

INJURY AND ILLNESS PREVENTION PROGRAM

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HERITAGE PLASTERING, INC.

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Heritage Plastering, Inc.

INJURY & ILLNESS PREVENTION PROGRAM

I.SAFETY & HEALTH POLICY

HERITAGE PLASTERING, INC has established a safety policy and inaugurated an Injury and Illness Prevention Program for the purpose of protecting human lives, property, and the environment.

Furthermore, management intends to, in good faith, comply with all applicable local, state, and federal regulations and work cooperatively with the appropriate agency representative.

Our commitment to safety and accident and Illness prevention is of top priority to our management team and we expect all members of our organization to fully contribute to this effort.

This Injury and Illness Prevention manual has been prepared to comply with CAL/OSHA GISO 3203 and contains reference and useful information such as checklists and forms to assist management and supervisors with the responsibility of hazard recognition and employee training and documentation.

Vince Rizzo

PRESIDENT

Heritage Plastering, Inc.

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II. RESPONSIBILITY

The IIPP Program Administrator for working safety has the authority and responsibility for implementing the provisions of this program for **HERITAGE PLASTERING, INC**

All managers and supervisors are responsible for implementing and maintaining this IIP Program in their work areas and for answering employee questions about the IIP Program. A copy of this IIP Program is available from each manager and supervisor.

COMPLIANCE

Management of **Heritage Plastering, Inc.**, is responsible for ensuring that all safety and health policies and procedures involving workplace safety are clearly communicated and understood by all employees. Managers and supervisors are expected to enforce the rules fairly and uniformly.

All employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe and secure work environment.

Our system of ensuring that all employees, including supervisors and managers, comply with work practices that are designed to make the workplace more secure, and do not engage in verbal threats or physical actions which create a safety hazard for others in the workplace, include:

1. Informing employees, supervisors and managers of the provisions of our IIP Program for Workplace Safety;
2. Evaluating the performance of all employees in complying with our establishment's workplace safety measures;
3. Recognizing employees who perform work practices which promote safety in the workplace;
4. Providing training and/or counseling to employees whose performance in complying with work practices designed to ensure workplace safety is deficient;
5. Disciplining workers for failure to comply with workplace safety practices; and
6. The following practices that ensure employee compliance with workplace safety directives, policies and procedures;

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III. COMMUNICATION

HERITAGE PLASTERING, INC recognizes that to maintain a safe, healthy and secure workplace we must have open, two-way communication between all employees, including managers and supervisors, on all workplaces safety, health and safety issues. Our establishment has a communication system designed to encourage a continuous flow of safety, health safety information between management and our employees without fear of reprisal and in a form that is readily understandable. Our system consists of one or more of the following checked items:

- New employee orientation on our establishment's workplace safety policies, procedures and work practices.
- Review of our IIP Program for Workplace Safety.
- Training programs designed to address specific aspects of workplace safety.
- Regularly scheduled safety meeting to discuss workplace safety.
- Effective communication of safety, health, and safety concerns between employee supervisors, and managers, including translation where appropriate.
- Posted or distributed workplace safety information.
- A system for workers to inform management about workplace safety hazards and verbal or physical threats of violence that includes protecting employees from retaliation by the person making the threats.
- A system for immediately and safety communicating a warning to law enforcement authorities, management, other employees about an imminent act of violence or threat of imminent violent.
- A labor/management safety and health committee that meets regularly, prepares written records of the safety and health committees meetings, reviews results of the periodic scheduled workplace safety inspections, reviews investigations or workplace violence and makes suggestions to management for the prevention of future incidents, reviews threats and incidents, submits recommendations to assist in the evaluation, training, and counseling or employees.
- Our establishment has less than ten employees and communicates with and instructs employees orally about general safe work practices with respect to workplace safety.

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IV. HAZARD ASSESSMENT

Periodic inspections to identify and evaluate workplace safety hazards and threats of workplace violence are performed by the following competent observer(s) in the following areas of our workplace:

Competent Observer

Area

Periodic inspections are performed according to the following schedule:

1. Daily
2. When we initially established our IIP Program for Workplace Safety:
3. When new, previously unidentified safety hazards are recognized:
4. When occupational injuries or threats of injury occur; and
5. Whenever workplace safety conditions warrant an inspection.

Periodic inspections for safety hazards consist of identification and evaluation of workplace safety hazards and changes in employee work practices, and may require assessing for more than one type of workplace violence. Our establishment performs inspections for each type of workplace violence by using the methods specified below to identify and evaluate workplace safety hazards.

Inspections for Type I workplace safety hazards include assessing:

1. The exterior and interior of the workplace for its attractiveness to robbers.
2. The need for safety surveillance measures, such as mirror or cameras.
3. Posting signs notifying the public that limited cash is kept on the premises.
4. Procedures for employee response during a robbery or other criminal act.
5. Procedures for reporting suspicious persons or activities.
6. Posting emergency telephone numbers for law enforcement, fire and medical services where employees have access to a telephone with an outside line.
7. Limiting of the amount of cash on hand and using time access safe for large bills.
8. Other:

HAZARD ASSESSMENT (Continued)

Inspections for Type II workplace safety hazards include assessing:

1. Access to, and freedom of movement within, the workplace.
2. Adequacy of workplace safety systems, such as door locks, safety windows, physicals barriers and restraint systems.
3. Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
4. Employees' skill in safely handling threatening or hostile service recipients.
5. Effectiveness of systems to warn others of a safety danger or to summon assistance, e.g., alarms or panic buttons.
6. The use of work practices such as "buddy" systems for specified emergency events.
7. The availability of employee escape routes.
8. Other: _____

Inspections for Type III workplace safety hazards include assessing:

1. How effectively our establishment's anti-violence policy has been made known to employees, supervisors or managers.
2. Employees perceptions about how management treats its employees
3. Awareness by employees, supervisors and managers of the warning signs of potential workplace violence.
4. Access to, and freedom of movement within, the workplace by non-employees, including recently discharged employees or persons with whom one employee's is having a dispute.
5. Frequency and severity of employee reports of threats of physical or verbal abuse by manager, supervisors or other employees.
6. How effectively violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace are handled by management.
7. How effectively employee disciplinary and discharge procedures are handled.
8. Other: _____

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V. INCIDENT INVESTIGATIONS

Procedures for investigating incidents of workplace violence include:

1. Reviewing all previous incidents involving violence at our workplace, including threats of violence and verbal abuse;
2. Visiting the scene of an incident as soon as possible;
3. Interviewing injured and threatened employees and witnesses;
4. Examining the workplace for safety risk factors associated with the incident, including any reports of inappropriate behavior by the perpetrator;
5. Determining the cause of the incident;
6. Taking corrective action to prevent the incident from recurring;
7. Recording the findings and corrective actions taken; and
8. Other: _____

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VI. HAZARD CORRECTION

Hazards that threaten the safety of employees shall be corrected in a timely manner when they are first observed or discovered. Immediate corrective action includes:

1. Notification of law enforcement authorities when a criminal act has occurred.
2. Emergency medical care provided in the event of any violent act upon an employee; and
3. Post-event trauma counseling for those employees desiring such assistance.

Corrective measures for Type I workplace safety hazards can include:

1. Making the workplace unattractive to robbers.
2. Utilizing surveillance measures, such as cameras or mirrors, to provide information as to what is going on outside and inside the work place.
3. Procedures for the reporting suspicious persons or activities.
4. Posting of emergency telephone numbers for law enforcement, fire and medical services where employees have access to a telephone with an outside line.
5. Posting of signs notifying the public that limited cash is kept on the premises. Limiting the amount of cash on hand and using time access safes for large bills.
6. Employee, supervisor and management training on emergency action procedures.
7. Other: _____

Corrective measures for types Type II workplace safety hazards include:

1. Controlling access to, and freedom of movement within the workplace consistent with business necessity.
2. Ensuring the adequacy of workplace safety systems, such as door locks, safety windows physical barriers and restraint systems.
3. Providing employee training in recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
4. Placing effective systems to warn others of a safety danger or to summon assistance, e.g., alarms or panic buttons.
5. Providing procedures for a "buddy" system for specified emergency events.
6. Ensuring adequate employee escape routes.
7. Other: _____

Corrective measures for Type III workplace safety hazards include:

1. Effectively communicating our establishment's anti-violence policy to all employees, supervisors or managers.
2. Improving employee's perceptions about how management treats its employees.
3. Increasing awareness by employees, supervisors and managers of the warning signs of potential workplace violent.
4. Controlling access to, and freedom of movement within, the workplace by non-employees, including recently discharged employees or persons with whom one of our employee's is having a dispute.
5. Providing counseling to employees, supervisors or managers who exhibit behavior that represents strain or pressure which may lead to physical or verbal abuse of co-employees.
6. Ensure that all reports of violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace are handled effectively by management and that the person making the report is not subject to retaliation by the person making the threat.
7. Ensure that employee disciplinary and discharge procedures address the potential for workplace violence.
8. Other: _____

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VII. TRAINING AND INSTRUCTION

All employees, including managers and supervisors, shall have training and instruction on general and job-specific workplace safety practices. Training and instruction shall be provided as follows:

1. When the IIPP Program for Workplace Safety is first established;
2. To all new employees and all other employees for which training has not previously been provided;
3. To all supervisors and managers;
4. To all employees, supervisors and managers given new job assignments for which specific workplace safety training for that job assignment has not previously been provided;
5. Whenever the employer is made aware of a new or previously unrecognized safety hazards.

Workplace safety training and instruction includes, but is not limited to, the following:

1. Explanation of the IIPP Program for Workplace Safety including measures for reporting any violent acts, threats of violence or verbal abuse.
2. Recognition of workplace safety hazards including the risk factors associated with the three types of workplace violence.
3. Measures to prevent workplace violence, including procedures for reporting workplace safety hazards or threats to managers and supervisors.
4. Ways to diffuse hostile or threatening situations.
5. Measures to summon others for assistance.
6. Employee routes of escape.
7. Emergency action and post-emergency procedures.

In addition, we provide specific instructions to all employees regarding workplace safety hazards unique to their job assignment, to the extent that such information was not already covered in other training.

Type I training and instruction for managers, supervisors and employees include:

- Crime Awareness
- Location and operation of alarm systems
- Communication procedures

- Proper work practices for specific workplace activities or assignments, such as late night retail sales, taxi-cab driver, or safety guard.

Other: _____

Type II training and instruction for managers, supervisors and employees include:

- Self-protection
- Dealing with angry, hostile and threatening individuals
- Care, use and maintenance of alarm tools and other protective devices
- Location and operation of alarm systems
- Determination of when to use the "buddy" system or other assistance from co-workers.
- Awareness of indicators that lead to violent acts by recipients of service providers.

Other: _____

Type III training and instruction for managers, supervisors and employees include:

- Pre-employment screening practices
- Employee Assistance Programs
- Awareness of indicators that lead to violent acts
- Managing with the respect and consideration for employee well being
- Review of anti-violence policy and procedure

Other: _____

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VIII. RECORD KEEPING POLICY

We have checked one of the following categories as our recordkeeping policy.

_____ **Category 1.** Our establishment has twenty or more workers; has a workers' compensation modification rate of greater than 1.1 and is not on a designated low hazard industry list; or, is on a designated high hazard industry list. We have taken the following steps to implement and maintain our IIP Program:

1. Records of workplace safety inspections, including the person(s) or persons conducting the inspection, the unsafe conditions and work practices that have been identified and the action taken to correct the identified unsafe conditions and work practices, are recorded on a hazard assessment and correction form; and
2. Documentation of safety, health and safety training for each worker, including the worker's name or other identifier, training dates, types(s) of training, and training providers are recorded on a worker training and instruction form.

Inspection records and training documentation will be maintained according to the following checked schedule:

_____ For three years, except for training records of employees who have worked for less than one year which are provided to the worker upon termination of employment; or

_____ Since we have less than ten workers, including managers and supervisors, we only maintain inspection records until the hazard is corrected and only maintain a log of instructions to workers with respect to worker job assignments when they are first hired or assigned new duties.

_____ **Category 2.** Our establishment has fewer than twenty workers and is not on a designated high hazard industry list. We are also on a designated low hazard industry list or have a workers' compensation experience modification rate of 1.1 or less, and have taken the following steps to implement and maintain our IIP Program:

1. Records of hazard assessment inspections; and
2. Documentation of safety, health and safety training for each worker.

Inspection records and training documentation will be maintained according to the following checked schedule:

_____ For three years, except for training records of employees who have worked for less than one year which are provided to the employee upon termination of employment; or

_____ Since we have less than ten workers, including managers and supervisors, we maintain inspection records until the hazard is corrected and only maintain a log of instructions to workers with respect to worker job assignments when they are first hired or assigned new duties.

_____ **Category 3.** We are a local government entity (any county, city or district, and any public or quasi-public corporation or public agency therein) and we are not required to keep written records of the steps taken to implement and maintain our HP Program.

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SAFETY DISCIPLINARY POLICY

The purpose of this communication is to clearly inform all of our employees about our safety disciplinary policy and procedures.

Scope of policy: The policy described herein, will be applicable to any safety citation where there is a violation of company policy.

Supervisors will be responsible for the immediate enforcement and application of this policy and will work with management personnel to thoroughly implement it.

The policy will be implemented as follows:

1. First violation, infraction of safety violation, such as: not wearing the required protective equipment or committing an unsafe act, the employee will receive a verbal warning. The supervisor will document the verbal warning.
2. Second offense, whether it is a repeated or a different infraction, there will be a written warning.
3. Third offense, whether it is a repeated or a different safety infraction, the employee will be suspended and will be asked to clock out immediately for four (4) days without pay.
4. Fourth offense, whether it is a repeated or a different infraction, the employee will be terminated.

Heritage Plastering, Inc.

EMPLOYEE VIOLATION WARNING NOTICE

Name _____ Dept: _____

Date of Warning _____ 1st Notice _____ 2nd Notice _____ 3rd Notice _____

Date of Violation _____ Time _____ Place _____

Violation: Safety policy _____ Tardiness _____ Attitude _____
 Absence _____ Other _____

Description of Violation:

Corrective Action:

Employee Comments:

I, _____ have received this Violation and Warning Notice from my supervisor. I understand the importance of following proper Safety Procedures and/or the importance of proper conduct while on the job. I am aware of the possible ramifications of repeated violations. I agree to follow the corrective actions as described above, and have received a copy of this report.

Supervisor: _____ Employee: _____ Date: _____

Heritage Plastering, Inc.

POLICY AND PROCEDURES FOR CORRECTING UNSAFE AND UNHEALTHY SAFETY CONDITIONS

It is the policy of HERITAGE PLASTERING, INC to correct unsafe or unhealthy conditions, work practices and work procedures in a timely manner, based on the severity of the hazard.

Whenever an unsafe condition is observed or discovered it will be immediately investigated by and appropriate corrective measures will be immediately instituted.

When an imminent hazard exists, which cannot be immediately abated without endangering life or property, all exposed personnel (except those necessary to correct the condition) will be removed from the exposure.

The employees necessary to correct a hazardous condition will be provided with appropriate safeguards.

Vince Rizzo

President

Heritage Plastering, Inc.

CORRECTING UNSAFE CONDITIONS IN WORKPLACE PRACTICES

To maintain a safe and healthful workplace requires correcting identified potentially hazardous workplace conditions. Knowing and failing to correct potentially hazardous situations is against company policy.

As it is our intention to eliminate all unsafe conditions and work practices as quickly as possible, some corrective action will necessarily require longer periods of times and/or larger expenditures of capital. Because of this, it will be necessary to evaluate the seriousness of the hazards and focus our attention on those that have the potential to cause serious injury or illness.

One way to evaluate the seriousness of a potential injury is to use the same criteria CAL/OSHA generally uses in deciding if a violation of a safety and health standard is a "serious violation or a non-serious" violation. To do this CAL/OSHA tries to determine if the resulting injury would involve hospitalization, amputation of a limb or part of a limb, a fracture, or permanent disfigurement or disablement. These kinds of injuries are certainly serious and conditions likely to cause them should receive our immediate attention.

Another way is to examine our accident records, including the CAL/OSHA Log, which records time lost from work and, especially, the "Claim Profile Analysis Report", provided by our insurance carrier, which clearly shows us which types of accidents and injuries tend to be more expensive (generally, a good measure of severity of the injury).

Once we have determined that an unsafe condition or work practice exists, and have evaluated the seriousness of this hazard, we need to decide what to do about it and get it done. **IF IT'S QUICK AND EASY, FIX IT NOW!**

All Company personnel have a responsibility for helping to make sure we all have a safe and healthful place to work.

ALL EMPLOYEES

Employees should make recommendations for changes in the workplace or in work practices, which will improve job safety and performance.

Employees may make these changes when these changes are within their level of authority and expertise, and the change does not adversely affect operations or personnel.

ALL SUPERVISORS

Supervisors are responsible for making changes in operations and work practices, which improve the job performance of the people in their areas of responsibility. When changes are not within their budget authority or expertise, they must assure others complete the changes.

MANAGEMENT

Management has overall responsibility to assure efficient and safe operations within their area of responsibility. Each person responsible for corrective action:

1. Must have a plan for correcting unsafe or unhealthful conditions or work practices,
2. Must select priorities and correct hazards in order of potential seriousness, and,
3. Must have a written plan.

Corrective action generally falls into four categories:

1. Engineering or mechanical controls or job redesign -This is the preferred method since it usually eliminates or reduces the hazard and is a permanent solution. CAL/OSHA requires us to use this solution whenever possible.
2. Training - Once a safe job procedure has been established, employees can be trained in the proper and safe method to do the job. While training is always desirable, and is required by law, the problem with this solution is that it requires constant supervision to make sure employees continue to do the job in the manner in which they have been trained to do.
3. Administrative Control - For instance, we can limit the amount of time an employee is exposed to a repetitive operation, or exposed to a noisy environment. This type of control involves rotating employees between jobs and is difficult to administer.
4. Personal Protective Equipment - It is vital to use hearing protection for noisy areas, proper gloves for material handling or exposure to chemicals, etc. Once again, this solution requires constant supervision to make sure the equipment is used properly. If engineering controls are possible, CAL/OSHA says we can only use personal protective equipment until such time as we can implement the permanent controls.

Often, it is quite obvious what corrective action we ought to take. Sometimes there will be several possible solutions. Use of the Job Safety Analysis Form can help determine the appropriate action.

Heritage Plastering, Inc.

HAZARD EVALUATION POLICY

It is the responsibility of ~ to thoroughly evaluate all new substances, processes, procedures and equipment before they are introduced to our employees as part of our operations.

Furthermore, whenever a situation presents a new occupational safety and health hazard; whenever the employees bring to managements attention; or when we the employer are made aware of new or previously unrecognized hazards, proper steps will be immediately implemented to safeguard our employees.

This policy is accomplished by workplace inspections and evaluations. Employees are constantly encouraged to communicate potential hazards to their Supervisors.

Vince Rizzo

President

Heritage Plastering, Inc.

INSPECTION DOCUMENTATION POLICY

It is the policy of HERITAGE PLASTERING, INC to conduct daily and weekly inspections to identify unsafe acts and conditions.

A reference checklist of OSHA Standards and an inspection form are included in Sections 3 & 4 of our manual to accomplish this process.

Immediate steps will be taken by ~~ to correct the identified conditions or work practices in order to protect employees.

These records will be maintained at our main office location in the safety file.

Vince Rizzo

President

Heritage Plastering, Inc.

INSPECTIONS

WHY INSPECTIONS MUST BE DONE:

- You owe it to your men and their families to help prevent accidents. If one of your employees gets hurt, because you failed to correct a hazard, would you like to be the person who calls his wife?
- Conducting inspections is part of "running a job" or "pushing a gang", and is just as important.
- "Shaking out" is part of working with iron, jobsite inspections are part of living with iron.
- To identify and evaluate work place hazards.
- To comply with Labor Code Law.

WHO WILL CONDUCT INSPECTIONS?

- Foreman will conduct inspections unless otherwise directed by the company safety committee.
- Unannounced inspections will be performed by the company safety director or a member of the safety committee.
- Unannounced inspections will be performed by the program administrator for the Ironworking Contractors Insurance Program.
- A member of the safety committee may elect to conduct his/her own inspections.

NOTE: OSHA compliance officers may inspect your jobsite. If so, follow the items listed at the end of this section.

WHEN INSPECTIONS MUST BE DONE:

- Minimum of once a week, some may require daily inspections
- Whenever you step foot on a new jobsite
- Whenever you are called back to work on a previous jobsite
- Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new occupational safety and health hazard

- Whenever any hazardous condition is brought to give attention by a fellow worker
- Whenever you know that other crafts (such as electricians or fitters) will be working in your areas

HOW TO CONDUCT JOBSITE INSPECTIONS:

Step 1 - Schedule a certain time to make your inspections and stick to it.

Step 2 - Take enough time to do a good job.

Step 3 - Don't get distracted.

Step 4 - Take good notes and make comments by referring to the checklist on the following page.

Step 5 - Notify other crafts who are exposing your men to unsafe practices or conditions.

WHAT CORRECTIVE ACTIONS TO TAKE FOR UNSAFE CONDITIONS:

- Correct any unsafe condition when it is discovered.
- Provide employees with personal protective equipment.
- Call the company safety director or a safety committee member for any safety equipment needed to do the job or required by law.
- Correct unsafe work habits.
- Do not allow employees to work in unsafe areas unless properly trained or making necessary corrections.
- Enforce company safety policies at all times.

WHERE TO FILE AND SEND REPORTS:

- Always keep one copy of your inspection reports with you at all times, either in the shack or in your vehicle.
- Send the other copy to the company safety director at all times.
- Submit reports to the Compliance officers if they visit your jobsite.
- Failure to comply can result in costly fines.

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OSHA INSPECTION

It is important that all foremen and supervisors understand what to do when an OSHA Compliance Officer comes to a job site or shop.

1. Get identification. Write down the officer's name and address of his office.
2. Ask why he/she is there. If the visit is due to a complaint, the officer should be lead directly to that location and only that location. The inspection may be "routine" or "random", in which case it will probably be a full job site survey.
3. Have somebody call your company office to state that an OSHA Officer is on the job site.
4. Go with the Compliance Officer. Take a pad and clipboard and camera, if possible.
5. Note date and time of day that the inspection starts.
6. Virtually "shadow" the Compliance Officer without getting in his way. If he makes comments, write them down. If he interviews an employee, write down the name of the employee and the questions and answers. If he takes a picture, you take a picture, or write down a description of what the picture might show.
7. The Compliance Officer will have an "exit interview" with the management representative (supervisor, foremen, etc.) When he is finished. Make note of all of his findings and statements. This is not usually a discussion session, but the officer may ask questions and these should be answered - but do not argue.
8. Note the date and time the officer left the job site.
9. Get all of your notes in order. Get down the facts, good and bad. If you're getting a citation, it's better to get the facts straight now.
10. The actual citation may take two weeks or longer to be mailed to your company office. After it is received, there are only 15 workdays to contest the citation.

During the two or more weeks before the citation arrives is the best time to prepare any defense by thorough review of the notes taken during the compliance officer's survey.

HERITAGE PLASTERING, INC.

ILLNESS REPORTING POLICY

It is the policy of HERITAGE PLASTERING, INC to promptly notify the nearest Cal OSHA District Office of a potential serious injury, illness, or a fatality. This notification policy is pursuant to the Title 8 California Code of Regulation 342.

~~ will be responsible making the notifications and providing the information required by Section 342. Furthermore, this responsible person will also notify the Human Resources Department or other designated individual which has personnel administrative responsibilities and notify the workers compensation insurance company listed below:

Insurance _____

Address _____

Policy Number _____

HERITAGE PLASTERING, INC.

ACCESS TO EMPLOYEE EXPOSURE AND MEDICAL RECORDS POLICY

The purpose of this **HERITAGE PLASTERING, INC.** policy is to provide employees and their designated representatives of the chief of the division of Occupational Safety and Health a right to access relevant exposure and medical records. Furthermore, access shall also be granted to employees and their authorized representatives when it is necessary to yield both direct and indirect improvements in the detection, treatment, and prevention of occupational disease.

HERITAGE PLASTERING, INC. will be responsible for assuring compliance with the Title 8 California Code of Regulations Section 3204 in complying with the provisions indicated in this standard.

Name, Title

Date

HERITAGE PLASTERING, INC.

WORKPLACE VIOLENCE POLICY

~HERITAGE PLASTERING, INC~ is committed to providing a safe work environment that is free of violence and the threat of violence. The top priority in this process is effectively handling critical workplace incidents, especially those dealing with actual or potential violence.

- A. Violence, or the threat of violence, against or by any employee of ~HERITAGE PLASTERING, INC~ or any other person is unacceptable.
 - 1. Should a non-employee, on ~HERITAGE PLASTERING, INC~ property, demonstrate or threaten violent behavior he/she may be subject to criminal prosecution or
 - 2. Should an employee, during working hours, demonstrate or threaten violent behavior he/she may be subject to disciplinary action.
- B. The following actions are considered violent acts:
 - 1. Striking, punching, slapping, or assaulting another person.
 - 2. Fighting or challenging another person to fight.
 - 3. Grabbing, pinching, or touching another person in an unwanted way, whether sexually or otherwise.
 - 4. Engaging in dangerous, threatening, or unwanted horseplay.
 - 5. Possession, use, or threat of use, of a gun, knife, or other weapon of any kind on ~HERITAGE PLASTERING, INC~ property, including parking lots, other exterior premises, ~HERITAGE PLASTERING, INC~ vehicles, or while engaged in activities on behalf of ~HERITAGE PLASTERING, INC~ in other locations, unless such possession or use is a requirement of the job.
- C. Any employee who is the victim of any violent threatening or harassing conduct, any witness to such conduct, or anyone receiving a report of such conduct, whether the perpetrator is a ~HERITAGE PLASTERING, INC~ employee or a non-employee, shall immediately report the incident to their supervisor or other appropriate person in the chain of command.
- D. No one, acting in good faith, which initiates a complaint or reports an incident under this policy will be subject to retaliation or harassment.
- E. Any employee, reported to be a perpetrator, will be provided both due process and representation before ~HERITAGE PLASTERING, INC~ disciplinary action is taken.
- F. In the event the ~HERITAGE PLASTERING, INC~ fears for the safety of the perpetrator or the safety of others at the scene of the event act, law enforcement will be called.

HERITAGE PLASTERING, INC.

Daily Job-Site Inspection Report

JOB NAME: _____ DATE: _____

LOCATION: _____ INSPECTED BY: _____

Acceptable = A Correction Necessary = X Not Applicable = NA

PPE

1. Hard hats worn properly. *Se usan los cascos correctamente*..... _____
2. Eye protection available & being worn. *Se usan lentes de seguridad*..... _____
3. Face shields available & used properly. *Mascarillas de seguridad disponibles*..... _____
4. Work boots. *Botas de trabajo*..... _____

Scaffolds

1. Scaffold in good working condition *Andamio en buenas condiciones de trabajo*..... _____
2. Handrails in place. *Rieles de seguridad en su lugar*..... _____
3. Platforms fully decked & secured. *Plataforma completamente entablada*..... _____
4. Toe Board in place. *Tabla de canto en su lugar*..... _____
5. Scaffold access ladders. *Acceso de escalera disponible*..... _____

Housekeeping

1. Walkways clear of obstacles..... _____
2. Trash containers available..... _____

Heat Illness prevention program

1. Water cooler 2 gallons per person. *Joga de agua 2 galones por persona*..... _____
2. Heat prevention program on place *Programa de prevencion para la calor*..... _____
3. Available shade *Sombra disponible*..... _____

Hazardous Material

1. Hazardous materials stored properly and labeled. *Materiales peligrosos marcados y guardados apropiadamente*..... _____
2. SDS program in place. *Programa de materiales peligrosos en su lugar*..... _____

Power tools and Equipment

1. Power and extension cords in good conditions. *Extensiones de luz en buenas condiciones*..... _____
2. Mixers and Gun equipment in good conditions. *Mixiadoras y equipo en buenas condiciones*..... _____

Comments: _____

Signature _____

Date _____

Heritage Plastering, Inc.

SAFETY MEETING / TRAINING RECORD

Location: _____

Date: _____

Training Topics: _____

Instructor: _____

In Attendance:

Your signature below states that you have received and understand the information presented to you.

(print name)

(signature)

1. _____

2. _____

3. _____

4. _____

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