Max Rieke & Brothers, Inc.'s

SAFETY MANUAL (2025)

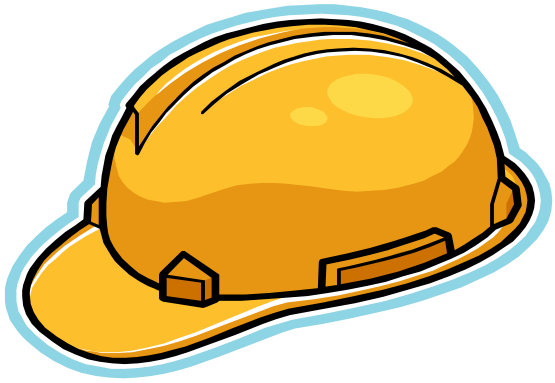

Table of Contents:

Safety Policy Statement

In recognition of our responsibility of providing a safe and healthy workplace for our employees and subcontractors, the management of MAX RIEKE & BROTHERS, INC. has authorized and encouraged the development and implementation of a Safety Program. The purpose of this program is to:

- Ensure the safety of our field employees, subcontractors, and our customers by providing effective training and maintaining safe and healthy work conditions.
- Ensure our high construction standards are maintained by reducing the direct and indirect costs associated with workplace accidents.
- Comply with State & Federal Safety Regulations and all applicable Customer Safety Rules.

We are aware our employees are our greatest asset and a major key to our Max Rieke & Brothers, Inc.'s profitability. We are also aware accidents have a deteriorating effect on not only the morale of our employees but our ability to provide a quality project at a reasonable cost.

The purpose of this program is to provide guidance. However, for this program to be effective, it will be necessary for each of our employees to take a personal interest in safety and loss prevention.

The Management of MAX RIEKE & BROTHERS, INC. is relying on your leadership and experience to make our safety effort successful.

_____

Leon Rieke, President

Management Leadership

Management will commit the necessary resources of staff, money, and time to ensure all persons at their worksites are protected from injury and illness hazards. In addition, management will visibly lead in the design, implementation, and continuous improvement of the company's safety and health activities. Specifically, the highest-level management will establish and review annually MAX RIEKE & BROTHERS, INC. safety and health policies and ensure all employees know, understand, and support those policies.

Max Rieke & Brothers, Inc. will develop annual safety and health goals with objectives and an action plan to reach the goals. At the end of each year, Max Rieke & Brothers, Inc. will evaluate progress in accomplishing the action plans, achieving all objectives, and meeting the goals.

Safety and Health Management

General Safety Philosophy Statement

The general company safety philosophy has been developed to reflect and communicate the proactive safety attitude maintained at Max Rieke & Brothers, Inc. Max Rieke & Brothers, Inc. will comply with appropriate safety laws and regulations such as those established by:

- The Occupational Safety and Health Act (OSHA)
- All other applicable federal, state, and local safety and health regulations

Types of Written Safety Programs in Place

To provide a safe and healthy workplace for all our employees, we have developed and implemented the following written policies and procedures to provide guidance and direction for safety issues.

- Accident Investigation
- Bloodborne Pathogens – Exposure Control
- Confined Space Entry
- Electrical Safety
- Emergency Action
- Excavation Safety
- Fall Protection
- Fire Prevention
- Forklift Safety
- Hazard Communications
- Ladder Safety
- Lockout/Tagout
- Personal Protective Equipment
- Safety Housekeeping
- Scaffolding Safety

Employee Involvement

Management will commit the necessary resources of staff, money, and time to ensure all persons at their worksites are protected from injury and illness hazards. In addition, management will visibly lead in the design, implementation, and continuous improvement of the company's safety and health activities.

Management will ensure all employees, including themselves, have written safety and health responsibilities included within their job description, with appropriate authority to carry out those responsibilities. Also, management will ensure all employees, including all levels of management, receive performance evaluations which include a written evaluation of the accomplishment of assigned safety and health responsibilities. The following safety and health responsibilities have been developed for MAX RIEKE & BROTHERS, INC. employees:

Management

- Commit the necessary resources of staff, money, and time to ensure all persons are protected from injury and illness hazards.
- Establish and review annually Max Rieke & Brothers, Inc. safety and health policies.
- Review loss reports and loss trends to assist in developing corrective actions.
- Ensure employees know, understand, and support safety and health policies.
- Set a good example for safety by using the required Personal Protective Equipment (PPE) and obeying all company, customer, and State and Federal safety regulations.

Supervisors

Supervisors are the backbone of our operations. They are responsible and accountable for not only quality but also for overall safety. Supervisors are assigned, but not limited to, the following safety and loss prevention responsibilities:

- Set an example for all employees by complying with Max Rieke & Brothers, Inc.'s safety policies and displaying a positive attitude toward the company's safety program.
- Consistently apply and enforce Max Rieke & Brothers, Inc. safety requirements and State and Federal safety requirements.
- Oversee the safety process at their work locations.
- Provide and enforce the use of PPE when required.
- Investigate all employee and subcontractor injuries, general public incidents, and property loss occurrences as soon as possible after the event is discovered. A report shall be submitted to Human Resources within 24 hours of the occurrence.
- Continuously assess the work area for safety violations and hazardous conditions.
- Ensure all employees are adequately trained to safely perform the work to which they are assigned.
- Ensure the new employee safety orientation process is followed.
- Correct safety deficiencies within their control and report those outside of their control to management.
- Conduct documented weekly safety inspections of work areas.
- Monitor the work practices of all direct subcontractors to ensure they are complying with MAX RIEKE & BROTHERS, INC.'s safety requirements, customer safety requirements, and State and Federal safety regulations.

- If an employee is found to be in violation of safety rules and regulations, the supervisor will discipline the employee in accordance with COMPANY's Disciplinary Policy.

Employees

- Follow the safety rules as outlined by MAX RIEKE & BROTHERS, INC. and State and Federal Regulations as directed by their supervisor. This direction will not absolve the employee from personal responsibility for their actions.
- Report all injury accidents to Human Resources as soon as possible but no later than 24 hours after the occurrence. **Failure to do so could result in disciplinary action.**
- Report all property damage, non-injury incidents, and near-miss incidents directly to their supervisor within 24 hours. **Failure to do so could result in disciplinary action.**
- Any employee who is injured at work and requires treatment other than first aid is required to report to MAX RIEKE & BROTHERS, INC.'s designated clinics.
- All new employees are required to participate in MAX RIEKE & BROTHERS, INC.'s safety orientation.
- All employees must make themselves available for safety training offered by MAX RIEKE & BROTHERS, INC..
- If found violating MAX RIEKE & BROTHERS, INC.'s safety program or State and Federal Regulations, employees will be subject to disciplinary action, including termination. Action taken will vary based on repeat offenses and the severity of the violation.
- It is the ultimate responsibility of the employee to assess their work situation and request the necessary safety equipment to perform their work functions safely and reasonably.
- Employees shall report unsafe conditions to their supervisor immediately.
- If an employee is requested to perform work for which they have not received adequate safety training, they shall request such training from their supervisor.

Management will ensure several avenues exist for employee involvement in safety and health decision-making and problem-solving. These avenues may include serving on committees and problem-solving groups, acting as safety observers, assisting in training other employees, analyses of hazards inherent in the work area and how to protect against those hazards, planning activities to heighten safety and health awareness, and providing safety suggestions through the safety suggestion boxes available in several locations.

Hazard Prevention and Control

Management and employees work together to analyze safety and health hazards inherent in the workplace and to find means to eliminate those hazards whenever possible. If hazards cannot be eliminated, exposure to hazards will be controlled through administrative procedures, work practice controls, or the use of personal protective equipment.

Management will ensure work areas and machinery are cared for properly, so the environment remains safe and healthy. If maintenance needs exceed the capability of MAX RIEKE & BROTHERS, INC. employees, contract employees will be hired to do the work and will be screened and supervised to ensure they work according to MAX RIEKE & BROTHERS, INC.'s safety and health procedures.

Management will ensure all visitors to the workplace, including contract and temporary labor, coop students, customers, vendors, and salespeople have knowledge of site hazards and how to protect themselves against those hazards, including emergency alarms and procedures. Management will also ensure these visitors do not introduce to the site hazards which can be prevented or hazards that are not properly controlled.

Management has established policies and procedures to follow whenever the workplace experiences changes in equipment, material, or process, including safety and health consideration in selecting the change, equipment and process shut down and start up procedures to ensure employee protection the change is being made. Appropriate employees are trained to follow these procedures.

All employees have been trained to recognize hazards and to report hazards they find to the appropriate person to ensure hazards are corrected as soon as possible. Work orders may be submitted to the maintenance department, safety suggestion forms may be submitted, or work stoppage may occur depending on the severity of the hazard. Safety work orders take priority over any other work order. Imminent danger situations will be dealt with immediately.

All employees, including all levels of management, are held accountable for obeying MAX RIEKE & BROTHERS, INC.'s safety requirements, policies, and procedures.

MAX RIEKE & BROTHERS, INC. has a disciplinary policy in place with consequences including verbal warnings, written warnings, suspension without pay, and termination. Any violation of safety and health rules, policies, and procedures can result in one or all of these consequences.

Employee Training

Management believes employee involvement in the safety program can only be successful if employees have received enough training to understand not only safety requirements but also their safety responsibilities. Training is a high priority to ensure a safe and healthy workplace. MAX RIEKE & BROTHERS, INC. will continue to enhance employee education and improve the safety of employees and subcontractors. Training may include both oral and written instruction. Technical and recurrent training may also be offered through video training programs. MAX RIEKE & BROTHERS, INC. may use outside resources to assist with any technical or supplemental training requirements.

New Employee Safety Orientation

Currently, all new employees receive safety and health orientation before they begin work. Orientation includes training on the recognition and avoidance of potential injury sources and the procedure to report identified hazards. An Orientation topic script is provided for the supervisor who is responsible for completing this training. New employees are required to sign an orientation checklist/acknowledgment form once they have completed this training.

Weekly Jobsite Safety Meetings/Training

To ensure all employees are aware of the actual and anticipated work exposures and to discuss methods of protecting themselves, employees are required to attend weekly job site safety meetings/training. These meetings/training will include a review of the work activities for the week, a discussion of potential injury sources associated with these activities, the development of a list of measures put in place for protection from these potential injury sources, discussion of any concerns employees may have, and a review of incident reports, inspections and accidents that have occurred since the last meeting in order to look for trends and patterns – not to assign blame.

OSHA Training

Mandatory OSHA training will be provided to employees based upon their work responsibilities.

MAX RIEKE & BROTHERS, INC. will ensure competent and qualified trainers provide the required OSHA training as required by 29 CFR 1910 and 29 CFR 1926 and will maintain documentation of training as required by OSHA regulations. OSHA training topics may include but are not limited to: Emergency Procedures, Aerial Lifts, Occupational Health, Hazard

Communication, Personal Protective Equipment, Fire Protection, Lockout/Tagout, Confined Space, Fall Protection, Excavations, Silica, Stairways and Ladders, Respiratory Protection, Forklifts, etc.

Specialty Training

- *Competent Person Training*
  OSHA defines a competent person as one who is capable of identifying existing and predictable hazards in the work environment or conditions that are unsanitary, hazardous or dangerous to employees **AND** has the authority to take prompt action to correct them. MAX RIEKE & BROTHERS, INC. will designate competent persons as required by OSHA Regulations. In order to be designated as a competent person, specialized training may need to occur, and MAX RIEKE & BROTHERS, INC.

will ensure this training is conducted and documented. The following are some activities that require a competent person be designated:

- Daily inspections of cranes.
- All rigging operations.
- Use of personal fall protection equipment.
- All excavation work.

- *Equipment Training*
  Only those employees who have received instruction on company owned or leased equipment are authorized to operate that equipment. This includes heavy equipment, forklifts and aerial lifts.

Supervisor Training

Supervisors shall receive supplemental training as necessary based upon their responsibilities. In addition, recurrent training shall take place at the discretion of MAX RIEKE & BROTHERS, INC..

Documentation of Training

All training shall be documented, and records shall be maintained. Training records shall include the date of the training, a general description of the topics covered, and the subjects discussed, the time of the training, the name of the trainer, and the signatures of all those attending the training. Please see the Safety Meeting/Training Sign-In Sheet in the forms section.

General Safety Requirements

MAX RIEKE & BROTHERS, INC. recognizes construction activities can be potentially dangerous. The foremost goal is that each and every employee returns home safe and healthy at the end of the day. Therefore, it is important contractors and employees doing work for MAX RIEKE & BROTHERS, INC. take the initiative and effort to protect themselves and those around them from unsafe acts or conditions. The following items are only some highlights of MAX RIEKE & BROTHERS, INC.'s safety policies.

Access/Egress

- A stairway or ladder shall be provided at all personnel points of access where there is a break in elevation of 19 inches or more and no ramp, runway, sloped embankment or personnel hoist is provided.
- In areas where 25 or more employees are working, a means of access shall be provided by job-built ladders, personnel hoists, stairways, or other means feasible. Emergency egress shall be available to facilitate two-direction flow of traffic.
- When a building or structure has only one point of access between levels, that point of access shall be kept clear to permit free passage. Should the access way become restricted, a second point of access shall be provided and used.

Attitude

- All personnel are required to treat safety as the number one priority. As such, they are expected to report to work in good mental and physical condition to safely perform their particular scopes of work.

Machine Guarding

- Belt sanders grinders, and all other equipment requiring guards will not be used without guards in place.

Compressed Gas Cylinders

- Put valve protection caps in place before compressed gas cylinders are transported, moved, or stored. Cylinder valves will be closed when work is finished and when cylinders are empty or being moved.
- Compressed gas cylinders will be secured in an upright position at all times. Keep cylinders at a safe distance, or shield from flammable materials, welding or cutting operations and place where they cannot become part of an electrical circuit. Oxygen and acetylene must not be stored together.
- Oxygen and fuel gas regulators must be in proper working order while in use.

Disposal Chutes

- Use an enclosed chute whenever materials are dropped more than 20 feet to any exterior point of a building. When debris is dropped through floor holes without a chute, the area where the material is dropped must be enclosed with barricades at least 42 inches high and not less than six feet back from the projected edges of the opening above. Post warning signs at each level.
- Trash shall be removed from the building daily

Cranes

- Cranes utilized on the project shall be erected and maintained in accordance with manufacturer specifications.
- Annual, periodic and frequent inspections shall be available for review.
- Operators shall be qualified to operate machinery on the project.

Drugs and Alcohol

- Possession, use, or sales of alcoholic beverages or nonprescription drugs on the jobsite is forbidden. Anyone discovered under the influence of alcohol or controlled substances will be removed from the jobsite.

Electrical and Temporary Power

- Temporary electrical installations shall be in compliance with OSHA and NEC specifications.
- Except where bulbs are deeply recessed in a fixture, bulbs on temporary lights will be equipped with guards. Temporary lighting may not be suspended by the cord unless designed to do so.
- All extension cords must be three-wire type, protected from damage and not fastened with staples, hung from nails, or suspended from wires. No cord or tool with a damaged ground plug may be used.
- Extension cords used on the project shall be rated for commercial construction use and in accordance with OSHA regulations.
- Each disconnecting means for motors and appliances and each service feeder or branch circuit at point of origin must be legibly marked to indicate its purpose, unless located and arranged so that the purpose is evident.
- No employee may work in proximity to any electric power circuit that may be contacted during the course of work, unless protected against electric shock by de-energizing circuit and grounding it or by guarding with effective insulation.
- Fifteen- and 20-ampere receptacle outlets on single-phase, 120-volt circuits for construction sites which are not a part of the permanent wiring of the building or structure, must be protected by Ground Fault Circuit Interrupters.

- All contractors shall be responsible for daily inspections of cords, tools, and equipment. Electrically defective tools and equipment shall be removed from service.

Equipment Operation

- Unauthorized personnel should not operate electric, gas, or hand-powered tools or equipment unless familiar with use of the item and necessary safety precautions.

Excavation and Trenching

- Before opening any excavation, efforts (including utility company contact) must be made to determine if there are underground installations in the area. Underground utilities must be located and supported during excavation operations.
- Shoring, benching, sloping, or shielding must guard walls and faces of trenches five feet or more in depth, and all excavations in which employees are exposed to danger from moving ground or cave-in.
- Where employees may be required to enter excavations, excavated material must be stored at least two feet from the edge of the excavation.
- A competent person shall be available during excavation to make daily inspections and to cease all work in the event of a problem.
- Excavations over 20-feet deep must have a protective system designed by a professional engineer. Trenches four feet deep or more require adequate means of exit such as ladders or steps, located so as to require no more than 25 feet of lateral travel. For additional information, refer to Subpart P of the 1926 OSHA Construction Standards.

Eye and Face Protection

- Eye protection shall be worn in compliance with manufacturer requirements and as required by the company.
- Eye and face protection will be provided by subcontractors and must be worn when machines or operations present potential eye or face injury. Employees involved in welding operation must wear filter lenses or plates of the proper shade number. Employees exposed to laser beams must use suitable laser safety goggles that will protect for the specific wavelength of the laser and be optical-density (O.D.) adequate for the energy involved.

Firearms and Weapons

- Firearms and/or weapons are strictly prohibited on any premises owned or operated by the company.
- Any persons carrying weapons will be subject to removal from the property and additional disciplinary action.

Fire Protection/Prevention

- Fire extinguishers must be conspicuously located and readily accessible, periodically inspected and maintained in operating condition. Report any inoperative or missing equipment to your supervisor.
- If the project includes automatic sprinkler protection, installation will closely follow construction and be placed in service, as soon as applicable laws permit, following completion of each story.
- Local regulations may require an active standpipe in multi-story structures.
- Fire extinguishers will be provided for each 3,000 square feet of building area (or major fraction). Travel distance from any point to the nearest fire extinguisher may not exceed 100 feet with at least one extinguisher per floor. In multistory buildings, at least one fire extinguisher must be located adjacent to the stairway.
- When welding, cutting, or heating operation is such that normal fire prevention precautions are not sufficient additional personnel shall be assigned to guard against fire and be provided with an extinguisher. Hot work permits may be required while performing hot work operations.

Flammable and Combustible Liquids

- Only approved containers and portable tanks will be used for storage and handling of flammable and combustible liquids.
- No more than 25 gallons of flammable or combustible liquids may be stored in a room outside of an approved storage cabinet.
- No more than 60 gallons of flammable or 120 gallons of combustible liquids may be stored in any one fire rated storage cabinet.
- No more than three storage cabinets may be located in a single storage area. Inside storage rooms for flammable and combustible liquids must be of fire-resistive construction, with self-closing fire doors, four-inch sills or depressed floors, a ventilation system of at least six air changes per hour, and electrical wiring and equipment approved for Class 1, Division 1 locations. Note: For these specific situations, please contact the corporate safety department.
- Storage in containers outside buildings may not exceed 1,100 gallons in any one pile or area. Locate storage areas at least 20 feet from the building and keep free from weeds, debris, and other combustible materials. Keep flammable liquids in closed containers when not in use.
- Legible "no smoking" signs shall be posted in service and refueling areas.

Floor Openings and Holes

- Every open-sided floor or platform, six feet or more above adjacent floor or ground level, must be guarded by a standard railing, or equivalent, on all open sides, except where there is entrance to a ramp, stairway, or fixed ladder.
- Guard ladder-way floor openings or platforms with standard guardrails and standard toe-boards on all exposed sides, except at entrance to opening, with passage through the railing provided by a swinging gate or offset so a person cannot walk directly into opening.
- Temporary floor opening will have standard railings or effective covers.
- Temporary floor covers shall be secured to prevent accidental displacement.
- Temporary floor covers shall support twice the intended load.
- Floor covers shall be marked with the words "Hole" or "Cover"
- Any studs over 16 inches on center cannot be used as guardrails. A standard rail system must be used to prevent falls.
- Hoisting areas shall be protected from falling six feet (1.8 m) or more to lower levels by guardrail systems or personal fall arrest systems. If guardrail systems, chains, gates, or portions thereof are removed to facilitate the hoisting operation and the employee must lean through the access or out over the edge of the access opening, that employee shall be protected from fall hazards by a personal fall arrest system.

Forklifts

- Controls shall be marked in a safe and legible manner.
- Operators manual shall be stored on the machine and available for review.
- Machine guards shall be in place to prevent incidental contact with running machinery.
- Forklift operators shall be trained in the safe use and operation of the machine.
- Seatbelts shall be worn in conjunction with Roll-Over-Protective Systems.
- Items shall not be stored or located (i.e., foot pedals) where they could affect the safe operation of the machine.
- Propane shall be stored and maintained properly.

Gases, Fumes, Vapors, Mists, and Dusts

- Exposure to toxic gases, vapors, fumes, dusts, and mists at a concentration above those specified in the "Threshold Limit Values of Airborne Contaminants" of the American Conference of Governmental Industrial Hygienists (ACGIH) should be avoided.
- When engineering and administrative controls are not feasible to achieve full compliance, protective equipment, or other protective measures will be used to keep the exposure of employees to air contaminants within the limits prescribed. A technically qualified person must review any equipment and technical measures used for this purpose for each particular use. Employees will wear all furnished equipment at all times. For additional information, please refer to both 1926 and 1910 OSHA Construction Standards for Confined Space.

Hand/Power Tools

- Employees will not use unsafe hand tools. Keep impact tools free of mushroomed heads. Keep wooden tool handles free of splinters or cracks and assure a tight connection between the tool head and the handle.
- Electric operated tools must be UL approved.
- Power tools shall be properly grounded and used in conjunction with a ground fault circuit interrupter.

Hard Hats

- Hard hats will be worn at all times on Max Rieke & Brothers, Inc. projects.
- Hard hats must be stored and worn properly in accordance with manufacturer specifications.

Hearing Protection

- Hearing protection will be worn in areas where sound levels may exceed 85 decibels (i.e., large hammer drill, jack hammer, powder actuated tools, compressors, etc.)

Heating Devices (Temporary)

- Fresh air must be present in sufficient quantities to maintain the safety of workers. Solid fuel salamanders are prohibited.
- Fire extinguisher must be present at all temporary heating devices.

Horseplay

- All disruptive activities usually referred to as "horseplay" is forbidden. No practical jokes or fights will be tolerated.

Housekeeping

- Form and scrap lumber with protruding nails and other debris will be kept clear from work areas. Remove combustible scrap and debris at regular intervals. Containers will be provided for collection and separation of all refuse. Covers are required on containers used for flammable or harmful substances.

- The discarding of trash and debris from upper levels of multistory buildings shall be accomplished via a trash chute (if over 20 feet) or into a dumpster that is properly barricaded to protect employees from being struck by waste materials.
- At the end of each phase of work, return all tools and excess material to proper storage. All employees and subcontractors are responsible for keeping their respective work areas clean.

Illumination

- Construction areas should be lighted to not less than minimum illumination intensities listed while work is in progress:

Foot Candles	Area of Operation
Intensity – 10	General construction plant and shops (i.e. batch plants, screening plants, mechanical and electrical equipment rooms, carpenter shops, active storage rooms, indoor toilets, workrooms).
Intensity – 5	General construction area lighting. Indoor warehouse, corridors, hallways and exits.
Intensity – 3	General construction areas, concrete placement, active storage areas, loading platforms, refueling, field maintenance areas and stairways.

- All lamps for general illumination shall be protected from accidental contact or breakage. Metal sockets shall be grounded.

Injuries/Illness

- All injuries, even those that appear to be slight, will be reported immediately to the project superintendent or employee's supervisor.

Ladders

- The use of ladders with broken or missing rungs or steps, broken or split side rails, or with faulty or defective construction is prohibited. Ladders with such defects are to be withdrawn from service immediately. Place portable ladders on a substantial base at a 4-1 pitch, have clear access at top and bottom, extend a minimum of 36 inches above landing or, where not practicable, provide grab rails. Secure against movement while in use (tie-off).
- Ladders shall be used only for the purpose for which they were designed.
- Any project personnel climbing a ladder shall use the three points of contact technique.
- Portable metal ladders may not be used for electrical work or where they may come into contact with electrical conductors.
- Job-made ladders will be constructed for their intended use. Cleats will be inset into side rails.
- One-half inch, or filler blocks used. Cleats will be uniformly spaced, 12 inches, top-to-top.

- A double-cleated ladder or two or more separate ladders shall be provided when ladders are the only mean of access or exit from a working area for 25 or more employees, or when a ladder is to serve simultaneous two-way traffic.

- A metal spreader or locking device shall be provided on each stepladder to hold the front and back sections in an open position when the ladder is being used. The top or top step of a stepladder shall not be used as a step.
- Cross-bracing on the rear section of stepladders shall not be used for climbing unless the ladders are designed and provided with steps for climbing on both front and rear sections.
- Aluminum ladders shall not be used in locations where electrical hazards exist.
- Never use a stepladder to replace an extension ladder. All stepladders should be opened and braced while in use.

Lasers

- Only trained employees should operate lasers. Employees shall wear proper eye protection where there is a potential exposure to laser light greater than 0.005 watts (five milliwatts).
- Beam shutters or caps will be utilized, or laser turned off, when laser transmission is not actually required. When lasers are left unattended for a substantial period of time, they must be turned off.
- Signage shall be conspicuously posted on the project notifying employees of lasers in use.

Lockout/Tagout

- Electrical equipment on the project shall be energized and operated utilizing proper lockout/tagout safety precautions.
- Any defective electrical equipment shall be tagged out and removed from service until defective items are corrected.

Medical Services and First Aid

- For emergencies, call 911. MAX RIEKE & BROTHERS, INC.'s staff may assist in non-emergency type medical treatment as long as they are trained in First Aid/CPR.
- First aid supplies must be readily available on the project.
- The telephone numbers of physicians, hospitals, or ambulances must be conspicuously posted.

Parking Areas

- Drivers must use caution when operating or parking vehicles on company property.
- Excessive speed and careless driving is not acceptable.

Personal Protective Equipment (PPE)

- Employees and subcontractors are responsible for wearing appropriate personal protective equipment in operations where there is exposure to hazardous conditions or where need is indicated to reduce hazards.
- PPE shall be stored, maintained and used in accordance with manufacturer specifications.

Powder Actuated Tools

- Only trained employees should operate powder-actuated tools. All powder-actuated tools will be tested daily before use and all defects discovered before or during use will be corrected. Tools will not be loaded until immediately before use. Loaded tools will not be left unattended. Dispose of any live shots or shot strips left in the construction area.

Saws

- Portable, power driven circular saws will be equipped with guards above and below the base plate or shoe.
- The lower guard will cover the saw to depth of teeth, except for minimum arc required to allow proper retraction and contact with the work, and will automatically return to covering position when blade is removed from the work.
- Radial saws will have an upper guard that completely encloses upper half of the saw blade. A device that will automatically adjust to the thickness of and remain in contact with material being cut will guard the sides of lower exposed portion of blade. Radial saws used for ripping must have non-kickback fingers or dogs. Radial saws will be installed so the cutting head will return to starting position when released by operator.
- Circular table saws will have a hood over the portion of the saw above the table mounted so that the hood will automatically adjust itself to the thickness of and remain in contact with the material being cut. The saw shall also be equipped with an automatic shut-off switch.
- Circular table saws will have a spreader aligned with the blade, spaced no more than one half inch behind the largest blade mounted in the saw. Circular table saws used for ripping will have non-kickback fingers or dogs. Feed rolls and blades of self-feed circular saws will be protected by a hood or guard to prevent the hands of the operator from coming into contact with in-running rolls at any time.

Signs

- For the protection of all, warning signs such as "No Smoking," "Keep Out," "Eye Protection Required," "Out of Order—Do Not Use," "Authorized Personnel," "Danger," and "No Trespassing Construction Site," shall be posted. All employees and subcontractors will obey these directions and aid in maintaining the signs.

Smoking

- Smoking shall be limited to designated areas only.

Stairs

- A stairway or ladder shall be provided at all personnel points of access where there is a break in elevation 19 inches or more, and no ramp, runway, sloped embankment, or personnel hoist is provided.
- Stairways that will not be a permanent part of the structure on which construction work is being performed shall have landings of not less than 30 inches (76 cm) in the direction of travel and extend at least 22 inches (56 cm) in width at every 12 feet (3.7 m) or less of vertical rise. Pan stairs must be poured or filled prior to use.
- Stairs shall be installed between 30 degrees and 50 degrees from the horizontal.
- Where doors or gates open directly on a stairway, a platform shall be provided, and the swing of the door shall not reduce the effective width of the platform to less than 20 inches (51 cm).
- Stairways having four or more risers or rising more than 30 inches (76 cm), whichever is less, shall be equipped with at least one handrail and one stair rail system along each unprotected side or edge. This includes tread stairs installed for permanent use but awaiting drywall enclosure.

Storage

- All materials stored in tiers will be secured to prevent sliding, falling, or collapse.
- Aisles and passageways will be kept clear and in good repair.
- Construction materials shall be stored in a manner that will not obstruct fire extinguishers or building exits.

Toilets

- Toilets will be provided according to the following: 20 or fewer persons – one facility; 20 or more persons – one toilet seat and one urinal per 40 persons; 200 or more persons – one toilet seat and one urinal per 50 persons.

Wall Openings

- Wall openings, from which there is a drop of more than six feet and the bottom of opening is less than three feet above working surface, will be guarded. When the height and placement of the opening about the working surface is such that a standard rail or intermediate rail will effectively reduce the danger of falling, one or both will be provided. A standard toe-board or an enclosing screen will protect the bottom of a wall opening, which is less than four inches above the working surface.
- The use of light gauge metal studs as handrails is prohibited unless it is 18 gauge or better. It shall be installed with the sharp edges facing outward.
- For multistory facilities awaiting the installation of windows, rails must be installed to prevent falls.

Programs, Policies, and Procedures

Confined Space Policy

The purpose of this policy is to minimize hazards associated with confined spaces encountered in the workplace and to provide uniform methods and requirements to assure employee safety.

Definitions

Attendant: An individual stationed outside one or more permit required confined spaces who monitors the authorized entrants and who performs all Attendant's duties as assigned in this program.

Authorized Entrant: A Max Rieke & Brothers, Inc. employee authorized to enter a permit required confined space.

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

Confined Space: A space that:

- Is large enough and so configured that an employee can bodily enter and perform work.
- Has limited or restricted means for entry or exit (i.e. manholes, vaults, and pits).
- Is not designed for continuous employee occupancy.

Controlling Contractor: The employer has an overall responsibility for construction at the worksite.

Note: If the controlling contractor owns or manages the property, then it is both a controlling contractor and a host employer.

Entry Employer: Any employer who decides on an employee it directs will enter a permit space.

Note: An employer cannot avoid the duties of the OSHA standard merely by refusing to decide whether its employees will enter a permit space. OSHA will consider the failure to decide to be an implicit decision to allow employees to enter those spaces if they are working in the proximity of the space.

Entry Permit: The written document provided by the employer who designated the space a permit space allowing and controlling entry into a permit-required confined space.

Entry Supervisor: The qualified person (i.e. employer, foreman, superintendent, etc.) responsible for determining if acceptable entry conditions are present at a permit space where entry is planned, authorizing entry, overseeing entry operations, and terminating entry as required by this program.

Hazardous Atmosphere: An atmosphere that may expose employees to the risk of death, incapacitation, impairment of the ability to self-rescue, or acute illness resulting from the following:

- Flammable gas, vapor, or mist in excess of 10 percent of its lower explosive limit (LEL).
- Airborne combustible dust at a concentration meeting or exceeding its LEL (note: this condition may be approximated as a condition in which the dust obscures vision at a distance of 5 feet or less).
- Atmospheric oxygen concentration below 19.5 percent or above 23.5 percent.

- Atmospheric concentration of any substance that could result in an exposure greater than the Permissible Exposure Level (PEL).
- Any other atmospheric concentration that is immediately dangerous to life and health (IDLH).

Host Employer: The employer that owns or manages the property where the construction work is taking place.

Note: If the owner of the property on which construction activity occurs has contracted with an entity for the general management of that property, and has transferred to that entity the following information: 1) the location of each known permit space; 2) the hazards or potential hazards in each space or the reason it is a permit space, and 3) any precautions the host employer or any previous controlling contractor or entry employer implemented for the protection of employees in the permit space, OSHA will treat the contracted management entity as the host employer for as long as that entity manages the property. Otherwise, OSHA will treat the owner of the property as the host employer. In no case will there be more than one host employer.

Immediately Dangerous to Life or Health (IDLH): Any condition that could pose an immediate or delayed threat to life, irreversible adverse health effects, or interfere with an individual's ability to escape unaided from a confined space.

Lower Explosive Limit (LEL): The lowest concentration (percentage) of a gas or a vapor in air capable of producing a flash of fire in presence of an ignition source (arc, flame, heat).

Non-Permit Confined Space: A confined space that does not contain or, concerning atmospheric hazards, has potential to contain any hazard capable of causing death or serious physical harm.

Oxygen Deficient Atmosphere: An atmosphere containing less than 19.5 percent oxygen by volume.

Oxygen Enriched Atmosphere: An atmosphere containing more than 23.5 percent oxygen by volume.

Permit Required Confined Space: A confined space having one or more of the following characteristics:

- Contains or has the potential to contain a hazardous atmosphere.
- Contains a material having the potential for engulfing an entrant.
- Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section.
- Contains any other recognized serious safety or health hazard.

Testing: The process of identifying and evaluating the hazards which may confront entrants of a permit space.

Qualified Person: A person who, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training, and experience, has successfully demonstrated the ability to solve or resolve problems relating to the subject matter, the work, or the project.

Ventilation: A process used to control the atmospheric hazards of confined spaces by replacing unsafe air with clean, breathable air.

General Requirements

- Before beginning work at a worksite, each employer must ensure a competent person identifies all confined spaces in which one or more of the employees it directs may work. Through consideration, evaluation, and testing of space, the competent person shall identify each space that is a permit space.
- The employer who identifies, or who receives notice of, a permit space must inform exposed employees by posting signs at each space (i.e. "DANGER – PERMIT REQUIRED CONFINED SPACE, DO NOT ENTER").
- Inform, promptly and in a manner other than posting, its employees' authorized representatives and the controlling contractor of the existence and location of, and the danger posed by, each permit space.

Confined Space Entry Requirements

Space Evaluation

All confined spaces are to be evaluated by a competent person to determine if:

- The space can be classified as a "Non-Permit Confined Space."
- The space can be entered using alternate procedures.
- The space must be entered through "Permit Required Entry Requirements."

Classifying as "Non-Permit Confined Space"

To be considered a "Non-Permit Confined Space", the following conditions must exist:

- The space poses no actual or potential atmospheric hazards.
- All hazards within the space can be eliminated without entry. Note the control of atmospheric hazards through forced air ventilation does not constitute elimination or isolation of the hazards.

Alternative Procedure Entry Conditions and Requirements

An employer can utilize alternative procedures if the following conditions are met:

- All hazards within the space can be eliminated without an entry (i.e. through the elimination of the hazard through isolation methods such as lockout/tagout) so that the only hazard posed by the permit space is an actual or potentially hazardous atmosphere.
- Continuous forced air ventilation alone is sufficient to maintain the permit space safe for entry. Should the ventilation system stop, the entrants must be able to exit the space safely.
- Monitoring and inspection data is developed by the employer supporting elimination of the hazard, isolation of the hazard, and sufficient ventilation.
- Monitoring and inspection data developed by the employer is documented and made available to each employee who enters the space.

The following are the entry requirements to be followed if the alternative procedure conditions are met:

- Any conditions making it unsafe to remove an entrance cover shall be eliminated before the cover is removed.

- Any conditions making it unsafe to remove an entrance cover shall be eliminated before the cover is removed.
- When covers are removed, the opening shall be immediately guarded by a railing, temporary cover, or another temporary barrier to prevent accidentafallsll through the opening and protect employees working in the space from foreign objects entering the space.
- Continuous forced air ventilation directed to the immediate areas employees will be in the space must be used to eliminate hazardous atmospheres before employees enter the space, must continue until all employees have left the space, and must be from a clean source that does not increase the hazards in the space.
- Continuous air monitoring shall occur unless the employer can demonstrate periodic monitoring is sufficient. If continuous monitoring is not used, periodic monitoring is required.
- If a hazard is detected during entry, each employee must leave the space immediately, the space must be evaluated to determine how the hazard developed, and the employer must implement measures to protect employees before any other entry takes place.
- There must be a safe method of entering and exiting the space.
- The employer shall verify the space is safe for entry and pre-entry measures have been taken through a written certification containing the date, the location of the space, and the signature of the person providing the certification. The certification must be made prior to entry and must be made available to each employee entering the space.

Permit Space Entry Communication and Coordination

Before entry operations begin, the host employer shall provide the following information to the controlling contractor:

- The location of each known permit space;
- The hazards or potential hazards in each space or the reason it is a permit space; and
- Any precautions the host employer or any previous controlling contractor or entry employer implemented for the protection of employees in the permit space.

Before entry operations begin, the controlling contractor shall:

- Obtain the host employer's information about the permit space hazards and previous entry operations; and
- Provide the host employer's information to each entity entering a permit space and any other entity at the worksite whose activities could possibly result in a hazard in the permit space.

Before entry operations begin, each entry employer shall:

- Obtain all of the controlling contractor's information regarding permit space hazards; and
- Inform the controlling contractor of the permit space program the entry employer will follow, including any hazards likely to be confronted or created in each permit space.

The controlling contractor and the entry employer(s) shall coordinate entry operations:

- When more than one entity performs permit space entry at the same time; or
- Permit space entry takes place at the same time any activities that could possible result in hazards in the permit space are performed.

After entry operations,

- The controlling contractor shall debrief each entity that entered a permit space regarding the program followed and any hazards confronted or created in the space during entry.
- The controlling contractor shall apprise the host employer of the information exchanged during the debriefing.

Permit Required Entry Requirements

- As a minimum, an entry supervisor, entry attendant, and entrant shall be designated to participate in each permit required confined space entry. The entry supervisor may also act as the entry attendant.
- Acquire, inspect, and set up any safety equipment required by the permit including blowers, full-body harness, rescue tripod, and traffic control systems.
- The entry supervisor shall establish appropriate rescue procedures specific to the space entry and shall list them on the permit.
- All hazardous sources of energy shall be locked and/or tagged out.
- If an entrance cover must be removed, the opening shall be promptly guarded by railing, temporary cover, or other temporary barrier to prevent an accidental fall through the opening and protect each employee working in the space from foreign objects entering the space.
- Test the air for hazardous contaminants and enter the results on the Confined Space Entry Permit. Continuously sample and record results throughout the entire entry process.
- The entry supervisor shall complete and sign the Confined Space Entry Permit (all sections) prior to space entry. The permit conditions, entry precautions, and rescue procedures shall be reviewed with the attendant and entrant prior to entry. See the Confined Space Entry Permit at the end of this section and/or in the forms section.
- Prior to entry, the attendant shall verify the entry conditions are acceptable.
- The entrant must wear retrieval equipment during the entire entry operation.
- The attendant will continuously monitor the portable gas detector and record the readings every hour (minimum).
- An immediate evacuation of the space shall be ordered if the safety equipment fails or if the space becomes or has the potential to become immediately hazardous.
- Upon completion of the job, the entry supervisor shall cancel the permit and ensure the completed permit is placed on file.

Monitoring Confined Space Air Quality

- Prior to entering a permit required confined space, prepare the gas detector by ensuring the device has been recently calibrated (check manual for frequency) and is in good working order.
- Conduct a "bump test." Breathe into the gas detector probe and look for a decrease in the oxygen concentration – the detector should alarm due to the lack of oxygen. Test gas can also be used to conduct a "bump test".
- Sample the air quality of the space by slightly moving the lid or by testing the space through the hole in the lid (if available) before completely opening the space.
- Lower the probe slowly, allowing time for the instrument to detect atmospheric changes at different vertical heights within the space. All levels of the atmosphere must be monitored prior to entry. You may have to add tubing to the gas detector in order to reach all levels of the space.
- Measure in the following order and record the results on the confined space permit:

    - Oxygen
    - LEL
    - H2S
    - CO

- The gas detector shall remain on during the entire entry operation and shall be regularly inspected by the attendant. The attendant shall also record the gas readings on the Permit at a minimum of 1 hour intervals.
- Cease entry operations and remove entry personnel if the following concentrations are exceeded at any time:

    - Oxygen reading less than 19.5 percent or greater than 23.5 percent.
    - Combustible gas reading greater than 10% LEL.
    - H2S reading greater than 10 ppm.
    - CO reading greater than 35 ppm.

Ventilating a Confined Space

- Set up one or more blowers to provide adequate ventilation for the space. Ventilation must be forced draft discharge of clean air into space (not exhaust of space).
- Ensure the ventilation air supply is from a clean source.
- Allow enough time for blowers to clear the space before entering.
- Ensure the blowers remain on during the entire entry operation. If the blower fails, the entrant must leave the space immediately.

Emergency Rescue From Permit Required Confined Spaces

Historically, many rescuers are killed while attempting a confined space rescue. In light of this fact, emergency rescues within confined spaces should only be attempted by persons who are properly trained and have the proper rescue equipment.

- All rescues attempted by personnel will be non-entry rescues (i.e. rescuer will not enter the space at any time during rescue).
- Retrieval equipment is required for all permit required vertical entries greater than five feet. Retrieval equipment shall include (but not be limited to) the following:

    - Rescue harness (full body).
    - Rescue tripod.
    - Rope or cable (inspected for damage).

- At least one member of the rescue team must have training in CPR and First Aid.

Confined Space Entry Supervisor Responsibilities

- Ensure all persons involved in a confined space entry are properly trained and follow the procedures outlined in the company program.
- Evaluate and classify the confined space prior to entry. The supervisor is responsible for verifying the safety of the space.

- Confirm rescue resources are available.
- Complete the Confined Space Entry Permit.
- Ensure canceled permits are properly filed.

Note: The entry supervisor does not need to be present during the entire confined space entry operation.

Confined Space Entrant(s) Responsibilities

- Know the hazards in the space.
- Know the signs and symptoms of exposure to hazards present.
- Must have completed training.
- Must stay in constant contact with the attendant (i.e. sight, voice, or radio) during a permit required confined space entry.
- Must evacuate immediately when becoming aware of a problem or ordered to do so by attendant.
- Use the appropriate safety equipment as specified on the entry permit.

Entry Attendant Responsibilities

- Know the hazards in the space.
- Must have completed training.
- Obtain and install the required safety equipment for permit required confined space entries.
- Monitor pedestrian barriers to protect entrant(s) from external hazards.
- Monitor the atmosphere within the confined space during the entire entry operation.
- Must not enter space. Must remain in position until relieved by another trained attendant.
- Ensure all lockout/tag out measures (if implemented) remain in place.
- Responsible for ordering an evacuation if a situation develops that could endanger the entrant.
- In emergency, must call for help and perform non-entry rescue.

Training Requirements

All employees who participate in Permit Required Confined Space entry shall be trained in the requirements of this policy.

Subcontractors

Subcontractors performing work shall take appropriate measures to comply with confined space requirements as set forth by OSHA 29 CFR1926.

CONFINED SPACE ENTRY PERMIT

Project:	Location of Confined Space:	
Contractor:	Date/Time of Entry:	Permit Expires:
Work Description/Purpose of Entry:		

Special Requirements

Yes	No		Yes	No	
		Standby Person Required Outside			Fire Extinguisher Required
		Warning Signs Posted At Access			Lifelines & Safety Harness Required
		Ventilation Required			Protective Clothing Required
		Entry/Exit Log At Access			Communication Equipment Required
		Rescue Equipment At Access			Respirator Required
		Continuous Monitoring Required			Adequate Access Available
		Other Requirements:			

Atmospheric Tests

Instrument Used:		Tested By:	
	Permissible Exposure Level	Date/Time of Reading	Reading
Oxygen	19.5% to 23.5%		
Combustible Gases	10.0% or less		
Toxic Gases	CO +35 ppm, SO_2 2 ppm, H_2S 10 ppm		

Emergency Contact

In case of emergency call:

Required Signatures

Supervisor in Charge of Work:	Date:
Standby Person/Attendant:	Date:
Permit Issued By:	Date:

Personnel Entering Confined Space

Name	Max Rieke & Brothers, Inc.	In	Out	In	Out	In	Out	In	Out

Disciplinary Policy

All safety rules, procedures and programs in effect at MAX RIEKE & BROTHERS, INC. are intended to be followed. Upon violation of any company safety rule, the violating employee will be penalized. The list of possible disciplinary actions includes:

- **Verbal Reprimand:** An informal discussion of the incorrect behavior that should take place as soon as possible after the supervisor has knowledge of the safety misconduct.
- **Written Reprimand:** A written form documenting the safety misconduct that will be presented to the employee and placed in the employee's personnel file.
- **Probation:** A trial period during which the employee is given specific rules and goals to meet. If, during this time, he or she cannot meet these rules and goals, he or she is subject to termination
- **Warning of Suspension:** A written form, documenting the safety misconduct and warning the employee that another incident will lead to suspension. A copy will be presented to the employee and the original placed in the employee's personnel file.
- **Suspension:** A period of time during which the employee is debarred from the function of attending work and compensation withheld. Vacation time cannot be used while on disciplinary suspension.
- **Dismissal/Termination of Employment:** The permanent of an employee from the company, initiated for disciplinary reasons, safety misconduct.

Discipline will be used to provide an employee the opportunity to correct his or her performance. There is no set standard of how many verbal warnings must be given prior to a written warning or how many written warnings must precede suspension without pay or termination. Factors to be considered are:

- How many different offenses are involved.
- The seriousness of the offense.
- The time interval and employee response to prior disciplinary action(s).
- Previous work history of the employee.

Exceptions

For serious offenses such as gross negligence of job duties, fighting, theft, insubordination, threats of violence, the sale or possession of drugs or abuse of alcohol on MAX RIEKE & BROTHERS, INC. property, and other offenses deemed serious by MAX RIEKE & BROTHERS, INC. , termination may be the first and only disciplinary step taken. Any steps of the disciplinary process may be skipped at the discretion of MAX RIEKE & BROTHERS, INC. after investigation and analysis of the total situation, past practice, and circumstances.

Drug and Alcohol Policy

MAX RIEKE & BROTHERS, INC. strives to maintain a workplace free of drugs and alcohol and to discourage drug and alcohol abuse by its employees. Misuse of alcohol or drugs by employees can impair the ability of employees to perform their duties, as well as adversely affect our customers and their confidence in our company. This policy has been developed to ensure a drug and alcohol free work environment, and to reduce accidents, injuries and fatalities. This policy is implemented pursuant to Arizona law, which provides that any employee who violates any portion of the Drug Free Workplace Program may forfeit all eligibility for workers' compensation medical and indemnity benefits under the Arizona Workers' Compensation Act.

Statement of Policy

- Reporting to work or being under the influence of or impaired by alcohol, illegal drugs, or other controlled substances at any other time while performing Max Rieke & Brothers, Inc. business or while on Max Rieke & Brothers, Inc. property is prohibited.
- The actual or attempted unlawful manufacture, distribution, dispensation, possession, or use of alcohol, illegal drugs, or controlled substances while performing Max Rieke & Brothers, Inc. business or while on Max Rieke & Brothers, Inc. property is prohibited.
- The possession of drug paraphernalia by any employee while performing Max Rieke & Brothers, Inc. business or while on Max Rieke & Brothers, Inc. property is prohibited.

Legal Drugs

- This policy does not apply to or prohibit the possession or use of legal drugs while performing Max Rieke & Brothers, Inc. business or while on Max Rieke & Brothers, Inc. property. However, an employee is required to report the use of any legal drug to their immediate supervisor or other appropriate Max Rieke & Brothers, Inc. management official if the use of such legal drug may affect the employee's capacity or ability to properly and safely perform job duties or may create a danger to the employee or to other persons.
- If an employee is determined by Max Rieke & Brothers, Inc. management to be under the influence of or impaired by a legal drug, the employee shall be required to take a leave of absence and/or to comply with other appropriate and reasonable requests by the Max Rieke & Brothers, Inc..

Enforcement

The Max Rieke & Brothers, Inc. shall have the right to enforce this policy through the following means, the submission to which upon request by the Max Rieke & Brothers, Inc. shall be a condition of employment or continued employment:

- All employees shall be required to provide a negative drug and alcohol test in compliance with the company's Drug and Alcohol Policy. Any failure to provide said drug and alcohol test will forfeit employment eligibility with the company for a period of not less than six months.

- Alcohol and/or Drug Testing – Applicants and/or employees shall be required to submit to alcohol and/or drug tests in the following circumstances:

    - Pre-Employment – All persons (applicants) who have conditionally been offered an employment position with the Max Rieke & Brothers, Inc. shall be required as a condition

of employment to submit to pre-employment alcohol and/or drug testing. All employment offers to applicants are contingent upon a negative test result.

- Post-Accident – Any employee who, while performing Max Rieke & Brothers, Inc. business or while on Max Rieke & Brothers, Inc. property, is directly involved in an accident or safety-related incident resulting in a fatality, personal injury requiring medical treatment (other than minor first-aid treatment), or property damage shall be required to submit to post-accident alcohol and/or drug testing. The phrase "directly involved in an accident or safety-related incident" means that an employee's conduct, actions, or in-actions are determined by Max Rieke & Brothers, Inc. management to be, or cannot be ruled out as, a causative factor in the events leading to or causing an accident or safety-related incident.

Testing Procedures

- Unless circumstances dictate otherwise, alcohol testing will be by blood analysis and drug testing will be by urine analysis. A reputable laboratory that follows Substance Abuse and Mental Health Services Administration (SAMSHA) guidelines selected by the Max Rieke & Brothers, Inc. will conduct the tests.
- An initial immunoassay test screen for and determine the presence of alcohol, illegal drugs, and/or controlled substances in the urine or blood (or other bodily fluids), including but not limited to the following chemicals, drugs, and related metabolites:

    - Cocaine
    - Amphetamine / Methamphetamine
    - Opiates
    - Marijuana (THC)
    - Phencyclidine (PCP)

- All urine or blood samples identified as positive on the initial test or screen shall be retested and confirmed using a Gas Chromatography/Mass Spectrometry (GC/MS) test (for drugs) or a Gas Chromatography (GC) test (for alcohol). An alcohol and/or drug test shall be deemed positive only after a GC/MS (for drugs) or GC (for alcohol) test has confirmed the initial positive test/screen results.
- Any non-negative (dilute) samples will not be considered compliant with the company's Drug and Alcohol Policy. A re-test may be rendered at management's discretion.
- Alcohol and/or drug test results will be kept confidential and will be disclosed to only Max Rieke & Brothers, Inc. management or other persons with a need to know. Test results will be provided to a tested employee if requested in writing by the tested employee.

Reporting Criminal Drug Statute Convictions

- Pursuant to the Federal Drug-Free Workplace Act, and as a condition of continued employment with the Max Rieke & Brothers, Inc., an employee must notify the Max Rieke & Brothers, Inc. within five days of the employee's conviction under any criminal drug statute for any violation occurring in the workplace.
- This notification must be in writing, signed by the employee, and provided to the Director of Human Resources.
- The Max Rieke & Brothers, Inc. shall notify appropriate agencies of such conviction within ten days of receipt of notification of such conviction.

- The Max Rieke & Brothers, Inc. shall take appropriate disciplinary action against the employee, up to and including termination, for such conviction. The term "conviction" means a finding of guilt (including pleas of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal, state, or local criminal drug statutes.

Disciplinary Action

- Any applicant or employee who violates this policy, any provision herein, or who fails to cooperate fully with the Max Rieke & Brothers, Inc. in the implementation and/or enforcement of this policy, shall be subject to appropriate disciplinary action, up to and including immediate discharge, even for a first offense.
- In addition to specific violations of this policy, the following circumstances will be considered insubordinate misconduct and grounds for appropriate disciplinary action, up to and including immediate discharge, even for a first offense:

    - Failure or refusal to execute, upon request by the Max Rieke & Brothers, Inc., a consent/disclosure form and to submit to an alcohol and/or drug test.
    - Failure or refusal to disclose and explain, upon request by the Max Rieke & Brothers, Inc., the nature of any substance suspected of being in violation of this policy.
    - Failure or refusal to leave Max Rieke & Brothers, Inc. property upon request by the Max Rieke & Brothers, Inc..
    - Falsifying or altering, or attempting to falsify or alter, a sample submitted for alcohol and/or drug testing.
    - Failure or refusal to report a criminal drug statute conviction within five days thereof.
    - A positive alcohol and/or drug test result.
    - Failure or refusal to sign and return to the Max Rieke & Brothers, Inc. the "Acknowledgement of Receipt and Compliance" form attached to this policy.

- Nothing in this policy shall require the Max Rieke & Brothers, Inc. to undertake alcohol and/or drug testing as a prerequisite to any disciplinary action, nor shall this policy restrict the discretion of the Max Rieke & Brothers, Inc. to take disciplinary action (including discharge) against an employee based solely on evidence of behavior, personal observations, or other evidence or information customarily relied upon in making employment and disciplinary decisions.

NOTICE OF AND CONSENT TO DRUG/ALCOHOL TESTING

I,_____

(Please print full legal name)

am fully aware of MAX RIEKE & BROTHERS, INC. 's policy to require an applicant or employee to submit to a drug/alcohol test in the following circumstances:

a. Pre-employment
b. Post-accident

I am aware this drug/alcohol test will be made by means of urine and/or blood sampling (unless circumstances dictate otherwise) to determine the presence of certain illegal drugs, controlled substances, or alcohol in my system. I further understand if I test positive for any such substances, I will be subject to disciplinary action, up to and including termination of my employment.

I hereby consent to such drug/alcohol test and authorize disclosure by the examining physician and/or testing laboratory to the Max Rieke & Brothers, Inc. of the results thereof. I agree to voluntarily provide the examining physician and/or testing laboratory with any and all relevant information necessary to complete the drug tests or to interpret the results thereof. I understand I may be required to disclose my current or recent use of drugs, such as sleeping pills, diet pills, cold tablets or syrup, pain relief pills or other medications (including prescriptions).

I hereby release and discharge the Max Rieke & Brothers, Inc., the examining physician and/or all other persons obtaining the urine or blood sample, and any testing laboratory which performs the analysis thereof, from any and all claims of liability based on or arising out of such test, including but not limited to the testing procedures, the providing of the samples, the analysis, or the disclosure of the test results.

I understand I have a right to request and receive a copy of this authorization and the results of my drug/alcohol test.

_____ _____

Signature Date

Electrical Safety Policy

The purpose of this policy is to minimize the hazards associated with electrical safety encountered in the workplace and to provide uniform methods and requirements to assure employee safety.

General Requirements

Contractors performing work for MAX RIEKE & BROTHERS, INC. shall comply with Lockout/Tagout guidelines as set forth by OSHA regulations and manufacturer specifications.

Protection of Employees

- No employee shall work in such proximity to any part of an electric power circuit that the employee could contact the electric power circuit in the course of work, unless the employee is protected against electric shock by de-energizing the circuit and grounding it or by guarding it effectively by insulation or other means.
- In work areas where the exact location of underground electric power lines is unknown, employees using jackhammers, bars, or other hand tools, which may contact a line, shall be provided with insulated protective gloves and/or assure tool is grounded.
- No employee shall use any equipment, cord, plug, receptacle, or similar item, which does not meet the requirements.
- Barriers or other means of guarding shall be provided to ensure that workspace for electrical equipment will not be used as a passageway during periods when energized parts of electrical equipment are exposed.
- Working spaces, walkways, and similar locations shall be kept clear of cords so as not to create a hazard to employees.

Cords and Cables

- Worn or frayed electric cords or cables shall not be used.
- Cords shall be rated for commercial use and in accordance with federal regulations.
- Extension cords shall not be fastened with staples, hung from nails, or suspended by wire.
- All extension cords shall be of three-wire type.
- Cords may be repaired provided the repair provides the same insulation capacity as the original cord.

Lighting

- Temporary electrical installations shall be in compliance with OSHA and NEC specifications.
- String lights shall have guards to protect against contact with exposed bulb and not be suspended by cords unless so designed; additionally:
- Be of 12v maximum in moist or other similarly hazardous sites.
- Splices will be insulated to match rest of cord.
- If metal guards are used they shall be grounded.
- Every location shall have a bulb, and broken bulbs shall be immediately replaced.
- String-light cords shall not be fastened with staples, hung from nails, or suspended by wire.

Ground Fault Protection

- Ground fault circuit interrupters as specified in this section shall be used to protect employees from hazards associated with electrical cords, plugs, and receptacles. These requirements are in addition to any other requirements for equipment grounding conductors.
- All 120-volt, single-phase, 15 and 20 ampere receptacle outlets on construction sites, which are not a part of the permanent wiring of the building or structure and which are in use by employees, shall have approved ground-fault circuit interrupters for personnel protection. Receptacles on a two-wire, single-phase, portable or vehicle-mounted generator rated not more than 5kV, where the circuit conductors of the generator are insulated from the generator frame and all other grounded surfaces, need not be protected with ground-fault circuit interrupters.
- Whenever work is performed in damp or wet areas one of the following precautions shall be taken:

    - Double insulated tools shall be used.
    - Ground fault circuit interrupters shall be used.
    - Electrical power shall be provided by portable generators less than 5 KVA.
    - Low voltage battery powered portable electrical tools shall be used.

Electrical Grounding

- Temporary transformers, control panels, and similar master electrical components shall be installed as specified by the manufacturer and checked by the project superintendent or their designee prior to being put into service to assure proper operation and absence of hazards.
- Live parts of electrical equipment operating at 50 volts or more must be guarded against accidental contact. Guarding of live parts must be accomplished as follows:

    - Location in a cabinet, room, vault, or similar enclosure accessible only to qualified persons.
    - Use of permanent, substantial partitions or screens to exclude unqualified persons.
    - Location on a suitable balcony, gallery, or platform elevated and arranged to exclude unqualified persons.
    - Elevation of eight feet or more above the floor.
    - Entrances to rooms and other guarded areas shall be marked with warning signs forbidding unqualified persons from entering.

Employee Training

- Employees using electrical cords and or tools shall be informed of the following information regarding inspections prior to using such items:

    - Electrical cords and tools shall be inspected by the user prior to use. Defective items shall not be used and marked as defective, rendered inoperable, or, if a tool, may be repaired.
    - The GFCI test button shall be used to assure the GFCI is working properly.
    - During this inspection the electrical equipment to be used shall be plugged in and checked to assure there is no power when the GFCI is in the tripped condition.
    - Any GFI found not to work or to pass current in the tripped condition shall be removed from service.

Emergency Management and Preparedness

MAX RIEKE & BROTHERS, INC. has developed emergency management guidelines to assist our employees through any phase of an emergency including mitigation, preparedness, response, and recovery.

Emergency Evacuation Guidelines

- Each MAX RIEKE & BROTHERS, INC. facility/jobsite shall identify evacuation routes and assembly areas in the event of an emergency evacuation.
- Key staff shall be identified as the primary point of contact in the event of an emergency. Contact information for key staff members should be posted in all facility/jobsite locations.
- When notified of an emergency requiring evacuation, all employees shall meet at the predetermined assembly area in order for management to conduct a head count and confirm all employees have safely evacuated the facility. If contract employees or visitors are in the facility when an evacuation is necessary, MAX RIEKE & BROTHERS, INC. employees are to take command and lead the contract employees and visitors to the assembly area.
- Only authorized employees shall reenter the facility for emergency rescue operations and/or to administer first aid.
- Proper authorities (police, fire, rescue, ambulance, etc.) shall be notified of the emergency as soon as possible. Emergency phone numbers and instructions for these authorities should be posted near all telephones.
- Any evacuated facility under the control of MAX RIEKE & BROTHERS, INC. shall not be reoccupied until it is determined safe to do so.

Chemical Release

- Follow all guidelines contained in MAX RIEKE & BROTHERS, INC.'s site specific Spill Prevention Control and Containment Policy (SPCC).
- If spill control is possible, contain the released material using facility spill control equipment.
- Assess possible hazards to human health and/or the environment outside the facility.
- If the release is uncontrolled or extremely hazardous, an evacuation of the facility should occur.
- Contact any and all applicable federal, state and local agencies at the earliest practical moment upon discovery of an emergency involving a hazardous substance.
- If the substance entered the sanitary sewer system, contact the respective Sewer District.
- If the release is a reportable quantity of a hazardous substance or extremely hazardous substance, contact the **National Response Center at (800)424-8802** or the local NRC coordinator at **EPA Region VII at (800)223-0425** and report the following information:

    - Name, address, and telephone number of facility.
    - EPA identification number, if available.
    - Time and type of incident.
    - Name and quantity of material(s) involved.
    - Medium or media into which the release occurred.
    - The possible hazards to human health or the environment outside the facility.
    - Known or anticipated acute or chronic health risks associated with the release.
    - The extent of injuries and advice regarding medical attention necessary.

- If the emergency involved hazardous waste, a written incident report must be submitted within 15 days of the incident to the EPA Regional Administrator and the respective state agency that must include:

    - Name, address, and phone number of the Plant Manager, President or Director of Operations.
    - Name, address, and phone number of facility.
    - Date, time and type of incident.
    - Name and quantity of material(s) involved.
    - Extent of injuries.
    - An assessment of actual or potential hazards to human health or the environment.
    - Estimated quantity and disposition of recovered material that resulted from the incident.
    - Identification of the state and local response authority at the scene.
    - Description of the response taken.

Fire

- The first person to detect smoke or fire should notify authorities by following these steps:

  One person will call 911 and provide the following information:

    - Type of emergency.
    - Address.
    - Other pertinent information such as actions underway.
    - An individual should meet the emergency services personnel at the facility entrance and guide them to the accident scene.

- Firefighting equipment (fire extinguishers) shall be conspicuously located throughout the facility and shall be readily accessible at all times.
- Fire extinguishers shall be inspected and maintained in safe operating conditions and in accordance with NFPA.
- In the event of an emergency evacuation due to fire, the Emergency Evacuation Guidelines developed for the facility shall be followed.

Severe Weather Related Emergencies

- When experiencing lightning, severe thunderstorms, flooding, tornado, or threatening weather, MAX RIEKE & BROTHERS, INC. management will warn all supervisors of the current weather conditions, as well as closely monitor up to the minute forecasts and instructions issued by local or state authorities, local media, and/or the National Weather Service.
- Any work activities or equipment operations that could be harmed by approaching weather shall be restricted until it is safe to resume. Such activities include but are not limited to crane operations, aerial lift operations, forklift operations, excavation work, etc.
- When seeking shelter from a tornado, the preferred choice should be as far below the ground's surface as possible (cellar, basement, ditch, protected excavations, etc.). If you are unable to get to a shelter, proceed to a central area such as a restroom or locker room. Crouch low and cover your head.

- Employees should avoid using equipment and small structures as a means of shelter from a tornado. They should also avoid positioning themselves in an area where materials, tools, storage racks or chemicals are located, or areas with glass or energized electrical equipment nearby.
- Employees shall remain in the shelter area until the weather alert gives an all clear signal.
- When applicable, execute the Emergency Evacuation Guidelines developed for the facility.

Earthquakes

- During an earthquake, the shaking of the ground is rarely the cause of severe injuries. The greatest danger comes from falling objects, collapsing walls and buildings, flying glass, and fires triggered by ruptured gas lines and downed power lines. Evacuation should not be attempted when floors are trembling.
- If the ground begins to shake, employees should take cover under desks, worktables, or other sturdy furniture, crouching to cover their necks and heads. If there are more people than shelters of this type, corners should be used as well.
- Everyone should stay near the center of the floor or building, away from the building perimeter, windows, and any skylights.
- If outside, go to an open area away from windows, outside walls and power lines.
- Following the initial shock, employees should wait five to ten minutes before evacuating the building in case an aftershock should occur. Any signs of water or gas leakage or exposed electrical lines should be reported to management once outside.
- Emergency Evacuation Guidelines developed for the facility should be followed.

Property Damage

- Certain incidents involving property damage may require an employee evacuation from a facility or project site. For example, damage to an underground gas line would require this action.
- MAX RIEKE & BROTHERS, INC. management must be notified immediately of any damaged property regardless of who the owner of the property is. This includes, but is not limited to the following:

    - Utility lines or pipes (above or below ground)
    - Vehicles located on MAX RIEKE & BROTHERS, INC. property
    - Equipment/tools
    - Materials or equipment on project sites
    - Neighboring properties or vehicles

Public Demonstrations

- Any form of public demonstrations including but not limited to parades, any form of rioting, marches, public or organizational protests, etc. that may affect normal business operations will be addressed at the time of occurrence by management.
- If any public demonstration poses a threat to employee safety, necessary steps will be taken to protect those employees. This includes notifying authorities of any unlawful acts being committed.

Bomb Threats

- In the event a bomb threat is placed with any facility, the person receiving the call should remain calm and try to keep the caller on the phone as long as possible. Try to gather information, keeping written notes of the following, using the Bomb Threat Call Checklist as a guide:

    - How notification was received
    - Time the call was received
    - Exact message
    - Where the bomb is
    - When the bomb will explode
    - Distinguishing voice characteristics
    - Background noises (caller)
    - Caller's attitude or state of excitement
    - Caller's familiarity with the facility as indicated by descriptions of locations

- The person receiving the call will notify a supervisor or management as soon as possible by using gestures or by written note if still on the phone. If unable to notify during the call, notify management immediately after the conclusion of the call.
- Management will call the local police and any further action will be as directed by the police.
- Management can evacuate the facility prior to police direction if so desired.
- If the bomb threat is written rather than a call, do not try to apprehend a person that hands you a written threat. Follow the same procedures as outlined above.

Media Statement Policy

- Unless approved by MAX RIEKE & BROTHERS, INC.'s main office, supervisors shall refer any inquiries for information to MAX RIEKE & BROTHERS, INC.'s main office.

- MAX RIEKE & BROTHERS, INC. field and office employees should refrain from discussing details of an incident with non-employees. If asked for information by news media, employees should refer the inquiries to their supervisor or MAX RIEKE & BROTHERS, INC.'s main office.

BOMB THREAT CALL CHECKLIST

FBI Bomb Program

Questions to Ask:

1. When is bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

Exact Wording of the Threat:

_____
_____
_____
_____
_____
_____
_____
_____
_____

Sex of Caller_____ Age _____ Race _____ Length of Call _____

BOMB THREAT QUESTIONNAIRE:

CALLER'S VOICE:

____ Calm	____ Laughing	____ Lisp	____ Disguised
____ Angry	____ Crying	____ Raspy	____ Accent
____ Excited	____ Normal	____ Deep	____ Cracking voice
____ Slow	____ Distinct	____ Ragged	____ Stutter
____ Rapid	____ Slurred	____ Clearing throat	____ Loud
____ Soft	____ Nasal	____ Deep breathing	____ Familiar

If voice is familiar, who did it sound like? _____

BACKGROUND SOUNDS:

____ Street noises	____ House noises	____ Factory	____ Local
____ Dishes	____ Motor	____ Machinery	____ Long distance
____ Voices	____ Clear	____ Animal noises	____ Office machinery
____ Booth	____ PA system	____ Static	____ Music

Other: _____

THREAT LANGUAGE:

____ Well spoken (educated)	____ Foul	____ Incoherent
____ Irrational	____ Taped	____ Message read by threat maker

REMARKS:

_____
_____
_____

Call reported immediately to: _____

Phone Number: _____ Date: _____

Checklist completed by (name): _____ Position: _____

Jobsite Address:_____

EMERGENCY RESPONSE CHECKLIST

1	Stop, think, respond.
2	Determine severity and call 911.
3	Secure the area and post someone to meet and direct emergency services.
5	Determine if environmental hazards are present (i.e., gas, chemicals, etc.)
6	Determine if the site should be evacuated (execute evacuation plan.)
7	Assemble on-site foremen and confirm all employees are accounted for.
8	Contact project director or operations for additional support.
9	Evaluate equipment needs to assist rescue efforts.
10	Identify spokesperson for outside inquiries.
11	Only move items that are necessary for rescue efforts.
12	Initiate investigation, interview witnesses, and document scene.
13	Hold a team meeting and develop recovery strategy.
14	Determine if site-wide counseling is necessary for affected employees.
15	Contact third-party services if needed (i.e., engineers, abatement crews, etc.)

Police	Fire	Ambulance	Hospital
Clinic	**Insurance**	**EPA**	**OSHA**
Home Office	**Superintendent**		

Jobsite Emergency Contact Information

Facility Address: _____

Name	Cell Phone	Office Phone	Home Phone

Important Telephone Numbers	Emergency Number	Non-Emergency Number
Police Department	**911**	
Fire Department	**911**	
Clinic		
Hospital		
Poison Control	**1-800-222-1222**	
Office Communication		

Excavation, Trenching and Shoring Policy

One of the preventable hazards of construction work is the danger of trench cave-ins. Yet every year in the U.S., there are an estimated 75 to 200 deaths and more than 1,000 lost workdays per year from trenching accidents. Other hazards associated with trenches include contact with numerous underground utilities, hazardous atmospheres, water accumulation, and collapse of adjacent structures. For these reasons, we have this policy to minimize the hazards associated with excavations and to provide uniform requirements to assure employee safety. Only trained and authorized personnel will create or work in excavations.

General Requirements

All excavations and trenches in which MAX RIEKE & BROTHERS, INC. or our subcontractors' work shall meet the requirements of this policy.

- Subcontracts for excavation shall specifically include the requirement that the work meets the requirements of OSHA standard 29 CFR 1926, and shall require the subcontractor designate the "competent person" in writing prior to excavation operations.
- All surface encumbrances located to create a hazard to employees shall be removed or supported, as necessary, to safeguard employees.

Underground Installations

- The estimated location of utility installations, such as sewer, telephone, fuel, electric, water lines, or any other underground installations reasonably expected to be encountered during excavation work, shall be determined prior to opening an excavation.
- Utility companies or owners shall be contacted within established or customary local response times, advised of the proposed work, and asked to establish the location of the utility underground installations prior to the start of actual excavation.
- When utility companies or owners cannot respond to a request to locate underground utility installations within 24 hours (unless a longer period is required by state or local law), or cannot establish the exact location of these installations, the work may proceed, provided the competent person supervises the work and does so with caution, and provided detection equipment or other acceptable means to locate utility installations are used.
- When excavation operations approach the estimated location of underground installations, the exact location of the installations shall be determined by safe and acceptable means.
- While the excavation is open, underground installations shall be protected, supported, or removed as necessary to safeguard employees.

Access and Egress

- Structural ramps used solely by employees as a means of access or egress from excavations shall be designed by a competent person.
- Ramps and runways constructed of two or more structural members shall have the structural members connected together to prevent displacement.
- Structural members used for ramps and runways shall be of uniform thickness.
- Cleats or other appropriate means used to connect runway structural members shall be attached to the bottom of the runway or shall be attached in a manner to prevent tripping.
- Structural ramps used in lieu of steps shall be provided with cleats or other surface treatments to

the top surface to prevent slipping.
- A stairway, ladder, ramp, or other safe means of egress shall be located in trench excavations that are four feet or more in depth so as to require no more than 25 feet of lateral travel for employees.

Exposure to Vehicular Traffic

- Employees exposed to public vehicular traffic shall be provided with and shall wear warning vest or other suitable garments marked with or made of high-visibility material.

Exposure to Falling Loads

- No employee shall be permitted underneath loads handled by lifting or digging equipment. Employees shall be required to stand away from any vehicle being loaded or unloaded to avoid being struck by any spillage or falling materials. Operators may remain in the cabs of vehicles being loaded or unloaded when the vehicles are equipped to provide adequate protection for the operator during loading and unloading operations.

Warning System for Mobile Equipment

- When mobile equipment is operated adjacent to an excavation, or when such equipment is required to approach the edge of an excavation and the operator does not have a clear and direct view of the edge of the excavation, a warning system shall be utilized such as barricades, hand or mechanical signals, or stop logs. If possible, the grade should be away from the excavation.

Hazardous Atmospheres

Excavations may be considered confined spaces and shall be evaluated in accordance with confined space requirements when designated as a "Confined Space" by the competent person.

- Where oxygen deficiency (atmospheres containing less than 19.5 percent oxygen) or a hazardous atmosphere exists or could reasonably be expected to exist, such as in excavations in landfill areas or excavations in areas where hazardous substances are stored nearby, the atmospheres in the excavation shall be tested before employees enter excavations greater than four feet in depth.
- Adequate precautions shall be taken to prevent employee exposure to atmospheres containing less than 19.5 percent oxygen and other hazardous atmospheres. These precautions include providing proper respiratory protection or ventilation in accordance with this program.
- Adequate precaution shall be taken such as providing ventilation, to prevent employee exposure to an atmosphere containing a concentration of a flammable gas in excess of 10 percent of the lower flammable limit of the gas.
- When controls are used that are intended to reduce the level of atmospheric contaminants to acceptable levels, testing shall be conducted as often as necessary to ensure that the atmosphere remains safe.
- Emergency rescue equipment such as breathing apparatus, a safety harness and line, or a basket stretcher, shall be readily available where hazardous atmospheric conditions exist or may reasonably be expected to develop during work in an excavation. This equipment shall be attended when in use.
- Employees entering bell-bottom pier holes or other similar deep and confined footing excavations shall wear a harness with a lifeline securely attached to it. The lifeline shall be separate from any

line used to handle materials and shall be individually attended at all times while the employee wearing the lifeline is in the excavation.

Protection From Hazards Associated With Water Accumulation

- Employees shall not work in excavations in which there is accumulated water or in excavations in which water is accumulating unless adequate precautions have been taken to protect employees against the hazards posed by water accumulation. The precautions necessary to protect employees adequately vary with each situation, but could include special support or shield systems to protect from cave-ins, water removal to control the level of accumulating water, or use of a safety harness and lifeline.
- If water is controlled or prevented from accumulating by the use of water removal equipment, the water removal equipment and operations shall be monitored by a competent person to ensure proper operation.
- If excavation work interrupts the natural drainage of surface water (such as streams), diversion ditches, dikes, or other suitable means shall be used to prevent surface water from entering the excavation and to provide adequate drainage of the area adjacent to the excavation. Excavations subject to runoff from heavy rains will require an inspection by a competent person and compliance with the above paragraphs.

Stability of Adjacent Structures

- Where the stability of adjoining buildings, walls, or other structures is endangered by excavation operations, support systems such as shoring, bracing, or underpinning shall be provided to ensure the stability of such structures for the protection of employees.

- Excavation below the level of the base or footing of any foundation or retaining wall that could be reasonably expected to pose a hazard to employees shall not be permitted except when:

    - A support system, such as underpinning, is provided to ensure the safety of employees and the stability of the structure.
    - The excavation is in stable rock.
    - A registered professional engineer has approved the determination that the structure is sufficiently removed from the excavation so as to be unaffected by the excavation activity.
    - A registered professional engineer has approved the determination that such excavation work will not pose a hazard to employees.

- Sidewalks, pavements, and appurtenant structure shall not be undermined unless a support system or another method of protection is provided to protect employees from the possible collapse of such structures.

Protection of Employees From Loose Rock or Soil

- Adequate protection shall be provided to protect employees from loose rock or soil that could pose a hazard by falling or rolling from an excavation face. Such protection shall consist of scaling to remove loose material, installation of protective barricades at intervals as necessary on the face to stop and contain falling material, or other means that provide equivalent protection.
- Employees shall be protected from excavated or other materials or equipment that could pose a hazard by falling or rolling into excavations. Protection shall be provided by placing

and keeping such materials or equipment at least two feet from the edge of excavations or by the use of retaining devices that are sufficient to prevent materials or equipment from falling or rolling into excavations or by a combination of both if necessary.

Inspections

- Daily inspections of excavations, the adjacent areas, and protective systems shall be made by a competent person for evidence of a situation that could result in possible cave-ins, indications of failure of protective systems, hazardous atmospheres, or other hazardous conditions.
- An inspection shall be conducted by the competent person prior to the start of work and as needed throughout the shift. Inspections shall also be made after every rainstorm or other hazard-increasing occurrence.
- These inspections should be documented by the Competent Person.
- Where the competent person finds evidence of a situation that could result in a possible cave-in, indications of failure of protective systems, hazardous atmospheres, or other hazardous conditions, exposed employees shall be removed from the hazardous area until the necessary precautions have been taken to ensure their safety.

Fall Protection

- Walkways shall be provided where employees or equipment are required or permitted to cross over excavations. Guardrails shall be provided where walkways are six feet or more above lower levels.
- Adequate physical barrier protection shall be provided at all remotely located excavations. All wells, piers, pits, shafts, etc., shall be barricaded or covered. Upon completion of exploration and other similar operations, temporary wells, pits, shafts, etc., shall be backfilled.

Tabulated Data

MAX RIEKE & BROTHERS, INC. or our subcontractor will keep a copy of the following documents at the job site during construction of a particular excavation protective system and then store them in the corporate office, where they will be readily available to OSHA upon request:

- Tabulated data for designing any sloping or benching systems
- Tabulated data for any support systems, shield systems, and other protective systems.

Fall Protection Policy

The purpose of this policy is to protect employees from fall hazards. Fall protection methods will include guardrails, personal fall arrest systems, or any other Subpart M recognized methods or combinations.

Hazard Assessment

- During the bid stage of a project, the estimator is responsible for including an assessment of the potential fall exposures that may be inherent to the project.
- Sufficient resources shall be included in the bid to acquire/rent specialty fall protection equipment and provide the applicable employee training.
- For potential renovation projects, the estimator/project manager shall include in their on-site evaluation of the project the stability of elevated walkways and work areas to support the weight of workers, tools/equipment and materials.

Fall Protection Installation Inspections

- Guardrails and barricades shall be inspected visually pre-shift and weekly documented inspections shall be completed.
- For work operations on roofs and at excavations, the barricades/flagging lines shall be inspected pre-shift and throughout the work day.
- Personal Fall Arrest Systems (PFASs), including the harness and accessory components, shall be inspected pre-use and throughout the day.

Guardrails

- Guardrails are the preferred method of fall protection.
- Guardrails shall be constructed to comply with OSHA guidelines and may include wood or steel. The use of abrasive or sharp edged materials or natural/synthetic rope is prohibited.
- Guardrails shall not be used as horizontal lifelines unless designed to meet the 5,000 pound shock load requirement.

Personal Fall Arrest System (PFAS)

- The PFAS will consist of a harness, a "Y" lanyard, and an anchorage point capable of withstanding a 5,000 pound shock load.
- If an employee is unsure of adequate anchor points, consult with the supervisor.
- PFAS systems may also include retractable lanyards/lifelines, engineered vertical lifelines, and engineered horizontal lifelines.

Floor Openings:

- Any openings 2 inches or larger in diameter shall be protected.
- Covers shall be secured, marked with the word "HOLE" or "COVER" and be capable of supporting twice the maximum intended load.
- If unsure of the load capability of a cover, consult the project manager.
- Larger floor openings shall be protected with guardrail systems.

Hoist Areas

Hoist areas are areas that have removable sections in a guardrail system used to bring materials onto and away from an elevated floor level.

- When the removable section of the guardrail is not in place on the guardrail system, fall protection shall be provided for employees working in the area.
- Positioning or "tether" devices allowing an employee access to the floor edge – but no further – can be utilized. These devices shall restrict a fall to 2 feet.
- The removable section of the guardrail shall be put back on the guardrail systems as soon at material delivery or removal is complete.

Leading Edge Work

Leading edges are dynamic unprotected floor edges that typically cannot be fitted with a guardrail system. Examples include intermediate level floor metal decking, pre-cast concrete erection, and steel roof panel placement. Approved fall protection methods include:

- Engineered horizontal lifelines.
- Retractable lifelines and engineered anchor points.
- Safety net system.
- Only employees engaged in the leading edge work are allowed to use a controlled access zone line in lieu of a guardrail system along the leading edge paralleling the leading edge.

Ramps and Walkways

- Ramps and walkways 6 feet or more above the next level shall be equipped with OSHA specified guardrails.

Excavations

- Excavations 5 feet and deeper shall be barricaded or fenced. The fence or barricade can be no closer than 6 feet from the excavation edge.

Dangerous Equipment

- Employees **less** than 6 feet above dangerous equipment shall be protected from falling into or onto the dangerous equipment by guardrail systems or equipment guards.
- Employees 6 feet or more above dangerous equipment shall be protected by guardrail systems, PFASs, or safety net systems.

Roofing Work

For employees involved in roofing work operations, acceptable fall protection methods include:

- Guardrails
- PFASs
- Warning line system – see 29 CFR 1926 Subpart M for requirements

- Warning line system and safety monitor – see 29 CFR 1926 Subpart M for requirements

For employees working on roofs but not involved in roofing work operations, acceptable fall protection methods include:

- Guardrails
- PFASs
- Warning line system – 15 feet back from the edge of the roof

Wall Openings

- When exposed to side wall openings 6 feet or more above a lower level that are over 18 inches wide and less than 39 feet above the floor, employees shall be protected by guardrails or PFASs.

Formwork and Reinforcing Steel

- Each employee on the face of formwork or reinforcing steel will be protected from falling 6 feet or more to lower levels by personal fall arrest systems and positioning device systems.

Overhand Bricklaying and Related Work

- Each employee performing overhand bricklaying and related work 6 feet or more above lower levels will be protected by guardrails systems, safety net systems, personal fall arrest systems, or will work in a controlled access zone. Any employee reaching more than 10 inches below the level of the walking/working surface on which they are working will be
  protected from falling by a guardrail system, safety net system, or personal fall arrest system.

Protection From Falling Objects

When employees are exposed to falling objects, they are required to wear hard hats and to implement one of the following measures:

- Erect toe boards, screens, or guardrail systems to prevent objects from falling from higher levels.
- Erect a canopy structure and keep potential fall objects far enough from the edge of the higher level so those objects would not go over the edge if they were accidentally displaced.
- Barricade the area below to which objects could fall, prohibiting employees from entering the barricaded area. Additionally, keep objects far enough away from the edge of the higher level so those objects would not go over the edge if they were accidentally displaced.

Training Program

Under no circumstances will employees be allowed to work in areas where they might be exposed to fall hazards, do work requiring fall protection devices, or use fall protection devices until they have successfully completed fall protection training. Training will include classroom instruction and operational training on recognition and avoidance of unsafe conditions and the regulations applicable to their work environment for each specific fall hazard the employee may encounter.

Classroom training will be conducted by a qualified instruction and the jobsite supervisor will give detailed instructions for the fall protection systems to be used for the various activities at each jobsite. Those instructions will cover:

- The nature of fall hazards in the work area.
- Selection and use of personal fall arrest systems, including:
    - Application limits
    - Proper anchoring and tie-off techniques
    - Estimation of free fall distance to prevent striking a lower level
    - Methods of use
    - Inspection and storage of the system
- The correct procedures for erecting, maintaining, disassembling and inspecting the fall protection systems to be used.
- The use and operation of guardrail systems, personal fall arrest systems, safety net systems, warning line systems, safety monitoring systems, controlled access zones, and other protection to be used.
- The role of each employee in the safety monitoring system when used **FOR EMPLOYEES PERFORMING ROOFING ACTIVITIES ONLY.**
- The limitations on the use of mechanical equipment during the performance of roofing on low-sloped roofs.
- The correct procedures for the handling and storage of equipment and materials and the erection of overhead protection.
- The role of employees in fall protection plans.

The jobsite supervisor will coordinate with current and new employees who require training and schedule the classroom instruction for those employees.

Documentation of Training

The jobsite supervisor has the overall responsibility for verifying employees have received fall protection training. Documentation of training will be maintained and will include:

- The name of the employee trained
- The date(s) of training
- The signature of the competent person who conducted the training or the signature of the employer

Retraining is required when an employee cannot demonstrate the ability to recognize the hazards of falling and the procedures to be followed to minimize fall hazards.

Fall Protection Rescue Plan

Our primary goal when working at elevated height is to be safe and prevent falls. However, in the event a fall occurs, we want to expedite a prompt rescue in a manner safe to both the fallen worker and the rescuers. In the event of a fall, employees shall be promptly rescued (not to exceed 15 minutes) or shall be provided with the equipment to rescue themselves. If a fall exposes a worker to electrical shock, the rescue shall occur in 4 minutes or less.

- Prior to the start of a project, determine if the customer has equipment that MAX RIEKE & BROTHERS, INC. can use for rescue. If equipment is not available from the customer, MAX RIEKE & BROTHERS, INC. shall ensure they have equipment on site.
- Prior to the start of construction, determine the capability of outside agencies such as the fire department in the event their assistance is required.
- Incident reports involving falls shall be submitted within 24 hours of the fall.

Supervisor Responsibilities

- Post fire/rescue agency phone numbers and plan for access routes for rescue vehicles and equipment.
- Inventory potential rescue tools including ladders, winches/tripods and aerial lifts.
- Assess the work areas to determine if any potential difficulty regarding rescue activities may occur.
- As part of the initial Tool Box Meeting/Training at the new jobsite, discuss each person's role in the event of a fall. Stress the fact that in the event of rescue, the rescuers must be 100 percent protected by using PFAS or staying within the fully enclosed guardrail system.
- Ensure emergency medical personnel are summoned as soon as the event occurs.

Medical Hazards

Prolonged suspension in a harness can result in orthostatic intolerance. Effects of orthostatic intolerance can include:

- Unconsciousness
- Venous pooling in the body's lower regions
- Potential death

Signs and symptoms of potential orthostatic intolerance can include:

- Faintness
- Nausea
- Shortness of breath
- Dizziness
- Sweating
- Low blood pressure
- Paleness
- Loss of vision
- Hot flashes
- Increased/decreased heart rate

Basic Employee Fall Rescue Training

- Employees shall be trained on how to properly wear and adjust a harness (i.e. leg and chest straps tightened properly, etc.).
- Employees shall be provided a review on the effects and symptoms of orthostatic intolerance.
- Employees shall be provided a review of how to delay the effects of orthostatic intolerance while suspended to include:

    - Frequent "pumping" of the legs to reduce the risk of venous pooling.
    - After rescue, keeping the fallen worker in an upright position to prevent the potential of blood clotting.
- Employees shall be provided information on how to open the airway if a fallen worker is unconscious.
- Employees shall be trained on the basic rescue procedure outlined below.

Basic Rescue Procedure

1. The lead supervisor shall ensure the procedure is in place and equipment is available prior to construction.
2. There will be no less than 2 rescuers involved with any rescue activity. One of the two rescuers will direct the rescue operations.
3. Activate EMS or call 911 as soon as the fall is discovered.
4. Upon discovery of the fallen worker, determine if self-rescue is possible or if the worker is capable of assisting in his/her rescue.
5. Slowly move an aerial lift into a position under the worker.
6. When positioned under the worker (or near the worker if under the worker can't be achieved), raise the lift up until the worker is in the basket. Ensure the worker is fully in the basket prior to releasing him/her from their lanyard.
7. Determine if the worker is conscious and their basic medical condition.
8. Attempt to position the worker in a vertical position during the descent.
9. Responding EMS personnel should direct the removal of the worker from the basket after reaching ground level.
10. The supervisor (or designee) shall accompany or follow EMS to the medical center and monitor the worker's condition.
11. The supervisor (or designee) shall notify the MAX RIEKE & BROTHERS, INC. project manager of the event. An incident report shall be completed by the supervisor within 24 hours and forwarded to the MAX RIEKE & BROTHERS, INC. project manager.

Fire Prevention Policy

The purpose of this policy is to eliminate the causes of fire and prevent loss of life and property by fire. This policy applies to all operations of our company where employees may encounter a fire and provides guidelines to assist in recognizing, reporting and controlling fire hazards.

MAX RIEKE & BROTHERS, INC. is committed to minimizing the threat of fire to employees, visitors, and property. MAX RIEKE & BROTHERS, INC. complies with all applicable laws, regulations, codes, and good practices pertaining to fire prevention. MAX RIEKE & BROTHERS, INC.'s separate Emergency Action Plan spells out the procedures for responding to fires. This policy serves to reduce the risk of fires in the following ways:

- Identify materials that are potential fire hazards along with their proper handling and storage procedures.
- Distinguish potential ignition sources and the proper control procedures of those materials.
- Describe fire protection equipment and/or systems used to control fire hazards.
- Identify persons responsible for maintaining the equipment and systems installed to prevent or control ignition of fires.
- Identify persons responsible for the control and accumulation of flammable or combustible material.
- Describe good housekeeping procedures necessary to ensure the control of accumulated flammable and combustible waste material and residues to avoid a fire emergency.
- Provide training to employees with regard to fire hazards to which they may be exposed.

Responsibilities

Although the Superintendent, has the overall responsibility for implementing this policy, fire safety is everyone's responsibility. All employees should know how to prevent and respond to fires and are responsible for adhering to company policy regarding fire emergencies.

The Superintendent/Jobsite Supervisor is responsible for ensuring the following:

- Employees have been trained on fire prevention and protection.
- Fire control equipment and systems are properly maintained.
- Fuel source hazards are controlled.

Employees are responsible for:

- Conducting operations safely to limit the risk of fire.
- Report potential fire hazards to their supervisor.
- Following fire emergency procedures.

Good Housekeeping

To limit the risk of fires, employees shall take the following precautions:

- Minimize the storage of combustible materials.
- Make sure doors, hallways, stairs and other exit routes are kept free of obstructions.
- Dispose of combustible waste in covered, airtight, metal containers.

- Use and store flammable materials in well-ventilated areas away from ignition sources.
- Use only nonflammable cleaning products.
- Keep incompatible substances away from each other.
- Perform "hot work" in controlled and well-ventilated areas.
- Keep equipment in good working order (i.e. inspect electrical wiring and appliances regularly and keep motors and machine tools free of dust and grease).
- Ensure heating units are safeguarded.
- Report all gas leaks immediately to your supervisor so they can be repaired immediately upon notification.
- Repair and clean up flammable liquid leaks immediately.
- Keep work areas free of dust, lint, sawdust, scraps and similar material.
- Do not rely on extension cords if wiring improvements are needed. Take care not to overload circuits with multiple pieces of equipment.
- Ensure required hot work permits are obtained.
- Turn off electrical equipment when not in use.

Types of Hazards

The following are the major workplace fire hazards and the procedures for controlling the hazards:

Electrical Fire Hazards

Electrical system failures and the misuse of electrical equipment are leading causes of workplace fires. Fires can result from loose ground connections, wiring with frayed insulation, or overloaded fuses, circuits, motors or outlets. To prevent electrical fires, employees shall:

- Make sure worn wires are replaced.
- Use only appropriately rated fuses.
- Never use extension cords as substitutes for fixed wiring.
- Use only approved extension cords (i.e. UL listed, rated for hard or extra hard use).
- Check wiring in hazardous locations where the risk of fire is especially high.
- Check electrical equipment to ensure it is properly grounded or double insulated.

Cutting, Welding, and Open Flame Work

MAX RIEKE & BROTHERS, INC.'s superintendent will ensure the following:

- All required hot work permits have been obtained prior to work beginning.
- Cutting and welding are done by authorized personnel in designated cutting and welding areas whenever possible.
- Adequate ventilation is provided.
- Oxygen-fuel gas systems are equipped with listed and/or approved backflow valves and pressure relief devices.
- Cutters, welders and helpers are wearing eye protection and protective clothing as appropriate.
- Cutting or welding is prohibited in areas protected by a sprinkler system while sprinkler protection is out of service.
- Cutting or welding is prohibited in areas where explosive atmospheres of gases, vapors or dusts could develop from residues or accumulations in confined spaces.

- Confined spaces such as tanks are tested to ensure the atmosphere is not over 10% of the lower flammable limit before cutting or welding in or on the tank.
- Small tanks, piping or containers that cannot be entered are cleaned, purged and tested before cutting or welding on them begins.
- A fire watch has been established.

Flammable and Combustible Materials

The superintendent shall regularly evaluate the presence of combustible materials on the jobsite. Certain types of substances can ignite at relatively low temperatures or pose a risk of catastrophic explosion if ignited. Such substances obviously require special care and handling.

For Class A combustibles including common combustible materials such as wood, paper, cloth, rubber and plastics, the following will occur:

- Dispose of waste daily.
- Keep work areas clean and free of fuel paths that could allow a fire to spread.
- Keep combustibles away from accidental ignition sources such as heat or spark producing tools and equipment.
- Store oily or greasy rags in metal bins with self-closing lids.
- Make frequent inspections to anticipate fires before they start.

Water and multi-purpose dry chemical (ABC) fire extinguishers are approved for use for Class A combustible fires. For Class B combustibles including oils, greases, tars, oil-based paints and lacquers, flammable gases and flammable aerosols, the following will occur:

- Use only approved pumps to dispense liquids from tanks, drums, barrels or similar containers (or use approved self-closing valves or faucets).
- Do not dispense Class B flammable liquids into containers unless the nozzle and container are electrically interconnected by contact or by a bonding wire. Either the tank or the container must be grounded.

- Store, handle and use Class B combustibles only in approved locations where vapors are prevented from reaching ignition sources such as heating or electric equipment, open flames, or mechanical or electric sparks.
- Do not use a flammable liquid as a cleaning agent inside a building.
- Do not use, handle or store Class B combustibles near exits, stairs or any other areas normally used as exits.
- Do not weld, cut, grind or use unsafe electrical appliances or equipment near Class B combustibles.
- Do not generate heat, allow an open flame, or smoke near Class B combustibles.
- Know the location of and how to use the nearest portable fire extinguisher rated for a Class B fire.

Do not use water for a Class B fire caused by flammable liquids. Carbon dioxide and multi-purpose dry chemical (ABC) fire extinguishers are approved for Class B fires.

Fire Extinguishers

MAX RIEKE & BROTHERS, INC. will utilize multi-purpose dry chemical (ABC) fire extinguishers. The fire

extinguishers will be visually checked monthly by MAX RIEKE & BROTHERS, INC. and will be tested and inspected annually by a third party.

Fire extinguishers will be placed within 100 feet of travel distance in any direction and/or every 3,000 square feet of the job area. In multi-story buildings, at least one fire extinguisher shall be located adjacent to the stairway.

Documented Training

Employees will be provided documented training on the following:

- MAX RIEKE & BROTHERS, INC. 's Fire Prevention Policy
- Good housekeeping practices
- Proper response and notification in the event of a fire
- How to use a portable fire extinguisher, including the limitations of a fire extinguisher
- Recognition of potential fire hazards
- The location of fire prevention equipment
- Proper care and maintenance of fire prevention equipment

Hazard Communication Program

The purpose of this policy is to comply with 29 CFR 1910.1200. The Hazard Communication Policy will also:

1. Inform employees of MAX RIEKE & BROTHERS, INC.'s compliance with the OSHA Hazard Communication Standard which includes compiling a hazardous chemicals list, having available and using Safety Data Sheets (SDSs), labeling containers, and providing appropriate training.
2. Explain how the Hazard Communication responsibilities are being put into effect at MAX RIEKE & BROTHERS, INC..

This policy applies to all work operations at MAX RIEKE & BROTHERS, INC. where there may be exposure to hazardous chemicals under normal working conditions.

As part of this policy, our affected employees will be informed of the contents of the Hazard Communication Standard, the hazardous properties of the chemicals with which they work, safe handling procedures, and protective measures.

List of Hazardous Chemicals

A list of all hazardous chemicals used in the facilities will be made and will be update as necessary. The list of chemicals will identify all of the chemicals used in the work areas. It will identify the corresponding SDS for each chemical by using the same name as that used on the SDS. The labels of all containers shipped to MAX RIEKE & BROTHERS, INC. from outside will also contain the name and address of the chemical manufacturer who can be contacted if additional information is needed.

A master list of those chemicals will be attached to this policy.

Safety Data Sheets (SDSs)

SDSs provide specific information on the chemicals in use. The SDS will contain the section numbers and headings, and associated information under each heading, in the order specified by the OSHA Hazard Communication Standard per the Global Harmonized System as follows:

1. Identification of Substance and Supplier – product identifier, manufacturer/distributor name, address, phone number, emergency phone number, recommended use, restrictions on use.
2. Hazards Identification – includes all hazards regarding chemical, required label elements.
3. Compositions and Information on Ingredients – includes information on chemical ingredients, trade secret claims.
4. First Aid Measures – important symptoms/effects – acute and delayed, required treatment.
5. Fire Fighting Measures – lists suitable extinguishing techniques, equipment, proper methods of containment and clean-up.

6. Accidental Release Measures – lists emergency procedures, protective equipment, proper methods of containment and clean-up.
7. Handling and Storage – lists precautions for safe handling and storage, including incompatibilities.
8. Exposure Controls/Personal Protection – lists OSHA's permissible exposure limits (PELs), threshold limit values (TLVs), appropriate engineering controls, PPE.
9. Physical and Chemical Properties – lists the chemical's characteristics.

10. Stability and Reactivity – lists chemical stability and possibility of hazardous reactions.
11. Toxicological Information – includes routes of exposure, related symptoms, acute and chronic effects, numerous measure of toxicity.
12. Ecological Information – not enforced by OSHA
13. Disposal Considerations – not enforced by OSHA
14. Transportation Information – not enforced by OSHA
15. Regulatory Information – not enforced by OSHA
16. Other Information – includes the date of preparation or last revision.

Information includes fire and explosion data, health hazard data including first aid and emergency procedures in case of accidents, reactivity data, environmental protection procedures, and special protection information such as required personal protective equipment. A binder will be maintained and available for employees with a SDS on every hazardous chemical on our premises. The chemical manufacturer or vendor will be contacted if additional information is necessary of if an SDS has not been supplied with an initial shipment.

Labels

MAX RIEKE & BROTHERS, INC. will also ensure all hazardous chemicals are properly labeled and updated, as necessary. The labels shall list at least the following information:

- Product identifier – chemical names.
- Signal word – describes the level of hazard with only two signal words being used ("danger" more severe, "warning" less severe).
- Hazard statement(s) – describes the nature of the hazard (i.e. causes damage to the kidneys through prolonged exposure) and categorizes the hazard from category 1 to category 4 with 1 being the most hazardous and 4 being the least hazardous.
- Pictograms – as shown below

Health Hazard	Flame	Exclamation Mark
 ▪ Carcinogen ▪ Mutagenicity ▪ Reproductive Toxicity ▪ Respiratory Sensitizer ▪ Target Organ Toxicity ▪ Aspiration Toxicity	 ▪ Flammables ▪ Pyrophorics ▪ Self-Heating ▪ Emits Flammable Gas ▪ Self-Reactives ▪ Organic Peroxides	 ▪ Irritant (skin and eye) ▪ Skin Sensitizer ▪ Acute Toxicity ▪ Narcotic Effects ▪ Respiratory Tract Irritant ▪ Hazardous to Ozone Layer (Non-Mandatory)
Gas Cylinder	**Corrosion**	**Exploding Bomb**
 ▪ Gases Under Pressure	 ▪ Skin Corrosion/Burns ▪ Eye Damage ▪ Corrosive to Metals	 ▪ Explosives ▪ Self-Reactives ▪ Organic Peroxides
Flame Over Circle	**Environment** (Non-Mandatory)	**Skull and Crossbones**
 ▪ Oxidizers	 ▪ Aquatic Toxicity	 ▪ Acute Toxicity (fatal or toxic)

- Precautionary statement(s) – measures to minimize or prevent adverse effects including prevention, response, storage and disposal information (i.e. do not breathe, get medical advice, keep away from heat, etc.)
- Responsible party – name, address, and telephone number of the chemical manufacturer, importer, or other responsible party.

Label information will be verified by referring to the corresponding SDS.

If there are a number of stationary containers within a work area having similar contents and hazards, each of them need not be labeled. However, signs shall be posted to convey the needed hazard information.

If chemicals are transferred from a labeled container to a portable container intended **only** for immediate use, no labels are required on the portable container. However, all other secondary containers not meant for immediate use must be labeled.

Non-Routine Tasks

When performing non-routine tasks, a special training session will be conducted to provide information on the hazardous chemicals for which there might be an exposure and the proper precautions to take to reduce or avoid an exposure.

Training

Everyone who works with or is potentially exposed to hazardous chemicals will receive initial training on the Hazard Communication Policy and the safe use of those hazardous chemicals to which they may be exposed.

Whenever a new hazard is introduced, additional training will be provided as appropriate. Regular safety meetings may also be used to review the information presented in the initial training. Supervisors will be extensively trained regarding hazards and appropriate protective measures so they will be available to answer questions from employees and provide daily monitoring of safe work practices. If unsure about what to do or uncertain about the consequences of any actions being taken, employees should ask their supervisor.

The training program will emphasize the following items:

- Summary of the standard and this written policy.
- Chemical and physical properties of hazardous materials (i.e. flash point, reactivity) and methods which can be used to detect the presence or release of chemicals.
- Physical hazards of chemicals (i.e. potential for fire, explosion, cancer causing, etc.).
- Health hazards, including signs and symptoms associated with exposure to chemicals and any medical condition known to be aggravated by exposure to the chemical.
- Procedures to protect against hazards (i.e. personal protective equipment required, proper use and maintenance, work practices or methods to ensure proper use and handling of chemicals, and procedures for emergency response).
- Work procedures to follow to ensure protection when cleaning hazardous chemical spills and leaks.
- Where SDSs are located, how to read and interpret the information on both labels and SDSs, and how employees may obtain additional hazard information.

Contractor/Visitor Safety

Contractors and subcontractors working at MAX RIEKE & BROTHERS, INC. facilities/jobsites will be informed of hazardous chemicals present and will be instructed to follow all the safety and health rules which apply to the areas where they are working. Additionally, contractors and subcontractor bringing hazardous chemicals to MAX RIEKE & BROTHERS, INC. facilities/jobsites will inform MAX RIEKE & BROTHERS, INC. employees of these hazardous chemicals and provide access to SDSs for each chemical.

Hazardous Energy Control - Lockout/Tagout Policy

The purpose of this policy is to protect personnel from hazards and injuries that may occur as the result of unexpected energizing, start-up, or release of stored energy. Each employee shall become familiar with the contents of this policy and ensure compliance with its procedures.

Authorized and Affected Personnel

Authorized – A person who locks or implements a tagout system procedure on machines or equipment to perform the servicing or maintenance on that machine or equipment. An authorized and an affected employee may be the same person when the affected employee's duties also include performing maintenance or service on a machine or piece of equipment which is locked and tagged out.

Affected – A person whose job requires them to operate or use a machine or piece of equipment on which servicing is being performed under lockout/tagout or whose job requires them to work in an area where such servicing or maintenance is being performed.

Training

Management will provide training to ensure the purpose and the function of lockout/tagout procedures are understood by all employees. Supervisors shall certify employee training has been completed and is current. Training shall include the following:

1. Each authorized employee shall receive training in the recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control.
2. Each affected employee shall be instructed in the purpose, recognition and use of the energy control procedure.
3. All other employees whose work operations are or may be in an area where energy control procedures may be utilized shall be instructed about the procedure and about prohibitions relating to attempts to re-start or re-energize machines or equipment which are locked/tagged out.
4. Retraining shall be provided for all authorized and affected employees whenever there is a change in their job assignments, a change in machines, equipment or process which presents a new hazard, or when there is a change in energy control procedures.

General Lockout/Tagout Procedure

The following procedures are the minimum requirement for the control of hazardous energy whenever maintenance or servicing is required on machines or equipment. These procedures shall be followed to ensure machinery or equipment is isolated from all energy sources. In addition, **implementation of lockout/tagout shall be performed only by authorized employees.**

1. **Prepare for Shutdown** – Before an authorized or affected employee turns off a machine or piece of equipment, they shall have the knowledge of the type and magnitude of the energy, the hazards of the energy to be controlled, and the method or means to control the energy. All affected employees shall be notified that the machine or equipment needs servicing or repair and the equipment will be locked out.
2. **Shutdown** – Shut down of equipment should be done according to normal stopping procedure (i.e. stop button, valve, etc.).

3. **Machine or Equipment Isolation** – All energy isolating devices that are needed to control the energy to the machine or equipment shall be physically located and operated in such a manner as to isolate the machine or equipment from the energy source(s).
4. **Lockout/Tagout Device Application** – Lockout/tagout devices shall be affixed to each energy isolating device by authorized employees. Lockout devices shall be affixed in a manner that will hold the energy in a "safe" or "off" position. Tagout devices shall be affixed in a manner that will clearly indicate the operation or movement of energy isolating devices from the "safe" or "off" position is prohibited.
5. **Stored Energy** – Following the application of lockout/tagout devices, all potentially hazardous stored energy (i.e. air lines, hydraulic lines, steam lines, elevated machine members, etc.) shall be dissipated or restrained.
6. **Verification of Isolation** – Prior to starting work on machines or equipment, the authorized employee shall verify the isolation and de-energization of the machine or equipment has been accomplished. Ensure all employees are clear of equipment when switches are being tested to verify isolation.
7. **Restoring Equipment to Service** – The machine or equipment shall be checked to ensure all components are intact and all tools and non-essential items have been removed. The work area shall be checked to ensure all employees are away from machinery and/or safely positioned. All controls shall be checked to ensure they are in a neutral position. Each lockout/tagout device shall then be removed by the authorized employee who placed the device.

   Exception: When the authorized employee who applied lockout/tagout devices is not available to remove them, the devices may be removed under the direction of that employee's supervisor. Specific training and procedures for such removal shall be provided for all employees involved in lockout/tagout operations. The procedures and training shall be documented. The procedures for removal when the authorized employee who installed the devices is not available include:

   - *Verification by the authorized employee's immediate supervisor that the employee who applied the device is not at the facility,*
   - *Making all reasonable efforts to contact the authorized employee to inform them that his/her device has been removed, and*
   - *Ensuring the authorized employee has this knowledge before they resume work at the facility.*

Group Lockout/Tagout

When servicing or maintenance is performed by a crew, procedures which afford the same protection as installation of personal lockout/tagout devices shall be utilized. This may be accomplished by:

- Application of a multi-lock device by the primary authorized employee to the energy isolating device.
- Application of the primary authorized employee's lock to the multi-lock device.
- Each authorized employee affixing their own personal lock to the multi-lock device when they begin work. Those personal locks shall be removed when the authorized employee stops working on the machine or equipment.
- The primary authorized employee removing his/her lock and the multi-lock device when all service and/or maintenance has been completed.

Shift or Personnel Changes

To ensure the continuity of lockout/tagout and provide orderly transfer of lockout/tagout between off-going and on-coming employees, the off-going authorized employee shall communicate to the on-coming authorized employee which machine or equipment is involved in
lockout/tagout and why. All lockout/tagout devices attached to the machine or equipment by the off-going personnel shall be removed and immediately replaced with like devices by the on-coming authorized personnel. The primary authorized employee shall ensure all pertinent coordination between off-going and on-coming personnel has been completed and all energy is rendered safe before on-coming personnel start work.

Outside Personnel

When servicing, maintenance, or repair is by an outside contractor, the supervisor and the outside employer shall inform each other of their respective lockout/tagout procedures. The outside contractor shall follow their lockout/tagout procedures for the machinery/equipment involved in their work operations.

Lockout/Tagout Procedure for Devices Isolated by Single Plug-In

The following procedure may be utilized when isolating energy to a single plug-in device:

1. Remove the plug from the outlet.
2. Release any stored energy.
3. If plug remains in sight of the person performing repairs, this will satisfy the lockout procedure. If the repair cannot be made immediately or the person performing the repair must leave the machine, a lockout device for blocking the plug from connection to the outlet must be installed.
4. If more than one person is working on a machine, each person must apply a lockout/tagout device.

Lockout/Tagout Procedure for Fork Lift

The following procedures shall be followed whenever servicing or maintenance is completed on a fork lift:

1. Locate the vehicle to a service area.
2. Notify all affected personnel.
3. Lower or block the raising device.
4. Remove the key from the ignition.
5. Place the "Out of Service" tag on the door handle.
6. Block the raising and lowering controls to prevent operation.
7. After repair, the "Out of Service" tag shall only be removed by the person working on the fork lift. Each person working on the equipment shall place their own tag on the equipment.
8. Upon completion of work, each individual should inspect the area and the device before removing only their tag.
9. Return the equipment to service when all work is complete and all tags are removed.

Lockout/Tagout Procedure for Equipment Wired Directly to Source

The following procedures shall be followed for all equipment wired directly to the energy source:

1. Locate the breaker that energized the equipment or machinery.
2. Notify affected employees the equipment is being serviced.
3. Switch the breaker to the "Off" position.
4. Attach appropriate breaker lockout device with a tag identifying the person working on the equipment.
5. Test the equipment by attempting to start the equipment. If no start buttons are present, test the electrical connections for signs of energy.
6. Follow the general company lockout/tagout procedures for the extent of the work.

Housekeeping Policy

This policy outlines the requirements for general housekeeping at MAX RIEKE & BROTHERS, INC. jobsites. The Superintendent is responsible for implementation of this policy by completion of the following:

- Conducting a daily walkthrough throughout the jobsite to assess housekeeping issues.
- Taking action immediately where housekeeping is not in accordance with the company policy.
- Ensuring subcontractors keep their work areas and other designated areas in a clean and orderly condition.
- Responding to reports of unsafe situations in the workplace.
- Ensuring machines and equipment are kept clean in accordance with MAX RIEKE & BROTHERS, INC. or manufacturer's policies and procedures.

Housekeeping Procedures

MAX RIEKE & BROTHERS, INC. has standardized housekeeping measures to meet regulatory and owner requirements and to encourage safety among our employees. The following procedures cover all areas and departments present in our facility or at jobsites.

Storage Areas

There are designated storage locations for raw materials and finished products. Carts, forklifts, and conveyors will be used to store and move materials within the jobsite. In order to provide easy access to these areas and avoid problems such as slipping and tripping, walkways will be kept clear at all times and clean-up will be performed daily.

All areas of the jobsite will be inspected daily for proper housekeeping. Any problems reported or observed will be taken care of immediately by the Superintendent or designee.

Aisles, Walkways, and Floors

Aisles, walkways and floors will be kept clean and open by:

- Providing sufficient/safe clearances and access to all work areas, fire aisles, fire extinguishers, fire blankets, electrical disconnects, safety showers, other emergency aids, doors, and access to stairways, if present.
- Keeping aisles and walkways free of physical obstructions that would prevent access, including path-blocking objects, liquid or solid spills, and other obstructions.
- Keeping aisles at least 3 feet wide for access to doors, windows, etc.
- Keeping floors clean, dry or as dry as possible, slip-resistant, and free of waste, unnecessary material, oil and grease, protruding nails, splinters, holes, or loose boards.
- Providing an adequate number of waste receptacles at accessible locations throughout all work areas.
- Always keeping aisles, walkways, and floors clear of debris.

Any floor used to store materials will be addressed to comply with floor loading protection and will be labeled as follows:

- The loads approved by the building official shall be marked on plates of approved design which shall be supplied and secured in a conspicuous place in each space to which they relate. Such plates shall not be removed or defaced but, if lost, removed, or defaced, shall be replaced by the owner or his agent.

Office and Service Areas

Office space and general areas will be cleaned daily or when needed.

Incident Reporting and Investigation Policy

It is the policy of MAX RIEKE & BROTHERS, INC. to investigate and apply the appropriate corrective action to any incident or near miss which occurs with the intent to prevent future potential loss/injury. It is also the policy of MAX RIEKE & BROTHERS, INC. to require its subcontractors to do the same.

Responsibility

MAX RIEKE & BROTHERS, INC. management has the overall responsibility for this policy.

- The *Employee* is responsible for:
    - Reporting all near miss incidents, property damage, injuries or illnesses, regardless of how minor, to their supervisor and participating in the investigation, root cause analysis and corrective action development of these incidents.
    - Identifying hazards and correcting them and/or reporting them to prevent incidents from occurring.

- The *Supervisor* is responsible for:
    - Acting upon all injury, illness, and near miss and property damage events and taking appropriate actions to mitigate or isolate the situation, care for the injured and secure the safety of the area.
    - Notifying management immediately after the incident and maintaining a safe work environment.
    - Taking corrective action(s), if appropriate and notifying management about the action.
    - Completing the appropriate Incident Report form for all injury incidents, near misses, and/or property damage before the end of the shift of the incident and forwarding it to management for review and signature.
    - Assembling an incident investigation team, if necessary, and conducting initial investigation.
    - Developing, implementing and documenting corrective actions. Deciding on further actions necessary to care for the injured and secure the safety of the area.

- The *Project Manager/Management/HR* is responsible for:
    - Assisting the Supervisor with recommendations for care of injured, area safety and/or isolation, and magnitude and immediate action necessary.
    - Participating in the incident investigation process and ensuring corrective action(s) are taken, if appropriate.
    - Notifying OSHA within 8 hours of an incident resulting in a loss of life a MAX RIEKE & BROTHERS, INC. employee.
    - Notifying OSHA within 24 hours of an incident involving an inpatient hospitalization, loss of an eye, or amputation.
    - Ensuring the Incident Report is completed properly. In case of a first aid/near miss, a summary of the incident shall be submitted to all supervisors.
    - Coordinating the filing of Workers' Compensation claims with the company's insurance carrier.
    - Identifying patterns of incidents to avoid such future incidents.

Procedure

- Reporting of Incidents

    - All injuries/accidents/incidents must be reported immediately to the affected employee's supervisor. The supervisor will investigate the incident, and complete the appropriate Incident Report form identifying hazards and specifying corrective action. The intent is to identify and resolve potential injury/property damage situations so they do not occur again.
    - First aid treatment is administered and/or the injured employee is referred to an occupational medical facility.
    - An incident investigation team is assembled and a thorough root cause analysis conducted including identification of corrective actions.
    - The supervisor completes the appropriate Incident Report form and turns it into management before the end of the shift during which the injury occurred. The affected worker(s) shall participate in the investigation and report preparation. For any accident involving defective equipment, the area should be secured with barrier tape, equipment locked and tagged out, and only released for production after management has given clearance. In severe injury cases, the equipment is released only after the President/Director of Operations/Plant Manager has inspected and given clearance taking into consideration government inspection requests.
    - Management assists with the incident investigation. Also, upon receipt of the Incident Report form, reports the incident to the Workers' Compensation Carrier. Incident summaries and trend information is presented management and supervisors on a regular basis.

- Investigation of Incidents

    - An investigation team will be assembled as soon as the injured is cared for and the scene is safe. The team will be led by the supervisor responsible for that particular area and will include the affected worker, contractors, maintenance, and management, if appropriate.
    - Supervisors should be objective throughout the investigation. The purpose is to find the root cause(s), not to place blame on the individual, and most importantly to prevent it from ever happening again.
    - Supervisors will thoroughly check the incident site immediately after the incident.
    - The team will discuss the incident with the employee and with those who witnessed it or were involved. When investigating the incident, consider environmental conditions, position of employees at the time of the accident, equipment involved, and work being performed.

        - Identify what happened, root cause(s), why it happened, and corrective action or what steps should be taken to assure it does not happen again. Completion dates will be identified with responsible parties and corrective action(s) will be documented.
        - If there is a delay in getting an unsafe condition corrected, supervisors will take temporary precautions necessary to protect employees until the unsafe condition no longer exists.
        - If employee failure (unsafe act) was involved, supervisors will properly instruct all employees how to prevent recurrence.

    - Incidents will be reviewed with MAX RIEKE & BROTHERS, INC. personnel as appropriate.

- All recordable incidents will be recorded on the OSHA 300 Log within 7 calendar days of occurrence. The log can be updated or amended if an injured employee's medical condition changes.

Injured Employee Incident Report

INJURED PERSON INFORMATION		
Name:		
Home Address:		Date of Birth: / /
City:	State:	ZIP Code:
Home Phone:	Work Phone:	
Immediate Supervisor:	Title	
Date Reported to Injured Person's Supervisor: / /		
Other than the day of the Accident/Illness was time lost from work?(circle answer) YES NO		
RESPONDER(S) INFORMATION		
Name of Respondent:		
Respondents' Supervisor:	Date Reported: / /	
Name of Respondent:		
Respondents' Supervisor:	Date Reported: / /	
Name of Respondent:		
Respondents' Supervisor:	Date Reported: / /	
Name of Person(s) Providing First Aid:	Company:	

ADDITIONAL STAFF PRESENT AT ACCIDENT		
Name:	Employer:	Phone #:
Name:	Employer:	Phone #:
Name:	Employer:	Phone #:

Name:	Employer:	Phone #:
Name:	Employer:	Phone #:

ACCIDENT INFORMATION

Date Reported to PWCI Main Office: / /	Time Reported to PWCI Main Office: AM/PM
Accident/Illness Details:	
Date of Accident/Illness: / /	Time of Accident/Illness: AM/PM
Injured/Ill Person was: ___ Employee ___ Subcontractor Employee Company Name:_____ ___ Visitor/General Public	Accident/Illness was: ___ Work Related ___ Recreation/Leisure ___ Other (Explain) _____
Exact Location of the Accident:	
If Inside, Building Name & Room Number/Location:	
Surface Conditions: ___Wet ___Icy ___Uneven ___Dry ___Other (Explain):	
Illumination: ___Dark ___Bright ___Artificial Light ___Other (Explain):	
Describe the Weather Conditions:	
List any equipment in use at time of Accident/Illness:	

List any personal protective equipment worn by injured/ill person at the time of Accident/Illness:	
Nature of Injury:	
Describe the Injury (i.e. cut left finger):	
Was First Aid Treatment Required? (circle answer) YES NO	
Was Treatment Refused? (circle answer) YES NO	
Did Emergency Medical Services (EMS) Attend? (circle answer) YES NO	
Was Medical Aid Required by a Physician? (circle answer) YES NO	
Name of Attending Physician/Clinic/Hospital:	
Witness Name:	Home Phone:
Business Phone:	Relation to Subject:
Witness Name:	Home Phone:
Business Phone:	Relation to Subject:
Witness Name:	Home Phone:
Business Phone:	Relation to Subject:
Witness Name:	Home Phone:
Business Phone:	Relation to Subject:
NOTE: ATTACH ONE STATEMENT FOR EACH WITNESS TO THIS REPORT.	

Near Miss Incident Report

Name of Person Involved: Title of Person Involved:
Is this a MAX RIEKE & BROTHERS, INC. employee?(circle answer) YES NO If NO, Max Rieke & Brothers, Inc. Involved:
Name of Person Completing Form: Contact Phone #:
Witness:
Date and Time of Incident:
Near Miss Location (building name, room #, stairs, hallway, location on jobsite:
Near Miss Description (describe fully, the protocol/procedures being followed including all substances, equipment and machinery being used which were related to the near miss – use additional sheets if necessary):
Personal Protective Equipment (PPE) Used:
Severity – Circle the level of severity you feel could occur if such an incident evolved (i.e. high = fatality, permanent disability, high dollar loss, medium = temporary disability, some dollar loss, low = minor or no injury, no dollar loss). Consider physical injuries, property/equipment damage and environmental impacts. HIGH MEDIUM LOW
Probability – Circle the level of probability you feel a person or property may be exposed to in similar situations where hazards or system failures may be present or are likely to be present (i.e. high = tasks occur frequently and by numerous individuals, medium = tasks occur regularly by certain individuals, low = tasks occur infrequently by few individuals. Consider complexity of the system, human factors, etc. HIGH MEDIUM LOW
Corrective Actions – what should be done or what has been done to prevent recurrence of this incident (i.e. employee training, change of procedures, purchasing of equipment, etc.):
Miscellaneous Information – provide any other information or recommendations you feel are pertinent to this incident.

Auto Incident Report

Please answer to the best of your ability.		
DRIVER INFORMATION		
Name:		
Home Address:		Date of Birth: / /
City:	State:	ZIP Code:
Home Phone:	Work Phone:	
Immediate Supervisor:		Title
Extent of Injuries:		
VEHICLE INFORMATION		
Make:	Model:	Year:
VIN:	License Plate:	
OPPOSING DRIVER/VEHICLE INFORMATION		
Name:		
Address:		Phone:
City:	State:	ZIP Code:
Vehicle Owner:		
Make:	Model:	Year:
VIN:	License Plate:	
Insurance Company:		
Policy #:		Expiration Date:
Extent of Injuries:		

WITNESS INFORMATION **Name**	**Phone**
DESCRIPTION OF ACCIDENT CONDITIONS	
Date:	Time:
City:	State:
Weather Conditions:	
Location:	
EMERGENCY RESPONSE INFORMATION	
Investigation Officer:	Badge:
Case #:	Ticket #:
Please describe events leading up to the accident:	
Signature:	Date:

Lost, Stolen or Damaged Property Report

Date of Loss:	Time of Occurrence:	
Weather Conditions:	Temperature:	
Location of Incident:	Zip Code:	
Did occurrence happen on MAX RIEKE & BROTHERS, INC. jobsite?(circle answer): YES NO		
If YES, what jobsite:		
Type of Property: ___Tools/Equipment ___New Construction Materials ___Pollution/Environmental Contamination ___Other, please explain		
Estimated Value:		
Are there liquidated damages? (circle answer) ___YES ___NO	If yes, how much:	
Will the damage delay job completion or delivery? (circle answer) ___YES ___NO	If yes, how long:	
Make/Model of Equipment:		
Serial Number of Equipment:		
Please explain the extent of property damage, location and quantity:		
Did occurrence affect the operations of a third party? (circle answer) ___YES ___NO		
Was a police report filed? (circle answer) ___YES ___NO If yes, report/case number:		
Was damaged property a MAX RIEKE & BROTHERS, INC. vehicle? (circle answer) ___YES ___NO **IF YES, PLEASE COMPLETE AUTO ACCIDENT REPORT.**		
OWNER/SUPPLIER INFORMATION		
Equipment/Material Owner:		
Who had possession of material/equipment (company)?		
Was equipment leased or rented? (circle answer) ___YES ___NO		

If YES, do we have a copy of the agreement? (circle answer) ___YES ___NO	
Have written notifications been sent to the responsible parties and insurance carriers? (circle answer) ___YES ___NO ___N/A	
If YES, to whom?	
Contact Name for Property:	
Contact's Address:	
City/State:	Zip Code:
Contact's Phone Number:	
Was anyone injured? (circle answer) ___YES ___NO **IF YES, PLEASE COMPLETE INJURED EMPLOYEE INCIDENT REPORT.**	
WITNESS INFORMATION **Name** **Phone**	

Report Completed By:_____

Title:_____ Date:_____

Incident Statement

Circle One: Injured Person Superintendent Project Mgr. Witness

Witness' Name (please print): _____

Please describe the accident (use additional sheets if necessary):

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____ _____

Witness' Signature Date

OSHA Inspection Policy

The Occupational Safety and Health Administration (OSHA) is responsible for enforcing health and safety standards developed to save lives, prevent workplace injuries and illnesses and protect America's workers. MAX RIEKE & BROTHERS, INC. welcomes the opportunity to partner and cooperate with OSHA.

Inspection Guidelines

- OSHA must obtain MAX RIEKE & BROTHERS, INC.'s consent or a valid warrant to enter any premises. MAX RIEKE & BROTHERS, INC. will not require a warrant from OSHA to inspect our facilities.
- If an OSHA inspector appears with the intent to perform an inspection, management will be notified immediately. If management is not immediately available, a supervisor shall communicate and represent MAX RIEKE & BROTHERS, INC..
- When greeting the inspector, note the time of his/her arrival and review his/her credentials carefully. This information should be immediately recorded on the ***OSHA Inspection Report*** at the end of this section and/or in the forms section.
- Ask the inspector to identify the type of inspection to be conducted. Record this information immediately.
- Request an opening conference or pre-inspection conference prior to the inspection. During this conference, the inspector will explain the reason for the inspection (i.e. employee complaint, focus four, etc.). Should the reason involve a specific subcontractor or subcontractors, request a representative from that subcontractor be involved in the opening conference.
- During the inspection, MAX RIEKE & BROTHERS, INC.'s representative should always be cooperative and courteous to the inspector.
- In the event an issue of concern is identified, MAX RIEKE & BROTHERS, INC. should take immediate actions to correct the act or condition.
- During the inspection, if any pictures, measurements, or documentation is recorded, the MAX RIEKE & BROTHERS, INC. representative should record or photo the conditions as well.
- Upon completion of the inspection, the inspector should host a formal closing conference or post inspection conference. During this conference, it is prudent to ask if any "alleged" citations or enforcement actions are warranted. The inspector should share any discerning information. Final citations will not be issued on site but will arrive by certified mail from OSHA's office.
- It is very important that all information surrounding the inspection be documented on the ***OSHA Inspection Report*** so MAX RIEKE & BROTHERS, INC. can track and manage any pending issues related to the inspection.

OSHA Inspection Report

GENERAL INFORMATION

Date:_____ Time of Inspector's Arrival: _____
Facility Name: _____
Facility Address:_____
MAX RIEKE & BROTHERS, INC.'s Representative:_____ Job Title:_____

INSPECTOR INFORMATION

Inspector Name: _____
OSHA Area or Field Office: _____
Contact Number: _____ Badge Number: _____
Type of Inspection: _____
Time of First Appearance: _____ First Person Contacted: _____

INSPECTION INFORMATION

Was opening conference held? _____ Yes _____ No
Did inspector wait for management to attend? _____ Yes _____ No
Were photos and documentation recorded during the inspection? _____ Yes _____ No

Please forward all photos and documentation to Human Resources.
Please list additional inspection information and infraction information on back side of this sheet.

INFRACTION INFORMATION

Please list any alleged violations or enforcement actions that may be submitted as a result of the Inspection:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Personal Protective Equipment Policy

MAX RIEKE & BROTHERS, INC. will provide and require the use of Personal Protective Equipment (PPE) to protect employees from occupational hazards that cannot be eliminated through engineering and administrative controls.

Responsibilities

Management is responsible for:

1. Conducting hazard assessments to identify potential physical, chemical, and/or biological hazards associated with work requirements.
2. Ensuring employees understand the hazards associated with their job duties and are trained on the following:
    a. When use of PPE is necessary
    b. What PPE is necessary
    c. How PPE is to be worn
    d. The limitations of the PPE in use
    e. The proper care and maintenance of the PPE
    f. The anticipated lifetime of the PPE
3. Posting signs to identify hazards and notify personnel of protective equipment requirements (i.e. Hard Hats Required, Hearing Protection Required, etc.).
4. Providing PPE when required and offering it in several sizes, shapes, and types to ensure proper fit to the worker.
5. Ensuring PPE is replaced when found to be damaged, inadequate, or defective.

Employees are responsible for:

1. Properly using the PPE required for the tasks they are performing.
2. Inspecting PPE prior to use for defects and obtaining new PPE if the equipment is found to be defective.
3. Properly cleaning, storing or disposing of PPE after use.
4. Reporting defective or inadequate PPE to their supervisor.

Hazard Assessment Evaluation

The following PPE has been determined as necessary for specific work operations:

EYE AND FACE PROTECTION

Source	Assessment of Hazard	Protection
Drill Press	Flying Debris	Safety Glasses, Full Face Shield
Grinder	Flying Debris	Safety Glasses, Full Face Shield
Chop Saw	Flying Debris	Safety Glasses, Full Face Shield
Arc Welder	Burns	Welding Helmet
Torch	Burns and Flying Debris	Cutting Goggles
Air Chisel	Flying Debris	Safety Glasses

HEAD PROTECTION

Source	Assessment of Hazard	Protection
Falling Objects From Above	Head Injury	Hard Hat

FOOT PROTECTION

Source	Assessment of Hazard	Protection
Torch and Welder	Burns	Sturdy Work Boots
Chemicals	Chemical Burns	Sturdy Work Boots
Forklift or Rolling Objects	Crushing	Steel Toe Work Boot

RESPIRATORY PROTECTION

Source	Assessment of Hazard	Protection
Atmospheric Contamination	Breathing Air Contamination	Respirators

HAND PROTECTION

Source	Assessment of Hazard	Protection
Chemicals	Chemical Burns	Chemical Resistant Gloves
Torch	Burns	Leather Gloves
Welder	Burns	Leather Gloves

HEARING PROTECTION

Source	Assessment of Hazard	Protection
Noisy Machinery	Hearing Loss	Ear Muffs and/or Ear Plugs

PROTECTIVE CLOTHING

Source	Assessment of Hazard	Protection
Dust, Liquids, Gases, Vapors	Skin Burns	Tyvek Coveralls

Respiratory Protection Policy

The purpose of this policy is to minimize the hazards associated with occupational exposure to airborne contaminants such as dusts, mists, fumes, and gases and to provide uniform methods and requirements ensuring employee safety.

In the control of those occupational diseases caused by breathing air contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, sprays, or vapors, the primary objective shall be to prevent atmospheric contamination. This shall be accomplished as far as feasible by accepted engineering control measures (i.e. enclosure or confinement of the operation, general and local ventilation, and substitution of less toxic materials). When effective engineering controls are not feasible, or while they are being instituted, appropriate respirators shall be used.

Respiratory protective devices shall be approved by the National Institute for Occupational Safety and Health (NIOSH) or acceptable to the U.S. Department of Labor for the specific contaminant to which the employee is exposed.

General Responsibilities

- Supervisors will evaluate chemicals/compounds/work processes which can cause respiratory illnesses and determine the need for appropriate respiratory protection.
- Supervisors will ensure all employees who wear respirators are appropriately trained.
- Supervisors shall ensure the respiratory protection policy is implemented in their work areas.
- Supervisors shall ensure respirators are properly cleaned, maintained and stored.
- Employees shall inform their supervisor of defective or deteriorated respirators. Defective or deteriorated respirators shall be replaced immediately.

Respirator Selection

- Supervisors shall select respirators based upon the hazard assessment. The chemical and physical properties of the contaminant as well as the toxicity and concentration of the hazardous material shall be considered in selecting the proper respirators.
- The nature and extent of the hazard, work requirements, work conditions and limitations and characteristics of available respirators shall also be considered in making the proper selection. The following table lists the types of respirators required for protection in dangerous atmospheres:

Selection of Respirators	
Hazard	**Respirator (See Note)**
Oxygen Deficiency	Self-contained breathing apparatus. Hose mask with blower. Combination air-line respirator with auxiliary self-contained air supply or an air-storage receiver with alarm.
Gas and Vapor Contaminants Immediately Dangerous to Life and Health	Self-contained breathing apparatus. Hose mask with blower. Air-purifying, full face piece respirator with chemical canister (gas mask). Self-rescue mouthpiece respirator (for escape only). Combination air-line respirator with auxiliary self-contained air supply or an air-storage receiver with alarm.

Selection of Respirators	
Hazard	**Respirator (See Note)**
Gas and Vapor Contaminants Not Immediately Dangerous to Life and Health	Air-line respirator. Hose mask without blower. Air-purifying, half-mask or mouthpiece respirator with chemical cartridge.
Particulate Contaminants Immediately Dangerous to Life and Health	Self-contained breathing apparatus. Hose mask with blower. Air-purifying, full face piece respirator with appropriate filter. Self-rescue mouthpiece respirator (for escape only). Combination air-line respirator with auxiliary self-contained air supply or an air-storage receiver with alarm.
Particulate Contaminants Not Immediately Dangerous to Life and Health	Air-purifying, half-mask or mouthpiece respirator with filter pad or cartridge. Air-line respirator. Air-line abrasive-blasting respirator. Hose mask without blower.
Combination Gas, Vapor, and Particulate Contaminants Immediately Dangerous to Life and Health	Self-contained breathing apparatus. Hose mask with blower. Air-purifying, full face piece respirator with chemical canister and appropriate filter (gas mask with filter). Self-rescue mouthpiece respirator (for escape only). Combination air-line respirator with auxiliary self-contained air supply or an air-storage receiver with alarm.
Combination Gas, Vapor, and Particulate Contaminants Not Immediately Dangerous to Life and Health	Air-line respirator. Hose mask without blower. Air-purifying, half-mask or mouthpiece respirator with chemical cartridge and appropriate filter.
NOTE: For the purpose of this part, "Immediately dangerous to life and health" is defined as a condition that either poses an immediate threat to life and health or an immediate threat of severe exposure to contaminants, such as radioactive materials, which are likely to have adverse delayed effects on health.	

Issuance, Use, and Care of Respirators:

- Persons should not be assigned to tasks requiring use of respirators unless it has been determined they are physically able to perform the work and use the equipment.
- A physician shall determine what health and physical conditions are pertinent to the use of the selected respirator.
- The mandated OSHA Respirator Medical Evaluation Questionnaire shall be completed by the employee. This document shall be used by the physician during the baseline medical evaluation. *See OSHA Medical Evaluation Questionnaire*.

- Results of these physical examinations and tests shall be reported to the company. Documentation supporting the examination and tests shall be maintained on file.
- Such tests and examinations shall be performed at least annually.
- Each employee shall be fit tested by one of the following methods before they use any respirator with a negative or positive pressure tight-fitting face piece. Fit testing shall be performed by an individual trained and familiar with the fit testing method to be used. Fit testing may be either qualitative or quantitative.

    - Qualitative: Testing involves introduction of a gas, vapor, or aerosol test agent into an area around the head of the respirator user.
    - Quantitative: Testing involves measuring the amount of leakage into the respirator either by generating a test aerosol as a test atmosphere or using controlled negative pressure to measure the volumetric leak rate.

- Fit testing shall be performed prior to an employee's initial use of a respirator, whenever a different model, size, make or style of respirator face piece is used, and at least annually thereafter. Records of fit testing shall be kept on file.
- Respiratory protective equipment shall be inspected regularly and maintained in good condition.
- Gas mask canisters and chemical cartridges shall be replaced as necessary so as to provide complete protection. Mechanical filters shall be cleaned or replaced as necessary so as to avoid undue resistance to breathing.

Use of Respirators

- During the hazard evaluation, possible emergency and routine uses of respirators should be anticipated and planned for.
- In areas where the wearer, with failure of the respirator, could be overcome by a toxic or oxygen-deficient atmosphere, at least one additional worker shall be present. Communications (visual, voice, or signal line) shall be maintained between both or all individuals present. Planning shall be such that one individual will be unaffected by any likely incident and have the proper rescue equipment to be able to assist the other(s) in case of emergency.
- When self-contained breathing apparatus or hose masks with blowers are used in atmospheres immediately dangerous to life or health, a standby worker must be present with suitable rescue equipment.
- A rescue plan must be in place when persons are using air line respirators in atmospheres immediately dangerous to life or health.
- Providing respiratory protection for individuals wearing corrective glasses is a serious problem. A proper seal cannot be established if the temple bars of the eye glasses extend through the sealing edge of the full face piece. As a temporary measure, glasses with short temple bars or without temple bars may be taped to the wearer's head. Wearing of contact lenses in contaminated atmospheres with a respirator shall not be allowed. Systems have been developed for mounting corrective lenses inside full face pieces. When an employee must wear corrective lenses as part of the face piece, the face piece and lenses shall be fitted by qualified individuals to provide good vision, comfort, and a gas-tight seal.
- If corrective spectacles or goggles are required, they shall be worn so as not to affect the fit of the face piece. Proper selection of equipment will minimize or avoid this problem.

Cleaning, Maintenance, and Care of Respirators

- A program for maintenance and care of respirators shall be adjusted to the type of hazard, working conditions, and hazards involved and shall include the following basic services:

    - Inspection for defects (including a leak check)
    - Cleaning and disinfecting
    - Repair
    - Storage

- Equipment shall be properly maintained to retain its original effectiveness.
- All respirators shall be inspected routinely before and after each use. A respirator that is not routinely used but is kept ready for emergency use shall be inspected after each use and at least monthly to assure it is in satisfactory working condition.
- Self-contained breathing apparatus shall be inspected monthly. Air and oxygen cylinders shall be fully charged according to the manufacturer's instructions. It shall be determined the regulator and warning devices function properly.
- Respirator inspection shall include a check of the tightness of connections and the condition of the face piece, headbands, valves, connecting tube, and canisters. Rubber or elastomeric parts shall be inspected for pliability and signs of deterioration.
  Stretching and manipulating rubber or elastomeric parts with a massaging action will keep them pliable and flexible and prevent them from taking a set shape during storage.
- A record shall be kept of inspection dates and findings for respirators maintained for emergency use.
- Routinely used respirators shall be replaced or collected, cleaned, and disinfected as frequently as necessary to insure proper protection is provided for the wearer.
- Respiratory protective equipment, which has been previously used shall be cleaned and disinfected before it is issued to another employee.
- Emergency rescue equipment shall be cleaned and disinfected immediately after each use.
- Respirators used routinely shall be inspected during cleaning. Worn or deteriorated parts shall be replaced. Respirators for emergency use such as self-contained devices shall be thoroughly inspected at least once a month and after each use.
- Respirators shall be stored to protect against dust, sunlight, heat, extreme cold, excessive moisture, or damaging chemicals.
- Respirators placed at stations and work areas for emergency use should be quickly accessible at all times and should be stored in compartments built for the purpose. The compartments should be clearly marked.
- Routinely used respirators, such as dust respirators, may be placed in plastic bags.
- Respirators should not be stored in places such as lockers or tool boxes unless they are in carrying cases or cartons.
- Instructions for proper storage of emergency respirators, such as gas masks and self-contained breathing apparatus, are found in "use and care" instructions usually mounted inside the carrying case lid.
- Replacement or repairs shall be done only by experienced persons with parts designed for the respirator. No attempt shall be made to replace components or to make adjustment or repairs beyond the manufacturer's recommendations. Reducing or admission valves or regulators shall be returned to the manufacturer or to a trained technician for adjustment or repair.
- Respirators should be packed or stored so that the face piece and exhalation valve will rest in a normal position and function will not be impaired by the elastomer sitting in an abnormal position.

Training

- For safe use of any respirator, it is essential the user be properly instructed in its selection, use, and maintenance. The user shall be instructed and trained by a competent person in the proper use of respirators and their limitations.
- Training shall provide the employee an opportunity to handle the respirator, have it fitted properly, test its face-piece-to-face seal, wear it in normal air for a long familiarity period, and, finally, wear it in a test atmosphere.

- Every respirator wearer shall receive fitting instructions including demonstrations and practice in how the respirator should be worn, how to adjust it, and how to determine if it fits properly.
- Respirators shall not be worn when conditions prevent a good face seal. Such conditions may be a growth of beard, sideburns, and a skull cap that projects under the face piece or temple pieces on glasses. Also, the absence of one or both dentures can seriously affect the fit of a face piece.
- To assure proper protection, the face piece fit shall be checked by the wearer each time he puts on the respirator. This may be done by following the manufacturer's face piece fitting instructions.
- The employee's diligence in observing training information shall be evaluated by periodic checks during the course of the work by supervision.
- Employees shall use the provided respiratory protection in accordance with instructions and training received.

Documentation

- Documentation of training, instruction, medical evaluations, fit testing, and the overall program shall be maintained on file.

Voluntary Use of Disposable Respirators

- Disposable particulate respirators (dust masks, filtering face pieces) will be provided to employees who want to wear them on a voluntary basis in areas where respiratory protection is not required.
- An employee may use a disposable particulate respirator provided it does not jeopardize the employee's health and safety or that of any co-workers and the equipment itself does not create a workplace hazard.
- Employees wearing disposable particulate respirators on a voluntary basis are not subject to medical evaluation.
- Employees wearing disposable particulate respirators on a voluntary basis are required to receive a copy of and sign the "Mandatory Information for Employees Using Respirators When Not Required". *See Mandatory Information for Employees Using Respirators When Not Required.*

Mandatory Information for Employees Using Respirators When Not Required Under OSHA Standards (Voluntary Use)

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, of if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.
2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
4. Keep track of your respirator so you do not mistakenly use someone else's respirator.

_____ _____

Employee Signature Date

OSHA Mandatory Respirator Medical Evaluation Questionnaire

To the employee:

Can you read (circle one): Yes / No

Your employer must allow you to answer this questionnaire during normal working hours, or at a time and place that is convenient to you. To maintain your confidentiality, your employer or supervisor must not look at or review your answers, and your employer must tell you how to deliver or send this questionnaire to the health care professional who will review it.

Part A. Section 1. (Mandatory) The following information must be provided by every employee who has been selected to use any type of respirator (please print).

1. Today's date:_____
2. Your name:_____
3. Your age (to nearest year):_____
4. Sex (circle one): Male / Female
5. Your height: _____ft. _____in.
6. Your weight: _____lbs.
7. Your job title:_____
8. A phone number where you can be reached by the health care professional who reviews this questionnaire (include the area code):_____
9. The best time to phone you at this number:_____
10. Has your employer told you how to contact the health care professional who will review this questionnaire (circle one): Yes / No
11. Check the type of respirator you will use (you can check more than one category):
    a. ____ N, R, or P disposable respirator (filter mask, non-cartridge type only)
    b. ____ Other type (for example, half or full face piece type, powered air purifying, supplied air, self-contained breathing apparatus)
12. Have you worn a respirator (circle one): Yes / No
    If yes, what type(s):_____

Part A. Section 2. (Mandatory) Questions 1 through 9 below must be answered by every employee who has been selected to use any type of respirator (please circle "yes" or "no").

1. Do you ***currently*** smoke tobacco, or have you smoked tobacco in the last month: Yes/No
2. Have you ***ever had*** any of the following conditions?

a. Seizures (fits): Yes/No
b. Diabetes (sugar disease): Yes/No
c. Allergic reactions that interfere with your breathing: Yes/No
d. Claustrophobia (fear of closed in places): Yes/No
e. Trouble smelling odors: Yes/No

3. Have you ***ever had*** any of the following pulmonary or lung problems?
    a. Asbestosis: Yes/No
    b. Asthma: Yes/No
    c. Chronic bronchitis: Yes/No
    d. Emphysema: Yes/No
    e. Pneumonia: Yes/No
    f. Tuberculosis: Yes/No
    g. Ilicosis: Yes/No
    h. Pneumothorax (collapsed lung): Yes/No
    i. Lung cancer: Yes/No
    j. Broken ribs: Yes/No
    k. Any chest injuries or surgeries: Yes/No
    l. Any other lung problem that you have been told about: Yes/No
4. Do you ***currently*** have any of the following symptoms of pulmonary or lung illness?
    a. Shortness of breath: Yes/No
    b. Shortness of breath when walking fast on level ground or walking up a slight hill or incline: Yes/No
    c. Shortness of breath when walking with other people at an ordinary pace on level ground: Yes/No
    d. Have to stop for breath when walking at your own pace on level ground: Yes/No
    e. Shortness of breath when washing or dressing yourself: Yes/No
    f. Shortness of breath that interferes with your job: Yes/No
    g. Coughing that produces phlegm (thick sputum): Yes/No
    h. Coughing that wakes you early in the morning: Yes/No
    i. Coughing that occurs mostly when you are lying down: Yes/No
    j. Coughing up blood in the last month: Yes/No
    k. Wheezing: Yes/No

l. Wheezing that interferes with your job: Yes/No

m. Chest pain when you breathe deeply: Yes/No

n. Any other symptoms that you think may be related to lung problems: Yes/No

5. Have you ***ever had*** any of the following cardiovascular or heart problems:

   a. Heart attack: Yes/No

   b. Stroke: Yes/No

   c. Angina: Yes/No

   d. Heart failure: Yes/No

   e. Swelling in your legs or feet (not caused by walking): Yes/No

   f. Heart arrhythmia (heart beating irregularly): Yes/No

   g. High blood pressure: Yes/No

   h. Any other heart problem that you have been told about: Yes/No

6. Have you ***ever had*** any of the following cardiovascular or heart symptoms?

   a. Frequent pain or tightness in your chest: Yes/No

   b. Pain or tightness in your chest during physical activity: Yes/No

   c. Pain or tightness in your chest that interferes with your job: Yes/No

   d. In the past two years, have you noticed your heart skipping or missing a beat: Yes/No

   e. Heartburn or indigestion that is not related to eating: Yes/No

   f. Any other symptoms you think may be related to heart or circulation problems: Yes/No

7. Do you ***currently*** take medication for any of the following problems?

   a. Breathing or lung problems: Yes/No

   b. Heart trouble: Yes/No

   c. Blood pressure: Yes/No

   d. Seizures: Yes/No

8. If you have used a respirator, have you ***ever had*** any of the following problems? (If you have never used a respirator, cross through the following space and go to question 9.)

   a. Eye irritation: Yes/No

   b. Skin allergies or rashes: Yes/No

   c. Anxiety: Yes/No

   d. General weakness or fatigue: Yes/No

   e. Any other problem that interferes with your use of a respirator: Yes/No

9. Would you like to talk to the health care professional who will review this questionnaire about your answers to this questionnaire: Yes/No

Questions 10 to 15 below must be answered by every employee who has been selected to use either a full face piece respirator or a self-contained breathing apparatus (SCBA). For employees who have been selected to use other types of respirators, answering these questions is voluntary.

10. Have you ***ever lost*** vision in either eye (temporarily or permanently): Yes/No
11. Do you ***currently*** have any of the following vision problems?
    a. Wear contact lenses: Yes/No
    b. Wear glasses: Yes/No
    c. Color blind: Yes/No
    d. Any other eye or vision problems: Yes/No
12. Have you ***ever had*** an injury to your ears, including a broken ear drum: Yes/No
13. Do you ***currently*** have any of the following hearing problems?
    a. Difficulty hearing: Yes/No
    b. Wear a hearing aid: Yes/No
    c. Any other hearing or ear problem: Yes/No
14. Have you ***ever had*** a back injury: Yes/No
15. Do you ***currently*** have any of the following musculoskeletal problems?
    a. Weakness in any of your arms, legs, or feet: Yes/No
    b. Back pain: Yes/No
    c. Difficulty fully moving your arms and legs: Yes/No
    d. Pain or stiffness when you lean forward or backward at the waist: Yes/No
    e. Difficulty fully moving your head up or down: Yes/No
    f. Difficulty fully moving your head side to side: Yes/No
    g. Difficulty bending at your knees: Yes/No
    h. Difficulty squatting to the ground: Yes/No
    i. Climbing a flight of stairs or a ladder carrying more than 25 pounds: Yes/No
    j. Any other muscle or skeletal problem that interferes with using a respirator: Yes/No

Part B. Any of the following questions, and other questions not listed, may be added to the questionnaire at the discretion of the health care professional who will review the questionnaire.

1. In your present job, are you working at high altitudes (over 5,000 feet) or in a place that has lower than normal amounts of oxygen: Yes/No

If yes, do you have feelings of dizziness, shortness of breath, pounding in your chest, or other symptoms when you are working under these conditions: Yes/No

2. At work or at home, have you ever been exposed to hazardous solvents, hazardous airborne chemicals (i.e. gases, fumes, or dust) or have you come into contact with hazardous chemicals: Yes/No

   If yes, name the chemicals if you know them:_____

   _____

3. Have you ever worked with any of the materials, or under any of the conditions, listed below:
   a. Asbestos: Yes/No
   b. Silica (i.e. sandblasting): Yes/No
   c. Tungsten/cobalt (i.e. grinding or welding this material): Yes/No
   d. Beryllium: Yes/No
   e. Aluminum: Yes/No
   f. Coal (i.e. mining): Yes/No
   g. Iron: Yes/No
   h. Tin: Yes/No
   i. Dusty environments: Yes/No
   j. Any other hazardous exposures: Yes/No

   If yes, describe these exposures:_____

   _____

   _____

4. List any second jobs or side businesses you have:_____

   _____

5. List your previous occupations:_____

   _____

6. List your current and previous hobbies:_____

   _____

7. Have you ever been in the military services: Yes/No
8. Have you ever worked on a HAZMAT team: Yes/No
9. Other than medications for breathing and lung problems, heart trouble, blood pressure, and seizures mentioned earlier in this questionnaire, are you taking any other medications for any reason (including over-the-counter medications): Yes/No

If yes, name the medications if you know them:_____

10. Will you be using any of the following items with you respirator?
    a. HEPA filters: Yes/No
    b. Canisters (i.e. gas masks): Yes/No
    c. Cartridges: Yes/No
11. How often are you expected to use the respirator(s) (circle "yes" or "no" for all answers that apply to you)?
    a. Escape only (no rescue): Yes/No
    b. Emergency rescue only: Yes/No
    c. Less than 5 hours ***per week:*** Yes/No
    d. Less than 2 hours ***per day:*** Yes/No
    e. 2 to 4 hours per day: Yes/No
    f. Over 4 hours per day: Yes/No
12. During the period you are using the respirator(s) is your work effort:
    a. ***Light*** (less than 200 kcal per hour): Yes/No

       If yes, how long does this period last during the average shift: _____ hrs. _____ mins.

       Examples of light work effort are sitting while writing, typing, drafting, or performing light assembly work; or standing while operating a drill press (1-3 lbs.) or controlling machines.

    b. ***Moderate*** (200 to 350 kcal per hour): Yes/No

       If yes, how long does this period last during the average shift: _____ hrs. _____ mins.

       Examples of moderate work effort are sitting while nailing or filing, driving a truck or bus in urban traffic, standing while drilling, nailing, performing assembly work, or transferring a moderate load (about 35 lbs.) at trunk level, walking on a level surface about 2 mph or down a 5 degree grade about 3 mph, or pushing a wheelbarrow with a heavy load (about 100 lbs.) on a level surface.

    c. ***Heavy*** (above 350 kcal per hour): Yes/No

       If yes, how long does this period last during the average shift: _____ hrs. _____ mins.

       Examples of heavy work are lifting a heavy load (about 50 lbs.) from the floor to your waist or shoulder, working on a loading dock, shoveling, standing while bricklaying or chipping castings, walking up an 8 degree grade about 2 mph, climbing stairs with a heavy load (about 50 lbs.).

13. Will you be wearing protective clothing and/or equipment (other than the respirator) when you are using your respirator: Yes/No

    If yes, describe this protective clothing and/or equipment:_____

    _____

14. Will you be working under hot conditions (temperature exceeding 77°F): Yes/No
15. Will you be working under humid conditions: Yes/No
16. Describe the work you will be doing while you are using your respirator:_____

    _____
17. Describe ay special or hazardous conditions you might encounter when you are using your respirator (i.e. confined spaces, life threatening gases):_____

    _____
18. Provide the following information, if you know it, for each toxic substance that you will be exposed to when you are using your respirator:

    Name of the first toxic substance:_____

    Estimated maximum exposure level per shift:_____

    Duration of exposure per shift:_____

    Name of the second toxic substance:_____

    Estimated maximum exposure level per shift:_____

    Duration of exposure per shift:_____

    Name of the third toxic substance:_____

    Estimated maximum exposure level per shift:_____

    Duration of exposure per shift:_____

    The name of any other toxic substances that you will be exposed to while using your respirator:_____

    _____

    _____

Scaffolding Policy

This scaffolding policy applies to all scaffolds used at MAX RIEKE & BROTHERS, INC. job sites to ensure safety of employees while erecting, dismantling and working on scaffolds.

Responsibility

The Superintendent, Job-Site Supervisor is responsible for:

- Ensuring all employees (including subcontractors) erect and use scaffolds in a safe manner and implement the recommended fall protection systems.
- Ensuring all employees (including subcontractors) are trained in the proper use of scaffolds and fall protection systems.
- Assisting employees in coming up with alternatives where certain types of scaffolds cannot be used.

The following general procedures apply to all scaffold operations at jobsites:

Capacity

Except as provided below, each scaffold and scaffold component shall be capable of supporting, without failure, its own weight and at least four times the maximum intended load applied or transmitted to it.

- Direct connections to roofs and floors and counterweights used to balance adjustable suspension scaffolds, shall be capable of resisting at least four times the tipping moment imposed by the scaffold operating at the rated load of the hoist, or 1.5 (minimum) times the tipping moment imposed by the scaffold operating at the stall load of the hoist, whichever is greater.
- Each suspension rope, including connecting hardware, used on nonadjustable suspension scaffolds shall be capable of supporting, without failure, at least six times the maximum intended load applied or transmitted to that rope.
- Each suspension rope, including connecting hardware, used on adjustable suspension scaffolds shall be capable of supporting, without failure, at least six times the maximum intended load applied or transmitted to that rope with the scaffold operating at either the rated load of the hoist, or two (minimum) times the stall load of the hoist, whichever is greater.
- The stall load of any scaffold hoist shall not exceed three times its rated load.

Inspection/Competent Person

- Scaffolds shall be erected, moved, dismantled, or altered only under the supervision and direction of a competent person qualified in scaffold erection, moving, dismantling, or alteration. Such activities shall be performed only by experienced and trained employees selected for such work by the competent person.
- The competent person shall have a copy of the OSHA scaffolding standard, including applicable appendixes readily available for reference.
- Scaffolds shall be designed by a competent person and shall be constructed and loaded in accordance with manufacturer's requirements or the project-specific design.
- A competent person shall determine the feasibility and safety of providing fall protection for employees erecting or dismantling supported scaffolds. Fall protection for employees erecting or

dismantling supported scaffolds shall be provided where the installation and use of such protection is feasible and does not create a greater hazard.

- Scaffolds and scaffold components shall be inspected for visible defects by the competent person before each work shift and after any occurrence, which could affect a scaffold's structural integrity.
- Ropes shall be inspected for defects by the competent person prior to each work shift and after every occurrence which could affect a rope's integrity. Ropes shall be replaced if any of the following conditions exist:

    - Any physical damage, which impairs the function and strength of the rope.
    - Kinks that might impair the tracking or wrapping of rope around the drums or sheaves.
    - Six randomly distributed broken wires in one rope lay or three broken wires in one strand in one rope lay.
    - Abrasion, corrosion, scrubbing, flattening or peening causing loss of more than one-third of the original diameter of the outside wires.
    - Heat damage caused by a torch or any damage caused by contact with electrical wires.

- When wire rope clips are used on suspension scaffolds clips they shall be inspected and retightened to the manufacturer's recommendations at the start of each work shift thereafter. This inspection shall be performed by the competent person.
- Manila or plastic (or other synthetic) rope being used for top-rails or mid-rails shall be inspected by the competent person as frequently as necessary to ensure that it continues to meet the strength requirements of this section.

Scaffold Platform Construction

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

    - Each platform unit (e.g., scaffold plank, fabricated plank, fabricated deck, or fabricated platform) shall be installed so that the space between adjacent units and the space between the platform and the uprights is no more than one-inch wide, except where the competent person can demonstrate that a wider space is necessary (for example, to fit around uprights when side brackets are used to extend the width of the platform);
    - The requirement to provide full planking or decking does not apply to platforms used solely as walkways or solely by employees performing scaffold erection or dismantling. In these situations, only the planking that the competent person establishes is necessary to provide safe working conditions is required.

- Each scaffold platform and walkway shall be at least 18 inches wide with the following exceptions:

    - Each ladder jack scaffold, top plate bracket scaffold, roof bracket scaffold, and pump jack scaffold shall be at least 12 inches wide. There is no minimum width requirement for boatswains' chairs.
    - Where scaffolds must be used in areas that the competent person can demonstrate are so narrow that platforms and walkways cannot be at least 18 inches wide, such platforms and walkways shall be as wide as feasible, and employees on those platforms and walkways shall be protected from fall hazards by the use of guardrails and/or personal fall arrest systems.

- The front edge of all platforms shall not be more than 14 inches from the face of the work, unless guardrail systems are erected along the front edge and/or personal fall arrest systems are used to protect employees from falling with the following exceptions:

    - The maximum distance from the face for outrigger scaffolds shall be three inches.
    - The maximum distance from the face for plastering and lathing operations shall be 18 inches.

- Each end of a platform unless cleated or otherwise restrained by hooks or equivalent means shall extend over the centerline of its support at least six inches.
- Each end of a platform 10 feet or less in length shall not extend over its support more than 12 inches unless the platform is designed and installed so that the cantilevered portion of the platform is able to support employees and/or materials without tipping or has guardrails which block employee access to the cantilevered end. Each platform greater than 10 feet in length shall not extend over its support more than 18 inches, unless it is designed and installed so that the cantilevered portion of the platform is able to support employees without tipping, or has guardrails, which block employee access to the cantilevered end.
- On scaffolds where scaffold planks are abutted to create a long platform, each abutted end shall rest on a separate support surface. This provision does not preclude the use of common support members, such as "T" sections, to support abutting planks, or hook on platforms designed to rest on common supports.
- On scaffolds where platforms are overlapped to create a long platform, the overlap shall occur only over supports, and shall not be less than 12 inches unless the platforms are nailed together or otherwise restrained to prevent movement.
- At all points of a scaffold where the platform changes direction, such as turning a comer, any platform that rests on a bearer at an angle other than a right angle shall be laid first, and platforms which rest at right angles over the same bearer shall be laid second, on top of the first platform.
- Wood platforms shall not be covered with opaque finishes, except that platform edges may be covered or marked for identification. Platforms may be coated periodically with wood preservatives, fire-retardant finishes, and slip-resistant finishes; however, the coating may not obscure the top or bottom wood surfaces.
- Scaffold components manufactured by different manufacturers shall not be intermixed.

Supported Scaffolds

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

    - Guys, ties, and braces shall be installed at locations where horizontal members support both inner and outer legs.
    - Guys, ties, and braces shall be installed according to the scaffold manufacturer's recommendations or at the closest horizontal member to the 4:1 height and be repeated vertically at locations of horizontal members every 20 feet or less thereafter for scaffolds three feet wide or less, and every 26 feet or less thereafter for scaffolds greater than three feet wide. The top guy, tie, or brace of completed scaffolds shall be placed no further than the 4:1 height from the top. Such guys, ties, and braces shall be installed at each end of

the scaffold and at horizontal intervals not to exceed 30 (measured from one end [not both] towards the other).
    - Ties, guys, braces, or outriggers shall be used to prevent the tipping of supported scaffolds in all circumstances where an eccentric load, such as a cantilevered work platform, is applied or is transmitted to the scaffold.

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

    - Footings shall be level, sound, rigid, and capable of supporting the loaded scaffold without settling or displacement.
    - Unstable objects shall not be used to support scaffolds or platform units.
    - Unstable objects shall not be used as working platforms.
    - Front-end loaders and similar pieces of equipment shall not be used to support scaffold platforms unless they have been specifically designed by the manufacturer for such use.
    - Fork-lifts shall not be used to support scaffold platforms unless the entire platform is attached to the fork and the fork-lift is not moved horizontally while the platform is occupied.

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

Suspension Scaffolds

- All suspension scaffold support devices, such as outrigger beams, cornice hooks, parapet clamps, and similar devices, shall rest on surfaces capable of supporting at least four times the load imposed on them by the scaffold operating at the rated load of the hoist (or at least 1.5 times the load imposed on them by the scaffold at the stall capacity of the hoist, whichever is greater).
- Suspension scaffold outrigger beams, when used, shall be made of structural metal or equivalent strength material, and shall be restrained to prevent movement.
- The inboard ends of suspension scaffold outrigger beams shall be stabilized by bolts or other direct connections to the floor or roof deck, or they shall have their inboard ends stabilized by counterweights, except masons' multipoint adjustable suspension scaffold outrigger beams shall not be stabilized by counterweights.

    - Before the scaffold is used, direct connections shall be evaluated by a competent person who shall confirm based on the evaluation that the supporting surfaces are capable of supporting the loads to be imposed. In addition, masons' multipoint adjustable suspension scaffold connections shall be designed by an engineer experienced in such scaffold design.
    - Counterweights shall be made of non-flowable material. Sand, gravel, and similar materials that can be easily dislocated shall not be used as counterweights.
    - Only those items specifically designed as counterweights shall be used to counterweight scaffold systems. Construction materials such as, but not limited to, masonry units and rolls of roofing felt, shall not be used as counterweights.
    - Counterweights shall be secured by mechanical means to the outrigger beams to prevent accidental displacement.
    - Counterweights shall not be removed from an outrigger beam until the scaffold is disassembled.

- Outrigger beams that are not stabilized by bolts or other direct connections to the floor or roof deck shall be secured by tiebacks.
- Tiebacks shall be equivalent in strength to the suspension ropes.
- Outrigger beams shall be placed perpendicular to its bearing support (usually the face of the building or structure). However, where the competent person can demonstrate that it is not possible to place an outrigger beam perpendicular to the face of the building or structure because of obstructions that cannot be moved, the outrigger beam may be placed at some other angle, provided opposing angle tiebacks are used.
- Tiebacks shall be secured to a structurally sound anchorage on the building or structure. Sound anchorages include structural members, but do not include standpipes, vents, other piping systems, or electrical conduit.
- Tiebacks shall be installed perpendicular to the face of the building or structure, or opposing angle tiebacks shall be installed. Single tiebacks installed at an angle are prohibited.

- Suspension scaffold outrigger beams shall be:

  - Provided with stop bolts or shackles at both ends.
  - Securely fastened together with the flanges turned out when channel iron beams are used in place of I-beams.
  - Installed with all bearing supports perpendicular to the beam center line.
  - Set and maintained with the web in a vertical position.
  - When an outrigger beam is used, the shackle or clevis with which the rope is attached to the outrigger beam shall be placed directly over the center line of the stirrup.

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

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

- When winding drum hoists are used on a suspension scaffold, they shall contain not less than four wraps of the suspension rope at the lowest point of scaffold travel. When other types of hoists are used, the suspension ropes shall be long enough to allow the scaffold to be lowered to the level below without the rope end passing through the hoist, or the rope end shall be configured or provided with means to prevent the and from passing through the hoist.
- The use of repaired wire rope as suspension rope is prohibited.
- Wire suspension ropes shall not be joined together except through the use of eye splice thimbles connected with shackles or cover plates and bolts.
- The load end of wire suspension ropes shall be equipped with proper size thimbles and secured by eye splicing or equivalent means.

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

    - There shall be a minimum of three wire rope clips installed, with the clips a minimum of six rope diameters apart.

    - Clips shall be installed according to the manufacturer's recommendations.
    - Clips shall be retightened to the manufacturer's recommendations after the initial loading.
    - Clips shall be inspected and retightened to the manufacturer's recommendations at the start of each work shift thereafter.
    - U-bolt clips shall not be used at the point of suspension for any scaffold hoist.
    - When U-bolt clips are used, the U-bolt shall be placed over the dead end of the rope, and the saddle shall be placed over the live end of the rope.

- Suspension scaffold power-operated hoists and manual hoists shall be tested by a qualified testing laboratory.
- Gasoline-powered equipment and hoists shall not be used on suspension scaffolds.
- Gears and brakes of power-operated hoists used on suspension scaffolds shall be enclosed.
- In addition to the normal operating brake, suspension scaffold power-operated hoists and manually operated hoists shall have a braking device or locking pawl which engages automatically when a hoist makes either of the following uncontrolled movements: an instantaneous change in momentum or an accelerated overspeed.
- Manually operated hoists shall require a positive crank force to descend.
- Two-point and multipoint suspension scaffolds shall be tied or otherwise secured to prevent them from swaying, as determined to be necessary based on an evaluation by a competent person. Window cleaners' anchors shall not be used for this purpose.
- Devices whose sole function is to provide emergency escape and rescue shall not be used as working platforms. This provision does not preclude the use of systems that are designed to function both as suspension scaffolds and emergency systems.

Access

- When scaffold platforms are more than two feet above or below a point of access, portable ladders, hook-on ladders, attachable ladders, stair towers (scaffold stairways/towers), stairway-type ladders (such as ladder stands), ramps, walkways, integral prefabricated scaffold access, or direct access from another scaffold, structure, personnel hoist, or similar surface shall be used. Cross-braces shall not be used as a means of access.
- Portable, hook-on, and attachable ladders (additional requirements for the proper construction and use of portable ladders are contained in the Stairways and Ladders Sections):

    - Portable, hook-on, and attachable ladders shall be positioned so as not to tip the scaffold.
    - Hook-on and attachable ladders shall be positioned so that their bottom rung is not more than 24 inches above the scaffold supporting level.
    - When hook-on and attachable ladders are used on a supported scaffold more than 35 feet high, they shall have rest platforms at 35-foot maximum vertical intervals.
    - Hook-on and attachable ladders shall be specifically designed for use with the type of scaffold used.

- Hook-on and attachable ladders shall have a minimum rung length of 11 1/2 inches.
- Hook-on and attachable ladders shall have uniformly spaced rungs with a maximum spacing between rungs of 16 3/4 inches.

- Stairway-type ladders shall:

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

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

  - A stair rail consisting of a top-rail and a mid-rail shall be provided on each side of each scaffold stairway.
  - The top-rail of each stair-rail system shall also be capable of serving as a handrail, unless a separate handrail is provided.
  - Handrails and top-rails that serve as handrails shall provide an adequate handhold for employees grasping them to avoid falling.
  - Stair-rail systems and handrails shall be surfaced to prevent injury to employees from punctures or lacerations and to prevent snagging of clothing.
  - The ends of stair-rail systems and handrails shall be constructed so that they do not constitute a projection hazard.
  - Handrails and top-rails that are used as handrails shall be at least three inches from other objects.
  - Stair-rails shall be not less than 28 inches or more than 37 inches from the upper surface of the stair-rail to the surface of the tread, in line with the face of the riser at the forward edge of the tread.
  - A landing platform at least 18 inches wide by at least 18 inches long shall be provided at each level.
  - Each scaffold stairway shall be at least 18 inches wide between stair-rails.
  - Treads and landings shall have slip-resistant surfaces.
  - Stairways shall be installed between 40 degrees and 60 degrees from the horizontal.
  - Guardrails meeting the requirements of this section shall be provided on the open sides and ends of each landing.
  - Riser height shall be uniform within 1/4 inch for each flight of stairs. Greater variations in riser height are allowed for the top and bottom steps of the entire system, not for each flight of stairs.
  - Tread depth shall be uniform within 1/4 inch for each flight of stairs.

- Ramps and Walkways

  - Ramps and walkways six feet or more above lower levels shall have guardrail systems which comply with the Fall Protection section.

- No ramp or walkway shall be inclined more than a slope of one (1) vertical to three (3) horizontal (20 degrees above the horizontal).
- If the slope of a ramp or a walkway is steeper than one (1) vertical in eight (8) horizontal, the ramp or walkway shall have cleats not more than fourteen (14) inches apart which are securely fastened to the planks to provide footing.

Use

- Scaffolds and scaffold components shall not be loaded in excess of their maximum intended loads or rated capacities, whichever is less.
- The use of shore or lean-to scaffolds is prohibited.
- Any part of a scaffold damaged or weakened such that its strength is less than that required by paragraph 4.1 of this section shall be immediately repaired or replaced, braced to meet those provisions, or removed from service until repaired.
- Scaffolds shall not be moved horizontally while employees are on them, unless they have been designed by a registered professional engineer specifically for such movement.
- The clearance between scaffolds and power lines shall be as follows: scaffolds shall not be erected, used, dismantled, altered, or moved such that they or any conductive material handled on them might come closer to exposed and energized power lines than as follows:

Insulated Lines:

Voltage	Minimum Distance	Alternatives
Less than 300 volts	3 feet	
300 volts to 50 KV	10 feet plm	
More than 50 KV	10 feet plus .4 inched for each 1 KV over 50 KV	The line two times length of the insulator, but never less than 10 feet.

Uninsulated Lines:

Voltage	Minimum Distance	Alternatives
Less than 50 KV	10 feet	
More than 50 KV	10 feet plus .4 inches for each 1 KV over 50 KV	Two times the length of the line than insulator but never less 10 feet.

Exceptions: Scaffolds and materials may be closer to power lines than specified above where such clearance is necessary for performance of work **and** the utility company or electrical system operator have been notified of the need to work closer. Additionally, the utility company or electrical system operator must de-energize the lines, relocate the lines, or install protective coverings to prevent accidental contact with the lines in order for closer work to take place.

- Employees shall be prohibited from working on scaffolds covered with snow, ice, or other slippery material except as necessary for removal of such materials.
- Where swinging loads are being hoisted onto or near scaffolds such that the loads might contact the scaffold, tag lines, or equivalent measures to control the loads shall be used.
- Suspension ropes supporting adjustable suspension scaffolds shall be of a diameter large enough to provide sufficient surface area for the functioning of be and hoist mechanisms.

- Suspension ropes shall be shielded from heat-producing processes. When acids or other corrosive substances are used on a scaffold, the ropes shall be shielded, treated to protect against the corrosive substances or shall be of a material that will not be damaged by the substance being used.
- Work on or from scaffolds is prohibited during storms or high winds unless a competent person has determined that it is safe for employees to be on the scaffold, and those employees are protected by a personal fall arrest system or wind screens. Wind screens shall not be used unless the scaffold is secured against the anticipated wind forces imposed.
- Debris shall not be allowed to accumulate on platforms.
- Makeshift devices, such as but not limited to boxes and barrels, shall not be used on top of scaffold platforms to increase the working level height of employees.
- Ladders shall not be used on scaffolds to increase the working level height of employees, except on large area scaffolds where the following criteria have been satisfied:

    - When the ladder is placed against a structure, which is not a part of the scaffold, the scaffold shall be secured against the sideways thrust exerted by the ladder.
    - The platform units shall be secured to the scaffold to prevent their movement.
    - The ladder legs shall be on the same platform or other means shall be provided to stabilize the ladder against unequal platform deflection.
    - The ladder legs shall be secured to prevent them from slipping or being pushed off the platform.

- Platforms shall not deflect more than 1/60 of the span when loaded.
- To reduce the possibility of welding current arcing through the suspension wire rope when performing welding from suspended scaffolds, the following precautions shall be taken, as applicable:

    - An insulated thimble shall be used to attach each suspension wire rope to its hanging support (such as cornice hook or outrigger). Excess suspension wire rope and any additional independent lines from grounding shall be insulated.
    - The suspension wire rope shall be covered with insulating material extending at least four feet above the hoist. If there is a tail line below the hoist, it shall be insulated to prevent contact with the platform. The portion of the tail line that hangs free below the scaffold shall be guided or retained, or both, so that it does not become grounded.
    - Each hoist shall be covered with insulated protective covers.
    - In addition to a work lead attachment required by the welding process, a grounding conductor shall be connected from the scaffold to the structure. The size of this conductor shall be at least the size of the welding process work lead, and this conductor shall not be in series with the welding process or the work piece.
    - If the scaffold grounding lead is disconnected at any time, the welding machine shall be shut off.
    - An active welding rod or uninsulated welding lead shall not be allowed to contact the scaffold or its suspension system.

Fall Protection

- Each employee on a scaffold more than 10 feet above a lower level shall be protected from falling to that lower level.

- Each employee on a boatswains' chair, catenary scaffold, float scaffold, needle beam scaffold, or ladder jack scaffold shall be protected by a personal fall arrest system.
- Each employee on a single-point or two-point adjustable suspension scaffold shall be protected by both a personal fall arrest system and guardrail system.
- Each employee on a crawling board (chicken ladder) shall be protected by a personal fall arrest system, a guardrail system (with minimum 200 pound top-rail capacity), or by a three-fourth inch diameter grab-line or equivalent handhold securely fastened beside each crawling board.
- Each employee on a self-contained adjustable scaffold shall be protected by a guardrail system (with minimum 200 pound top-rail capacity) when the platform is supported by the frame structure and by both a personal fall arrest system and a guardrail system (with minimum 200 pound top-rail capacity) when the platform is supported by ropes.
- Each employee on a walkway located within a scaffold shall be protected by a guardrail system (with minimum 200 pound top-rail capacity) installed within 9 1/2 inches of and along at least one side of the walkway.
- Each employee performing overhand bricklaying operations from a supported scaffold shall be protected from falling from all open sides and ends of the scaffold (except at the side next to the wall being laid) by the use of a personal fall arrest system or guardrail system (with minimum 200 pound top-rail capacity).
- For other types of working platforms each employee shall be protected by the use of personal fall arrest systems or guardrail systems meeting the requirements of this section.

- A competent person shall determine the feasibility and safety of providing fall protection for employees erecting or dismantling supported scaffolds. Fall protection for employees erecting or dismantling supported scaffolds shall be provided where the installation and use of such protection is feasible and does not create a greater hazard.
- In addition to meeting other requirements, personal fall arrest systems used on scaffolds shall be attached by lanyard to a vertical lifeline, horizontal lifeline, or scaffold structural member. Vertical lifelines shall not be used when overhead components, such as overhead protection or additional platform levels, are part of a single-point or two-point adjustable suspension scaffold.

    - When vertical lifelines are used, they shall be fastened to a fixed safe point of anchorage, shall be independent of the scaffold, and shall be protected from sharp edges and abrasion. Safe points of anchorage include structural members of buildings, but do not include standpipes, vents, other piping systems, electrical conduit, outrigger beams, or counterweights.
    - When horizontal lifelines are used, they shall be secured to two or more structural members of the scaffold, or they may be looped around both suspension and independent suspension lines (on scaffolds so equipped) above the hoist and brake attached to the end of the scaffold. Horizontal lifelines shall not be attached only to the suspension ropes.
    - When lanyards are connected to horizontal lifelines or structural members on a single-point or two-point adjustable suspension scaffold, the scaffold shall be equipped with additional independent support lines and automatic locking devices capable of stopping the fall of the scaffold in the event one or both of the suspension ropes fail. The independent support lines shall be equal in number and strength to the suspension ropes.
    - Vertical lifelines, independent support lines, and suspension ropes shall not be attached to each other, nor shall they be attached to or use the same point of anchorage, nor shall they be attached to the same point on the scaffold or personal fall arrest system.

- Guardrail systems installed to meet the requirements of this section shall comply with the following provisions:

    - Guardrail systems shall be installed along all open sides and ends of platforms.
    - Guardrail systems shall be installed before the scaffold is released for use by employees other than erection/dismantling crews.
    - The top edge height on supported scaffolds and on all suspended scaffolds where both a guardrail and a personal fall arrest system are required shall be between 36 inches and 45 inches. When conditions warrant, the height of the top edge may exceed the 45-inch height, provided the guardrail system meets all other criteria of this section.
    - When mid-rails, screens, mesh, intermediate vertical members, solid panels, or equivalent structural members are used, they shall be installed between the top edge of the guardrail system and the scaffold platform.
    - When mid-rails are used, they shall be installed at a height approximately midway between the top edge of the guardrail system and the platform surface.
    - When screens and mesh are used, they shall extend from the top edge of the guardrail system to the scaffold platform and along the entire opening between the supports.
    - When intermediate members (such as balusters or additional rails) are used, they shall not be more than 19 inches apart.
    - Each top-rail or equivalent member of a guardrail system shall be capable of withstanding, without failure, a force applied in any downward or horizontal direction at any point along its top edge of at least 100 pounds for guardrail systems installed on single-point adjustable suspension scaffolds or two-point adjustable suspension scaffolds, and at least 200 pounds for guardrail systems installed on all other scaffolds.
    - When the loads specified in paragraph 4.8.4.7 of this section are applied in a downward direction, the top edge shall not drop below the height above the platform surface that is prescribed in paragraph 4.8.4.2 of this section.
    - Mid-rails, screens, mesh, intermediate vertical members, solid panels, and equivalent structural members of a guardrail system shall be capable of withstanding, without failure, a force applied in any downward or horizontal direction at any point along the mid-rail or other member of at least 75 pounds for guardrail systems with a minimum 100-pound top-rail capacity, and at least 150 pounds for guardrail systems with a minimum 200-pound top-rail capacity.
    - Suspension scaffold hoists and non-walk-through stirrups may be used as end guardrails, if the space between the hoist or stirrup and the side guardrail or structure does not allow passage of an employee to the end of the scaffold.
    - Guardrails shall be surfaced to prevent injury to an employee from punctures or lacerations and to prevent snagging of clothing.
    - The ends of all rails shall not overhang the terminal posts except when such overhang does not constitute a projection hazard to employees.
    - Steel or plastic banding shall not be used as a top-rail or mid-rail.
    - Manila or plastic (or other synthetic) rope being used for top-rails or mid-rails shall be inspected by a competent person as frequently as necessary to ensure that it continues to meet the strength requirements of this section.
    - Cross-bracing is acceptable in place of a mid-rail when the crossing point of two braces is between 20-inches and 30-inches above the work platform or as a top-rail when the crossing point of two braces is between 38-inches and 4-inches above the work platform. The end points at each upright shall be no more than 48-inches apart.

Falling Object Protection

- In addition to wearing hardhats each employee on a scaffold shall be provided with additional protection from falling hand tools, debris, and other small objects through the installation of toe-boards, screens, or guardrail systems, or through the erection of debris net, catch platforms, or canopy structures that contain or deflect the falling objects.
- When there is a danger of tools, materials, or equipment falling from a scaffold and striking employees below, the following provisions apply:

    - The area below the scaffold to which objects can fall shall be barricaded, and employees shall not be permitted to enter the hazard area.
    - Where tools, materials, or equipment are piled to a height higher than the top edge of the toe-board, paneling or screening extending from the toe-board or platform to the top of the guardrail shall be erected for a distance sufficient to protect employees below.
    - A guardrail system shall be installed with openings small enough to prevent passage of potential falling objects.
    - A canopy structure, debris net, or catch platform strong enough to withstand the impact forces of the potential falling objects shall be erected over the employees below.

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

    - Canopies shall be installed between the falling object hazard and the employees.
    - When canopies are used on suspension scaffolds for falling object protection, the scaffold shall be equipped with additional independent support lines equal in number to the number of points supported, and equivalent in strength to the strength of the suspension ropes.
    - Independent support lines and suspension ropes shall not be attached to the same points of anchorage.

- Where used, toe-boards shall be:

    - Capable of withstanding without failure a force of at least 50 pounds applied in any downward or horizontal direction at any point along the toe-board.
    - At least three and one-half inches high from the top edge of the toe-board to the level of the walking/working surface. Toe-boards shall be securely fastened in place at the outermost edge of the platform and have not more than ¼-inch clearance above the walking/working surface. Toe-boards shall be solid or with openings not over one inch in the greatest dimension.

Training Requirements

Each employee who performs work while on a scaffold shall be trained by a person qualified in the subject matter to recognize the hazards associated with the type of scaffold being used and to understand the procedures to control or minimize those hazards. The training shall include the following areas, as applicable:

- The nature of any electrical hazards, fall hazards, and falling object hazards in the work area.
- The proper use of the scaffold, and the proper handling of materials on the scaffold.

- The maximum intended load and the load-carrying capacities of the scaffolds used.
- The nature of scaffold hazards.
- The correct procedures for erecting, disassembling, moving, operating, repairing, inspecting, and maintaining the type of scaffold in question.
- The design criteria, maximum intended load-carrying capacity, and intended use of the scaffold.

Silica Prevention Policy

MAX RIEKE & BROTHERS, INC. has established a Silica Prevention Policy that includes all employees who may be exposed to respirable crystalline silica above the OSHA Action Level (25 ug/m^3). The program includes air monitoring to assess employee exposures, engineering and administrative controls to reduce silica exposures, medical examinations (with emphasis on the lungs) to check on employee's health, providing appropriate respiratory protection, and employee training. The purpose of this program is to prevent occupational disease, primarily silicosis, from silica exposures in the workplace.

The policy applies to all employees of MAX RIEKE & BROTHERS, INC. involved in handling, cutting, crushing or drilling asphalt, concrete or other construction materials containing crystalline silica.

As part of the policy, you will be informed of the possible effects of silica exposure on your health, the control measures implemented to reduce exposures, the purpose and selection of respiratory protection along with instructions on fitting, use and care of respirators, and the purpose of medical monitoring.

Compliance with our company's safety and health requirements, including the Silica Prevention Policy is a condition of employment**.** Failure to follow this policy will result in disciplinary action outlined in the company's safety and health program.

Background

Crystalline silica is a common mineral found in many naturally occurring and man-made materials used at construction sites. Materials like sand, concrete, brick, block, stone and mortar contain crystalline silica. Amorphous silica, such as silica gel, is not crystalline silica.

Respirable crystalline silica – very small particles typically at least 100 times smaller than ordinary sand found on beaches or playgrounds – is generated by high-energy operations like cutting, sawing, grinding, drilling and crushing stone, rock, concrete, brick, block and mortar, or when abrasive blasting with sand. Silica dust is hazardous when very small (respirable) particles are inhaled. These respirable dust particles can penetrate deep into the lungs and cause disabling and sometimes fatal lung diseases, including silicosis and lung cancer.

OSHA standard 1926.1153 establishes specific exposure control measures when working with materials containing crystalline silica where employees may be exposed to more than 25 micrograms per cubic meter of air (25 ug/m^3) in an 8-hour time-weighted average (TWA) under any foreseeable conditions. Employers also have the option to determine alternate exposure control measures based on task specific evaluation.

Exposure Identification

The potential for silica dust exposure will be evaluated anytime there is the possibility of airborne silica dust. Once a potential hazard that cannot be eliminated is identified, the supervisor will determine the appropriate control method as defined below, document the planned control measures on the Silica Exposure Control Plan, and review the plan with the effected employees prior to beginning work.

Exposure Control Method

The preferred control method will be to utilize equipment that has installed suppression features such as installed water supply or vacuum collection systems as recommended in Table 1 of OSHA standard 1926.1153. Alternate control measures such as supplemental water sources and vacuum collection systems shall be used where equipment does not have installed suppression or collection systems.

Alternate control measures are based on Industrial Hygiene studies to determine the extent of the potential exposure for a given task under a specific set of conditions.

Regulated Areas

Access to areas with potential crystalline silica exposure is limited to workers required to be in that area. Regulated areas are marked with warning signs. The warning signs are posted at or near entrances to work areas, and in work areas where a potential crystalline silica exposure exists.

Housekeeping

The following housekeeping control measures have been established to reduce airborne dust exposures. Each supervisor is responsible for housekeeping in his or her area.

- Cleaning with compressed air and dry sweeping silica is prohibited.
- Vacuuming and washing down with water are used in place of dust producing methods.
- Emphasis has been placed on maintaining surfaces free of accumulation of silica dust and on prompt spill cleanup to help reduce the potential for material to become airborne.

Hygiene Procedures

The following hygiene procedures have been implemented to reduce employee exposures at the site and to reduce the potential for contamination of the employees' vehicle and home. Each supervisor is responsible for enforcing hygiene procedures.

- Smoking, eating, and drinking are prohibited in areas with potential silica exposure.
- Employees' work clothing must be vacuumed before entering the lunch and break area and before removal at the end of the shift.
- Cleaning of work clothing by shaking or blowing with compressed air is prohibited.

Employee Training

All employees exposed to silica will receive training on the Silica Prevention Policy. At least annually, safety meetings will also be used to review the information presented in the initial training. Foremen and other supervisors will be trained regarding hazards and appropriate protective measures so they will be available to answer questions from employees and provide daily monitoring of safe work practices. Employee participation in training sessions will be documented.

The training program will emphasize at least these items:

- The effects of silica exposure on the lungs and relevant symptoms of exposure.
- The increased risk of impaired health due to the combination of smoking and respirable silica dust exposure.
- The specific nature of operations which could result in exposure to silica above the PEL and the type and function of engineering controls.
- The purpose of respiratory protection, with instruction on fitting, use and care of respirators.
- Description and purpose of the medical surveillance program.
- Availability and location of written procedures and health information, such as the Safety Data Sheet, which must be available at each site where silica exposure exists.

Medical Management Program

All employees who may be potentially exposed to crystalline silica at or above the OSHA Action Level (25 ug/m^3) or must wear a respirator 30 or more days per year will be offered medical surveillance. Medical surveillance will be completed by our occupational health provider who will perform baseline and periodic medical examinations, evaluate chest x-rays and advise of any action needed as a result of the evaluation. The medical examination is performed by a licensed or certified physician. The chest x-rays are classified according to the 1970 ILO International Classifications of radiographs of Pneumoconiosis by a certified class "B" reader.

Problem chest x-rays are reviewed to determine if further evaluation is needed. The following steps are taken:

1. With a positive chest x-ray (1/0 or greater) the worker is placed in mandatory respiratory protection, or if already wearing a respirator, the program is reevaluated to assure proper fit and that the elements of 29 CFR 1910.134/1926.134 are being met.
2. The worker is referred to a physician specializing in lung diseases for a medical evaluation and medical monitoring as warranted by the examining physician. A written opinion from the examining physician as to whether the employee has any detected condition that would place the worker at an increased risk is provided to the employee and us while specific medical findings remain confidential.
3. An employee with or without roentgenographic evidence of silicosis who has respiratory distress and/or pulmonary functional impairment will be fully evaluated by a physician qualified to advise the employee whether he/she should continue working in a dusty trade.
4. All medical test results will be discussed with the worker by a physician.

In accordance with 29 CFR 1910.1020/1926.1020, medical records will be maintained for at least 30 years following the employee's termination of employment, unless the employee is employed for less than one year and the records are provided to the employee upon termination.

Employees may decline to participate in the medical surveillance program by signing the Medical Surveillance Declination Form provided at the end of this policy.

Respiratory Protection

All employees exposed to crystalline silica above the Action Level will be included in the respiratory protection program.

Appropriate respirators are selected based on the employee exposure levels. The type of respirator for a given exposure level is listed in OSHA's Special Emphasis Program for Silicosis. Employees will be medically cleared to wear a respirator and will be fit tested for the type of respirator in use. Employees will be trained in the use and care of respiratory protection as part of the training program.

Medical Surveillance – Crystalline Silica
Declination Statement

I will be or have been required by my employer to wear a respirator for 30 or more days per year and have been offered medical surveillance by my employer in compliance with OSHA's Silica Standard. I understand the medical surveillance being offered is to identify respirable crystalline silica-related diseases so I can protect my health; to determine if I have any condition, such as a lung disease, that might make me more sensitive to respirable crystalline silica exposure; and to determine my fitness to use respirators.

I have been trained on the health hazards associated with respirable crystalline silica including lung effects, cancer, immune system effects and kidney effects and I decline the offered medical surveillance at this time. I understand by declining this medical surveillance I could be at increased risk of impairment of health from exposure to respirable crystalline. If, in the future, I continue to use respirators and continue to have occupational exposure to respirable crystalline silica, I can request my employer to provide medical surveillance at no charge to me.

_____

Employee Name (Print)

_____

Employee Name (Signature)

_____

Date

Jobsite Silica Exposure Control Plan

Job Name:_____ **Job #:**_____

Tasks that may involve exposure to respirable silica dust include the following:

____ Abrasive Drilling	____ Masonry Cutting	____ Sweeping
____ Blasting	____ Mortar Mixing	____ Tuck Pointing
____ Chipping	____ Rock/Stone Cutting	____ Tunneling
____ Concrete Mixing	____ Sand Blasting	____ Other
____ Demolition	____ Sawing	____ Other
____ Earth Moving	____ Surface Grinding	____ Other

Describe all **engineering controls, work practices, and respiratory protection** used to limit employee exposure to respirable silica dust for each task (refer to Table 1*). If the task is not defined in Table 1, a risk assessment of the task and activity must take place.*

_____
_____
_____
_____
_____

Describe the **cleaning and housekeeping** measures used to limit exposure to respirable silica dust. Include requirements for respirator use. *Dry sweeping, dry brushing, and use of compressed air are not allowed.*

____Wet sweeping will be used
____Hepa-filter vacuum system will be used
____Sweeping compound will be used to limit exposure of respirable silica dust

Describe procedures to restrict employee access.

____Post signs at entrances (for example: DANGER-RESPIRABLE CRYSTALLINE SILICA. MAY CAUSE CANCER. CAUSES DAMAGE TO LUNGS. WEAR RESPIRATORY PROTECTION IN THIS AREA. AUTHORIZED PERSONNEL ONLY)
____Erect barricade to restrict access.
____Tell employees on site when scheduling high exposure tasks and discuss your intention for mitigating exposure to respirable silica. Employee control is:_____
_____

Competent Person Signature:_____

Subcontractor Duties and Responsibilities

MAX RIEKE & BROTHERS, INC.'s first priority is to prevent injuries and property damage. This can be accomplished by minimizing as many sources of potential liability as possible. We can accomplish this by preplanning work activities, implementing a cooperative safety program, and empowering the employees to enforce our safety program. With this in mind, our ultimate goal is each and every employee goes home safe and healthy at the end of the day.

MAX RIEKE & BROTHERS, INC. requires strict compliance with State and Federal Safety Regulations and all applicable customer safety requirements. MAX RIEKE & BROTHERS, INC. reserves the right to modify or implement additional jobsite safety requirements at any time throughout the duration of a job.

Basic Subcontractor Requirements

Any subcontractor performing work for MAX RIEKE & BROTHERS, INC. is expected to maintain safety as the highest priority. MAX RIEKE & BROTHERS, INC. considers no aspect of the construction process more important than preserving the wellbeing of the public, employees, and customers of the company.

- **Safety and Health Program**
  Companies on the jobsite are expected to maintain a copy of their safety program on the jobsite. This information may be requested for submittal prior to or at any time during the project.

- **Supervision**
  The subcontractor is expected to designate an on-site representative who will participate in jobsite safety efforts. MAX RIEKE & BROTHERS, INC. reserves the right to initiate a project specific safety committee or subcontractor jobsite audits which the designated safety representative must attend. Project specifications may require certain qualifications and credentials of the representative.

- **Work Attire and Personal Protective Equipment (PPE)**
  Project personnel are required to wear appropriate work attire including long pants, shirts with sleeves and work boots. The wearing of short pants, tank tops or tennis shoes is not permitted. MAX RIEKE & BROTHERS, INC. considers hard hats basic work attire on the jobsite and the wearing of hard hats is mandatory. Additional PPE is required in accordance with the applicable federal safety standards, manufacturer's specifications, and owner/client requirements. Subcontractors are expected to relay this information to their supervisors and employees prior to project mobilization.

- **Hazard Communication**
  The Hazard Communication Standard requires employers on multi-employer jobsites to disseminate hazardous material information to each other. Therefore, subcontractors shall submit a copy of their Hazard Communication Program along with current Safety Data Sheet (SDS) information to the MAX RIEKE & BROTHERS, INC. superintendent. This information will be available in the MAX RIEKE & BROTHERS, INC. project office. By obtaining a copy of the subcontractor Hazard Communication Program and SDSs, MAX RIEKE & BROTHERS, INC. can establish a common information center. However, it is each contractor's responsibility to inform their employees of the location of the Hazard Communication information. By accepting the subcontractor program, MAX RIEKE & BROTHERS, INC. does not accept responsibility for updating, changing, reviewing, or training subcontractor employees as it relates to the Hazard Communication Standard.

Subcontractor Safety Orientation

It is MAX RIEKE & BROTHERS, INC.'s policy that all subcontractors complete a safety orientation. This orientation is designed as a planning session between the subcontractor's field supervisor and a MAX RIEKE & BROTHERS, INC. representative. The objective is to discuss, plan and communicate the different aspects of how the subcontractor will safely execute their work. Additionally, owner/client specifications may exceed OSHA regulations for some or all activities on the jobsite and the orientation will provide an opportunity to discuss any specific project requirements. *Please see the Subcontractor Safety Orientation Policy in the Policies section.*

- **Project Planning and Coordination**

  MAX RIEKE & BROTHERS, INC. recognizes preplanning and coordination are key aspects of project safety. Subcontractors are expected to communicate and coordinate work activities so safety hazards can be effectively identified and managed on a daily basis.

  In addition, certain types of work are considered high risk. These include but are not limited to demolition, precast, tilt-up, structural steel erection, roofing, etc. For these types of work, MAX RIEKE & BROTHERS, INC. reserves the right to require a written site-specific safety plan outlining safety information. The information shall include but is not limited to scope of work, sequence of activities, specific hazardous activities, fall protection, safety control methods, competent persons, training records, crane information, record of annual crane inspection, critical lift plans, qualified riggers, and/or other relevant information.

- **Meetings and Audits**

  Each subcontractor is required to conduct a weekly on site safety meeting with its employees or participate in a weekly safety meeting conducted by MAX RIEKE & BROTHERS, INC.. MAX RIEKE & BROTHERS, INC. will hold routine progress meetings to address coordinating work activities and safety items. A subcontractor representative is expected to attend.

  Additionally, MAX RIEKE & BROTHERS, INC. will complete inspections of the jobsite. Any safety deficiencies identified during those inspections shall be corrected by the responsible subcontractor within a reasonable time frame depending on severity. <u>Items deemed imminent danger must be corrected immediately.</u>

Special Emphasis Activities

- **Fall Protection Systems**

  Subcontractors are required to comply with fall protection regulations applicable to their scope of work. Fall protection systems utilized on the jobsite shall be designed and maintained in accordance with Subpart M of the 1926 OSHA Construction Standards. Any subcontractor creating a fall hazard on the project shall be responsible for correcting such conditions immediately. Specifically, subcontractors shall protect against leading edges, stair wells, elevator shafts, floor openings, and holes/penetrations created as a result of the scope of work.

- **Scaffolding**

  Scaffolding systems used on the jobsite are expected to be erected, dismantled and maintained in strict accordance with Subpart L of the 1926 OSHA Construction Standards and all other applicable regulations. Scaffolding must be inspected by a competent person prior to the start of each work shift and, if found defective, be temporarily removed from service until proper corrections can be made.

Hard surface scissor lifts used on the jobsite must be equipped with tip-over "pothole" protection as outlined in ANSI A92.6 1999. This requirement mandates hard surface scissor lifts produced after 1999 shall be equipped with said safety devices. Lifts produced prior to 1999 that are not equipped with these safety devices shall not be used on MAX RIEKE & BROTHERS, INC. jobsites.

- **Electrical Hazards**
  Tools, equipment, and electrical devices are fundamental aspects of any construction site. The subcontractor is expected to inspect for damaged, broken, or defective devices. Any defective electrical equipment or extension cords shall be removed from service immediately. Subcontractors installing or maintaining temporary electrical systems shall maintain strict compliance with all applicable OSHA, ANSI, NFPA and NEC requirements.

- **Excavations**
  Excavations are one of the four major causes of accidents in construction. Subcontractors engaged in such work shall comply with OSHA regulations. Measures include benching, shoring, or sloping of excavations deeper than five feet. In addition, excavations shall be inspected daily by a competent person. Subcontractors are responsible for taking necessary precautions to identify underground hazards. Underground utility locates shall be identified in advance to
  prevent injuries to employees, damage to property, or injuries/damage to the local community.

- **Confined Spaces**
  Before beginning work on a jobsite, each subcontractor must ensure a competent person identifies all confined spaces involved in their work activities in which one or more of the employees it directs may work. The competent person shall also, through consideration, evaluation, and testing, identify each space that requires a permit for entry. Once the permit required confined spaces are identified, the subcontractor shall post signage informing exposed employees of the existence, location, and danger of the confined space (i.e. "DANGER – PERMIT REQUIRED CONFINED SPACE – DO NOT ENTER"). The subcontractor shall also inform its employees' authorized representatives and the controlling contractor of the existence and location of, and the danger posed by, each permit space. This notification shall be timely and in a manner other than posting. If working in confined spaces, subcontractors are required to have a written confined space program that complies with Subpart AA of the 1926 OSHA Construction Standards – specifically 29 CFR 1926.1201 through 1926.1213.

- **Silica Exposure Prevention**
  Any contractor performing work operations that may present an occupational exposure to crystalline silica must have a competent person on site and must provide MAX RIEKE & BROTHERS, INC. with a written Silica Exposure Control Plan. This plan should describe how they will keep employee exposure under the OSHA action level of 25 micrograms per cubic meter of air. In addition to tunneling operations and abrasive blasting using sand or other agents containing silica, exposure to crystalline silica also occurs when the following tools are used on concrete, brick, block, stone, mortar, and other materials containing crystalline silica:

    - Stationary masonry saws
    - Handheld power tools
    - Walk-behind saws
    - Drivable saws
    - Rig mounted core saws or drills
    - Handheld and stand mounted drills (including impact and rotary hammer drills)

- Dowel drilling rigs
- Vehicle mounted drilling rigs
- Jackhammers and handheld powered chipping tools
- Handheld grinders
- Walk-behind milling machines and floor grinders
- Drivable milling machines
- Crushing machines
- Heavy equipment and utility vehicles when used to abrade or fracture silica containing materials (such as hoe-ramming or rock ripping) or during demolition activities and for tasks such as grading and excavating.

- **OSHA Inspections and Audits**
  Under the multi-employer worksite regulations, MAX RIEKE & BROTHERS, INC. may be held liable for the actions and conditions created by subcontractors. If violations are found during an OSHA inspection in which MAX RIEKE & BROTHERS, INC. is held responsible, MAX RIEKE & BROTHERS, INC. reserves the right to seek financial restitution against the subcontractor.

- **Non-Compliance Process**
  MAX RIEKE & BROTHERS, INC. is committed to building strong partnerships with its subcontractors. However, project safety is taken seriously and will not be compromised. It is expected deficient items will be corrected within a reasonable time frame, depending on the severity of the situation. If a subcontractor field supervisor does not produce satisfactory results, MAX RIEKE & BROTHERS, INC. will contact the subcontractor's main office and request immediate correction. If the deficiencies continue to exist, MAX RIEKE & BROTHERS, INC. reserves the right to remove any employee(s) involved in the unsafe act or condition and/or take necessary contractual action. **MAX RIEKE & BROTHERS, INC. reserves the right to stop work in imminent danger situations.**

Subcontractor Orientation Policy

The purpose of this policy is to establish communication between the Subcontractor and MAX RIEKE & BROTHERS, INC.'s on-site supervisor, to outline project safety expectations for Subcontractor employees, and to document safety efforts in the field in regard to compliance.

Basic Orientation Requirements:

- MAX RIEKE & BROTHERS, INC.'s on-site supervisor shall conduct the orientation with the Subcontractor field supervisor prior to the Subcontractor starting work on the project.
- MAX RIEKE & BROTHERS, INC.'s supervisor shall elaborate on the specifics associated with each Subcontractor's scope of work and any project specific safety requirements.
- Any documentation referenced in the Subcontractor Safety Orientation form shall be collected and filed in the project files.
- MAX RIEKE & BROTHERS, INC.'s on-site supervisor is responsible for following up with the Subcontractor to ensure all documentation is received.
- All Subcontractors are required to comply with local, state and federal regulations.

Subcontractor Safety Orientation

This form is to be completed by each Subcontractor's lead person prior to their work commencing on-site. The intent is to familiarize each Subcontractor with general information regarding MAX RIEKE & BROTHERS, INC.'s safety goals and requirements.

PERSONAL PROTECTIVE EQUIPMENT	YES	NO
Are you aware it is mandatory for you and your employees to wear proper work attire on MAX RIEKE & BROTHERS, INC. jobsites including: hard hats, shirts with sleeves, long pants, and work boots?	_____	_____
If, during your scope of work, you or your employees encounter hazards which warrant additional PPE such as eye protection, face protection, full body harness, gloves, respirators, etc., will you make sure the PPE is provided?	_____	_____
Will you make sure your employees are trained in the proper use of the PPE they may be required to use on the jobsite?	_____	_____

HOUSEKEEPING	YES	NO
Were you aware according to the general conditions of the subcontract it is your responsibility to do all cleanup necessitated by your work operations, including removing all debris from the construction areas and placing it into dumpsters?	_____	_____
Have you been advised of the housekeeping procedures for the project?	_____	_____

EMERGENCY PROCEDURES	YES	NO
Are you and your employees familiar with the emergency procedures for the jobsite?	_____	_____
Are you aware that you are required to provide emergency phone numbers upon request where you can be reached during off hours?	_____	_____
Are you aware you must report all accidents, injuries and near misses to the project supervisor immediately?	_____	_____

FIRE PROTECTION	YES	NO
Does your scope of work require you or your employees to handle flammable or combustible materials?	_____	_____

FIRE PROTECTION	YES	NO
If yes, will you make sure these items are stored and used in accordance with OSHA 1926 standards?	_____	_____
Does your scope of work require you or your employees to perform hot work such as welding, grinding, cutting, etc.?	_____	_____
If yes, are you aware you must provide your own fire extinguisher at each hot work location? A fire watch, fire blankets and other protective measures may also be required.	_____	_____
Do you know what is expected of you and your employees in regard to fire prevention and protection on the jobsite?	_____	_____

TOOLS	YES	NO
Do you or your employees anticipate the use of tools (powered, non-powered) to complete your scope of work?	_____	_____
If yes, will you make sure these tools are inspected for defects before each use?	_____	_____
Will you make sure your employees have proper training for the tools (powder actuated, laser, etc.) they will use on the jobsite?	_____	_____
Are you aware all defective tools must be tagged out and removed from service until they are repaired or replaced?	___	___

FALL PROTECTION	YES	NO
Will your scope of work require the use of fall protection? This would include any work operations occurring on the roof – not installation of roofing.	_____	_____
If so, will you and your employees be supplied and equipped with the necessary fall protection items?	_____	_____
Are your employees properly trained to use fall protection systems?	_____	_____
Do you understand if it is not feasible to perform your scope of work under conventional fall protection procedures, you must submit a written fall protection plan?	_____	_____
Do you understand you are required to maintain any and all fall protection systems you damage or remove such as hole covers, guardrails, etc.?	_____	_____

FALL PROTECTION	YES	NO
Do you understand you are responsible for any fall hazards you and your employees create?	_____	_____

ROOF INSTALLATION WORK	YES	NO
Will your scope of work require you or your employees to install a roof?	_____	_____
If yes, during the installation will you or your employees be able to do so utilizing conventional fall protection procedures (personal, guardrail)?	_____	_____
Are you aware if it is not feasible to utilize conventional fall protection your company must develop and submit a written fall protection plan for review?	_____	_____
If yes, have you submitted a copy of this plan to the project superintendent?	_____	_____

STAIRWAYS AND LADDERS	YES	NO
During your scope of work, will you or your employees be required to use stairways or ladders?	_____	_____
Have you and your employees been trained for stairways and ladders?	_____	_____
Do you understand all ladders and stairways are to be inspected for defects before each use?	_____	_____

SCAFFOLDING	YES	NO
Does your scope of work require you or your employees to erect scaffolding or to perform work on a scaffold?	_____	_____
If yes, have you and your employees had scaffold training?	_____	_____
If you or your employees will be erecting, dismantling, or working on scaffolding, who will be the competent and responsible person?	_____	_____
Name:_____		
I will provide documentation of training for the above mentioned competent person before any scaffolding work starts.	_____	_____
Will your competent person provide daily inspections of scaffolding systems on the project?	_____	_____

ELECTRICAL	YES	NO
During your scope of work, will you or your employees be required to use electrical equipment?	_____	_____
If yes, will you ensure this equipment is inspected for defects before each use?	_____	_____
Will you be installing temporary power or lights?	_____	_____
If yes, do you understand your requirement to provide periodic inspections and maintenance for such equipment (GFCI, temporary power, lights, etc.)?	_____	_____
Do you understand MAX RIEKE & BROTHERS, INC. requires the use of GFCIs for all electrical equipment?	_____	_____
Do you understand if you or your employees are required to perform any work on energized equipment you must do so in accordance with lockout/tagout mandates and equipment manufacturer specifications?	_____	_____

EXCAVATIONS AND TRENCHING	YES	NO
Will your scope of work require you or your employees to perform work in a trench or excavation?	_____	_____
Have you and your employees received excavation/trenching safety training?	_____	_____
If you or your employees will be performing any excavation/trenching, who will be the competent person on site?	_____	_____

Name:_____

If protective measure are necessary to perform the work, which of the following measures will your company utilize?	_____	_____

_____ Benching _____ Sloping _____ Shoring

Do you understand you must submit an excavation/trenching plan for any irregular excavations/trenches (confined space monitoring, etc.) and an engineered protective plan for any excavations over 20 feet in depth?	_____	_____

HAZARD COMMUNICATIONS PROGRAM (HAZCOM)	YES	NO
Does your company have a HAZCOM Program (Safety Data Sheets – SDSs)?	_____	_____
Have your employees received HAZCOM training?	_____	_____
Do you understand you need to forward a copy of your HAZCOM Program, including SDSs, to the MAX RIEKE & BROTHERS, INC. project supervisor prior to starting work?	_____	_____
Do you understand you need to update your on-site Chemical Inventory List when you bring new chemicals on-site not already listed?	_____	_____

CRANES/FORKLIFTS/HEAVY EQUIPMENT	YES	NO
During your scope of work, will your company require the use of a crane, forklift, or other heavy equipment?	_____	_____
Do you understand your company is responsible for submitting a copy of the crane's annual inspection to the MAX RIEKE & BROTHERS, INC. project supervisor before work has started?	_____	_____
Do you understand your requirement to provide proof of operator training for cranes, forklifts and heavy equipment prior to starting work?	_____	_____
Do you understand it is your company's responsibility to protect the swing radius of your crane at all times?	_____	_____

AERIAL BOOM LIFTS AND SCISSOR LIFTS	YES	NO
If you or your employees will be operating aerial lifts, do you understand all aerial lift operators shall be trained in the safe operations and hazards associated with operating the equipment?	_____	_____
Do you understand all aerial lifts shall be inspected in accordance with manufacturer's specifications and safe operations prior to the start of each shift?	_____	_____

SILICOSIS PREVENTION	YES	NO
Will you be performing any work operations creating exposure to crystalline silica (using high impact tools/equipment on concrete, block brick, stone, mortar and other materials that contain crystalline silica)?	_____	_____

SILICOSIS PREVENTION	YES	NO

If yes, who will be the competent person on site?

Name:_____

If yes, do you understand you must submit a copy of your Silica Exposure Control plan to the MAX RIEKE & BROTHERS, INC. supervisor on site prior to starting work? _____ _____

ORIENTATION ACKNOWLEDGEMENT

I,_____ of the _____ Max Rieke & Brothers, Inc., acknowledge I have been familiarized with the safety policies and procedures for the_____ project. The intent of this orientation is to communicate the safety expectations of the project.

Given by:_____ Date:_____
MAX RIEKE & BROTHERS, INC. Representative

Attendee:_____ Date:_____

Disclaimer:
The intent of this document is to promote project safety and should not be considered a form of relief from federal OSHA compliance and/or your contractual obligations. It is also not intended to guarantee, ensure, or warrant safety of your materials, tools, equipment, or employees on the project.

Vehicle Safety Policy

The purpose of this policy is to ensure the safety of those individuals who drive company vehicles or personal vehicles for company business. Vehicle accidents are costly to our company, but more importantly, they may result in injury to you or others. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. As such, MAX RIEKE & BROTHERS, INC. endorses all applicable state motor vehicle regulations relating to driver responsibility. MAX RIEKE & BROTHERS, INC. expects each driver to drive in a safe and courteous manner pursuant to the following safety rules. The attitude you take when behind the wheel is the single most important factor in driving safely.

Basic Program Requirements

- Vehicles owned, leased, or rented by MAX RIEKE & BROTHERS, INC. shall only be operated by its employees and other authorized personnel.
- Family members are not authorized to drive company vehicles. Company vehicles are to be driven for company business only. Personal use of company vehicles is prohibited. All drivers must have a valid driver's license.
- MAX RIEKE & BROTHERS, INC. reserves the right to award or discontinue drivers' eligibility based on past driving records. The company shall request updated Motor Vehicle Reports (MVR) annually on all drivers, including employees driving their personal vehicles on company business. An unfavorable record will result in the loss of company vehicle driving privileges or employment. A standard method of evaluation for all prospective and current drivers' MVRs will be used. Below is one of several methods of reviewing MVRs.

  a. One or more type "A" violations in the past 5 years (as defined below).
  b. Two or more preventable accidents in the last 3 years.
  c. Three or more type "B" violations in the past 3 years.
  d. Any combination of preventable accidents and type "B" violations which equal four or more in the past 5 years.

  Type "A" Violations

  - Driving While Intoxicated
  - Driving While Under the Influence of Drugs
  - Driving With an Open Container (alcohol)
  - Fleeing or Evading Police or Roadblock
  - Negligent Homicide Arising Out of the Use of a Motor Vehicle (gross negligence)
  - Operating During a Period of Suspension or Revocation
  - Using a Motor Vehicle for the Commission of a Felony
  - Aggravated Assault with a Motor Vehicle
  - Operating a Motor Vehicle Without the Owner's Authority (grand theft)
  - Permitting an Unlicensed Person to Drive
  - Reckless Driving
  - Speed Contest (racing)
  - Hit and Run (bodily injury or property damage

Type "B" Violations

- All moving violations not listed as type "A" violations (i.e. speeding, improper lane change, failure to yield, failure to obey traffic signal or sign).
- Accidents
- Having a license suspended in past related to moving violations.

- Insurance requirements mandate all motor vehicle drivers must be over the age of 21 when operating company vehicles.
- Drivers should abide by the federal, state, and local motor vehicle regulations, laws, and ordinances as required (i.e. seat belt use, speed limits, etc.).
- The driver shall not operate a vehicle at any time when his/her ability is impaired, affected, influenced by alcohol, illegal drugs, prescribed or over-the-counter medication, illness, fatigue, or injury.
- The driver and all occupants are required to wear safety belts when the vehicle is in operation. Children should be restrained as regulated by state and federal guidelines.
- Drivers are expected to drive in a courteous manner and practice basic defensive driving skills.
- Any incident involving a company vehicle, whether owned or rented, should be reported to your direct supervisor immediately.
- Drivers shall immediately report the receipt of citations.
- Each assigned vehicle should have a copy of the registration, current insurance card, and accident kit located in the vehicle.
- Any change in driver's license status, including suspension and revocation, is to be reported to your supervisor immediately. Failure to do so places MAX RIEKE & BROTHERS, INC. at great risk and could result in disciplinary action including possible dismissal.
- The use of company vehicles for personal travel and/or vacations are prohibited unless authorized in advance.
- Employees should secure their vehicles when parked or not in use. The vehicle engine must be shut off, ignition key removed, and vehicle doors locked whenever the vehicle is left unattended. Protection of company property is your responsibility, please treat it accordingly.

DOT Requirements

- Drivers involved in intra or interstate commerce in vehicles with Gross Motor Vehicle Weight Rating (GMVR) of 10,001 pounds or more, designed to transport 16 or more passengers, including the driver, or used in the transportation of hazardous materials in a quantity requiring placarding under the DOT Hazardous Materials Regulations, are subject to the requirements of the DOT Federal Highway Administration's Federal Motor Carrier Safety Regulations (CFR Part 40).
- All DOT drivers shall submit to an annual physical examination and a DOT drug and alcohol test. Drivers will also be enrolled in a DOT drug and alcohol testing program.

Vehicle Maintenance

- Refer to the suggested maintenance guidelines provided by the manufacturer for your specific vehicle.
- It is the employees' responsibility to coordinate the maintenance of their assigned vehicle. This includes: oil changes, tires, brakes, lights, glass, signals, and any other items that assist in safe

operation.
- Oil should be changed every three to five thousand miles or as recommended by the manufacturer.
- All other service items shall be performed at intervals as set forth by manufacturer recommendations or as needed.
- Vehicles should be kept clean and presentable inside and out. They are a reflection of MAX RIEKE & BROTHERS, INC.**.**
- Major repairs and accessories should be approved by your direct supervisor.
- The maintenance log should be kept current and reflect all maintenance and major repair items.

Accident Reporting

- Determine if emergency treatment is needed. If so, call 911.
- All traffic accidents, regardless of severity, should be reported immediately.
- If possible, do not move your vehicle until instructed to do so by a law enforcement representative. Locate the accident kit in the glove box of the vehicle and begin processing. The kit should contain an accident checklist, accident report form, and disposable camera.
- The accident checklist in the accident kit will assist you through the appropriate steps to manage the accident scene.
- Secure the names and addresses of the other parties involved, their driver's license numbers, insurance company names, and policy numbers, as well as the names and addresses of injured persons and witnesses. Record this information on the accident report form (located within the accident kit). Please do not discuss fault or sign anything for anyone, except a police officer or a representative of MAX RIEKE & BROTHERS, INC.'s insurance carrier.
- Complete the vehicle incident report form to the best of your ability. If possible, take detailed photos of the scene from various angles. A copy of the incident report and any pictures should be forwarded to your supervisor in order for an investigation to be completed.
- The company shall request a drug or alcohol test of any driver involved in a company related vehicle accident.

General Safety Information

Employees should not:

- Employees shall refrain from cell phone use unless it is safe to do so. Please see Cell Phone section of this Policy.
- Pick up hitchhikers.
- Accept payment for carrying passengers or materials.
- Use any radar detector, laser detector, or similar devices.
- Push or pull another vehicle or tow a trailer unless the vehicle is equipped for this task.
- Transport flammable liquids or gases unless a DOT or Underwriter's Laboratories approved container is used and only then in limited quantities.
- Medically assist disabled motorists or accident victims beyond your level of medical expertise. When in doubt call 911.

Driver Training

New employees will receive a copy of this policy as part of their initial orientation. Areas that will be

addressed with the driver include:

- Review and acknowledge the Vehicle Fleet Safety Policy.
- Review the accident reporting and emergency procedures.
- Open discussion of any questions or concerns the employee may have concerning the program.
- Additional training will occur at management discretion.

Use of Personal Vehicles For Business

Employees at MAX RIEKE & BROTHERS, INC. may be required to use their personal automobile on company business as a means to accomplish various job duties outside of our office. These employees will be reimbursed at the Internal Revenue Service Standard Mileage Rate at the time that the mileage was incurred.

All employees are required to provide proof of liability insurance to MAX RIEKE & BROTHERS, INC. upon employment and thereafter on an annual basis. Auto coverage purchased for MAX RIEKE & BROTHERS, INC. covers MAX RIEKE & BROTHERS, INC. only and is written in excess of the personal insurance provided by the employee. MAX RIEKE & BROTHERS, INC. does not provide any physical damage coverage for employee's vehicles. Physical damage coverage and any applicable deductible are the responsibility of the employee.

If use of their personal vehicle is determined by MAX RIEKE & BROTHERS, INC. to be essential to an employee's job function and that employee declines to provide proof of liability insurance, he or she may be subject to disciplinary action, up to and including termination.

Employees who are not required to drive their personal vehicle for company business and who do not wish to provide evidence of liability insurance will be asked to agree in writing that they will not, under any circumstances, operate their vehicle for company business at any time.

Cellular Phone or Mobile Device Use for Business and/or Personal Purposes While Driving:

Research indicates cell phone use and/or mobile device use while driving is dangerous and may even approach the equivalent danger of driving while drunk. Therefore, MAX RIEKE & BROTHERS, INC. prohibits employee use of cellular phones or other mobile devices for business purposes or personal use while driving company vehicles or driving for business purposes. Although we recognize other distractions occur during driving, prohibiting the use of cell phones and other personal electronic devices while driving minimizes the risk of accidents for our employees.

- Employees are required to stop their vehicle in a safe location to use a cell phone or similar device.
- Employees charged with traffic violations resulting from use of their phones while driving will be solely responsible for all penalties resulting from such actions, whether on personal or business cellular phone.
- Accidents occurring while a driver is using a cellular phone may be considered preventable and will be subject to disciplinary action.
- Employees who violate this policy will be subject to disciplinary actions, up to and including employment termination.

Vehicle Safety Policy Acknowledgement
Authorization for MVR Review

I acknowledge the information contained in the MAX RIEKE & BROTHERS, INC. Vehicle Safety Policy has been reviewed with me and a copy of the driver rules have been furnished to me. As a driver of a company vehicle or while driving a personal vehicle on company business, I understand it is my responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. I agree to abide by the processes and information provided within this Vehicle Safety Policy.

I acknowledge having a valid non-restricted driver's license and agree to grant MAX RIEKE & BROTHERS, INC. permission to obtain annual Motor Vehicle Reports (MVRs) for the duration of my employment to determine continued eligibility to drive a company vehicle.

Office Location:_____

Date of Employment:_____ Date of Birth:_____

Driver's License #:_____ Exp. Date:_____

State Issued:_____

Signature:_____ Date:_____

Name Printed:_____

cc: Employee File