

Heimsness Construction Company, Inc.

General Policy Statement

I. Purpose:

It is the policy of Heimsness Construction Co., Inc. that employee safety is considered the most vital aspect of our operations. Above all, safety is the primary consideration in all stages of planning and execution of any work performed. Compliance with the Occupational Safety and Health Act (OSHA) of 1970 as amended and supplemented especially OSHA 29 CFR 1926.20 and 1926.21, is the mandatory minimum for all employees. State, local and/or plant policies may be more stringent, and when applicable, must be adhered to.

II. Scope:

In order to ensure that this program is properly implemented, the Health & Safety Administrator has been designated as Policy Administrator. This procedure applies to all affected employees and to subcontractors where another policy is not already in place.

III. General

The supervisor is responsible for the safe conduct of all employees under his/her direction. All employees are to report any unsafe condition or potential hazard directly to the supervisor.

No work requiring safety equipment or apparatus is to be performed unless the proper equipment or apparatus is available, in good working condition, and is used in the proper manner. All employees shall be trained in the proper use of safety equipment. Manufacturer's recommendations and instructions shall be followed.

IV. Safety Guidelines

The following safety guidelines, while not comprehensive, highlight rules, which can prevent some of the most common accidents found in industry. If you have any questions concerning this program or its rules and regulations, please inform your supervisor.

Remember, the responsibility for personal safety, as well as the safety of others shall take precedence over all other activities. Heimsness Construction Company, Inc. follows an "Open Door Policy". We encourage employees to bring up new ideas, constructive criticism, suggestion forms, etc. Heimsness Construction Company, Inc. will consider all such information as a means to make your work place a safer one.

By signing the acknowledgement page of this program, you indicate that you understand this program and intend to comply with its provisions. Failure to comply with the rules contained herein can be adequate reason for dismissal. Because this brief program outline encompasses only certain safety aspects, Heimsness Construction Company, Inc. cannot assure safety through compliance with the data contained herein.

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First Aid Kits

A first aid kit shall be provided in each area for every 25 persons employed. The supervisor shall post the telephone numbers of the local hospital, ambulance, fire department, and local law enforcement agency.

In the event of an accident, notify the supervisor immediately.

Personal Protective Equipment

1.) Hard hats must be worn where applicable and as required.

2.) Safety glasses and, at times, safety goggles and/or face shields are compulsory when drilling, burning, chipping, grinding, sawing, grouting, and while otherwise required by your supervisor. Welding helmets are mandatory for all welders. Respiratory equipment, earplugs, full body harnesses, and lifelines shall be worn as required.

3.) Gloves are to be worn when handling material with sharp edges and as directed by your supervisor. Finger rings and wristwatches are a constant hazard and all workers are required to remove them while working.

4.) Shirts that cover the mid-section are to be worn by all personnel with a minimum of a four-inch sleeve while on company time. No ties or loose or baggy clothing are permitted.

5.) Know where fire extinguishers, telephones, first aid kits, and other emergency equipment are located and know how to use this equipment in the event of an emergency.

Tools, Equipment, and Materials

1.) Check all vehicles and equipment before use to assure that they are in proper operating condition. The pre-operational inspection shall be documented.

2.) Hand tools such as hammers, punches, picks, and chisels shall be inspected for faulty handles or mushroomed heads prior to the start of each job and shall be re-inspected before each use.

3.) Cables, ropes, sheaves, shackles, booms, lifting equipment, etc., shall be checked every day. Worn or frayed items are to be replaced or repaired immediately.

4.) All electrical equipment must be grounded. Three pronged plugs and receptacles are required on extension and equipment cords. GFCI's may be required in certain situations, ask your supervisor.

5.) 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 control for the equipment. NOTE: Only qualified and authorized persons are to repair electrical equipment.

6.) All electrical wires within ten feet of the apex, roof, sides or corners of a proposed building or a fully extended crane or aerial work platform must be moved or shielded until such time as the building is completely erected. NOTE: Minimum clearance distance of 10 ft. for any work performed near electrical lines carrying 50KV or less. Above 50KV distance increases.

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7.) 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 or tools.

8.) 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 and capped when in storage. Watch out for nearby combustibles and keep bottles shielded or a safe distance from welding or cutting operations. NOTE: Cylinders must be separated from combustible materials by 20 feet minimum when in storage.

9.) Compressed air hoses should never be pointed at yourself or anyone else. Compressed air must be used for the prescribed operations only, with pressure kept as low as possible for doing the job adequately.

10.) Riding—No more passengers than factory seating allows may ride in the cab of a truck at one time. Seat belts provided must be worn. Riding material hoists, crane loads, balls, hooks or excavation equipment is not permitted. PIT (forklifts) must have a seatbelt, which is to be worn when operating the lift.

11.) Material or Equipment being transported by truck must be loaded cinched and flagged in a manner consistent with good loading and transporting practice and only authorized employees holding valid licenses of the proper class shall drive the truck.

12.) Stay out from under and in front of loads on cranes, etc. Do not cause or permit a load to be carried over a work person who is unaware of it or cannot get clear. NOTE: There should always be 2 ft. minimum clearance distance between the counterweight of a crane and any structure. If less than 2ft. the area must be barricaded to prevent a person from being crushed.

13.) Do not attempt to lift objects that are too heavy for you to lift alone (75 lb. weight limit); ask for help. Use proper lifting technique at all times.

Ladders, scaffolding and openings

1.) All ladders must be inspected prior to the start of each job, and equipped with safety feet. Ladders should never be painted.

2.) Ladders must be on a firm foundation, lashed or hooked to the structure (can be cleated or held securely by another employee) and extended 36" above the landing.

3.) Never climb or descend a ladder with anything in your hands or pockets. Use a hand line for tools and equipment to be raised or lowered.

4.) Wood scaffolds must be of good sound lumber, generally two planks wide, of not less than 2" x 8" material adequately supported. Wheels on metal scaffolds must be provided with locks. Guardrails and toe boards must be used on all scaffolding.

5.) Openings in the floor or ground must be railed off and have 4" toe boards or covered. Open sided floors must be railed including toe boards. Excavations must be guarded by barriers with warning lights at night.

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General

- 1.) Smoking is permitted in authorized areas only.
- 2.) Running is prohibited in work areas.
- 3.) Sunglasses or dark safety glasses are not to be worn when working inside a building or facility. Indoor/outdoor safety glasses are permitted with supervisor approval.
- 4.) Fire aisles and exits are to be kept clear of material and/or debris at all times.
- 5.) Know and understand evacuation procedures in the event of emergency evacuation.
- 6.) Observe parking restrictions.
- 7.) Observe restrictions on use of cameras.
- 8.) Observe all requirements for hearing protection, dust masks or respirators.
- 9.) When necessary, observe locations of eye wash fountains and safety showers.
- 10.) Safety precautions must be strictly adhered to when any flammable material is to be stored.

NOTE: All employees are subject to random drug testing.

Job Site Inspections

The Heimsness Construction Company, Inc. Health & Safety Administrator or their designee will provide for inspections of all job sites to ensure compliance with all applicable OSHA, State, local and/or plant policies.

Equipment and Machinery Operation

Heimsness Construction Company, Inc. requires all employees who will operate equipment and machinery to be qualified in the operation of the equipment and machinery to be operated.

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Drug-Free Workplace Program

Purpose:

Heimsness Construction Company, Inc., strives to ensure a workplace that is free of illegal drugs and to eliminate illegal drug use by all employees in the Burgess & Berry Insulation workplace. This document establishes the responsibilities, procedures, and guidelines for a comprehensive company-wide Drug-Free Workplace Program. It provides direction, which should be used in conjunction with other statutory and regulatory requirements.

Scope:

It is the policy of Heimsness Construction Company, Inc., that its workplace be free from the illegal use, possession of, or distribution of controlled substances, by the officers and employees of Heimsness Construction Company, Inc. The possession and distribution of controlled substances will be dealt with promptly in accordance with legal and administrative disciplinary procedures. However, the policy's primary goal is to ensure that illegal drug use is eliminated and that Heimsness Construction Company, Inc.'s workplace be safe, healthful, productive, and secure.

Controls:

It is a well-established fact that employees who use illegal drugs, on or off duty, tend to be less productive, less reliable, and prone to greater absenteeism, thereby impairing their ability to perform tasks that are critical to the company's focus and resulting in the potential for accidents on duty and failures that can pose serious threats to health, safety, and the protection of property. Illegal drug use is detrimental to the operations and functioning of Heimsness Construction Company, Inc., employees. Therefore, it is the policy of Heimsness Construction Company, Inc., to ensure a workplace that is free of illegal drugs and to eliminate illegal drug use by all employees in the Heimsness Construction Company, Inc., workplace, including, to the extent possible, contractor employees. To achieve this policy and as a deterrence to illegal drug use, Heimsness Construction Company, Inc., established a comprehensive drug-prevention program that emphasizes the following:

- Heimsness Construction Company, Inc., employees who are using illegal drugs should be offered the opportunity for rehabilitation.
- Heimsness Construction Company, Inc., provides drug education and training, employee counseling and assistance, and voluntary drug testing for all employees.
- Heimsness Construction Company, Inc., employees will be treated with personal dignity, and their privacy will be respected in reaching Heimsness Construction Company, Inc.'s goal of a drug-free workplace.
- Heimsness Construction Company, Inc., guarantees that disciplinary action will not be taken against employees who voluntarily identify themselves as users of illegal drugs and who otherwise comply with the provisions of this Plan.
- While it is Heimsness Construction Company, Inc.'s intent to help employees overcome their drug related problems, it must be clear to all that illegal drug use by employees will not be tolerated.

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Drug Free Workplace

Program Administration

Nature, Frequency, and Type of Drug Testing The Heimsness Construction Company, Inc., Plan includes the following types of drug testing:

- Pre-employment testing.
- Random testing of employees in safety sensitive positions.
- Reasonable-suspicion testing.
- Involvement in accidents or unsafe-practices.
- Voluntary testing.
- Testing as part of and as a follow-up to counseling or rehabilitation.

The frequency of testing will depend on the type of testing to be conducted. Generally, 10 percent of the pool shall be subject to random testing each year. However, Heimsness Construction Company, Inc., management reserves the right to increase or decrease the frequency and testing percentage of any category of drug testing, consistent with the duty to achieve a drug-free workplace.

Responsibilities

Vice President

- Ensuring the implementation of this program
- Establishing the processes and procedures necessary to carry out this program
- Designating the Heimsness Construction Company, Inc., Drug Program Manager (DPM).

Drug Program Manager (DPM)

- Reporting to the Vice President on the status of the Drug-Free Workplace Program.
- Overseeing implementation of this program on a company-wide basis.
- Coordinating all Drug-Free Workplace Program activities wherever possible to conserve resources and to accomplish reliable and accurate testing efficiently.
- Arrange for all testing authorized under this Plan.
- Ensure that all employees, subject to random testing, receive individual notice and that such employees return a signed acknowledgment of receipt.
- Coordinate administrative actions with management when a finding of illegal drug use occurs under this Plan.
- Provide educational materials and training to managers, supervisors, and employees on illegal drugs in the workplace to include the recognition and documentation of facts and circumstances that support a reasonable suspicion that an employee may be using illegal drugs.
- Assist supervisors whose employees have performance and/or personal problems that may be related to illegal drug use.
- Monitor the progress of referred employees during and after the rehabilitation period.
- Maintain a list of rehabilitative and treatment organizations that provide counseling and rehabilitative programs.

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Employee Assistance Program (EAP) Administrator

- Perform the lead role in the development, implementation, and evaluation of the EAP.
- Assist the EAP Coordinator and counselors in establishing their local EAP's.
- Advising on and preparing statistical reports.

Medical Review Officer (MRO)

MRO is responsible for receiving laboratory results generated from the Heimsness Construction Company, Inc., Drug-Free Workplace Program and for consulting with the Agency MRO, as needed. Each MRO must be a licensed physician with knowledge of substance abuse disorders and the appropriate medical training to interpret and evaluate all positive test results together with an individual's medical history and any other relevant biomedical information. The MRO is responsible for the following:

- Reviewing laboratory test results of employees.
- Ensuring that an individual who has tested positive has been afforded an opportunity to justify the test result.
- Evaluating and determining if the positive test result is justified or unjustified, based on an assessment consistent with confidentiality requirements, referring written determinations regarding all verified positive test results

Supervisors

Supervisors will become familiar with the requirements of this program, especially the provisions concerning ensuring employees that their personal dignity and privacy will be respected.

Except as modified by Heimsness Construction Company, Inc., management to suit specific program responsibilities, all supervisors will attend a training session on illegal drug use in the workplace.

Supervisors may recommend a reasonable suspicion test, after first making appropriate factual observations and documenting those observations and obtaining approval from the appropriate management officials.

Upon a finding of illegal drug use, supervisors will refer employees to an EAP Administrator for assistance in obtaining counseling and rehabilitation. Upon a finding of illegal drug use, supervisors will initiate appropriate disciplinary action

Supervisors will assist management and the EAP Administrator in evaluating employee performance and/or personnel problems that may be related to the use of illegal drugs.

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Training and Education

Supervisory Training

Since supervisors have a key role in establishing and monitoring a drug-free workplace, Heimsness Construction Company, Inc., shall provide training to assist supervisors in recognizing and addressing illegal drug use by Heimsness Construction Company, Inc., employees. Supervisory training will be required of all supervisors and may be presented as a separate course or be included as part of an ongoing supervisory training program. Training will be provided as soon as possible after a person assumes supervisory responsibility; however, failure to receive such training will not invalidate otherwise proper management decisions relating to this program. The purpose of supervisory training is to provide the following information:

- Heimsness Construction Company, Inc., policies relevant to work-performance problems, drug use, and the Heimsness Construction Company, Inc., EAP.
- The rights of employees.
- The responsibilities of offering EAP services.
- The ways that performance and behavioral changes should be recognized and documented.
- The roles of the medical staff, supervisors, personnel, and EAP Administrator
- How to use the Heimsness Construction Company, Inc., EAP.
- How EAP relates to the performance appraisal and the disciplinary process.
- The process of reintegrating employees into the workforce who have successfully completed a rehabilitative program.

Employee Education

Drug education for all employees includes the following:

- Objectives of the program o Types and effects of drugs.
- Rights of the employee.
- Symptoms of drug use and the effects on performance and conduct.
- The relationship of the EAP to the Drug-Free Workplace Program.
- Other relevant treatment, rehabilitative, and confidentiality issues.
- Means of Education

Drug education activities may include the following:

- Distribution of written materials.
- Videotapes.
- Lunchtime employee forums.
- Employee drug-awareness days.

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Testing for Illegal Drugs

Technical Guidelines For Drug Testing

Heimsness Construction Company, Inc.'s Drug-Free Workplace Program shall have trained collection personnel, a laboratory certification program, analytical standards and quality assurance requirements for urinalysis procedures, and strict confidentiality requirements.

All laboratories designated for analyzing drug tests must be approved by the MRO. All tested employees will receive written notification of their test results. If the verification test indicates the presence of an illegal drug, the MRO will contact the employee and provide him/her the opportunity to justify the positive test result. If the employee chooses to offer an explanation for the positive test result, he/she may present to the MRO any information and/or declare any condition he/she believes might have affected the test result (e.g., prescribed medication). The MRO will consider all information provided. Employees are not entitled to present evidence to the MRO in a trial-type administrative proceeding, although the MRO has the discretion to accept evidence in any manner he/she deems most efficient or necessary. If the MRO determines that the employee's justification for the positive test result is adequate, the employee will be so notified, in writing, by the DPM, and the testing procedure is concluded at this point.

If the MRO determines that the employee's justification for the positive test result is not sufficient, the findings are forwarded to the DPM for further action. Upon receipt of MRO findings the DPM shall advise the employee that he/she may request a second test of the specimen and will arrange contact with the MRO, if desired. The second test will be conducted at the same Heimsness Construction Company, Inc.-contracted laboratory, at Heimsness Construction Company, Inc., expense. The employee can also request a second test at another certified laboratory. In such instances, the contracted laboratory used by Heimsness Construction Company, Inc., will send a portion of the original sample to the laboratory designated by the employee. The cost of this test shall be paid by the employee.

Privacy Provision

Any individual, subject to testing under this program, shall be permitted to provide urine specimens in private and in a rest room stall or similar enclosure so that the employee is not observed while providing the sample, except in those cases where collection-site personnel, with the approval of the DPM, have reason to believe the individual may alter or substitute the specimen to be provided. Such belief should be supported by one of the following:

- The individual's behavior suggests that he/she is under the influence of drugs at the time of the test.
- The individual has previously been found by Heimsness Construction Company, Inc., to be an illegal-drug user.
- At the time of testing, the individual is found to possess the means of tampering or altering urine samples.

- The individual has previously tampered with a sample.

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Notice To Employees

A general notice announcing the Heimsness Construction Company, Inc., Drug-Free Workplace Program was provided to all employees at least 60 days prior to the implementation date of this Plan which explained:

- The purpose of the Heimsness Construction Company, Inc., Drug-Free Workplace Program.
- That the Program included both voluntary and mandatory testing.
- That those who held positions selected for random testing would also receive an individual notice, prior to the commencement of testing, indicating that their position had been designated a.
- The availability and procedures necessary to obtain counseling or rehabilitation through the EAP.
- The circumstances under which testing may occur.
- That opportunity will be afforded to submit medical documentation of lawful use of an otherwise illegal drug.
- That the laboratory assessment is a series of tests which are highly accurate and reliable and that, as an added safeguard, laboratory results are reviewed by the MRO.
- That all medical and rehabilitative records will be deemed confidential "patient" records and may not be disclosed without the prior written consent of the patient, except for the conditions or situations required by law.
- That a verified positive test result may only be disclosed to:
 - a. The employee.
 - b. The appropriate EAP Coordinator.
 - c. Any management employee whose duties necessitate review of the test result in order to process an adverse personnel action against the employee.
 - d. A court of competent jurisdiction or where required by the U.S. Government to defend against any adverse personnel action.
- That Heimsness Construction Company, Inc., may conduct reasonable-suspicion, accident, or unsafe-practice testing without regard to the 60-day notice requirement.

Types Of Testing

Random Testing - Employees occupying safety sensitive positions are subject to random testing. The frequency of and the percentage of the random testing will be determined according to management's needs.

Individual Notice - In addition to the general notice, an individual notice will be distributed to all employees subject to random testing, explaining, in addition to the information provided in the general notice, the following:

1. The employee's position has been designated a safety sensitive position.
2. The employee has the opportunity to identify himself/herself voluntarily as a user of an illegal drug and to receive counseling or rehabilitation.

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3. It is Heimsness Construction Company, Inc., policy that disciplinary action will not be taken against employees who are found to be using an illegal drug, if the employee accomplishes the following:
 - a. Voluntarily identifies himself/herself as a user of an illegal drug.
 - b. Successfully completes counseling and rehabilitation.
 - c. Thereafter refrains from using illegal drugs.
 - d. The employee will be subject to random testing no sooner than 30 days after the date of this notice.

Each employee in a safety sensitive position shall be asked to acknowledge, in writing, that the employee has received and read the notice that states that the employee's position has been designated for random drug testing, and that refusal to submit to testing will result in initiation of disciplinary action, up to and including removal.

If the employee refuses to sign the acknowledgment, the employee's supervisor shall note on the acknowledgment form that the employee received the notice. This acknowledgment shall be collected and maintained by the DPM.

An employee's failure to sign the notice shall not preclude testing that employee or otherwise affect the implementation of the program since the general 60-day notice will have previously notified all employees of the requirement to be drug free.

Notification of Selection. An individual selected for random testing, as well as, the first-level supervisor, will be notified, preferably, on the same day that the test is scheduled and within 2 hours of the scheduled testing. The supervisor will explain to the employee that the employee is under no suspicion of taking drugs, and that the employee's name was selected randomly.

Deferral of Testing. If the first- and second-level supervisors agree, an employee's test may be deferred, if a compelling need necessitates a deferral on the following grounds:

- (1) The employee is in an approved leave status (administrative, annual, sick, or leave without-pay status);
- (2) The employee is in official travel status or is about to embark on official travel; or
- (3) The employee needs to perform a task or function that is time critical and for which no other employee can be substituted.

An employee whose test is deferred will be subject to an unannounced test within the 60 days following the deferral.

Employee Counseling and Assistance While participating in a counseling or rehabilitative program, the employee may be exempted from the random testing for a period not to exceed 60 days or for a time period specified in an abeyance contract or rehabilitative plan approved by Heimsness Construction Company, Inc., management.

Upon successful completion of the counseling or rehabilitative program, the employee will immediately be returned to the random test pool and will be subject to follow-up testing.

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Reasonable-Suspicion Testing

Individuals Subject to Reasonable-Suspicion Testing.

Reasonable-suspicion testing may be required of any employee in a position that is designated for random testing when there is a reasonable suspicion that the employee uses illegal drugs whether on or off duty. Reasonable suspicion testing may also be required of any employee in any position when there is reasonable suspicion of on-duty drug use or on-duty drug impairment.

Reasonable-suspicion testing does not require certainty; however, undocumented "hunches" are not sufficient to warrant such testing. Among other things, reasonable-suspicion testing may be based upon the following:

1. Observable phenomena, such as direct observation of drug use or possession and/or the physical symptoms of being under the influence of a drug;
2. Arrest or conviction in the last year for a drug-related offense or the identification of an employee as the focus of a criminal investigation into illegal-drug possession, use, or trafficking (e.g., distribution of a controlled substance);
3. Information provided either by reliable and credible sources or by independent corroboration;
or
4. Newly discovered evidence that the employee has tampered with a previous test result.

Testing Procedures

If an employee is suspected of using illegal drugs, the supervisor will document, in writing, the information, facts, and circumstances that form the basis to recommend reasonable suspicion testing. The written report will include, at a minimum, the appropriate dates and times of the drug-related incidents, reliable (credible) sources of information, and the rationale leading to the recommendation for the test. If reasonable-suspicion testing is conducted, the documentation will be appended to include the findings of the test and the action taken. Concurrence by a higher level supervisor is required, in advance, for all reasonable-suspicion tests.

Upon determination of reasonable suspicion, and after approval from the appropriate management official, the supervisor will contact the DPM, who will normally schedule the test within 2 hours of being notified. Any employee with a verified positive test result will be subject to the same conditions and procedures as an employee found to use illegal drugs through any other means.

Accident or Unsafe Practice Testing

Heimsness Construction Company, Inc., is committed to providing a safe and secure working environment. It also has a legitimate interest in determining the cause of serious accidents so that it can undertake appropriate corrective measures. Post-accident drug testing can provide invaluable information in furtherance of that interest. Accordingly, an employee may be subject to testing when, based upon the circumstances of the accident, their actions are reasonably suspected of having caused or contributed to an accident that meets the following criteria:

- a. The accident results in a death or personal injury requiring immediate hospitalization, or

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- b. The accident results in damage estimated to be in excess of \$5,000 to company or private property.

If an employee is suspected of having caused or contributed to an accident meeting either of the above criteria, the appropriate supervisor will present the facts leading to this suspicion to the Heimsness Construction Company, Inc., Administrator (or designee) for approval. Once approval has been obtained and arrangements have been made with the DPM for testing, the supervisor will prepare a written report detailing the facts and circumstances that warranted the testing. A test should be scheduled as expeditiously as possible.

Voluntary Testing

Employees not in safety sensitive positions may volunteer for unannounced random testing by notifying the DPM. These employees will then be subject to random testing and will be subject to the same conditions and procedures for finding of illegal drug use as those employees found to use illegal drugs through any other means.

Follow-up Testing

All employees who have been referred through administrative channels and who successfully complete rehabilitation for illegal drug use will be subject to unannounced drug testing for a period of 1 year, at an increased frequency of no less than four times per year, or as agreed to in the abeyance contract. Follow-up testing is distinct from testing that may be imposed as a component of the EAP.

Illegal Drug Use and Disciplinary Consequences

Illegal Drug Use and Disciplinary Consequences

An employee may be found to use illegal drugs on the basis of any appropriate evidence including, but not limited to, direct observation, evidence obtained from an arrest or criminal conviction, a verified positive test result, or an employee's voluntary admission.

Mandatory Administrative Actions

Heimsness Construction Company, Inc., shall refer an employee found to use illegal drugs to the EAP. If an employee found to use illegal drugs occupies a safety sensitive position, Heimsness Construction Company, Inc., management will immediately take the employee out of that position.

At the discretion of the Heimsness Construction Company, Inc., Administrator (or designee) and as part of an EAP, an employee may be permitted to return to duty in if the employee's return would not endanger public health or safety or national security.

Range of Consequences

The severity of the disciplinary action taken against an employee found to use illegal drugs will depend on the circumstances of each case, will be consistent with the Order, and will include the full range of disciplinary actions, including removal. Heimsness Construction Company, Inc., shall initiate disciplinary action against any employee found to use illegal drugs but shall not discipline an employee who voluntarily admits to illegal drug use.

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Disciplinary action, consistent with any collective-bargaining agreement and employment laws and other statutes, Heimsness Construction Company, Inc., orders, and regulations, may include any of the following measures, but some disciplinary action must be initiated:

- Reprimanding the employee in writing. o Placing the employee in an enforced leave status. o Suspending the employee for 14 days or less.
- Suspending the employee for 15 days or more.
- Suspending the employee until the employee successfully completes the EAP or until Heimsness Construction Company, Inc., determines that action other than suspension is more appropriate.
- Reducing the employee in pay or grade. o Removing the employee from employment with the company.

Voluntary Referral

Under the program, Heimsness Construction Company, Inc., is required to initiate action to discipline any employee found to use illegal drugs in every circumstance, except one. If an employee (1) voluntarily admits his or her drug use; (2) completes counseling or an EAP; and (3) thereafter refrains from drug use, such discipline "is not required."

A fundamental purpose of Heimsness Construction Company, Inc.,'s Drug-Free Workplace Program is to assist employees who, themselves, are seeking treatment for drug use. For this reason, Heimsness Construction Company, Inc., will not initiate disciplinary action against any employee who meets all three of the following conditions:

- Voluntarily identifies himself/herself as a user of illegal drugs, prior to being identified through other means.
- Successfully completes counseling or rehabilitation through an EAP, including follow-up testing.
- Thereafter refrains from using illegal drugs.
- This self-referral option allows any employee to step forward and identify himself/herself as an illegal drug user for the purpose of entering a drug treatment program under the EAP.

Since the key to this provision's rehabilitative effectiveness is an employee's willingness to overcome "denial" by means of a voluntary self-identification--a decision on the employee's part to admit his or her problem to himself/herself and to others--this provision will not be available to an employee who is asked to provide a urine sample under random, reasonable suspicion, accident or unsafe practice testing, and who thereafter (i.e., just before or after the sample is collected) "admits" his or her drug use.

Initiation Of Mandatory Removal From Employment

Heimsness Construction Company, Inc., will initiate action to remove an employee for the following:

- Refusing to obtain counseling or rehabilitation through an EAP, as required after having been found to use illegal drugs.
- Having been found to have used illegal drugs following a first finding of illegal drug use.

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Failure To Appear For Testing

Failure to appear for testing without justification acceptable to Heimsness Construction Company, Inc., management will be considered refusal to participate in testing and will subject an employee to the full range of disciplinary actions, including removal.

If an individual fails to appear at the collection site at the assigned time, the collector will contact the Center DPC who will initiate appropriate action.

Refusal To Take A Drug Test

An employee who refuses to be tested when so required will be subject to the full range of disciplinary action, including removal.

Attempts to alter, substitute, or tamper with the collection of the specimen will be deemed a refusal to take the drug test.

Rehabilitation

Employee Assistance Program (EAP) has been established to: Assist supervisors who have employees with performance and/or conduct problems and make referrals to treatment and rehabilitative facilities.

Provide counseling and assistance to employees who refer themselves for treatment or who have been found to be illegal drug users and monitor their progress through treatment/rehabilitation.

Make available to all Heimsness Construction Company, Inc., employees, education and training on the types and effects of drugs, symptoms of drug use, and impact of drugs on performance and conduct, relationship of the EAP with the Heimsness Construction Company, Inc., Drug-Free Workplace Program, and related treatment, rehabilitative, and confidentiality issues. The EAP is administered separately from the Heimsness Construction Company, Inc., Drug-Free Workplace Program.

Referral And Availability

The EAP shall provide counseling and rehabilitative services for all referrals, as well as education and training for all employees regarding use of illegal drugs. Any employee found to be using illegal drugs will be referred to the EAP; however, the EAP will be available to all employees without regard to a finding of illegal drug use. When feasible, the EAP is also available to Heimsness Construction Company, Inc., employees with family members who have drug problems.

In the event that the employee is not satisfied with the program of treatment or rehabilitation, such employee may seek review of the EAP Coordinator's referral by notifying the EAP Administrator prior to completion of the program. The decision of the EAP Administrator shall be final and shall not be subject to further administrative review. Regardless of the treatment program chosen, the employee remains responsible for successful completion of the treatment, and assertions that the counselor failed to consider one or more of the factors in making a referral shall constitute neither an excuse for continuing to use illegal drugs nor a defense against disciplinary action if the employee does not complete treatment.

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Leave Allowance

During the assessment/referral phase of rehabilitation, an employee shall be allowed up to 1 hour (or more as necessitated by travel time) of excused absence for each counseling session up to a maximum to be determined by the supervisor according to workload requirements and leaveusage law, regulations, and Heimsness Construction Company, Inc., policy.

Absences during duty hours for rehabilitation/treatment after the assessment/referral phase must be charged to the appropriate leave category (annual, sick, or leave without pay) in accordance with law and leave regulations.

Records and Reports

Confidentiality Of Test Results

The laboratory may disclose confirmed laboratory test results only to the MRO. Any positive result that the MRO justifies by licit and appropriate medical or scientific documentation to account for the results as other than the intentional ingestion of an illegal drug, will be treated as a negative test result and may not be released for purposes of identifying illegal drug use. Test results will be protected and may not be released to other persons. The MRO may maintain only those records necessary for compliance with the program. Any records of the MRO, including drug-test results, may be released to any supervisor or management official(s) having authority to take adverse personnel actions for purposes of auditing the activities of the MRO, except that the disclosure of the results of any audit may not include personal identifying information on any employee.

The results of a drug test of a Heimsness Construction Company, Inc., employee may not be disclosed without the prior written consent of such employee, unless the disclosure would be to any of the following:

- The MRO;
- The EAP Administrator, when the employee is receiving counseling or treatment;
- Any supervisor or management official(s) within Heimsness Construction Company, Inc., having authority to take or recommend adverse personnel action against such employee; or
- Pursuant to the order of a court of competent jurisdiction where required by the United States Government to defend against any adverse personnel action.
- Test results with all identifying information removed shall also be made available to Heimsness Construction Company, Inc., personnel, including the DPM, for data collection and other activities necessary to comply with this program.

Employee Access To Records

Any employee who is the subject of a drug test will, upon written request, have access to any records relating to the following:

- Such individual's drug test.
- The results of any relevant certification, review, or revocation of proceedings

Confidentiality Of Records

All drug-testing information, specifically relating to individuals, is confidential and should be treated as such by anyone authorized to review or compile program records. In order to implement the program efficiently and to make information readily retrievable, the DPM shall maintain all records relating to reasonable-suspicion testing, suspicion of tampering evidence, and any other authorized documentation necessary.

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All records and information of the personnel actions taken on employees with verified positive test results should be forwarded to the appropriate personnel office representative. Such shall remain confidential, appropriately safeguarded, allowing access only to authorized individuals who have a "need-to-know."

Maintenance Of Records

Heimsness Construction Company, Inc., has established a record keeping system to maintain the records of this program, consistent with the Heimsness Construction Company, Inc., Privacy Act requirements and with all applicable Federal laws, rules, and regulations on confidentiality of records. If necessary, records may be maintained as required by subsequent administrative or judicial proceedings or at the discretion of the Heimsness Construction Company, Inc., DPM.

- Notices of verified positive test results referred by the MRO.
- Written materials justifying reasonable-suspicion testing or evidence that an individual may have altered or tampered with a specimen.
- Other documents that the DPM, MRO, or EAP Administrator deem necessary for compliance with this program.

Employee Assistance Program (EAP) Records

The EAP Administrator shall maintain only those records necessary to comply with this program. After a management official refers an employee, the EAP Administrator will maintain all records necessary to carry out his/her duties.

All medical and/or rehabilitative records concerning the employee's drug abuse, including EAP records of the identity, diagnosis, prognosis, or treatment are confidential and may be disclosed only as authorized by law.

With written consent, the patient may authorize the disclosure of those records to the patient's employer for verification of treatment or for a general evaluation of treatment progress.

Medical Treatment Program

Purpose:

Heimsness Construction Company, Inc. wishes to convey to the employees the importance of this program as an operating fixture of our health and safety process. In the event an accident does occur, Heimsness Construction Company, Inc.'s objective is to provide employees with the best medical attention available.

Scope:

In order to ensure that this program is properly implemented, Heimsness Construction Company, Inc.'s Health & Safety Administrator has been designated as policy coordinator. This procedure applies to all employees.

First Aid Kits and Medical Facilities:

Basic First Aid kits are to be available. The first aid materials shall be in a weatherproof container with individual sealed packages for each type of item. The supervisor or his/her designee will replace used materials as soon as possible.

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Where the eyes or body of any person may be exposed to injurious chemicals and/or materials, suitable facilities for quick drenching or flushing of the eyes and body are provided with the work area for immediate emergency use. Injured employees will be taken to the local occupational medicine clinic/physician or emergency room.

No First Responders have been designated at Heimsness Construction Company, Inc. due to the fact that all locations are near a medical facility.

LOCATIONS OF Medical Facilities

Occupational Health Group
1963 Memorial Pkwy SW #24
Huntsville, AL 35801

Occupational Health Group
9238 Madison Blvd #200
Madison, AL 35758

Occupational Health Group
1615 Kathy Lane SW
Decatur, AL 35603

Hazard Communication/Globally Harmonized System

Purpose:

This procedure gives the requirements for compliance with the Hazard Communication Standard as set forth by OSHA 1910.1200.

Scope:

This procedure applies to all Heimsness Construction Company, Inc. employees and subcontractors.

Requirements:

A written hazard communication program must be developed, implemented and maintained at each Heimsness Construction Company, Inc. workplace including maintaining the MSDS/chemical inventory and all labeling of primary containers at the location. Copies of MSDSs shall be maintained at each Heimsness Construction Company, Inc. facility. Heimsness Construction Company, Inc. will maintain a list of hazardous chemicals on each job site. For this policy, the program administrator is Heimsness Construction Company, Inc.'s Health & Safety Administrator.

The Heimsness Construction Company, Inc. Hazard Communication Program applies to all hazardous chemicals stored or used in the workplace, except:

- Hazardous waste as defined by the Solid Waste Disposal Act and the Resource Conservation and Recovery Act.
- Tobacco and Tobacco products.
- Food, drugs, and cosmetics intended for personal consumption.

All Heimsness Construction Company, Inc. employees and subcontractors will follow all procedures relating to Hazard Communication to meet the intent of OSHA Standard CFR 1910.1200. Heimsness Construction Company, Inc. and subcontractors will follow all plant procedures regarding Hazard Communication while performing work at other plant sites.

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Safety Data Sheets (SDS)

Heimsness Construction Company, Inc. must obtain an SDS for each required chemical from the chemical manufacturer, supplier or vendor.

Material Labeling:

Heimsness Construction Company, Inc. will not remove the labels from containers in which materials arrive. Should the label become defaced or illegible, it will be replaced with a label that contains the product identity, the health and physical hazards, and the manufacturer's name and phone number for emergency use.

Portable containers will be labeled with a labeling system that includes the name of the material, the health and physical hazards, and the personal protective equipment to be used or any special precautions.

Description of the use of SDS:

Heimsness Construction Company, Inc. will rely on the manufacturer or distributor to conduct a hazard determination on products purchased for use. That information can be obtained from material safety data sheets (SDS). The SDS file will be available and readily accessible to all employees at all times during the work shift. Copies of Safety Data Sheets may be obtained by contacting the Facility Warehouse Manager or the Health & Safety Administrator.

Chemical Inventory:

The list of hazardous chemicals, (chemical inventory) will be updated periodically by the Health and Safety Administrator as needed.

Non-routine tasks:

Prior to conducting a non-routine task, the Supervisor shall initiate a hazard assessment. The supervisor and the work crew shall discuss the hazards (including chemical and physical hazards) identified in the assessment and the protective measures required. (See hazard assessment survey form at end of PPE section).

Providing Chemical Information to Other Employers:

If there multi-employers are working under the auspices of Heimsness Construction Company, Inc. on the job site, the contractor will take the necessary precautions to instruct their employees of the hazardous communication system that is provided by facility.

Providing Chemical Information to Non-English Speaking Employees:

If there are any non-English speaking Heimsness Construction Company, Inc. employees, these employees must have all hazard communications presented in their native language.

Heimsness Construction Company, Inc.

Training:

Heimsness Construction Company, Inc. employees will be provided general Hazard Communication Training in accordance with the Heimsness Construction Company, Inc.'s Hazard Communication Procedure prior to beginning work. Training shall include proper labeling, using the Hazardous Material Identification System (HMIS) or NFPA, accessing an SDS, chemical detection methods, PPE selection, firefighting instructions, chemical routes of entry, etc. As additional hazards are identified or non-routine tasks are initiated, follow-up training will be provided to ensure employees are aware of the hazards and associated protective measures. This training program will involve a classroom training session conducted during the orientation program. Heimsness Construction Company, Inc. attends the Basic Orientation Plus training given by Tennessee Valley Training Center for initial Hazard Communication Training.

As additional hazards are identified, the training will be continued through safety meetings, toolbox safety topics, and small group discussions prior to conducting non-routine tasks.

Recordkeeping:

Documentation will be completed and maintained in accordance with the OSHA Hazard Communication Standard. The written program and training documentation will be maintained by the Health & Safety Administrator.

Hearing Conservation Program

Purpose:

To establish a uniform policy, together with procedures that indicate specific requirements for operations sustaining 85 decibels or higher. To meet the requirements of OSHA 1910.95

Policy:

It is the policy of Heimsness Construction Company, Inc. to ensure the safety and well-being of its employees and subcontractors working in areas exceeding noise levels recommended by governmental standards.

Most Heimsness Construction Company, Inc. employees and subcontractors provide work that requires intermittent exposure in a plant environment. Employees and subcontractors generally are not exposed to operations sustaining 85 decibels or higher on a daily basis. However, in the event that employees and subcontractors do sustain exposures on a daily and continuous basis, Heimsness Construction Company, Inc. shall administer the Hearing Conservation Program.

All Heimsness Construction Company, Inc. employees and subcontractors will follow all plant procedures concerning Hearing Conservation when performing work on plant sites.

Heimsness Construction Company, Inc.

Responsibility:

In order to ensure this policy is appropriately applied, the Health and Safety Administrator has been designated as Policy Coordinator.

General Requirements:

Hearing Conservation Programs Heimsness Construction Company, Inc. shall administer a continuing effective Hearing Conservation Program whenever employee noise exposures equal to or exceed an 8-hour time weighted average (TWA) of 85 decibels measured on the "A" scale.

Action Level

Whenever measured noise levels reach 85 decibels TWA in any work area, Hearing Conservation policies and procedures will be enacted.

Monitoring

Whenever sampling indicates that any employee's exposure may equal or exceed action levels outlined by this program, personal and area monitoring will be coordinated by supervision to ensure OSHA compliance.

Employee Notification

Each employee subjected to noise at or above the action level, will be notified of all results of monitoring.

Audiometric Testing

Management shall establish and maintain an audiometric program and will make audiometric testing available to all employees affected by this policy prior to initial assignment and on an annual basis.

Hearing Protectors

Hearing protectors will be made available to all employees exposed to action levels or higher, adequate hearing protection will be replaced as necessary at no cost to the employee.

Hearing Protector Attenuation

Hearing protector Noise Reduction Ratings (NRR) will be evaluated for the specific noise environments in which the protectors will be utilized.

Training

Training will be made available to all employees affected and plant management will ensure employee participation in the program. Employees attend the Basic Orientation Plus training at Tennessee Valley Training Center, this training includes Hearing Conservation.

Recordkeeping

Accurate records shall be maintained of all employee exposure measurements required by this policy.

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Specific Requirements

Monitoring:

Sampling Strategy Because of worker mobility, if possible both area sampling (the stationary measurement of an area, usually for two or more hours) and personal sampling (the person wears the testing device) techniques will be utilized to obtain an accurate measure of sound in a given area. The following procedures will be utilized during sampling:

1. Area Sampling Testing will be conducted during peak noise levels (full normal operation) for a representative area noise level.
2. Personal Sampling The affected employee will physically wear the testing device to develop a representative employee TWA or Dose during times of peak noise levels. Personal testing will be conducted no less than 7 hours.

Instrument

1. Calibration – Sampling devices will be calibrated annually to ensure measurement accuracy.
2. Measurement Scale – The sampling device will have the capability of measuring noise levels on the “A” scale (slow response).

Areas to be tested

There are no work areas at Heimsness Construction Company, Inc. that exceed the OSHA limits.

Audiometric Testing Program

An audiometric testing program will be offered to affected employees whenever noise levels reach the Action Level. The following requirements are set forth for program implementation:

1. Provided at no cost to the employee.
2. A certified or licensed audiologist will conduct the audiogram.
3. A baseline audiogram will be obtained before an employee enters the workplace.
4. Annual audiograms will be required of all affected employees.

Audiogram Evaluation

1. Each employee audiogram shall be compared to that employee’s baseline audiogram to determine if a Standard Threshold shift of 10 decibels or more at the 2000, 3000, 4000 Hz range has occurred. This comparison shall be done by the testing agency.
2. If a standard threshold shift has occurred, a retest may be obtained within 30 days and the results can be considered as the annual audiogram.

Follow-up Procedures

If a comparison of the annual audiogram indicates a standard threshold shift and unless a physician determines the threshold shift is not work related, the following steps shall be taken:

1. The employee shall be refitted and retrained in the use of hearing protectors.

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Revised Baseline Audiogram

An annual audiogram shall be substituted for the baseline audiogram when, in the judgment of the audiologist:

1. The standard threshold shift is persistent.
2. The hearing threshold indicates significant improvement over the baseline audiogram.

Training

General Training on Hearing Conservation is received in the Basic Orientation Plus given by Tennessee Valley Training Center.

1. The following topical areas will be trained upon annually with all affected personnel:
2. Effects of noise on hearing
3. The purpose of hearing protectors
4. The advantages and disadvantages of hearing protection
5. Instructions on fitting, use, and care
6. The purpose of audiometric testing and explanations of the test procedures.

Recordkeeping

The following records will be maintained by Heimsness Construction Company, Inc. Management:

1. All exposure measurements and representative measurements for each employee affected by the program.
2. Audiometric Test Data
3. Record Retention – All records will be retained at least for the following periods:
 - a. Exposure Measurements – two years
 - b. Audiometric Testing – Duration of employment

Disciplinary Program

Purpose:

The following program has been developed to ensure fairness to all employees of Heimsness Construction Company, Inc. Heimsness Construction Company, Inc. wishes to convey to the employees the importance of this program as an operating fixture of our success as an employer.

Scope:

In order to ensure that this program is properly implemented, the Health and Safety Administrator has been designated as Policy Administrator. This procedure applies to all employees of Heimsness Construction Company, Inc.

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General Requirements:

First Written Warning

This is a warning issued to an employee for misconduct or poor work performance. The supervisor issuing the warning shall meet with the employee in private with the Director of Health and Safety to discuss the inappropriate behavior or performance. The supervisor shall make sure the employee fully understands policies and procedures. During this meeting, the employee and supervisor shall set objectives for improving the employee's work behaviors and performance. This first written warning will be documented on the employee's personnel file for one year. After a period of one year, the warning will be marked as inactive but shall remain in the employee's personnel file.

Final Written Warning

If a problem persists, the supervisor with the consent of the Director of Health and Safety shall issue a final written warning. This warning further defines the problem and specifies the improvement that is required for correction. Failure to improve shall result in further disciplinary action, termination of employment. A copy of the final warning shall be given to the employee and a copy shall be placed in the employee's personnel file. After a period of one year, the warning will be marked inactive and will not be used for grounds of termination. However, the final warning will remain in the employee's file for the duration of employment.

Note: Some violations are severe enough to warrant a final warning without first issuing a first written warning. The following charts are examples but are not all-inclusive.

Violation Action	1st offense	Action 2nd offense	Action 3rd offense
Work Quality	First Warning	Final Warning	Termination
Work Quantity	First Warning	Final Warning	Termination
Safety Rule Violation, Minor	First Warning	Final Warning	Termination
Leaving Job before shift End without permission	First Warning	Final Warning	Termination
Defacing Company Property	First Warning	Final Warning	Termination
Loitering	First Warning	Final Warning	Termination
Poor Attendance & Absenteeism	First Warning	Final Warning	Termination
Insubordination	Final Warning	Termination	NA
Sexual Harassment	Final Warning	Termination	NA
Fighting	Termination	NA	NA

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Assault	Termination	NA	NA
Horseplay	Termination	NA	NA
Falsifying Time Cards/ Company Records	Termination	NA	NA
Theft	Termination	NA	NA
Gross Negligence	Termination	NA	NA
Sleeping during work hours	Termination	NA	NA
Violation of Substance Abuse policy	Termination	NA	NA
Safety Rule Major Violation	Termination	NA	NA
Gambling	Termination	NA	NA
Carrying Firearms on the job	Termination	NA	NA

Suspension

An employee cannot be suspended as a disciplinary action. The employee can be suspended pending an investigation of the allegation that the employee has violated on the Immediate Termination items listed in the above chart. If the employee is cleared in the investigation, the employee may return to work with pay. If the employee is found to have committed the violation, termination is required.

Control of Hazardous Energy Program (LO/TO)

Purpose:

Heimsness Construction Company, Inc. Control of Hazardous Energy program establishes minimum requirements for the installation of energy-isolating devices. Heimsness Construction Company, Inc. will follow all lockout/tag out procedures for all of the plants with which the company conducts business. Lock out devices shall be used to ensure that the machine and/or equipment shall be locked out, tagged, and tried (L-T-T) before employees perform any servicing or maintenance activities on the machinery or equipment. Lock out will prevent unexpected energized, start-up, or release of stored energy that may result in personal injury. Any deviation from this procedure shall result in appropriate disciplinary procedures.

Scope:

All machinery and/or equipment shall be locked out, tagged, and tried (LTT) prior to performing any repair and maintenance work; to prevent accidental or inadvertent operation (start-up), when such

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operation could result in injury to personnel. Do not attempt to operate any switch, valve, or other energy-activating device when it has been locked out.

A multiple lockout device (hasp/scissors) will be used when the Lock Out/Tag Out – Try (LTT) procedure is used. The last hole in a multiple lockout device shall be reserved for another multiple lockout device.

These Procedures DO NOT Apply When: Work is being performed on electrical extension cords and plugs when the plugs (cords) are disconnected. The employee performing the repair and maintenance to the electric plug, cord, or equipment (i.e. electric drill), for which exposure to unexpected energization or start-up is controlled by the unplugging of the equipment from the energy source; and by the plug's being under the exclusive control of the employee performing the servicing or maintenance.

Inspection:

The Supervisor, or designee, shall conduct periodic inspection to ensure that the LTT procedure and the requirements of the OSHA standard are being complied with. This shall be documented and forwarded to the Director of Health and Safety.

Application:

When to Lock Out/Tag Out – Try Whenever any equipment (electrical or mechanical) is shut down for maintenance, repair, cleaning, and/or inspection, it shall be locked out, tagged, and tried by the employee involved with the equipment to prevent exposure to electrical and/or mechanical hazards. Each lock placed must have a lockout tag indicating the name of the employee installing the lock and tag and the reason the lock is being installed.

If more than one individual is required to lock out/tag out machinery and/or equipment, each employee shall install a lock. Each person who works on an electrical and/or mechanical system shall hang a lock and tag and remove them when they finish the work or leave for the day (at the end of their work shift). The lock and tag must be removed daily, at the end of each work shift, or the completion of the job.

What to Lock Out/Tag Out – Try Any piece of mechanical and/or electrical equipment, piping, vessel, tank, etc. being worked on (repair, routine maintenance, etc.) in order to prevent accidental injury to employees.

A typical, but not all inclusive, list of items which should be locked out in order to be worked on would include: pumps, valves, motors, tanks, conveyors, gear trains, lathes, pullers, air systems, steam systems, hydraulic systems, and any other piece of equipment which, if started up or filled up, could cause injury to anyone working on the equipment. Types of energy to isolate include, but are not limited to, electrical, steam, gravity, hydraulic, spring, and pneumatic, pressure, etc.

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Sequence of Lock Out/Tag Out – Try Procedure:

Notification:

All people affected by the lockout must be trained to the awareness level and be notified. This includes the person on the machine, as well as anybody in the immediate area.

Those who Lock Out/Tag Out – Try must know the proper energy isolation points of lockout and the proper way to relieve all types of stored energy.

Machine or Equipment Shutdown:

The Plant Manager or his/her designee shall be responsible for verification that all hazardous energy is controlled. Equipment and Machinery shut down shall be performed or coordinated by plant maintenance in conjunction with the operator of the equipment/machinery.

Machine or Equipment Isolation:

The equipment/ machine operator shall operate the switch, valve, or other energy-isolating device(s), so that the machinery and/or equipment are isolated from its energy source(s).

Lockout Device Placement:

The authorized and trained person will lock out the energy isolation device with their issued lock. Locks and tags will be issued to affected employees and each lock and tag will be specific to each employee. No employee shall install and/or remove another employee's lock and/or tag. Employees may only remove their own lock and tag. Each lock has only one key available. A master key that unlocks all locks is strictly prohibited.

Stored Energy:

Following the application of the Lock Out/Tag Out – Try procedure to energy-isolating devices, all potentially hazardous electrically or mechanically stored or residual energy shall be relieved, disconnected, restrained, and otherwise rendered safe.

Final Check:

After ensuring that no employees are exposed and, as a check to ensure that energy sources have been disconnected, operate (push) the start button or other operating control(s) to make certain the equipment will not operate (start). The equipment/machine operator shall complete this process.

Going Off Shift or the Completion of Work:

If the equipment is not left in operating condition at the end of the employee's work assignment (shift), each employee shall remove their lock and have it replaced with a Heimsness Construction Company, Inc. Supervisor's lock and caution tag that indicates date, name of the employee and the reason why equipment shall not be operated

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Restoring Machinery or Equipment to Normal Operation:

Machine or Equipment: After the service or maintenance is done and before release from lockout, the employee shall check around the area, machine and/or equipment to ensure the components are operationally intact (walk the system down to ensure that nothing will hamper start-up and/or operation).

Employees:

1. The work area shall be checked to ensure that all employees have been safely positioned or removed from the area before start-up is begun.
2. Prior to starting up and prior to re-energizing machinery and/or equipment, all affected employees shall be notified.

Personal Lock Removal:

Only the employee who installed the lock will do LOCK AND TAG REMOVAL. Each employee is personally responsible for his or her own lock, tag, and key. When the employee's part of the job is completed, he/she is responsible for the prompt removal of his or her lock and tag. The employee who removed the last lock will then notify the supervisor/operator that the equipment is ready for operation.

Emergency Lock and Tag Removal Procedure:

When an employee has left the job-site, or is no longer employed by Heimsness Construction Company, Inc., or an emergency condition exists, the Heimsness Construction Company, Inc. Project Manager or his/her designee shall walk the system to ensure that it is safe to remove the lock.

The following procedure will be used when a lock is removed:

1. If the employee is on the job-site, the employee shall be located and shall remove the lock.
2. If it is verified that the employee has left the job-site, then the employee shall be called in to remove the lock.
3. If the employee cannot be located, the employee's Supervisor shall:
 - a. Check the work area to ensure that the job the employee was working on is complete.
 - b. Warn other employees in the area that the equipment involved will be put back into operation.
 - c. Secure the area to prevent entry of employees before starting equipment.
 - d. Complete the Heimsness Construction Company, Inc. Lock Removal form & remove lock.

Lock Out/Tag Out – Try Violations:

The following Lock Out/Tag Out – Try violations will be subject to established disciplinary procedures:

1. Working on equipment that has not been properly locked out.
2. Putting on, or taking off, another employee's lock or tag.
3. Using lockout locks and tags for any purpose other than lock out.

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Training:

Heimsness Construction Company, Inc. employees will be provided general Lock Out/Tag out Training in accordance with the Heimsness Construction Company, Inc. Control of Hazardous Energy Procedure prior to beginning work and as a specific job necessitates the need. Training shall include proper lock out/tag out procedure and machine specific procedure.

As additional hazards are identified or non-routine tasks are initiated, follow-up training will be provided to ensure employees are aware of the hazards and associated protective measures to control completely hazardous energies. This training program will involve a general classroom training session conducted during the orientation program and later detailed job specific training.

As additional hazards are identified, the training will be continued through safety meetings, toolbox safety topics, and small group discussions prior to conducting non-routine tasks.

LOCK REMOVAL FORM

Whenever any safety lock is removed by any method other than by "normal means with a key under normal circumstances by the employee assigned to the lock", this form shall be completed and sent to the plant Health & Safety Department:

Individual Employee's Lock(s) and Tag(s) Removed:

_____ Item(s)

Locked Out:

Date Removed: _____ Time Removed: _____

Reason for Removing Lock(s):

Employee's Name and Title with Reference to lock being removed:

(List people and phone numbers called, by whom, etc.) _____

Method used to remove lock(s)

Method used and by whom to notify employee of removal of his/her lock(s)

Supervisor: _____ Date: _____

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Confined Space Program

Purpose:

To establish a uniform policy, together with procedures that indicate the specific requirements for entry into confined spaces, and the development of control measures and procedures for control of the program.

Policy:

It is the policy of Heimsness Construction Company, Inc. to avoid confined space entry. Heimsness Construction Company, Inc. employees will be trained to recognize and avoid confined spaces. Confined space entry work should be engaged with Heimsness Construction Company, Inc. management approval.

Scope:

This program sets the guidelines for confined space entry requirements for all employees when working in permit and non-permit required confined spaces.

Definitions:

Administrative Controls – Any administrative measures taken to reduce or to control the exposure to hazards for employees entering Confined Spaces.

Air – The mixture of gases near the earth's surface; its major constituents are 78 percent nitrogen, 21 percent oxygen, with the remaining percentages being traces of other gases and water vapor.

Asphyxia – suffocation from the lack of oxygen

Atmospheric Monitoring – The sampling for and measuring of atmospheric constituents within the Confined Space.

Confined Space – any spaces large enough to bodily enter and perform work, any space that has a restricted means of entry/exit, and any space not designed for continuous employee occupancy.

Confined Space Attendant (Attendant) – A person briefed in emergency rescue procedures assigned to remain on the outside of the Confined Space and to be in communication with those working inside the confined area. The attendant will have no other function but to ensure the safety and wellbeing of personnel in Confined Space, and under no circumstance will enter the Confined Space unless or until he/she is relieved of his/her duty by someone equally qualified to take his/her place.

Confined Space Entry (CSE) Permit - the written or printed document that is provided by the employer to allow and control entry into a permit space and that contains The permit space to be entered, the purpose of the entry, the date and the authorized duration of the entry permit, the authorized entrants within the permit space, by name or by such other means (for example, through the use of rosters or tracking systems) as will enable the attendant to determine quickly and accurately, for the duration of

the permit, which authorized entrants are inside the permit space, the personnel, by name, currently serving as attendants, the individual, by name, currently serving as entry supervisor, with a space for the

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signature or initials of the entry supervisor who originally authorized entry, the hazards of the permit space to be entered, the measures used to isolate the permit space and to eliminate or control permit space hazards before entry, the acceptable entry conditions, the results of initial and periodic tests performed, accompanied by the names or initials of the testers and by an indication of when the tests were performed, the rescue and emergency services that can be summoned and the means (such as the equipment to use and the numbers to call) for summoning those services, the communication procedures used by authorized entrants and attendants to maintain contact during the entry, equipment, such as personal protective equipment, testing equipment, communications equipment, alarm systems, and rescue equipment, any other information whose inclusion is necessary, given the circumstances of the particular confined space, in order to ensure employee safety and any additional permits, such as for hot work, that have been issued to authorize work in the permit space.

Confined Space Entry (CSE) Rescue Team - personnel designated to rescue employees from permit spaces.

Contaminant – A harmful, irritating, or nuisance material that is foreign to normal atmosphere. Field Calibration - the adjustment of an instrument's response to match a desired value compared to a known concentration of test gas.

Hazardous Environment – An environment in which airborne contaminants exceed permissible exposure limits, contain flammable or explosive mixtures above 10 percent of lower explosive limit, or in which oxygen deficient or oxygen enriched atmospheres exists.

Hot Work – Any work involving burning, welding, riveting, or similar fire producing operations, as well as work, which produces a source of ignition such as drilling, abrasive blasting, and space heating.

Immediately Dangerous to Life or Health (IDLH) – A condition that can be reasonably assumed to cause death or irreversible health effects immediately upon exposure.

Inerting – Displacement of the atmosphere by a non-reactive gas (such as nitrogen) to such an extent that the resulting atmosphere is non-combustible.

Isolation – A process whereby the Confined Space is removed from service and completely protected against the inadvertent release of material by the following: blanking off, electrical lockout of all sources of power, and blocking or disconnecting all mechanical linkages.

Job Safety Analysis/Job Hazard Analysis (JSA/JHA) – A method used to identify, analyze and record the steps involved in performing a specific job, the existing or potential safety and health hazards associated with each step, and the recommended action(s)/procedure(s) that will eliminate or reduce these hazards and the risk of a workplace injury or illness.

Lower Explosive Limit (LEL) – The concentration of flammable vapor or gas in air below which propagation of flame does not occur on contact with a source of ignition.

Oxygen-Enriched Atmosphere – An atmosphere where the oxygen content is greater than 23.5 percent by volume.

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Oxygen Deficiency – An atmosphere where oxygen content is less than 19.5 percent by volume.

Permissible Exposure Limits (PEL) – Established concentrations of airborne contaminants to which nearly all employees may normally be repeatedly exposed without suffering any adverse effects or illnesses.

Personal Protective Equipment (PPE) - all clothing and other work accessories designed to create a barrier against workplace hazards.

Purging – The method by which gases, vapors, and other airborne impurities are displaced from a Confined Space.

Qualified Person – One who is capable by reason of formal training and/or experience to perform specific tasks including: (a) objectively measuring and evaluating potential employee exposure to hazardous substances and/or conditions, and (b) identifying and taking the protective actions to correct and/or avoid such hazards.

Rescue Person – A person trained in emergency rescue procedures. This person is always required to be present at the IDLH concentration.

Respirator – A piece of personal protective equipment designed to reduce the wearers' exposure to atmospheric contaminants.

Self-Contained Breathing Apparatus (SCBA) – A device worn by rescue workers, firefighters, and others to provide breathable air in an IDLH atmosphere.

Upper Explosive Limit (UEL) – The concentration of flammable vapor or gas in air above which propagation of flame does not occur on contact with a source of ignition.

Instructions and Requirements:

General Requirements for Confined Space Entry

Entry into a confined space is carefully planned by creating a JSA/JHA prior to entry to establish adequate methods for system isolation, support equipment requirements, ventilation, entry and work techniques, emergency and rescue procedures, and availability of required personal protective equipment. The scope of the work to be performed, as well as protective measures that must be implemented to provide a safe work environment are identified and documented on a Confined Space Entry Permit by the responsible qualified person.

Pre-Entry Requirements

Before personnel are permitted to enter any confined space, a qualified person using appropriate instruments to determine the presence of concentrations of oxygen, toxic gases, and vapors tests the atmosphere within the space. This testing is to be performed by trained and qualified personnel who have completed training on the equipment he/she will be required to use in the testing for hazardous atmospheres. The testing device will be under current calibration and meet a "Field Calibration" using test gases prior to each daily use. If any type of hazardous atmosphere exists, steps will be taken to render the space safe for entry. Conditions will be maintained as near as possible to normal atmosphere. If this is not feasible, appropriate safety precautions shall be taken.

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Emergency Entry

Heimsness Construction Company, Inc. employees shall not make entry into a confined space for rescue purposes unless properly trained, equipped, and designated as a member of the CSE Rescue Team.

Measurements, Evaluations, and Controls in Confined spaces

Appropriate control measures, such as SCBA, personal protective equipment, elimination of source of ignition, ventilation, and administrative control are taken when an evaluation indicates that the atmosphere in the confined space to be entered contains any of the following:

- A. A concentration of oxygen less than 19.5 percent or greater than 23.5 percent.
- B. Any measurable concentration of flammable vapor or gas.
- C. A concentration of toxic contaminants greater than 10 percent of the permissible exposure limit.
- D. Hazardous physical agents i.e., heat. E. Concentrations of combustible dusts.

Continuous and/or frequent testing or monitoring of the confined space atmosphere is carried out if hazardous environmental conditions could develop during the work period. Test results are noted on the Confined Space Entry Permit. The determination of whether the monitoring is continuous or frequent is made by a qualified person and specified on the permit. If oxygen deficiency is a potential hazard, the space is continuously monitored for oxygen deficient atmosphere unless a positive pressure breathing apparatus (SCBA) is utilized. If SCBA is used, see section of this procedure on "Entry into IDLH Areas." Tests of the confined space atmosphere are repeated as necessary or upon change in the conditions in the confined space.

Specific Requirements for Working in Confined Spaces

- A. Changes in configuration of any device set in place for the safety of the occupants of a confined space will not be removed for any reason until all persons within the confined space have been extracted, informed of the changes, and properly equipped.
- B. All sources containing the capability of releasing hazardous energy will be properly locked out, tagged out and tried before entry.
- C. Drains or overflow lines will be disconnected or isolated from any other system from which harmful materials could be transmitted back into the confined space.
- D. Warning signs or devices will be posted as needed near the entrance to confined spaces where work is being performed to keep unauthorized personnel out and to ensure that potentially hazardous independent operations are not started nearby.
- E. Fuel burning equipment is not used in confined spaces because of the risk of Carbon Monoxide Poisoning.

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Ventilation:

Ventilation is used to maintain flammable gases below 10% LEL, reduce environmental contaminants below PEL's, and to maintain oxygen levels between 19.5 and 23.5 percent. Where the use of ventilation is not practical, other equivalent means of protection is provided. Where flammable gases or vapors may be present, explosion-proof ventilation is used. Ambient air, not oxygen will be used to ventilate confined spaces.

Tools and Equipment:

A. Electrically operated tools, equipment, and atmospheric monitor used in environments where the possibility exists of flammable vapors, gases, or dusts, are of explosion-proof construction and listed and approved by a recognized testing laboratory for use in the environment considered. Non-sparking hand tools are used in these environments.

B. Welding and cutting torches are not taken into confined spaces until it has been determined by test that flammable gases, vapors, liquids, or dusts are not present or that the concentration of these is not greater than 10% of the LFL of that material. Torches are removed immediately after use, during lunch, breaks, and at the end of shift. Compressed gas cylinders other than SCBA cylinders, are not taken into confined spaces.

C. All combustibles in the vicinity of welding or cutting are removed or covered with fire retardant blankets. A fire watch will be provided.

Entry into areas Immediately Dangerous to Life or Health:

The only Heimsness Construction Company, Inc. employee(s) that may enter an IDLH are CSE Rescue Team members for the purpose of rescue. The following precautions will always be taken by any person employed, contracted, or professional emergency personnel. Plant requirements must be met and approved of before entry can be made into an IDLH atmosphere.

- 1) Each person entering a confined space uses SCBA.
- 2) Each person entering a confined space wears a body harness and a lifeline secured to a fixed object. All products used for this step will meet if not exceed ANSI Standards for use of this equipment.
- 3) There will be one safety observer for each person who enters the IDLH confined space. The safety observer will ensure that no life-line becomes tangled or by virtue of position creates another hazard for the person of whom it is attached or to any other person in or around the confined space.
- 4) The Heimsness Construction Company, Inc. Management with assistance from the Health & Safety Administrator will prepare an emergency plan.

5) Constant communication will be maintained at all times, by radio or by sight.

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Pre-Entry Specific Requirements:

All persons who enter a confined space will be instructed as to the nature of the hazards involved, the necessary precautions to be taken, and the use of protective and emergency equipment required. All persons concerned are informed of and follow the confined space entry requirements for the specific confined space.

- 1) During all operations in a confined space, a safety observer or observers are stationed outside the confined space to provide constant observations and communications with the workers inside. The confined space attendant (if only one is present) does not enter the space until assistance has arrived. Prior to any entry, the attendant is responsible for knowing the location of the nearest telephone and will verify its operability or be equipped with a radio so that emergency rescue personnel may be summoned.
- 2) The confined space attendant shall not be assigned duties or responsibilities which might divert their attention or interfere in any way with their primary function of assuring the safety and well-being of the person or persons entering or working in a confined space.
- 3) The responsible supervisor and or qualified person must take appropriate steps to ensure that employees do not enter confined spaces without his/her approval. His/her signature on the confined space entry permit will indicate this.
- 4) All cutting, welding grinding, open flame, and spark producing work activities are conducted following the permit and requirements established to control these activities.

Responsibilities:

Responsible Supervisor

- 1) Complies with this procedure.
- 2) Designates confined space attendant and non-entry rescue personnel.
- 3) Verifies entry is safe and determines emergency plan.
- 4) Ensures the CSE permit is maintained at the point of entry and properly filled out.
- 5) Ensures all persons entering or exiting the confined space sign in or out on the CSE permit log sheet and are appropriately trained.
- 6) Responsible for ensuring personnel have necessary and appropriate PPE.
- 7) Where appropriate, ensure that an audible and visual alarm type oxygen and combustible gas analyzer is monitoring while CSE work is being performed.

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The safety observer or attendant

- 1) May perform objective atmospheric testing.
- 2) Reviews "Procedures for Entry" for each confined space prior to entry.
- 3) Inform responsible party if any hazardous environments are present before entry.
- 4) Ensures testing equipment has current calibration status.
- 5) Instruct all employees in the potential hazards, entry and exit procedures, PPE, work practices, and emergency procedures to be used before entry.
- 6) Calls for evacuation of the confined space in the event a hazardous environment is created during occupation of the space.
- 7) Returns CSE permit upon completion of work in the confined space.

Entrants

- 1) Comply with this procedure.
- 2) Sign in and out of confined spaces.
- 3) Follow instructions and procedures.

Hazardous Conditions:

Hazards commonly associated with confined space entry include asphyxiating gases or vapors; toxic gases, vapors, fumes, or dusts; flammable vapors or gases; temperature extremes; pressure changes; oxygen deficiency; mechanical and electrical hazards; and flooding of spaces (engulfment) with liquids or solids.

Injury within confined spaces is most likely to occur from, but not inclusive to the following:

- 1) Direct contact with corrosive or sensitizing chemicals such as acids, caustics, or oxidizing agents.
- 2) Fire or explosion occurring from the presence of flammables and an ignition source. Enriched oxygen atmospheres increase this hazard immensely.
- 3) Oxygen deficiency from the release of gases or the presence of oxygen consuming substances combined with the lack of proper ventilation.
- 4) Insufficient, faulty, or improperly used PPE.
- 5) Inadvertent activation of mechanical equipment.
- 6) Electrical shock from portable lights, tools, and other electrical equipment.
- 7) Physical hazards such as slipping or tripping.

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- 8) Falls through or from upper levels, stairs or ladders.
- 9) Contact with toxic substances from inhalation or direct contact.
- 10) Heat stress resulting in heat related illness.

Sources of Ignition:

Sources of ignition of flammable vapors, gases, or dusts include, but are not limited to the following:

- 1) Non-explosion proof equipment
- 2) Ungrounded electrical equipment
- 3) Welding, cutting, and brazing operations
- 4) Static electricity
- 5) Friction or impact
- 6) Grinding operations

Communication:

Having the ability to communicate is imperative in any confined space through normal operations or in times of emergency. The following procedures shall be utilized as means of communications during confined space entry and/or during times of emergency.

Communication shall be established using audible, visual (hand signals) or radio communication means to communicate with the entrant of the confined space. The O-A-T-H (rope tug signals) can also be used if personnel are properly trained. A means of communication will be established before entry.

Training:

Supervisors, entrants and attendants shall be appropriately trained in the procedures of confined space entry outlined in 1910.146. These training records shall be maintained and made available for review to the Assistant Secretary of Labor upon request.

Electrical Safety Program

Purpose:

This procedure gives the requirements to minimize unsafe conditions, involving electrical equipment and tools, including faulty insulation, improper grounding, loose electrical connections defective parts, ground faults in equipment, and unguarded live electrical parts.

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Requirements:

General

- 1) Each plant must provide a safe place to work for every employee, which includes protecting the employee from electrical hazards such as fault currents to ground.
- 2) When an electrical ground fault occurs, the current flows through the path having minimum impedance to ground. It is imperative that an employee does not inadvertently become the conductor of the current.
- 3) Two approved methods of protecting the worker from a ground fault, in addition to other requirements for equipment-grounding conductors, are: a) Use of ground fault circuit interrupters (GFCI) b) An assured equipment grounding program (AEGP)

Ground Fault circuit Interrupter (GFCI)

- 1) Attention shall be given to proper installation and maintenance of GFCIs within the requirements of the National Electric Code (NEC). The system shall be tested prior to being activated into service.
 - a) In purchasing GFCIs, the specifications shall state that GFCIs shall conform to Underwriters Laboratories Standard 943, Ground Fault Circuit Interrupters.
 - b) Each circuit protected by a circuit breaker GFCI requires its own neutral conductor.
 - c) Receptacle-type GFCIs may be used on common neutral systems and where receptacles are more than 250 feet from the breaker.
 - d) GFCIs are to be installed on circuit breakers used for construction power.

Assured Equipment Grounding Program (AEGP)

- 1) Wherever possible, GFCIs are to be used instead of an assured grounding program.
- 2) The major aspects in establishing an effective program are:
 - a) To establish and implement a program to reduce the potential of injuries caused by electric shock from cord sets, receptacles, and equipment connected by cord and plug.
 - b) To meet the requirements of local, state, and federal rules and regulations.
 - c) To prevent injury from a ground fault, the integrity of the grounding system must be maintained at all times. To achieve this, a program of inspection and testing shall be implemented.
 - d) The Maintenance Supervisor or his/her designee shall inspect and test each cord set, electric tool, piece of electrical equipment, and receptacle:

- Before first use
- Before equipment is returned to service following repairs

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3) The quarterly inspections shall be the responsibility of the Maintenance Supervisor or his/her designee. Each cord set, electric tool, receptacle, and piece of electrical equipment shall be tested to ensure a continuous ground circuit, and the equipment grounding conductor is connected to its proper terminal. The testing equipment shall be capable of testing for ground conductor continuity and resistance line fault and proper connection of conductors to terminals. All testing equipment shall also be tested each month. These results shall be documented, and shall be maintained for review for a minimum of one year from the date of the test.

4) Receptacles that are a permanent part of the wiring of permanent buildings are excluded from the monthly testing and inspection requirements of this procedure. However, after installation and before initial use, each receptacle shall be tested.

5) NOTE: If permanent receptacles(s) of permanent buildings, trailers, change shack, butler-type buildings, or similar structures are being used to support construction activities, a ground fault circuit interrupter device must be employed in conjunction with each cord set, electric tool, or piece of electrical equipment.

6) Daily, each cord set, electric tool, or piece of electrical equipment shall be visually inspected by the user before use for signs of damaged. These items shall be inspected for signs of frayed or damaged insulation, crushed cable, loose or missing covers or screws, missing ground prongs on plugs, and other similar substandard conditions. Equipment found to be damaged or defective shall not be used until repaired. Equipment suspected of being damaged or defective shall be inspected and tested prior to use.

7) To verify inspection and testing, a piece of color-coded tape or an ID tag shall be affixed to each item inspected. Four colors shall be used.

The color code system is as follows:

Quarterly

January—March.....Red

April—June.....White

July—September.....Blue

October-December.....Green

Any electric tool, cord set, or piece of electrical equipment bearing expired inspection tape/tag or no inspection tape/tag shall be considered defective and is not to be used until it is inspected. 9) Only inspectors are authorized to remove inspection tape/tags. Unauthorized removal or defacing of inspection tape/tags shall be cause for disciplinary action.

Temporary Construction Power

1) All construction distribution panels shall have no exposed openings into the energized buss bar. This includes exposed openings for breakers, conduits, or any other opening.

2) Qualified electricians shall install all temporary construction power.

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- 3) All breakers, control switches, knife switches, or pull boxes shall be labeled to indicate what they energize and their voltage rating.
- 4) All disconnects shall have a clear, unblocked path 3 feet wide or more in front to allow for ready access.
- 5) When working under overhead power lines, vehicles and heavy equipment should maintain a reasonable distance of 10 feet or more from these power lines. This clearance will be strictly enforced in order to prevent potential electrical hazards.
- 6) Non-conductive material should be used whenever working on electrical projects. This non-conductive material includes appropriate clothing, rubber-soled shoes, hard hats, as well as other appropriate PPE. In addition, ladders with non-conductive side rails (fiberglass) shall be used in and around electricity.

Extension Cords (Flexible)

- 1) All extension cords shall be marked as SJ, SJO, SJT, SJTO, S, SO ST, or STO (14/3 or larger and no flat type) as required by OSHA 29 CFR 1926.
- 2) All splices shall retain the insulation, other sheath properties, and original manufacturer's usage characteristics of the cord being spliced.
- 3) Extension cords shall not be run through windows, doorways, walls, or similar openings unless they are protected from damage.
- 4) When cords are to be used in wet areas or exposed to the natural elements, they shall have all connectors approved and designed for the location.
 - a) No receptacle or cord shall accept different voltage attachment plugs.
 - b) Extension cords shall be protected from damage.
- 5) Extension cords shall be inspected before use. Damaged cords shall not be used.
- 6) All extension cords used with portable electric tools and appliances shall be of a three wire type.

Training:

- 1) Heimsness Construction Company, Inc. employees that will be working specifically on electrical projects will be provided Electrical Safety training in accordance with the Heimsness Construction Company, Inc. Electrical Safety Program prior to beginning work.
- 2) This training program will involve a classroom training session conducted during the orientation program. As additional hazards are identified or non-routine tasks are initiated, follow-up training will be provided to ensure employees are aware of the electrical hazards and associated protective measures and precautions.

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3) As additional electrical hazards are identified, the training will be continued through safety meetings, toolbox safety topics, and small group discussions prior to conducting nonroutine tasks.

Fall Protection Program

Purpose:

Heimsness Construction Company, Inc. has developed this fall protection program in compliance with OSHA 29 CFR 1926.501, 1926.502, and 1926.503 standards. Heimsness Construction Company, Inc. Fall Protection Program establishes minimum requirements for establishing guidelines for using fall protection to protect employees from potential fall hazards.

- Heimsness Construction Company, Inc. requires 100% fall protection when an employee is exposed to a potential fall of six (6) feet or more above grade level (floor or ground).
- All employees will be instructed by their supervisor on the type of fall protection required on their particular job assignment. Full body harnesses are required for fall arrest systems.
- Extension Ladders shall be secured with rope, wire or other means immediately after their placement

Scope:

In order to ensure that this program is properly implemented, the Health & Safety Administrator has been designated as Policy Administrator. This procedure applies to all affected employees and to subcontractors where another policy is not already in place.

Definitions:

100 Percent Fall Protection – When employee’s feet are 4 feet or more above a lower level, the worker shall be protected from the possibility of a fall at all times.

100 Percent Tie Off – Employees working in areas where the use of safety harnesses with a lanyard/automatic retracting lifeline is required shall tie off at all times.

Anchorage – A secure point of attachment for lifelines, lanyards, or deceleration devices, which is capable of withstanding a force of 5000 lb per person.

Competent Person – an individual knowledgeable of fall protection equipment, including manufacturer’s recommendations and instructions for proper use, inspection, and maintenance. This individual should also be capable of identifying existing and potential fall hazards and have the authority to take prompt corrective actions.

Deceleration Device – Any mechanism, such as a rip-stitch lanyard, automatic retracting lifeline (yo-yo) or rope grab, which serves to dissipate more energy during fall arrest than a standard line or strap.

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Fall Exposure – The potential to fall, (unprotected edge of a floor, roof, or scaffold without guardrails).

Full body Harness – a configuration of connected straps to distribute a fall arresting force over the thighs, shoulders, and pelvis with provisions for attaching a lanyard, lifeline, or deceleration devices. Many plants have a listed minimum attachment point, i.e. 2"-Sch 40 steel.

Lanyard – A flexible line of webbing, rope or cable used to secure a full body harness to a lifeline or an anchorage point.

Leading Edge – An unprotected side or edge that is not actively and continuously under construction.

Personal Fall Arrest System (PFAS) – A system used to arrest an employee in a fall from a working level. Consists of an anchorage, connectors, and body harness, and may include a lanyard, deceleration device, lifeline, or suitable combinations of these.

Snap hook – a connector comprised of a hook-shaped member with normally closed keeper, or similar arrangement, which may be opened to permit the hook to receive an object and, when released, automatically closes to retain the object.

Acceptable Methods of Fall Arrest/Restraint

The fall protection equipment used by Heimsness Construction Company, Inc. employees will meet the requirements of applicable ANSI, ASTM and/or OSHA requirements. Heimsness Construction Company, Inc. employees will be responsible for complying with the methods set forth herein. Methods of fall arrest/restraint acceptable include:

- Full body, Class III, safety harnesses with six-foot lanyard/automatic retracting lifeline (yo-yo) clipped into D-ring and to an anchorage point capable of holding 5000 pounds of weight. Employees who are expected to move from place to place while elevated will be required to have two lanyards (or split/double-legged) attached to their harness so they can cross areas while always being secured.
- Where employees are expected to walk back and forth in elevated areas, static lines (horizontal lifelines) must be capable of meeting the 5000 pounds of weight per employee attached. Criteria for erecting and inspecting static lines will be taken directly from the OSHA standard for fall protection.
- Articulating lifts and other vehicle-mounted lifts may be utilized to reach high areas safely. Employees in the lifts must have full body harnesses attached to the lift at all times. Employees will not be allowed to stand on the rails.
- Openings in flooring, decking, and roofs shall be protected by standard guardrails or by floor covers made of ¾ inch plywood. If there will be vehicular traffic of any kind, the covers will support at least twice any intended load (as a minimum it will be doubled ¾ inch plywood). The cover will be labeled and fastened down to prevent movement.
- Scaffolds shall only be used for fall protection when the scaffolds are built to within 100% compliance with OSHA standards. If a scaffold is less than totally compliant fall protection is required.
- NOTE: Fall arrest systems may need to be utilized when an employee is actually less than four feet above the nearest work surface. For example; an employee can be on the forth rung of a tied-off ladder right next to a perimeter guardrail on an elevated floor. This employee must use fall protection because he/she could fall over the guardrail.

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Controlled Access Zones:

A Controlled access zone is a work area designated and clearly marked in which certain types of work (such as overhand bricklaying) may take place without the use of conventional fall protection systems—guardrail, personal arrest or safety net—to protect the employees working in the zone.

Controlled access zones are used to keep out workers other than those authorized to enter work areas from which guardrails have been removed. Where there are no guardrails, masons are the only workers allowed in controlled access zones.

Controlled access zones, when created to limit entrance to areas where leading edge work and other operations are taking place, must be defined by a control line or by any other means that restrict access. Control lines shall consist of ropes, wires, tapes or equivalent materials, and supporting stanchions, and each must be:

- 1) Flagged or otherwise clearly marked at not more than 6-foot intervals with high-visibility material;
- 2) Rigged and supported in such a way that the lowest point (including sag) is not less than 39 inches from the walking/working surface and the highest point is not more than 45 inches —nor more than 50 inches when overhand bricklaying operations are being performed—from the walking/working surface;
- 3) Strong enough to sustain stress of not less than 200 pounds. Control lines shall extend along the entire length of the unprotected or leading edge and shall be approximately parallel to the unprotected or leading edge.
- 4) Control lines also must be connected on each side to a guardrail system or wall.
- 5) When control lines are used, they shall be erected not less than 6 feet nor more than 25 feet from the unprotected or leading edge, except when precast concrete members are being erected. In the latter case, the control line is to be erected not less than 6 feet nor more than 60 feet or half the length of the

Controlled access zones when used to determine access to areas where overhand bricklaying and related work are taking place are to be defined by a control line erected not less than 10 feet nor more than 15 feet from the working edge. Additional control lines must be erected at each end to enclose the controlled access zone. Only employees, engaged in overhand bricklaying or related work, are permitted in the controlled access zones.

On floors and roofs where guardrail systems are not in place prior to the beginning of overhand bricklaying operations, controlled access zones will be enlarged as necessary to enclose all points of access, material handling areas, and storage areas. On floors and roofs where guardrail systems are in place, but need to be removed to allow overhand bricklaying work or leading edge work to take place, only that portion of the guardrail necessary to accomplish that day's work shall be removed.

The Heimsness Construction Company, Inc. Health & Safety Administrator has been designated as a competent person in charge of monitoring controlled access zones.

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Safety Monitoring Systems: When no other alternative fall protection has been implemented, Heimsness Construction Company, Inc. will implement a safety monitoring system. Heimsness Construction Company, Inc. has appointed the Health & Safety Administrator as the competent person in charge of monitoring the safety of workers and Heimsness Construction Company, Inc. will ensure that the safety monitor:

- 1) Is competent in the recognition of fall hazards;
- 2) Is capable of warning workers of fall hazard dangers and in detecting unsafe work practices;
- 3) Is operating on the same walking/working surfaces of the workers and can see them;
- 4) Is close enough to work operations to communicate orally with workers and has no other duties to distract from the monitoring function.

Mechanical equipment will not be used or stored in areas where safety monitoring systems are being used to monitor employees engaged in roofing operations on low-sloped roofs.

No worker, other than one engaged in roofing work (on low-sloped roofs) or one covered by a fall protection plan, will be allowed in an area where an employee is being protected by a safety monitoring system.

All workers in a controlled access zone shall be instructed to promptly comply with fall hazard warnings issued by safety monitors.

Employee Training of Fall Protection Systems:

Heimsness Construction Company, Inc. shall provide training to each employee that could be exposed to a fall hazard. The training will enable employees to recognize the hazards of falling and the procedures that must be followed to eliminate those hazards. The supervisor will assure that all employees have been trained as necessary, in the following areas:

Nature of fall hazards

- 1) Correct procedure for erecting, maintaining, disassembling, and inspecting the fall protection to be used
- 2) The operation and use of fall protection systems
- 3) Limitations of mechanical equipment (Retractable lifelines)
- 4) Correct procedures for storage of equipment 5) OSHA CFR 1926 Subpart M Standards

Retraining:

Retraining will occur when the following conditions occur:

- 1) Work place changes
- 2) Changes in the type of fall protection systems or equipment used
- 3) Demonstration of behaviors indicate retraining is necessary
- 4) Every three years at a minimum

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Training Documentation:

After a Heimsness Construction Company, Inc. employee undergoes training or retraining on fall protection systems this training must be documented. The documentation must contain the Heimsness Construction Company, Inc. employee's name, the instructor's name and date the training was completed.

Inspection:

Each employee shall be responsible for inspection of all equipment and materials to be utilized in fall protection/restraint systems. Employees shall be trained to inspect fall protection equipment and materials before each use. The inspection shall include checking for damage, mildew, and wear. Any defective or potentially defective items shall be sent out for qualified repair or shall be destroyed and properly disposed of.

The individuals who will be using the systems shall inspect static lines prior to use. The workers shall be secured against falling during the inspection. A competent person shall be assigned to inspect all fall protection systems quarterly. The inspections shall be documented. Any defects found in any fall protection systems shall be repaired prior to use.

Body Harness Inspections

Inspection of body harnesses will be done thoroughly, paying close attention to the following items:

- Buckles
- D-rings
- Webbing (must be free of frays, cuts, tears or broken fibers)
- Stitching
- Brads
- Presence of manufacturer's date, tag, and serial number
- Chemical & Thermal damage

Lanyard (Connector) Inspections

- Stitching
- Nylon chemical & thermal damage
- Locking Snap Hooks
- Deceleration device

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Competent Person:

The Heimsness Construction Company, Inc. Safety & Health Administrator has been designated as a competent person to monitor the safety of other employees, and has been assigned to:

- 1) Recognize fall hazards.
- 2) Warn employees if they are unaware of a fall hazard or are acting in an unsafe manner.
- 3) Be on same working surface and in visual sight.
- 4) Stay close enough for verbal communication.
- 5) Not have other assignments that would take monitor's attention from the monitoring function when using controlled access zones.

Employee Falls and Other Serious Incidents:

In the event of a fall by a Heimsness Construction Company, Inc. employee prompt rescue will be provided so as that the fallen employee will not be suspended for an extremely long period of time. In the event a Heimsness Construction Company, Inc. employee falls or some other serious incident occurs, Heimsness Construction Company, Inc. will investigate the circumstances of the fall or other incident to determine if the fall protection plan needs to be changed and will implement those changes to prevent similar types of falls or incidents.

Fire Prevention Program

Purpose: The following program has been developed to ensure the health and safety of employees working in areas where flammable and combustible materials are located. Heimsness Construction Company, Inc. wishes to convey to the employees the importance of this program as an operating fixture of our health and safety process.

Scope: In order to ensure this program is properly implemented, the Safety Officer has been designated as policy administrator. This procedure applies to all affected employees who work for Heimsness Construction Company, Inc.

Fire Protection and Prevention:

Fire Prevention

- 1) All combustible scrap, debris, and waste materials (oily rags, etc.) must be stored in approved covered metal receptacles and removed from the work site promptly (daily). Proper storage to minimize the risk of fire, including spontaneous combustion must be practiced. Smoking shall be prohibited in the vicinity of operations, which constitute a fire hazard and shall be conspicuously posted: "No Smoking or Open Flame."
- 2) Internal combustion engine powered equipment shall be located so that the exhausts are well away from combustible materials.

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- 3) Combustible materials shall be piled with due regard to the stability of piles and in no case higher than 20 feet. No combustible material shall be stored outdoors within 10 feet of a building or structure. Consult NFPA tables for interior storage information.
- 4) In outdoor storage areas, portable fire extinguishing equipment, suitable for the fire hazard involved, shall be provided at convenient, conspicuously accessible locations in the yard area. The extinguishers shall be placed so that maximum travel distance to the nearest unit shall not exceed 100 feet.
- 5) A barrier having a fire resistance of at least one hour shall segregate non-compatible materials, which may create a fire hazard.
- (6) Fire extinguishers are selected for the types of materials and placed in areas where they are to be used. These fire extinguishers are classified as follows:
 - a) Class A – Ordinary combustible materials fires.
 - b) Class B – Flammable liquid, gas, or grease fires.
 - c) Class C – Energized-electrical equipment fires.
 - d) Class D – Metal Fires
- 7) Appropriate fire extinguishers must be mounted within 75 feet of outside areas containing flammable liquids and within 10 feet of any inside storage area for such materials. Monthly visual inspections should be performed. All extinguishers must be serviced, maintained, and tagged at intervals not to exceed one year by a trained professional.
- 8) Extinguishers should be placed free from obstructions or blockage. All extinguishers must be fully charged and in their designated places (mounted with top of extinguisher no higher than 5 ft.) unless in use.
- 9) Storage tanks should be adequately vented to prevent development of excessive vacuum or pressure as a result of filling, emptying, or atmosphere temperature changes.

Flammable and Combustible Liquids

- 1) Only approved containers and portable tanks shall be used for storage and handling of flammable and combustible liquids.
- 2) No more than 25 gallons of flammable or combustible liquids shall be stored in a room outside of an approved storage cabinet. No more than 60 gallons of flammable or 120 gallons of combustible liquids shall be stored in any one cabinet. No more than three storage cabinets may be located in a single storage area.
- 3) Flammable liquids shall be kept in closed containers when not actually in use.
- 4) Conspicuous and legible signs prohibiting smoking shall be posted in service and refueling areas.

Heating Devices

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- 1) Fresh air shall be supplied in sufficient quantities to maintain the health and safety of workers.
- 2) Solid fuel salamanders are prohibited in buildings and on scaffolds.

Training

- 1) All Heimsness Construction Company, Inc. employees expected to possibly use a fire extinguisher must receive annual training according to the requirements of 1910.157(g).

Fire Extinguishers

- 1) Heimsness Construction Company, Inc. shall assure that portable fire extinguishers are subjected to an annual maintenance check. Stored pressure extinguishers do not require an internal examination. The employer shall record the annual maintenance date and retain this record for one year after the last entry or the life of the shell, whichever is less. The record shall be available upon request.
- 2) Heimsness Construction Company, Inc. shall also assure that stored pressure dry chemical extinguishers that require a 12-year hydrostatic test are emptied and subject to applicable maintenance procedures every 6 years. Dry chemical extinguishers having non-refillable disposable containers are exempt from this requirement. When recharging or hydrostatic testing is performed; the 6-year requirement begins from that date.
- 3) Carbon Dioxide extinguishers require hydrostatic testing every 5 years or when showing evidence of corrosion.

Forklift Program

Purpose:

In accordance with OSHA, the following program has been developed to ensure the health and safety of employees working with Forklifts. Heimsness Construction Company, Inc. wishes to convey to the employees the importance of this program as an operating fixture of our health and safety process.

Scope:

In order to ensure that this program is properly implemented, the Health and Safety Administrator has been designated as policy administrator. This procedure applies to all employees who work on forklifts.

General Requirements:

Industrial Trucks-Forklifts

- 1) Only trained personnel will be allowed to operate industrial trucks. Each forklift operator will have proof of training (i.e., wallet card) readily available for review at all times.

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- 2) Each industrial truck must have a warning horn, whistle, gong, or other device which can be clearly heard above the normal noise in the area where operated. Before using a forklift, check that the brakes on each industrial truck are capable of bringing the vehicle to a complete and safe stop when fully loaded. The parking brake must effectively prevent the vehicle from moving when unattended.
- 3) When an industrial truck operates in areas where flammable gases, vapors, combustible dust, or ignitable fibers may be present in the atmosphere, the vehicle must be approved for such locations with a tag showing such approval posted on the vehicle itself.
- 4) Industrial trucks with internal combustion engines, operated in buildings or enclosed areas, should be carefully checked to ensure that the operation of the vehicle does not cause harmful concentration of dangerous gases or fumes such as carbon monoxide.

General Rules applicable of Fork Lifts

- 1) Trucks shall not be driven up to anyone standing in front of a bench or other fixed object.
- 2) No person shall be allowed to stand or pass under the elevated portion of any truck, whether loaded or empty.
- 3) Unauthorized personnel shall not be permitted to ride on powered industrial trucks.
- 4) The employer shall prohibit arms or legs from being placed between the uprights of the mast or outside the running lines of the truck.
- 5) When a powered industrial truck is left unattended, load engaging means shall be fully lowered, controls shall be neutralized, power shall be shut off, and brakes set. Wheels shall be blocked if the truck is parked on an incline. A powered industrial truck is unattended when the operator is 25 ft. or more away from the vehicle, which remains in his view or whenever the operator leaves the vehicle and it is not in his view. When the operator of an industrial truck is dismounted and within 25 ft. of the truck still in his view, the load engaging means shall be fully lowered, controls neutralized, and the brakes set to prevent movement.
- 6) A safe distance shall be maintained from the edge of ramps, excavations or platforms. Edge guards should be installed where feasible as added precaution.
- 7) There shall be sufficient headroom under overhead installations, lights, pipes, sprinkler system, etc.
- 8) An overhead guard (FOPS) shall be used as protection against falling objects. It should be noted that an overhead guard is intended to offer protection from the impact of small packages, boxes, bagged material, etc., representative of the job application, but not to withstand the impact of a falling capacity load.
- 9) A load backrest extension shall be used whenever necessary to minimize the possibility of the load or part of it from falling rearward.
- 10) Only approved industrial trucks shall be used in hazardous locations.

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11) Fork trucks should not routinely be used for transporting personnel from one level to another. Where appropriate, the only exceptions to this rule are if the following additional precautions are taken for the protection of personnel being elevated (consult the HR/Safety Department for additional guidance and reference OSHA CPL):

- a) Use of an approved safety platform firmly secured to the lifting carriage and/or forks.
- b) Means shall be provided whereby personnel on the platform can shut power to the truck.
- c) Such protection from falling objects, as indicated necessary by the operating conditions shall be provided.

Rules to be followed while Traveling

- 1) All traffic regulations shall be observed, including authorized plant speed limits. A safe distance shall be maintained approximately three truck lengths from the truck ahead, and the truck shall be kept under control at all times.
- 2) The right of way shall be yielded to ambulances, fire trucks, or other vehicles in emergency situations.
- 3) Other trucks traveling in the same direction at intersections, blind spots, or other dangerous locations shall not be passed.
- 4) The driver shall be required to slow down and sound the horn at cross aisles and other locations where vision is obstructed. If the load being carried obstructs forward view, the driver shall be required to travel with the load trailing.
- 5) Railroad tracks shall be crossed diagonally wherever possible. Parking closer than 8 feet from the center of railroad tracks is prohibited.
- 6) Grades shall be ascended or descended slowly. When ascending or descending grades in excess of 10%, loaded trucks shall be driven with the load upgrade. On all grades the load and load engaging means shall be tilted back if applicable, and raised on as far as necessary to clear the road surface.
- 7) Under all travel conditions the truck shall be operated at a speed that will permit it to be brought to a stop in a safe manner.
- 8) Stunt driving and horseplay shall not be permitted.
- 9) Dock board or bridge plates, shall be properly secured before they are driven over. Dock board or bridge plates shall be driven over carefully and slowly and their rated capacity never exceeded.
- 10) While negotiating turns, speed shall be reduced to a safe level by means of turning the hand steering wheel in a smooth, sweeping motion. Except when maneuvering at a very low speed, the hand steering wheel shall be turned at a moderate, even rate.

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Rules to be followed while Loading

- 1) Only stable or safely arranged loads shall be handled. Caution shall be exercised when handling off-center loads, which cannot be centered.
- 2) Only loads within the rated capacity of the truck shall be handled.
- 3) The long or high (including multiple-tiered) loads, which may affect capacity, shall be adjusted.
- 4) Trucks equipped with attachments shall be operated as partially loaded trucks when not handling a load.
- 5) A load engaging means shall be placed under the load as far as possible; the mast shall be carefully tilted backward to stabilize the load.

Rules to be followed during Operation

- 1) If at any time a powered industrial truck is found to be in need of repair, defective, or in any way unsafe, the truck shall be taken out of service until it has been restored to safe operating condition.
- 2) Fuel tanks shall not be filled while the engine is running. Spillage shall be avoided.
- 3) Spillage of oil or fuel shall be carefully washed away or completely evaporated and the fuel tank cap replaced before restarting engine.
- 4) No truck shall be operated with a leak in the fuel system until the leak has been corrected.
- 5) Open flames shall not be used for checking electrolyte level in storage batteries or gasoline level in fuel tanks.
- 6) Fork trucks cannot be pushed. If it becomes necessary to move a stalled lift truck, it must be pulled. In addition, fork trucks cannot be used to push other vehicles.

Training

- 1) Guidelines outlined in the OSHA standard 1910.178 (l) will be followed for operator training, evaluation and retraining.

Lifting and Materials Handling Program

Purpose: In accordance with OSHA, the following program has been developed to ensure the health and safety of employees working with cranes, derricks, hoists, conveyors and aerial lifts. Heimsness Construction Company, Inc. wishes to convey to the employees the importance of this program as an operating fixture of our safety and health process.

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Scope:

In order to ensure that this program is properly implemented, the Health and Safety Administrator has been designated as policy administrator. This procedure applies to all employees who work on cranes, derricks, hoists, conveyors and aerial lifts.

General Requirements:

Lifting equipment is built for safe and economical operation, but it is only as safe as the operators who operate it.

- 1) All cranes, hoists, motor vehicles, elevators, conveyors, and heavy equipment must be operated and maintained to conform to established standards.
 - 2) All cranes, hoists, motor vehicles, elevators, and heavy equipment must be inspected prior to use on each shift. All deficiencies must be repaired before the equipment is used.
- 3) Operators of such equipment must keep inspection records required by this procedure.
- 4) Rated load capacity charts, recommended operating speeds, special hazards warnings, and other essential information will be visible to the operator while he is at his control station. An operator's manual must also be available at all times.
- 5) Operators must take signals from only one person; in an emergency, however, a STOP signal can be given by anyone.
- 6) Only standard hand signals will be acknowledged. A copy of the hand signals must be posted on equipment visible to employees.
- 7) Routine maintenance, fueling and repairs must not be performed while the equipment is in use or the power on.

Operators of Material Handling Equipment:

- 1) Cranes will be operated only by the following personnel:
 - a. The designated operator: The operator assigned by the employer as being qualified or certified to perform specific duties.
 - b. Learners under the direct supervision of a designated operator.
- 2) No one, other than personnel specified above, will enter an operator station or crane cab, with the exception of persons such as helpers and supervisors whose duties require them to do so, and then only in the performance of their duties and the knowledge of the operator or other appointed person.
- 3) The operator will be responsible for those operations under his direct control. Whenever there is any doubt as to safety, the operator will stop and refuse to handle the load until safety, such as proper rigging, has been assured.

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- 4) The operator will not hoist, lower, swing, or travel while anyone is on the load, hook, or headache ball.
- 5) While actually engaged in operating the crane, the operator will not engage in any practice that will divert his attention.
- 6) The operator will familiarize himself with the equipment and its proper care. If adjustments or repairs are necessary, or any defects are known, he will report the same promptly to his supervisor and will notify the next operator of the defects upon changing shift. The equipment shall not be used until the defects are repaired.
- 7) The operator will avoid swinging loads over employees.
- 8) The operator will not leave his position at the controls while the load is suspended.
- 9) Before leaving his crane unattended, the operator will:
 - a. Land any attached load, bucket, lifting magnet, or other device.
 - b. Disengage clutch.
 - c. Set travel, swing, boom brakes, and other locking devices.
 - d. Put controls in the "off" position.
 - e. Stop the engine.
 - f. Secure the crane against accidental travel.
 - g. Safety latches are required on all hooks on lifting and pulling devices.

Cranes and Derricks:

- 1) No one but the operator will be allowed in or on the machine while it is operating. This means no riders.
- 2) Boom angle indicators must be in working order at all times.
- 3) All wire ropes will be inspected regularly and in good repair.
- 4) All belts, gears, shafts, pulleys, sprockets, drums, flywheels, or chains will be properly guarded.
- 5) The swing radius will be free of outside material such as water cans, toolboxes, and miscellaneous storage. A minimum of 2 ft. of clearance must be maintained between the counterweight and any obstruction or barricaded to prevent personnel being caught between.
- 6) All windows will be of safety glass and free of distortion such as cracks.
- 7) There will be an accessible ABC fire extinguisher at all operator stations or cabs. Operators are responsible for (or may request assistance with) flagging off the area below their lift and around the crane.

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- 8) The load block, headache ball, and safety hook will be kept in good repair.
- 9) No employee will ride on a cable, ball, chain, sling, or any other hoisting attachment or on the material being moved by means of winch line, crane, or truck.
- 10) Backup alarms will be installed on truck cranes and pickers.
- 11) With mobile cranes, all four outriggers should be firmly set for every lift and tires must be off the ground unless operating from "rubber" chart. In case of a rolling lift, the ground area must be firm/stable and outrigger pads set to just clear the ground.
- 12) Booms and boom members will be kept in good repair, free of cracks, dents, and broken parts.
- 13) Boom and crane rigging should be inspected at the start of every shift.
- 14) A daily crane inspection must be completed and filed through the appropriate supervisor.
- 15) Jibs will be used when necessary for inward reach and will be equipped with positive jib stops.
- 16) Cranes will not be operated when any part of the machine can come within 10 feet of high voltage conductors. When operating in proximity to a high voltage line, riggers will not pull the load line at an angle to make a hook up. If it is necessary to operate a crane close to high voltage lines, arrange through supervision to have the line de-energized or shielded if possible.
- 17) A designated employee must observe clearance of the equipment and give timely warning for all operations where the operator's vision is obstructed.
- 18) Any overhead line must be considered energized unless the responsible utility company says that it is not energized. LTT (LO/TO) procedures must be adhered to.
- 19) Hydraulic Cranes The use of hydraulic cranes as general-purpose material handling equipment presents an operation control problem that all supervision should be aware of and responsible for. In addition to the applicable rules set down in the previous sections, the following rules will be adhered to when operating a hydraulic crane.
 - (a) Do not operate a hydraulic crane with the cab doors in the open position. In warm weather, remove and store door to prevent blind spots.
 - (b) Wear seat belts at all times while traveling the crane.
 1. All deficiencies of the machine or usage conditions are to be reported to your supervisor promptly.
 2. No modifications or additions that affect the capacity and operation of the equipment will be made without the manufacture's written approval.
 3. Inspect the tires for proper condition and inflation.
 4. Check the backup alarm for proper functioning.

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20) Outriggers

- (a) The crane will be level (within 1%) with all outriggers down on firm ground or footing proper to lifting loads or swinging the boom over the side, except as noted under the Traveling heading below. Without the outriggers down and even with no load, it is possible to tip the crane over by simply swinging the boom over the side.
- (b) Transporting materials on the outriggers is prohibited.
- (c) Use pads under outriggers when soil conditions are poor, especially when making heavy picks or when working near maximum radius.
- (d) When setting up near trenches or excavations, stay a safe distance away from the hole. Previously disturbed soil must be evaluated for stability.

21) Hoisting

- (a) Know the weight of the load and where it has to go.
- (b) No crane will be loaded beyond its rated capacity.
- (c) Each time a load approaching the rated load is handled, the operator will test the machine by raising the load a few inches and holding it.
- (d) Extreme care should be exercised when a load approaching the rated load capacity is handled. Whenever, possible, this load should be tested keeping it close to the ground and booming out to the maximum radius required prior to making the actual lift into place. Be sure actual operating conditions do not exceed test conditions.
- (e) Use extreme caution when extending the boom with loads suspended. As the working radius increases, load capacity decreases and can cause the machine to tip over. Most hydraulic cranes differ from a friction machine in that a load cannot be lowered fast enough to overcome a tipping action once the machine becomes over-balanced.
- (f) When the boom is extended, care should be exercised to avoid "two blocking" sheave clock with boom.
- (g) During hoisting, swing, or lowering operations, there will be no sudden acceleration or deceleration of the moving load.

22) Traveling

- (a) When traveling, the boom will be fully retracted and positioned over the front of the machine in the direction of travel.
- (b) Use a signalman when backing the crane. The operator's visibility is very poor towards the rear of some machines.
- (c) The warning signal will be sounded each time before traveling, and intermittently during travel, particularly when approaching employees.

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(d) Traveling with a load is not encouraged. However, if the supervisor approves it, the operator will adhere to the following procedures:

1. Load must be positioned over the front of the machine in the direction of travel.
2. All traveled loads must be tied off to the machine by a tag line and not held or balanced by employees walking along side the load.
3. Some loads will require the positioning of outriggers close to the ground.

(e) No one will be permitted to ride on any crane or picker except the operator or driver.

Adding/Removing Boom Sections:

- 1) When adding or removing a section of sections of a mobile crane boom, the manufacture's specification for changing boom sections should be checked and should be followed.

Aerial Work Platforms:

1) J.L.G. Type Work Platform

- a) The counterweight swing radius is to be barricaded any time the equipment is in operation.
- b) The lift will be operated only from level ground with wheels chocked unless controls are located in basket of equipment.
- c) Steering wheels will not be turned on concrete floors, unless lift is in motion.
- d) Safety harnesses will be worn in basket, with lanyards secured to approved anchor points.
- e) The gate on basket will be kept closed and locked at all times when in use.
- f) No materials will be lifted with a J.L.G. lift. g) Machine platforms will be kept a minimum of 10 feet from electrical power lines.

2) Scissor Lift Type Work Platform

- a) Barricade tape will be erected around the lift to keep all personnel away from the basket in lowered position to a distance of not less than 3 feet.
- b) When platform is raised for maintenance of the rig; before anyone works under the platform, it will be positively blocked up to prevent it from falling.

3) Material Hoists

- a) The maximum allowable distance between the floor of the lifting car and the landing platform is six inches.
- b) Material hoists will not be operated near ladders, passageways, etc.

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Motor Vehicles and Mechanized Equipment:

11) Fork Trucks

- a) Fork trucks will be equipped with an ABC type fire extinguisher, within reach of the operator.
- b) Fork trucks will be equipped with at all times approved overhead protection, in addition to roll over protection.
- c) Railroad tracks should be crossed diagonally whenever possible.
- d) Forklifts will not be used as an elevator for employees except when a proper platform is utilized.
- e) Powered fork trucks and other mechanical equipment shall not be operated in areas where flammable concentrations exist, unless the vehicle is rated for that use.

2) Operation of Motor Vehicle and other Mobile Equipment General Requirements

- a) Backup alarms are required on all equipment.
- b) Roll over protection structures (ROPS) are required on all tractors, dozers, and fork trucks.
- c) An ABC fire extinguisher will be maintained in the operator's cab of all equipment.
- d) Only those employees specifically authorized and possessing a valid licenses or permits pertaining to the particular type vehicle they are operating will operate equipment.
- e) Vehicles will be operated within the legal speed limit at all times and at a lower speed where conditions warrant.
- f) Drivers will not permit unauthorized persons to drive, operate, or ride in or on a vehicle or equipment.
- g) Seat belts will be used by both driver and passenger whenever the vehicle is in motion.
- h) Tools and materials will be secured to prevent movement when transported in the same compartment with employees. This will also prevent possible tipping over nonsecured tools in the bed of the truck.
- i) Passengers will not stand in moving vehicles. Rather, they will sit where no part of their body protrudes beyond the extent of the vehicle top or sides.
- j) Drivers and operators will not let anyone ride on the running boards, fenders, or any part of a motorized vehicle except the seats inside the body walls.
- k) Drivers must not move vehicles until riders comply with all safety precautions.

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- l) Employees will not ride on loose material or equipment carried on trucks
- m) Employees will not ride on trailers or floats.
- n) Employees will not jump on or off of vehicles in motion.
- o) Load limits of booms and other hoisting equipment will not be exceeded.
- p) Before backing a vehicle, a driver will definitely determine that the space needed is clear, sound the horn twice and he/she will back slowly, keeping a constant lookout the entire time he/she is backing. When backing a truck, if another employee (ground guide) is available, they will be so stationed that they can warn the driver of approaching danger and assist them in maneuvering the vehicle. It is preferable to station a guide on the left hand side of the vehicle so that the driver sees the guide when looking into his left hand mirror.
- q) Drivers will be prepared to stop or to yield the right of way in all instances where necessary to avoid an accident.
- r) Drivers following other vehicles will stay at a safe distance behind so they can stop in the clear distance ahead. The "two second rule" (plus two in slippery conditions) should be utilized.
- s) All doors will be kept closed at all times, except when the driver or passengers are getting in and out of the cab.
- t) Unlicensed vehicles will not be used on public highways.
- u) Not every employee is allowed to operate company vehicles. The department supervisor assigned the vehicle will be responsible to designate drivers. Designated persons should be kept to a minimum. Proof of insurance and an accident kit should be kept in all company vehicles.

3) Fueling Equipment

- a) All ignition systems will be turned off, and no smoking will be permitted while fueling any vehicle.
- b) No fueling operation will be performed inside an enclosed building.

Motor Vehicles & Other Mobile Equipment Program

Application:

This section covers procedures and guidelines for the safe operation of motor vehicles and other mobile equipment at all plants and on public roads. All motorized equipment that can move over the ground is covered by this procedure, including cranes, tractors, backhoes, etc., in addition to private motor vehicles. All supervisors will be responsible for ensuring that all employees follow these procedures.

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General Requirements:

Backup alarms are required on all equipment having an obstructed view of the rear. Roll over protection structures are required on all tractors, dozers and fork trucks. An ABC fire extinguisher will be maintained in the operator's cab of all equipment. The company must be notified as soon as possible in the event of any accident, fine or penalty while operating a company vehicle. Proof of insurance and an accident kit must be kept in the vehicle at all times.

All drivers and operators:

- Must have a valid state driver's license.
- Must know and obey all state and local traffic laws covering the territory in which he/she is driving.
- Will be personally responsible for all fines and other penalties assessed against him/her for traffic violations.
- Will operate vehicles within the legal speed limit at all times and at a lower speed where conditions warrant.
- Will not permit unauthorized persons to drive, operate, or ride in or on a vehicle or equipment.
- Will clearly indicate his/her intention of passing, stopping, or turning and will always obey posted speed limits on or off company property.
- Will come to a complete stop, sound horn and proceed with caution when entering or leaving any building, enclosure, or alley where vision is obstructed.
- Will be prepared to stop or to yield the right of way in all instances where necessary to avoid an accident.
- While following other vehicles, will stay at a safe distance behind (two second rule – plus two in slippery conditions) so they can stop in the clear distance ahead.
- Will use seat belts and restraint devices during travel.
- Will secure tools and equipment before transporting.
- Passengers will not stand in moving vehicles. Rather, they will sit where no part of their body protrudes beyond the extent of the vehicle top or sides.
- Employees will not ride on loose material or equipment carried in trucks.
- All tailgates are to be up and latched before movement of a vehicle is permitted.
- Employees will not ride on trailers or floats.
- Employees will not jump on or off of vehicles in motion.
- When stopped on inclines, drivers will be sure that the brakes are properly applied, the vehicle is in gear, and wheels are at an angle against the curb, where possible. This applies whether the vehicle is facing upgrade or downgrade.
- Employees who leave the vehicle, and are 20 feet away or out of the vehicles sight shall treat the vehicle as unattended. In these cases, the vehicle shall be shut off with parking brake on and all controls neutralized.

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Daily Inspections:

At the beginning of each shift, all drivers and operators will make a walk around inspection of the vehicle. The following items will be checked:

- Backup alarm
- Horn
- Wipers
- Headlights, high and low beams
- Turn signals
- Front and rear for any damage
- Brake lights and backup lights
- Running lights
- Tires – properly inflation, cuts, tread
- Brakes
- Fire extinguisher in place and charged
- Vehicle clean and free of trash
- Roll over protection

NOTE: Vehicles will not be operated until all noted deficiencies are corrected.

Fueling Equipment:

- 1) All ignition systems will be turned off, and no smoking will be permitted while fueling any vehicle.
- 2) No fueling operation will be performed inside an enclosed building.
- 3) Fuel will be delivered to vehicles by approved pumps or safety cans.
- 4) Brakes will be set during fueling.
- 5) Drivers or operators will be outside the vehicle during fueling operations.

Maintenance:

Safety precautions will be taken to prevent the release of any uncontrolled energy sources (Hydraulics, Gravity, Pneumatic, etc.) when performing maintenance.

Loading and Hauling:

Load materials and equipment so that they may not cause a hazard by shifting. Securely fasten heavy equipment and materials with chains and binders. Loop chains over binder handle, locking it in place. Chock wheels whenever vehicles/trailers are loaded by the use of forklifts or rolling equipment.

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Street and Highway Driving:

Drivers will keep a sharp lookout for children, especially in school zones or where they are playing, and will be prepared for an immediate stop. Vehicles stopped on public roadways will be protected by red flags, proper warning lights, or reflectors in accordance with legal requirements. Vehicles will not be parked on bridges or culverts, except where necessary for work. All tools, materials, or equipment will not be permitted to extend beyond the permanent fixtures provided on the sides of the truck.

Signaling Vehicular Traffic:

The primary function of traffic control procedures is to move traffic safely through or around work areas. For hand signaling, flag persons will use red flags at least 18 inches square or sign paddles, and will use red lights in periods of darkness. Flag persons will be provided with and will wear a red or orange warning garment while flagging. Warning garments worn at night will be of reflectorized material. The flag person must, at all times, be clearly visible to approaching traffic for a distance sufficient to permit proper response by the motorist to the flagging instructions.

Respiratory Protection Program

Purpose:

In accordance with OSHA 1910.134, the following program has been developed to ensure the health and safety of employees and subcontractors working in conditions when respiratory protection is required.

Heimsness Construction Company, Inc. will follow all plant procedures regarding Respiratory Protection. Heimsness Construction Company, Inc. does not normally have employees who use respiratory protection, but will evaluate employee exposure on a case by case basis and will follow all rules and regulations as set forth by OSHA Standard 1910.134

Heimsness Construction Company, Inc. wishes to convey to the employees the importance of this program as an operating fixture of our health and safety process.

Scope:

This plan applies to all Heimsness Construction Company, Inc. employees and subcontractors that require the use of respiratory protective equipment.

Controls:

Every consideration will be given to the use of effective engineering controls to eliminate or reduce exposure to respiratory hazards to the point where respirators are not required. Examples of engineering controls include local exhaust ventilation systems or changes in the process to reduce the level of contaminants. However, when feasible engineering controls are not effective in controlling toxic substances, Heimsness Construction Company, Inc. will provide appropriate respiratory protective equipment at no charge to the employee.

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Employees required to use respiratory protective devices because of exposure to toxic substances will do so as a condition of employment. Employees required to use respirators will be medically screened, appropriately tested, properly fitted and thoroughly trained in their use.

Heimsness Construction Company, Inc. employees shall follow requirements contained in this respiratory protection procedure and the requirements contained in 29 CFR Part 1910.134.

Program Administration:

Heimsness Construction Company, Inc.'s Health & Safety Administrator is the respiratory protection program administrator and has the authority to act on any and all matters relating to the administration of the program.

Supervisors are responsible for attending respiratory protection training and assuring that the employees are using, storing maintaining, and inspecting respirators in accordance with the requirements of this plan.

It is the responsibility of each respirator user to wear their respirator when and where it is required, inspect the respirator when and where it is required, inspect the respirator before and after each use, maintain the respirator in a clean and sanitary condition, and to store the respirator properly.

Acceptable Respiratory Protective Equipment:

Heimsness Construction Company, Inc. will only purchase respiratory protective equipment that carries the NIOSH approval.

Selection of Proper Respirator and Cartridge:

Respirator face piece and cartridge selection involves reviewing each operation to:

- Determine what hazards may be present (hazard determination)
- Select which type or class of respirator can offer adequate protection

Use of Air-Supplied Respirators:

Breathing air shall meet at least the requirements for Grade breathing air as described by the Compressed Gas Association. Airline couplings shall be incompatible with outlets for other gas systems to prevent inadvertent servicing of airline respirators with non-respirable gases or oxygen. Breathing air may be supplied to respirators from cylinders or air compressors:

- Each cylinder must be monitored to ensure that it contains Grade D breathing air.
- The compressor for supplying air shall be equipped with necessary safety and standby devices described in 1910.134(l) (6).

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Determining Comfort of Respirator:

Each employee will be given the opportunity to select a respirator that provides the most comfortable fit. The employee will be shown how to assess a comfortable device and should eliminate those, which are obviously ill fitting.

An assessment of comfort will include the following points:

- 1) Chin properly placed
- 2) Fit across Nose Bridge
- 3) Positioning of mask on nose
- 4) Strap tension
- 5) Distance from nose to chin
- 6) Room to talk
- 7) Tendency to slip
- 8) Cheeks filled out
- 9) Hindrance to movement

Assessment of Respirator Fit:

After the employee has been shown how to assess a respirator, he/she will be shown how to put on a respirator, how to position it on the face, how to set strap tension, and how to determine a proper fit.

The employee should hold each face piece up to the face and eliminate those that obviously do not give a comfortable or proper fit.

Familiarization

Once the proper fitting respirator has been selected, the employee should put on the device and adjust the face piece and the tension of the straps. The employee should wear the mask for a few minutes before taking it off and putting it on several times, adjusting the straps each time to become familiar with the respirator and adapt at setting the proper tension on the straps.

Fit Checks

There are two tests that are used in the field to check the seal of the respirator. These are known as the positive and negative fit checks. Each of these two tests must be performed every time a respirator is put on and prior to entering a contaminated area.

NOTE: Although both the positive and negative fit checks are considered essential to a good respiratory protection program and should always be used prior to entering an area of exposure, they are recognized solely as a field check and will not be substituted for the fit test.

Positive Fit Check This test only applies to those respirators, which have an exhalation valve, which can be blocked. The exhalation valve cover may have to be removed for the test.

Close or "block off" the exhalation valve.

Exhale gently into the face piece.

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If a slight positive pressure is built up with no apparent outward leakage around the seal, then the face piece-to-face seal is satisfactory.

Negative Fit Check

Close the inlet opening or hose of the respirator face piece with the hand(s), or other means.

Inhale gently so that the face piece collapses slightly and hold the breath for ten seconds.

If the face piece remains slightly collapsed and no inward leakage occurs, then the face piece-to-face seal is deemed to be satisfactory.

Fit Testing

Fit testing shall be conducted by: Heimsness Construction Company, Inc. Health & Safety Administrator or his/her duly appointed representative.

Fit Testing Procedures – General Requirements

Heimsness Construction Company, Inc. will conduct fit testing using the following procedures. The requirements apply to all OSHA-accepted fit test methods, both QLFT and QNFT.

The test subject shall be allowed to pick the most acceptable respirator from a sufficient number of respirator models and sizes so that the respirator is acceptable to, and correctly fits, the user.

Prior to the selection process, the test subject shall be shown how to put on a respirator, how it should be positioned on the face, how to set strap tension and how to determine an acceptable fit. A mirror shall be available to assist the subject in evaluating the fit and positioning of the respirator. This instruction may not constitute the subject's formal training on respirator use, because it is only a review.

The test subject shall be informed that he/she is being asked to select the respirator that provides the most acceptable fit. Each respirator represents a different size and shape, and if fitted and used properly, will provide adequate protection.

The test subject shall be instructed to hold each chosen face piece up to the face and eliminate those that obviously do not give an acceptable fit.

Assessment of comfort shall include a review of the following points with the test subject and allowing the test subject adequate time to determine the comfort of the respirator:

- Position of the mask on the nose.
- Position of mask on face and cheeks
- Room to talk

The test subject shall conduct a user seal check, either the negative and positive pressure seal checks described in this procedure. Before conducting the negative and positive pressure checks, the subject shall be told to seat the mask on the face by moving the head from side-to-side and up and down

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slowly while taking in a few slow deep breaths. Another face piece shall be selected and retested if the test subject fails the user seal check tests.

The test shall not be conducted if there is any hair growth between the skin and the face piece sealing surface, such as stubble beard growth, beard, mustache or sideburns which cross the respirator sealing surface. Any type of apparel (i.e., glasses), which interferes with a satisfactory, fit, shall be altered or removed.

If the employee finds the fit of the respirator unacceptable, the test subject shall be given the opportunity to select a different respirator and to be retested.

Exercise regimen. Prior to the commencement of the fit test, the test subject shall be given a description of the fit test and the test subject's responsibilities during the test procedure.

The fit test shall be performed while the test subject is wearing any applicable safety equipment that may be worn during actual respirator use, which could interfere with respirator fit.

Test Exercises. The test subject shall perform exercises in the test environment in the following manner:

Normal breathing. In a normal standing position, without talking, the subject shall breathe normally.

Deep breathing. In a normal standing position, the subject shall breathe slowly and deeply, taking caution so as not to hyperventilate.

Turning head side to side. Standing in place, the subject shall slowly turn his/her head from side to side between the extreme positions one each side. The head shall be held at each extreme momentarily so the subject can inhale at each side.

Moving head up and down. Standing in place, the subject shall slowly move his/her head up and down. The subject shall be instructed to inhale in the up position (i.e., when looking toward the ceiling).

Talking. The subject shall talk out loud slowly and loud enough so as to be heard clearly by the test conductor. The subject can read from a prepared text such as the Rainbow Passage, count backward from 100, or recite a memorized poem or song.

Rainbow Passage: "When the sunlight strikes raindrops in the air, they act like a prism and form a rainbow. The rainbow is a division of white light into many beautiful colors. These take the shape of a long round arch, with its path high above, and its two ends apparently beyond the horizon. There is, according to legend, a boiling pot of gold at one end. People look, but no one ever finds it. When a man looks for something beyond reach, his friends say he is looking for the pot of gold at the end of the rainbow."

Grimace. The test subject shall grimace by smiling or frowning. (This applies only to QNFT testing; it is not performed for QLFT)

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Bending over. The test subject shall bend at the waist as if he/she were to touch his/her toes. Jogging in place shall be substituted for these exercises in those test environments such as shroud type QNFT or QLFT units that do not permit bending over at the waist.

Normal breathing. Same as exercise (1)

NOTE: Each test exercise shall be performed for one minute except for the grimace exercise, which shall be performed for 20 seconds. The test subject shall be questioned by the test conductor regarding the comfort of the respirator upon completion of the protocol. If it has become unacceptable, another model of respirator shall be tried. The respirator shall not be adjusted once the fit test exercise begins. Any adjustment voids the test, and the fit test must be repeated.

Qualitative Fit Test (QLFT) Protocol Heimsness Construction Company, Inc. will ensure that persons administering QLFT are able to prepare test solutions, calibrate equipment and perform test properly, recognize invalid tests, and ensure that test equipment is in proper working order.

Heimsness Construction Company, Inc. will ensure that QLFT fit-test protocols and/or guidelines by manufacturers are followed during fit testing and that Appendix A of 1910.134 requirements is met. The person performing the fit test will review protocols of each to determine adequacy.

Issuance of respiratory protective equipment:

The issuance of respirators to employees will be based on the following considerations:

A person must have received appropriate medical clearance and documented training must have been received prior to being issued a respirator.

A person who has hair (e.g., beard growth, mustache, sideburns, stubble, low hairline, bangs), which passes between the face and the sealing surface of the respirator face piece, shall not be permitted to wear such a respirator. The job supervisor and the individual who issues the respirators shall ensure that employees comply with this requirement.

In certain circumstances, depending on the employer's specifications, a Powered Air Purifying Respirator (PAPR) can be used on a person who has facial hair. The policies and procedures of the employer must be reviewed prior to initiating the use of a PAPR. In all circumstances, the use of an Air-Purifying respirator (APR) with facial hair is not permitted.

A corrective vision spectacle (inserts are available) which has temple bars or straps which pass between the sealing surface of a full face piece and the wearer's face shall not be permitted.

A head covering which passes between the sealing surface of a respirator face piece and the wearer's face shall not be permitted.

The wearing of a spectacle, goggle, a face shield, a welding helmet, or other eye and face protective device, which interferes with the seal of a respirator to the wearer, shall not be permitted.

If scars, hollow temples, excessively protruding cheekbones, deep creases in facial skin, the absence of teeth or dentures, or unusual facial configurations prevent a seal of a respirator face piece to a wearer's face, the person shall not be permitted to wear the respirator.

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Where practical, and where the above considerations are deemed acceptable, respirators should be assigned to individual employees for their exclusive use and labeled for identification in such a way as not to affect the performance of the respirator.

Obtaining Medical Approval for Respirator Use:

Using a respirator may place a physiological burden on employees that vary with the type of respirator worn, the job and workplace conditions in which the respirator is used, and the medical status of the employee. Accordingly, Heimsness Construction Company, Inc. requires that employees must meet the minimum requirements of this section to determine the employee's ability to use a respirator.

Heimsness Construction Company, Inc. will arrange a medical evaluation to determine the employee's ability to use a respirator, before the employee is fit tested or required to use the respirator in the workplace.

Medical evaluation procedures. Heimsness Construction Company, Inc. will ensure that a PLHCP performs a medical evaluation in compliance with 29 CFR 1910.134 and will be provided a copy of this program. The PLHCP will determine if the medical questionnaire or an initial medical examination that obtains the same information as the medical questionnaire needs to be performed. At a minimum the medical questionnaire will be completed.

Heimsness Construction Company, Inc. will ensure that employees understand the medical questionnaire or will have the PLHCP available to answer questions or explain the contents of the questionnaire to the employee. In any case, a PLHCP will be available to answer employee questions.

Supplemental information for the PLHCP. The following information must be provided to the PLHCP before the PLHCP makes a recommendation concerning an employee's ability to use a respirator:

- 2) The type and weight of the respirator to be used by the employee
- 3) The duration and frequency of respirator use (including use for rescue and escape)
- 4) The expected physical work effort
- 5) Additional protective clothing and equipment to be worn
- 6) Temperature and humidity extremes that may be encountered
- 7) Any supplemental information provided previously to the PLHCP regarding an employee need not be provided for a subsequent medical evaluation if the information and the PLHCP remain the same.
- 8) Heimsness Construction Company, Inc. shall provide the PLHCP with a copy of the written respiratory protection program and a copy of 29 CFR 1910.134 (e).

Medical Determination A written recommendation regarding the employee's ability to use the respirator will be obtained from the PLHCP. The recommendation shall provide only the following information:

Any limitations on respirator use related to the medical condition of the employee, or relating to the workplace conditions in which the respirator will be used, including whether or not the employee is medically able to use the respirator. The need, if any, for follow-up medical evaluations.

A statement that the PLHCP has provided the employee with a copy of the written recommendation.

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Training:

The extent and frequency of employee training depends primarily on the nature and extent of the hazard. As a minimum, all affected employees and supervisory personnel will be trained in basic respirator practices through the Basic Orientation Plus given by Tennessee Valley Training Center.

The respirator-training program must include:

- I. A discussion of the nature of airborne contaminants against which the employee must be protected, and why engineering controls have not been effective in controlling exposure to the point where respirators are not required.
- II. A discussion of why the respirator has been selected for this job is the proper device for this particular purpose.
- III. An explanation of the differences between air-purifying and supplied air respirators and how their use is controlled by the amount of exposure.
- IV. Instruction on the respirator's limitations emphasizing such things as oxygen deficiency; toxic contaminants which are immediately dangerous to life or health; particulates, such as asbestos, which are not immediately dangerous to life or health; and the need to change filter cartridges when indicated to do so by testing or smelling the contaminant.
- V. Instructions on how to inspect the respirator, and ensure the respirator is in proper working condition.
- VI. Instructions on how to put on the respirator, how it should be positioned on the face, how to set strap tension, and how to wear the respirator comfortable.
- VII. Instructions on the method of fit testing used and the proper way to conduct positive and negative fit checks each time the respirator is put on. During this instruction, the wearer will be made to understand that the respirator cannot be used when conditions prevent a satisfactory face piece-to face seal.
- VIII. Instructions in the proper care, maintenance and storage of the respirator.

Care and Maintenance:

Personnel involved in respirator maintenance will be thoroughly trained. Substitution of parts from different brands or types of respirators invalidates approval of the device. Repairs and adjustments shall never be made beyond the manufacturer's recommendations. Simple cleaning, such as using a towelette, or wiping off the respirator with a wet towel may be performed by the respirator user. Simple cleaning should also be conducted after a respirator is "tried on" and rejected. This simple cleaning should be done before another employee tries the respirator on.

More comprehensive cleaning will be performed, such as "Dunking" the respirator in biocide, if the face piece is used for any length of time (more than one hour) by more than one person.

Storing the Respirator When they are not being used, respirators shall be individually sealed in plastic bags and stored in order to protect them against dust, sunlight, extreme temperatures, excessive moisture, or damaging chemicals. They shall be stored in such a way, that the face piece and exhalation valve is not distorted.

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Inspecting the Respirator The individual shall inspect all respirators before and after each use, to ensure that they are in satisfactory working condition.

Change of Cartridge Schedule:

A change of cartridge schedule shall be implemented following manufacturer's suggestions if no "End-of-Service-Life-Indicator" (ESLI) is present on the individual cartridge. If no information can be obtained from the cartridge manufacturer, cartridges will be changed in accordance with the employer requirements or daily.

Record Keeping:

Heimsness Construction Company, Inc. will maintain records as described in the respiratory protection procedure throughout the project duration.

Heimsness Construction Company, Inc. will maintain all medical and exposure records for the duration of employment plus 30 years.