *California corporation*

Jeff Awtrey
Safety Administrator

HIGH HEAT PROCEDURES

WHAT IS IN T8CCR 3395?

T8CCR 3395(e) states the following:

(e) High-heat procedures. The employer shall implement high-heat procedures when the temperature equals or exceeds 95 degrees Fahrenheit. These procedures shall include the following to the extent practicable:

(1) Ensuring that effective communication by voice, observation, or electronic means is maintenance so that employees at the work site can contact a supervisor when necessary. An electronic device, such as a cell phone or text messaging device, may be used for this purpose only if reception in the area is reliable.

(2) Observing employees for alertness and signs or symptoms of heat illness.

(3) Reminding employees throughout the work shift to drink plenty of water.

(4) Close supervision of new employee by a supervisor or designee for the first 14 days of the employee's employment by the employer unless the employee indicates at the time of hire that he or she has been doing similar outdoor work for at least 10 of the past 30 days for 4 or more hours per day.

NAME/TITLE/PHONE NUMBER

1.	Travis Petersen, Safety Supervisor 916/825-6329
2.	Jeff Awtrey, Safety Administrator 916/641-7997
3.	Jobsite Foreman
4.	

PROCEDURES CHECKLIST

PROCEDURES FOR PROVISION OF WATER (INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING):

☐ Drinking water container (of five to 10 gallons each) will be brought to the site, so that at least two quarts per employee are available at the start of the shift. All workers whether working individually or in smaller crews, will have access to drinking water. Drinking water shall be fresh, pure and suitably cool.

☐ Paper cone rims or bags of disposable cups and the necessary cup dispensers will be made available to workers and will be kept clean until used.

☐ As part of the Effective Replenishment Procedures, the water level of all containers will be checked periodically (e.g. every hour, every 30 min), and more frequently when the temperature rises. Water containers will be refilled with cool water, when the water level within a container drops below 50 percent. Additional water containers (e.g. five gallon bottles) will be carried, to replace water as needed.

☐ Ice will be carried in separate containers, so that when necessary, it will be added to the drinking water to keep it cool.

☐ Water containers will be placed as close as possible to the workers (given the working conditions and layout of the worksite), to encourage the frequent drinking of water. If field terrain prevents the water from being placed as close as possible to the workers, bottled water or personal water containers will be made available, so that workers can have drinking water readily accessible.

☐ Water containers will be relocated to follow along with the crew, so drinking water will remain readily accessible.

☐ Water containers will kept in sanitary condition.

☐ Daily, workers will be reminded of the location of the water coolers and of the importance of drinking water frequently. When the temperature exceeds or is expected to exceed 85 degrees Fahrenheit, brief 'tailgate' meeting will be held each morning to review with employees the importance of drinking water, the number and schedule of water and rest breaks and the signs and symptoms of heat illness.

☐ Audible devices (such as whistles or air horns) will be used to remind employees to drink water.

☐ When the temperature equals or exceeds 95-degree Fahrenheit or during a heat wave, the number of water breaks will be increased, and workers will be reminded throughout the work shift to drink water. During high heat employees are provided with a minimum 10-minute cool down period every 2 hours.

☐ During employee training and tailgate meetings, the importance of frequent drinking of water will be stressed.

PROCEDURES FOR ACCESS TO SHADE (INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING):

Note: follow the general guidance provided above, under the Provisions for Water (identify the person assigned the task and list the specific tasks that must be carried out.)

☐ Shade structures will be opened and placed as close as practical to the workers, when the temperature equals or exceeds 80 degrees Fahrenheit. When the temperature is below 80 degrees Fahrenheit, access to shade will be provided promptly, when requested by an employee. Note: The interior of a vehicle may not be used to provide shade unless the vehicle is air-conditioned and the air conditioner is on.

☐ Enough shade structures will be available at the site, to accommodate all the employees on the shift at any one time.

☐ Daily, workers will be informed of the location of the shade structures and will encouraged to take a 10-minute cool-down rest in the shade, every 2 hours.

☐ Shade structures will be relocated to follow along with the crew and they will be placed as close as practical to the employees, so that access to shade is provided at all times.

☐ In situations where trees or other vegetation are used to provide shade (such as in orchards), the thickness and shape area will be evaluated, before assuming that sufficient shadow is being cast to protect employees.

☐ In situations where it is not safe or feasible to provide access to shade (e.g., during high winds), a note will be made of these unsafe or unfeasible conditions, and of the steps that will be taken to provide shade upon request.

☐ For non-agricultural employers, in situations where it is not safe or feasible to provide shade, a note will be made of these unsafe or unfeasible conditions, and of the steps that will be taken to provide alternative cooling measures but with equivalent protection as shade.

PROCEDURES FOR MONITORING THE WEATHER (INCLUDE BUT NOT LIMITED TO):

☐ The supervisor will be trained and instructed to check in advanced the extended weather forecast. Weather forecasts can be checked with the aid of the internet (http://www.nws.noaa.gov/), or by calling the National Weather Service phone numbers (see CA numbers below) or by checking the Weather Channel TV Network. The work schedule will be planned in advance, taking into consideration whether high temperatures or a heat wave is expected. This type of advance planning should take place all summer long.

CALIFORNIA Dial -A-Forecast

Eureka 707-443-7062
Hanford 559-584-8047
Los Angeles 805-988-6610 (#1)
Sacramento 916-979-3051
San Diego 619-297-2107 (#1)
San Francisco 831-656-1725 (#1)

☐ Prior to each workday, the forecasted temperature and humidity for the worksite will be reviewed and will be compared against the National Weather Service Heat Index to evaluate the risk level for heat illness. Determination will be made of whether or not workers will be exposed at a temperature and humidity characterized as either “extreme caution” or “extreme danger” for heat illnesses. It is important to note that the temperature at which these warnings occur must be lowered as much as 15 degrees if the workers under consideration are in direct sunlight.

☐ Prior to each workday, the supervisor will monitor the weather (using http://www.nws.noaa.gov/ or with the aid of a simple thermometer, available at most hardware stores) at the worksite. This critical weather information will be taken into consideration, to determine, when it will be necessary to make modifications to the schedule (such as stopping work early, rescheduling the job, working at night or during the cooler hours of the workdays, increasing the number of water and rest breaks).

☐ A thermometer will be used at the jobsite to monitor for sudden increases in temperature, and to ensure that once the temperature exceeds 80 degrees Fahrenheit, shade structure will be opened and made available to the workers. In addition, when the temperature equals or exceeds 95 degrees Fahrenheit, additional preventive measures such as the High Heat Procedures will be implemented.

HANDLING A HEAT WAVE:

☐ During a heat wave or heat spike, the workday will be cut short or rescheduled (example conducted at night or during cooler hours).

☐ During a heat wave or heat spike, and before starting work, tailgate meetings will be held, to review the company heat illness prevention procedures, the weather forecast and emergency response. In addition, if schedule modifications are not possible, workers will be provided with an increased number of water and rest breaks and will be observed closely for signs and symptoms of heat illness.

☐ Each employee will be assigned a "buddy" to be on the lookout for signs and symptoms of heat illness and to ensure that emergency procedures are initiated when someone displays possible signs or symptoms of heat illness.

HIGH HEAT PROCEDURES (INCLUDE BUT ARE NOT LIMITED TO):

High Heat Procedures are additional preventive measures that this company will use when the temperature equals or exceeds 95 degrees Fahrenheit.

☐ Effective communication by voice, observation, or electronic means will be maintained, so that employees at the worksite can contact a supervisor when necessary. If the supervisor is unable to be near the workers (to observe them or communicate with them), then all electronic device, such as a cell phone or text messaging device, may be used for this purpose if reception in the area is reliable.

☐ Frequent communication will be maintained with employees working by themselves or in smaller groups (keep tabs on them via phone or two-way radio), to be on the lookout for possible symptoms of heat illness.

☐ Employees will be observed for alertness and signs and symptoms of heat illness. When the supervisor is not available, an alternate responsible person may be assigned, to look for signs and symptoms of heat illness. Such a designated observer will be trained and know what steps to take if heat illness occurs.

☐ Employees will be reminded throughout the work shift to drink plenty of water.

☐ New employees will be closely supervised or assign a "buddy" or more experienced coworker for the first 14 days of the employment (unless the employee indicates at the time of hire that he or she has been doing similar outdoor work for at least 10 of the past 30 days for four or more hours per day). When the temperature is 80° Fahrenheit or greater.

PROCEDURES FOR ACCLIMATIZATION (INCLUDE BUT ARE NOT LIMITED TO):

Acclimatization is the temporary and gradual physiological change in the body that occurs when the environmentally induced heat load to which the body is accustomed is significantly and suddenly exceeded by sudden environmental changes. In more common terms, the body needs time to adapt when temperatures rise suddenly, and an employee risks heat illness by not taking it easy when a heat wave strikes or when starting a new job that exposes the employee to heat to which the employee's body hasn't yet adjusted.

Inadequate acclimatization can be significantly more perilous in conditions of high heat and physical stress. Employers are responsible for the working conditions of their employees, and they must act effectively when conditions result in sudden exposure to heat their employees are not used to.

- ☐ The weather will be monitored daily. The supervisor will be on the lookout for sudden heat wave(s), or increases in temperatures to which employees haven't been exposed to for several weeks or longer.
- ☐ **During a heat wave or heat spike, the workday will be cut short (example 12 p.m.), will be rescheduled (example conducted at night or during cooler hours) or if possible, cease for the day.**
- ☐ For new employees, the intensity of the work will be lessened during a two-week break-in period (such as scheduling slower paced, less physically demanding work during the hot parts of the day and the heaviest work activities during the cooler parts of the day (early-morning or evening). Steps taken to lessen the intensity of the workload for new employees will be documented.
- ☐ The supervisor will be extra-vigilant with new employees and stay alert to the presence of heat related symptoms.
- ☐ New employees will be assigned a "buddy" or experienced coworker to watch each other closely for discomfort or symptoms of heat illness.
- ☐ During a heat wave, all employees will be observed closely (or maintain frequent communication via phone or radio), to be on the lookout for possible symptom of heat illness. A heat wave is defined as 80° Fahrenheit or greater.
- ☐ Employees and supervisors will be trained on the importance of acclimatization, how it is developed and how these company procedures address it.

PROCEDURES FOR EMERGENCY RESPONSE (INCLUDE BUT ARE NOT LIMITED TO):

- ☐ Prior to assigning a particular worksite, workers and the foreman will be provided a map of the site, along with clear and precise directions(such as streets or road names, distinguishing features and distances to major roads), to avoid a delay of emergency medical services.
- ☐ Prior to assigning a crew to a particular worksite, efforts will be made to ensure that a qualified and appropriately trained and equipped person is available at the site to render first aid if necessary.
- ☐ Prior to the start of the shift, a determination will be made of whether or not a language barrier is present at the site and steps will be taken (such as assigning the responsibility to call emergency medical services to the foreman or an English speaking worker) to ensure that emergency medical services can be immediately called in the event of an emergency.
- ☐ All foremen and supervisors will carry cell phones or other means of communication, to ensure that emergency medical services can be called. Check will be made to ensure that these electronic devices are functional prior to each shift.
- ☐ When an employee is showing symptoms of possible heat illness, steps will be taken immediately to keep the stricken employee cool and comfortable once emergency service responders have been called (to reduce the progression to more serious illness).
- ☐ At remote locations such as rural farms, lots or undeveloped areas, the supervisor will designate an employee or employees to physically go to the nearest road or highway where emergency responders can see them. If daylight is diminished, the designated employee (s) shall be given reflective vest or flashlights in order to direct emergency personnel to the location of the worksite, which may not be visible from the road or highway.
- ☐ During a heat wave or hot temperatures, workers will be reminded and encouraged to immediately report to their supervisor any signs or symptoms they are experiencing.
- ☐ Employees and supervisors training will include every detail of these written emergency procedures.

HANDLING A SICK EMPLOYEE:

- ☐ **When an employee displays possible signs or symptoms of heat illness, a trained first aid worker or supervisor will check the sick employee and determine whether resting in the shade and drinking cool water will suffice or if emergency service providers will need to be called**. A sick worker will not be left alone in the shade, as he or she can take a turn for the worse!

- ☐ When an employee displays possible signs or symptoms of heat illness and no trained first aid worker or supervisor is available at the site, emergency service providers will be called.

- ☐ **Emergency service providers will be called immediately if an employee displays signs or symptoms of heat illness (loss of consciousness, incoherent speech, convulsions, red and hot face), does not look OK or does not get better after drinking cool water and resting in the shade, While the ambulance is in route, first aid will be initiated (cool the worker: place the worker in the shade, remove excess layers of clothing, place ice pack in the armpits and groin area and fan the victim).** Do not let a sick worker leave the site, as they can get lost or die before reaching a hospital!

- ☐ If an employee does not look OK and displays signs or symptoms of server heat illness (loss of consciousness, incoherent speech, convulsions red and hot face), and the worksite is located more than 20 minutes away from a hospital, call emergency service providers, communicate the signs and symptoms of the victim and request Air Ambulance.

PROCEDURES FOR EMPLOYEE AND SUPERVISORY TRAINING (INCLUDE BUT ARE NOT LIMITED TO):

- ☐ Supervisors will be trained prior to being assigned to supervise other workers. Training will include this company's written procedures and the steps supervisors will follow when employees' exhibit symptoms consistent with heat illness

- ☐ Supervisor will be trained on how to track the weather at the job site (by monitoring predicted temperature highs and periodically using a thermometer). Supervisors will be instructed on, how weather information will be used to modify work schedules, to increase number of water and rest breaks or cease work early if necessary.

- ☐ All employees and supervisors will be trained prior to working outside. Training will include the company's written prevention procedures.

- ☐ Employee will be trained on the steps that will be followed for contacting emergency medical services, including how they are to proceed when there are non-English speaking workers, how clear and precise directions to the site will be provided and the importance of making visual contact with emergency responders at the nearest road or landmark to direct them to their worksite.

- ☐ When the temperature exceed 75 degree Fahrenheit, short 'tailgate' meetings will be held to review the weather report, to reinforce heat illness prevention with all workers, to provide reminders to drink water frequently, to inform them that shade can made available upon request and to remind them to be on the lookout for signs and symptoms of heat illness.

- ☐ New employees will be assigned a "buddy" or experienced coworker to ensure that they understand the training and follow company procedures.

BEST PRACTICES

Extra Measure During High Heat
Because of extreme environmental conditions during high heat employees' physical and mental condition conditions can change even more rapidly into a serious medical condition. The onset of heat illness may be confused with other problems and may not always be obvious before it becomes life-threatening. Therefore, extra measures may be required to prevent and/ or respond to heat illness during high heat.

Extra measures during high heat include but are not limited to the following:

- **Communicating Through Meetings**
  During high heat a designated person(s) should hold short, frequent meetings (before and during work) with the workers to review the company heat illness prevention procedures, the weather forecast, emergency response and other additional safety measures.

- **Being Extra Vigilant**
  During high heat it is necessary to be extra vigilant. Your communication system is (see Effective Communication) especially important to get more frequent feedback from your employees and supervisors in the field. Then, based on the environmental conditions present and the condition of your employees you can more quickly make the appropriate adjustments, communicate them, and put the changes into place before problems arise or become serous. In high heat:

  - Have supervisors and employees watch each other more closely for alertness and any signs or symptoms of heat illness by using your "buddy system".
  - Encourage supervisors and employees to communicate about how they are feeling on a frequent basis.
  - Account for the whereabouts of employees at more frequent intervals throughout the work shift and at the end of the work shift.

- **Changing Work Severity and Duration**
  During high heat it may be critical to making adjustments to work activities, see Work Severity and Duration Adjustments.

- **Additional Water Consumption**
  - Encourage employees to drink small quantities of water more frequently (i.e., in addition to the four 8-ounce glasses of water, or a total of one quart per hour) throughout the entire work shift to prevent dehydration.
  - Have effective replenishment measures in place for the provision of extra drinking water to ensure that supplies are reliable
  - Encourage employees to consult with their doctor on salt and mineral replacement.
  - Encourage workers to also drink water before and after work.

- **Drinking Only Water**
  - Encourage employees to avoid drinking alcohol altogether.
  - Encourage employees to choose water over other drinks (e.g., sodas and drinks containing caffeine and sugar) because these other drinks may increase dehydration. Also, if employees choose these other drinks they may drink less water.

- **Shade and Additional cooling Measures (required at 80° Fahrenheit or higher)**
  Remember that shade is adequate only when it completely blocks the direct sunlight and allows the body to cool. Shade is not adequate when it does not allow the body to cool. In high heat air temperatures in the shade may still be extremely high and not allow the body to cool. For industries other than agriculture, during high heat, you may need to use other alternative cooling measures in addition to shade, (e.g., allowing employees to spend time in air-conditioned places). For alternative cooling measures see Shade and Other Cooling Measures.

- **Additional and/or Longer Rest Breaks and Cool Down Rest Periods (High Heat-95° Fahrenheit or Greater)**
  During high heat it is especially important to permit employees the freedom to interrupt work activities to take rest breaks and allow the body to cool. During high heat you may need to allow employees to

take more frequent and longer breaks, and more cool down rest periods (see Cool Down Rest Periods). During high heat, employees are provided with a minimum 10 minute cool down period every 2 hours. Remember to provide areas for employees to take their breaks and cool down rest period which are:

- Readily accessible and in close proximity
- Open to the air and ventilated or cooled, or in shade areas.
- Near sufficient supplies of drinking water

- **Changing Meals**
  - Encourage employees to eat smaller more frequent meals which reduce the heat the body produces as compared to eating large meals less frequently.
  - Encourage employees to choose foods with higher water content such as fruits, vegetable and salads.

WORK SEVERITY AND DURATION

What is in T8CCR 3395?

T8CCR 3395(b) Definitions states the following:

"Environmental risk factors for heat illness" means working conditions that create the possibility that heat illness occur, including air temperature, relative humidity, radiant heat from the sun and other sources, conductive heat sources such as the ground, air movement, workload severity and duration, protective clothing and personal protective equipment worn by employees.

T8CCR 3395 (f) Training states the following:

(1) Employee training. Effective training in the following topics shall be provided to each supervisory and non supervisory employee before the employee begins work that should reasonably be anticipated to result in exposure to the risk of heat illness:

(A) The environmental and personal risk factors for heat illness, as well as the added burden of heat load on the body caused by exertion, clothing, and personal protective equipment.

Best Practices and Warnings

BEST PRACTICES

Work Severity and Duration Adjustments
In warm or hot weather, try to:

- Schedule slower paced, less physically demanding work during the hot parts of the day and the heaviest work activities during the cooler parts of the day (early-morning or evening).
- Split-up work shifts to avoid work during the hottest part of the day.
- Start the work shift even earlier in the day or later in the evening.
- Avoid over time work and double shift.
- Postpone non-essential work to be done until a later time when it is cooler.
- Rotate employees through less physically demanding jobs.
- Add extra personnel to reduce exposure time for each employee.
- Cut work shifts short or stop work altogether.

Be aware that in spite of these measures heat illness can still develop.

WARNING
In addition to making work severity and duration adjustments, during high heat it may be necessary to take additional measures to prevent Heat Illness (See Extra Measures During High Heat).

CORONAVIRUS (COVID-19)

Infectious Disease Preparedness & Response Plan

INTRODUCTION

Employee safety is central to Marquee Fire Protection's mission. In the event of an infectious disease outbreak, we are prepared to promptly identify suspected cases, educate employees, and apply corrective actions to prevent the spread of disease.

PURPOSE:

Marquee Fire Protection will manage infectious diseases through a comprehensive approach which includes prevention, education, and infection control measures. Our facility has established a plan for implementing primary and secondary prevention measures, including educating employees and procedures for infected or potentially infected employees.

RESPONSIBILITY

Jeff Awtrey has the authority and responsibility for implementing the provisions of this specific response for Marquee Fire Protection.

This plan is specific to COVID-19 (aka: Coronavirus) and Marquee Fire Protection's position and response, to ensure the health, safety and welfare of our employees, clients, contractors, suppliers, and the overall general public.

COMPLIANCE

Management is responsible for ensuring all policies and procedures are clearly communicated and understood by all employees. Supervisory personnel are expected to enforce rules fairly and uniformly.

All employees are responsible for using safe work practices, for following all directives, policies, and procedures, and for assisting in maintaining a safe work environment in accordance with the following guidelines:

- Marquee Fire Protection will adhere to and follow all local, state, and federal recommendations, mandates, and legislation with regard to COVID-19.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Develop COVID-19 policies and procedures to respond effectively and immediately to individuals at the workplace who are a COVID-19 case to prevent or reduce the risk of transmission in the workplace.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections as needed to identify and evaluate unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.
- Unsafe or unhealthy work conditions, practices or procedures are documented and corrected in a timely manner based on the severity of the hazards.

- Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 by reporting hazards and/or concerns to Travis Petersen/Jeff Awerty.

Basic Infection Prevention Measures

Protecting employees will depend on emphasizing basic infection prevention measures. As appropriate, Marquee Fire Protection will implement good hygiene and infection control practices, including:

- Promoting frequent and thorough hand washing, by providing employees with a place to wash their hands. If soap and running water are not immediately available, provide alcohol-based hand rubs containing at least 60% alcohol.
- Requiring employees to stay home if they are sick.
- Encouraging respiratory etiquette, including covering coughs and sneezes.
- The use of social distancing strategies, if possible.
- Maintaining regular housekeeping practices, including routine cleaning, and disinfecting of surfaces, equipment, and other elements of the work environment.

HAZARD ASSESSMENT AND COMMUNICATION

We have determined that employees are at a "Lower Exposure Risk" as well as "Medium Exposure Risk".

Lower Exposure Risk - Telework

Lower exposure risk (caution) jobs are those that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 nor frequent close contact with (i.e., within 6 feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

Administrative Controls

Collaborate and communicate with employees to inform those working remotely of important COVID-19 information.

Medium Exposure Risk – Office/Jobsites

Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 cases.

<u>Administrative Controls</u>

- **Signage** - Signage posted in workplace and common areas, including all common areas, emphasizing basic infection prevention measures, including maintaining physical distance and hand-washing signs in restrooms.
- **Face Coverings** - Employees are not required to wear face coverings but may choose to do so, so long as it does not present a hazard to the employee.
- Employees are provided with face coverings, regardless of vaccination status, upon request.

- **Our company will follow any local/state mandates with regard to face coverings**.

- **Hand Washing/Sanitizing** – Restroom is equipped with a sink and soap for handwashing.
- Hand sanitizer located throughout the workplace.

Employee Training – cover necessary COVID-19 topics to include but not limited to preventing spread, reporting symptoms/close contact, self-screening, physical distancing, respiratory etiquette, our Marquee Fire Protection procedures for reporting illness or potential close contact and proper handwashing methods, as well as the following:

- Employer policies and procedures to protect employees from COVID-19 hazards
- COVID-19 related benefit information, from either the employer or from federal, state or local government, that may be available to employees impacted by COVID-19.
- The fact that COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales; that COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common; and that an infectious person may show no symptoms
- The importance of physical distancing and wearing face coverings
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective
- The importance of frequent hand washing for at least 20 seconds and use of hand sanitizer when handwashing facilities are not available
- Proper use of face coverings, and the fact that they are not respiratory protection
- The symptoms of COVID-19 and the importance of not coming to work and getting tested if an employee has symptoms
- Benefits of the COVID-19 vaccine, including that the vaccine has been effective at preventing serious illness or death.
- Voluntary use of N95 respirators provided by the employer to employees upon request, regardless of vaccination status.

Personal Protective Equipment (PPE)

Employees should continue to use the PPE, if any, that they would ordinarily use for other job tasks. All employees shall be provided a N95 respirator, upon request, regardless of vaccination status.

POTENTIAL ILLNESS & EXPOSURE

Should an employee experience a symptom or feel they may have been exposed, immediate necessary precautions must be taken, including but not limited to:

- Seek immediate medical attention, preferably via online or phone appointment if /when available.
- Notify any person(s) you may have been in contact with and your direct supervisor and/or Travis Petersen/ Jeff Awtrey as soon as possible or at least within the first 8 hours.
- If employees do not feel comfortable or safe at work, they can report their concerns to Travis Petersen/Jeff Awtrey without fear of reprisal.

Prompt identification and isolation of potentially infectious individuals is a critical step in protecting other employees, clients/customers, and others at any work location.

- Proper cleaning procedures will be taken to ensure disinfection is completed if any employee is to test positive for the virus.
- Marquee Fire Protection has informed and encourages employees to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure.

ILLNESS AND/OR EXPOSURE INVESTIGATIONS

Investigation of any exposure or known incidents of COVID-19 within Marquee Fire Protection will be completed by Travis Petersen/Jeff Awtrey and will include:

- **Investigation:** Gathering all pertinent information as deemed necessary to protect our employees, clients, suppliers, customers, and overall general public. Records of investigations will be kept, and will include:
    - Examining the workplace/worksite for factors associated with the exposure
    - Deployment of a response team to disinfect the affected area(s)
    - Determining the causes of exposure
    - Contact tracing
    - Appropriate communication to affected and potentially affected individuals
    - Take corrective action to prevent exposure from reoccurring; and
    - Recording the findings and corrective actions taken

- **Notification:** If the work-related case is confirmed positive for COVID-19, **within 24 hours**:
    - **Employees**: Notify potentially exposed employees or anyone in the workplace with "close contact" with the confirmed positive employee. ("Close contact" per CDC is within 6 ft. for more than a collective 15 mins. within 24 hours)
    - Expenses related to work related exposure testing will be covered by the business.
    - Testing exception: COVID-19 testing is not required for Returned Cases.
        - Returned case is a COVID-19 case who returned to work and did not develop any symptoms after returning. A person is only considered a returned case for 90 days after the initial onset of symptoms or, if the person did not develop symptoms, for 90 days after the first positive test. (Unless CDPH order states otherwise)
    - Exclusion pay is provided when an employee is out for quarantine/isolation due to a work-related exposure. (Regular rate of pay)
    - **Worker's Comp**: Notify worker's compensation carrier within 24 hours for any positive confirmed case.

- **Local Public Health Department:** notification is required **immediately but no longer than 48 hours** after learning of **three or more COVID-19 positive cases within a 14-day period** (considered an "outbreak") or **major outbreaks** (*20 or more cases within a 30-day period*), to obtain guidance on preventing the further spread of COVID-19 within the workplace.

- **To report an outbreak** IntakeForm (ca.gov)
- **Outbreak Testing:** All employees in the exposed group, regardless of vaccination status, shall be tested and the costs associated with testing will be covered by the employer, including paid time for testing.
- Testing shall be completed immediately upon notification of the outbreak and again one week later. Testing shall continue once every week until the worksite is no longer considered to be in an "outbreak".
- For returned cases who did not develop COVID-19 symptoms after returning to work, testing is not required.

- **Cal/OSHA notification:** notification is required within **8 hours** if the work-related case results in:
    - In-patient hospitalization for other than observation
    - Death

RETURN TO WORK CRITERIA

Isolation: COVID-19 Positive Cases

All individuals who test positive for COVID-19, regardless of vaccination status, natural immunity, or lack of symptoms, should take the following steps:

- Stay home for at least five days.
- Isolation can end after five days if symptoms are not present or are resolving and a diagnostic specimen collected on Day 5 or later tests negative.
- If unable to test or choosing not to test and symptoms are not present or resolving, isolation can end after Day 10.
- If an employee's symptoms other than fever are not resolving, they may not return to work until their symptoms are resolving or until after day 10 from the positive test.
- If an employee has a fever, isolation must continue, and the employee may not return to work until the fever resolves.
- Wear a well-fitting mask for a total of 10 days.

Quarantine: COVID-19 Exposure

Unvaccinated or Not Fully Vaccinated

If an individual is unvaccinated, the following apply:

- Stay home for at least five days after exposure.
- Test on Day 5.
- Quarantine can end after Day 5 if symptoms are not present, and a diagnostic specimen collected on Day 5 or later tests negative.
- If unable to test or choosing not to test and symptoms are not present, quarantine can end after Day 10.
- Wear a well-fitting mask for a total of 10 days.

Boosted or Fully Vaccinated (full vaccination means 14 days after last dose)

If an individual is boosted or fully vaccinated the following apply:

- The individual does not need to quarantine.
- Test on Day 5.
- Wear a well-fitting mask for 10 days.

After stopping quarantine, employees should continue to:

- Watch for symptoms until 14 days after exposure.
- If they have symptoms, immediately self-isolate/quarantine and contact their healthcare provider, and Travis Petersen/Jeff Awtrey.

RECORDKEEPING

Cal/OSHA 300 log recording: an illness must be work-related and result in one of the following:

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

If a work-related COVID-19 case meets one of these criteria, then the case must be recorded on the 300 log.

If the employee declines to state their vaccination status, our company will treat the employee as unvaccinated and will not take disciplinary or discriminatory action against the employee.

FOR ADDITIONAL INFORMATION

Staying informed about the latest developments and recommendations is critical since specific guidance may change based upon evolving outbreak situations. Marquee Fire Protection will continue to monitor new information and update this plan as necessary as well as informing employees about the changes. Below are several recommended websites to access the most current and accurate information:

- Centers for Disease Control and Prevention website: www.cdc.gov
- Cal/OSHA website: https://www.dir.ca.gov/dosh/coronavirus/
- California COVID-19 website: https://covid19.ca.gov/
- Sacramento County COVID-19 website: https://www.saccounty.net/COVID-19/Pages/default.aspx

Appendices:

Appendix A: Vaccination Status Attestation

Appendix B: Voluntary Use of Respirators

Appendix C: Acknowledgement

Appendix A:

Employee Attestation of COVID-19 Vaccination

As part of our efforts to provide a safe workplace, and per Cal/OSHA regulation, ***Marquee Fire Protection*** is tracking the number of employees who have received the COVID-19 vaccine. Please complete this form to let us know whether and when you have received the vaccine. We are asking for dates of the vaccination to help determine when each employee is considered fully vaccinated. When completing this form, do not provide any medical information, or any other information related to why you may not have received a COVID-19 vaccine. Simply fill in your name, check the appropriate box, sign, and date. If your situation changes in the future, please provide an updated attestation then.

I, _____, attest that (check only one box):

☐ I received the complete series of the COVID-19 vaccine as of _____ (enter date).

Note: The Pfizer and Moderna vaccines are a two-dose series and Johnson & Johnson's is a single-dose vaccine.

☐ I received the first dose of a two-dose COVID-19 vaccine on _____ (enter date only) and expect to receive the second dose on _____ (enter date only).

☐ I have not received a COVID-19 vaccine (please do not provide any additional information).

☐ I decline to state my vaccination status.

_____ _____

Employee Signature Date

_____ _____

Manager Signature Date

Appendix B:

Appendix B to Section 5144: (Mandatory) Information for Employees Using Respirators When Not Required Under the Standard

Guide to Respiratory Protection at Work

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.

2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.

3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designated to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors or very small solid particles of fumes or smoke.

4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

NOTE

Authority cited: Section 142.3, Labor Code. Reference: Section 142.3, Labor Code.

Appendix C:

Infectious Disease Preparedness & Response Plan Acknowledgement

I, _____, acknowledge that I have read and understand the

guidelines and procedures of the Infectious Disease Preparedness & Response Plan. I understand 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 to report any COVID-19 sign/symptom or potential exposure immediately.

Employee Signature: _____ Date: _____

2022 COVID-19 Supplemental Paid Sick Leave

Effective February 19, 2022

Covered employees in the public or private sectors who work for employers with 26 or more employees are entitled to up to 80 hours of 2022 COVID-19 related paid sick leave from January 1, 2022 through September 30, 2022, immediately upon an oral or written request to their employer, with up to 40 of those hours available only when an employee or family member tests positive for COVID-19.

A full-time covered employee may take up to 40 hours of leave *if the employee is unable to work or telework for any of the following reasons:*

- **Vaccine-Related:** The covered employee is attending a vaccine or booster appointment for themselves or a family member* or cannot work or telework because they have vaccine--related symptoms or are caring for a family member with vaccine-related symptoms. An employer may limit an employee to 24 hours or 3 days of leave for each vaccination or booster appointment and any consequent side effects, unless a health care provider verifies that more recovery time is needed.
- **Caring for Yourself:** The employee is subject to quarantine or isolation period related to COVID-19 as defined by an order or guidance of the California Department of Public Health, the federal Centers for Disease Control and Prevention, or a local public health officer with jurisdiction over the workplace; has been advised by a healthcare provider to quarantine; or is experiencing COVID-19 symptoms and seeking a medical diagnosis.
- **Caring for a Family Member*:** The covered employee is caring for a family member who is subject to a COVID-19 quarantine or isolation period or has been advised by a healthcare provider to quarantine due to COVID-19, or is caring for a child whose school or place of care is closed or unavailable due to COVID-19 on the premises.

A full-time covered employee may take up to an additional 40 hours of leave *if the employee is unable to work or telework for either of the following reasons:*

- The covered employee tests positive for COVID-19
- The covered employee is caring for a family member* who tested positive for COVID-19.

* A family member includes a child, parent, spouse, registered domestic partner, grandparent, grandchild, or sibling.

Part-Time covered Employees: Part-time covered employees may take as leave up to the amount of hours they work over two weeks, with half of those hours available only when they or a family member* test positive for COVID-19.

Payment: If an employee took leave for one of the reasons identified above between January 1, 2022 and February 19, 2022, and that leave was either unpaid or compensated at a rate less than the employee's regular rate of pay, the employee may also request a retroactive payment. Payment is at the employee's regular or usual rate of pay, not to exceed $511 per day and $5,110 in total.

Retaliation or discrimination against a covered employee requesting or using COVID-19 supplemental paid sick leave is strictly prohibited. A covered employee who experiences such retaliation or discrimination can file a claim with the Labor Commissioner's Office. Locate the nearest district office by looking at the directory on our website http://www.dir.ca.gov/dlse/DistrictOffices.htm using the alphabetical listing of cities, locations, and communities or by calling 1-833-526-4636.

This poster must be displayed where employees can easily read it. If employees do not frequent a physical workplace, it may be disseminated to employees electronically.

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MARQUEE FIRE PROTECTION - EMPLOYEE REQUEST FOR COVID-19 SUPPLEMENTAL PAID SICK LEAVE

Employees requesting COVID-19 Supplemental Paid Sick Leave (SPSL) pursuant to Labor Code 248.6 must complete this form or provide enough information so that Human Resources can complete the form for you. You must provide as much advance notice as is reasonably practicable. Leave is available for qualifying reasons from January 1, 2022 to September 30, 2022 only.

Employee Name:

Employee ID Number or Last 4 SSN:

Date to Begin Leave:

Qualifying Reasons: There are two banks of leave available and the employee may choose which bank to use for qualifying reasons. Employees can use leave for themselves or a family member for whom they are providing care. A family member is a family member is a child; a parent; a spouse; a registered domestic partner; a grandparent; a grandchild; or a sibling.

Hours Available: For full time employees, 40 hours for Bank "A" and 40 hours for Bank "B". Part time employees' hours are calculated based on schedule and length of time employed and each bank will have an equal number of hours. For vaccine-related leave, employees are limited to 24 hours for each vaccination or booster appointment and any consequent side effects unless a health care provider verifies that more recovery time is needed.

BUCKET OF HOURS "1": I am unable to work (or telework) for the following reason:

☐ **I am subject to a federal, state, or local quarantine or isolation order related to COVID–19 as defined by an order or guidance from the CDPH, CDC or a local public health officer who has jurisdiction over the workplace or I am caring for a family member subject to such an order.** ☐Self ☐ Family Member. State the name of the government entity that issued the Quarantine or Isolation Order or identify the guidance that requires quarantine or isolation:

_____.

☐ **I have been advised by a health care provider to isolate or quarantine due to concerns related to COVID–19.** Provide the name of the health care provider who provided this advice:

_____.

☐ **I am unable to work because I am experiencing symptoms of COVID-19 and seeking a medical diagnosis.**

☐ **I am attending an appointment for myself or a family member to receive a vaccine or a vaccine booster for protection against COVID-19.** Date of appointment: Click to enter date

☐Self ☐ Family Member Dose1 ☐ Dose 2 ☐ Single Dose ☐ Booster ☐

☐ **I am unable to work because I am experiencing symptoms or caring for a family member experiencing symptoms related to a COVID-19 vaccine or vaccine booster.** ☐ Self ☐ Family Member

☐ **I am caring for a child, whose school or place of care is closed or otherwise unavailable for reasons related to COVID-19 on the premises.** Name of Child: _____.

Name of school or place of care: _____.

BUCKET OF HOURS "2": I am unable to work (or telework) for the following reasons:

☐ **I am positive for COVID-19 and need to isolate and recover.** You must provide a copy of your positive test result. At-home tests that were not administered and read in the presence of your supervisor or human resources will not be accepted.

☐ **A family member for whom I am providing care, tested positive for COVID-19.** You must provide a copy of your family member's positive test result. At-home tests are not accepted. Name of family member and relationship to you: _____.

I certify that the above information is accurate and complete. I understand that if I fail to report for work on or before the scheduled return date or fail to contact Human Resources regarding my absence from work beyond such scheduled date of return, my employer may take corrective action.

Employee Signature: _____ **Date:** _____

_____ _____

Human Resources Signature Date

TOOL SAFETY & INSPECTION

PURPOSE:

There are various types of tools and equipment used in the workplace for many different purposes. Examples include, but are not limited to, portable hand tools, power tools, pneumatic tools, and powder-actuated tools.

The purpose of this policy is to provide employees with appropriate knowledge relating to the care and use of tools and equipment and to protect employees from hazards associated with improper use of tools and equipment and defective and poorly maintained tools and equipment.

POLICY:

Only trained and/or experienced employees may use/operate tools or equipment. Tools and equipment shall not be modified and they are to be used only for their designed purpose. It shall be the responsibility of the employee to inspect tools and equipment prior to use and to use all tools and equipment in a safe manner. Employees observed abusing, altering, modifying or misusing tools or equipment shall be subject to disciplinary action. Employees shall wear all appropriate personal protective equipment while using tools and equipment. Additionally if a tool or piece of equipment is found to be defective, the tool/equipment shall be red-tagged, taken out of service until it can be replaced or repaired by a qualified person.

It shall be the responsibility Project Manager or Site Superintendent to designate a competent person who will be assigned to be responsible for testing/inspecting and repairing all tools and equipment. All periodic inspections, maintenance and repairs of tools or equipment shall be documented.

To promote safety and efficiency, the following procedures shall be followed:

PROCEDURE:

1. General Tool Safety

Many serious injuries have resulted from the improper use of tools and equipment. Many of these injuries could have been prevented if the following rules were followed:

Inspection and Maintenance

All tools shall be identified and inventoried either individually or by group.

All tools in the inventory shall have a documented inspection at least once every six months. In addition to these periodic documented inspections all tools shall be inspected prior to issue and upon return by the tool room attendants and prior to each use by the user.

All tools will be kept in good working condition with no modifications.

All periodic inspections and all maintenance & repairs shall be documented. Completed forms shall be kept in a binder in the tool room or tool trailer for one year. The binder shall contain a copy of the inspection checklist for the type for tools and/or equipment being inspected.

- **Selection**

  Use the right tool for the task instead of trying to make the wrong one fit.

- **Use**

  Keep control of yourself, the tool, and the job. When applying force with a tool, remember that it may slip, break, or just suddenly do its job. Watch your hands and your balance (body mechanics) to avoid injury.

  Vibration Absorbing Gloves are to be made available to workers using pneumatic impact guns or other vibrating equipment. These gloves are required PPE for worker's operating heavy vibrating tools (i.e. jack hammers, 90 guns, impact guns etc.). The use of these gloves are designed to dampen vibration, dissipate impact and absorb shock, they can assist in the prevention of cumulative trauma injury often associated with operating this type of equipment. They only work if you use them.

  Select the right protective equipment for the task and use it properly.

  Do not use tools and equipment that you have not been trained to use.

- **Care**

  Take proper care of your tools and equipment. Keep them stored where they will not get damaged and will not present a hazard.

  Check your tools and equipment prior to use for defects, wear, or damage. Immediately remove from service and tag any defective tools. Damaged tools shall be turned into the tool room for repair or replacement.

- **Supervision**

  Supervisors shall be responsible for ensuring that employees are trained before using a specific tool. Watch your employees at work. Ask them about their immediate assignment and take an interest in finding the safest way to do the job. Then follow up to insure that the tools and equipment in your area are being used safely.

2. Hand Tool Safety

Hand tools shall only be used for the purpose for which they are intended.

All appropriate PPE will be worn while using hand tools.

Wrenches, including adjustable, pipe and socket shall not be used when jaws are sprung to the point of slippage.

Pipe wrench parts (i.e., jaws) are not to be removed and used for anything other than the manufactured use.

The use of snipes and cheater bars or double wrenching to gain leverage **is prohibited.**

Always use tool holder while using hammer and knocker wrenches.

Hand tools shall be tagged and removed from service if any of the following defects are present:

- Impact tools, such as hammers, flange wedges chisels, drift pins, pin bars and knocker wrenches with visible signs of mushrooming, cracking or bending.
- Wooden handle tools, such as hammers, picks, shovels, and brooms with visible sign of cracking, loosening or splintering of the handle.
- Wrenches, such as adjustable, combo and pipe with visible signs of bending, cracking, defective handles or other defects that impair their strength.

3. Electrical Power Tool Safety

All appropriate PPE will be worn while using power tools.

Be sure that the proper permit has been obtained prior to use of electrical power tools.

GFCI's are to be used with all portable electric equipment. GFCI's are to be inspected and tested prior to each use.

Do not connect electrical power unless the operating switch is turned off.

Employee shall avoid loose fitting clothing when operating power tools.

The power source on tools shall be physically disconnected prior to attempting any repairs or attachment replacement.

Protective guards on power tools **shall not** be removed, altered or modified. All guarding will meet the requirements set forth by ANSI B15.1 1926.300 (c)

Trigger/switch locks on power tools are prohibited.

All electrical tools and power cords must be inspected per the Electrical Equipment Safety and Inspection Policy.

Electrical tools and power cords must display the current inspection color code for the current inspection period to it being placed in service.

Electrical tools **shall not** be hoisted or carried by their power cords.

Cords are tripping hazards. Route them so as to minimize interference in walkways. Overhead is preferred.

Electrical power tools shall be tagged and removed from service if any of the following defects are present:

- Electrical power tool cord does not have current inspection color code.
- Power cord is frayed, cut or damaged. The use of electrical tape to cover damage to cords **is prohibited**.
- Defective or faulty on/off switches.
- Loose or defective components

4. Air Power Tool Safety

All hoses exceeding 1/2" inside diameter shall have a safety device at the source of supply or branch line to reduce pressure in case of hose failure.

Chicago fittings shall be pinned.

Attachments on air tools shall be secured by retainer pins and rings.

Do not connect air unless the operating switch is turned off.

Do not disconnect tool until air supply is shut off and air pressure is bled off.

Air power tools **shall not** be hoisted or carried by their hoses.

Hoses are tripping hazards. Route them so as to minimize interference in walkways. Overhead is preferred.

Air power tools shall be tagged and removed from service if any of the following defects are present:

- Air power tools, such as air power grinders, impact wrenches, German hacksaws with visible signs of deformities in the body of the tool, improperly functioning actuator, bent or deformed blades, or any signs of obvious damage to the air supply line fittings.
- Hoses must be visually inspected for cracking, signs of aging, worn or damaged connecting fittings, or any other obvious deformities, such as blistering or bulges.

5. Powder Actuated Tool Safety

Only employees who have received an approved training course and license for the particular tool to be used may operate powder-actuated tools.

Toolroom personnel shall not issue powder-actuated tools unless the person requesting the tool can provide a current license for that tool.

Powder-actuated tools shall be tested prior to use to ensure all safeties are functioning.

The fastener **shall not** be loaded until ready for the shot. The tool **shall not** be left unattended unless it is unloaded.

Never point either an empty or loaded tool at any person.

Keep both hands and feet clear of the open-end of the barrel.

In the event of a misfire, the operator shall hold the tool firmly against the work surface for a period of 30 seconds and then follow manufacturer's instructions.

Personnel, other than the operator of the tool, must stay clear of the area where the tool is being used.

Operators of powder-actuated tools shall wear goggles for eye protection while operating these tools.

A sign at least 8 x 10 inches, using boldface type no less than 1 inch in height, shall be posted within 50 feet of the area where the tool is being used. The sign shall bear the following wording:

CAUTION
POWDER-ACTUATED TOOL IN USE

Powder-actuated tools shall be tagged and removed from service if any of the following defects are present:

- Tool has visible signs of worn or damaged parts.
- Missing or malfunctioning parts or accessories.
- Missing operator's instruction manual or missing power load and fastener chart.
- Tool misfires more than one time during use.

SUBCONTRACTOR

SAFETY

COMPLIANCE

SUBCONTRACTOR SAFETY COMPLIANCE

As Contractor, **MARQUEE FIRE PROTECTION (MFP)** is responsible for the coordination of the work of Subcontractors on each of its job-sites. In addition, MFP has the ultimate responsibility for job-site safety and as a result, expects compliance by all Subcontractors with Federal, State, Municipal and Local safety regulations and with the Company Safety Program.

The Project Manager or Job Superintendent shall review the Company Safety Program with each Subcontractor's supervising person and secure his/her signature on the Company "Subcontract Job Safety Compliance Statement". The original is to be retained in the Subcontractor's file.

All Subcontractors are to be informed, **before coming to the job-site,** that their personnel will be required to have and to be wearing, approve Personal Protective Equipment *(hard hats, boots, proper clothing)* or they will not be allowed on the site. In addition, Subcontractors will be expected to provide their employees all additional safety equipment and devices required by statutory regulations or unusual job conditions.

In addition to job safety training for its employees, Subcontractors shall provide the following and adhere to the safety rules listed below:

1. First Aid kits in office and equipment trailers.

2. Fire Extinguishers in office and equipment trailers on the site and as part of any specific operation, such as welding, burning, cutting, etc. which require them in order to be in compliance with any Federal, State, Municipal or Local Ordinance or Law.

3. Potable water in portable containers for the use of its employees.

4. Safety devices required by OSHA or other Federal, State, Municipal or Local regulatory MARQUEE for use by its employees.

5. Reports of all injuries to its employees on the job-site to MFP's Project Management. *(Copies of the Weekly Report of Subcontractor-Held Safety meetings shall be given to MFP's Project Management).*

6. Copies of Material Safety Data Sheets for all toxic and hazardous materials brought onto or used on the job-site shall be given to MFP's Project Management.

7. Hard hats **must** be worn at all times on all jobs.

8. Goggles or face shields are compulsory when drilling, burning, chipping, grinding, sawing, grouting, and when otherwise required by your Foreman. Welding helmets are mandatory for all welders. Respiratory equipment, ear plugs, life jackets and lifelines shall be worn as required.

9. Gloves are to be worn when handling material with sharp edges and as directed by your Foreman. Finger rings and wristwatches are a constant hazard and all workers are encouraged to remove them while working.

10. Shirts are to be worn by all personnel while on company time. No ties, loose or ragged clothing is permitted.

11. Shoes that support the ankle and guard against puncture and toe wounds must be worn at all times.

12. Cement Burns are a constant hazard in construction work, particularly in warmer weather. Be sure cement does not get inside your boots or gloves. Use protective hand cream on your hands and wrists. Wash off any cement or concrete that gets onto your skin immediately. Report any burns, no matter how slight, to your Foreman.

13. Know where the fire extinguishers, telephones, and first aid kits are located and how to use them in emergencies.

14. Violation of any of the following items will subject you to automatic suspension, subject to discharge:

    a. Violation of OSHA regulations.
    b. Intoxication - coming to the job premises or trying to work while under the influence or in possession of intoxicating liquors or narcotics.
    c. Fighting or provoking a fight.
    d. Horseplay in any form - scuffling, pranks, wrestling, throwing material at others, etc.
    e. Removal and Non-Replacement of Guard Rails.

15. Learn the SAFE WAY to do your job before you start.

16. Report all accidents, injuries and unsafe conditions to your Foreman.

17. Keep your workplace clean. Good housekeeping promotes safe and efficient work. Do not allow trash, scrap, or boards with protruding nails to lie in your work area. Keep walkways, exits, stairs and landings clear of debris.

18. Check all vehicles and equipment before use to be sure that they are in proper operating condition.

19. Hand tools, such as hammers, punches, picks, chisels, shall be inspected for faulty handles or mushroomed heads prior to the start of each job and shall be re-inspected at weekly intervals through the term of the job.

20. Cables, ropes, shackles, lifting equipment, etc. shall be checked each day. Worn or frayed items are to be replaced or repaired at once.

21. All electrical equipment must be grounded. Three-pronged plugs and receptacles are required on extension and equipment cords.

22. Use safety guards provided. The source of power must be disconnected whenever it is necessary to repair or adjust a piece of electrical equipment. It is not sufficient to merely turn off the operating button of the equipment. **Note:** Only authorized persons are to repair electrical equipment.

23. Cranes, derricks, hoists, lifts are never to be operated within 10' of electrical transmission lines.

24. Gasoline may be handled or stored only in approved safety cans. All internal combustion engines must be shut off and cooled before fueling, oiling, cleaning, or adjusting. Check oil when refueling. Do not use gas for cleaning parts and tools.

25. Oxygen and acetylene equipment can be extremely dangerous. Unless you are qualified and authorized to use this equipment, **leave it alone.** Cylinders shall be secured upright at all times to keep oil away from oxygen fittings (with CAPS on when not in use). Watch out for nearby combustibles and keep bottles shielded or a safe distance from welding or cutting operations. Remember, all burning or cutting is to be done by Permit **only.**

26. Compressed air hoses must never be pointed at yourself or anyone else. Compressed air must be used for the prescribed operations only, with pressures kept as low as possible for doing the job adequately. Be sure that all hoses are connected properly and are secured.

27. Riding - No more than (3) persons may ride in the cab of a truck at one time. **Seat belts must be worn.** Riding material hoists, crane loads, balls, hooks or excavation equipment is **not permitted.**

28. Material or equipment being transported by truck must be loaded, cinched and flagged in a manner consistent with good loading and transporting practice and the truck shall be driven only by authorized employees holding valid licenses of the proper class.

29. Stay out from under and in front of loads on cranes, etc. Do not cause or permit a load to be carried over a worker who is unaware of it or cannot get clear.

30. Do not attempt to life objects that are too heavy for you to lift alone; ask for help. Know how to lift using your legs **not** your back.

31. All ladders must be inspected prior to the start of each job and equipped with safety feet. Damaged ladders must **never** be used.

32. Ladders must be on a firm foundation, lashed or hooked to the structure and extended 36" above the landing.

33. **Never** climb or descend a ladder with anything in your hands or pockets, use a hand line for tools and equipment.

34. Wood scaffolds must be of good sound lumber, **not** less than (2) planks wide, or not less than 2" x 10" material, adequately overlapped and supported. Wheels on metal scaffolds must be provided with locks. Guard rails and toe boards must be in place on all scaffolding more than 4' in height. **Never** remove guard rails from scaffolding.

35. Openings in the floor or ground must either be guarded by standard railings and toe boards or covered. Wall openings must be protected by guard rails and toe boards. Excavations must be guarded by barriers with warning lights at night.

36. Trenches more than 5' deep shall be shored, sloped, or a trench shield used and material stored at least 2' from the edge. Trenches more than 4' deep shall have ladders extending 3' above the trench, within 25' of workers in the trench.

REMEMBER,

WORK SAFELY AT ALL TIMES

A SAFE WORKER IS A PRODUCTIVE WORKER

SUBCONTRACTOR ACCIDENT PREVENTION PROGRAM

The Subcontractor agrees that the prevention of accidents of workmen engaged upon or in the vicinity of the work is its responsibility. The Subcontractor agrees to comply with all Federal, State, Municipal and Local laws, ordinances, rules, regulations, codes, standard orders, notices and requirements concerning safety as shall be applicable to rules, regulations and orders which have been or shall be adopted or issued thereunder and with the safety standards established during the progress of the work by the Contractor. When so ordered, the Subcontractor shall stop any part of the work which the Contractor deems unsafe until corrective measures satisfactory to the Contractor have been taken and the Subcontractor agrees that it shall not have nor make any claim for damages growing out of such stoppages. Should the Subcontractor neglect to take such corrective measures, the Contractor may do so at the cost and expense of the Subcontractor and may deduct the cost thereof from any payments due or to become due to the Subcontractor. Failure on the part of the Contractor to stop unsafe practices shall in no way relieve the Subcontractor of its responsibility therefore.

COMPLIANCE STATEMENT

_____

(Subcontractor)

_____

(Project Supervisor)

_____

(Project Name)

I understand and agree that employees under my supervision are required to comply with all Federal, State, Municipal and Local Safety Regulations that may apply to the above-referenced project and are to comply also with Safety Standards established by MARQUEE FIRE PROTECTION Project Management.

Failure to comply with any of the above may be enforced by MARQUEE FIRE PROTECTION Project Management at our expense.

_____

(Signature of Subcontractor Supervisor)

_____ _____

(Title) *(Dated)*

EMERGENCY PROCEDURES/ ACCIDENT INVESTIGATION

ADULT CPR 9 YEARS AND OVER

IN AN EMERGENCY CALL **911**

1. Attempt to wake the victim and call for help.

If the victim is not breathing (or is just gasping for breath), call 911 immediately and go to step 2. If someone else is there to help, one of you call 911 while the other moves on to step 2.

2. Begin chest compressions.

If the victim is not breathing, place the heel of your hand in the middle of his chest. Put your other hand on top of the first with your fingers interlaced. Compress the chest at least 2 inches (4-5 cm). Allow the chest to completely recoil before the next compression. Compress the chest at a rate of at least 100 pushes per minute. Perform 30 compressions at this rate.

If you are not trained in CPR, continue to do chest compressions until help arrives or the victim wakes up.

It's normal to feel pops and snaps when you first begin chest compressions - DON'T STOP! You're not going to make the victim worse.

3. Open the airway.

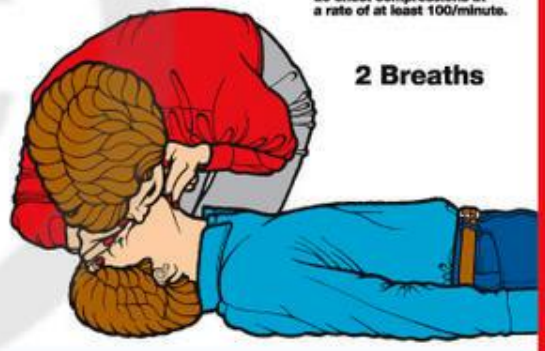
After 30 compressions, open the victim's airway using the head-tilt, chin-lift method. Pinch the victim's nose and make a seal over the victim's mouth with yours. Use a CPR mask if available.

4. Begin rescue breaths.

Give the victim a breath, just enough to make the chest rise. Let the chest fall, then repeat the rescue breath once more. If the chest doesn't rise on the first breath, reposition the head and try again. Whether it works on the second try or not, go to step 5.

If you don't feel comfortable with this step, just continue to do chest compressions at a rate of at least 100/minute.

2 Breaths



5. Repeat chest compressions.

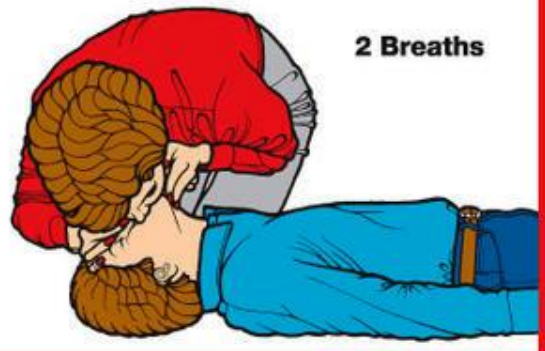
Repeat chest compressions. Do 30 more chest compressions just like you did the first time.

30 Compressions

6. Repeat rescue breaths.

Repeat rescue breaths. Give more breaths just like you did in step 4 (unless you're skipping the rescue breaths). Repeat steps 5 and 6 for about two minutes (about 5 cycles of 30 compressions and 2 rescue breaths).

2 Breaths



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Adult First Aid/CPR/AED

Ready Reference

American Red Cross

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	PANEL
Checking an Injured or Ill Adult	3
CPR	4
AED—Adult or Child	5
Conscious Choking	7
Controlling External Bleeding	8
Burns	9
Poisoning	10
Head, Neck or Spinal Injuries	11
Stroke	12

Guide to the icons used in this reference:

Check the scene and the person.

Call 9-1-1.

Put on disposable gloves or other PPE as appropriate.

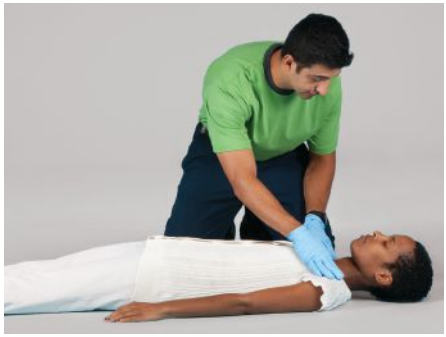
Next Steps

Checking an Injured or Ill Adult

Appears to be Unconscious

1 CHECK FOR RESPONSIVENESS

Tap the shoulder and shout, “Are you OK?”



2 IF NO RESPONSE, CALL 9-1-1 OR THE LOCAL EMERGENCY NUMBER AND SEND SOMEONE TO GET AN AED

If an unconscious person is face-down, roll him or her face-up keeping the head, neck and back in a straight line.

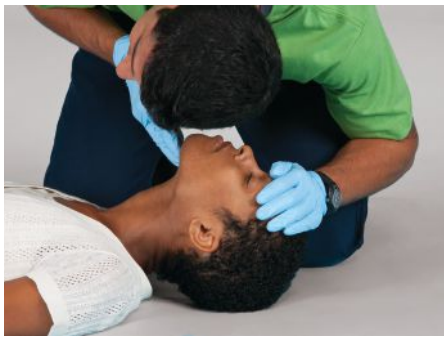
If the person responds, obtain consent and call 9-1-1 or local emergency number for any life-threatening conditions. Check the responsive person from head-to-toe and ask questions to find out what happened.

3 OPEN THE AIRWAY

Tilt head; lift chin.

4 CHECK FOR BREATHING

Check for no more than 10 seconds.
Occasional gasps are not breathing.



5 QUICKLY SCAN FOR SEVERE BLEEDING

If there is no breathing, perform CPR or use an AED if an AED is immediately available. (See Panels 4 and 5.)

If breathing, maintain an open airway and monitor breathing and for any changes in condition.

CPR

No Breathing

1 GIVE 30 CHEST COMPRESSIONS

Push hard, push fast in the middle of the chest at least 2 inches deep and at a rate of at least 100 compressions per minute.

Person must be on a firm, flat surface.

2 GIVE 2 RESCUE BREATHS

Tilt the head back and lift the chin up.

Pinch the nose shut and make a complete seal over the mouth.

Blow in for about 1 second to make the chest clearly rise.

Give rescue breaths, one after another.

If chest does not rise with the initial rescue breath, retilt the head before giving a second breath.

If the second breath does not make the chest rise, the person may be choking. After each subsequent set of chest compressions and before attempting breaths, look for an object and, if seen, remove it. Continue CPR.

3 DO NOT STOP

Continue cycles of CPR. Do not stop unless you find an obvious sign of life (such as breathing), an AED is ready to use, another trained responder or EMS personnel take over, you are too exhausted to continue or the scene becomes unsafe.

Use an AED as soon as one is available. (See Panel 5.)

If at any time you notice an obvious sign of life, stop CPR and monitor breathing and for any changes in condition.

AED—Adult or Child Older Than 8 Years or Wei

No Breathing

1 TURN ON AED

Follow the voice and/or visual prompts.

2 WIPE BARE CHEST DRY

Remove any medication patches with a gloved hand.

3 ATTACH PADS

Do not use pediatric AED pads or equipment on an adult or child older than 8 years or weighing more than 55 pounds.

4 PLUG IN CONNECTOR, IF NECESSARY

ighing More Than 55 Pounds

5 STAND CLEAR

Make sure no one, including you, is touching the person.

Say, “Everyone, STAND CLEAR.”

6 LET THE AED ANALYZE HEART RHYTHM

Push the “analyze” button if necessary.

7 DELIVER SHOCK, IF ADVISED

Make sure no one, including you, is touching the person.

Say, “Everyone, STAND CLEAR.”

Push the “shock” button, if necessary.

8 PERFORM CPR

After delivering the shock or if no shock is advised, perform 2 minutes (5 cycles) of CPR and continue to follow the prompts of the AED.

If at any time you notice an obvious sign of life, stop CPR and monitor breathing and for any changes in condition.

If two trained responders are present, one should perform CPR while the other operates the AED.

Conscious Choking

Cannot Cough, Speak or Breathe

1 GIVE 5 BACK BLOWS

Bend the person forward at the waist and give 5 back blows between the shoulder blades with the heel of one hand.

2 GIVE 5 ABDOMINAL THRUSTS

Place a fist with the thumb side against the middle of the person's abdomen, just above the navel. Cover your fist with the other hand. Give 5 quick, upward abdominal thrusts.

3 CONTINUE CARE

Give sets of 5 back blows and 5 abdominal thrusts until the object is forced out, the person can cough forcefully or breathe, or the person becomes unconscious.

If the person becomes unconscious, give care for an unconscious choking adult by performing CPR (see Panel 4).

Controlling External Bleeding

1 COVER THE WOUND WITH A STERILE DRESSING

2 APPLY DIRECT PRESSURE UNTIL BLEEDING STOPS

3 COVER THE DRESSING WITH A BANDAGE

Check for circulation (feeling, warmth and color) beyond the injury.

4 IF BLEEDING DOES NOT STOP, CALL 9-1-1 AND APPLY MORE PRESSURE

Add more dressings and bandages and apply additional pressure.

Take steps to minimize shock.

Wash hands with soap and water after giving care.

Burns

1 REMOVE PERSON FROM SOURCE OF BURN

2 COOL THE BURN

Cool the burn with cool running water at least until pain is relieved.

3 COVER LOOSELY WITH STERILE DRESSING

4 IF THE BURN IS SEVERE, CALL 9-1-1

Call 9-1-1 or the local emergency number if any other life-threatening conditions are found.

5 CARE FOR SHOCK

Poisoning

1 CALL 9-1-1 OR THE POISON CONTROL HOTLINE

For life-threatening conditions (person is unconscious or not breathing, or level of consciousness changes), call 9-1-1 or the local emergency number.

If the person is conscious and alert, call the National Poison Control Center hotline at 1-800-222-1222 and follow the advice given.

2 PROVIDE CARE BASED ON CONDITIONS FOUND

Do not induce vomiting or give the person anything to eat or drink unless medical professionals tell you to do so.

Head, Neck or Spinal Injuries

1 CALL 9-1-1 OR THE LOCAL EMERGENCY NUMBER

2 MINIMIZE MOVEMENT OF THE HEAD, NECK AND SPINE

3 STABILIZE HEAD IN THE POSITION FOUND

Provide support by placing your hands on both sides of the person's head.
If the head is sharply turned to one side, DO NOT move it.

Stroke

For a stroke, think F.A.S.T.

1 THINK F.A.S.T.

Face: Ask the person to smile. Does one side of the face droop?

Arm: Ask the person to raise both arms. Does one arm drift downward?

Speech: Ask the person to repeat a simple sentence (such as, "The sky is blue."). Is speech slurred? Can the person repeat the sentence correctly?

Time: Try to determine when the signals began. Call 9-1-1 immediately. Report the time of onset to EMS personnel.

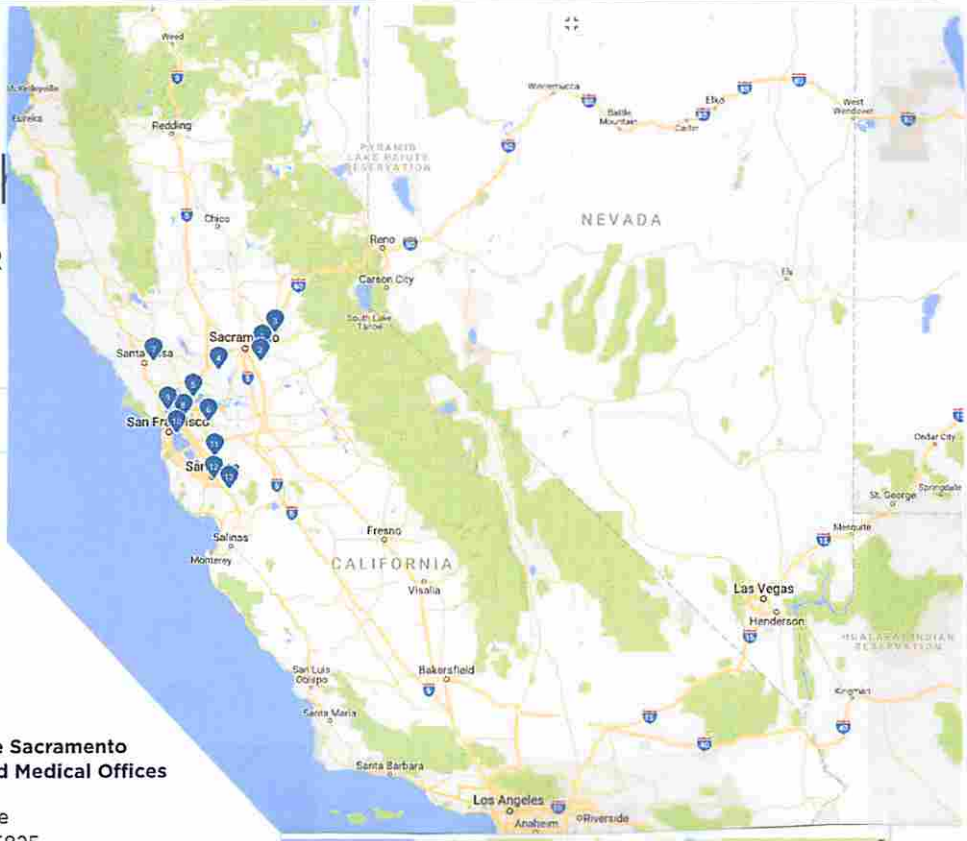
2 PROVIDE CARE BASED ON CONDITIONS FOUND

KAISER PERMANENTE®

< New search

Location searc

13 locations found for **KAISER**



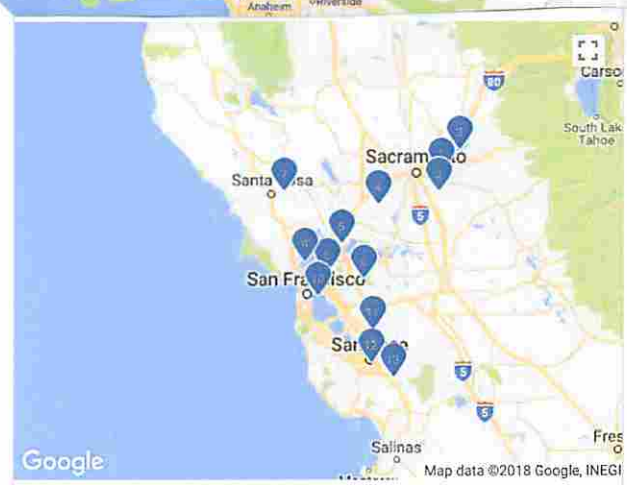
FILTERS

Distance

City

Services at a glance

100 Miles from 95834



KP locations

Kaiser Permanente Sacramento Medical Center and Medical Offices

2025 Morse Avenue
Sacramento, CA 95825

7.5 Miles from 95834
Directions

916-973-5000

Services
- Emergency care
- Pharmacy
- No after hours
- No urgent care

Kaiser Permanente South Sacramento Medical Center

6600 Bruceville Road
Sacramento, CA 95823

13 Miles from 95834
Directions

916-688-2000

Services
- Emergency care
- Pharmacy
- No after hours
- Urgent care

Kaiser Permanente Roseville Medical Center

1600 Eureka Road
Roseville, CA 95661

16.4 Miles from 95834
Directions

916-784-4000

Services
- Emergency care
- Pharmacy
- No after hours
- Urgent care

1600 Eureka Road
Roseville, CA 95661

16.4 Miles from 95834
Directions

916-784-4000

Services
- Emergency care
- Pharmacy
- No after hours
- Urgent care

Vacaville Medical Center

1 Quality Drive
Vacaville, CA 95688

28.5 Miles from 95834
Directions

707-624-4000

Services
- Emergency care
- Pharmacy
- No after hours
- Urgent care

Kaiser Permanente Vallejo Medical Center

975 Sereno Drive
Vallejo, CA 94589

52.9 Miles from 95834
Directions

707-651-1000

Services
- Emergency care
- Pharmacy
- No after hours
- Urgent care

Kaiser Permanente Walnut Creek Medical Center

1425 South Main St.
Walnut Creek, CA 94596

59.5 Miles from 95834
Directions

925-295-4000

Services
- Emergency care
- Pharmacy
- No after hours
- Urgent care

Kaiser Permanente Santa Rosa Medical Center and Medical Offices

401 Bicentennial Way
Santa Rosa, CA 95403

66 Miles from 95834
Directions

707-393-4000

Services
- Emergency care
- Pharmacy
- After hours
- No urgent care

Kaiser Permanente Richmond Medical Center

901 Nevin Ave.
Richmond, CA 94801

66.7 Miles from 95834
Directions

510-307-1500

Services
- Emergency care
- Pharmacy
- No after hours
- Urgent care

Kaiser Permanente San Rafael Medical Center

99 Montecillo Road
San Rafael, CA 94903

71.3 Miles from 95834
Directions

415-444-2000

Services
- Emergency care
- Pharmacy
- No after hours
- No urgent care

Kaiser Permanente San Francisco Medical Center and Medical Offices

2425 Geary Boulevard
San Francisco, CA 94115

77.7 Miles from 95834
Directions

415-833-2000

Services
- Emergency care
- Pharmacy
- No after hours
- Urgent care

Kaiser Permanente Fremont Medical Center and Offices

39400 Paseo Padre Parkway
Fremont, CA 94538

79.4 Miles from 95834
Directions

510-248-3000

Services
- Emergency care
- Pharmacy
- No after hours
- No urgent care

Kaiser Permanente Santa Clara Medical Center and Medical Offices

700 Lawrence Expressway
Santa Clara, CA 95051

94 Miles from 95834
Directions

408-851-1000

Services
- Emergency care
- Pharmacy
- No after hours
- Urgent care

Kaiser Permanente San Jose Medical Center

250 Hospital Parkway
San Jose, CA 95119

98.2 Miles from 95834
Directions

408-972-3000

Services
- Emergency care
- Pharmacy
- No after hours
- Urgent care

Find Out About

Help with finding doctors and locations

Our physicians

Choosing your doctor ↗

Related Links

What is emergency and urgent care?

Contact Member Services

How to get care

Your personal doctor

An important part of your health care is building a personal relationship with your doctor.

resources

International travel services ↗

Glossary

Timely access to care

To find:

- a provider's office hours, search our facility directory
- providers in your plan or accepting new patients, call 1-800-464-4000 (toll free) or 711 (TTY for the hearing/speech impaired)

The information in this online directory is updated periodically. The availability of physicians, hospitals, providers, and services may change. Information about a practitioner is provided to us by the practitioner or is obtained as part of the credentialing process. If you have questions, please call us at 1-800-464-4000 (toll free). For the hearing and speech impaired: 1-800-464-4000 (toll free) or TTY 711 (toll free). You can also call the Medical Board of California at 916-263-2382, or visit their website ↗.

We want to speak to you in the language that you're most comfortable with when you call or visit us. Qualified interpreter services, including sign language, are available at no cost, 24 hours a day, 7 days a week during all hours of operations at all points of contact. We do not encourage the use of family, friends or minors as interpreters. Only the services of interpreters and qualified staff are used to provide language assistance. These may include bilingual providers, staff, and healthcare interpreters. In-person, telephone, video, and alternative modes of communication are available. Learn more about interpreter services.

If you would like to report an error in provider or facility information, please contact us.

Kaiser Permanente enrollees have full and equal access to covered services, including enrollees with disabilities as required under the Federal Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

Kaiser Permanente uses the same quality, member experience, or cost-related measures to select practitioners and facilities in Marketplace Silver-tier plans as it does for all other Kaiser Foundation Health Plan (KFHP) products and lines of business. Members enrolled in KFHP Marketplace plans have access to all professional, institutional and ancillary health care providers who participate in KFHP plans' contracted provider network, in accordance with the terms of members' KFHP plan of coverage. All Kaiser Permanente Medical Group physicians and network physicians are subject to the same quality review processes and certifications.

Kaiser Permanente uses the same geographic distribution consideration to select hospitals in Marketplace plans as it does for all other Kaiser Foundation Health Plan (KFHP) products and lines of business. Accessibility of medical offices and medical centers in this directory: All Kaiser Permanente facilities are accessible to members.

Search Results

Sacramento Urgent Care

ADDRESS:

1201 Alhambra Blvd.
Sacramento, CA 95816

(916) 731-7728

5.9 Miles Away

HOURS:

Monday – Friday
1:00 pm – 8:30 pm

Saturday – Sunday
10:00 am – 5:30 pm

Davis Urgent Care

ADDRESS:

2020 Sutter Place
Davis, CA 95616

(530) 750-5830

14.4 Miles Away

HOURS:

Monday – Friday
5:30 pm – 9:30 pm

Saturday – Sunday
10:00 am – 5:30 pm

Elk Grove Urgent Care

ADDRESS:

8170 Laguna Blvd.
Elk Grove, CA 95758

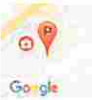
(916) 478-6561

16.6 Miles Away

HOURS:

Monday – Friday
9:00 am – 8:30 pm

Saturday – Sunday
9:00 am – 8:30 pm



Roseville Urgent Care

ADDRESS:

3 Medical Plaza Drive
Roseville, CA 95661

(916) 865-1400

17.3 Miles Away

HOURS:

Monday – Friday
9:00 am – 8:30 pm

Saturday – Sunday
9:00 am – 8:30 pm

Feedback

3 Medical Plaza Drive
Roseville, CA 95661

(916) 865-1400

17.3 Miles Away

Monday – Friday
9:00 am – 8:30 pm

Saturday – Sunday
9:00 am – 8:30 pm

Folsom Urgent Care

ADDRESS:

2575 East Bidwell Street
Folsom, CA 95630

(916) 817-3730

21.4 Miles Away

HOURS:

Monday – Friday
1:00 pm – 8:30 pm

Saturday – Sunday
10:00 am – 5:30 pm

Auburn Urgent Care

ADDRESS:

11795 Education Street
Auburn, CA 95602

(530) 889-7470

31.1 Miles Away

HOURS:

Monday – Friday
1:00 pm – 8:30 pm

Saturday – Sunday
10:00 am – 5:30 pm

Yuba City Urgent Care

ADDRESS:

444 Plumas Blvd.
Yuba City, CA 95991

(530) 749-3420

34.2 Miles Away

HOURS:

Monday – Friday
7:00 am – 9:00 pm

Saturday – Sunday
7:00 am – 9:00 pm

Feedback

Fairfield Urgent Care

ADDRESS:

2702 Low Court
Fairfield, CA 94534

(707) 432-2777

41.2 Miles Away

HOURS:

Monday – Friday
1:00 pm – 8:30 pm

Saturday – Sunday
10:00 am – 5:30 pm

Stockton Medical Plaza II Urgent Care

ADDRESS:

2545 West Hammer Lane
Stockton, CA 95209

(209) 954-4040

44 Miles Away

HOURS:

Monday – Friday
7:00 am – 7:00 pm

Saturday – Sunday
7:00 am – 5:00 pm

Antioch Urgent Care

ADDRESS:

4053 Lone Tree Way
Antioch, CA 94509

(925) 756-3499

48.3 Miles Away

HOURS:

Monday – Friday
12:00 pm – 8:00 pm

Saturday – Sunday
9:00 am – 5:00 pm

Feedback

MARQUEE

ACCIDENT INVESTIGATION REPORT

JOB No. _____

JOB NAME: _____

JOB ADDRESS: _____

INSURED EMPLOYEE: _____

DATE: _____ DAY: _____ TIME: _____

Where did the accident occur? (No. and Street, City, County, etc.)

_____

What was the Employee doing? (Be specific-identify tools, equipment used, etc.)

_____

_____

How did the accident occur? (Fully describe the events, what & how it happened, that resulted in the injury.)

_____

_____

_____

_____

Object or circumstance that directly injured the Employee:

_____

Describe the injury or illness. (Cut, Strain, Fracture, etc.)

_____

Part of body affected. (Back, Right Eye, Left Wrist, etc.)

_____

MARQUEE

Name and Company of Witnesses or others involved in the accident:

NAME	COMPANY	WITNESS OR INVOLVED

Physician Name: _____ Phone No. _____

Address: _____

If hospitalized, name and address of hospital:

_____

_____

FIRE SPRINKLER SYSTEM

SAFETY DATA SHEETS

from

MARQUEE FIRE PROTECTION

3875 Atherton Road, Suite #200
Rocklin, CA 95765

(916) 641-7997 / (707) 642-7905

SAFETY DATA SHEETS

Chemicals in the Workplace

Chemical exposure may cause or contribute to many serious health problems such as heart ailments, kidney and lung damage, sterility, cancer, burns, and rashes. Some chemicals may be safety hazards and have the potential to cause fires, explosions, and other serious accidents.

Because of the seriousness of these safety and health problems ant the lack of information available to many employees and employers, the Occupational Safety and Health Administration (OSHA) has issued a standard entitled "Hazard Communication" (29 CFR 1910.1200). The goal of the standard is to reduce the incidence of chemical source illnesses and injuries.

The purpose of the hazard communication standard is to establish uniform requirements ensuring that hazards connected with all chemicals produced, imported, or used within the United States are evaluated, and this hazard information transmitted to all employers and employees, who may be affected.

Chemical manufacturers and importers must convey hazard information to downstream employers by means of labels on containers and safety data sheets (SDS). In addition, all insured employers are required to establish a hazard communication program to provide the information to their employees by means of container labeling and other forms of warning, SDS, and training.

It is each Project Foreman's responsibility to review the SDS sheets (enclosed). Each employee shall know the physical and health hazards of each chemical prior to the use of the chemical. Employees should also review the safe handling precautions associated with each chemical, and proper clean up and disposal methods.

SDS

Safety Data Sheets or SDS, if read and followed, are a powerful means of controlling chemical exposures.

SDS are written by chemical manufacturers for the chemicals they produce or import. The purpose of the SDS is to communicate information on the recommended safe use and handling procedures for that chemical.

Categories

SDS may look different, yet the Occupational Safety and Health Administration (OSHA) Requires that all SDS must provide certain categories of information about the chemical substance or mixture:

identification (physical and chemical),

hazardous ingredients,

emergency and first aid procedures,

recommended control measures,

physical and health hazards,

date of preparation/ revision,

manufacturer's name, address and phone number.

Marquee Fire Protection is required to assemble and provide unhindered access to a SDS collection for all of the chemicals found in your work area. This SDS collection is located in every foreman's package on every job. Read and follow the SDS recommendations.

Identification

What product/chemical is this SDS for?

Hazardous ingredients

How much of this material can **I** safely be exposed to?

How will I know if I am overexposed to this chemical?

Emergency and first aid procedures

What first aid steps should I follow?

What will happen to me if this chemical

- is swallowed?
- gets on my skin?
- is breathed in?
- gets into my eyes?

Recommended control measures

What type of control measures should I use to protect myself?

What should I do if there is a spill or leak?

Physical hazards

What are the physical hazards posed by this chemical?

If it catches fire, what should I use to put it out?

Are there conditions or materials that this chemical should not come into contact with?

Health hazards

What are the health hazards posed by this chemical?

Safe handling precautions

What is the proper way to safely handle this chemical?

Manufacturer's name, address, phone

Who made/imported this chemical?

FS-ONE MAX; CFS-FIL

Safety Data Sheet

according to Federal Register / Vol. 77, No. 58 / Monday, March 26, 2012 / Rules and Regulations

Date of issue: 07/04/2017 Revision date: 07/04/2017 Supersedes: 12/17/2015 Version: 1.3

SECTION 1: Identification

1.1. Identification

Product form	Mixture
Name	FS-ONE MAX; CFS-FIL
Product code	BU Fire Protection
Chemical structure	

1.2. Relevant identified uses of the substance or mixture and uses advised against

No additional information available

1.3. Details of the supplier of the safety data sheet

Hilti, Inc.
Legacy Tower, Suite 1000
75024 Plano - USA
T +1 9724035800
1-800-879-8000 toll free - F +1 918 254 0522

Supplier
Hilti, Inc.
Legacy Tower, Suite 1000
75024 Plano - USA
T +1 9724035800
1-800-879-8000 toll free - F +1 918 254 0522

Department issuing data specification sheet
Hilti AG
Feldkircherstraße 100
9494 Schaan - Liechtenstein
T +423 234 2111
chemicals.hse@hilti.com

1.4. Emergency telephone number

Emergency number

Chem-Trec
Tel.: 1 800 424 9300 (USA, PR, Virgin Islands, Canada)
Tel.: 703 527 3887 (Other countries)

+1 918 8723000
1-800-879-8000 toll free

SECTION 2: Hazards identification

2.1. Classification of the substance or mixture

GHS-US classification

Not classified

2.2. Label elements

GHS-US labelling

No labelling applicable

2.3. Other hazards

No additional information available

2.4. Unknown acute toxicity (GHS US)

Not applicable

SECTION 3: Composition/information on ingredients

3.1. Substance

Not applicable

3.2. Mixture

Name	Product identifier	%	GHS-US classification
Quartz	(CAS No) 14808-60-7	2.5 - 5	Carc. 1A, H350

Full text of H-statements: see section 16

SECTION 4: First aid measures

4.1. Description of first aid measures

First-aid measures after inhalation: Get medical advice/attention if you feel unwell.

First-aid measures after skin contact: Wash skin with plenty of water. If skin irritation occurs: Get medical advice/attention.

First-aid measures after eye contact: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. If eye irritation persists: Get medical advice/attention.

First-aid measures after ingestion: Get medical advice/attention if you feel unwell.

4.2. Most important symptoms and effects, both acute and delayed

No additional information available

4.3. Indication of any immediate medical attention and special treatment needed

No additional information available

SECTION 5: Firefighting measures

5.1. Extinguishing media

Suitable extinguishing media: Water spray. Dry powder. Foam. Carbon dioxide.

5.2. Special hazards arising from the substance or mixture

Reactivity: The product is non-reactive under normal conditions of use, storage and transport.

5.3. Advice for firefighters

Protection during firefighting: Self-contained breathing apparatus. Complete protective clothing.

SECTION 6: Accidental release measures

6.1. Personal precautions, protective equipment and emergency procedures

6.1.1. For non-emergency personnel

No additional information available

6.1.2. For emergency responders

Protective equipment: For further information refer to section 8: "Exposure controls/personal protection".

6.2. Environmental precautions

No additional information available

6.3. Methods and material for containment and cleaning up

Methods for cleaning up: Mechanically recover the product.

6.4. Reference to other sections

For further information refer to section 13.

SECTION 7: Handling and storage

7.1. Precautions for safe handling

Precautions for safe handling	Wear personal protective equipment.
Hygiene measures	Wash contaminated clothing before reuse. Do not eat, drink or smoke when using this product. Always wash hands after handling the product.

7.2. Conditions for safe storage, including any incompatibilities

Storage conditions	Keep cool. Store in a dry place.
Storage temperature	41 - 77 °F

SECTION 8: Exposure controls/personal protection

8.1. Control parameters

Quartz (14808-60-7)		
OSHA	Remark (OSHA)	(3) See Table Z-3.

Additional information	The product has a pasty consistency. Exposure limit values for respirable dusts are not relevant for this product

8.2. Exposure controls

Personal protective equipment	Protective clothing. Safety glasses. Gloves.

Hand protection	Protective gloves. EN 374.
Eye protection	Chemical goggles or safety glasses.
Skin and body protection	Wear suitable protective clothing.

SECTION 9: Physical and chemical properties

9.1. Information on basic physical and chemical properties

Physical state	Liquid
Appearance	Pasty.
Colour	red
Odour	characteristic
Odour threshold	Not determined
pH	≈ 7.85
Melting point	Not applicable
Freezing point	No data available
Boiling point	No data available
Flash point	Not applicable
Relative evaporation rate (butylacetate=1)	No data available
Flammability (solid, gas)	No data available
Explosive limits	No data available
Explosive properties	No data available
Oxidising properties	No data available
Vapour pressure	No data available
Relative density	No data available
Relative vapour density at 20 °C	No data available

Density	≈ 1.35 g/cm³
Molecular mass	Not determined
Solubility	No data available
Log Pow	No data available
Auto-ignition temperature	No data available
Decomposition temperature	No data available
Viscosity	No data available
Viscosity, kinematic	No data available
Viscosity, dynamic	No data available

9.2. Other information

VOC content	9 g/l

SECTION 10: Stability and reactivity

10.1. Reactivity

The product is non-reactive under normal conditions of use, storage and transport.

10.2. Chemical stability

Stable under normal conditions.

10.3. Possibility of hazardous reactions

No dangerous reactions known under normal conditions of use.

10.4. Conditions to avoid

None under recommended storage and handling conditions (see section 7).

10.5. Incompatible materials

No additional information available

10.6. Hazardous decomposition products

Under normal conditions of storage and use, hazardous decomposition products should not be produced.

SECTION 11: Toxicological information

11.1. Information on toxicological effects

Acute toxicity	Not classified
Skin corrosion/irritation	Not classified pH: ≈ 7.85
Serious eye damage/irritation	Not classified pH: ≈ 7.85
Respiratory or skin sensitisation	Not classified
Germ cell mutagenicity	Not classified
Carcinogenicity	Not classified

Quartz (14808-60-7)	
IARC group	1 - Carcinogenic to humans

Reproductive toxicity	Not classified
Specific target organ toxicity (single exposure)	Not classified
Specific target organ toxicity (repeated exposure)	Not classified

Aspiration hazard	Not classified

SECTION 12: Ecological information

12.1. Toxicity

Ecology - general	The product is not considered harmful to aquatic organisms nor to cause long-term adverse effects in the environment.

12.2. Persistence and degradability

No additional information available

12.3. Bioaccumulative potential

No additional information available

12.4. Mobility in soil

No additional information available

12.5. Other adverse effects

Effect on the global warming	No known effects from this product.

SECTION 13: Disposal considerations

13.1. Waste treatment methods

Waste treatment methods	Dispose of contents/container in accordance with licensed collector's sorting instructions.
Waste disposal recommendations	Dispose in a safe manner in accordance with local/national regulations.

SECTION 14: Transport information

In accordance with ADR / RID / IMDG / IATA / ADN

ADR	IMDG	IATA	RID
14.1. UN number			
Not regulated for transport			
14.2. UN proper shipping name			
Not applicable	Not applicable	Not applicable	Not applicable
14.3. Transport hazard class(es)			
Not applicable	Not applicable	Not applicable	Not applicable
Not applicable	Not applicable	Not applicable	Not applicable
14.4. Packing group			
Not applicable	Not applicable	Not applicable	Not applicable
14.5. Environmental hazards			
Dangerous for the environment : No	Dangerous for the environment : No Marine pollutant : No	Dangerous for the environment : No	Dangerous for the environment : No
No supplementary information available			

14.6. Special precautions for user

- Overland transport

- Transport by sea

No data available

- Air transport

No data available

- Rail transport

Carriage prohibited (RID) No

14.7. Transport in bulk according to Annex II of MARPOL 73/78 and the IBC Code

SECTION 15: Regulatory information

15.1. US Federal regulations

All components of this product are listed, or excluded from listing, on the United States Environmental Protection Agency Toxic Substances Control Act (TSCA) inventory

15.2. International regulations

CANADA

FS-ONE MAX; CFS-FIL	
WHMIS Classification	Uncontrolled product according to WHMIS classification criteria

EU-Regulations

No additional information available

Classification according to Regulation (EC) No. 1272/2008 [CLP]

Not classified

National regulations

Quartz (14808-60-7)
Listed on IARC (International Agency for Research on Cancer)

15.3. US State regulations

California Proposition 65 - This product does not contain any substances known to the state of California to cause cancer, developmental and/or reproductive harm

SECTION 16: Other information

Revision date 07/04/2017

Full text of H-statements:

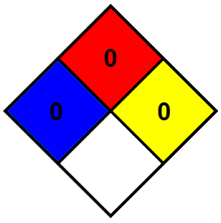
H350	May cause cancer

FS-ONE MAX; CFS-FIL

Safety Data Sheet

according to Federal Register / Vol. 77, No. 58 / Monday, March 26, 2012 / Rules and Regulations

NFPA health hazard	0 - Materials that, under emergency conditions, would offer no hazard beyond that of ordinary combustible materials.
NFPA fire hazard	0 - Materials that will not burn under typical dire conditions, including intrinsically noncombustible materials such as concrete, stone, and sand.
NFPA reactivity	0 - Material that in themselves are normally stable, even under fire conditions.



Hazard Rating	
Health	0 Minimal Hazard - No significant risk to health
Flammability	0 Minimal Hazard - Materials that will not burn
Physical	0 Minimal Hazard - Materials that are normally stable, even under fire conditions, and will NOT react with water, polymerize, decompose, condense, or self-react. Non-Explosives.
Personal protection	B
	B - Safety glasses, Gloves

SDS_US_Hilti

This information is based on our current knowledge and is intended to describe the product for the purposes of health, safety and environmental requirements only. It should not therefore be construed as guaranteeing any specific property of the product

Smith-Cooper International
2867 Vail Avenue
Commerce, CA 90040
Phone: +1 (800) 766-0076
Fax: +1 (323) 890-4456

SAFETY DATA SHEET

Last Updated: 04/17/2018

Section 1	IDENTIFICATION

PipeFit®

PipeFit Pint BIC PipeFit Qt. Flat top PipeFit Qt. BIC	PipeFit 5 gal PipeFit 55 gal

Manufacturer Information Smith-Cooper International 2867 Vail Avenue Commerce, CA 90040 Phone: +1 (800) 766-0076 Fax: +1 (323) 890-4456	Emergency Contact CHEMTREC 1300 Wilson Boulevard Arlington, VA 22209-2380 Phone: (800)424-9300 International: +1 (703) 527-3887

Product Use	Pipe thread sealant

Section 2	HAZARDS IDENTIFICATION
Hazard Classification	Non-hazardous
Eye Irrit. 2A, H319 Aquatic Acute 1, H400 Aquatic Chronic 3, H412	Warning
Hazard Statements	Causes eye irritation May cause skin irritation May cause respiratory irritation
Precautionary Statements	Avoid contact with skin and eyes. Do not breathe fumes. Always wash hands immediately after handling this product, and once again before leaving the workplace.
Prevention	Avoid contact with skin and eyes. Wear suitable gloves. Do not eat, drink, or smoke when using this product.

Response	IF ON SKIN: Wash with plenty of soap and water. If skin irritation occurs; get medical advice/attention. IF INHALED**:** Remove person to fresh air and keep comfortable during breathing. IF IN EYES**:** Immediately flush eyes with plenty of water. Irrigate copiously with clean, fresh water for at least 15 minutes, holding the eyelids apart. Obtain medical attention if pain, blinking or redness persists. Never give anything by mouth to an unconscious person. Get medical attention/advice if you feel unwell.
Storage	Storage conditions: Keep container closed when not in use. Incompatible products: Strong acids. Strong bases. Strong oxidizers. Solvents. Heat and ignition sources: Keep away from heat, sparks and flame. Prohibitions on mixed storage: Incompatible materials. Storage area: Store in dry, cool, well-ventilated area.
Disposal	Sewage disposal recommendations: Do not dispose of waste into sewer. Waste disposal recommendations: Dispose in a safe manner in accordance with local/national regulations. Ecology - waste materials: Avoid release to the environment.

Section 3 COMPOSITION/INFORMATION ON INGREDIENTS

Component Name	CAS Number	0 - 0.22
Phosphorodithioic acid, O,O-di-C1-14- alkyl esters, zinc salts	68649-42-3	0 - 0.22

Section 4 FIRST AID MEASURES

Inhalation	May cause irritation, coughing, shortness of breath.
Skin	Wash with plenty of soap and water. If skin irritation occurs; get medical advice/attention.
Eye	Immediately flush eyes with plenty of water. Irrigate copiously with clean, fresh water for at least 15 minutes, holding the eyelids apart. Obtain medical attention if pain, blinking or redness persists.
Ingestion	Get medical advice/attention if you feel unwell.
Symptoms	Inhalation may cause: irritation, coughing, shortness of breath.
Medical Care	Treat symptomatically. Never give anything by mouth to an unconscious person. Get medical attention/advice if you feel unwell.

Section 5 FIRE FIGHTING MEASURES

Flash Point	150 °C
Extinguishing Media	Carbon dioxide. Dry chemical. Foam. Water Spray.
Special Firefighting Procedures/Equipment	Firefighting instructions: Cool adjacent structures and containers with water spray to protect and prevent ignition. Protection during firefighting: Do not enter fire area without proper protective equipment, including respiratory protection. Use self-contained breathing apparatus. Remove all unprotected personnel.
Unusual Fire and Explosion Hazards	Fire hazard: Burning produces irritating, toxic and noxious fumes. Explosion hazard: Product is not explosive. Reactivity: No dangerous reactions known.

Additional Information	No known unsuitable extinguishing media.

Section 6 — ACCIDENTAL RELEASE MEASURES

Personal Precautions	General Measures: Avoid contact with skin and eyes. Wear suitable gloves. Emergency Responders: Wear suitable gloves. Evacuate unnecessary personnel. Stop leak if safe to do so. Ventilate area.
Environmental Precautions	Prevent entry to sewers and public waters.
Methods and Materials Use for Containment	Do not allow minor leaks or spills to accumulate on walking surfaces. Contain and collect as any solid.
Methods for Clean Up	Section 13: disposal information. Section 7: safe handling.

Section 7 — *HANDLING AND STORAGE*

Handling	Avoid contact with skin and eyes. Do not breathe fume. Always wash your hands immediately after handling this product, and once again before leaving the workplace. Do not eat, drink or smoke when using this product.
Storage	Storage conditions: Keep container closed when not in use. Incompatible products: Strong acids. Strong bases. Strong oxidizers. Solvents. Heat and ignition sources: Keep away from heat, sparks and flame. Prohibitions on mixed storage: Incompatible materials. Storage area: Store in dry, cool, well-ventilated area.

Section 8 — EXPOSURE CONTROLS/ PERSONAL PROTECTION

Exposure Guidelines

Components	CAS-No.	Type	Value
Phosphorodithioic acid, O,O-di-C1-14-alkyl esters, zinc salts	68649-42-3	ACGIH: not applicable OSHA: not applicable	No established limit.

Engineering Controls	Avoid creating mist or spray. Ensure good ventilation of the work station.
Personal Protection	Eye protection: None under normal use.
	Hand protection: In case of repeated or prolonged contact wear gloves.
	Respiratory Protection: None under normal use.
General Measures	Keep out of reach of children. Do not eat, drink or smoke when using this product.

Section 9 — PHYSICAL AND CHEMICAL PROPERTIES

Appearance: White paste	**Evaporation Rate:** No data available
Odor: Mild	**Flammability:** No data available
Odor Threshold: No data available	**Upper/lower Flammability and/or Explosive Limits:** No data available
pH: No data available	**Vapor Pressure:** No data available
Melting Point/Freezing Point: No data available	**Vapor Density:** No data available
Boiling Point and Boiling Range: 177 °C	**Relative Density:** 1.48

Flash Point: 150 °C	**Solubility:** Insoluble in water
Partition Coefficient: No data available	**Auto-Ignition Temperature:** No data available
Decomposition Temperature: No data available	**Viscosity:** No data available
VOC content: 0 g/L	

Section 10	STABILITY AND REACTIVITY
Reactivity	No dangerous reactions known.
Chemical Stability	Stable under normal conditions.
Possibility of Hazardous Reactions	Hazardous polymerization will not occur.
Conditions to Avoid	Heat and open flame.
Incompatible Materials	Strong acids. Strong bases. Strong oxidizers. Solvents.
Hazardous Decomposition	Carbon oxides (CO, CO2). Hydrogen fluoride. Perfluoro- carbon olefins.

Section 11	TOXICOLOGICAL INFORMATION
Ingestion Toxicity	0.22 percent of the mixture consists of ingredient(s) of unknown acute toxicity. LD50 oral rat: 26100 mg/kg ATE CLP (oral) 26100.000 mg/kg bodyweight
Skin Toxicity	Not Classified.
Eye Irritation	Not Classified.
Respiratory Irritation	Not Classified.
Chronic Toxicity	Not Classified.
Carcinogenicity	Not Classified.
Other	Potential adverse human health effects and symptoms: AFTER INHALATION: may cause irritation, coughing, shortness of breath. LIKELY ROUTES OF EXPOSURE: ingestion, skin and eye contact.

Section 12	ECOLOGICAL INFORMATION
Ecotoxicity	Phosphorodithioic acid, O,O-di-C1-14-alkyl esters, zinc salts (68649-42-3) LC50 fish 1 10 (10 - 35) mg/l Pimephales promelas OECD GDL 203 (water accomodated fraction) EC50 Daphnia 1 1 (1 - 1.5) mg/l OECD GDL 202 (water accomodated fraction) NOEC (acute) 10 mg/l Pimephales promelas OECD GDL 203 (water accomodated fraction) NOEC chronic crustacea < 1 mg/l
Degradability	Not readily biodegradable.

Other	N/A
Section 13	**DISPOSAL CONSIDERATIONS**
Waste Disposal Method	Sewage disposal recommendations: Do not dispose of waste into sewer. Waste disposal recommendations: Dispose in a safe manner in accordance with local/national regulations. Ecology - waste materials: Avoid release to the environment.
Section 14	**TRANSPORT INFORMATION**
UN Number	Not applicable
UN Proper Shipping Name	Not applicable
Transport Hazard Class	In accordance with DOT and TDG. Not considered a dangerous good for transport regulations.
Canadian Transportation of Dangerous Goods	Listed on the Canadian DSL (Domestic Substances List) inventory.
Marine Pollutants	Do not dispose of waste into sewer.
Special Precautions	No additional information available.
Section 15	**REGULATORY INFORMATION**
TSCA Status	Phosphorodithioic acid, O,O-di-C1-14-alkyl esters, zinc salts (68649-42-3) Listed on the United States TSCA (Toxic Substances Control Act) inventory
SARA 311/312 Hazards	Exposure under fire conditions would offer no hazard beyond that of ordinary combustible materials.
	Must be preheated before ignition can occur.
	Normally stable, even under fire exposure conditions, and not reactive with water.
California Prop 65	Not applicable.
DSL Status (Canada)	Phosphorodithioic acid, O,O-di-C1-14-alkyl esters, zinc salts (68649-42-3) Listed on the Canadian DSL (Domestic Substances List) inventory.
Section 16	**OTHER INFORMATION**
Additional Information	There are no Red List materials included in this product.
Prepared By	Human Resource Department
Revised Date	7/20/15
Disclaimer	Although the information and recommendations set forth herein are presented in good faith and believed to be correct as of the date hereof, **Smith-Cooper International** makes no representations as to the completeness or accuracy thereof. **Smith-Cooper International** makes no warranty whatsoever, expressed or implied, of merchantability or fitness for the particular purpose since the conditions of use are beyond our control. **Smith-Cooper International** no responsibility for injury to recipient or to third persons for any damage to any property and recipient.

SAFETY DATA SHEET

Section 1 – Product & Company Identification

Product Name:
RIDGID Nu-Clear Thread Cutting Oil (United States)

Product Catalog No.:
11461, 11481, 41575, 41585, 42513, 70835

Recommended Use:
Thread Cutting

Restrictions on Use:
Industrial use only

Company Information:

North America	Australia
Ridge Tool Company 400 Clark Street Elyria, Ohio 44035-6001 1-800-519-3456 (8:00 am – 5:00 pm EST, M-F) Emergency Telephone call 9-1-1 or local emergency number www.RIDGID.com	Ridge Tool Australia 127 Metrolink Circuit Campbellfield, VIC 3061 1-800-743-443 (8:30 am – 5:00 pm AEST, M-F) Emergency Telephone call 000 or local emergency number www.RIDGID.com.au

Issue Date: May 2, 2018

Revision: K

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Section 2 – Hazards Identification

Hazard Classification

This product is classified as not hazardous per US OSHA 29CFR 1910.1200 (HazCom 2012)

Label Elements

Hazard Symbol: No symbol

Signal Word: No signal word.

Hazard Statement: Not applicable

Precautionary Statements Not applicable

Other hazards which do not result in GHS classification: None.

Section 3 – Composition / Information On Ingredients

General information: This product does not contain silicone or chlorinated additives.

Hazardous Component(s):

Chemical name	CAS-No.	Concentration
Mineral oil	Confidential	20 - <50%
Paraffin oils	Confidential	20 - <50%
Vegetable oil	Confidential	1 - <5%

Specific chemical identities and/or exact percentages have been withheld as trade secrets.

Section 4 – First Aid Measures

Ingestion:	Rinse mouth thoroughly. Call a POISON CENTER/doctor if you feel unwell. Do NOT induce vomiting.
Inhalation:	Move to fresh air. Call a POISON CENTER/doctor if you feel unwell.
Skin Contact:	Remove contaminated clothing and shoes. Wash contact areas with soap and water. If skin irritation occurs: Get medical advice/attention.
Eye contact:	Flush thoroughly with water. If irritation occurs, get medical assistance. Continue to rinse for at least 15 minutes.

Most important symptoms/effects, acute and delayed

Symptoms:	No data available.

Indication of immediate medical attention and special treatment needed

Treatment:	Get medical attention if symptoms occur.

Section 5 – Fire Fighting Measures

General Fire Hazards:	No unusual fire or explosion hazards noted.

Suitable (and unsuitable) extinguishing media

Suitable extinguishing media:	Water spray, fog, CO2, dry chemical, or regular foam. Use fire-extinguishing media appropriate for surrounding materials.
Unsuitable extinguishing media:	Do not use water jet as an extinguisher, as this will spread the fire.
Specific hazards arising from the chemical:	Heat may cause the containers to explode. During fire, gases hazardous to health may be formed.

Special protective equipment and precautions for firefighters

Special fire fighting procedures:	No data available.
Special protective equipment for fire-fighters:	Firefighters must use standard protective equipment including flame retardant coat, helmet with face shield, gloves, rubber boots, and in enclosed spaces, SCBA.

Section 6 – Accidental Release Measures

Personal precautions, protective equipment and emergency procedures:	See Section 8 of the SDS for Personal Protective Equipment. Do not touch damaged containers or spilled material unless wearing appropriate protective clothing. Keep unauthorized personnel away. Ensure adequate ventilation.
Methods and material for containment and cleaning up:	Absorb with sand or other inert absorbent. Stop the flow of material, if this is without risk.
Environmental Precautions:	Avoid release to the environment. Do not contaminate water sources or sewer. Prevent further leakage or spillage if safe to do so.

Section 7 – Handling And Storage

Precautions for safe handling:	Observe good industrial hygiene practices. Wear appropriate personal protective equipment. Do not expose to intense heat as product may expand and pressurize container.
Conditions for safe storage, including any incompatibilities:	Store in original tightly closed container. Avoid contact with oxidizing agents. Store away from incompatible materials. Shelf Life: 720 Days

Section 8 – Exposure Controls / Personal Protection

Exposure Limits

Chemical name	Type	Exposure Limit Values	Source
Mineral oil - Mist.	PEL	5 mg/m3	US. OSHA Table Z-1 Limits for Air Contaminants (29 CFR 1910.1000) (01 2017)
Mineral oil - Mist.	TWA	5 mg/m3	US. OSHA Table Z-1-A (29 CFR 1910.1000) (1989)
Paraffin oils - Inhalable fraction.	TWA	5 mg/m3	US. ACGIH Threshold Limit Values (03 2014)
Paraffin oils - Mist.	PEL	5 mg/m3	US. OSHA Table Z-1 Limits for Air Contaminants (29 CFR 1910.1000) (02 2006)
Paraffin oils - Mist.	TWA	5 mg/m3	US. OSHA Table Z-1-A (29 CFR 1910.1000) (1989)
Vegetable oil - Total dust.	PEL	15 mg/m3	US. OSHA Table Z-1 Limits for Air Contaminants (29 CFR 1910.1000) (02 2006)
Vegetable oil - Respirable fraction.	PEL	5 mg/m3	US. OSHA Table Z-1 Limits for Air Contaminants (29 CFR 1910.1000) (02 2006)

Protective Measures: Use personal protective equipment as required.

Respiratory Protection: In case of inadequate ventilation use suitable respirator. Seek advice from supervisor on the company's respiratory protection standards.

Eye Protection: Wear safety glasses with side shields (or goggles).

Skin and Body Protection: Wear protective clothing appropriate for the risk of exposure. Be aware of other hazards such as rotating parts. Contact health and safety professional or manufacturer for specific information.

Hygiene measures: Always observe good personal hygiene measures, such as washing after handling the material and before eating, drinking, and/or smoking. Routinely wash work clothing to remove contaminants. Discard contaminated footwear that cannot be cleaned.

Section 9 – Physical And Chemical Properties

Appearance

Physical state: Liquid
Form: No data available.
Color: Yellow
Odor: Mild petroleum/solvent
Odor threshold: No data available.
pH: No data available.
Melting point/freezing point: No data available.

Initial boiling point and boiling range:	No data available.
Flash Point:	196.11 °C (385.00 °F)
Evaporation rate:	No data available.
Flammability (solid, gas):	No data available.
Upper/lower limit on flammability or explosive limits	
Flammability limit - upper (%):	No data available.
Flammability limit - lower (%):	No data available.
Explosive limit - upper (%):	No data available.
Explosive limit - lower (%):	No data available.
Vapor pressure:	No data available.
Vapor density:	No data available.
Relative density:	0.878
Solubility(ies)	
Solubility in water:	Insoluble
Solubility (other):	No data available.
Partition coefficient (n-octanol/water):	No data available.
Auto-ignition temperature:	No data available.
Decomposition temperature:	No data available.
Viscosity:	43 mm2/s (40 °C, Measured)
Other information	
VOC:	1.1 % (Method 24) 9.4 g/l (ASTM E 1868-10)

Section 10 – Stability And Reactivity

Reactivity:	Not reactive during normal use.
Chemical Stability:	Material is stable under normal conditions.
Possibility of hazardous reactions:	None under normal conditions.
Conditions to avoid:	Avoid heat or contamination.
Incompatible Materials:	No data available.
Hazardous Decomposition Products:	Thermal decomposition or combustion may liberate carbon oxides and other toxic gases or vapors.

Section 11 – Toxicological Information

Information on likely routes of exposure

Ingestion: May be ingested by accident. Ingestion may cause irritation and malaise.

Inhalation: Inhalation is the primary route of exposure. In high concentrations, vapors, fumes or mists may irritate nose, throat and mucus membranes.

Skin Contact: Prolonged skin contact may cause redness and irritation.

Eye contact: Eye contact is possible and should be avoided.

Symptoms related to the physical, chemical and toxicological characteristics

Ingestion: No data available.

Inhalation: No data available.

Skin Contact: No data available.

Eye contact: No data available.

Information on toxicological effects

Acute toxicity (list all possible routes of exposure)

Oral
Product: Not classified for acute toxicity based on available data.

Dermal
Product:
Not classified for acute toxicity based on available data.

Inhalation
Product: Not classified for acute toxicity based on available data.

Repeated dose toxicity
Product: No data available.

Skin Corrosion/Irritation
Product: No data available.

Serious Eye Damage/Eye Irritation
Product: No data available.

Respiratory or Skin Sensitization
Product: No data available.

Carcinogenicity
Product: No data available.

IARC Monographs on the Evaluation of Carcinogenic Risks to Humans
No carcinogenic components identified

US. National Toxicology Program (NTP) Report on Carcinogens:
No carcinogenic components identified

US. OSHA Specifically Regulated Substances (29 CFR 1910.1001-1050)
No carcinogenic components identified

Germ Cell Mutagenicity

In vitro
Product: No data available.

In vivo
Product: No data available.

Reproductive toxicity
Product: No data available.

Specific Target Organ Toxicity - Single Exposure
Product: No data available.

Specific Target Organ Toxicity - Repeated Exposure
Product: No data available.

Aspiration Hazard
Product: No data available.

Other effects: No data available.

Section 12 – Ecological Information

General information: This product has not been evaluated for ecological toxicity or other environmental effects.

Section 13 – Disposal Consideration

Disposal instructions: Discharge, treatment, or disposal may be subject to national, state, or local laws. Dispose of waste at an appropriate treatment and disposal facility in accordance with applicable laws and regulations, and product characteristics at time of disposal. It is the responsibility of the product user or owner to determine at the time of disposal, which waste regulations must be applied.

Contaminated Packaging: Empty containers should be taken to an approved waste handling site for recycling or disposal.

Section 14 – Transportation Information

DOT
Not regulated.

IMDG
Not regulated.

IATA
Not regulated.

Section 15 – Regulatory Information

US Federal Regulations

US. OSHA Specifically Regulated Substances (29 CFR 1910.1001-1050)
None present or none present in regulated quantities.

Superfund Amendments and Reauthorization Act of 1986 (SARA)

Hazard categories
This product is classified as not hazardous per US OSHA 29CFR 1910.1200 (HazCom 2012)

SARA 313 (TRI Reporting)
None present or none present in regulated quantities.

US State Regulations

US. California Proposition 65
No ingredient regulated by CA Prop 65 present.

Section 16 – Other Information

Prepared by:. . . . . Ridge Tool Company (Operating Standard 6-101)

Issue Date: . . . . . .May 2, 2018
Last Revision Date: . . . . . March 8, 2017

RIDGE TOOL BELIEVES THE STATEMENTS, TECHNICAL INFORMATION AND RECOMMENDATIONS CONTAINED HEREIN ARE RELIABLE BUT THEY ARE GIVEN WITHOUT WARRANTY OR GUARANTEE OF ANY KIND, EXPRESSED OR IMPLIED, AND WE ASSUME NO RESPONSIBILITY FOR ANY LOSS, DAMAGE OR EXPENSE, DIRECT OR CONSEQUENTIAL, ARISING OUT OF THEIR USE.

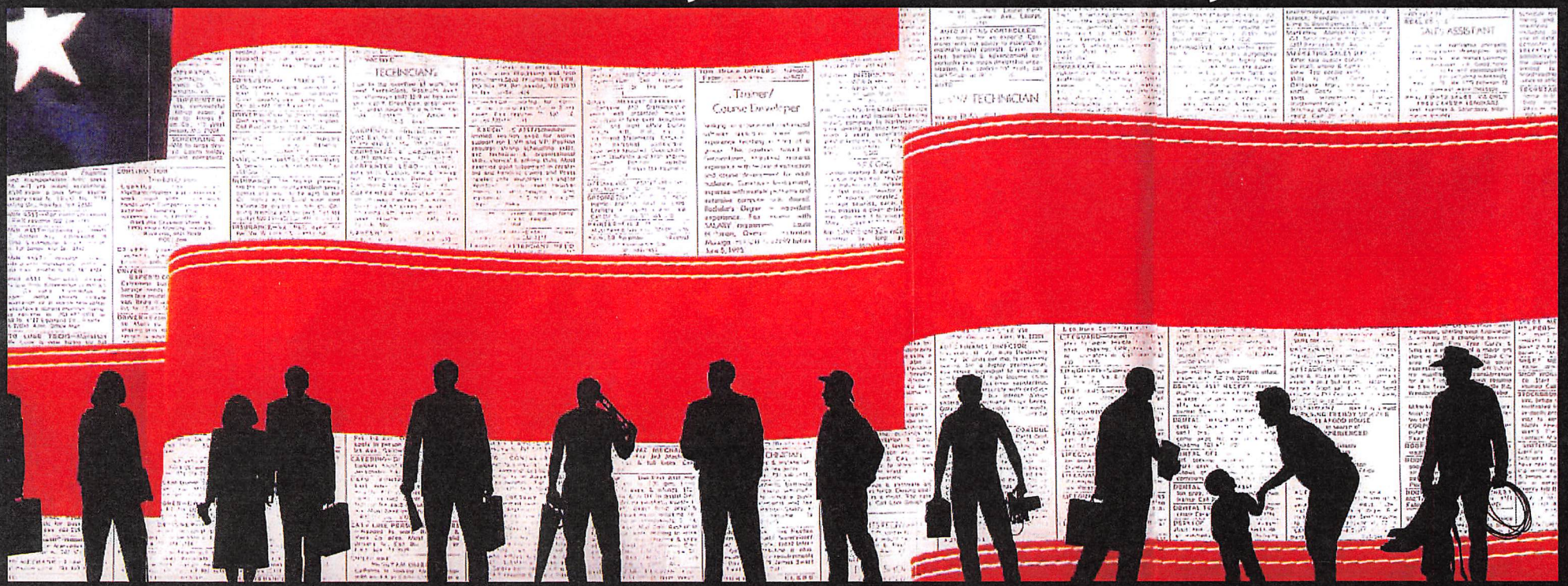
FEDERAL

POSTING

COMPLIANCE

(All also posted in both MFP Offices)

IF YOU HAVE THE RIGHT TO WORK, Don't let anyone take it away.



If you have a legal right to work in the United States, there are laws to protect you against discrimination in the workplace.

You should know that –

No employer can deny you a job or fire you because of your national origin or citizenship status.

In most cases employers cannot require you to be a U.S. citizen or permanent resident or refuse any legally acceptable documents.

If any of these things have happened to you, you may have a valid charge of discrimination that can be filed with the OSC. Contact the OSC for assistance in your own language.

Call 1-800-255-7688. TDD for the hearing impaired is 1-800-237-2515.

In the Washington, D.C., area, please call 202-616-5594, TDD 202-616-5525

Or write to:
U.S. Department of Justice
Office of Special Counsel - NYA
950 Pennsylvania Ave., N.W.
Washington, DC 20530

U.S. Department of Justice
Civil Rights Division

Office of Special Counsel for Immigration-Related Unfair Employment Practices

EMPLOYEE RIGHTS

EMPLOYEE POLYGRAPH PROTECTION ACT

The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for pre-employment screening or during the course of employment.

PROHIBITIONS

Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for exercising other rights under the Act.

EXEMPTIONS

Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities.

The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective employees of security service firms (armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers.

The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer.

The law does not preempt any provision of any State or local law or any collective bargaining agreement which is more restrictive with respect to lie detector tests.

EXAMINEE RIGHTS

Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examinees have a number of specific rights, including the right to a written notice before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons.

ENFORCEMENT

The Secretary of Labor may bring court actions to restrain violations and assess civil penalties against violators. Employees or job applicants may also bring their own court actions.

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.

WHD
WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

1-866-487-9243
TTY: 1-877-889-5627
www.dol.gov/whd

WH1462 REV 07/16

EMPLOYEE RIGHTS

UNDER THE FAIR LABOR STANDARDS ACT

FEDERAL MINIMUM WAGE

$7.25 PER HOUR

BEGINNING JULY 24, 2009

The law requires employers to display this poster where employees can readily see it.

OVERTIME PAY

At least 1½ times the regular rate of pay for all hours worked over 40 in a workweek.

CHILD LABOR

An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural employment.

TIP CREDIT

Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must pay tipped employees a cash wage of at least $2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least $2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference.

NURSING MOTHERS

The FLSA requires employers to provide reasonable break time for a nursing mother employee who is subject to the FLSA's overtime requirements in order for the employee to express breast milk for her nursing child for one year after the child's birth each time such employee has a need to express breast milk. Employers are also required to provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by the employee to express breast milk.

ENFORCEMENT

The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or repeated violation of the minimum wage or overtime pay provisions of the law. Civil money penalties may also be assessed for violations of the FLSA's child labor provisions. Heightened civil money penalties may be assessed for each child labor violation that results in the death or serious injury of any minor employee, and such assessments may be doubled when the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the FLSA.

ADDITIONAL INFORMATION

- Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions.
- Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico.
- Some state laws provide greater employee protections; employers must comply with both.
- Some employers incorrectly classify workers as "independent contractors" when they are actually employees under the FLSA. It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly classified independent contractors are not.
- Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.

WHD
WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

1-866-487-9243
TTY: 1-877-889-5627
www.dol.gov/whd

WH1088 REV 07/16

YOUR RIGHTS UNDER USERRA

THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

REEMPLOYMENT RIGHTS

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and:

- ☆ you ensure that your employer receives advance written or verbal notice of your service;
- ☆ you have five years or less of cumulative service in the uniformed services while with that particular employer;
- ☆ you return to work or apply for reemployment in a timely manner after conclusion of service; and
- ☆ you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

If you:

- ☆ are a past or present member of the uniformed service;
- ☆ have applied for membership in the uniformed service; or
- ☆ are obligated to serve in the uniformed service;

then an employer may not deny you:

- ☆ initial employment;
- ☆ reemployment;
- ☆ retention in employment;
- ☆ promotion; or
- ☆ any benefit of employment

because of this status.

In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

HEALTH INSURANCE PROTECTION

- ☆ If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military.
- ☆ Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

ENFORCEMENT

- ☆ The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.
- ☆ For assistance in filing a complaint, or for any other information on USERRA, contact VETS at **1-866-4-USA-DOL** or visit its website at **http://www.dol.gov/vets**. An interactive online USERRA Advisor can be viewed at **http://www.dol.gov/elaws/userra.htm**.
- ☆ If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation.
- ☆ You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be viewed on the internet at this address: **http://www.dol.gov/vets/programs/userra/poster.htm**. Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying the text of this notice where they customarily place notices for employees.

U.S. Department of Labor
1-866-487-2365

U.S. Department of Justice

Office of Special Counsel

1-800-336-4590

Publication Date — April 2017

EMPLOYEE RIGHTS

UNDER THE DAVIS-BACON ACT

FOR LABORERS AND MECHANICS EMPLOYED ON FEDERAL OR FEDERALLY ASSISTED CONSTRUCTION PROJECTS

PREVAILING WAGES

You must be paid not less than the wage rate listed in the Davis-Bacon Wage Decision posted with this Notice for the work you perform.

OVERTIME

You must be paid not less than one and one-half times your basic rate of pay for all hours worked over 40 in a work week. There are few exceptions.

ENFORCEMENT

Contract payments can be withheld to ensure workers receive wages and overtime pay due, and liquidated damages may apply if overtime pay requirements are not met. Davis-Bacon contract clauses allow contract termination and debarment of contractors from future federal contracts for up to three years. A contractor who falsifies certified payroll records or induces wage kickbacks may be subject to civil or criminal prosecution, fines and/or imprisonment.

APPRENTICES

Apprentice rates apply only to apprentices properly registered under approved Federal or State apprenticeship programs.

PROPER PAY

If you do not receive proper pay, or require further information on the applicable wages, contact the Contracting Officer listed below:

or contact the U.S. Department of Labor's Wage and Hour Division.

WHD
WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

1-866-487-9243
TTY: 1-877-889-5627
www.dol.gov/whd

WH1321 REV 10/17

EMPLOYEE RIGHTS

FOR WORKERS WITH DISABILITIES PAID AT SUBMINIMUM WAGES

This establishment has a certificate authorizing the payment of subminimum wages to workers who are disabled for the work they are performing. Authority to pay subminimum wages to workers with disabilities generally applies to work covered by the **Fair Labor Standards Act (FLSA), McNamara-O'Hara Service Contract Act (SCA)**, and/or **Walsh-Healey Public Contracts Act (PCA)**. Such subminimum wages are referred to as "commensurate wage rates" and are less than the basic hourly rates stated in an SCA wage determination and/or less than the FLSA minimum wage of **$7.25 per hour**. A "commensurate wage rate" is based on the worker's individual productivity, no matter how limited, in proportion to the wage and productivity of experienced workers who do not have disabilities that impact their productivity when performing essentially the same type, quality, and quantity of work in the geographic area from which the labor force of the community is drawn.

Employers shall make this poster available and display it where employees and the parents and guardians of workers with disabilities can readily see it.

WORKERS WITH DISABILITIES

Subminimum wages under section 14(c) are not applicable unless a worker's disability actually impairs the worker's earning or productive capacity for the work being performed. The fact that a worker may have a disability is not in and of itself sufficient to warrant the payment of a subminimum wage.

For purposes of payment of commensurate wage rates under a certificate, a worker with a disability is defined as: An individual whose earnings or productive capacity is impaired by a physical or mental disability, including those related to age or injury, for the work to be performed.

Disabilities which may affect productive capacity include an intellectual or developmental disability, psychiatric disability, a hearing or visual impairment, and certain other impairments. The following do not ordinarily affect productive capacity for purposes of paying commensurate wage rates: educational disabilities; chronic unemployment; receipt of welfare benefits; nonattendance at school; juvenile delinquency; and correctional parole or probation.

WORKER NOTIFICATION

Each worker with a disability and, where appropriate, the parent or guardian of such worker, shall be informed orally and in writing by the employer of the terms of the certificate under which such worker is employed.

KEY ELEMENTS OF COMMENSURATE WAGE RATES

- **Nondisabled worker standard**—The objective gauge (usually a time study of the production of workers who do not have disabilities that impair their productivity for the job) against which the productivity of a worker with a disability is measured.
- **Prevailing wage rate**—The wage paid to experienced workers who do not have disabilities that impair their productivity for the same or similar work and who are performing such work in the area. Most SCA contracts include a wage determination specifying the prevailing wage rates to be paid for SCA-covered work.
- **Evaluation of the productivity of the worker with a disability**—Documented measurement of the production of the worker with a disability (in terms of quantity and quality).

The wages of all workers paid commensurate wages must be reviewed, and adjusted if appropriate, at periodic intervals. At a minimum, the productivity of hourly-paid workers must be reevaluated at least every six months and a new prevailing wage survey must be conducted at least once every twelve months. In addition, prevailing wages must be reviewed, and adjusted as appropriate, whenever there is a change in the job or a change in the prevailing wage rate, such as when the applicable state or federal minimum wage is increased.

WIOA

The Workforce Innovation and Opportunity Act of 2014 (WIOA) amended the Rehabilitation Act by adding section 511, which places limitations on the payment of subminimum wages to individuals with disabilities by mandating the completion of certain requirements prior to and during the payment of a subminimum wage.

EXECUTIVE ORDER 13658

Executive Order 13658, Establishing a Minimum Wage for Contractors, established a minimum wage that generally must be paid to workers performing on or in connection with a covered contract with the Federal Government. Workers covered by this Executive Order and due the full Executive Order minimum wage include workers with disabilities whose wages are calculated pursuant to certificates issued under section 14(c) of the FLSA.

FRINGE BENEFITS

Neither the FLSA nor the PCA have provisions requiring vacation, holiday, or sick pay nor other fringe benefits such as health insurance or pension plans. SCA wage determinations may require such fringe benefit payments (or a cash equivalent). Workers paid under a certificate authorizing commensurate wage rates must receive the full fringe benefits listed on the SCA wage determination.

OVERTIME

Generally, if a worker is performing work subject to the FLSA, SCA, and/or PCA, that worker must be paid at least 1 1/2 times their regular rate of pay for all hours worked over 40 in a workweek.

CHILD LABOR

Minors younger than 18 years of age must be employed in accordance with the child labor provisions of the FLSA. No persons under 16 years of age may be employed in manufacturing or on a PCA contract.

PETITION PROCESS

Workers with disabilities paid at subminimum wages may petition the Administrator of the Wage and Hour Division of the Department of Labor for a review of their wage rates by an Administrative Law Judge. No particular form of petition is required, except that it must be signed by the worker with a disability or his or her parent or guardian and should contain the name and address of the employer. Petitions should be mailed to: Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Avenue NW, Washington, D.C. 20210.

WHD WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

1-866-487-9243
TTY: 1-877-889-5627
www.dol.gov/whd

WH1284 REV 01/18

Amends General Minimum Wage Order and IWC Industry and Occupation Orders

PLEASE POST NEXT TO YOUR IWC OR INDUSTRY OCCUPATION ORDER

OFFICIAL NOTICE

California Minimum Wage

MW- 2019

EFFECTIVE DATE	Employers with 26 or More Employees*	Employers with 25 or Fewer Employees *
January 1, 2019	**$12.00**	**$11.00**
January 1, 2020	**$13.00**	**$12.00**
PREVIOUS YEARS		
January 1, 2017	**$10.50**	**$10.00**
January 1, 2018	**$11.00**	**$10.50**

*Employees treated as employed by a single qualified taxpayer pursuant to Revenue and Taxation Code section 23626 are treated as employees of that single taxpayer.

To employers and representatives of persons working in industries and occupations in the State of California:

SUMMARY OF ACTIONS

TAKE NOTICE that on April 4, 2016, the Governor of California signed legislation passed by the California Legislature, raising the minimum wage for all industries. (SB 3, Stats of 2016, amending section 1182.12. of the California Labor Code.) Pursuant to its authority under Labor Code section 1182.13, the Department of Industrial Relations amends and republishes Sections 2, 3, and 5 of the General Minimum Wage Order, MW-2017. Section 1, Applicability, and Section 4, Separability, have not been changed. Consistent with this enactment, amendments are made to the minimum wage, and the meals and lodging credits sections of all of the IWC's industry and occupation orders.

This summary must be made available to employees in accordance with the IWC's wage orders. Copies of the full text of the amended wage orders may be obtained by ordering on-line at www.dir.ca.gov/WP.asp, or by contacting your local Division of Labor Standards Enforcement office.

1. APPLICABILITY

The provisions of this Order shall not apply to outside salespersons. and individuals who are the parent, spouse, or children of the employer previously contained in this Order and the IWC's industry and occupation orders. Exceptions and modifications provided by statute or in Section 1, Applicability, and in other sections of the IWC's industry and occupation orders may be used where any such provisions are enforceable and applicable to the employer.

2. MINIMUM W AG ES

Every employer shall pay to each employee wages not less than those stated above, on each effective date, per hour for all hours worked.

MEALS AND LODGING CREDITS - TAB LE

When credit for meals or lodging is used to meet part of the employer's minimum wage obligation, the amounts so credited pursuant to a voluntary written agreement may not be more than the following

EFFECTIVE:	JANUARY 1, 2017		JANUARY 1, 2018		JANUARY 1, 2019		JANUARY 1, 2020	
For an employer who employs:	26 or More Employees	25 or Fewer Employees	26 or More Employees	25 or Fewer Employees	26 or More Employees	25 or Fewer Employees	26 or More Employees	25 or Fewer Employees
LODGING								
Room occupied alone	$49.38/ week	$47.03/ week	$51.73/ week	$49.38/ week	$56.43/ week	$51.73/ week	$61.13/ week	$56.43/ week
Room shared	$40.76/ week	$38.82/ week	$42.70/ week	$40.76 week	$46.58/ week	$42.70/ week	$50.46/ week	$46.58/ week
Apartment – two thirds (2/3) of the ordinary rental value, and in no event more than:	$593.05/ month	$564.81/ month	$621.29/ month	$593.05/ month	$677.75/ month	$621.28/ month	$734.21/ month	$677.75/ month
Where a couple are both employed by the employer, two thirds (2/3) of the ordinary rental value, and in no event more than:	$877.27/ month	$835.49/ month	$919.04/ month	$877.26/ month	$1002.56/ month	$919.02/ month	$1086.07/ month	$1002.56/ month
MEALS								
Breakfast	$3.80	$3.62	$3.98	$3.80	$4.34	$3.98	$4.70	$4.34
Lunch	$5.22	$4.97	$5.47	$5.22	$5.97	$5.47	$6.47	$5.97
Dinner	$7.09	$6.68	$7.35	$7.01	$8.01	$7.34	$8.68	$8.01

Meals or lodging may not be credited against the minimum wage without a voluntary written agreement between the employer and the employee. When credit for meals or lodging is used to meet part of the employer's minimum wage obligation, the amounts so credited may not be more than the amounts stated in the table above.

4. SEPARABILITY

If the application of any provision of this Order, or any section, subsection, subdivision, sentence, clause, phrase, word or portion of this Order should be held invalid, unconstitutional, unauthorized, or prohibited by statute, the remaining provisions thereof shall not be affected thereby, but shall continue to be given full force and effect as if the part so held invalid or unconstitutional had not been included herein.

5. AMENDED PROVISIONS

This Order amends the minimum wage and meals and lodging credits in MW-2017, as well as in the IWC's industry and occupation orders. (See Orders 1-15, Secs. 4 and 10; and Order 16, Secs. 4 and 9.) This Order makes no other changes to the IWC's industry and occupation orders.

These Amendments to the Wage Orders shall be in effect as of January 1, 2019.

Questions about enforcement should be directed to the Labor Commissioner's Office. For the address and telephone number of the office nearest you, information can be found on the internet at www.dir.ca.gov/DLSE/dlse.html or under a search for "California Labor Commissioner's Office" on the internet or any other directory. The Labor Commissioner has offices in the following cities: Bakersfield, El Centro, Fresno, Long Beach, Los Angeles, Oakland, Redding, Sacramento, Salinas, San Bernardino, San Diego, San Francisco, San Jose, Santa Ana, Santa Barbara, Santa Rosa, Stockton, and Van Nuys.

EMPLOYEE RIGHTS
UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

BENEFITS & PROTECTIONS

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

ELIGIBILITY REQUIREMENTS

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

EMPLOYER RESPONSIBILITIES

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

For additional information or to file a complaint:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division

WHD WAGE AND HOUR DIVISION

THE DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING

FAMILY CARE AND MEDICAL LEAVE (CFRA LEAVE) AND PREGNANCY DISABILITY LEAVE

Under the California Family Rights Act of 1993 (CFRA), if you have more than 12 months of service with us and have worked at least 1,250 hours in the 12-month period before the date you want to begin your leave, you may have a right to family care or medical leave (CFRA leave). This leave may be up to 12 workweeks in a 12-month period for the birth, adoption, or foster care placement of your child or for your own serious health condition or that of your child, parent or spouse. While the law provides only unpaid leave, employees may choose or employers may require use of accrued paid leave while taking CFRA leave under certain circumstances.

Even if you are not eligible for CFRA leave, if you are disabled by pregnancy, childbirth or a related medical condition, you are entitled to take a pregnancy disability leave of up to four months, depending on your period(s) of actual disability. If you are CFRA-eligible, you have certain rights to take BOTH a pregnancy disability leave and a CFRA leave for reason of the birth of your child. Both leaves contain a guarantee of reinstatement–for pregnancy disability it is to the same position and for CFRA it is to the same or a comparable position–at the end of the leave, subject to any defense allowed under the law.

If possible, you must provide at least 30 days' advance notice for foreseeable events (such as the expected birth of a child or a planned medical treatment for yourself or of a family member). For events that are unforeseeable, we need you to notify us, at least verbally, as soon as you learn of the need for the leave. Failure to comply with these notice rules is grounds for, and may result in, deferral of the requested leave until you comply with this notice policy.

We may require certification from your health care provider before allowing you a leave for pregnancy disability or for your own serious health condition. We also may require certification from the health care provider of your child, parent or spouse, who has a serious health condition, before allowing you a leave to take care of that family member. When medically necessary, leave may be taken on an intermittent or reduced work schedule.

If you are taking a leave for the birth, adoption, or foster care placement of a child, the basic minimum duration of the leave is two weeks, and you must conclude the leave within one year of the birth or placement for adoption or foster care.

Taking a family care or pregnancy disability leave may impact certain of your benefits and your seniority date. If you want more information regarding your eligibility for a leave and/or the impact of the leave on your seniority and benefits, please contact _____.

Your Rights
under the
Family and Medical Leave Act of 1993

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for their employer for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles. The FMLA permits employees to take leave on an intermittent basis or to work a reduced schedule under certain circumstances.

Reasons for Taking Leave:

Unpaid leave must be granted for *any* of the following reasons:

- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son or daughter, or parent who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

At the employee's or employer's option, certain kinds of *paid* leave may be substituted for unpaid leave.

Advance Notice and Medical Certification:

The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

- The employee ordinarily must provide 30 days advance notice when the leave is "foreseeable."
- An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense) and a fitness for duty report to return to work.

Job Benefits and Protection:

- For the duration of FMLA leave, the employer must maintain the employee's health coverage under any "group health plan."
- Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Unlawful Acts by Employers:

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA:
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement:

- The U.S. Department of Labor is authorized to investigate and resolve complaints of violations.
- An eligible employee may bring a civil action against an employer for violations.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For Additional Information:

If you have access to the Internet visit our FMLA website: **http://www.dol.gov/esa/whd/fmla.** To locate your nearest Wage-Hour Office, telephone our Wage-Hour toll-free information and help line at 1-866-4USWAGE (1-866-487-9243): a customer service representative is available to assist you with referral information from 8am to 5pm **in your time zone;** or log onto our Home Page at **http://www.wagehour.dol.gov**.

U.S. Department of Labor
Employment Standards Administration
Wage and Hour Division
Washington, D.C. 20210

WH Publication 1420
Revised August 2001

*U.S. GOVERNMENT PRINTING OFFICE 2001-476-344/49051

"EEO is the Law" Poster Supplement

Employers Holding Federal Contracts or Subcontracts Section Revisions

The Executive Order 11246 section is revised as follows:

RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, NATIONAL ORIGIN

Executive Order 11246, as amended, prohibits employment discrimination based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

PAY SECRECY

Executive Order 11246, as amended, protects applicants and employees from discrimination based on inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or employees.

The Individuals with Disabilities section is revised as follows:

INDIVIDUALS WITH DISABILITIES

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship to the employer. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

The Vietnam Era, Special Disabled Veterans section is revised as follows:

PROTECTED VETERANS

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and requires affirmative action to recruit, employ, and advance in employment, disabled veterans, recently separated veterans (i.e., within three years of discharge or release from active duty), active duty wartime or campaign badge veterans, or Armed Forces service medal veterans.

Mandatory Supplement to EEOC P/E-1(Revised 11/09) "EEO is the Law" Poster.

If you believe that you have experienced discrimination contact OFCCP: 1-800-397-6251 | TTY 1-877-889-5627 | www.dol.gov.

THE DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING

TRANSGENDER RIGHTS IN THE WORKPLACE

WHAT DOES "TRANSGENDER" MEAN?

Transgender is a term used to describe people whose gender identity differs from the sex they were assigned at birth. Gender expression is defined by the law to mean a "person's gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth." Gender identity and gender expression are protected characteristics under the Fair Employment and Housing Act. That means that employers, housing providers, and businesses may not discriminate against someone because they identify as transgender or gender non-conforming. This includes the perception that someone is transgender or gender non-conforming.

WHAT IS A GENDER TRANSITION?

1. *"Social transition"* involves a process of socially aligning one's gender with the internal sense of self (e.g., changes in name and pronoun, bathroom facility usage, participation in activities like sports teams).
2. *"Physical transition"* refers to medical treatments an individual may undergo to physically align their body with internal sense of self (e.g., hormone therapies or surgical procedures).

A person does not need to complete any particular step in a gender transition in order to be protected by the law. An employer may not condition its treatment or accommodation of a transitioning employee upon completion of a particular step in a gender transition.

FAQ FOR EMPLOYERS

What is an employer allowed to ask? Employers may ask about an employee's employment history, and may ask for personal references, in addition to other non-discriminatory questions. An interviewer should not ask questions designed to detect a person's gender identity, including asking about their marital status, spouse's name, or relation of household members to one another. Employers should not ask questions about a person's body or whether they plan to have surgery.

How do employers implement dress codes and grooming standards? An employer who requires a dress code must enforce it in a non-discriminatory manner. This means that, unless an employer can demonstrate business necessity, each employee must be allowed to dress in accordance with their gender identity and gender expression. Transgender or gender non-conforming employees may not be held to any different standard of dress or grooming than any other employee.

What are the obligations of employers when it comes to bathrooms, showers, and locker rooms? All employees have a right to safe and appropriate restroom and locker room facilities. This includes the right to use a restroom or locker room that corresponds to the employee's gender identity, regardless of the employee's assigned sex at birth. In addition, where possible, an employer should provide an easily accessible unisex single stall bathroom for use by *any* employee who desires increased privacy, regardless of the underlying reason. Use of a unisex single stall restroom should always be a matter of choice. No employee should be forced to use one either as a matter of policy or due to harassment in a gender-appropriate facility. Unless exempted by other provisions of state law, all single-user toilet facilities in any business establishment, place of public accommodation, or state or local government agency must be identified as all-gender toilet facilities.

FILING A COMPLAINT

If you believe you are a victim of discrimination you may, within one year of the discrimination, file a complaint of discrimination by contacting DFEH.

If you have a disability that prevents you from submitting a written intake form on-line, by mail, or email, DFEH can assist you by scribing your intake by phone or, for individuals who are Deaf or Hard of Hearing or have speech disabilities, through the California Relay Service (711), or call us through your VRS at (800) 884-1684 (voice). DFEH is committed to providing access to our materials in an alternative format as a reasonable accommodation for people with disabilities when requested.

To schedule an appointment or to discuss your preferred format to access our materials or webpages, contact the Communication Center at (800) 884-1684 (voice or via relay operator 711) or (800) 700-2320 (TTY) or by email at contact.center@dfeh.ca.gov.

FOR MORE INFORMATION

Department of Fair Employment and Housing
Toll Free: (800) 884-1684 TTY: (800) 700-2320 dfeh.ca.gov

Also find us on:

DFEH-E04P-ENG / November 2017

Notice to Employees:

THIS EMPLOYER IS REGISTERED WITH THE EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD) AS REQUIRED BY THE CALIFORNIA UNEMPLOYMENT INSURANCE CODE AND IS REPORTING WAGE CREDITS TO THE EDD THAT ARE BEING ACCUMULATED FOR YOU TO BE USED AS A BASIS FOR:

UI

Unemployment Insurance

(funded entirely by employers' taxes)

Unemployment Insurance (UI) is paid for by your employer and provides partial income replacement when you are unemployed or your hours are reduced due to no fault of your own. To claim UI benefit payments you must also meet all UI eligibility requirements, including that you must be available for work and searching for work.

How to File a New UI Claim

Use one of the following methods:

- **Online:** UI Online℠ is the fastest and most convenient way to file your UI claim. Visit **www.edd.ca.gov/UI_Online** to get started.
- **Phone:** Representatives are available at the following toll-free numbers, Monday through Friday between **8 a.m. to 12 noon** (Pacific Standard Time) except during state holidays.

English	**1-800-300-5616**	**Cantonese**	**1-800-547-3506**	**Vietnamese**	**1-800-547-2058**
Spanish	**1-800-326-8937**	**Mandarin**	**1-866-303-0706**	**TTY**	**1-800-815-9387**

- **Fax or Mail:** When accessing UI Online to file a new claim, some customers will be instructed to fax or mail their UI application to the EDD. If this occurs, the *Unemployment Insurance Application*, DE 1101I, will display. For faster and more secure processing, fax the completed form to the number listed on the form. If mailing your UI application, use the address on the form and allow additional time for processing.

Important: Waiting to file your UI claim may delay benefit payments.

DI

Disability Insurance

(funded entirely by employees' contributions)

Disability Insurance (DI) is funded by employees' contributions and provides partial wage replacement benefits to eligible Californians who are unable to work due to a non-work-related illness, injury, pregnancy, or disability.

Your employer must provide the *Disability Insurance Provisions*, DE 2515 brochure, to newly hired employees and to each employee who is unable to work due to a non-work-related illness, injury, pregnancy, or disability.

How to File a New DI Claim

Use one of the following methods:

- **Online:** SDI Online is the fastest and most convenient way to file your claim. Visit **www.edd.ca.gov/SDI_Online** to get started.
- **Mail:** To file a claim with the EDD by mail, complete and submit a *Claim for Disability Insurance (DI) Benefits*, DE 2501 form. You can obtain a paper claim form from your employer, physician/practitioner, visiting a State Disability Insurance office, online at **www.edd.ca.gov/Forms**, or by calling 1-800-480-3287.

Note: If your employer maintains an approved Voluntary Plan for DI coverage, contact your employer for assistance.

For more information about DI, visit **www.edd.ca.gov/disability** or call 1-800-480-3287.
State government employees should call 1-866-352-7675.
TTY (for deaf or hearing-impaired individuals only) is available at 1-800-563-2441.

PFL

Paid Family Leave

(funded entirely by employees' contributions)

Paid Family Leave (PFL) is funded by employees' contributions and provides partial wage replacement benefits to eligible Californians who need time off work to care for seriously ill child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, or registered domestic partner. Benefits are also available to parents who need time off work to bond with a new child entering the family by birth, adoption, or foster care placement.

Your employer must provide the *Paid Family Leave*, DE 2511 brochure, to newly hired employees and to each employee who is taking time off work to care for a seriously ill family member or to bond with a new child.

How to File a New PFL Claim

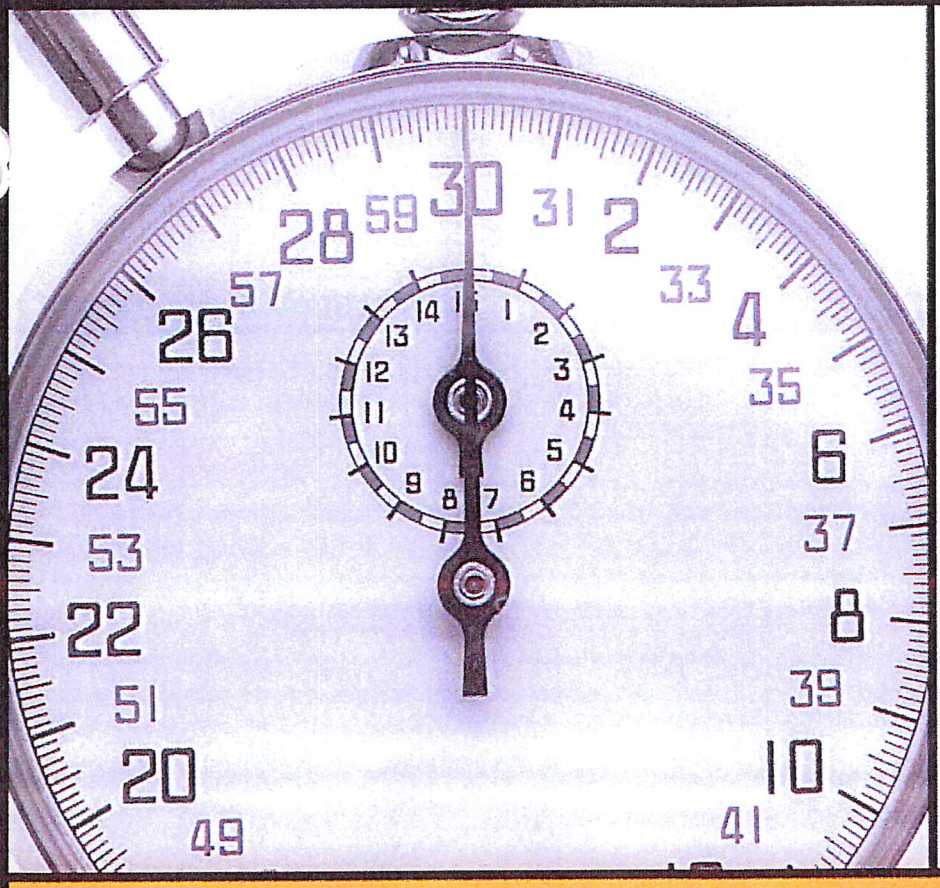
Use one of the following methods:

- **Online:** SDI Online is the fastest and most convenient way to file your claim. Visit **www.edd.ca.gov/SDI_Online** to get started.
- **Mail:** To file a claim with the EDD by mail, complete and submit a *Claim for Paid Family Leave (PFL) Benefits*, DE 2501F form. You can obtain a paper claim form from your employer, a physician/practitioner, visiting a State Disability Insurance office, online at **www.edd.ca.gov/Forms**, or by calling 1-877-238-4373.

Note: If your employer maintains an approved Voluntary Plan for PFL coverage, contact your employer for assistance.

For more information about PFL, visit **www.edd.ca.gov/disability** or call 1-877-238-4373.
State government employees should call 1-877-945-4747.
TTY (for deaf or hearing-impaired individuals only) is available at 1-800-445-1312.

Note: Some employees may be exempt from coverage by the above insurance programs. It is illegal to make a false statement or to withhold facts to claim benefits. For additional general information, visit the EDD website at **www.edd.ca.gov**.

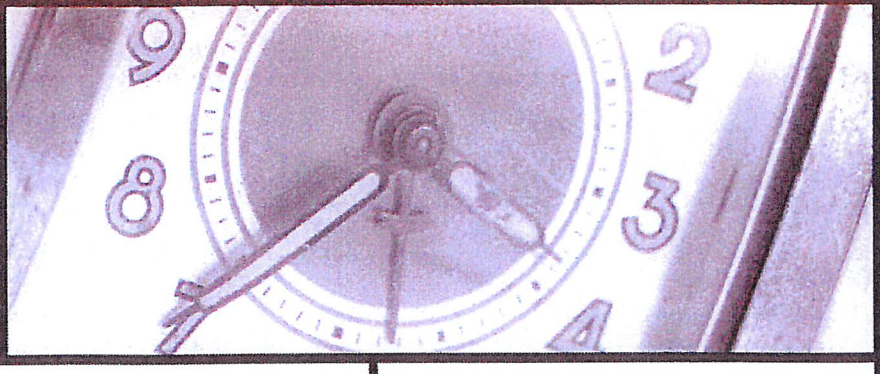


IF A VOTER DOES NOT HAVE SUFFICIENT TIME OUTSIDE OF WORKING HOURS TO VOTE AT A STATEWIDE ELECTION, THE VOTER MAY, WITHOUT LOSS OF PAY, TAKE OFF ENOUGH working time which when added to the voting time available outside of working hours will enable the voter to vote. No more than two hours of the time taken off for voting shall be without loss of pay.

(California Elections Code Section 14000)

TIME OFF TO VOTE

The time off for voting shall be only at the beginning or end of the regular working shift, whichever allows for the most free time for voting and the least time off from the regular working shift, unless otherwise mutually agreed.



If the employee on the third working day prior to the day of election, knows or has reason to believe that time off will be necessary to be able to vote on election day, the employee shall give the employer at least two working days' notice that time off for voting is desired, in accordance with the provisions of this section.

SECRETARY OF STATE

DEBRA BOWEN

1500 11TH STREET, 5TH FLOOR

SACRAMENTO, CA 95814

Tel 916-657-2166 / Fax 916-653-3214

ACCESS TO MEDICAL AND EXPOSURE RECORDS

www.dir.ca.gov

BY CAL/OSHA REGULATION - GENERAL INDUSTRY SAFETY ORDER 3204 - YOU HAVE THE RIGHT TO SEE AND COPY:

- **Your medical records and records of exposure to toxic substances or harmful physical agents.**
- **Records of exposure to toxic substances or harmful physical agents of other employees with work conditions similar to yours.**
- **Safety Data Sheets (SDS) or other information that exists for chemicals or substances used in the workplace, or which employees may be exposed.**

THESE RECORDS ARE AVAILABLE AT: Marquee Fire Protection

(Location)

710 West Stadium Lane, Sacramento, CA 95834-1130

FROM: Jeff Awtrey or Kimberly Reed

(Person Responsible)

A COPY OF THE GENERAL INDUSTRY SAFETY ORDER 3204 IS AVAILABLE FROM:

On Internet:

https//www.dir.ca.gov/title8/3204.html ALSO, a copy is in your MFP Employee Handbook (blue binder)

The above information satisfies the requirements of GISO 3204 (g), which may be fulfilled by posting this placard in the workplace, or by any similar method the employer chooses.

STATE OF CALIFORNIA
CAL OSHA
DEPARTMENT OF INDUSTRIAL RELATIONS

www.dir.ca.gov/dosh/dosh1.html

January 2015

State of California
Department of Industrial Relations
Division of Occupational Safety and Health
1515 Clay Street, Suite 1901
Oakland, CA 94612
Phone: (510) 286-7000
Fax: (510) 286-7037

OSHA® QUICK CARD™

Safe Forklift Operation

Forklift operators and employees working around these operations are at risk of hazards such as collisions, falls, tip-overs, and struck-by conditions. Ways to prevent these hazards include:

Forklift Operations

- Always wear a seatbelt when the vehicle has one.
- Never exceed the rated load and ensure it is balanced.
- Place the forklift in neutral and set the parking brake before raising the load.
- Keep a safe distance from platform and ramp edges.
- Be aware of other forklifts in the work area.
- Have clear visibility of the work area when loading and operating a forklift.
- Use the grab bar and proper footing to enter the lift.
- Use lights, mirrors, and horns.
- Watch for pedestrians and observe the speed limit.
- Do not use the forks to lift people.

Safety Training

- Only trained workers may operate a forklift.
- Ensure operators are trained on types of trucks in use.

Forklift Maintenance

- Remove from service any forklift found to be in unsafe operating condition.
- Perform preventive maintenance according to the manufacturer's recommendations.
- Keep forklifts in clean condition; free of lint, excess oil, and grease.

For more information:

U.S. Department of Labor

OSHA® Occupational Safety and Health Administration

www.osha.gov (800) 321-OSHA (6742)

OSHA 3949-06 2018

U.S. Department of Labor

OSHA®
Occupational Safety and Health Administration

Job Safety and Health
IT'S THE LAW!

All workers have the right to:

- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a work-related injury or illness, without being retaliated against.
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request an OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. OSHA will keep your name confidential. You have the right to have a representative contact OSHA on your behalf.
- Participate (or have your representative participate) in an OSHA inspection and speak in private to the inspector.
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights.
- See any OSHA citations issued to your employer.
- Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

This poster is available free from OSHA.

Employers must:

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards.
- Report to OSHA all work-related fatalities within 8 hours, and all inpatient hospitalizations, amputations and losses of an eye within 24 hours.
- Provide required training to all workers in a language and vocabulary they can understand.
- Prominently display this poster in the workplace.
- Post OSHA citations at or near the place of the alleged violations.

FREE ASSISTANCE to identify and correct hazards is available to small and medium-sized employers, without citation or penalty, through OSHA-supported consultation programs in every state.

Contact OSHA. We can help.

1-800-321-OSHA (6742) • TTY 1-877-889-5627 • www.osha.gov

OSHA 3165-04R 2016

INJURIES ON THE JOB

Marquee Fire Protection - Workers' Compensation Benefits

California law guarantees certain benefits to employees who are injured or become ill because of their jobs. (Revised 11/04)

IF A WORK INJURY OCCURS:

Workers's compensation covers any job related injury - even first-aid type injuries and work-related illness, including and work-related illnesses including physical or psychiatric injuries resulting from a workplace crime. It can be caused by one event, such as a fall, or repeated exposures, such as doing a repetitive motion over time. The key is whether it was caused by the job. (Some injuries from voluntary, off-duty, recreational, social or athletic activity- for example, the company bowling team - may not be covered. Check with your supervisor or the claims administrator listed below if you have any questions).

• **Medical Care:** Your claims administrator will pay all reasonable and necessary medical care for your work injury or illness, so you should never see a bill. Medical benefits may include treatment by a doctor, hospital services, lab tests, x-rays, physical therapy, and medicines, but for injuries occurring on or after January 1, 2004, there is a limit on some medical services.

The claims administrator will arrange medical treatment, often by specialist for your particular injury. If you want to change doctors, your claims administrator will give you a list of doctors to choose from. You can be treated immediately by your personal doctor who has treated you in the past and has your medical records if: 1) Your employer provides group health coverage; 2) prior to the injury your doctor agreed to treat you for work injuries and illnesses; and 3) you gave your employer the doctor's name and address in writing before the injury. Otherwise you can generally switch to another doctor 30 days after the injury is reported, though different rules govern employer medical control if your personal doctor is a chiropractor or acupuncturist, or you are a member of a Health Care Organization or a workers' compensation medical provider network, so check with your claims administrator if that's the case. Be sure to notify your claims administrator anytime you plan to switch doctors.

• **Payment for Temporary Disability (Lost Wages):** If you can't work while you are recovering from a job injury or ilness, you will receive temporary disability payments. Temporary disability payments may change or stop when your docotr says you are able to return to work, and for most injuries, state law limits temporary disabiolity payments to a maximum of two years from the date of the first payment. These benefits are tax free. Temporary disability payments are two-thirds of your average weekly pay, subject to m=minimums and maximums set by state law. Payments are not made for the first three days unless you are hospitalized or cnnot work for more than 14 days.

• **Payment for Permanent Disability:** If your injury or illness results in a permanent disability, you may receive additional payments. The amount will be based on the portion of your permanent disability that is directly attributable to your work and will also depend on the type of injury, your age, occupation, and date of injury.

• **Vocational Rehabilitation:** If your injury or illness occurred prior to 2004, and it results in a permanent disability, prevents you from returning to the same type of job, and your employer doesn't offer appropriate modified or alternative work, you may qualify for vocational rehabilitation. If you qualify, your claims administrator will pay the costs, up to a maximum set by state law.

• **Supplemental Job Displacement Benefits:** If your injury occurrs on or after January 1, 2004, and it results in a permanent disability, your employer doesn't offer appropriate modified or alternative work, and you don't return to work within 60 days after your temporary disability ends, you may qualify for a nontransferable voucher to use for education-related retraininga and/or skill enhancement at a state-approved school. The maximum amount of the voucher reanges from $4,000 to $10,000, based on your level of permanent disablility. If you qualify, your claims administrator will pay the costs, up to the maximum set by state law.

• **Death Benefits:** If the injury or illness causes death, payments may be made to relatives or household members who were financially dependent on the worker.

IN THE EVENT OF A WORK INJURY:

1. Seek first aid. If emergency medical care is needed, call for help immediately and obtain the best available treatment until emergency personnel arrive. Emergency telephone numbers are listed below.
2. Report all injuries IMMEDIATELY to your Supervisor or **JEFF AWTREY** (employer representative) **Phone: (916) 641-7997**
   Your employer is required to provide you with a claim form within one working day of learning of your injury, so insure your right to benefits by reporting every injury no matter how slight and request a claim form if it's more than a simple first aid injury. Your employer must notify the calims administrator and authorize medical care consistent with applicable treatment guidelines within one working day of receiving your claim form and will direct you to a doctor, clinic or hospital, if necessary. Until a claim is accepted or rejected, employers may be liable for as much as $10,000 in treatment. Any delay in reporting an injury may delay workers' compensation benefits and you may not be able to get benefits if you don't file a claim within one year of the date of injury, the date you knew the injury was work related, or the date benefits were last provided. If your claim or benefits are denied, you have aright to challenge the decision, but here are deadlines for filing the necessary papers at the Workers' Compensation Appeals Board, so don't delay.
3. See your employer representative or claims administrator if you have questions. It is illegal for an employer to fire or discriminate against you just because you file, intend to file, or settle a workers' compensation claim, or because you testify for a co-worker who was injured. If you prove this kind of discrimination, you may receive job reinstatement, lost wages and increased benefits, plus costs and expenses up to limits set by the state.

(Note: Marquee Fire Protection is NOT self-insured)

EMERGENCY TELEPHONE NUMBERS

Hospital:	Workers' Comp Job Specific List in Foreman's Package - OR - Hospital Lists in this Manual		
Doctor:	Your Primary Care Doctor	Police:	911
Ambulance:	911	Fire:	911

CLAIMS ADMINISTERED BY: REDWOOD FIRE and CASUALTY (Policy No. W7636565) Claim Phone: 800-339-9809

Note: Employees may contact the California Division of Labor Standards Enforcement at (800) 736-7401 to report workers' compensation coverage that has expired.

WARNING: - - WORKERS' COMPENSATION FRAUD IS A FELONY - -

Anyone who makes or causes to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony.

Employment Development Department
State of California

NOTICE TO EMPLOYEES
UNEMPLOYMENT INSURANCE BENEFITS

This employer is registered under the California Unemployment Insurance Code and is reporting wage credits to the Employment Development Department (EDD) that are being accumulated for you to be used as a basis for Unemployment Insurance benefits.

You may be eligible to receive Unemployment Insurance benefits if you are:

- Unemployed or working less than full-time.
  and
- Out of work due to no fault of your own and physically able to work, ready to accept work, and looking for work.

Employees of Educational Institutions:

Unemployment Insurance benefits based on wages earned while employed by a public or nonprofit educational institution may not be paid during a school recess period if the employee has reasonable assurance of returning to work at the end of the recess period (California Unemployment Insurance Code section 1253.3). Benefits based on other covered employment may be payable during recess periods if the unemployed individual is in all other respects eligible, and the wages earned in other covered employment are sufficient to establish an Unemployment Insurance claim after excluding wages earned from a public or nonprofit educational institution(s).

Note: Some employees may be exempt from Unemployment and Disability Insurance coverage.

The fastest way to file for Unemployment Insurance (UI) is with UI Online at www.edd.ca.gov/UI_Online.

You may also file for Unemployment Insurance by calling toll-free from anywhere in the U.S. at:

English	1-800-300-5616	Mandarin	1-866-303-0706
Spanish	1-800-326-8937	Vietnamese	1-800-547-2058
Cantonese	1-800-547-3506	TTY	1-800-815-9387

Note: Waiting to file a claim could delay benefits.
EDD representatives are available Monday through Friday between 8 a.m. and 12 noon (Pacific Time).

The Division of Labor Standards Enforcement believes that the sample posting below meets the requirements of Labor Code Section 1102.8(a). This document must be printed to 8.5 x 14 inch paper with margins no larger than one-half inch in order to conform to the statutory requirement that the lettering be larger than size 14 point type.

WHISTLEBLOWERS ARE PROTECTED

It is the public policy of the State of California to encourage employees to notify an appropriate government or law enforcement agency, person with authority over the employee, or another employee with authority to investigate, discover, or correct the violation or noncompliance, and to provide information to and testify before a public body conducting an investigation, hearing or inquiry, when they have reason to believe their employer is violating a state or federal statute, or violating or not complying with a local, state or federal rule or regulation.

Who is protected?

Pursuant to California Labor Code Section 1102.5, employees are the protected class of individuals. "Employee" means any person employed by an employer, private or public, including, but not limited to, individuals employed by the state or any subdivision thereof, any county, city, city and county, including any charter city or county, and any school district, community college district, municipal or public corporation, political subdivision, or the University of California. [California Labor Code Section 1106]

What is a whistleblower?

A "whistleblower" is an employee who discloses information to a government or law enforcement agency, person with authority over the employee, or to another employee with authority to investigate, discover, or correct the violation or noncompliance, or who provides information to or testifies before a public body conducting an investigation, hearing or inquiry, where the employee has reasonable cause to believe that the information discloses:

1. A violation of a state or federal statute,
2. A violation or noncompliance with a local, state or federal rule or regulation, or
3. With reference to employee safety or health, unsafe working conditions or work practices in the employee's employment or place of employment.

A whistleblower can also be an employee who refuses to participate in an activity that would result in a violation of a state or federal statute, or a violation of or noncompliance with a local, state or federal rule or regulation.

What protections are afforded to whistleblowers?

1. An employer may not make, adopt, or enforce any rule, regulation, or policy preventing an employee from being a whistleblower.
2. An employer may not retaliate against an employee who is a whistleblower.
3. An employer may not retaliate against an employee for refusing to participate in an activity that would result in a violation of a state or federal statute, or a violation or noncompliance with a state or federal rule or regulation.
4. An employer may not retaliate against an employee for having exercised his or her rights as a whistleblower in any former employment.

Under California Labor Code Section 1102.5, if an employer retaliates against a whistleblower, the employer may be required to reinstate the employee's employment and work benefits, pay lost wages, and take other steps necessary to comply with the law.

How to report improper acts

If you have information regarding possible violations of state or federal statutes, rules, or regulations, or violations of fiduciary responsibility by a corporation or limited liability company to its shareholders, investors, or employees, **call the California State Attorney General's Whistleblower Hotline at 1-800-952-5225.** The Attorney General will refer your call to the appropriate government authority for review and possible investigation.

EMPLOYERS MUST PROVIDE THIS INFORMATION TO NEW WORKERS WHEN HIRED AND TO OTHER WORKERS WHO ASK FOR IT

RIGHTS OF VICTIMS OF DOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING

Your Right to Take Time Off:

- You have the right to take time off from work to get help to protect you and your children's health, safety or welfare. You can take time off to get a restraining order or other court order.
- If your company has 25 or more workers, you can take time off from work to get medical attention or services from a domestic violence shelter, program or rape crisis center, psychological counseling, or receive safety planning related to domestic violence, sexual assault, or stalking.
- You may use available vacation, personal leave, accrued paid sick leave or compensatory time off for your leave unless you are covered by a union agreement that says something different. Even if you don't have paid leave, you still have the right to time off.
- In general, you don't have to give your employer proof to use leave for these reasons.
- If you can, you should tell your employer before you take time off. Even if you cannot tell your employer before, your employer cannot discipline you if you give proof explaining the reason for your absence within a reasonable time. Proof can be a police report, court order or doctor's or counselor's note or similar document.

Your Right to Reasonable Accommodation:

- You have the right to ask your employer for help or changes in your workplace to make sure you are safe at work. Your employer must work with you to see what changes can be made. Changes in the workplace may include putting in locks, changing your shift or phone number, transferring or reassigning you, or help with keeping a record of what happened to you. Your employer can ask you for a signed statement certifying that your request is for a proper purpose, and may also request proof showing your need for an accommodation. Your employer cannot tell your coworkers or anyone else about your request.

Your Right to Be Free from Retaliation and Discrimination:

Your employer cannot treat you differently or fire you because:

- You are a victim of domestic violence, sexual assault, or stalking.
- You asked for leave time to get help.
- You asked your employer for help or changes in the workplace to make sure you are safe at work.

You can file a complaint with the Labor Commissioner's Office against your employer if he/she retaliates or discriminates against you.

For more information, contact the California Labor Commissioner's Office. We can help you by phone at 213-897-6595, or you can find a local office on our website: www.dir.ca.gov/dlse/DistrictOffices.htm. If you do not speak English, we will provide an interpreter in your language at no cost to you. This Notice explains rights contained in California Labor Code sections 230 and 230.1. Employers may use this Notice or one substantially similar in content and clarity.

SAFETY AND HEALTH PROTECTION ON THE JOB

State of California
Department of Industrial Relations

California law provides workplace safety and health protections for workers through regulations enforced by the Division of Occupational Safety and Health (Cal/OSHA). This poster explains some basic requirements and procedures to comply with the state's workplace safety and health standards and orders. The law requires that this poster be displayed. Failure to do so could result in a substantial penalty. Cal/OSHA standards can be found at www.dir.ca.gov/samples/search/query.htm.

WHAT AN EMPLOYER MUST DO:

All employers must provide work and workplaces that are safe and healthful. In other words, as an employer, you must follow state laws governing job safety and health. Failure to do so can result in a threat to the life or health of workers, and substantial monetary penalties.

You must display this poster in a conspicuous place where notices to employees are customarily posted so everyone on the job can be aware of basic rights and responsibilities.

You must have a written and effective Injury and Illness Prevention Program (IIPP) meeting the requirements of California Code of Regulations, title 8, section 3203 (www.dir.ca.gov/title8/3203.html).

You must be aware of hazards your employees face on the job and keep records showing that each employee has been trained in the hazards unique to each job assignment.

You must correct any hazardous condition that you know may result in injury to employees. Failure to do so could result in criminal charges, monetary penalties, and even incarceration.

You must notify a local Cal/OSHA district office of any serious injury or illness, or death, occurring on the job. Be sure to do this immediately after calling for emergency help to assist the injured employee. Failure to report a serious injury or illness, or death, within 8 hours can result in a minimum civil penalty of $5,000.

WHAT AN EMPLOYER MUST NEVER DO:

Never permit an employee to do work that violates Cal/OSHA workplace safety and health regulations.

Never permit an employee to be exposed to harmful substances without providing adequate protection.

Never allow an untrained employee to perform hazardous work.

EMPLOYEES HAVE CERTAIN WORKPLACE SAFETY & HEALTH RIGHTS:

As an employee, you (or someone acting for you) have the right to file a confidential complaint and request an inspection of your workplace if you believe conditions there are unsafe or unhealthful. This is done by contacting the local Cal/OSHA district office (see list of offices). Your name is not revealed by Cal/OSHA, unless you request otherwise.

You also have the right to bring unsafe or unhealthful conditions to the attention of the Cal/OSHA investigator inspecting your workplace.

Any employee has the right to refuse to perform work that would violate an occupational safety or health standard or order where such violation would create a real and apparent hazard to the employee or other employees.

You may not be fired or punished in any way for filing a complaint about unsafe or unhealthful working conditions, or for otherwise exercising your rights to a safe and healthful workplace. If you feel that you have been fired or punished for exercising your rights, you may file a complaint about this type of discrimination by contacting the nearest office of the California Department of Industrial Relations, Division of Labor Standards Enforcement (Labor Commissioner's Office) or the San Francisco office of the U.S. Department of Labor, Occupational Safety and Health Administration. (Employees of state or local government agencies may only file these complaints with the California Labor Commissioner's Office.) Consult your local telephone directory for the office nearest you.

EMPLOYEES ALSO HAVE RESPONSIBILITIES:

To keep the workplace and your coworkers safe, you should tell your employer about any hazard that could result in an injury or illness to an employee.
While working, you must always obey state workplace safety and health laws.

SPECIAL RULES APPLY FOR WORK AROUND HAZARDOUS SUBSTANCES:

Employers who use any substance that is listed as a hazardous substance in California Code of Regulations, title 8, section 339 (www.dir.ca.gov/title8/339.html), or is covered by the Hazard Communication standard (www.dir.ca.gov/title8/5194.html) must provide employees information on the hazardous chemicals in their work areas, access to safety data sheets, and training on how to use hazardous chemicals safely.

Employers shall make available on a timely and reasonable basis a safety data sheet on each hazardous substance in the workplace upon request of an employee, an employee's collective bargaining representative, or an employee's physician.

Employees have the right to see and copy their medical records and records of exposure to potentially toxic materials or harmful physical agents.

Employers must allow access by employees or their representatives to accurate records of employee exposures to potentially toxic materials or harmful physical agents, and notify employees of any exposures in concentration or levels exceeding the exposure limits allowed by Cal/OSHA standards.

Any employee or their representative has the right to observe monitoring or measuring of employee exposure to hazards conducted to comply with Cal/OSHA regulations.

WHEN CAL/OSHA COMES TO THE WORKPLACE:

A trained Cal/OSHA safety engineer or industrial hygienist may visit the workplace to make sure your company is obeying workplace safety and health laws.

Inspections are also conducted when an employee files a valid complaint with Cal/OSHA.

Cal/OSHA also goes on-site to the workplace to investigate a serious injury or illness, or fatality.

When an inspection begins, the Cal/OSHA investigator will show official identification.

The employer, or someone the employer chooses, will be given an opportunity to accompany the investigator during the inspection. An authorized representative of the employees will be given the same opportunity. Where there is no authorized employee representative, the investigator will talk to a reasonable number of employees about safety and health conditions at the workplace.

VIOLATIONS, CITATIONS, AND PENALTIES:

If the investigation shows that the employer has violated a safety and health standard or order, Cal/OSHA may issue a citation. Each citation carries a monetary penalty and specifies a date by which the violation must be abated. A notice, which carries no monetary penalty, may be issued in lieu of a citation for certain non-serious violations.

Penalty amounts depend in part on the classification of the violation as regulatory, general, serious, repeat, or willful; and whether the employer failed to abate a previous violation involving the same hazardous condition. Base penalty amounts, penalty adjustment factors, and minimum and maximum penalty amounts are set forth in California Code of Regulations, title 8, section 336 (www.dir.ca.gov/title8/336.html). In addition, a willful violation that causes death or permanent impairment of the body of any employee can result, upon conviction, in a fine of up to $250,000 or imprisonment up to three years, or both, and if the employer is a corporation or limited liability company, the fine may be up to $1.5 million.

The law provides that employers may appeal citations within 15 working days of receipt to the Occupational Safety and Health Appeals Board.

An employer who receives a citation, Order to Take Special Action, or Special Order must post it prominently at or near the place of the violation for three working days, or until the unsafe condition is corrected, whichever is longer, to warn employees of danger that may exist there. Any employee may protest the time allowed for correction of the violation to the Division of Occupational Safety and Health or the Occupational Safety and Health Appeals Board.

HELP IS AVAILABLE:

To learn more about workplace safety rules, you may contact Cal/OSHA Consultation Services for free information, required forms, and publications. You can also contact a local district office of Cal/OSHA. If you prefer, you may retain a competent private consultant, or ask your workers' compensation insurance carrier for guidance in obtaining information.

Call the FREE Worker Information Helpline – (866) 924-9757

DIVISION OF OCCUPATIONAL SAFETY AND HEALTH (CAL/OSHA)

HEADQUARTERS: 1515 Clay Street, Ste. 1901, Oakland, CA 94612 – Telephone (510) 286-7000

District Offices

American Canyon	3419 Broadway St., Ste. H8, American Canyon 94503	(707) 649-3700
Bakersfield	7718 Meany Ave., Bakersfield 93308	(661) 588-6400
Foster City	1065 East Hillsdale Bl., Ste. 110, Foster City 94404	(650) 573-3812
Fremont	39141 Civic Center Dr., Ste. 310, Fremont 94538	(510) 794-2521
Fresno	2550 Mariposa St., Rm. 4000, Fresno 93721	(559) 445-5302
Long Beach	3939 Atlantic Ave., Ste. 212, Long Beach 90807	(562) 506-0810
Los Angeles	320 West Fourth St., Rm. 820, Los Angeles 90013	(213) 576-7451
Modesto	4206 Technology Dr., Ste. 3, Modesto 95356	(209) 545-7310
Monrovia	800 Royal Oaks Dr., Ste. 105, Monrovia 91016	(626) 239-0369
Oakland	1515 Clay St., Ste. 1303, Box 41, Oakland 94612	(510) 622-2916
Redding	381 Hemsted Dr., Redding 96002	(530) 224-4743
Sacramento	2424 Arden Way, Ste. 160, Sacramento 95825	(916) 263-2800
San Bernardino	464 West Fourth St., Ste. 332, San Bernardino 92401	(909) 383-4321
San Diego	7575 Metropolitan Dr., Ste. 207, San Diego 92108	(619) 767-2280
San Francisco	455 Golden Gate Ave., Rm. 9516, San Francisco 94105	(415) 557-0100
Santa Ana	2000 E. McFadden Ave., Ste. 122, Santa Ana 92705	(714) 558-4451
Van Nuys	6150 Van Nuys Blvd., Ste. 405, Van Nuys 91401	(818) 901-5403

Regional Offices

San Francisco	455 Golden Gate Ave., Rm 9516, San Francisco 94102	(415) 557-0300
Sacramento	2424 Arden Way Ste. 300, Sacramento 95825	(916) 263-2803
Santa Ana	2000 E. McFadden Ave. Ste. 119, Santa Ana 92705	(714) 558-4300
Monrovia	750 Royal Oaks Dr., Ste. 105, Monrovia 91016	(626) 470-9122

Cal OSHA Consultation Services

Field / Area Offices

•Fresno / Central Valley	2550 Mariposa Mall, Rm. 2005 Fresno 93721	(559) 445-6800
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Group 1. General Physical Conditions and Structures Orders
Introduction

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§3204. Access to Employee Exposure and Medical Records.

Workplace postings

(a) Purpose. The purpose of this section is to provide employees and their designated representatives and authorized representatives of the Chief of the Division of Occupational Safety and Health (DOSH) a right of access to relevant exposure and medical records. Access by employees, their representatives, and representatives of DOSH is necessary to yield both direct and indirect improvements in the detection, treatment, and prevention of occupational disease. Each employer is responsible for assuring compliance with this section, but the activities involved in complying with the access to medical records provisions can be carried out, on behalf of the employer, by the physician or other health care personnel in charge of employee medical records. Except as expressly provided, nothing in this section is intended to affect existing legal and ethical obligations concerning the maintenance and confidentiality of employee medical information, the duty to disclose information to a patient/employee or any other aspect of the medical-care relationship, or affect existing legal obligations concerning the protection of trade secret information.

(b) Scope and Application.

(1) This section applies to each employer who makes, maintains, contracts for, or has access to employee exposure or medical records, or analyses thereof, pertaining to employees exposed to toxic substances or harmful physical agents.

(2) This section applies to all employee exposure and medical records, and analyses thereof, of employees exposed to toxic substances or harmful physical agents, whether or not the records are related to specific occupational safety and health standards.

(3) This section applies to all employee exposure and medical records, and analyses thereof, made or maintained in any manner by the employer, both on an in-house and on a contractual (e.g., fee-for-service) basis. Each employer shall assure that the preservation and access requirements of this section are complied with regardless of the manner in which records are made or maintained.

(c) Definitions.

(1) Access. The right and opportunity to examine and copy.

(2) Analysis Using Exposure or Medical Records. Any compilation of data, or any research, statistical or other study based at least in part on information collected from individual employee exposure or medical records or information collected from health insurance claims records, provided that either the analysis has been reported to the employer or no further work is currently being done by the person responsible for preparing the analysis.

(3) Designated Representative. Any individual or organization to whom an employee gives written authorization to exercise a right of access. A recognized or certified collective bargaining agent shall be treated automatically as a designated representative for the purpose of access to employee exposure records and analyses using exposure or medical records, but access to an employee's medical records requires the employee's written consent.

(4) Employee. A current employee, a former employee, or an employee being assigned or transferred to work where there will be exposure to toxic substances or harmful physical agents. For the purpose of this section, a deceased or legally incapacitated employee's legal representative may exercise all of the employee's rights under this section.

(5) Employee Exposure Record. A record containing any of the following kinds of information concerning employee exposure to toxic substances or harmful physical agents:

(A) Environmental (workplace) monitoring or measuring, including personal, area, grab, wipe, or other form of sampling, as well as related collection and analytical methodologies, calculations, and other background data relevant to interpretation of the results obtained;

(B) Biological monitoring results which directly assess the absorption of a toxic substance or harmful physical agent by body systems (e.g., the level of chemical in the blood, urine, breath, hair, fingernails, etc.) but not including results which assess the biological effect of a substance or agent or which assess an employee's use of alcohol or drugs;

(C) Safety data sheets indicating that the material may pose a hazard to human health; or

(D) In the absence of (A), (B) or (C) above, a record, such as a chemical inventory or any other record, which reveals the identity (e.g., chemical, common, or trade name) of a toxic substance or harmful physical agent and where and when the toxic substance or harmful physical agent was used.

(6) Employee Medical Record. A record concerning the health status of an employee which is made or maintained by a physician, nurse, or other health care personnel, or technician.

(A) Employee medical record includes the following:

1. Medical and employment questionnaires or histories (including job description and occupational exposures);

2. The results of medical examinations (pre-employment, pre-assignment, periodic, or episodic) and laboratory tests (including chest and other X-ray examinations taken for the purposes of establishing a base-line or detecting occupational illness, and all biological monitoring not defined as an â€œemployee exposure recordâ€□);

3. Medical opinions, diagnoses, progress notes, and recommendations;

4. First-aid records;

5. Descriptions of treatments and prescriptions; and

6. Employee medical complaints.

(B) Employee medical record does not include medical information in the form of:

1. Physical specimens (e.g. blood or urine samples) which are routinely discarded as a part of normal medical practice; or

2. Records concerning health insurance claims if maintained separately from the employer's medical program and its records, and not accessible to the employer by employee name or other direct personal identifier (e.g., social security number, payroll number, etc.); or

3. Records created solely in preparation for litigation which are protected from discovery under the applicable rules of procedure or evidence; or

4. Records concerning voluntary employee assistance programs (alcohol, drug abuse, or personal counseling programs) if maintained separately from the employer's medical program and its records.

(7) Employer. A current employer, a former employer, or a successor employer.

(8) Exposure or Exposed. Employee subjection to a toxic substance or harmful physical agent in the course of employment through any route of entry (inhalation, ingestion, skin contact or absorption, etc.), and includes past exposure and potential (e.g., accidental or possible) exposure, but does not include situations where the employer can demonstrate that the toxic substance or harmful physical agent is not used, handled, stored, generated, or present in the workplace in any manner different from typical non-occupational situations.

(9) Health Professional. A physician, occupational health nurse, industrial hygienist, toxicologist, or epidemiologist providing medical or other occupational health services to exposed employees.

(10) Record. Any item, collection, or grouping of information regardless of the form or process by which it is maintained (e.g., paper document, microfiche, microfilm, X-ray film, or automated data processing).

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

(12) Specific Written Consent.

(A) A written authorization containing the following:

1. The name and signature of the employee authorizing the release of medical information;

2. The date of the written authorization;

3. The name of the individual or organization that is authorized to release the medical information;

4. The name of the designated representative (individual or organization) that is authorized to receive the released information;

5. A general description of the medical information that is authorized to be released;

6. A general description of the purpose for release of the medical information; and

7. A date or condition upon which the written authorization will expire (if less than one year).

(B) A written authorization does not operate to authorize the release of medical information not in existence on the date of written authorization, unless the release of future information is expressly authorized, and does not operate for more than one year from the date of written authorization.

(C) A written authorization may be revoked in writing prospectively at any time.

(13) Toxic Substance or Harmful Physical Agent. Any chemical substance, biological agent (bacteria, virus, fungus, etc.), or physical stress (noise, heat, cold, vibration, repetitive motion, ionizing and non-ionizing radiation, hypo- or hyperbaric pressure, etc.) which:

(A) Is regulated by any California or Federal law or rule due to a hazard to health;

(B) Is listed in the latest printed edition of the National Institute for Occupational Safety and Health (NIOSH) Registry of Toxic Effects of Chemical Substances (RTECS) (See Appendix B);

(C) Has yielded positive evidence of an acute or chronic health hazard in human, animal, or other biological testing conducted by, or known to, the employer; or

(D) Is the subject of a safety data sheet kept by or known to the employer which indicates that the material may pose a hazard to human health.

(14) Trade Secret. Any confidential formula, pattern, process, device, or information or compilation of information that is used in an employer's business and that gives the employer an opportunity to obtain an advantage over competitors who do not know or use it.

(d) Preservation of Records.

(1) Unless a specific occupational safety and health regulation provides a different period of time, each employer shall assure the preservation and retention of records as follows:

(A) Employee Medical Records. The medical record for each employee shall be preserved and maintained for at least the duration of employment plus thirty (30) years, except that the following types of records need not be retained for any specific period:

1. Health insurance claims records maintained separately from the employer's medical program and its records;

2. First aid records (not including medical histories) of one-time treatment and subsequent observation of minor scratches, cuts, burns, splinters, and the like which do not involve medical treatment, loss of consciousness, restriction of work or motion, or transfer to another job, if made on-site by a non-physician and if maintained separately from the employer's medical program and its records; and

3. The medical records of employees who have worked for less than (1) year for the employer need not be retained beyond the term of employment if they are provided to the employee upon the termination of employment.

(B) Employee Exposure Records. Each employee exposure record shall be preserved and maintained for at least thirty (30) years, except that:

1. Background data to environmental (workplace) monitoring or measuring, such as laboratory reports and worksheets, need only be retained for one (1) year so long as the sampling results, the collection methodology (sampling plan), a description of the analytical and mathematical

methods used, and a summary of other background data relevant to interpretation of the results are retained for at least thirty (30) years;

2. Safety data sheets shall be retained as necessary to comply with the provisions of section 5194. Where safety data sheets are destroyed, a record of the identity (chemical name if known) of the substance or agent, where it was used, and when it was used shall be retained for at least thirty years; and

3. Section 3204(c)(5)(D) records concerning the identity of a substance or agent need not be retained for any specified period as long as some record of the identity (chemical name if known) of the substance or agent, where it was used, and when it was used is retained for at least thirty years.

4. Biological monitoring results designated as exposure records by specific occupational safety and health regulations shall be preserved and maintained as required by the specific regulation.

(C) Analyses Using Exposure or Medical Records. Each analysis using exposure or medical records shall be preserved and maintained for at least thirty (30) years.

(2) Nothing in this section is intended to mandate the form, manner, or process by which an employer preserves a record so long as the information contained in the record is preserved and retrievable, except that chest X-ray films shall be preserved in their original state.

(e) Access to Records.

(1) General.

(A) Whenever an employee or designated representative requests access to a record, the employer shall assure that access is provided in a reasonable time, place, and manner, but in no event later that fifteen (15) days after the request for access is made. Before the time for providing access has expired, an employer after notice to the employee or designated representative may, by notification to be followed in writing, request an extension of time from the Chief, Division of Occupational Safety and Health, which shall be granted upon a finding of good cause by the Chief.

(B) The employer may require of the requester only such information as should be readily known to the requester and which may be necessary to locate or identify the records being requested (e.g., dates and locations where the employee worked during the time period in question).

(C) Whenever an employee or designated representative requests a copy of a record, the employer shall assure that either:

1. A copy of the record is provided without cost to the employee or designated representative;

2. The necessary mechanical copying facilities (e.g. photocopying) are made available without cost to the employee or designated representative for copying the record; or

3. The record is loaned to the employee or designated representative for a reasonable time to enable a copy to be made.

(D) In the case of an original X-ray, the employer may restrict access to on-site examination or make other suitable arrangements for the temporary loan of the X-ray.

(E) Whenever a record has been provided previously without cost to an employee or designated representative, the employer may charge reasonable, non-discriminatory administrative costs (i.e., search

and copying expenses but not including overhead expenses) for additional copies of the record.

EXCEPTIONS:

1. An employer shall not charge for an initial request for a copy of new information that has been added to a record which was previously provided.

2. An employer shall not charge for an initial request by a recognized or certified collective bargaining agent for a copy of an employee exposure record or an analysis using exposure or medical records.

(F) Nothing in this section is intended to preclude employees and collective bargaining agents from collectively bargaining to obtain access to information in addition to that available under this section.

(G) Whenever an employee requests access to a specific written consent submitted to the employer, the employer shall comply pursuant to the provisions for affording employee access to records stipulated by sections 3204(e)(1)(A)-(C).

(2) Employee and Designated Representative Access.

(A) Employee Exposure Records.

1. Except as limited by section 3204(f), each employer shall, upon request, assure the access of each employee and designated representative to employee exposure records relevant to the employee. For the purpose of this section, exposure records relevant to the employee consist of:

a. A record containing measurements or monitoring results of the amount of a toxic substance or harmful physical agent to which the employee is or has been exposed;

b. In the absence of such directly relevant records, such records of other employees with past or present job duties or working conditions related to or similar to those of the employee to the extent necessary to reasonably indicate the amount and nature of the toxic substances or harmful physical agents to which the employee is or has been subjected; and

c. Exposure records to the extent necessary to reasonably indicate the amount and nature of the toxic substance or harmful physical agent at workplaces or working conditions to which the employee is being assigned or transferred.

2. Requests by designated representatives for unconsented access to employee exposure records shall be in writing and shall specify with reasonable particularity:

a. The records requested to be disclosed; and

b. The occupational health need for gaining access to these records.

(B) Employee Medical Records.

1. Each employer shall, upon request, assure the access of each employee to employee medical records of which the employee is the subject, except as provided in section 3204(e)(2)(B)4.

2. Each employer shall, upon request, assure the access of each designated representative to the employee medical records of any employee who has given the designated representative specific written consent.

NOTE: Appendix A to this section contains a sample form which may be used to establish specific written consent for access to employee medical records.

3. Whenever access to employee medical records is requested in accordance with section 3204(e)(2)(B)1 or 2, a physician representing the employer may recommend that the employee or designated representative: consult with the physician for the purposes of reviewing and discussing the records requested; accept a summary of material facts and opinions in lieu of the records requested; or accept release of the requested records only to a physician or other designated representative.

4. Whenever an employee requests access to his or her employee medical records and a physician representing the employer believes that direct employee access to information contained in the records regarding a specific diagnosis of a terminal illness or a psychiatric condition could be detrimental to the employee's health, the employer may deny the employee's request for direct access to this information only, and the employer shall inform the employee that access will only be provided to a designated representative of the employee having specific written consent.

5. Where a designated representative with specific written consent requests access to information withheld in accordance with section 3204(e)(2)(B)4, the employer shall assure the access of the designated representative to this information even when it is known that the designated representative will give the information to the employee.

NOTE: Nothing in this section precludes a physician, nurse, or other responsible health care personnel maintaining employee medical records from deleting from requested medical records the identity of a family member, personal friend, or fellow employee who has provided confidential information concerning an employee's health status.

(C) Analyses Using Exposure or Medical Records.

1. Each employer shall, upon request, assure the access of each employee and designated representative to each analysis using exposure or medical records concerning the employee's working conditions or workplace.

2. Whenever access is requested to an analysis which reports the contents of employee medical records by either direct identifier (name, address, social security number, payroll number, etc.) or by information which could reasonably be used under the circumstances indirectly to identify specific employees (exact age, height, weight, race, sex, date of initial employment, job title, etc.), the employer shall assure that personal identifiers are removed before access is provided. If the employer can demonstrate that removal of personal identifiers from an analysis is not feasible, access to the personally identifiable portions of the analysis need not be provided.

(3) Division of Occupational Safety and Health Access.

(A) Each employer shall, upon request, and without derogation of any rights under the Constitution of the United States, the Constitution of the State of California or the California Occupational Safety and Health Act of 1973, Labor Code sections 6300 et seq., that the employer chooses to exercise, assure the prompt access of representatives of the Chief of the Division of Occupational Safety and Health (DOSH) to employee exposure and medical records and to analyses using exposure or medical records.

(B) Whenever DOSH seeks access to personally identifiable employee medical information by presenting to the employer a written access order, the employer shall prominently post a copy of the written access order and its accompanying cover letter for at least fifteen (15) working days.

(f) Trade Secrets.

(1) Except as provided in section 3204(f)(2), nothing in this section precludes an employer from deleting from records requested by a health professional, an employee or designated representative any trade secret data which discloses manufacturing processes, or discloses the percentage of a chemical substance in a mixture, as long as the health professional, employee or designated representative is notified that such information has been deleted. Whenever deletion of trade secret information substantially impairs evaluation of the place where or the time when exposure to a toxic substance or harmful physical agent occurred, the employer shall provide alternative information which is sufficient to permit the requesting party to identify where and when exposure occurred.

(2) The employer may withhold the specific chemical identity, including the chemical name and other specific identification of a toxic substance from a disclosable record provided that:

(A) Evidence is included to support the claim that the information withheld is a trade secret;

(B) All other available information on the properties and effects of the toxic substance is disclosed;

(C) The employer informs the requesting party that the specific chemical identity is being withheld as a trade secrete; and

(D) The specific chemical identity is made available to health professionals,employees and designated representatives in accordance with the specific applicable provisions of this subsection, section 3204(f).

(3) Where a treating physician or nurse determines that a medical emergency exists and the specific chemical identity of a toxic substance is necessary for emergency or first-aid treatment, the employer shall immediately disclose the specific chemical identity of a trade secret chemical to the treating physician or nurse, regardless of the existence of a written statement of need or a confidentiality agreement. The employer may require a written statement of need and confidentiality agreement, in accordance with the provisions of section 3204(f)(4) and (f)(5), as soon as circumstances permit.

(4) In non-emergency situations, an employer shall, upon request, disclose a specific chemical identity, otherwise permitted to be withheld under section 3204(f)(2), to a health professional, employee, or designated representative if:

(A) The request is in writing;

(B) The request describes with reasonable detail one or more of the following occupational health needs for the information:

1. To assess the hazards of the chemicals to which employees will be exposed;

2. To conduct or assess sampling of the workplace atmosphere to determine employee exposure levels;

3. To conduct pre-assignment or periodic medical surveillance of exposed employees;

4. To provide medical treatment to exposed employees;

5. To select or assess appropriate personal protective equipment for exposed employees;

6. To design or assess engineering controls or other protective measures for exposed employees; and

7. To conduct studies to determine the health effects of exposure.

(C) The request explains in detail why the disclosure of the specific chemical identity is essential and that in lieu thereof, the disclosure of the following information would not enable the health professional, employee or designated representative to provide the occupational health services described in section 3204(f)(4)(B):

1. The properties and effects of the chemical;

2. Measures for controlling worker's exposure to the chemical;

3. Methods of monitoring and analyzing worker's exposure to the chemical; and

4. Methods of diagnosing and treating harmful exposures to the chemical.

(D) The request includes a description of the procedures to be used to maintain the confidentiality of the disclosed information; and

(E) The health professional, employee or designated representative and the employer or contractor of the services of the health professional or designated representative agree in a written confidentiality agreement that the health professional, employee or designated representative will not use the trade secret information for any purpose other than the health needs(s) asserted and agree not to release the information under any circumstances other than to DOSH, as provided in section 3204(f)(9), except as authorized by the terms of the agreement or by the employer.

(5) The confidentiality agreement authorized by section 3204(f)(4)(D):

(A) May restrict the use of the information to the health purposes indicated in the written statement of need;

(B) May provide for appropriate legal remedies in the event of a breach of the agreement, including stipulation of a reasonable pre-estimate of likely damages; and

(C) May not include requirements for the posting of a penalty bond.

(6) Nothing in this section is meant to preclude the parties from pursuing non-contractual remedies to the extent permitted by law.

(7) If the health professional, employee or designated representative receiving the trade secret information decides that there is a need to disclose it to DOSH, the employer who provided the information shall be informed by the health professional prior to, or at the same time as, such disclosure.

(8) If the employer denies a written request for disclosure of a specific chemical identity, the denial must:

(A) Be provided to the health professional, employee or designated representative within thirty days of the request:

(B) Be in writing;

(C) Include evidence to support the claim that the specific chemical identity is a trade secret;

(D) State the specific reasons why the request is being denied; and

(E) Explain in detail how alternative information may satisfy the specific medical or occupational health need without revealing the specific chemical identity.

(9) The health professional, employee or designated representative whose request for information is denied under section 3204(f)(4) may refer the request and the written denial of the request to DOSH for consideration.

(10) When a health professional, employee or designated representative refers a denial to DOSH under section 3204(f)(9), DOSH shall consider the evidence to determine if:

(A) The employer has supported the claim that the specific chemical identity is a trade secret;

(B) The health professional, employee or designated representative has supported the claim that there is a medical or occupational health need for the information; and

(C) The health professional, employee or designated representative has demonstrated adequate means to protect the confidentiality.

(11) (A) If DOSH determines that the specific chemical identity requested under section 3204(f)(4) is not a bona fide trade secret, or that it is a trade secret but the requesting health professional, employee or designated representative has a legitimate medical or occupational health need for the information and has executed a written confidentiality agreement with adequate means for complying with the terms of such agreement, the employer will be subject to citation by DOSH.

(B) If an employer demonstrates to DOSH that the execution of a confidentiality agreement would not provide sufficient protection against the potential harm from the unauthorized disclosure of a specific chemical identity trade secret, the Chief of DOSH may issue such orders or impose such additional limitations or conditions upon the disclosure of the requested chemical information as may be appropriate to assure that the occupational health needs are met without an undue risk of harm to the employer.

(12) Notwithstanding the existence of a trade secret claim, and employer shall, upon request, disclose to the Chief of DOSH any information which this section requires the employer to make available. Where there is a trade secret claim, such claim shall be made no later than at the time the information is provided to the Chief of DOSH so that dutiable determinations of trade secret status can be made and the necessary protection can be implemented.

(13) Nothing in this section shall be construed as requiring the disclosure under any circumstances of process or percentage of mixture information which is a trade secret.

(g) Employee Information.

(1) Upon an employee's first entering into employment, and at least annually thereafter, each employer shall inform current employees covered by this section of the following:

(A) The existence, location, and availability of any records covered by this section;

(B) The person responsible for maintaining and providing access to records; and

(C) Each employee's rights of access to these records.

(2) Each employer shall keep a copy of this section and its appendices and make copies readily available, upon request, to employees. The employer shall also distribute to current employees any informational materials concerning this section which are made available to the employer by the Chief of DOSH.

(h) Transfer of Records.

(1) Whenever an employer is ceasing to do business, the employer shall transfer all records subject to this section to the successor employer. The successor employer shall receive and maintain these records.

(2) Whenever an employer is ceasing to do business and there is no successor employer to receive and maintain the records subject to this standard, the employer shall notify affected employees of their rights of access to records at least three (3) months prior to the cessation of the employer's business.

(3) Whenever an employer either is ceasing to do business and there is no successor employer to receive and maintain the records, or intends to dispose of any records required to be preserved for at least thirty (30) years, the employer shall:

(A) Transfer the records to the Director of the National Institute for Occupational Safety and Health (NIOSH) if so required by a specific occupational safety and health standard; or

(B) Notify the Director of NIOSH in writing of the impending disposal of records at least three (3) months prior to the disposal of the records.

(4) Where an employer regularly disposes of records required to be preserved for at least thirty (30) years, the employer may, with at least three (3) month's notice, notify the Director of NIOSH on an annual basis of the records intended to be disposed of in the coming year.

(i) Appendices. The information contained in the appendices to this section is not intended, by itself, to create any additional obligations not otherwise imposed by this section or to detract from any existing obligation.

Appendix A

Sample Authorization Letter for the Release of Employee Medical Record Information to a Designated Representative

I, _____, (full name of worker/patient) hereby authorize _____ (individual or organization holding the medical records) to release to _____ (individual or organization authorized to receive the medical information), the following medical information from my personal medical records:

(Describe generally the information desired to be released.)

I give my permission for this medical information to be used for the following purpose: _____, but I do not give permission for any other use or re-disclosure of this information.

(NOTE.-You may want to place additional restrictions on this authorization letter. For example, you may want to (1) specify a particular expiration date for this letter (if less than one year); (2) describe medical information to be created in the future that you intend to be covered by this authorization letter;or (3) describe portions of the medical information in your records which you do not intend to be released as a result of this letter.) [Your right of access to a specific written consent form submitted to your employer is provided by section 3204(e)(1)(D).]

Full name of Employee or Legal Representative _____

Signature of Employee or Legal Representative _____

Date of Signature _____

Appendix B

Availability of NIOSH Registry of Toxic Effects of Chemical Substances (RTECS)

Section 3204 applies to all employee exposure and medical records, and analyses thereof, of employees exposed to toxic substances or harmful physical agents [subsection (b)(2)]. The term â€œtoxic substance or harmful physical agentâ€□ is defined by section 3204(c)(13) to encompass chemical substances, biological agents, and

physical stresses for which there is evidence of harmful health effects. The regulation uses the latest printed edition of the National Institute for Occupational Safety and Health (NIOSH) Registry of Toxic Effects of Chemical Substances (RTECS) as one of the chief sources of information as to whether evidence of harmful health effects exists. If a substance is listed in the latest printed RTECS, the regulation applies to exposure and medical records (and analyses of these records) relevant to employees exposed to the substance.

It is appropriate to note that the regulation does not require that employers purchase a copy of RTECS; and many employers need not consult RTECS to ascertain whether their employee exposure or medical records are subject to the regulation. Employers who do not currently have the latest printed edition of the NIOSH RTECS, however, may desire to obtain a copy. The RTECS is issued in an annual printed edition as mandated by section 20(a)(6) of the Occupational Safety and Health Act [29 U.S.C. 669(a)(6)].

The Introduction to the 1980 printed edition describes the RTECS as follows:

â€œThe 1980 edition of the Registry of Toxic Effects of Chemical Substances, formerly known as the Toxic Substances list, is the ninth revision prepared in compliance with the requirements of section 20(a)(6) of the Occupational Safety and Health Act of 1970 (Public Law 91-596). The original list was completed on June 28, 1971, and has been updated annually in book format. Beginning in October 1977, quarterly revisions have been provided in microfiche. This edition of the Registry contains 168,096 listings of chemical substances: 45,156 are names of different chemicals with their associated toxicity data and 122,940 are synonyms. This edition includes approximately 5,900 new chemical compounds that did not appear in the 1979 Registry.â€□ (p. xi)

â€œThe Registry's purposes are many, and it serves a variety of users. It is a single source document for basic toxicity information and for other data, such as chemical identifiers and information necessary for the preparation of safety directives and hazard evaluations for chemical substances. The various types of toxic effects linked to literature citations provide researchers and occupational health scientists with an introduction to the toxicological literature, making their own review of the toxic hazards of a given substance easier. By presenting data on the lowest reported doses that produce effects by several routes of entry in various species, the Registry furnishes valuable information to those responsible for preparing safety data sheets for chemical substances in the workplace. Chemical and production engineers can use the Registry to identify the hazards which may be associated with chemical intermediates in the development of final products, and thus can more readily select substitutes or alternate processes which may be less hazardous. Some organizations, including health agencies and chemical companies, have included the NIOSH Registry accession numbers with the listing of chemicals in their files to reference toxicity information associated with those chemicals. By including foreign language chemical names, a start has been made toward providing rapid identification of substances produced in other countries.â€□ (p. xi)

â€œIn this edition of the Registry, the editors intend to identify â€˜all known toxic substances' which may exist in the environment and to provide pertinent data on the toxic effects from known doses entering an organism by any route described.â€□ (p. xi)

â€œIt must be reemphasized that the entry of a substance in the Registry does not automatically mean that it must be avoided. A listing does mean, however, that the substance has the documented potential of being harmful if misused, and care must be exercised to prevent tragic consequences. Thus, the Registry lists many substances that are common in everyday life and are in nearly every household in the United States. One can name a variety of such dangerous substances: prescription and non-prescription drugs; food additives; pesticide concentrates, sprays, and dusts; fungicides; herbicides; paints; glazes, dyes; bleaches and other household cleaning agents; alkalies; and various solvents and diluents. The list is extensive because chemicals have become an integral part of our existence.â€□ (p. xiv)

The RTECS printed edition may be purchased from the Superintendent of Documents, U.S. Government Printing Office (GPO), Washington, D.C. 20402 (202-783-3238).

Some employers may also desire to subscribe to the quarterly update to the RTECS which is published in a microfiche edition. An annual subscription to the quarterly microfiche may be purchased from the GPO (Order the â€œMicrofiche Edition, Registry of Toxic Effects of Chemical Substancesâ€□). Both the printed edition and the microfiche edition of RTECS are available for review at many university and public libraries throughout the country. The latest RTECS editions may also be examined at the OSHA Technical Data Center, Room N2439 - Rear, United States Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210 (202-523-9700), or at any OSHA Regional or Area Office (See, major city telephone directories under United States Government -Labor Department).

Note: Authority cited: Section 142.3, Labor Code. Reference: Section 142.3, Labor Code.

HISTORY

1. New section (including Appendices A and B) filed 3-20-81; effective thirtieth day thereafter (Register 81, No. 12). For prior history, see Registers 74, No. 43; 72, No. 23; 72, No. 19; and 72, No. 6.

2. Amendment of subsection (d)(1)(B) filed 12-23-81; effective thirtieth day thereafter (Register 81, No. 52).

3. Editorial correction of subsection (e)(3) filed 12-23-81; effective upon filing (Register 81, No. 52).

4. Amendment filed 6-18-90; operative 7-18-90 (Register 90, No. 33).

5. Amendment of subsections (c)(5)(C), (c)(13)(D) and (d)(1)(B)2. filed 5-5-2014; operative 5-6-2014 pursuant to Government Code section 11343.4(b)(3) (Register 2014, No. 19).

Go Back to General Industry Safety Orders, Introduction

EMPLOYEE RIGHTS
ON GOVERNMENT CONTRACTS

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

This establishment is performing Government contract work subject to (check one)

☐ **SERVICE CONTRACT ACT (SCA) or**

☐ **PUBLIC CONTRACTS ACT (PCA)**

MINIMUM WAGES Your rate must be no less than the Federal minimum wage established by the Fair Labor Standards Act (FLSA).

A higher rate may be required for SCA contracts if a wage determination applies. Such wage determination will be posted as an attachment to this Notice.

FRINGE BENEFITS SCA wage determinations may require fringe benefit payments (or a cash equivalent). PCA contracts do not require fringe benefits.

OVERTIME PAY You must be paid 1.5 times your basic rate of pay for all hours worked over 40 in a week. There are some exceptions.

CHILD LABOR No person under 16 years of age may be employed on a PCA contract.

SAFETY & HEALTH Work must be performed under conditions that are sanitary, and not hazardous or dangerous to employees' health and safety.

ENFORCEMENT Specific DOL agencies are responsible for the administration of these laws. To file a complaint or obtain information for: Contact the Wage and Hour Division by calling its toll-free help line at 1-866-4-USWAGE (1-866-487-9243), or visit its Web site at www.wagehour.dol.gov.

Contact the Occupational Safety and Health Administration (OSHA) by calling 1-800-321-OSHA (1-800-321-6742), or visit its Web site at www.osha.gov.

For additional information:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

WWW.WAGEHOUR.DOL.GOV

U.S. Department of Labor | Employment Standards Administration | Wage and Hour Division

WHD Publication 1313 (Revised April 2009)

over ▶

U.S. Department of Labor

Washington, D.C. 20210

The purpose of the discussion below is to advise contractors which are subject to the Walsh-Healey Public Contracts Act or the Service Contract Act of the principal provisions of these acts.

Walsh-Healey Public Contracts Act

General Provisions This act applies to contracts which exceed or may exceed $10,000 entered into by any agency or instrumentality of the United States for the manufacture or furnishing of materials, supplies, articles, or equipment. The act establishes minimum wage, maximum hours, and safety and health standards for work on such contracts, and prohibits the employment on contract work of convict labor (unless certain conditions are met) and children under 16 years of age. The employment of homeworkers (except homeworkers with disabilities employed under the provisions of Regulations, 29 CFR Part 525) on a covered contract is not permitted.

In addition to its coverage of prime contractors, the act under certain circumstances applies to secondary contractors performing work under contracts awarded by the Government prime contractor.

All provisions of the act except the safety and health requirements are administered by the Wage and Hour Division.

Minimum Wage Covered employees must currently be paid not less than the Federal minimum wage established in section 6(a)(1) of the Fair Labor Standards Act.

Overtime Covered workers must be paid at least one and one-half times their basic rate of pay for all hours worked in excess of 40 a week. Overtime is due on the basis of the total hours spent in all work, Government and non-Government, performed by the employee in any week in which covered work is performed.

Child Labor Employers may protect themselves against unintentional child labor violations by obtaining certificates of age. State employment or age certificates are acceptable.

Safety and Health No covered work may be performed in plants, factories, buildings, or surroundings or under work conditions that are unsanitary or hazardous or dangerous to the health and safety of the employees engaged in the performance of the contract. The safety and health provisions of the Walsh-Healey Public Contracts Act are administered by the Occupational Safety and Health Administration.

Posting During the period that covered work is being performed on a contract subject to the act, the contractor must post copies of Notice to Employees Working on Government Contracts in a sufficient number of places to permit employees to observe a copy on the way to or from their place of employment.

Responsibility for Secondary Contractors Prime contractors are liable for violations of the act committed by their covered secondary contractors.

Service Contract Act

General Provisions The Service Contract Act applies to every contract entered into by the United States or the District of Columbia, the principal purpose of which is to furnish services in the United States through the use of service employees. Contractors and subcontractors performing on such Federal contracts must observe minimum wage and safety and health standards, and must maintain certain records, unless a specific exemption applies.

Wages and Fringe Benefits Every service employee performing any of the Government contract work under a service contract in excess of $2,500 must be paid not less than the monetary wages, and must be furnished the fringe benefits, which the Secretary of Labor has determined to be prevailing in the locality for the classification in which the employee is working or the wage rates and fringe benefits (including any accrued or prospective wage rates and fringe benefits) contained in a predecessor contractor's collective bargaining agreement. The wage rates and fringe benefits required are usually specified in the contract but in no case may employees doing work necessary for the performance of the contract be paid less than the minimum wage established in section 6(a)(1) of the Fair Labor Standards Act.

Service contracts which do not exceed $2,500 are not subject to prevailing rate determinations or to the safety and health requirements of the act. However, the act does require that employees performing work on such contracts be paid not less than the minimum wage rate established in section 6(a)(1) of the Fair Labor Standards Act.

Overtime The Fair Labor Standards Act and the Contract Work Hours Safety Standards Act may require the payment of overtime at time and one-half the regular rate of pay for all hours work on the contract in excess of 40 a week. The Contract Work Hours Safety Standards Act is more limited in scope than the Fair Labor Standards Act and generally applies to Government contracts in excess of $100,000 that require or involve the employment of laborers, mechanics, guards, watchmen.

Safety and Health The act provides that no part of the services in contracts in excess of $2,500 may be performed in buildings or surroundings or under working conditions, provided by or under the control or supervision of the contractor or subcontractor, which are unsanitary or hazardous or dangerous to the health or safety of service employees engaged to furnish the services. The safety and health provisions of the Service Contract Act are administered by the Occupational Safety and Health Administration.

Notice to Employees On the date a service employee commences work on a contract in excess of $2,500, the contractor (or subcontractor) must provide the employee with a notice of the compensation required by the act. The posting of the notice (including any applicable wage determination) contained on the reverse in a location where it may be seen by all employees performing on the contract will satisfy this requirement.

Notice in Subcontracts The contractor is required to insert in all subcontracts the labor standards clauses specified by the regulations in 29 CFR Part 4 for Federal service contracts exceeding $2,500.

Responsibility for Secondary Contractors Prime contractors are liable for violations of the act committed by their covered secondary contractors.

Other Obligations Observance of the labor standards of these acts does not relieve the employer of any obligation he may have under any other laws or agreements providing for higher labor standards.

Additional Information Additional information and copies of the acts and applicable regulations and interpretations may be obtained from the nearest office of the Wage and Hour Division or the National Office in Washington D.C. Information pertaining to safety and health standards may be obtained from the nearest office of the Occupational Safety and Health Administration or the National Office in Washington, D.C.

U.S. Department of Labor
Employment Standards Administration
Wage and Hour Division

U.S. GOVERNMENT PRINTING OFFICE: 1998 - 421-004/59075

SEXUAL HARASSMENT IS FORBIDDEN BY LAW

Sexual harassment in employment violates the provisions of the *Fair Employment and Housing Act*, specifically *Government Code sections 12940(a), (j), and (k).*

DEFINITION OF SEXUAL HARASSMENT

The *Fair Employment and Housing Act* defines harassment because of sex as including sexual harassment, gender harassment and harassment based on pregnancy, childbirth, or related medical conditions. The Fair Employment and Housing Commission regulations define sexual harassment as unwanted sexual advances or visual, verbal or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes harassment of a person of the same sex as the harasser. The following is a partial list:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct, e.g., leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons or posters
- Verbal conduct, e.g., making or using derogatory comments, epithets, slurs and jokes
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations
- Physical conduct, e.g. touching, assault, impeding or blocking movements

EMPLOYERS' OBLIGATIONS

All employers have certain obligations under the law. Employers must:

- Take all reasonable steps to prevent discrimination and harassment from occurring.
- Develop and implement a sexual harassment prevention policy.
- Post in the workplace a poster made available by the Department of Fair Employment and Housing.
- Distribute to all employees an information sheet on sexual harassment. An employer may either distribute this pamphlet (DFEH-185) or develop an equivalent document that meets the requirements of *Government Code section 12950(b)*. This pamphlet may be duplicated in any quantity. ***However, this pamphlet is not to be used in place of a sexual harassment prevention policy which all employers are required to have.***

EMPLOYER LIABILITY

All employers are covered by the harassment section of the *Fair Employment and Housing Act.* If harassment occurs, an employer may be liable even if management was not aware of the harassment. An employer might avoid liability if the harasser is a rank and file employee and if the employer had no knowledge of the harassment and if there was a program to prevent harassment. If the harasser is a rank and file employee and the employer was aware of the harassment, liability may be avoided if the employer took immediate and appropriate corrective action to stop the harassment.

Employers are strictly liable for harassment by their supervisors or agents. Harassers, including both supervisory and non-supervisory personnel may be held personally liable for harassing an employee or coworker or for aiding and abetting harassment.

Additionally, *Government Code section 12940(j)* requires an entity to take "all reasonable steps to prevent harassment from occurring." If an employer has failed to take such preventive measures, that employer can be held liable for the harassment.

A victim may be entitled to damages even though no employment opportunity has been denied and there is no actual loss of pay or benefits.

TYPICAL SEXUAL HARASSMENT CASES

The three most common types of sexual harassment complaints filed with the Department are those in which:

- An employee is fired or denied a job or an employment benefit because he/she refused to grant sexual favors or because he/she complained about harassment. Retaliation for complaining about harassment is illegal, even if it cannot be demonstrated that the harassment actually occurred.
- An employee quits because he/she can no longer tolerate an offensive work environment, referred to as a "constructive discharge." If it is proven that a reasonable person in the victim's position, under like conditions, would resign to escape the harassment, the employer may be held responsible for the resignation as if the employee had been discharged.
- An employee is exposed to an offensive work environment. Exposure to various kinds of behavior or to unwanted sexual advances alone may constitute harassment.

PREVENTING SEXUAL HARASSMENT

A program to eliminate sexual harassment from the workplace is not only required by law, but is the most practical way to avoid or limit liability if harassment should occur despite preventive efforts.

TRAINING OF ALL INDIVIDUALS IN THE WORKPLACE

All employees should be made aware of the seriousness of violations of the sexual harassment policy. Supervisory personnel should be educated about their specific responsibilities. Rank and file employees must be cautioned against using peer pressure to discourage harassment victims from using the internal grievance procedure.

COMPLAINT PROCEDURE

An employer should take immediate and appropriate action when he/she knows, or should have known, that sexual harassment has occurred. An employer must take effective action to stop any further harassment and to ameliorate any effects of the harassment. To those ends, the employer's policy should include provisions to:

- Fully inform the complainant of his/her rights and any obligations to secure those rights.
- Fully and effectively investigate. The investigation must be immediate, thorough, objective and complete. All persons with information regarding the matter should be interviewed. A determination must be made and the results communicated to the complainant, to the alleged harasser, and, as appropriate, to all others directly concerned.
- If proven, there must be prompt and effective remedial action. First, appropriate action must be taken against the harasser and communicated to the complainant. Second, steps must be taken to prevent any further harassment. Third, appropriate action must be taken to remedy the complainant's loss, if any.

HOW THE LAW IS ENFORCED

Employees or job applicants who believe that they have been sexually harassed may, within one year of the harassment, file a complaint of discrimination with the California Department of Fair Employment and Housing.

The Department serves as a neutral fact-finder and attempts to help the parties voluntarily resolve disputes. If the Department finds evidence of sexual harassment and settlement efforts fail, the Department may file a formal accusation against the employer and the harasser. The accusation will lead to either a public hearing before the Fair Employment and Housing Commission or a lawsuit filed on the complainant's behalf by the Department.

If the Commission finds that the harassment occurred, it can order remedies, not to exceed $150,000 in fines or damages for emotional distress from each employer or harasser charged. In addition, the Commission may order hiring or reinstatement, back pay, promotion and changes in the policies or practices of the involved employer.

For more information, contact the Department toll free at (800) 884-1684

Sacramento area & out-of-state: (916) 227-0551

TTY Number: (800) 700-2320
or visit our website at: www.dfeh.ca.gov

TIME OF HIRE PAMPHLET

This pamphlet, or a similar one that has been approved by the Administrative Director, must be given to all newly hired employees in the State of California. Employers and claims administrators may use the content of this document and put their logos and additional information on it. The content of this pamphlet applies to all industrial injuries that occur on or after January 1, 2013.

WHAT IS WORKERS' COMPENSATION?

If you get hurt on the job, your employer is required by law to pay for workers' compensation benefits. You could get hurt by:

One event at work. Examples: hurting your back in a fall, getting burned by a chemical that splashes on your skin, getting hurt in a car accident while making deliveries.

—or—

Repeated exposures at work. Examples: hurting your wrist from using vibrating tools, losing your hearing because of constant loud noise.

—or—

Workplace crime. Examples: you get hurt in a store robbery, physically attacked by an unhappy customer.

Discrimination is illegal

It is illegal under Labor Code section 132a for your employer to punish or fire you because you:

- File a workers' compensation claim
- Intend to file a workers' compensation claim
- Settle a workers' compensation claim
- Testify or intend to testify for another injured worker.

If it is found that your employer discriminated against you, he or she may be ordered to return you to your job. Your employer may also be made to pay for lost wages, increased workers' compensation benefits, and costs and expenses set by state law.

WHAT ARE THE BENEFITS?

- **Medical care**: Paid for by your employer to help you recover from an injury or illness caused by work. Doctor visits, hospital services, physical therapy, lab tests and x-rays are some of the medical services that may be provided. These services should be necessary to treat your injury. There are limits on some services such as physical and occupational therapy and chiropractic care.

- **Temporary disability benefits**: Payments if you lose wages because your injury prevents you from doing your usual job while recovering. The amount you may get is up to two-thirds of your wages. There are minimum and maximum payment limits set by state law. You will be paid every two weeks if you are eligible. For most injuries, payments may not exceed 104 weeks within five years from your date of injury. Temporary disability (TD) stops when you return to work, or when the doctor releases you for work, or says your injury has improved as much as it's going to.

- **Permanent disability benefits**: Payments if you don't recover completely. You will be paid every two weeks if you are eligible. There are minimum and maximum weekly payment rates established by state law. The amount of payment is based on:

    - Your doctor's medical reports
    - Your age
    - Your occupation

- **Supplemental job displacement benefits**: This is a voucher for up to $6,000 that you can use for retraining or skill enhancement at an approved school, books, tools, licenses or certification fees, or other resources to help you find a new job. You are eligible for this voucher if:

    - You have a permanent disability.
    - Your employer does not offer regular, modified, or alternative work, within 60 days after the claims administrator receives a doctor's report saying you have made a maximum medical recovery.

- **Death benefits**: Payments to your spouse, children or other dependents if you die from a job injury or illness. The amount of payment is based on the number of dependents. The benefit is paid every two weeks at a rate of at least $224 per week. In addition, workers' compensation provides a burial allowance.

OTHER BENEFITS

You may file a claim with the Employment Development Department (EDD) to get state disability benefits when workers' compensation benefits are delayed, denied, or have ended. There are time restrictions so for more information contact the local office of EDD or go to their web site www.edd.ca.gov.

If your injury results in a permanent disability (PD) and the state determines that your PD benefit is disproportionately low compared to your earning loss, you may qualify for additional money from the Department of Industrial Relation's special earnings loss supplement program also known as the return to work program. If you have questions or think you qualify, contact the Information & Assistance Unit by going to www.dwc.ca.gov and looking under "Workers'

Compensation programs and units" for the "Information & Assistance Unit" link or visit the DIR web site at www.dir.ca.gov.

Workers' compensation fraud is a crime
Any person who makes or causes to be made any knowingly false statement in order to obtain or deny workers' compensation benefits or payments is guilty of a felony. If convicted, the person will have to pay fines up to $150,000 and/or serve up to five years in jail.

WHAT SHOULD I DO IF I HAVE AN INJURY?

Report your injury to your employer

Tell your supervisor right away no matter how slight the injury may be. Don't delay – there are time limits. You could lose your right to benefits if your employer does not learn of your injury within 30 days. If your injury or illness is one that develops over time, report it as soon as you learn it was caused by your job.

If you cannot report to the employer or don't hear from the claims administrator after you have reported your injury, contact the claims administrator yourself.

Workers' compensation insurance company or if employer is self-insured, person responsible for handling the claim is:

Attn: Jeff Awtrey, MARQUEE FIRE PROTECTION

Address: 710 West Stadium Ln, Sacramento CA 95834

Phone: 1+ (916) 641-7997.

You may be able to find the name of your employer's workers' compensation insurer at www.caworkcompcoverage.com. If no coverage exists or coverage has expired, contact the Division of Labor Standards Enforcement at www.dir.ca.gov/DLSE as all employees must be covered by law.

Get emergency treatment if needed

If it's a medical emergency, go to an emergency room right away. Tell the medical provider who treats you that your injury is job related. Your employer may tell you where to go for follow up treatment.

Emergency telephone number: Call 911 for an ambulance, fire department or police. For non-emergency medical care, contact your employer, the workers' compensation claims administrator or go to this facility:

_____.

Fill out DWC 1 claim form and give it to your employer

Your employer must give you a DWC 1 claim form within one working day after learning about your injury or illness. Complete the employee portion, sign and give it back to your employer. Your employer will then file your claim with the claims administrator. Your employer must authorize treatment within one working day of receiving the DWC 1 claim form.

If the injury is from repeated exposures, you have one year from when you realized your injury was job related to file a claim.

In either case, you may receive up to $10,000 in employer-paid medical care until your claim is either accepted or denied. The claims administrator has up to 90 days to decide whether to accept or deny your claim. Otherwise your case is presumed payable.

Your employer or the claims administrator will send you "benefit notices" that will advise you of the status of your claim.

MORE ABOUT MEDICAL CARE

What is a Primary Treating Physician (PTP)?

This is the doctor with overall responsibility for treating your injury or illness. He or she may be:

- The doctor you name in writing *before* you get hurt on the job
- A doctor from the medical provider network (MPN)
- The doctor chosen by your employer during the first 30 days of injury if your employer does not have an MPN or
- The doctor you chose after the first 30 days if your employer does not have an MPN.

What is a Medical Provider Network (MPN)?

An MPN is a select group of health care providers who treat injured workers. Check with your employer to see if they are using an MPN.

If you have not named a doctor before you get hurt and your employer is using an MPN, you will see an MPN doctor. After your first visit, you are free to choose another doctor from the MPN list.

What is Predesignation?

Predesignation is when you name your regular doctor to treat you if you get hurt on the job. The doctor must be a medical doctor (M.D.), doctor of osteopathic medicine (D.O.) or a medical group with an M.D. or D.O. You must name your doctor in writing *before* you get hurt or become ill.

You may predesignate a doctor if you have health care coverage for non-work injuries and illnesses. The doctor must have:

- Treated you
- Maintained your medical history and records before your injury and
- Agreed to treat you for a work-related injury or illness before you get hurt or become ill.

You may use the "predesignation of personal physician" form included with this pamphlet. After you fill in the form, be sure to give it to your employer.

If your employer does not have an approved MPN, you may name your chiropractor or acupuncturist to treat you for work related injuries. The notice of personal chiropractor or acupuncturist must be in writing *before* you get hurt. You may use the form included in this pamphlet. After you fill in the form, be sure to give it to your employer.

With some exceptions, state law does not allow a chiropractor to continue as your treating physician after 24 visits. Once you have received 24 chiropractic visits, if you still require medical treatment, you will have to select a new physician who is not a chiropractor. The term "chiropractic visit" means any chiropractic office visit, regardless of whether the services performed involve chiropractic manipulation or are limited to evaluation and management.

Exceptions to the prohibition on a chiropractor continuing as your treating physician after 24 visits include postsurgical physical medicine visits prescribed by the surgeon, or physician designated by the surgeon, under the postsurgical component of the Division of Workers' Compensation's Medical Treatment Utilization Schedule, or if your employer has authorized additional visits in writing.

WHAT IF THERE IS A PROBLEM?

If you have a concern, speak up. Talk to your employer or the claims administrator handling your claim and try to solve the problem. If this doesn't work, get help by trying the following:

Contact the Division of Workers' Compensation (DWC) Information and Assistance (I&A) Unit
All 24 DWC offices throughout the state provide information and assistance on rights, benefits and obligations under California's workers' compensation laws. I&A officers help resolve disputes without formal proceedings. Their goal is to get you full and timely benefits. Their services are free.

To contact the nearest I&A Unit, go to www.dwc.ca.gov and under "Workers' Compensation programs and units", click on "Information & Assistance Unit." At this site you will find fact sheets, guides and information to help you.

The nearest I&A Unit is located at:

Address: _____

Phone number: _____.

Consult with an attorney

Most attorneys offer one free consultation. If you decide to hire an attorney, his or her fees may be taken out of some of your benefits. For names of workers' compensation attorneys, call the State Bar of California at (415) 538-2120 or go to their website at www.californiaspecialist.org. You may get a list of attorneys from your local I&A Unit or look in the yellow pages.

Warning
Your employer may not pay workers' compensation benefits if you get hurt in a voluntary off-duty recreational, social or athletic activity that is not part of your work-related duties.

Additional rights
You may also have other rights under the Americans with Disabilities Act (ADA) or the Fair Employment and Housing Act (FEHA). For additional information, contact FEHA at (800) 884-1684 or the Equal Employment Opportunity Commission (EEOC) at (800) 669-4000.

The information contained in this pamphlet conforms to the informational requirements found in Labor Code sections 3551 and 3553 and California Code of Regulation, Title 8, sections 9880 and 9883. This document is approved by the Division of Workers' Compensation administrative director.

Revised 6/17/14 and effective for dates of injuries on or after 1/1/13

PREDESIGNATION OF PERSONAL PHYSICIAN

In the event you sustain an injury or illness related to your employment, you may be treated for such injury or illness by your personal medical doctor (M.D.), doctor of osteopathic medicine (D.O.) or medical group if:

- on the date of your work injury you have health care coverage for injuries or illnesses that are not work related;
- the doctor is your regular physician, who shall be either a physician who has limited his or her practice of medicine to general practice or who is a board-certified or board-eligible internist, pediatrician, obstetrician-gynecologist, or family practitioner, and has previously directed your medical treatment, and retains your medical records;
- your "personal physician" may be a medical group if it is a single corporation or partnership composed of licensed doctors of medicine or osteopathy, which operates an integrated multispecialty medical group providing comprehensive medical services predominantly for nonoccupational illnesses and injuries;
- prior to the injury your doctor agrees to treat you for work injuries or illnesses;
- prior to the injury you provided your employer the following in writing: (1) notice that you want your personal doctor to treat you for a work-related injury or illness, and (2) your personal doctor's name and business address.

You may use this form to notify your employer if you wish to have your personal medical doctor or a doctor of osteopathic medicine treat you for a work-related injury or illness and the above requirements are met.

NOTICE OF PREDESIGNATION OF PERSONAL PHYSICIAN

Employee: Complete this section.

To: Marquee Fire Protection (name of employer) If I have a work-related injury or illness, I choose to be treated by:

_____

(name of doctor)(M.D., D.O., or medical group)

_____(street address, city, state, ZIP)

_____(telephone number)

Employee Name (please print):

X _____

Employee's Address:

X _____

Name of Insurance Company, Plan, or Fund providing health coverage for nonoccupational injuries or illnesses:

_____

Employee's Signature _____ Date: _____

Physician: I agree to this Predesignation:

Signature: _____ _____ Date: _____

(Physician or Designated Employee of the Physician or Medical Group)

The physician is not required to sign this form, however, if the physician or designated employee of the physician or medical group does not sign, other documentation of the physician's agreement to be predesignated will be required pursuant to Title 8, California Code of Regulations, section 9780.1(a)(3).

§ 9783.1. DWC Form 9783.1 Notice of Personal Chiropractor or Personal Acupuncturist.

NOTICE OF PERSONAL CHIROPRACTOR OR PERSONAL ACUPUNCTURIST

If your employer or your employer's insurer does not have a Medical Provider Network, you may be able to change your treating physician to your personal chiropractor or acupuncturist following a work-related injury or illness. In order to be eligible to make this change, you must give your employer the name and business address of a personal chiropractor or acupuncturist in writing prior to the injury or illness. Your claims administrator generally has the right to select your treating physician within the first 30 days after your employer knows of your injury or illness. After your claims administrator has initiated your treatment with another doctor during this period, you may then, upon request, have your treatment transferred to your personal chiropractor or acupuncturist.

NOTE: If your date of injury is January 1, 2004 or later, a chiropractor cannot be your treating physician after you have received 24 chiropractic visits unless your employer has authorized additional visits in writing. The term "chiropractic visit" means any chiropractic office visit, regardless of whether the services performed involve chiropractic manipulation or are limited to evaluation and management. Once you have received 24 chiropractic visits, if you still require medical treatment, you will have to select a new physician who is not a chiropractor. This prohibition shall not apply to visits for postsurgical physical medicine visits prescribed by the surgeon, or physician designated by the surgeon, under the postsurgical component of the Division of Workers' Compensation's Medical Treatment Utilization Schedule.

You may use this form to notify your employer of your personal chiropractor or acupuncturist.

Your Chiropractor or Acupuncturist's Information:

_____

(name of chiropractor or acupuncturist)

_____

(street address, city, state, zip code)

_____

(telephone number)

Employee Name **(please print)**:

_____

Employee's Address:

_____

Employee's Signature _____ Date: _____

Employment Development Department
State of California

NOTICE TO EMPLOYEES

Your employer must send a copy of your *Employee's Withholding Allowance Certificate* (Form W-4 [federal] or DE 4 [state]) to the Franchise Tax Board (FTB) if the form meets either of the following two conditions:

- You claim more than 10 withholding allowances.
- You claim to be exempt from state or federal income tax withholding and your employer expects your usual weekly wages to exceed $200.

Your employer will continue to treat the Form W-4 and/or DE 4 as valid until notified, in writing, by the FTB of the proper marital status and number of allowances to use for California Personal Income Tax (PIT) withholding purposes.

If you disagree with the FTB determination, you may request a review of the determination by writing to:

W-4 Unit
Franchise Tax Board MS F180
P.O. Box 2952
Sacramento, CA 95812-2952
Fax: 916-843-1094

You, as the employee, will have to provide proof that the FTB determination is incorrect for California PIT withholding purposes. Your employer must continue to withhold as instructed in the original determination until notified by the FTB, in writing, of any changes.

If the FTB finds that the number of withholding allowances you claimed is unreasonable, you may be subject to a $500 penalty as provided by Section 13101 of the California Unemployment Insurance Code.

- Versión en español en la página 2 -

Employment Development Department
State of California

AVISO A EMPLEADOS

Su empleador debe de enviar una copia del certificado del empleado que autoriza la retención de impuestos conocido comúnmente en inglés como, *Employee's Withholding Allowance Certificate* (Formularios W-4 [federal] ó DE 4 [estatal]) al Franchise Tax Board (la oficina de recaudación de impuestos estatales), si el formulario cumple con cualquiera de las dos condiciones siguientes:

- Usted reclama más de 10 exenciones de retención en los cuales se basa la retención de impuestos.
- Usted sostiene estar exento de retención de impuestos federales y estatales y su empleador espera que usted gane su salario normal semanal de más de $200.

Su empleador continuará considerando el Formulario W-4 y/o el formulario DE 4 como válido hasta que sea notificado por el Franchise Tax Board, por escrito, del estado civil apropiado y el número de exenciones que se pueden usar para el propósito de retención del Impuesto de Ingreso Personal (PIT, por sus siglas en inglés) en California.

Si usted no está de acuerdo con la determinación del Franchise Tax Board, usted puede pedir que se revise la determinación escribiendo al:

W-4 Unit
Franchise Tax Board MS F180
P.O. Box 2952
Sacramento, CA 95812-2952
Fax: 916-843-1094

Usted, como empleado, tendrá que proporcionar las pruebas de que la determinación del Franchise Tax Board es incorrecta para el propósito de retención del Impuesto de Ingreso Personal en California. Su empleador continuará la retención como fue indicado en la determinación original hasta que sea notificado por el Franchise Tax Board, por escrito, de cualquier cambio.

Si el Franchise Tax Board decide que el número de exenciones que usted reclama es irrazonable, se le podrá imponer una multa de $500 conforme la Sección 13101 del Código del Seguro de Desempleo de California.

- English version on page 1 -

PRINT CLEAR

STATE OF CALIFORNIA - DEPARTMENT OF INDUSTRIAL RELATIONS
Division of Workers' Compensation

Notice to Employees--Injuries Caused By Work

You may be entitled to workers' compensation benefits if you are injured or become ill because of your job. Workers' compensation covers most work-related physical or mental injuries and illnesses. An injury or illness can be caused by one event (such as hurting your back in a fall) or by repeated exposures (such as hurting your wrist from doing the same motion over and over).

Benefits. Workers' compensation benefits include:

- **Medical Care:** Doctor visits, hospital services, physical therapy, lab tests, x-rays, medicines, medical equipment and travel costs that are reasonably necessary to treat your injury. You should never see a bill. There are limits on chiropractic, physical therapy and occupational therapy visits.
- **Temporary Disability (TD) Benefits:** Payments if you lose wages while recovering. For most injuries, TD benefits may not be paid for more than 104 weeks within five years from the date of injury.
- **Permanent Disability (PD) Benefits:** Payments if you do not recover completely and your injury causes a permanent loss of physical or mental function that a doctor can measure.
- **Supplemental Job Displacement Benefit:** A nontransferable voucher, if you are injured on or after 1/1/2004, your injury causes permanent disability, and your employer does not offer you regular, modified, or alternative work.
- **Death Benefits:** Paid to your dependents if you die from a work-related injury or illness.

Naming Your Own Physician Before Injury or Illness (Predesignation). You may be able to choose the doctor who will treat you for a job injury or illness. If eligible, you must tell your employer, in writing, the name and address of your personal physician or medical group *before* you are injured. You must obtain their agreement to treat you for your work injury. For instructions, see the written information about workers' compensation that your employer is required to give to new employees.

If You Get Hurt:

1. **Get Medical Care.** If you need emergency care, call 911 for help immediately from the hospital, ambulance, fire department or police department. If you need first aid, contact your employer.
2. **Report Your Injury.** Report the injury immediately to your supervisor or to an employer representative. Don't delay. There are time limits. If you wait too long, you may lose your right to benefits. Your employer is required to provide you with a claim form within one working day after learning about your injury. Within one working day after you file a claim form, your employer or claims administrator must authorize the provision of all treatment, up to ten thousand dollars, consistent with the applicable treatment guidelines, for your alleged injury until the claim is accepted or rejected.
3. **See Your Primary Treating Physician (PTP).** This is the doctor with overall responsibility for treating your injury or illness.
   - If you predesignated your personal physician or a medical group, you may see your personal physician or the medical group after you are injured.
   - If your employer is using a medical provider network (MPN) or a health care organization (HCO), in most cases you will be treated within the MPN or HCO unless you predesignated a personal physician or medical group. An MPN is a group of physicians and health care providers who provide treatment to workers injured on the job. You should receive information from your employer if you are covered by an HCO or a MPN. Contact your employer for more information.
   - If your employer is not using an MPN or HCO, in most cases the claims administrator can choose the doctor who first treats you when you are injured, unless you predesignated a personal physician or medical group.
4. **Medical Provider Networks.** Your employer may be using an MPN, which is a group of health care providers designated to provide treatment to workers injured on the job. If you have predesignated a personal physician or medical group prior to your work injury, then you may go there to receive treatment from your predesignated doctor. If you are treating with a non-MPN doctor for an existing injury, you may be required to change to a doctor within the MPN. For more information, see the MPN contact information below:

MPN website: www.bhhc.com

MPN Effective Date: 06/19/2023 MPN Identification number: MAWC442379

If you need help locating an MPN physician, call your MPN access assistant at: (855) 924-4272

If you have questions about the MPN or want to file a complaint against the MPN, call the MPN Contact Person at: (888) 495-8949

Discrimination. It is illegal for your employer to punish or fire you for having a work injury or illness, for filing a claim, or testifying in another person's workers' compensation case. If proven, you may receive lost wages, job reinstatement, increased benefits, and costs and expenses up to limits set by the state.

Questions? Learn more about workers' compensation by reading the information that your employer is required to give you at time of hire. If you have questions, see your employer or the claims administrator (who handles workers' compensation claims for your employer):

Claims Administrator Berkshire Hathaway Homestate Companies Phone (800) 661-6029

Workers' compensation insurer _____ (Enter "self-insured" if appropriate)

You can also get free information from a State Division of Workers' Compensation Information (DWC) & Assistance Officer. The nearest Information & Assistance Officer can be found at location: _____ or by calling toll-free **(800) 736-7401**. Learn more information about workers' compensation online: www.dwc.ca.gov and access a useful booklet "Workers' Compensation in California: A Guidebook for Injured Workers."

False claims and false denials. Any person who makes or causes to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony and may be fined and imprisoned.

Your employer may not be liable for the payment of workers' compensation benefits for any injury that arises from your voluntary participation in any **off-duty, recreational, social, or athletic activity** that is not part of your work-related duties.

ESTADO DE CALIFORNIA - DEPARTAMENTO DE RELACIONES INDUSTRIALES
División de Compensación de Trabajadores

Aviso a los Empleados—Lesiones Causadas por el Trabajo

Es posible que usted tenga derecho a beneficios de compensación de trabajadores si usted se lesiona o se enferma a causa de su trabajo. La compensación de trabajadores cubre la mayoría de las lesiones y enfermedades físicas o mentales relacionadas con el trabajo. Una lesión o enfermedad puede ser causada por un evento (como por ejemplo lastimarse la espalda en una caída) o por acciones repetidas (como por ejemplo lastimarse la muñeca por hacer el mismo movimiento una y otra vez).

Beneficios. Los beneficios de compensación de trabajadores incluyen:

- **Atención Médica:** Consultas médicas, servicios de hospital, terapia física, análisis de laboratorio, radiografías, medicinas, equipo médico y costos de viajar que son razonablemente necesarias para tratar su lesión. Usted nunca deberá ver un cobro. Hay límites para visitas quiroprácticas, de terapia física y de terapia ocupacional.
- **Beneficios por Incapacidad Temporal (TD):** Pagos si usted pierde sueldo mientras se recupera. Para la mayoría de las lesiones, beneficios de TD no se pagarán por más de 104 semanas dentro de cinco años después de la fecha de la lesión.
- **Beneficios por Incapacidad Permanente (PD):** Pagos si usted no se recupera completamente y si su lesión le causa una pérdida permanente de su función física o mental que un médico puede medir.
- **Beneficio Suplementario por Desplazamiento de Trabajo:** Un vale no-transferible si su lesión surge en o después del 1/1/04, y su lesión le ocasiona una incapacidad permanente, y su empleador no le ofrece a usted un trabajo regular, modificado, o alternativo.
- **Beneficios por Muerte:** Pagados a sus dependientes si usted muere a causa de una lesión o enfermedad relacionada con el trabajo.

Designación de su Propio Médico Antes de una Lesión o Enfermedad (Designación previa). Es posible que usted pueda elegir al médico que le atenderá en una lesión o enfermedad relacionada con el trabajo. Si elegible, usted debe informarle al empleador, por escrito, el nombre y la dirección de su médico personal o grupo médico, *antes* de que usted se lesione. Usted debe de ponerse de acuerdo con su médico para que atienda la lesión causada por el trabajo. Para instrucciones, vea la información escrita sobre la compensación de trabajadores que se le exige a su empleador darle a los empleados nuevos.

Si Usted se Lastima:

1. **Obtenga Atención Médica.** Si usted necesita atención de emergencia, llame al 911 para ayuda inmediata de un hospital, una ambulancia, el departamento de bomberos o departamento de policía. Si usted necesita primeros auxilios, comuníquese con su empleador.
2. **Reporte su Lesión.** Reporte la lesión inmediatamente a su supervisor(a) o a un representante del empleador. No se demore. Hay límites de tiempo. Si usted espera demasiado, es posible que usted pierda su derecho a beneficios. Su empleador está obligado a proporcionarle un formulario de reclamo dentro de un día laboral después de saber de su lesión. Dentro de un día después de que usted presente un formulario de reclamo, el empleador o administrador de reclamos debe autorizar todo tratamiento médico, hasta diez mil dólares, de acuerdo con las pautas de tratamiento aplicables a su presunta lesión, hasta que el reclamo sea aceptado o rechazado.
3. **Consulte al Médico que le está Atendiendo (PTP).** Este es el médico con la responsabilidad total de tratar su lesión o enfermedad.
   - Si usted designó previamente a su médico personal o grupo médico, usted puede consultar a su médico personal o grupo médico después de lesionarse.
   - Si su empleador está utilizando una Red de Proveedores Médicos (MPN) o una Organización de Cuidado Médico (HCO), en la mayoría de los casos usted será tratado dentro de la MPN o la HCO a menos que usted designó previamente un médico personal o grupo médico. Una MPN es un grupo de médicos y proveedores de atención médica que proporcionan tratamiento a trabajadores lesionados en el trabajo. Usted debe recibir información de su empleador si está cubierto por una HCO o una MPN. Hable con su empleador para más información.
   - Si su empleador no está utilizando una MPN o HCO, en la mayoría de los casos el administrador de reclamos puede escoger el médico que lo atiende primero, cuando usted se lesiona, a menos que usted designó previamente a un médico personal o grupo médico.
4. Red de Proveedores Médicos (MPN): Es posible que su empleador use una MPN, lo cual es un grupo de proveedores de asistencia médica designados para dar tratamiento a los trabajadores lesionados en el trabajo. **Si usted ha hecho una designación previa de un médico personal antes de lesionarse en el trabajo, entonces usted puede recibir tratamiento de su médico previamente designado.** Si usted está recibiendo tratamiento de parte de un médico que no pertenece a la MPN para una lesión existente, puede requerirse que usted se cambie a un médico dentro de la MPN. Para más información, vea la siguiente información de contacto de la MPN :

Página web de la MPN: www.bhhc.com

Fecha de vigencia de la MPN: 06/19/2023 Número de identificación de la MPN: MAWC442379

Si usted necesita ayuda en localizar un médico de una MPN, llame a su asistente de acceso de la MPN al: (855) 924-4272

Si usted tiene preguntas sobre la MPN o quiere presentar una queja en contra de la MPN, llame a la Persona de Contacto de la MPN al: (888) 495-8949

Discriminación. Es ilegal que su empleador le castigue o despida por sufrir una lesión o enfermedad en el trabajo, por presentar un reclamo o por testificar en el caso de compensación de trabajadores de otra persona. De ser probado, usted puede recibir pagos por pérdida de sueldos, reposición del trabajo, aumento de beneficios y gastos hasta los límites establecidos por el estado.

¿Preguntas? Aprenda más sobre la compensación de trabajadores leyendo la información que se requiere que su empleador le dé cuando es contratado. Si usted tiene preguntas, vea a su empleador o al administrador de reclamos (que se encarga de los reclamos de compensación de trabajadores de su empleador):

Administrador de Reclamos Berkshire Hathaway Homestate Companies Teléfono (800) 661-6029

Asegurador del Seguro de Compensación de trabajador _____ (Anote "autoasegurado" si es apropiado)

Usted también puede obtener información gratuita de un Oficial de Información y Asistencia de la División Estatal de Compensación de Trabajadores. El Oficial de Información y Asistencia más cercano se localiza en: _____ o llamando al número gratuito **(800) 736-7401**. Usted puede obtener más información sobre la compensación del trabajador en el Internet en: **www.dwc.ca.gov** y acceder a una guía útil "Compensación del Trabajador de California Una Guía para Trabajadores Lesionados."

Los reclamos falsos y rechazos falsos del reclamo. Cualquier persona que haga o que ocasione que se haga una declaración o una representación material intencionalmente falsa o fraudulenta, con el fin de obtener o negar beneficios o pagos de compensación de trabajadores, es culpable de un delito grave y puede ser multado y encarcelado.

Es posible que su empleador no sea responsable por el pago de beneficios de compensación de trabajadores para ninguna lesión que proviene de su participación voluntaria en cualquier **actividad fuera del trabajo, recreativa, social, o atlética** que no sea parte de sus deberes laborales.