LAMAR CONTRACTORS, LLC

HEALTH & SAFETY PROGRAM

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LAMAR CONTRACTORS, LLC

HEALTH & SAFETY PROGRAM

TABLE OF CONTENTS

Section 1 CORPORATE LAMAR CONTRACTORS, LLC. SAFETY POLICY

Section 2 LAMAR CONTRACTORS, LLC. POLICIES AND PROCEDURES

Program Requirements..... 1
Written Individual Program..... 2
Safety Training Orientation Procedures..... 2
Safety Training Documentation..... 2
Safety Meetings Procedures..... 3
Safety and Health Inspection Procedures..... 3
Hazard Reporting Policy..... 4
First Aid Procedures..... 4
Fire Extinguishers and Fire Prevention..... 5
Employee Owned Equipment Policy..... 5
Posted Information..... 5
General Safety Rules For All Employees..... 6
Recordkeeping Procedures..... 7
Disciplinary Policy for Willful Unsafe Acts..... 9
Machine Guarding..... 10
Material Handling & Storage..... 10
Mobile Equipment & Vehicles..... 10
Safe Rigging Procedures..... 10
Barricaded Areas..... 11
Forming Shoring System..... 11
Appendix

Section 3 HEALTH AND SAFETY PROGRAM RESPONSIBILITIES
Program Requirements..... 1
LAMAR CONTRACTORS, LLC. President Responsibilities..... 1
Safety Manager Responsibilities..... 1
Project Manager Responsibilities..... 2
Superintendent..... 2
Project Foreman Responsibilities..... 3
Employee Responsibilities..... 3

Section 4.0 ACCIDENT PREVENTION AND INVESTIGATION PROGRAM
Program Requirements..... 1
Responsibility..... 1
Training Requirements..... 1
Accident Prevention..... 2
Hazard Reporting..... 3
Accident Investigation..... 3
Sequence of Steps..... 4
Appendix

Section 4.1 LAMAR CONTRACTORS, LLC. ACCIDENT PREVENTION PLAN..... 6-24

Section 5 OSHA INSPECTION PROCEDURES

Program Requirements..... 1
Responsibility..... 1
Training Requirements..... 1
Receiving the Compliance Officer..... 2
Opening Conference..... 2
Walk Around Inspection..... 2
Closing Conference..... 3
Follow-up Actions..... 3

Section 6.0 HAZARD COMMUNICATION PROGRAM
Program Requirements..... 1
Responsibility..... 1
Training Requirements..... 1
Labeling Requirements..... 3
Material Safety Data Sheets and Hazardous Materials Inventory List..... 3
Non-LAMAR CONTRACTORS, LLC. Employees Program..... 3
Trade Secrets..... 4
Non-Routine Tasks..... 4
Chemical Storage..... 4
Appendix

Section 6.1 HAZARD COMMUNITCATION PROGRAM..... 6-22

Section 7 BLOODBORNE PATHOGENS PROGRAM
Program Requirements..... 1
Responsibility..... 1
Training Requirements..... 2
Exposure Determination..... 2
Engineering And Work Practice Controls..... 3
Hand Washing Facilities..... 3
Work Area Restrictions..... 3
Personal Protective Equipment..... 3
Housekeeping..... 4
Handling Regulated Wastes..... 4
Recordkeeping..... 5
Hepatitis B Vaccination Program..... 5
Post-Exposure Evaluation And Follow-Up..... 5
Labels And Signs..... 7

Section 8 PERSONAL PROTECTIVE EQUIPMENT PROGRAM
Program Requirements..... 1
Responsibility..... 1
Training Requirements..... 1
Hazard Prevention and Control..... 2
PPE Needs Analysis..... 2
General PPE Requirements..... 3
Appendix

Section 9 LADDER SAFETY PROGRAM
Program Requirements..... 1
Responsibility..... 1
Training Requirements..... 1

Stair Safety..... 2
Ladder Safety..... 2
Inspections 4

Section 10 HOUSEKEEPING PROGRAM
Program Requirements..... 1
Responsibility..... 1
Training Requirements..... 1
Housekeeping..... 2
Hazard Assessment..... 2
Housekeeping Procedures..... 2

Section 11 EQUIPMENTS, TOOLS, AND GROUND FAULT SAFETY PROGRAM
Program Requirements..... 1
Responsibility..... 1
Training Requirements..... 1
General Requirements..... 2
Ground Fault Protection..... 3
Equipment/Tool Selection..... 3
Equipment/Tool Precautions..... 4
Inspections and Recordkeeping..... 4

Section 12 LOCKOUT/TAGOUT PROGRAM
Program Requirements..... 1
Responsibility..... 1
Training Communication..... 1
Specific Responsibilities..... 2
Energy Control (Lockout/ Tagout) Procedures..... 3
Group Lockout/Tagout Procedures..... 4
Lockout/Tagout During Shift or Personnel changes..... 5
Locks, Tags, and Energy Isolating Devices..... 5
Tagout Only Procedures..... 6
Definitions..... 6
Appendix

Section 13 ELECTRICAL SAFETY PROGRAM
Program Requirements..... 1
Responsibility..... 1
Training Requirements..... 1
Hazard Evaluation..... 3
Safety-Related Work Practices..... 3
Electrical Hot Work Permits..... 6
Safeguards For Personnel Protection..... 6
Definitions..... 7
Appendix

Section 14 EMERGENCY ACTION PLAN
Program Requirements..... 1
Responsibility..... 1
Evacuation Notification..... 1
Employee Responsibility..... 2

	Supervisor Responisibility	2
	Visitor Responsibility	3
	Contractor Repsonisibilty	3
	Precedure For Fire & Explosions	3
	Procedures For Severe Weather	4
	Procedures To Return To Work	4
Section 15	RESPIRATORY PROTECTION PLAN	
	Program Requirements	1
	Responsibility	1
	Training Requirements	2
	Hazard Evaluation	3
	Program Requirements	4
	Voluntary Use of Respirators	4
	Respirator Selection	4
	Definitions	5
	Appendix	
Section 16.0	CONFINED SPACE ENTRY PROGRAM	
	Written Program	1
	Responsibility	1
	Specific Responsibilities	1
	Training Requirements	2
	Hazards Most Common To Confined Spaces	6
	General Controls for Confined Space Entry	7
	Entry and Rescue Equipment	9
	Definitions	11
Section 16.1	Confined Space Mold IBS	1-33
	Appendix	
Section 17	SCAFFOLD AND AERIAL LIFT SAFETY PROGRAM	
	Program Requirements	1
	Responsibility	1
	Training Requirements	1
	Competent and Qualified Persons	2
	Fall Protection-Scaffolds	3
	General Procedures	3
	Prohibited Practices	4
	Inspections-Scaffolds	5
	Aerial Lift Safety	5
Section 18	LIFTING PROGRAM	
	Program Requirements	1
	Responsibility	1
	Training Requirements	1
	Maintenance & Inspection Procedures	2
	General Safety Precautions	4
Section 19	FALL PROTECTION PROGRAM	
	Program Requirements	1

Responsibility..... 1
Training Requirements..... 1
Jobsite/Workarea Evaluation..... 2
Fall Protection Systems..... 3
Inspection and Maintenance..... 4
Definitions..... 5
Appendix

Section 20 WELDING SAFETY PROGRAM
Program Requirements..... 1
Responsibility..... 1
Training..... 1
Fire Prevention and Protection..... 2
Operating Procedures..... 4
Handling Cylinders..... 4
Inspections..... 4
Maintenance..... 4
Signs and Labels..... 5
Appendix

Section 21 TRENCHING AND EXCAVATION PROGRAM
Program Requirements..... 1
Responsibility..... 2
Training Requirements..... 2
General Requirements..... 2
Access and Egress from Excavations..... 3
Protection of Employees in Excavations..... 3
Surface Encumbrances and Underground Installations Safety Guidelines..... 3
Protection from Hazards Associated with Water Accumulation..... 4
Protection from Superimposed Loads..... 4
Exposure to Vehicular Traffic..... 4
Exposure to Falling Loads..... 4
Warning Systems for Mobile Equipment..... 5
Hazardous Atmospheres..... 5
Stability of Adjacent Structures..... 5
Protection of Employees from Loose Rock or Soil..... 6
Site Inspections..... 6
Design of Support Systems, Shield Systems, Sloping and Benching Systems..... 6

Section 22 SUBCONTRACTOR SAFETY PROGRAM
Program Requirements..... 1
Responsibility..... 1
Training Requirements..... 1
Specific Responsibilities..... 1
Subcontractor Safety Guidelines..... 2

Section 23 HEARING CONSERVATION PROGRAM
Program Requirements..... 1
Responsibility..... 1
Training Requirements..... 1
Hearing Conservation Program..... 2
Audiometric Testing Program..... 4

Recordkeeping..... 5

Section 24 BACK SAFETY PROGRAM
Program Requirements..... 1
Responsibility..... 1
Training Requirements..... 1
Hazard Prevention and Control..... 2
Administrative Controls..... 2
Safe Lifting Techniques..... 3

Section 25 POWERED INDUSTRIAL TRUCK PROGRAM
Program Requirements..... 1
Responsibility..... 1
Training Requirements..... 1
General Requirements..... 2
Pre-Start Requirements..... 4
Loading/Unloading Requirements..... 4
Parking Requirements..... 5
Refueling Requirements..... 5
Modifications/Labels..... 6

Section 26 SILICA SAFETY PROGRAM
Health Hazards Associated with Silica..... 1
Silica Expose at LAMAR CONTRACTORS, LLC..... 2
Statement of Purpose..... 3
Senior Management Responsibilities..... 3
Supervisor Responsibilities..... 4
Employee Responsibilities..... 4
Exposure Limits..... 4
Risk Identifications..... 5
Risk Assessment..... 5
Risk Control Methods..... 6
Substitution and Elimination..... 6
Engineering Controls..... 6
LEV Systems..... 6
WDS Systems..... 6
Administrative Controls..... 7
Personal Protective Equipment Controls..... 7
Education and Training..... 8
Safe Work Procedure..... 9
Documentation..... 10

Section 27 COLD AND HEAT PREVENTION SAFETY PROGRAM
PURPOSE..... 1
SCOPE..... 1
RESPONSIBILITY..... 1
HEAT RELATED ILLNESSES: SIGNS, TREATMENTS, AND PREVENTION..... 2
COLD RELATED ILLNESSES: SIGNS, TREATMENTS, AND PREVENTION..... 2
HEAT INDEX CHARTS..... 7
COLD STRESS EQUATIONS..... 9

SECTION 28 CADMIUM AND HEXAVALENT CHROMIUM SAFETY PRORAM
STATEMENT OF PURPOSE..... 1
SCOPE..... 1
MANAGERS RESPONSIBILITIES..... 1
EMPLOYEE RESPONSIBILITIES..... 2
CADMIUM PROCEDURES..... 2
HEXAVALENT CHROMIUM PROCEDURES..... 4

Section 29 SUBSTANCE ABUSE PROGRAM
Program Requirements..... 1
Substance Testing For Pre-Employment , New Hires, and Reinstantements 2
For Cause – Post Accident/ Incident Testing 2
Substance Testing Procedures 2
Prescription And Over-The-Counter Products..... 3
Post Accident/ Incident And Random Substance Testing Procedures..... 3
Random Substance Testing..... 3

Section 30 COMPANY VEHICLE FLEET PROGRAM
Program Overview..... 1
Vehicle Fleet Purpose..... 1
Driver Licensing..... 1
Review Of Motor Vehicle Record 2
Personal Use..... 2
Maintenance..... 3
Personal Cars Used On Company Business..... 3
Traffice Violations..... 3
Accident Involving Company Vehicles..... 3
Thefts..... 4
Driver Responsibilities..... 4
Preventable Accidents..... 4

Section 31 WORKZONE TRAFFIC SAFETY PROGRAM
Program Requirements..... 1
Responsibility..... 1
Training Requirements..... 1
Pre-Job Planning..... 2
Traffic Control Plan (TCP)..... 2
Setup/ Tear Down/ Repositioning..... 2
Personal Protective Equipment (PPE)..... 3
Inspections..... 3
Internal Traffic Control Plan (ITCP)..... 3

LAMAR CONTRACTORS , LLC

Company Safety Policy

The Occupational Safety and Health Act of 1970 clearly states our common goal of safe and healthful working conditions. The safety and health of our employees continues to be the first consideration in the operation of our business.

Safety and health in our business must be a part of every operation. Without question it is every employee's responsibility at all levels.

It is the intent of this company to comply with all laws. To do this we must constantly be aware of conditions in all work areas that can produce injuries. No employee is required to work at a job he or she knows is not safe or healthful. Your cooperation in detecting hazards and, in turn, controlling them is a condition of your employment. Inform your supervisor immediately of any situation beyond your ability or authority to correct.

The personal safety and health of each employee of this company is of primary importance. The prevention of injuries and illnesses is of such consequence that it will be given precedence over operating productivity whenever necessary. To the greatest degree possible, management will provide all mechanical and physical facilities required for personal safety and health in keeping with the highest standards.

Our objective is a safety and health program that will reduce the number of injuries and illnesses to an absolute minimum. Our goal is nothing less than zero accidents and injuries.

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Lamar Contractors, LLC

CONTENTS

SECTION	PAGE
1. PROGRAM REQUIREMENTS.	1
2. WRITTEN INDIVIDUAL PROGRAMS.	2
3. SAFETY TRAINING ORIENTATION PROCEDURES.	2
4. SAFETY TRAINING DOCUMENTATION.	2
5. SAFETY MEETINGS PROCEDURES.	3
6. SAFETY AND HEALTH INSPECTION PROCEDURES.	3
7. HAZARD REPORTING POLICY.	4
8. FIRST AID PROCEDURES.	4
9. FIRE EXTINGUISHERS AND FIRE PREVENTION.	5
10. EMPLOYEE OWNED EQUIPMENT POLICY.	5
11. POSTED INFORMATION.	5
12. GENERAL SAFETY RULES FOR ALL EMPLOYEES.	6
13. RECORDKEEPING PROCEDURES.	7
14. DISCIPLINARY POLICY FOR WILLFUL UNSAFE ACTS.	9
15. MACHINE GUARDING.	10
16. MATERIAL HANDLING & STORAGE.	10
17. MOBILE EQUIPMENT & VEHICLES.	10
18. SAFE RIGGING PROCEDURES.	10
19. BARRICADED AREAS.	11
20. FORMING & SHORING SYSTEM.	11
APPENDIX	

1. PROGRAM REQUIREMENTS .

Lamar Contractors, LLC will ensure that the hazards at its jobsites are evaluated and communicated to its employees and that proper protective measures are provided. Lamar Contractors, LLC Safety Manager is solely responsible for all managerial facets of this program and has full authority to make necessary decisions to ensure the success of the program. Safety is also the responsibility of every employee of Lamar Contractors, LLC The Safety Manager is the sole person authorized to amend these instructions. This program will be maintained in accordance with OSHA Regulations 29 CFR 1910 and 29 CFR 1926. In addition, Lamar Contractors, LLC will review and evaluate this program on an annual basis or when operational changes occur that require a revision of this document.

2. WRITTEN INDIVIDUAL PROGRAMS .

Lamar Contractors, LLC will maintain written individual programs for the types of hazards/issues that our employees will or could potentially be exposed to. Each program will be reviewed/revised on an annual

basis or as required by the respective governing OSHA Standard. Each written program will be communicated to all personnel that are affected by it. Each will encompass the total workplace, regardless of the number of workers employed or the number of work shifts. They will be designed to establish clear goals, and objectives.

3. SAFETY TRAINING ORIENTATION PROCEDURES.

3.1. Employees will be given formal instruction on the hazards associated with their jobs and with their equipment. This will include information on the varieties of hazards associated with the job, what risk factors cause or contribute to them, how to recognize and report hazardous conditions, and how to prevent accidents with their respective jobs. This training will be conducted on an annual basis.

3.2. Each employee will be required to attend a safety orientation meeting which will cover these topics.

3.2.1. General workplace hazards

3.2.2. Required personal protective equipment

3.2.3. Emergency procedures and accident reporting

3.2.4. General safety rules

3.2.5. HazCom orientation training

3.2.6. Lockout / Tagout procedures

3.2.7. Fall Protection

3.3. Employees will be issued an orientation package that includes:

3.3.1. Lamar Contractors, LLC Safety Policy

3.3.2. Drug/Alcohol Abuse Policy

3.3.3. Return to Work Policy

3.3.4. General Safety Rules

3.3.5. Disciplinary Policy for Unsafe Acts

3.3.6. Safety Meeting Record

4. SAFETY TRAINING DOCUMENTATION .

All safety meetings, internal training, or certification training will be documented using sign in sheets or copies of the actual certificates or training cards. A copy of the documentation will be maintained at Lamar Contractors, LLC main office. A copy of the training summary is found in the Appendix to this program.

5. SAFETY MEETINGS PROCEDURES .

A well-ordered flow of information is essential to a good safety program. Lamar Contractors, LLC, through a program of safety meetings at all levels, intends to accomplish the goals of safety awareness, education, and participation.

5.1. We are committed to efficient and quality training that increases safety awareness amongst all employees.

5.2. Safety meetings for employees will be held on a regular basis to demonstrate management's commitment to accident prevention. Possible agenda items include but are not limited to the review of accidents, safety education, safety inspections, elimination of workplace hazards, new methods of improving job performance, employee training, personal protective equipment, safety incentives, Hazard Communication, Lockout/Tagout, Respiratory Protection, Fall Protection, and other safety policies.

5.3. It is vital to this Workplace Safety Program that all safety training and meetings are carefully documented. Written records of all safety meetings are the responsibility of the Supervisor(s). Training activities are the responsibility of the Safety Manager.

5.4. Each employee will be required to attend weekly safety meetings held by the Project Superintendent or his designated representative. Attendance is mandatory for all personnel; there will be no exception. Each employee will be required to sign an attendance record which will be retained by Lamar Contractors, LLC The topic for each meeting will be pertinent to the work in progress and to any potential hazards which could arise in the course of operations.

6. SAFETY AND HEALTH INSPECTION PROCEDURES.

Routine safety and health inspections of all job sites will be conducted as necessary by the Safety Manager or designated individual. The inspection will be conducted to discover conditions and work practices that lead to job accidents and industrial illnesses.

6.1. Inspection elements. Inspection elements such as the following will be checked during safety inspections.

- Floors — Condition, slip, trip, falls
- Aisles — Marking, obstructions
- Stairs — Condition, railings, obstructions
- Ladders — Condition, Metal in electrical areas
- Exits — Obstructions, locked? lighted?
- Ventilation — Adequate, fans guarded? maintained
- Hand tools — Grounded, guarded, pressure switches
- Chemicals — SDS's, labels, storage, separated
- Compressed gas — Storage, heat sources, labels, training
- Guarding — Installed, over, under, around, between
- Lockout tagout — Procedures, training, devices, tags
- Eye protection — Used, training, Z-87 rated protectors
- Fire protection — Extinguishers, training, locations
- First Aid — Kits, OSHA 300 logs, training
- Confined Spaces — Marked, training, ventilation, equipment
- Work practices — unsafe work practices observed? (List)

6.2. Inspection report. The Safety Manager will provide a safety report based on the inspection items noted during the inspection to the appropriate supervisor.

7. HAZARD REPORTING POLICY.

All employees are required to report potential or known hazards immediately upon identification. If possible, the hazard should be eliminated immediately when found. Otherwise, the immediate supervisor must be notified and all work where employees are exposed to the hazard must be discontinued until the hazard has been removed.

8. FIRST AID PROCEDURES.

8.1. First Aid Information. Supervisors will ensure that employees are aware of the medical emergency telephone numbers (physicians, hospitals, or ambulances, etc.) and post this information where appropriate.

8.2. First Aid Training. The Safety Manager will coordinate with Supervisor to ensure that all Supervisors and at least one employee on each work crew is trained in First Aid and CPR procedures according to American Red Cross, American Heart Association, National Safety Council or equivalent standards. The training will occur before employees are required to render First Aid or CPR.

8.3. First Aid Kits. First aid kits will be maintained at each jobsite by the Supervisor. Supervisors will ensure that First Aid Kits are stocked and check the kit at least weekly. All employees will be made aware of the location and availability of the first aid kit. The first aid kit will regularly be stored in the Supervisors, Lamar Contractors, Inc. Vehicle, Job Tool Box, or Job trailer. The type of first aid kit to be maintained will be for minor emergencies such as cuts and skin abrasions. The first aid kit will be of a weather proof container type and contain at least the following items.

- 1 absorbent compresses (32 sq. in.)
- 16 adhesive bandages (1x3 in.)
- 1 adhesive tape (5 yd.)
- 10 individual-use antiseptic applications (0.5 g or 0.14 fl. Oz. Each)
- 6 individual-use burn treatment applications (0.5 g or 0.14 fl. Oz. Each)
- 2 pair medical exam gloves
- 4 sterile pads (3x3 in.)
- 1 triangular bandage (40 x 40 x 56 in.)
- 1 each bottle 1 oz. Eye Irrigate

Note: Where the eyes or body of any person may be exposed to injurious corrosive materials, suitable facilities will be provided within the work area. Supervisors must ensure that additional wash facilities are provided.

8.4. Minor injuries. Minor injuries, such as cuts, scratches, bruises, and burns that do not require a doctor's treatment, may be handled by the employee at the jobsite. Recurring First aid injuries will be reported to the Safety Manager to ensure they do not become serious.

8.5. Serious Injuries. If a Serious or Life Threatening Injury/Accident occurs the Supervisor will notify Emergency Services by dialing 911 immediately. Where a customer or client has an

established Emergency Response Team Lamar Contractors, LLC will utilize the emergency response team as directed by the customer or client safety personnel.

8.5.1. Supervisors will be responsible to ensure all employees report serious accidents or injuries immediately to the Safety Manager. Where employees require professional medical attention, the Supervisor will transport the individual to the hospital if the type and extent of injury(s) permits. The Supervisor will accompany Lamar Contractors, LLC the employee to the hospital or clinic and observe the employees' condition and status. The supervisor will report directly to the Safety Manager the condition of the employee and ensure that proper accident investigation procedures are followed.

9. FIRE EXTINGUISHERS AND FIRE PREVENTION.

9.1. General Requirements: Portable fire extinguishers will be provided in all Lamar Contractors, LLC vehicles for employee use in the event of an incipient (minor) fire. All fire extinguishers will be stored inside the cab of the vehicle or mounted on the vehicle where they will not be harmed. The Safety Manager will ensure that fire extinguishers are available in sufficient quantity and have been initially inspected and are ready for use. Supervisors will ensure fire extinguishers are available at each jobsite and additional fire extinguishers are available where welding or cutting is taking place. Supervisors will replace damaged or used fire extinguishers as soon as possible. Supervisors will also visually inspect fire extinguishers on a monthly basis and record this inspection on a monthly inspection tag on each fire extinguisher.

9.2. Training. All employees expected to use fire extinguishers will receive training in the various classes of fires, the proper use and types of fire extinguishers, the hazards involved in fighting an incipient fire, and in the prevention of fires. Training will be conducted before the employees are expected to use the fire extinguisher and annually thereafter.

10. EMPLOYEE OWNED EQUIPMENT POLICY.

Supervisors will be responsible to ensure that all employee owned equipment such as but not limited to personal protective equipment, hand tools, or electric tools, are suitable for the work being performed and meet the requirements of Lamar Contractors, LLC Health and Safety Program. Employee owned equipment must not introduce additional hazards to employee or others individuals in the affected area. Employees will be responsible for maintenance and repair of personal equipment unless prior arrangements are made with the Safety Manager and approved by Lamar Contractors, LLC Owner.

11. POSTED INFORMATION .

The following items will be posted at the Main Office and Temporary Job Trailers where applicable.

11.1. OSHA Inspections

11.2. OSHA 300A Log - Summarizing accidents for the previous year

11.3. A listing of emergency telephone numbers

11.4. Employee access to exposure and medical records.

11.5. Posting of a hazard rating index (if applicable)

11.6. Posting of a Hazard Communication Program location

11.7. Notification of Worker's Compensation Coverage

11.8. Safety Signs

11.9. Building Permit (If Required)

11.10. Other Required documents in accordance with city, state requirements.

12. GENERAL SAFETY RULES FOR ALL EMPLOYEES.

The following safety rules are established by Lamar Contractors, LLC as general safety rules for all Employees.

12.1. Never operate any machine or equipment unless you are authorized and trained to do so.

12.2. Do not operate defective equipment. Do not use broken hand tools. Report them to your supervisor immediately.

12.3. Obtain full instructions from your supervisor before operating a machine with which you are not familiar.

12.4. Never start on any hazardous job without being completely familiar with the safety techniques which apply to it. Check with your supervisor if in doubt.

12.5. Make sure all safety attachments are in place and properly adjusted before operating any machine.

12.6. Do not operate any machine or equipment at unsafe speeds. Shut off equipment which is not in use.

12.7. Wear all protective garments and equipment necessary to be safe on the job. Wear proper shoes; sandals or other open-toed or thin-soled shoes should not be worn.

12.8. Do not wear loose, flowing clothing or long hair while operating moving machinery.

12.9. Never repair or adjust any machine or equipment unless you are specifically authorized to do so by your foreman.

12.10. Never oil, clean, repair, or adjust any machine while it is in motion.

12.11. Never repair or adjust any electrically driven machine without opening and properly tagging the main switch.

12.12. Put tools and equipment away when they are not in use.

12.13. Do not lift items which are too bulky or too heavy to be handled by one person. Ask for assistance.

12.14. Keep all aisles, stairways, and exits clear of skids, boxes, air hoses, equipment, and spillage.

12.15. Do not place equipment and materials so as to block emergency exit routes, fire boxes, sprinkler shutoffs, machine or electrical control panels, or fire extinguishers.

12.16. Stack all materials neatly and make sure piles are stable.

12.17. Keep your work area, machinery and all Lamar Contractors, LLC facilities which you use clean and neat.

12.18. Do not participate in horseplay, or tease or otherwise distract fellow workers.

12.19. Power-truck operators must safeguard other workers at all times; workers must show courtesy to power-truck operators.

12.20. Floor mounted extension cords should be placed so that they are flush to the ground at all times.

12.21. Frayed or damaged electrical cords should be replaced.

12.22. Never take chances. If you're unsure, you're unsafe!

12.23. Ask for help.

13. RECORDKEEPING PROCEDURES.

This employer fully understands that companies with eleven (11) or more employees at any time during the calendar year immediately proceeding the current calendar year must comply with the provisions of 29 CFR 1904. This section provides for recordkeeping and reporting by Lamar Contractors, LLC covered under 29 CFR 1904 as necessary or appropriate for developing information regarding the causes and prevention of occupational accidents and illnesses, and for maintaining a program of collection, compilation, and analysis of occupational safety and health statistics both for Lamar Contractors, LLC and as part of the national system for analysis of occupational safety and health. Records will be established on a calendar year basis.

13.1. This employer will report under 29 CFR 1904.8 concerning fatalities or multiple hospitalization accidents.

13.2. This employer will maintain a log of occupational injuries and illnesses under 29 CFR 1904.2 and to make reports under 29 CFR 1904.21 upon being notified in writing by the Bureau of Labor Statistics that the employer has been selected to participate in a statistical survey of occupational injuries and illnesses.

13.3. Log and summary of occupational injuries and illnesses. This employer will:

13.3.1. Maintain a log and summary of all recordable occupational injuries and illnesses by calendar year.

13.3.2. Enter each recordable injury and illness on the log and summary as early as practicable but no later than 6 working days after receiving information that a recordable injury or illness has occurred. For this purpose, form OSHA No. 300 or an equivalent which is as readable and comprehensible to a person not familiar with it will be used. The log and summary will be completed in the detail provided in the form and instructions on form OSHA No. 300.

13.4. Supplementary record. In addition to the log of occupational injuries and illnesses (OSHA 300) this employer will have available for inspection at each of our facilities within 6 working days after receiving information that a recordable case has occurred, a supplementary record for each occupational injury or illness for that establishment. The record will be completed in the detail prescribed in the instructions accompany Lamar Contractors, LLC Occupational Safety and Health Administration Form OSHA No. 301. Workmen's compensation, insurance, or other reports are acceptable alternative records if they contain the information required by Form OSHA No. 301 (according to OSHA). If no acceptable alternative record is maintained for other purposes, Form OSHA No. 301 will be used or the necessary information will be otherwise maintained.

13.5. Annual summary. This employer will post an annual summary of occupational injuries and illnesses for each facility under our control. This summary will consist of a copy of the year's totals from the form OSHA No. 300A and the following information from that form:

13.5.1. Calendar year covered.

13.5.2. Lamar Contractors, LLC and establishment address.

13.5.3. Certification signature, title, and date.

13.5.4. A form OSHA No. 300A will be used in presenting the summary. If no injuries or illnesses occurred in the year, zeros will be entered on the totals line, and the form posted.

13.5.5. The summary will be completed by February 1 of each calendar year. Lamar Contractors, LLC or the officer or employee of the employer who supervises the preparation of the log and summary of occupational injuries and illnesses, will certify that the annual summary of occupational injuries and illnesses is true and complete. The certification will be accomplished by affixing the signature of the employer, or the officer or employer who supervises the preparation of the annual summary of occupational injuries and illnesses, at the bottom of the last page of the log and summary or by appending a separate statement to the log and summary certifying that the summary is true and complete.

13.5.6. Each employer will post a copy of the establishment's summary in each facility in the same manner required under 29 CFR 1903.2. The summary covering the previous calendar year will be posted no later than February 1, and will remain in place until April 30th 1. For employees who do not primarily report or work at a fixed site belonging to Lamar Contractors, LLC, or who do not report to any fixed site on a regular basis, we will satisfy this posting requirement by presenting or mailing a copy of the summary during the month of February of the following year to each such employee who receives pay during that month. (NOTE: For multi-establishment employers where operations have closed down in some establishments during the calendar year, it will not be necessary to post summaries for those establishments).

13.6. Records retention. Records provided for in 29 CFR 1904.2, 1904.4, and 1904.5 (including form OSHA No. 300) will be retained for 5 years following the end of the year to which they relate.

13.7. Access to records. This employer will provide, upon request, records provided for in 29 CFR 1904.2, 1904.4, and 1904.5, for inspection and copying by any representative of the Secretary of Labor for the purpose of carrying out the provisions of the OSHA act, and by representatives of the Secretary of Health, Education, and Welfare, or by any representative of a State accorded jurisdiction for occupational safety and health inspections or for statistical compilation.

13.7.1. The log and summary of all recordable occupational injuries and illnesses (OSHA No. 300A) will, upon request, be made available to any employee, former employee, and to their representatives for examination and copying in a reasonable manner and at reasonable times. The employee, former employee, and their representatives will have access to the log for any establishment in which the employee is or has been employed.

13.7.2. Reporting of fatality or multiple hospitalization accidents. Within 8 hours after the occurrence of an employment accident which is fatal to one or more employees or which results in hospitalization of three or more employees, this employer will report the accident either orally or in writing to the nearest office of the Area Director of the Occupational Safety and Health Administration, U.S. Department of Labor. The reporting may be by telephone or telegraph. The report will relate the circumstances of the accident, the number of fatalities, and the extent of any injuries. It is understood that the Area Director may require such additional reports, in writing or otherwise, as he deems necessary, concerning the accident.

13.8. Change of ownership. Should Lamar Contractors, Inc. change ownership, Lamar Contractors, LLC will preserve those records, if any, of the prior ownership which are required to be kept.

13.9. Petitions for recordkeeping exceptions. Should Lamar Contractors, LLC wish to maintain records in a manner different from that required, Lamar Contractors, LLC will submit a petition containing the information specified by the Regional Commissioner of the Bureau of Labor Statistics in our region.

14. DISCIPLINARY POLICY FOR WILLFUL UNSAFE ACTS.

Employee safety is paramount at Lamar Contractors, LLC the willful commitment of an unsafe act cannot be condoned. Employees who willfully jeopardize their own or coworker's safety will be disciplined. The type of discipline can range from a verbal warning to dismissal. Lamar Contractors, LLC Safety Manager and supervisory personnel in the administrative chain of any employee may give employees a verbal warning for a known unsafe act or procedural or operational infraction.

14.1. Minor Infraction Discipline (Non-Life threatening).

14.1.1. Retraining. It must be considered that the possibility exists that lack of proper training may be a cause of the unsafe act. Supervisors will review the need for employee remedial training in their job skill to enable them to better accomplish their jobs.

14.1.2. First-time: Verbal warning. Lamar Contractors, LLC Safety Manager and supervisory personnel in the administrative chain of any employee may give employees a verbal warning for a known first-time unsafe act or procedural or operational infraction.

14.1.3. Second-Time: Written warning. A written warning will be issued automatically for a second verbal warning for an unsafe act. The written warning will become part of the employee's permanent personnel record.

14.1.4. Third-Time: Three (3) Day Suspension and Written warning. A three day suspension and written warning will be issued automatically for a third unsafe act. The written warning will become part of the employee's permanent personnel record.

14.1.5. Fourth-Time: One (1) Year Termination. The fourth minor infraction within one year will result in termination.

14.2. Major Infraction Discipline (Life threatening).

14.2.1. First-time: Three (3) Day Suspension and Written warning. A first time major infraction will result in a written warning and a three day suspension from work.

14.2.2. Second-Time: One (1) Year Termination. A second major infraction within one year will result in termination of employment.

15. MACHINE GUARDING.

Be sure all guards are in place and do not remove guards unless you are instructed to do so, and then for oiling, adjusting, or repairing only. Never oil or lubricate equipment or machinery while it is running or in motion, except where motion is necessary to make adjustments.

16. MATERIAL HANDLING & STORAGE.

Heavy or awkward materials shall be moved with mechanical aid or with additional help to prevent a lifting hazard.

Learn to lift correctly -- with the legs -- not the back. If the load is too heavy, GET HELP.

Materials and supplies shall be neatly and securely stacked, blocked, and limited in height so as to be stable and in no danger of collapsing, sliding, or falling over.

17. MOBILE EQUIPMENT & VEHICLES.

Only authorized employees shall operate mobile equipment. Drivers will not move vehicles with riders (except pickups and automobiles). Riding on the top of loads, fenders, running boards, sideboards, and gates, or with your legs dangling over the ends or sides of trucks will not be tolerated. If you must work around power shovels, cranes, trucks, and dozers, make sure operators can always see you. Sound horn continuously when backing a vehicle. It is desirable to have an end-gate man guide you as you are backing up. Equipment or vehicles shall not be driven over compressed air or oxygen and acetylene hoses unless the hoses have been physically protected from damage. The parking brake must be set whenever the vehicle is parked. Equipment on an incline must have the wheels chocked.

18. SAFE RIGGING PROCEDURES.

Determine weight of load. Employees shall not stand or work under suspended loads. Chains used for hoisting must have capacity tags.

Use tag lines. Loads suspended by cranes shall not be hoisted over other employees. Inspect rigging for any possible defects. Discard defective rigging. Only qualified riggers will rig loads.

19. BARRICADED AREAS.

Rope off or barricade danger areas. Never enter an area, which has been roped off or barricaded without getting an okay from your supervisor. Keep away from the edge of cuts, embankments, trenches, holes, and/ or pits.

20. FORMING & SHORING SYSTEM.

The applicable recommended practices of the Scaffolding, Shoring and Framing Institutes, Inc. should be followed.

20.1. Erection: All shoring equipment must be erected, plumb and level, unless otherwise indicted on the drawing. All loads between structural members of the system must be transferred concentrically. The formwork and false work must be adequately braced and stabilized against wind and other external forces to meet required safety codes. All shoring and formwork

accessories must be properly attached and securely fastened before concrete placement. The job superintendent is responsible for compliance with the safety requirements for false work during dismantling, flying and erection forms. The job superintendent is responsible for the final inspection of shoring and formwork to ensure the compliance with the approved drawings and good erection practice. All applicable safety standards for shoring and formwork must be followed during erection of all equipment and during the concrete placement.

20.2. Single Post Shoring: Use the manufacturer's recommended safe working loads consistent with the height from supporting sill to formwork. Provide and maintain a solid footing to distribute maximum loads properly. Plumb all post shores as the erection proceeds. Check plumb of post shores just prior to pour. Check to see that all clamps, screws, pins and all other components are in a closed or engaged position. Make certain that all base plates and shore heads are in firm contact with the footing still and form materials. For stability, single post shores shall have adequate bracing provided in the longitudinal, transverse and diagonal directions. Bracing shall be installed as the shores are being erected. Lacing and bracing of single post steel shores is for stability and does not necessarily increase their strength. Horizontal lacing shall be used whenever diagonal bracing is used. Diagonal bracing perpendicular to shore lines shall be at least every ledger length but not exceeding 16' O.C. Devices which attach to the external lateral stability bracing shall be securely fastened to the single post shores. Single post shores more than one tier high shall not be sued. Where greater shore heights are required, consult the supplier. Single post shores more than one tier high shall not be sued. Where greater shore heights are required, consult the supplier. Adjustment of single post shores to rise from work shall not be made after concrete is in place. Avoid eccentric loads on "U--Heads" and top plates by centering stringers on those members. Use special precautions when shoring from or to sloped surfaces. Do not back--off or strip post shores until proper authority is given.

20.3. Use lumber stresses consistent with age, type and condition of available lumber to be used. Use only lumber that is in good condition. These recommendations cover typical methods and procedures for guidance and safe practice only. They do not purpose to be all inclusive not to indicate the exact construction necessary for any specific, individual instance. Such design and engineering are to be done by the supplier in each case.

CONTENTS

SECTION	PAGE
1. PROGRAM REQUIREMENTS.	1
2. COMPANY PRESIDENT RESPONSIBILITIES.	1
3. SAFETY MANAGER RESPONSIBILITIES.	1
4. PROJECT MANAGER RESPONSIBILITIES.	2
5. SUPERINTENDENT RESPONSIBILITIES.	2
6. PROJECT FOREMAN RESPONSIBILITIES.	3
7. EMPLOYEE RESPONSIBILITIES.	3

1. PROGRAM REQUIREMENTS .

Lamar Contractors, LLC has established a comprehensive, site company specific Safety Program. The ultimate purpose of the Program is to protect the greatest asset of the company: its employees. Specifically, Lamar Contractors, LLC safety program has been designed to address the issues of evaluating potential hazards associated with our work, communicating information concerning these hazards, and establishing appropriate protective measures for employees. The purpose of this document is to outline the responsibilities of each level of management and employees within Lamar Contractors, Inc. The company expects all employees to be familiar with the contents of this document as they pertain to their specific place in the company. Lamar Contractors, Inc. will review and evaluate this program on an annual basis, or when operational changes occur that require a revision of this document.

2. COMPANY PRESIDENT RESPONSIBILITIES .

The Members of Lamar Contractors, LLC recognizes the importance of safety and has committed to creating a place of employment, which is free from recognized hazards. The President is ultimately responsible for the safety of all employees of Lamar Contractors, LLC. He will ensure that all levels of management in the company are delegated the necessary authority to cultivate a safe environment and to take the appropriate actions to correct any deviations or deficiencies relating to safety on the job. He will also be responsible for making available the funds necessary to support the Safety Manager, which will ensure that employees are provided with effective safety equipment to perform their work.

3. SAFETY MANAGER RESPONSIBILITIES .

The company Safety Manager will be responsible for the day-to-day management of the company safety program. The Safety Manager will assist the company in remaining in compliance with all applicable health and safety regulations. He will keep informed of current regulations and changes to those regulations that apply to Lamar Contractors, LLC In addition, he will supervise the enforcement of safety policies and procedures by supervisors and employees. The Safety Manager will identify, coordinate, and conduct training sessions to ensure that all employees are equipped with the needed safety skills and knowledge. The Safety Manager will perform inspections of jobsites and facilities and take the appropriate actions to correct any deviations or deficiencies relating to safety on the job. He will serve as a resource for Supervisors to assist them in daily enforcement of the safety program. The

Safety Manager will monitor, review, and serve as a liaison for the safety of subcontractors to avoid placing this company or its employees at risk.

4. PROJECT MANAGER RESPONSIBILITIES.
Project Managers will be responsible for safety on their respective projects. They will be expected to involve the Safety Manager at the beginning of every project even before work has started. Project Managers will take recommendations from and work with the Safety Manager to ensure the safety of employees on the job. Project Managers will also monitor the safety of subcontractors to avoid placing this company or its employees at risk. They will be familiar with the company's safety program and procedures. In addition, Project Managers will:

   4.1. Ensure the subcontractor's obligations and safety requirements as defined in the subcontract are carried out.

   4.2. Evaluate his projects loss control requirements on a daily basis making changes of additional safety control measures when appropriate.

   4.3. Participate in pre-job planning meetings when a new task is starting up.

   4.4. Participate in monitoring loss control prevention.

   4.5. Report any safety violations of rules, practices or OSHA safety standards for corrective action.

   4.6. Assist the superintendent in the enforcement of the rules and regulations.

   4.7. Assist in any construction loss control meetings.

   4.8. Assist in conducting any periodic safety meetings at the job site.

   4.9. On a monthly basis review any loss control / accident data concerning job site injuries.

   4.10. Distribute toolbox safety training information to be used at the job site.

   4.11. Management must be periodically informed on problems and concerns at the job site so as to take action when required.

   4.12. The project manager will interface with President and clients and his safety attitude will be important and must always be positive.

5. SUPERINTENDENT RESPONSIBILITIES.
Superintendents have the responsibility of implementing and directing the safety program on their projects. The execution of such programs must be in keeping with the explicit and implied statements of the Company's Safety Policy. They are responsible for all activities related to performing the job safely. The superintendent will actively support the program as an example to employees, with the actions, decisions and directives it may require. The Superintendent's attitude and actions should be such that it is obvious and understood by company personnel, subcontractors, and clients that safety is of primary importance. Superintendents will be familiar with the company safety program and procedures to ensure effective application to their project. Superintendents must enforce the safety rules and regulations by all workers entering the project.

   Superintendents will:

   5.1. Ensure that proper safety precautions are being taken when new operations are installed, or when new tools, equipment or materials are introduced to the project.

5.2. Conduct weekly safety meetings with all Trades / Subcontractors and Superintendents / Foremen.

5.3. Reviews all jobsite Safety Inspections to make sure all hazards noted by the Safety Manager or designated Consultant have been corrected.

5.4. Complete the First Report of Injury.

6. PROJECT FOREMAN RESPONSIBILITIES .

Project Foremen are responsible for the daily enforcement of the policies and procedures of Lamar Contractors, LLC safety program. They will be responsible for all aspects of employee safety in their respective areas. They will be directly responsible to the Superintendent and take recommendations from and work with the Safety Manager to provide a safe jobsite for all employees. They will participate in periodic safety meetings and conduct them for their employees as directed by the Superintendent. Project Foremen will monitor the safety of employees on a daily basis and take the appropriate actions to correct any deviations or deficiencies relating to safety on the job. Project Foremen will be attentive to employee safety concerns and report them to the Safety Manager. They will keep in communication with the Safety Manager to ensure all employees receive training, refresher training, or retraining as needed. Project Foremen will monitor the safety of subcontractors to avoid placing this company or its employees at risk.

7. EMPLOYEE RESPONSIBILITIES .

Employees are the first lines of defense as it pertains to safety at all Lamar Contractors, LLC jobsites. Employees are expected to abide by all of the safety policies and procedures in the company safety program. They will be held responsible for their own safety and are expected to report unsafe conditions to their Supervisors immediately. If the Supervisor is unavailable, they will report safety violations or concerns to the Safety Manager. Employees, if feasible, are also expected to correct safety violations within their immediate area. They will ensure they report to work in a state of readiness, with the appropriate clothing, and with all issued personal protective equipment. Employees will only operate equipment on which they have been trained and authorized to use. They will report accidents, injuries, and near misses immediately to their Supervisor. All employees have the right to refuse to work under any unsafe condition or to perform any unsafe function.

CONTENTS

SECTION	PAGE
1. PROGRAM REQUIREMENTS.	1
2. RESPONSIBILITY.	1
3. TRAINING REQUIREMENTS.	1
4. ACCIDENT PREVENTION.	2
5. HAZARD REPORTING.	2
6. ACCIDENT INVESTIGATION.	3
7. SEQUENCE OF STEPS.	4
APPENDIX	

1. PROGRAM REQUIREMENTS.
This program is intended to address the issues of evaluating the hazards which have led or potentially would lead up to an accident, communicating information concerning these hazards, and establishing appropriate protective measures for employees. Lamar Contractors, Inc. will review and evaluate this program on an annual basis, or when operational changes occur that require a revision of this document.

2. RESPONSIBILITY.
The Safety Manager is the program coordinator, acting as the representative of Lamar Contractors, Inc. owners, who have the ultimate responsibility for all facets of this program. The Safety Manager is the sole person authorized to amend these instructions. Lamar Contractors, Inc. has authorized the Safety Manager and any Supervisor or Employee to halt any operation of Lamar Contractors, Inc. where there is danger of serious personal injury. Supervisors are required to ensure their employees are aware of the contents of this program and have received awareness training before assignment.

3. TRAINING REQUIREMENTS.
The purpose of accident investigation training and education is to ensure that all of our employees that are required to investigate accidents are sufficiently informed about the program.

3.1. Employees will be adequately trained in regards Lamar Contractors, Inc. accident investigation program. Proper training will allow designated individuals to understand the procedures to follow to report an accident, hazards associated with a job or production process, their prevention and control, and their medical consequences.

3.2. Training for affected employees will consist of both general and specific job training:

3.2.1. General Training. Employees will be given either on-the-job training or formal instruction on the hazards associated with their jobs and with their equipment. This will include information on the varieties of hazards associated with the job, what risk factors cause or contribute to them, how to recognize and report

hazardous conditions, and how to prevent accident with their respective jobs. This instruction will be repeated for each employee as necessary. This training will be conducted on an annual basis.

3.2.2. Job-Specific Training. All employees will be trained in specific procedures associated with their jobs based on current JSA's and other specific procedures contained in the Lamar Contractors, Inc. safety program.

3.3. Training for Supervisors. Supervisors are responsible for ensuring that employees follow safe work practices and receive appropriate training to enable them to do this. Supervisors therefore will undergo training comparable to that of the employees, and such additional training as will enable them to recognize hazardous work practices, to correct such practices, accident reporting/investigation requirements, and to reinforce Lamar Contractors, Inc. safety program.

4. ACCIDENT PREVENTION.

Preventing accidents is the purpose of Lamar Contractors, Inc. Safety Program. Preventing future workplace injuries in our company is the principal purpose of accident investigation. This document will provide a basis for studying and recording the reasons an accident occurred, identifying existing or potential job hazards (both safety and health), and determining the best course of action to take, reduce, or eliminate these hazards.

4.1. Employee Responsibilities. Employees are expected to abide by all of the safety policies and procedures in the company safety program. They will be held responsible for their own safety and are expected to report unsafe conditions to their Supervisors immediately. If the Supervisor is unavailable, they will report safety violations or concerns to the Safety Manager. Employees, if feasible, are expected to correct safety violations within their immediate area. They will ensure they report to work in a state of readiness, with the appropriate clothing, and with all issued personal protective equipment. Employees will only operate equipment on which they have been trained and authorized to use. They will report accidents, injuries, and near misses immediately to their Supervisor.

4.2. Supervisor Responsibilities. Company Supervisors are responsible for the daily enforcement of the policies and procedures in Lamar Contractors, Inc. safety program. Supervisors will monitor the safety of employees on a daily basis and take the appropriate actions to correct any deviations or deficiencies relating to safety on the job. Supervisors will be attentive to employee safety concerns and report them to the Safety Manager. Supervisors will assist the Safety Manager in conducting accident investigations or conduct the investigation under his supervision. Supervisors will use the Hazard Report (See Appendix to this program) to document and report any hazards, which cannot be immediately eliminated.

5. HAZARD REPORTING.

Lamar Contractors, Inc. Hazard Report will be used by all employees to report potential or known hazards. The following procedures apply:

5.1. Person reporting hazard:

5.1.1. Notify supervisor of the hazard.

5.1.2. Fill out required sections of the hazard report, if applicable.

5.2. Supervisor:

5.2.1. Notify all affected workers of hazard.

5.2.2. Notify subcontractor of hazard, if applicable.

5.2.3. Ensure hazard is properly marked and controlled.

5.2.4. Fill out required sections of the hazard report.

5.2.5. Forward report immediately to the Safety Manager.

6. ACCIDENT INVESTIGATION.

Accident investigation is primarily a fact-finding procedure; the facts revealed are used to prevent recurrences of similar accidents. The focus of accident investigation will be to prevent future accidents and injuries to increase the safety and health of all our employees.

6.1. Immediate concerns.

6.1.1. Ensure any injured person receives proper care.

6.1.2. Ensure co-workers and personnel working with similar equipment or in similar jobs are aware of the situation. This is to ensure that procedural problems or defects in certain models of equipment do not exist.

6.1.3. Start the investigation promptly.

6.2. Accident investigation report. Lamar Contractors, Inc. investigation report or similar form which details specific company requirements for investigation will be used to gather data to determine causes and corrective actions. As a minimum the form will contain the following areas of concern.

6.2.1. Accident investigation form data. (See Appendix to this program)

- Injured employee's name
- Date and time of injury
- Occupation or task being performed when injured
- Shift and department
- Company ID number
- Employee's address
- Sex/age/DOB
- Social security number
- Length of service
- Length of time at specific job
- Time shift started
- Overtime length when injury occurred
- Physician's and hospital name (if transported)
- Type of injury
- Resulting fatalities
- Description and analysis of accident
- Complete accident tree
- Action taken to prevent recurrence and person
- Employee's statement

- Witnesses' statement
- Employer's statement
- Person completing form and date
- Person(s) reviewing form and date

6.3. Reviewers. All accident investigation reports will be reviewed by the Safety Manager and Project Manager involved ensuring pertinent information is transmitted to all concerned and remedial action(s) are taken.

6.4. Accident investigation final report. The final report will be numbered in the upper right hand corner of pages. The report will include but is not limited to the following.

6.4.1. Investigation report form and pertinent data

6.4.2. Photographs/drawings/exhibits of scene

6.4.3. Narrative of accident

6.4.4. Contributing information

6.4.5. Findings and recommendations of review team

6.4.6. Action items and completion dates

6.4.7. Responsible persons

7. SEQUENCE OF STEPS.

7.1. Once the injured employees have been treated and cared for Supervisors must ensure that, the Safety Manager, or other designated individual accompany the injured employee to the hospital or health care provider.

7.2. Supervisors will ensure that the area where the accident occurred is secured to avoid further injuries and allow opportunity for investigation.

7.3. Photographs of the site should be taken from different angles.

7.4. The employee involved in the accident and any witnesses in separate interviews will be asked to explain in their own words what happened. The witness statement will be read back to them and they must sign it. It is important to document what the employee says and not influence them in any way.

7.5. The Accident Report form must be filled out completely. Ensure the directions for filling out the forms are followed. Supervisors must submit completed forms to the Safety Manager for review.

7.6. Ensure that immediate hazards have been addressed and proceed with any follow-up actions identified in the Accident Report.

7.7. Follow-Up Procedures. It is the policy of Lamar Contractors, Inc. that if one of our employees is hurt on one of our construction sites, the Superintendent will follow up with that employee. Our reasons for doing this are simple. A sincere caring attitude on our behalf quickens the recovery period. Follow-up procedures include:

7.7.1. Accompany individual to doctor or hospital depending on the severity of the injury.

7.7.2. Calling or visiting him/her in the hospital or at home to inquire when they will return to work.

7.7.3. Offering light duty to the individual when he/she has returned to work.

7.7.4. Making sure they go to their scheduled check-ups or physical therapy.

7.7.5. Working towards a full release from the doctor and clear return to work

7.7.6. Assuring all bills are paid and all paperwork is completed by the doctor or individual

Lamar Contractors, Inc.
ACCIDENT PREVENTION PLAN

INDEX

I. Management Component:
Safety Policy Statement, Safety Rules and Assignment of Responsibility

II. Analysis Component:
Accident and Injury Analysis/Analysis Form

III. Recordkeeping Component:
Accident Plan Recordkeeping

IV. Education and Training Component:
Safety Meeting and Training Procedures, New Employee Safety Orientation Form, Attendance Form

V. Self-Audit / Inspection Component:
Safety Inspection Procedures, Safety Inspection Checklist Form, Corrective Action Form, Vehicle Inspection Form

VI. Accident Investigation Component:
Incident/Accident Investigation Procedures

VII. Periodic Review and Revision Component:
Trigger/Annual Review Responsibility and Trigger/Annual Review Documentation Form

Lamar Contractors, Inc.
ACCIDENT PREVENTION PLAN
Section I
SAFETY POLICY STATEMENT AND SAFETY RULES

The management of Lamar Contractors, Inc. considers no phase of operation or administration as being of a greater importance than accident prevention. The policy of this company, therefore, is to provide and maintain a safe and healthful workplace and to follow operating practices that will safeguard all employees and result in safe working conditions and efficient operation. Safety will take precedence over expediency and shortcuts. Every attempt will be made to reduce the possibility of injuries.

Employee safety is to be the first consideration in operation of the company. Safe practices on the part of the employees must be part of all operations. Employees must understand their personal responsibility for preventing injuries on and off the job. Accident prevention and efficient operational procedures/activities go hand-in-hand.

Management has established minimum safety rules, which must be understood and followed. Failure to comply with the safety rules or failure to take due care and caution to prevent accidents and injuries will not be tolerated.

1. Management insists that all employees observe and obey every safety rule, safety regulation and verbal command as is necessary to maintain a safe and healthful workplace.

2. All employees will be required to attend safety meetings and safety training. Employees should acknowledge with signature on the safety meeting/training form that they were in attendance.

3. Every incident involving personal injury should be reported immediately to your supervisor. Management will perform incident investigation.

4. Employees known to be consuming or under the influence of drugs or alcohol are subject to immediate dismissal.

5. Horseplay, scuffling and other unsafe acts that have an adverse influence on safety will not be tolerated.

6. No employees should knowingly be permitted to work while their ability or alertness is impaired by fatigue, illness, or other causes, which potentially exposes other employees to injury.

7. Good housekeeping should be maintained in the workplace at all times.

8. Report unsafe conditions to your supervisor immediately.

9. Comply at all times with all known federal, state, and local safety laws as well as employer safety regulations and policies.

   Violation of any of these safety rules may be cause for immediate disciplinary action

Your full cooperation is required to ensure the success of the organization's accident prevention plan. Should a problem be encountered or assistance is needed concerning the safety policy or safety rules please contact Lamar Contractors, Inc.

_____
President/CEO/Owner

_____
Date

Lamar Contractors, Inc.

Section I

RESPONSIBILITY

Top Management Responsibilities:

_____ Will be the primary person responsible for the development, implementation, and enforcement of the company's accident prevention plan.

_____ Will ensure safety standards of federal, state & local government are met.

_____ Will ensure that effective new employee selection practices are carried out and will present the initial safety orientation to all employees.

_____ Will also be responsible for the following accident prevention activities:

a. Present safety meetings/training to all employees
b. Inspect and maintain work areas and company vehicles in a safe condition.
c. Investigate accidents or "near misses" as soon as they occur and implement abatement procedures to reduce chance of recurrence of same or similar type injuries.

_____ Is responsible for maintaining all accident prevention plan documentation and accident records.

Employee Commitment and Responsibilities

The managers of Lamar Contractors, Inc. recognize the success of any company wide endeavor is largely dependent upon all employees. This company recognizes the value of each employee's involvement to realize the goals we have set for ourselves.

All employees are encouraged and expected to become involved in all aspects of Lamar Contractors, Inc. Accident Prevention Program.

All employees are expected to utilize established avenues to solicit and receive comments, information and assistance where safety and health is concerned.
All employees are expected to perform their job duties in a manner that is safe for themselves, as well as those around them.
All employees are required to abide by all safety and health policies, procedures, and rules established by this company.

All employees of this company will adhere to the safety and health regulations established by federal, state and local agencies.

All employees are expected and required to adhere to all aspects of Lamar Contractors, Inc. Accident Prevention Plan. This is not optional. Your continued employment is contingent upon your recognizing and abiding by the safety and health policies, procedures and rules established in this plan.

Employee Involvement

Managers of Lamar Contractors, Inc. encourage employee involvement in each part of our company's Accident Prevention Plan. We solicit this involvement by giving each employee an opportunity to participate and be responsible for implementation of the safety program for his or her respective areas.

Lamar Contractors, Inc.
ACCIDENT PREVENTION PLAN
Section II
ACCIDENT AND INJURY ANALYSIS

Lamar Contractors, Inc. will review and analyze all accident/incident investigation reports, "near miss" incident reports, hazard reports, safety inspection reports, the OSHA Form 300, Log of Work-Related Injuries and Illnesses, and any other pertinent accident prevention documentation at least quarterly (January, April, July & October), or as needed in order to determine if accident trends or workplace hazards are developing. Trend analysis will identify recurring accidents and "near miss" incidents. The recurring accidents or "near miss" incidents analysis should be one of the determining factors in pinpointing which accident prevention components are not effective in eliminating workplace injuries.

Will develop and implement corrective accident prevention procedures/activities to prevent recurrence of it, similar accidents, or "near miss" incidents, which were pinpointed during the accident prevention records review. Corrective action will also be taken to ensure that specific workplace hazards, which are noted during the review, are eliminated. Documented safety training on newly implemented accident prevention procedures/activities will be performed at time of implementation. Follow-up to ensure prescribed corrective actions have been effectively implemented and completed in a timely manner will be responsibility of

.

Company name will review and follow-up on employee reports of unsafe conditions and maintain documentation on the activity.

Company Name Will maintain the documentation in the organization's office for a period of at least 5 years.

Employees will be interviewed by _____periodically to determine the safety training retention capabilities of the employees. Retraining will be performed when identified safety training deficiencies are noted as a result of the employee interviews.

Lamar Contractors, Inc.
ACCIDENT PREVENTION PLAN
Section II Cont.
ACCIDENT AND INJURY ANALYSIS DOCUMENTATION FORM

Check Yes or No to indicate whether the following accident prevention documentation was available and analyzed.

YES	NO	
_____	_____	Completed Accident/Incident Investigations forms
_____	_____	Completed Safety Inspection Forms
_____	_____	OSHA Forms 300 and 301
_____	_____	Completed TWCC-1 Forms
_____	_____	Written Employee Safety Complaints or Concerns
_____	_____	Other Hazard Identification Reports

Final Analysis

Check Yes or No to the accident analysis questions below.

YES	NO	
_____	_____	New accident trends or new workplace hazards noted or appear to be developing?
_____	_____	If yes, has management addressed the accident trend or new work place hazard and taken corrective action to reduce or eliminate the trend or hazard?

If an accident trend or workplace hazard was identified during the accident and injury analysis, indicate below the trend or hazard and abatement action taken.

Date Documentation Reviewed:_____

Reviewed By:_____

Lamar Contractors, Inc.
ACCIDENT PREVENTION PLAN
Section III
RECORDKEEPING

_____ Of Lamar Contractors, Inc. will assume the responsibility of maintaining the documentation of the accident prevention plan in the main office. Documentation of safety training, accident investigations, accident reports, OSHA Forms 300 and 301, safety inspection reports, information on hazard abatement, and any other documentation incidental to implementation of the accident prevention plan will be maintained in the main office.

_____ Will also be responsible for maintaining the records relative to the documentation activities noted below.

INJURY REPORTS AND RECORDS

All injury reports will be filed in the company's office. Injuries will be recorded on the OSHA 300 log within 24 hours of being reported. Injury records will be maintained 5 years.

SAFETY INSPECTION REPORTS

The safety inspection report will contain the following information:

a. Date of safety inspection
b. Location of area inspected or vehicle number.
c. Name of inspector
d. Unsafe conditions or unsafe work activities noted
e. Corrective action taken to abate the unsafe condition or work activity

Completed safety inspection report forms and records related to correction of unsafe conditions or work activities should be maintained for at least 5 years.

SAFETY MEETING AND TRAINING

Safety meeting/safety training documentation forms will contain the following information:

a. Date of safety meeting or training.
b. Name of trainer.
c. Safety subjects covered to include titles of safety videos or other audio/visual safety training aids.
d. Employee comments, which relate to injury abatement or other worthwhile Information, which may pinpoint workplace hazards or unsafe work activities.
e. Signatures of employees attending the safety meeting or training.

ACCIDENT/INCIDENT INVESTIGATION REPORTS

The completed accident/incident investigation reports will be maintained in a file for a period of 5 years for future reference.

Lamar Contractors, Inc.
ACCIDENT PREVENTION PLAN
Section IV
SAFETY MEETINGS AND TRAINING

The management of Lamar Contractors, Inc. requires that all employees review new employee safety and health orientation training, attend safety meetings and/or safety training presented by outside safety consultants, or other individuals/companies, who can present safety meetings or safety training.

Office employees will attend safety meetings on a semi-annual (January & July) basis while all other employees will attend monthly safety meetings. Topics, which will be covered at least once annually in safety meetings, should include but not be limited to the following.

Office Personnel	Field Personnel
Safe Lifting Techniques	Haz Communication Program
Office Safety	Safe Lifting Techniques
Substance Abuse Policy	Substance Abuse Policy
Accident Reporting Requirements	Accident Reporting Requirements
Vehicle Safety	Vehicle Safety
Personal Protective Equipment	Personal Protective Equipment
Fire Prevention	Bloodborne Path Program
Emergency Evacuation Procedures	Violence in the Workplace
Step Stool and Ladder Safety	Fall Protection
Hazard Communication Program	Electrical Safety
Bloodborne Pathogens Program	Steel Erection
Violence in the Work Place	CPR/First Aid
	Fire Prevention

_____ Will be responsible for determining if other safety topics should be provided to employees in order to ensure employees are effectively trained as it relates to their specific work duties.

New employee's safety and health orientation training, safety meetings and safety training will be documented and records will be maintained by_____
as proof all of their employees have received the necessary safety awareness training. This includes those employees who for one reason or another were not able to attend the safety meeting or training session. The safety discrepancies identified during safety and vehicle inspections from Section 5 will also be briefed during safety meetings and training session. Applicable "Acknowledgement of New Employee's Safety Orientation" form, "Safety Meeting/Training Attendance" form or other forms comparable will be used to verify training.

Lamar Contractors, Inc.
ACCIDENT PREVENTION PLAN
Section IV
ACKNOWLEDGMENT OF NEW EMPLOYEES'S SAFETY ORIENTATION

I acknowledge with my signature and date that the organization's safety policy statement and safety rules have been read and understood.

In addition, I have been provided safety training on the following safety programs, procedures, or requirements as they relate to my specific work areas:

Office Personnel

- ❑ Safe Lifting Techniques
- ❑ Office Safety
- ❑ Substance Abuse Policy
- ❑ Accident Reporting Requirements
- ❑ Vehicle Safety
- ❑ Personal Protective Equipment
- ❑ Fire Prevention
- ❑ Emergency Evacuation Procedures
- ❑ Step Stool and Ladder Safety
- ❑ Hand Tool Safety
- ❑ Hazard Communication Program
- ❑ Bloodborne Pathogens Program
- ❑ Violence in the Work Place

Field Personnel

- ❑ Hazard Communication Program
- ❑ Safe Lifting Techniques
- ❑ Substance Abuse Policy
- ❑ Accident Reporting Requirements
- ❑ Vehicle Safety
- ❑ Personal Protective Equipment
- ❑ Bloodborne Pathogens Program
- ❑ Violence in the Workplace
- ❑ Fall Protection
- ❑ Electrical Safety
- ❑ Steel Erection
- ❑ CPR/First Aid
- ❑ Fire Prevention

_____
Signature of employee

_____
Date

_____
Supervisor

Lamar Contractors, Inc.

ACCIDENT PREVENTION PLAN

Section IV

SAFETY MEETING/TRAINING ATTENDANCE FORM

ESC SAFETY MEETING SIGN-IN FORM

COMPANY_____ GIVEN BY_____

VIDEO #_____LOCATION_____DATE_____

SUBJECT_____

_____

	PRINT NAME	SIGNATURE	COMPANY	EMPLOYEE ID
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				

Revised May 2007

Page _____ of _____

Lamar Contractors, Inc.

ACCIDENT PREVENTION PLAN

Section V

SAFETY INSPECTIONS

_____, outside safety consultants, or other individuals/companies will conduct semi-annual (January & July) safety inspections of their office facilities, monthly safety inspections of all other facilities/jobsites and monthly company vehicle inspections.

A "Safety Inspection Report" form, "Safety Vehicle Inspection" form or other suitable safety inspection documentation form will be used to document these inspections. will follow up in a timely manner to ensure corrective action has been taken to eliminate the injury producing conditions/activities, which were pinpointed during the safety inspection. _____ _____ will also ensure any discrepancies noted are addressed during their safety meetings or at their earliest convenient time. See Section 4 on how to document this information.

Documentation on the safety inspections and corrective actions will be maintained in the company office for a period of at least 5 years for a periodic review.

Again, the Safety Inspection Report form, Safety Vehicle Inspection form or other suitable safety inspection documentation form will be used to document these safety inspection activities.

SAFETY INSPECTIONS
CHECKLIST

Date Corrected_____
Signature_____

INSPECTION REPORT

COMPANY_____ LOCATION_____
SUPERVISOR_____ DATE_____
CITY_____ INSPECTOR_____

PROTECTIVE EQUIPMENT	OK	AN	NA
HARD HATS WORN			
EYE / FACE PROTEC. AS REQRD			
PROPER FOOTWEAR			
BODY HARNESS			
SAFETY VEST			
EXCAVATION AND SHORING			
SHORING OR SLOPING			
SPOIL BANK			
LADDER AVAILABLE			
COMPETENT PERSON			
HIGHWAY EQUIPMENT			
BACK UP ALARMS / HORNS			
SEAT BELTS			
WINDOWS			
ELECTRICAL / HANDTOOLS			
EXTENSION CORDS / GFCI'S			
POWER TOOLS / GUARDS			
TOOL HANDLES			
SCAFFOLDS / FALL PROTECTION			
FULLY DECKED / GUARDRAILS			
CONSTRUCTION			
TRAINING DOCUMENTATION			
AERIAL LIFTS			
SAFETY CHAIN			
TRAINING DOCUMENTATION			

FIRST AID & EMERGENCY	OK	AN	NA
FIRST AID SUPPLIES			
MSDS / HAZARD COMMUNICATION			
CPR CERTIFIED PERSONNEL			
HOUSEKEEPING & SANITATION			
HOUSEKEEPING			
DRINKING WATER / CUPS			
LADDERS			
TIED OFF / 3' ABOVE LANDING			
PROPER CONDIT. / PLACEMNT			
OXYGEN / ACETYLENE BOTTLES			
STORED UPRIGHT & SECURED			
GAUGES / HOSES			
FUEL STORAGE			
SAFETY CANS CONDITION			
FIRE EXTINGUISHERS			
CRANES			
ANNUAL INSPEC. CERTIFICATE			
LOAD CHARTS / ANGLE INDIC.			
POWER LINES			
MISCELLANEOUS			
_____			
_____			

OK = SATISFACTORY AN = ACTION NEEDED NA = NOT APPLICABLE

REMARKS:

Page_____Of_____

Lamar Contractors, Inc.

ACCIDENT PREVENTION PLAN

Section V

SAFETY VEHICLE INSPECTION FORM

Date: _____

Vehicle number/designation: _____

Inspector_____

Brakes: _____

Parking Brake: _____

Back-up Lights: _____

Head Lights: _____

Tail Lights: _____

Directional Signals/Lights: _____

Reflectors: _____

Mirrors: _____

Horn: _____

Windshield Wipers: _____

Steering Mechanism: _____

Tires/Wheels/Rims: _____

Remarks/Corrective Action: _____

_____

Lamar Contractors, Inc.

ACCIDENT PREVENTION PLAN

Section VI

INCIDENT/ACCIDENT INVESTIGATIONS

Manager or Supervisor will investigate all incidents/accidents and "near misses". The investigation should be performed as soon as possible, but no later than 24-hours after the accident.

The "Incident Investigation Report" form included in this plan can be used to perform an investigation. Other incident/accident investigation forms can be used if found to be more effective in helping to determine cause and corrective action(s) needed to prevent recurrence or same or similar accidents.

The most important goal of an incident/accident investigation is to analyze the facts that relate to an accident or "near miss"; develop a conclusion which can be used to create a viable recommendations(s); and implementation of the recommendation(s) or corrective action in order to reduce or eliminate the chance of recurrence of a same or similar accident. Manager will implement corrective action. Safety training on the new corrective action to eliminate an injury causing exposure/activity will be provided to all affected employees before the monthly safety meetings. Follow-up will be performed by Manager to ensure employees are continuing to follow prescribed safety activities, and are provided a safe workplace.

Manager will maintain accident investigation documentation for a period of at least 5 years.

Lamar Contractors, Inc.
ACCIDENT PREVENTION PLAN

Section VII

TRIGGER/ANNUAL REVIEW OF

ACCIDENT PREVENTION PLAN

_____ Will review the "Accident Prevention Plan" during the first month "(January) of each calendar year. _____will also conduct trigger reviews as necessary to ensure their Accident Prevention Plan is updated to better suit the needs of the company. _____will also implement any changes to this plan.

The primary goal of these reviews is to determine if all components of the accident prevention plan are effective in addressing accident exposures.

New hazards or injury exposures, which are identified during the reviews, will be included in the plan. Employees will be provided documented training on the new hazards or injury exposures. Abatement procedures will be implemented where applicable.

These reviews will be documented. The documentation will indicate the date of the reviews, new hazards or injury exposures identified, abatement procedures implemented and any modifications to the plan.

The documentation for these reviews will be maintained in the organization's office for a period of 5 years.

Lamar Contractors, Inc.

ACCIDENT PREVENTION PLAN

Section VII

TRIGGER/ANNUAL REVIEW OF A.P.P. FORM

_____

Date of Review

NEW HAZARDS/EXPOSURES IDENTIFIED AND/OR CHANGES TO ACCIDENT PREVENTION PLAN:

_____

_____

_____

CORRECTIVE ACTION:

_____

_____

_____

REVIEWED BY:

_____

CONTENTS

SECTION	PAGE
1. PROGRAM REQUIREMENTS.	1
2. RESPONSIBILITY.	1
3. TRAINING REQUIREMENTS.	1
4. RECEIVING THE COMPLIANCE OFFICER.	2
5. OPENING CONFERENCE.	2
6. WALK AROUND INSPECTION.	2
7. CLOSING CONFERENCE.	3
8. FOLLOW-UP ACTIONS.	3

1. PROGRAM REQUIREMENTS.

The purpose of this plan is to describe the specific actions required of Company Name employees and Subcontractor employees upon the arrival of a Compliance Officer at Company Name workplace or jobsite to inspect facilities or equipment or to investigate matters related thereof. It is the responsibility of the Department of Labor, Division of Occupational Safety and Health Administration to carry out the compliance in the State of Texas for Occupational Safety and Health. In this regard, Federal OSHA Compliance Safety and Health Officers carry out the enforcement and monitoring aspects of the Act. The OSHA Act is applicable to all Contractor organizations (including Subcontractor activities/operations). Company Name will review and evaluate this program on an annual basis, or when changes occur to the regulations, when operational changes occur that require a revision of this document, when there is an accident or near miss that relates to this area of safety, or any time fall protection procedures fail.

2. RESPONSIBILITY.

The Safety Manager is the program coordinator, acting as the representative of Company Name owners, who have the ultimate responsibility for all facets of the company. The Safety Manager is the sole person authorized to amend these instructions. Company Name has authorized the Safety Manager and any Supervisor or Employee to halt any operation of Company Name where there is danger of serious personal injury.

3. TRAINING REQUIREMENTS.

Company Name will provide training to all supervisors ensure that they understand the importance and the necessary procedures which must be taken in the event of an OSHA inspection. Training will be conducted by the Safety Manager or other designated competent personnel. The training will include the information contained in this procedure and other applicable information as deemed necessary by the Safety Manager.

4. RECEIVING THE COMPLIANCE OFFICER.
Upon arrival of a Compliance Officer, the Supervisor, Foreman or the Safety Manager will immediately notify the Main Office. If the Safety Manager is not at the site the Supervisor or Foreman will greet the individual and verify the Compliance Officer's credentials and request that additional time is given for the Safety Manager to arrive before continuing further. Please note it is up to the discretion of the Compliance Officer whether to allow for additional time. All personnel are expected to be courteous and professional during any OSHA inspection.

   4.1. Subcontractor's representative(s) should participate in the inspection process. The Contractor may request time for their Safety Coordinator and/or Insurance Administrator Safety Representative to get to the job site. Ask if the inspection can take place at a time when the company representative can be there.

5. OPENING CONFERENCE.
An opening conference will be conducted by the Compliance Officer. It will normally be held at the job site and must include representatives of all companies affected by the Compliance Officer's visit.

   5.1. The Compliance Officer will usually cover the following topics during the opening conference:

      5.1.1. Nature and Purpose of Visit - Focused inspection, employee complaint, etc.

      5.1.2. Scope of Inspection - Areas to be inspected, employee interviews, etc.

      5.1.3. Equipment to be Used – Camera, Sound level meter, Air monitor, etc.

      5.1.4. Records to be reviewed.

   5.2. Invitation to participate in the Inspection - Contractor and Subcontractor personnel.

      5.2.1. Distribution of OSHA Materials - Copies of the Act, Standards, promotional materials, etc.

6. WALK AROUND INSPECTION.
The inspection shall be conducted within reasonable limits and in a reasonable manner during regular working hours except when mutually agreed upon by parties concerned.

   6.1. The Compliance Officer shall comply with all the safety and health rules during the inspection, including the wearing of required personal protective equipment.

   6.2. During the course of the inspection, the Compliance Officer may:

      6.2.1. Agree to the participation of more than one employer representative and one employee representative in the walk around;

      6.2.2. Interview, question, or invite comments from a reasonable number of employees. If consultation unduly hinders work activity, he/she may arrange for off-duty interviews at a location other than the workplace. Written statements may be taken under certain conditions;

      6.2.3. Receive complaints from employees regarding possible violation(s) of the standards, provided there is no interference with the inspection.

   6.3. The Compliance Officer shall be permitted to take photographs.

6.4. During the course of the inspection, Company Name and subcontractor designated job site representative(s) will:

6.4.1. Accompany the Compliance Officer at all times during the inspection;

6.4.2. Take detailed notes of inspection activities (comments, samples/tests taken, records given/reviewed, location of photos taken, etc.);

6.4.3. Photograph anything that the Compliance Officer photographs (if a camera is available);

6.4.4. If requested, ensure that the Compliance Officer is permitted interviews with job site employees. Employees do not have to allow themselves to be interviewed, and may insist that interviews be accompanied by another person(s).

6.5. At the conclusion of the walk around, the Compliance Officer will ensure that employee representatives are informed of the apparent violations(s), if any, found during the inspection. Make careful notes about Compliance Officer's questions concerning training and understanding by employees.

7. CLOSING CONFERENCE.

At completion of the inspection, a closing conference will be arranged to permit the Compliance Officer to advise both Contractor and/or any Subcontractor representatives of any alleged violation(s) observed during the inspection. The Compliance Officer should indicate the applicable section(s) of the standards which are alleged to have been violated and provide the following:

7.1. Alleged violation(s), which may be the basis of a citation;

7.2. Methods used to establish abatement period(s);

7.3. Penalty determination procedures;

7.4. Appeal and contest procedures;

7.5. Abatement details and follow-up inspection;

7.6. Variance procedures;

7.7. Availability of an informal conference with the area director;

7.8. Distribution of OSHA material (if not done at the opening conference).

NOTE: As with the opening conference and walk around inspection, detailed notes shall be taken by the Safety Manager.

8. FOLLOW-UP ACTIONS.

After (if not during) the inspection process has been completed and the Compliance Officer has left the site, the Contractor will immediately correct any violations, which can be abated "on-the-spot."

8.1. The Supervisor must direct any cited Subcontractor to correct/abate those violations for which the Subcontractor has control and which might expose employees to injury or illness.

CONTENTS

SECTION		PAGE
1.	PROGRAM REQUIREMENTS.	1
2.	RESPONSIBILITY.	1
3.	TRAINING REQUIREMENTS.	1
4.	LABELING REQUIREMENTS.	2
5.	SAFETY DATA SHEETS AND HAZARDOUS MATERIALS INVENTORY LIST.	3
6.	NON-COMPANY EMPLOYEES PROGRAM.	3
7.	TRADE SECRETS.	3
8.	NON-ROUTINE TASKS.	3
9.	CHEMICAL STORAGE.	4
	APPENDIX	

1. PROGRAM REQUIREMENTS.

Lamar Contractors, Inc. will ensure that the hazards of all chemicals used at our job sites are evaluated and that information concerning their hazards is transmitted to all employees. The purpose of this program is to address the issues of evaluating the potential hazards of chemicals, communicating information concerning these hazards, and establishing appropriate protective measures for employees. This program will be maintained in accordance with 29 CFR 1910.1200 and updated annually or as required. Lamar Contractors, Inc. will make the written hazard communication program available to all employees, during each work shift.

2. RESPONSIBILITY.

The Safety Manager is the program coordinator, acting as the representative of the company owners, who have the ultimate responsibility for all facets of this program. The Safety Manager has full authority to make necessary decisions to ensure success of the program. Lamar Contractors, Inc. will submit a copy of this program to any Prime or General Contractor upon request. Supervisors are required to be familiar with the contents of this program, will ensure the program is followed by their subordinates on a daily basis, and will maintain a copy of the program and SDS's available for their subordinates.

3. TRAINING REQUIREMENTS.

Lamar Contractors, Inc. will provide employees with information and training on hazardous chemicals in their work area at the time of their initial assignment, annually, and whenever a new chemical is introduced into their work area that could present a potential hazard.

3.1. Information. Lamar Contractors, Inc. employees will be informed of:

3.1.1. The OSHA standard 29 CFR 1910.1200.

3.1.2. Any operations in the jobsite where hazardous chemicals are present.

3.1.3. The location and availability of the written hazard communication program, including a list(s) of hazardous chemicals used at the jobsite, and the associated Safety Data Sheet (SDS).

3.2. Training. Employee hazard communication training at Lamar Contractors, Inc. will be conducted annually by the Safety Manager or an approved training provider. Newly hired personnel will be briefed on the general requirements of the OSHA hazard communication standard, as well as duty specific hazards before they begin any duties at a new jobsite. This training will include at least the following:

3.2.1. Methods that may be used to detect the presence or release of a hazardous chemical in the work area. This will include; any monitoring conducted by Lamar Contractors, Inc., continuous monitoring devices, visual appearance, or odor of hazardous chemicals when being released, etc. Safety Data Sheets (SDS) will be used augment this requirement where ever possible.

3.2.2. The physical and health hazards of the chemicals present in the work area (e.g., flash point, reactivity, toxicity).

3.2.3. The measures employees can take to protect themselves from these hazards. Specific procedures Lamar Contractors, Inc. has implemented to protect employees from exposure to hazardous chemicals, to include; appropriate work practices, programs, emergency procedures, and personal protective equipment.

3.2.4. An explanation of the labeling system used at Lamar Contractors, Inc., the Safety Data Sheet, and how employees can obtain and use the appropriate hazard information.

3.2.5. The chemical (formal) and common name(s) of products used, and all ingredients which have been determined to be health hazards.

3.2.6. The primary route(s) of entry; inhalation, absorption, ingestion, injection, and target organs.

3.2.7. The OSHA permissible exposure limit, ACGIH Threshold Limit Value, including any other exposure limit used or recommended by the chemical manufacturer.

3.2.8. Whether the hazardous chemical has been found to be a potential carcinogen by the International Agency for Research on Cancer (IARC).

3.2.9. Any generally applicable precautions for safe handling and use which are known including appropriate hygienic practices, protective measures during repair and maintenance of contaminated equipment, and procedures for clean up of spills and leaks.

3.2.10. Emergency and first aid procedures.

3.3. Documentation. All training will be documented using an attendance roster. Certificates of completion will be issued to attendees by the Safety Manager and a copy of the completed certificate filed.

4. LABELING REQUIREMENTS.

Labeling requirements of containers of chemicals used at Lamar Contractors, Inc., as well as of containers of chemicals and hazardous materials being shipped off site. The following procedures apply:

4.1. Unmarked Containers. Employees of Lamar Contractors, Inc. will not use unmarked containers containing chemicals.

4.2. Container Labeling. Lamar Contractors, Inc. will ensure all containers are properly labeled and will provide labels to any employee requesting. Employees will ensure that labels on containers of

hazardous chemicals are not removed or defaced. Once they are emptied, chemical containers can never be used in the place of any other container (e.g. trash receptacles).

4.3. All container labels will list at least the chemical identity, appropriate hazard warnings, and the name and address of the manufacturer, importer, or other responsible party.

5.SAFETY DATA SHEETS AND HAZARDOUS MATERIALS INVENTORY LIST.

The Safety Manager is responsible for obtaining SDS's for every chemical used by Lamar Contractors, Inc.. The Safety Manager will maintain a master copy in the main office. In addition, the Safety Manager will review the SDS's for all chemicals used to determine if additional precautions or special personal protective equipment will be required in order to ensure employee safety.

5.1. Supervisors will be responsible to maintain readily accessible copies of the SDS's at the job sites and to ensure that all employees are aware of the location. The SDS binder will be stored in the Supervisors Truck, Job Trailer, or other appropriate area that will ensure employee access at all times.

5.2. SDS requests. Where SDS's are not received with the product the Safety Manager will request by telephone, fax, or letter a copy of the SDS from the Manufacturer.

5.3. Hazardous Substances Inventory. Lamar Contractors, Inc. maintains an inventory of all known hazardous substances in use on the job site. A chemical inventory list is available from the Safety Manager.

5.4. Hazardous substances brought onto the job site by the company will be included on the hazardous chemical inventory list as part of this program or in a separate SDS log for specific job information.

6.NON-COMPANY EMPLOYEES PROGRAM.

Visitors, Contract Employees, and Contractor Personnel. The Safety Manager and/or Supervisor will advise visitors, contract employees, and contractor personnel of any chemical hazards that may be encountered in the normal course of their work on the premises, the labeling system in use, the protective measures to be taken, the safe handling procedures to be used, and availability of SDS's. Any subcontractor bringing chemicals on-site must provide Lamar Contractors, Inc. with the appropriate hazard information on these substances, including the labels used and the precautionary measures to be taken in working with these chemicals.

7.TRADE SECRETS.

To protect trade secrets, the chemical manufacturer, importer, or employer may withhold the specific chemical identity, including the chemical name, and other specific identification of a hazardous chemical, from the Safety Data Sheet. To ensure the safety of our employees, Lamar Contractors, Inc. will obtain any information not shown on an SDS from a supplier, when such information is needed to determine the hazardous constituents of chemicals used within our facility or by our employees. Lamar Contractors, Inc. employees will not use a specific chemical, if they cannot determine from the SDS (or other approved source) proper protective measures to be used.

8.NON-ROUTINE TASKS.

No employee will be allowed to perform tasks that they are not fully trained to accomplish. Non-routine tasks will be evaluated prior to beginning work and the related hazard assessed to develop protective measures. Any hazards associated with the non-routine tasks will be documented on a JSA.

9.CHEMICAL STORAGE.

Lamar Contractors, Inc. will ensure that proper storage locations are provided to employees using chemicals. Flammable chemicals will be stored in approved locations or flammable liquids cabinets designed in accordance with 29 CFR 1910.106. Toxic and corrosive chemicals will be stored apart from flammable chemicals and will be further segregated according to acidity and/or alkalinity. All chemical storage location will be approved by the Safety Manager before us

Lamar Contractors, Inc.

HAZARD COMMUNICATION PROGRAM

GHS

(GLOBALLY HARMONIZED SYSTEM)

Lamar Contractors, Inc.
HAZARD COMMUNICATION PROGRAM

1. GENERAL.

1.1. In order to comply with 29 CFR 1926.59 & 1910 and the Globally Harmonized System (GHS), the following written Hazard Communication Program (HCP) is to be implemented for personnel of Lamar Contractors, Inc. The Original will be kept on file by the Office Manager at Lamar Contractors, Inc. It will be used by all personnel. The Office Manager will be responsible for ensuring the program is current and enforced. A copy of this program is to be made available to the employees upon hiring, and a copy will be supplied to any employee(s) upon request. The Office Manager will be contacted when a copy of the program is needed. The program will be updated when new chemicals or hazards are introduced into the working environment, and reviewed annually. The update will consist of adding the new chemical to the "Chemical Inventory List" and the product's Safety Data Sheet (SDS) to the program's SDS file. The Office Manager will check all chemical purchase requests (PR) to be sure a statement requesting a Safety Data Sheet (SDS) appears on the purchase request (PR) before being processed. When new hazards are identified, concerning the storage, handling, or use of chemicals, employees will be notified of the hazards, exposed employees removed from the area of exposure, and the hazards will be controlled or eliminated immediately utilizing the manufacturer's recommendations. This "New Hazard" information will be added to the chemical of concern's program file for future reference.

2. CONTAINER LABELING.

2.1. The Supervisor will be responsible for all containers of hazardous chemicals entering the workplace and will assure that the chemical containers are properly labeled with chemical name hazard warnings, precautionary statement, pictogram and name and address of the manufacturer, importer, or responsible party.

2.2. No container(s) shall be used until they have been checked by the Supervisor. If the chemical is to be transferred to a separate container, the Supervisor will ensure that the new container is properly labeled; i.e., that all secondary containers are labeled with an extra copy of the original manufacturer's label or with a generic label which has a block for identity and a block for the hazard warning. For help with labeling, please contact the Supervisor. The Office Manager will review the labeling system annually and update as required for identity and a block for the hazard warning. For help with labeling, please contact the Supervisor. The Office Manager will review the labeling system annually and update as required.

The Supervisor will ensure that the water, gas, pipe(s), or airlines (within the shop accessible by employees) are labeled and identified properly. The Supervisor will also inform employees of the hazards associated with chemicals contained in the pipes within the work areas.

3. SAFETY DATA SHEETS (SDS).

3.1. The Office Manager will be responsible for obtaining and maintaining the SDS system for this company. The Office Manager will review incoming data sheets for new and significant health/safety information and will ensure that the new information is given to the affected employees. Copies of all SDS's will be kept by the Office Manager and reviewed annually for accuracy and completeness of each SDS.

The SDS system shall include:

3.1.1. Current master inventory list of all SDS indexed by numerical number to the SDS referenced on the inventory list.

3.1.2. Identity used on the SDS shall be the same as used on the container label.

3.1.3. The chemical and common name of all ingredients determined to present a hazard shall appear on all SDS.

3.1.4. The SDS shall list:

3.1.5. The physical and chemical characteristics of the chemical including vapor pressure, flash point, etc.

3.1.6. The fire, explosion, and reactivity hazard(s) of the chemical mixture including the boiling point, flash point and auto-ignition temperature.

3.1.7. Health hazards of the chemical mixture including signs and symptoms of exposure and medical conditions recognized as aggravated by exposure with primary route(s) of entry.

3.1.8. Permissible exposure limit (PEL) or any other exposure limit used or recommended by the manufacturer, importer, or employer.

3.1.9. Whether on carcinogen listing (NTP) or has been found to be a potential carcinogen (IARC listing) or by OSHA.

3.1.10. Control measures including fire, engineering, personal protective equipment.

3.1.11. General precaution for safe handling and use including protective measures during repair and maintenance and procedures for clean-up of spills and leaks.

3.1.12. Emergency and first aid procedures.

3.1.13. Date prepared or changed.

3.1.14. name, address, telephone numbers of manufacturer, importer, or responsible party to call in an emergency.

The originals will be kept on file by the Office Manager. The SDS will also be part of the program for use by employees. Each Supervisor will keep a current and up to date copy of the program on file. New chemicals shall not be used until an SDS has been obtained.

4. EMPLOYEE TRAINING AND INFORMATION.

4.1. Before starting work, the respective Supervisor of a new employee will go over their copy of the HCP and each SDS applicable to their job. Before any new chemical is used, all employees will be informed of its use, will be instructed on safe use, and will be trained on hazards associated with the new chemical. All employees will attend additional training, as appropriate, to review the HCP (to include the GHS) and SDS. Appropriate library reference material will also be discussed during the training session(s).

4.1.1. Hand out material.

4.1.2. Attendance records.

4.1.3. Videos.

4.1.4. PowerPoint presentations.

The minimum orientation and training for a new employee is as follows:

4.1.4.1. An overview of the requirements contained in the Hazard Communication standard, 29 CFR 1926.5.

4.1.4.2. Chemicals present in their workplace operations and this office.

4.1.4.3. Location and availability of the written HCP.

4.1.4.4. The “Globally Harmonized System”.

4.1.4.5. Physical and health effects of the hazardous chemical listed on the inventory list of this program.

4.1.4.6. Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.

4.1.4.7. How to lessen or prevent exposure to these hazardous chemicals through usage of control / work practices and personal protective equipment.

4.1.4.8. Steps taken by Lamar Contractors, Inc. to lessen or prevent exposure to the chemicals listed on the inventory list.

4.1.4.9. Emergency procedures to follow if exposed to any chemical on the inventory list.

4.1.4.10. Location of SDS file and location of hazardous inventory list.

4.2. Prior to a new chemical hazard being introduced into any section of the workplace, each employee will be given information and training as outlined above and/or as outlined on the attached

Employee Training Guidelines by the Supervisor who is responsible for ensuring that the SDS for the new chemical(s) are available prior to use. After attending the training class, each employee will sign a form to verify that they attended the training, that the written HCP made available for review, and that he/she understands the HCP. Before entering an establishment, the Supervisor will ascertain what hazards they may be exposed to and then take appropriate action to protect themselves. If the employee has any question about what protection they need, they will contact the Supervisor immediately.

5. INVENTORY LIST OF HAZARDOUS CHEMICALS.

5.1. The following is a list of the hazardous chemicals used in this workplace. Further information can be obtained from the SDS attached with this program, and from the Supervisor. The originals will be kept on file at Lamar Contractors, Inc. by the Office Manager.

6. SDS INDEX # HAZARDOUS MATERIAL.

6.1. (See following pages for The Chemical Inventory Index)

7. NON-ROUTINE TASKS.

7.1. Before any non-routine task is performed, employees shall be advised and/or they must contact the Supervisor for special precautions to follow and the Supervisor shall inform any other personnel who could be exposed.

7.2. In the event such tasks are required, the Supervisor will provide the following information about such activity as it relates to the specific chemicals expected to be encountered:

7.2.1. Specific chemical name(s) and hazard(s).

7.2.2. Protective personal equipment required and safety measures to be taken.

7.2.3. Measures that have been taken to lessen the hazards including ventilation, respirators, presence of other employee(s), and emergency procedures.

7.2.4. Specific chemical name(s) and hazard(s).

7.2.5. Protective personal equipment required and safety measures to be taken.

7.2.6. Measures that have been taken to lessen the hazards including ventilation, respirators, presence of other employee(s), and emergency procedures.

8. OTHER PERSONNEL EXPOSURE: (CONTRACTORS).

8.1. It will be the responsibility of the Supervisor to provide other personnel or outside contractors with the following information as follows:

8.1.1. Hazardous chemicals to which they may be exposed to while in the workplace.

8.1.2. Measures to lessen the possibility of exposure.

8.1.3. Location of the SDS for all hazardous chemicals.

8.1.4. Procedures to follow if they are exposed.

8.2. The Supervisor will also be responsible for contacting each contractor before work is started to gather and disseminate any information concerning chemical hazards the contractor is bringing into the workplace, and vice versa.

8.3. The Supervisor will also need to inform any other contractors of the hazardous chemicals he/she is carrying through these methods:

8.3.1. Posting a notice where the HazCom book is located.

8.3.2. Personally, informing the other contractors.

8.3.3. Informing other contractors during Toolbox talks.

_____ _____

Signature of Employee Date

(title)_____

CERTIFICATION OF TRAINING

I, _____ attended training on the Hazard Communication (to include the GHS) for the employees of Lamar Contractors, Inc.

Signed: _____

Date: _____

Printed Name: _____

Signature of Instructor: _____

Printed Name of Instructor: _____

9. EMPLOYEE TRAINING GUIDELINES.

9.1. Prepare Objectives.

9.1.1. Develop safety attitude.

9.1.2. Make employees aware of the hazardous chemicals.

9.1.3. Motivate employees to protect themselves by preventing exposure to hazardous chemicals.

9.1.4. Learn how to read and understand labels, SDS, and pictograms.

9.2. Design training program.

9.2.1. Identify what and where hazardous chemicals are found in the work area. B. The nature (odor or visual appearance) and hazard of the chemicals, including local and systemic toxicity.

9.2.2. The specific nature of the operation involving hazardous chemicals that might result in employee exposure.

9.2.3. Specific information to aid the employee in the recognition and evaluation of conditions and situations which may result in the release of hazardous chemicals.

9.2.4. Purpose for and description of detection or monitoring devices.

9.2.5. The purpose for and application of specific first aid procedures and practices.

9.2.6. The type, use, and limitations of personal protective equipment. This includes location and availability.

9.2.7. Review of the Hazard Communication Standard, 29 CF1926.59.

9.3. Techniques used in the training program.

9.3.1. Handout material - examples of labels, SDS, etc.

9.3.2. Audiovisual - example of labels and SDS.

9.3.3. Demonstration of protective equipment. What it is! How to wear it! Where it is located!

9.3.4. Tests or quiz.

9.3.5. Attendance records.

9.4. Assessing effectiveness.

9.4.1. Were training objectives met?

9.4.2. What part of the training program needs to be revised?

9.4.3. What part of the program was already known and consequently unnecessary?

9.4.4. What material was confusing?

9.4.5. What material was missing?

9.4.6. How often should training be repeated?

9.4.7. What did the employee learn and/or failed to learn?

CHECKLIST FOR
HAZARD COMMUNICATION PROGRAM REQUIREMENTS

The key elements that each employer must implement are a written program, employee training, and record availability, labeling, proper use, and storage.

THE WRITTEN HAZARD COMMUNICATION PROGRAM

____ 1. Have you prepared a written list of all the hazardous chemicals present in the workplace?

____ 2. Are you prepared to update your hazardous chemical list?

____ 3. Do you have up-to-date Safety Data Sheets (SDS) for those materials on your hazardous chemicals lists?

____ 4. Is the list of hazardous chemicals cross-reference/indexed so that identifiers on the list refer to the SDS and warning labels?

____ 5. Have you developed a system to ensure that all incoming hazardous chemicals are received with proper labels and SDS?

____ 6. Do you have procedures in your workplace to ensure proper labeling or warning signs for bulk storage or secondary usage containers that hold hazardous chemicals?

____ 7. Do you have a complete list of the chemical hazards and precautions that you can give to outside contractors?

____ 8. Do you have written procedures on how you will inform your employees of the chemical hazards associated with unlabeled pipes?

____ 9. Have your employees been informed of the hazards associated with performing non-routine tasks (i.e., confined space, repair and maintenance operation)?

____ 10. Is your hazard communication program in writing and available to your employees?

INFORMATION AND TRAINING

Have you developed an employee information and training program which includes the following:

____ 11. Does the training cover all types of harmful chemicals with which the employee may come into contact under normal usage and unforeseeable emergency?

____ 12. Are your workers familiar with the different types of chemicals and the major hazards associated with them (i.e., solvents, corrosives, etc.)?

Program (HCP) and Globally Harmonized System (GHS)?

____ 14. Does your program train employees in:
(a) operations where hazardous chemicals are present;
(b) location; and availability of your written HCP including lists of chemicals and SDS?

____ 15. Does your training program include the explanation of labels, pictograms and warnings that have been established in their work areas?

____ 16. Do your employees understand methods to detect presence or release of chemicals in the workplace?

____ 17. Does your training program provide information on the appropriate first aid procedures in the event of an emergency?

____ 18. Are employees trained in the proper work practices and personal protective equipment in relation to the hazardous chemicals in the work area?

____ 19. Does the training include explanation of the labeling system and SDS the employees can obtain and use?

____ 20. Have you worked out a system to ensure that new employees are trained?

____ 21. Have you developed a system with purchasing or other staff to make sure that additional training is provided if a new hazardous substance is introduced into the work area?

____ 22. Do you have a system to ensure that the current (up-to-date) SDS is in the work areas where the chemicals are used?

____ 23. If you become aware of new hazards relating to the chemical in use, do you have a system for informing the employees?

____ 24. Do you use the references in the appendices to the Hazard Communication Standard, 29 CFR 1926.59 to evaluate new chemicals in questions?

Physical Hazards							
Hazard Class	**Hazard Category**						
Explosives	Unstable Explosives	Div 1.1	Div 1.2	Div 1.3	Div 1.4	Div 1.5	Div 1.6
Flammable Gases	1	2					
Flammable Aerosols	1	2					
Oxidizing Gases	1						
Gases under Pressure Compressed gases Liquefied gases Refrigerated liquefied gases Dissolved gases	1						
Flammable Liquids	1	2	3	4			
Flammable Solids	1	2					
Self-Reactive Chemicals	Type A	Type B	Type C	Type D	Type E	Type F	Type G
Pyrophoric Liquids	1						
Pyrophoric Solids	1						
Pyrophoric Gases	Single Category						
Self-Heating Chemicals	1	2					
Chemicals in which contact with water emit flammable gases	1	2	3				
Oxidizing Liquids	1	2	3				
Oxidizing Solids	1	2	3				
Organic Peroxides	Type A	Type B	Type C	Type D	Type E	Type F	Type G
Corrosive to Metals	1						
Combustible Dust	Single Category						

GHS PICTOGRAMS

EXCLAMATION MARK

- Irritant
- Skin sensitizer
- Acute toxicity
- Narcotic effect
- Respiratory tract irritation
- Hazardous to

EXPLODING BOMB

- Explosives
- Self-reatives
- Organic

SKULL & CROSSBONES

- Acute toxicity

(Fatal or toxic)

GAS CYLINDER

- Gases under pressure

FLAME OVER CIRCLE

- Oxidizer

FLAME

- Flammables
- Pyrophorics
- Self-heating
- Emits flammable gas

CORROSION

- Skin corrosion/burns
- Eye damage

HEALTH HAZARD

- Carcinogen
- Mutagenicity
- Reproductive toxicity
- Respiratory sensitizer
- Target organ

ENVIRONMENT
(Non-mandatory)

- Aquatic toxicity (non-

GHS INFORMATION

HAZARDOUS CHEMICAL - Any chemical which is classified as a physical hazard or a health hazard, a simple asphyxiant, combustible dust, pyrophoric gas, or "hazard not otherwise classified".

LABEL REQUIREMENTS

PRODUCT IDENTIFIER
The Product Identifier gives you the unique name and number of the hazardous chemical.

SIGNAL WORDS
A Signal Word lets you know the chemical's hazard level.

HAZARD STATEMENT
Hazard Statements describe the nature of the hazards of a chemical, including the degree of hazard where appropriate.

DANGER - More severe hazard
WARNING - Less severe hazard

HAZARD PICTOGRAMS
Hazard Pictograms graphically represent the kinds of physical, health and/or environmental hazards associated with the chemical.

PRECAUTIONARY STATEMENTS
Precautionary Statements provide measures that should be taken to minimizeor prevent adverse effects resulting from exposure to a hazardous chemical or improper storage or handling of a hazardous chemical, including first-aid instructions if necessary.

SUPPLIER IDENTIFICATION
The Supplier's Identification provides information for contacting the makers or distributors of the chemical

THE 16 SECTIONS OF A SAFETY DATA SHEET

1. Identification
2. Hazard Identification
3. Composition/Information on ingredients
4. First Aid Measures
5. Fire Fighting Measures
6. Accidental Release Measures
7. Handling & Storage
8. Exposure Control/ Personal Protection
9. Physical and Chemical Properties
10. Stability and Reactivity
11. Toxicological Information
12. Ecological Information
13. Disposal Considerations
14. Transport Information
15. Regulatory Information
16. Other Information

CHEMICAL INVENTORY INDEX

CHEMICAL INVENTORY INDEX

COMMON NAME INDEX #	CHEMICAL, MANUFACTURER PRODUCT NAME	SDS

CONTENTS

SECTION		PAGE
1.	PROGRAM REQUIREMENTS.	1
2.	RESPONSIBILITY.	1
3.	TRAINING REQUIREMENTS.	2
4.	EXPOSURE DETERMINATION.	2
5.	ENGINEERING AND WORK PRACTICE CONTROLS.	2
6.	HAND WASHING FACILITIES.	3
7.	WORK AREA RESTRICTIONS.	3
8.	PERSONAL PROTECTIVE EQUIPMENT.	3
9.	HOUSEKEEPING.	4
10.	HANDLING REGULATED WASTES.	4
11.	RECORDKEEPING.	5
12.	HEPATITIS B VACCINATION PROGRAM.	5
13.	POST-EXPOSURE EVALUATION AND FOLLOW-UP.	5
14.	LABELS AND SIGNS.	7

1. PROGRAM REQUIREMENTS.

Lamar Contractors, Inc. will ensure that the hazards associated with exposures to blood or other potentially infectious materials (OPIM) are evaluated and that information concerning their hazards is transmitted to all employees. This program is intended to address the issues of evaluating these potential hazards, communicating information concerning these hazards, and establishing appropriate protective measures for employees. This program will be maintained in accordance with OSHA Regulation 29 CFR 1910.1030, 29 CFR 1926.21(b) (2) and 1926.25. In addition, Lamar Contractors, Inc. will review and evaluate this program on an annual basis, when changes occur to the regulations, when operational changes occur that require a revision of this document, or when there is an accident or near miss that relates to this area of safety.

2. RESPONSIBILITY.

The Safety Manager is the program coordinator, acting as the representative of Lamar Contractors, Inc. owners, who have the ultimate responsibility for all facets of this program. The Safety Manager is the sole person authorized to amend these instructions. Lamar Contractors, Inc. has authorized the Safety Manager and any Supervisor or Employee to halt any operation of Lamar Contractors, Inc. where there is danger of serious personal injury. Supervisors are required to ensure their employees are aware of the contents of this program and have received the basic awareness training before assignment to work.

3. TRAINING REQUIREMENTS.
All employees of Lamar Contractors, Inc. will receive basic awareness training to ensure they can recognize the hazards of bloodborne pathogens. In addition, employees specifically covered by this program or are trained at the time of initial assignment to tasks where occupational exposure is likely to occur, and every year thereafter.

3.1. Training will include:

3.1.1. The standard and its contents. Lamar Contractors, Inc. Bloodborne Pathogen Safety Program and methods for obtaining a copy.

3.1.2. The epidemiology and symptoms of bloodborne diseases.

3.1.3. The modes of transmission of bloodborne pathogens.

3.1.4. The recognition of tasks that may involve exposure.

3.1.5. The use and limitations of methods to reduce exposure, for example engineering controls, work practices and personal protective equipment (PPE).

3.1.6. The types, basis of selection, use, location, removal, handling, decontamination, and disposal of PPE.

3.1.7. The Hepatitis B vaccination, including efficacy, safety, method of administration, benefits, and that it will be offered free of charge.

3.1.8. The appropriate actions to take and persons to contact in an emergency involving blood or OPIM.

3.1.9. The procedure to follow if an exposure incident occurs, including the method of reporting and medical follow-up.

3.1.10. The evaluation and follow-up required after an employee exposure incident.

3.1.11. The signs, labels, and color-coding systems.

3.2. Additional training is provided to employees when there are any changes of tasks or procedures affecting the employees' occupational exposure.

3.3. Certification. Lamar Contractors, Inc. will certify that employee training has been accomplished and is being kept up to date. The certification will contain each employee's name and dates of training.

4. EXPOSURE DETERMINATION.
Lamar Contractors, Inc. has not determined any jobs, tasks, or employees with a high likelihood to have occupational exposure to blood or OPIM. This exposure determination is made without regard to the use of personal protective equipment (i.e., employees are considered to be exposed even if they wear personal protective equipment). In the event that employees are designated as having a high likelihood of occupational exposure to blood or OPIM the guidelines detailed in this program will be followed and the Safety Manager will ensure that all aspects of this program are enforced.

5. ENGINEERING AND WORK PRACTICE CONTROLS.
Engineering and work practice controls will be used to eliminate or minimize exposure to employees at this company. Where occupational exposure remains after institution of these controls, employees are

required to wear personal protective equipment. At Lamar Contractors, Inc. the following engineering controls are used:

5.1. Placing sharp items (e.g., needles, broken glass, sharp debris, etc.) in puncture-resistant, leak proof labeled containers.

5.2. Removing soiled, or contaminated PPE as soon as possible.

5.3. Cleaning and disinfecting all equipment and work surfaces potentially contaminated with blood or OPIM. Note: We use a solution of 1/4 cup chlorine bleach per gallon of water.

5.4. Thorough hand washing with soap and water immediately after providing care or provision of antiseptic towelettes or hand cleanser where hand washing facilities are not available.

5.5. Prohibition of eating, drinking, smoking, applying cosmetics, handling contact lenses, and so on in work areas where exposure to infectious materials may occur.

6. HAND WASHING FACILITIES.

Hand washing facilities are available to employees who have exposure to blood or OPIM. Sinks for washing hands after occupational exposure are near locations where exposure to bloodborne pathogens could occur.

6.1. When circumstances require hand washing and facilities are not available, either an antiseptic cleanser and paper towels or antiseptic toilettes are provided. Employees must then wash their hands with soap and water as soon as possible.

6.2. Supervisors make sure that employees wash their hands and any other contaminated skin after immediately removing personal protective gloves, or as soon as feasible with soap and water.

7. WORK AREA RESTRICTIONS.

7.1. In work areas where there is a reasonable likelihood of exposure to blood or OPIM, employees are not to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses. Food and beverages are not to be kept in refrigerators, freezers, shelves, cabinets, or on counter tops or bench tops where blood or OPIM are present.

7.2. Mouth pipeting/suctioning of blood or OPIM is prohibited. All procedures involving blood or other potentially infectious materials will be conducted in a manner which will minimize splashing, spraying, spattering, and generation of droplets of blood or OPIM.

8. PERSONAL PROTECTIVE EQUIPMENT.

Necessary PPE used is provided without cost to employees. PPE for employees designated as having a high likelihood of occupation exposure to blood or OPIM is chosen based on the anticipated exposure. The protective equipment is considered appropriate only if it does not permit blood or OPIM to pass through or reach the employees' clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time, which the protective equipment will be used.

8.1. Employees must remove all garments, which are penetrated by blood immediately or as soon as possible.

8.2. They must remove all PPE before leaving the work area. When PPE is removed, employees place it in a designated container for disposal, storage, washing, or decontamination.

8.3. Gloves. Employees must wear gloves when they anticipate hand contact with blood, OPIM, non-intact skin, and mucous membranes; when handling or touching contaminated items or surfaces.

8.3.1. Disposable gloves used at this facility are not to be washed or decontaminated for re-use and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised.

8.3.2. Utility gloves may be decontaminated for re-use provided that the integrity of the glove is not compromised.

8.3.3. Utility gloves will be discarded if they are cracked, peelings, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.

8.3.4. Hypoallergenic gloves, glove liners, powerless gloves, or other similar alternatives shall be readily accessible to those employees who are allergic to the gloves normally provided.

8.4. Eye and Face Shields. Employees must wear masks in combination with eye protective devices, such as goggles or glasses with solid side shield, or chin length face shields, whenever splashes splatter, or droplets of blood or OPIM may be generated and reasonably anticipated to contaminate eye, nose, or mouth.

9. HOUSEKEEPING.

9.1. All jobsites must remain clean and decontaminated at all times.

9.2. Sharp debris such as metal or glass must be placed in a proper container to avoid accidental lacerations.

9.3. Debris that may be contaminated will not be picked up directly with the hands.

9.4. Reusable sharps that are contaminated with blood or OPIM are to be stored or processed in a manner that requires employees to reach by hand into the containers where their sharps have been placed.

10. HANDLING REGULATED WASTES.

When handling regulated wastes, other than contaminated needles and sharps, we make sure it is:

10.1. Placed in containers, which are closeable, constructed to contain all contents, and prevent fluid leaks during handling, storage, transportation, or shipping.

10.2. Labeled or color coded and closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

Note: Disposal of all regulated waste is in accordance with applicable Federal, State, and Local regulations. The Safety Manager will be responsible for making arrangements to properly dispose of regulated wastes.

11. RECORDKEEPING.
Training records shall be maintained for three years from the date of training. Medical records shall be maintained in accordance with OSHA Standard 29 CFR 1910.20. These records shall be kept confidential, and must be maintained for at least the duration of employment plus 30 years. The records shall include the following:

    11.1. The name and social security number of the employee.

    11.2. A copy of the employee's HBV vaccination status, including the dates of vaccination.

    11.3. A copy of all results of examinations, medical testing, and follow-up procedures.

    11.4. A copy of the information provided to the healthcare professional, including a description of the employee's duties as they relate to the exposure incident, and documentation of the routes of exposure and circumstances of the exposure.

    11.5. Availability. All employee records shall be made available to the employee in accordance with 29 CFR 1910.20. All employee records shall be made available to the Assistant Secretary of Labor for the Occupational Safety and Health Administration and the Director of the National Institute for Occupational Safety and Health upon request.

12. HEPATITIS B VACCINATION PROGRAM.
Lamar Contractors, Inc. offers the Hepatitis B vaccine and vaccination series to all employees who have occupational exposure to bloodborne pathogens, and post exposure follow-up to employees who have had an exposure incident.

    12.1. Participation in a pre-screening program is not a prerequisite for receiving Hepatitis B vaccination. If the employee initially declines Hepatitis B vaccination but at a later date while still covered under the standard decides to accept the vaccination, the vaccination will be made available. All employees who decline the Hepatitis B vaccination offered must sign the OSHA-required waiver indicating their refusal.

    12.2. If a routine booster dose of Hepatitis B vaccine is recommended by the U.S. Public Health Service at a future date, such booster doses will be made available.

13. POST-EXPOSURE EVALUATION AND FOLLOW-UP.
All exposure incidents are reported, investigated, and documented. When the employee is exposed to blood or OPIM, the incident is reported to the Safety Manager. When an employee is exposed, he or she will receive a confidential medical evaluation and follow-up, including at least the following elements:

    13.1. Documentation of the route of exposure, and the circumstances under which the exposure occurred.

    13.2. Identification and documentation of the source individual, unless it can be established that identification is infeasible or prohibited by state or local law.

    13.3. The individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV or HIV, infectivity. If consent is not obtained, Management establishes that legally required consent cannot be obtained. When the source individual's consent is not

required by law, the source individual's blood, if available, will be tested and the results documented.

13.4. When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.

13.5. Results of the source individual's testing are made available to the exposed employee, and the employee is informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

13.6. Collection and testing of blood for HBV/HIV serological status will comply with the following:

13.6.1. The exposed employee's blood is collected as soon as possible and tested after consent is obtained.

13.6.2. The employee will be offered the option of having their blood collected for testing of the employee's HIV/HBV serological status. The blood sample will be preserved for up to 90 days to allow the employee to decide if the blood should be tested for HIV serological status.

13.7. All employees who incur an exposure incident will be offered post-exposure evaluation and follow-up according to the OSHA standard.

13.8. The healthcare professional responsible for the employees' Hepatitis B vaccination is provided with the following:

13.8.1. A copy of 29 CFR 1910.1030.

13.8.2. A written description of the exposed employee's duties as they relate to the exposure incident.

13.8.3. Written documentation of the route of exposure and circumstances under which exposure occurred.

13.8.4. Results of the source individual blood testing, if available.

13.8.5. All medical records relevant to the appropriate treatment of the employee including vaccination status.

13.9. Lamar Contractors, Inc. obtains and provides the employee with a copy of the evaluating healthcare professional's written opinion within 15 days of the completion of the evaluation.

13.9.1. The healthcare professional's written opinion for HBV vaccination must be limited to whether HBV vaccination is indicated for an employee, and if the employee has received such vaccination.

13.10. The healthcare professional's written opinion for post-exposure follow-up is limited to the following information:

13.10.1. A statement that the employee has been informed of the results of the evaluation.

13.10.2. A statement that the employee has been told about any medical conditions resulting from exposure to blood or OPIM which require further evaluation or treatment.

- Note: All other findings or diagnosis shall remain confidential and will not be included in the written report**.**

14. LABELS AND SIGNS.

Biohazard labels will be affixed to containers of regulated waste, refrigerators and freezers containing blood or OPIM, and other containers used to store, transport or ship blood or OPIM. The universal biohazard symbol is used. The label is fluorescent orange or orange-red. Red bags or containers may be substituted for labels. Blood products that have been released for transfusion or other clinical use are exempted from these labeling requirements.

CONTENTS

SECTION	PAGE
1. PROGRAM REQUIREMENTS.	1
2. RESPONSIBILITY.	1
3. TRAINING REQUIREMENTS.	1
4. HAZARD PREVENTION AND CONTROL.	2
5. PPE NEEDS ANALYSIS.	2
6. GENERAL PPE REQUIREMENTS.	3
APPENDIX	

1. PROGRAM REQUIREMENTS.
Lamar Contractors, Inc. will ensure that jobs having a potential for employee injury within our facility(s) are evaluated and controlled. This Program is intended to address the issues of evaluating and identifying potential job hazards and the personal protective equipment necessary to eliminate or minimize the risk to the employee. This program will be maintained in accordance with OSHA Regulations 29 CFR 1910 Subpart I and 1926 Subpart E. In addition, Lamar Contractors, Inc. will review and evaluate this program on an annual basis or when operational changes occur that require a revision of this document.

2. RESPONSIBILITY.
The Safety Manager is the program coordinator, acting as the representative of the company owner, who has the ultimate responsibility for all facets of this program. The Safety Manager has full authority to make necessary decisions to ensure success of the program. Lamar Contractors, Inc. will submit a copy of this program to any Prime or General Contractor upon request. Lamar Contractors, Inc. has authorized all Supervisors or any Employee to halt any operation of Lamar Contractors, Inc. where there is danger of serious personal injury. Supervisors are responsible to identify the type of Personal Protective Equipment (PPE) required for their subordinates, to ensure that all employees are issued the necessary PPE to perform daily tasks, and that their employees are properly trained in it's use, care, and maintenance.

3. TRAINING REQUIREMENTS.
Lamar Contractors, Inc. will provide training to ensure that the purpose, use, care, and maintenance of PPE are understood by all employees.

3.1. General Training. Employees will be adequately trained about Lamar Contractors, Inc., personal protective equipment program. Proper training will allow managers, supervisors, and workers to better understand the hazards associated with a job, task, or process.

3.2. Training Content. New employees and reassigned workers will receive an initial orientation and hands-on training prior to being placed in a job. The initial training program will include the following:

3.2.1. A description and identification of the hazards associated with particular jobs/tasks/machines/workstations.

3.2.2. Specific safeguards, how they provide protection, and the hazards for which they are intended.

3.2.3. Proper use, care, and maintenance of the necessary PPE.

3.2.4. Length of useful life of the equipment and the correct way to dispose of broken or damaged PPE.

3.3. Refresher training. The training content shall be identical to initial training. Refresher training will be conducted on an annual basis or when the following conditions are met, whichever event occurs sooner.

3.4. Retraining shall be provided for all employees whenever there is a change in their job assignments, a change in machines, or equipment or processes that present a new hazard.

3.5. Additional retraining shall be conducted whenever a periodic inspection reveals, or whenever Lamar Contractors, Inc. has reason to believe, that there are deviations from or inadequacies in the employees' knowledge or use of PPE.

3.6. Certification. Lamar Contractors, Inc. shall certify that employee training has been accomplished and is being kept up to date. The certification shall contain each employee's name, supervisor or instructors name and dates of training.

4. HAZARD PREVENTION AND CONTROL.

Lamar Contractors, Inc. understands that engineering solutions, where feasible, are the preferred method of control for workplace hazards. The focus of the Company's PPE Program is to eliminate hazards from the workplace. This is accomplished whenever possible by redesigning the work station, work methods, or tool(s) to reduce the hazards associated with the demands of the job. PPE will be a last choice.

5. PPE NEEDS ANALYSIS.

Lamar Contractors, Inc. will identify through the use of walk-throughs, inspections, and other methods, jobs that place employees at risk. After identifying those jobs, a PPE analysis, when necessary, will be conducted by Supervisors with assistance from the Safety Manager to specifically address the associated hazards and develop controls for those hazards. This analysis will identify risk factors associated with the jobs and the recommended PPE. PPE will be specified for those hazards that cannot be controlled using other means.

5.1. PPE Analysis Criteria. The following items, at a minimum, will be considered when conducting the analysis:

- Is the lighting adequate for work conditions?
- Is there a potential for splash or spray from a chemical?
- Are sharp tools or materials with sharp edges being used?
- Are there explosive hazards associated with the job?
- Are there electrical hazards associated with the job?
- Is the noise level excessive (below 85db TWA)?
- Is communication hampered because of excessive noise?
- Is the vibration level excessive, leading to numbness?
- Have industrial hygiene complaints been received?

- Does the job involve confined spaces?
- Does the job involve lock-out tag-out?
- What atmospheric testing has been performed?
- What atmospheric contaminants are present?
- Will jewelry or clothing get caught in machinery?
- Can the worker get caught between moving parts?
- Can the worker fall from one level to another?
- Can anything fall on the worker from above?
- Is the worker in an off-balance position at any time?
- Is the standing surface clean to maintain stability?
- Are there extreme environmental conditions (heat/cold)?
- Do possible eye/face injury conditions exist?
- Do possible head injury conditions exist?
- Do possible foot injury conditions exist?
- Do possible hand injury conditions exist?

5.2. Documentation. Supervisors will use the Job Safety Analysis forms found in the Appendix to this program to document a PPE Analysis. Attachments will be included to the form as required to document or support protective measure requirements for the specific job. Completed copies of the form will be signed by the supervisor and provided to the Safety Manager. The Company will maintain copies of the form in the main office.

5.3. Analysis Results. Once the analysis has been conducted this information will be used to reduce general hazards in the work area. After the general hazards in the work area have been reduced to the lowest appropriate level, the necessary PPE will be issued to the employee and the employee will be trained as needed in the proper use of the equipment.

5.4. Job safety re-evaluation. Supervisors will conduct a reevaluation when one or more of the following conditions occur:

5.4.1. When an accident or injury occurs. It must be determined if the incident occurred as a result of the employee ignoring established safety practices, or if the safety practices need revision.

5.4.2. Anytime there is a change in the methods, materials, machinery, or procedures used in the conduct of the job.

6. GENERAL PPE REQUIREMENTS.

Where engineering controls and administrative controls do not eliminate all job hazards, employees will (where appropriate) wear personal protective equipment (PPE). At a minimum, the following guidelines will be followed:

6.1. Loose clothing must not be worn near moving machinery.

6.2. Employees working in areas where chemicals, solvents, or other irritants, or caustic acids are used will be supplied with face shields, chemical resistant boots, aprons, chemically protective gloves, etc.

6.3. Rings and jewelry must not be worn when working on machinery.

6.4. Safety Glasses. Lamar Contractors, Inc. will make available safety glasses that meet American National Standards Institute requirements for Occupational and Educational Eye and Face Protection, Z87.1-1989, to all employees whose duties have the potential for exposing their eyes to injury from flying objects or electrical flash.

6.4.1. An employee who performs a significant number of duties outdoors that require safety glasses may request one pair of clear glasses and one pair of tinted glasses.

6.4.2. Prescription Safety Glasses. Employees that require the use of prescription glasses must wear OSHA standard Z87.1 glass and side-shields. If the employee's prescription glasses do not meet OSHA standards, the employee must wear safety glasses or goggles over their prescription glasses.

6.5. Ear Protection. Employees working in areas where the noise level is 80 decibels or higher may obtain ear protection through their supervisor or from the Safety Manager.

6.6. Foot Protection. All employees will wear safety shoes with fully enclosed coverings to protect their feet and toes; the employee will be responsible for purchasing the work boots at his/her own cost.

6.7. Hair/Head Protection. Employees must wear protective helmets (hard hats) supplied by the company when working in areas where there is a potential for injury to the head from falling objects. Hard hats shall be worn by all people at all times on our jobs. This includes not only our employees but employees of subcontractors, visitors, and Owners.

6.7.1. All jobsites shall have approved signs posted alerting all persons that hard hats are required on the jobsite. Bump caps are not authorized for use by Lamar Contractors, Inc. employees. During winter weather, hard hat liners will be available.

6.7.2. We are only required to furnish one hard hat per employee. If an employee loses a hard hat or forgets it, they may be asked to buy a replacement.

6.7.3. Operators of forklifts will wear a hard hat when operating the vehicle.

6.7.4. Employees with long hair (down to the shoulders) must tie their hair back or wear hairnets or caps when working on equipment with rotating spindles or other moving machinery.

6.8. Hand Protection. Supervisors are responsible to assure that employees wear the designated hand protection (gloves) on the job. Work gloves (leather-palmed) must be worn by anyone handling raw materials other than chemicals.

CONTENTS

SECTION		PAGE
1.	PROGRAM REQUIREMENTS.	1
2.	RESPONSIBILITY.	1
3.	TRAINING REQUIREMENTS.	1
4.	STAIR SAFETY.	2
5.	LADDER SAFETY.	2
6.	INSPECTIONS.	4

1. PROGRAM REQUIREMENTS.
   Lamar Contractors, Inc. will ensure that all-potential hazards regarding Stairways and Ladders within at our jobsites are evaluated and communicated to employees. This program will be maintained in accordance with OSHA Regulations 29 CFR 1910.24 -.27 and 29 CFR 1926 Subpart X. In addition, Lamar Contractors, Inc. will review and evaluate this program on an annual basis or when operational changes occur that require a revision of this document.

2. RESPONSIBILITY.
   The Safety Manager is the program coordinator, acting as the representative of the company owners, who have the ultimate responsibility for all facets of this program. The Safety Manager has full authority to make necessary decisions to ensure success of the program. Lamar Contractors, Inc. will submit a copy of this program to any Prime or General Contractor upon request. Lamar Contractors, Inc. has authorized all Supervisors or any Employee to halt any operation of Lamar Contractors, Inc. where there is danger of serious personal injury. Supervisors are required to ensure their employees are aware of the contents of this program and have received training before assignment to work.

3. TRAINING REQUIREMENTS.
   Lamar Contractors, Inc. will provide training to ensure that the purpose, function, and proper use of ladders and stairs are understood by employees and that the knowledge and skills required for the safe application and usage is acquired by employees.

   3.1. Training will be conducted by the Safety Manager or other designated competent personnel. The program will include but will not be limited to:

      3.1.1. Recognition and description of ladder/stair hazards in the work area.

      3.1.2. Types of ladder/stairs appropriate for use and their safe operation and use.

   3.2. Certification. Lamar Contractors, Inc. will certify that employee training has been accomplished and is being kept up to date. The certification will contain each employee's name and dates of training.

   3.3. Refresher Training. The training content will be identical to initial training. Refresher training will be conducted on an annual basis or when the following conditions are met, whichever event occurs sooner.

3.3.1. Refresher training will be provided for all employees whenever (and prior to) a change in their job assignments, a change in the type of equipment used, or when a known hazard is added to the work environment which affects this program.

3.3.2. Additional training will also be conducted whenever a periodic inspection reveals, or whenever Lamar Contractors, Inc. has reason to believe, that there are deviations from or inadequacies in the employee's knowledge or use of these procedures.

3.3.3. The retraining will reestablish employee proficiency and introduce new or revised methods and procedures, as necessary.

3.4. Certification. Lamar Contractors, Inc. will certify that employee training has been accomplished and is being kept up to date. The certification will contain each employee's name and dates of training.

4. STAIR SAFETY.

4.1. All stairways will be kept clean, orderly, and free of known hazards.

4.2. Cleaning requirements. To facilitate cleaning, all stairways will be kept free from protruding nails, splinters, holes, or loose boards or other hindrances that would prevent efficient use and maintenance.

4.3. Stairways leading to work areas or job trailers will be maintained in a clean and, so far as possible, a dry condition. Where wet conditions exist, drainage will be maintained and false floors, platforms, mats, or other dry standing places will be provided where practicable. Stairways leading to work areas or job trailers will be equipped with a proper stairrail in accordance with 29 CFR 1926 Subpart X.

4.4. Stairways leading to emergency exit doors will be kept free of obstacles at all times. Any employee finding an emergency route blocked should immediately report the condition to the Supervisor for correction. Exit lights and signs will also be maintained in proper condition at all times and immediately reported if deficient.

4.5. Illumination. Sufficient illumination will be provided in all areas at all times especially where stairways and ladders are in use.

4.6. Stair treads. All treads will be reasonably slip-resistant and the nosings will be of nonslip finish. Welded bar grating treads without nosings are acceptable providing the leading edge can be readily identified by personnel descending the stairway and provided the tread is serrated or is of definite nonslip design. Rise height and tread width will be uniform throughout any flight of stairs including any foundation structure used as one or more treads of the stairs.

5. LADDER SAFETY.

To ensure safety and serviceability the following precautions concerning the care and use of ladders will be observed:

5.1. Care. The following safety precautions will be observed in connection with the care of ladders:

5.1.1. Ladders will be maintained in good condition at all times, the joint between the steps and side rails will be tight, all hardware and fittings securely attached, and the movable parts will operate freely without binding or undue play.

5.1.2. Metal bearings of locks, wheels, pulleys, etc., will be frequently lubricated.

5.1.3. Frayed or badly worn rope will be replaced.

5.1.4. Safety feet and other auxiliary equipment will be kept in good condition to insure proper performance.

5.1.5. Ladders will be inspected frequently and those which have developed defects will be withdrawn from service for repair or destruction and tagged or marked as "Dangerous, Do Not Use."

5.1.6. Rungs should be kept free of grease and oil.

5.2. Use. The following safety precautions will be observed in connection with the use of ladders:

5.2.1. Portable rung and cleat ladders will, where possible, be used at such a pitch that the horizontal distance from the top support to the foot of the ladder is one-quarter of the working length of the ladder (the length along the ladder between the foot and the top support). The ladder will be placed to prevent slipping, or it will be lashed, or held in position.

5.2.2. No metal or aluminum ladders will be used where there is a potential for energized electrical equipment.

5.2.3. Ladders will not be used in a horizontal position as platforms, runways, or scaffolds.

5.2.4. Ladders will not be used by more than one person at a time or with ladder jacks and scaffold planks.

5.2.5. Portable ladders will be placed so that the side rails have a secure footing. The top rest for portable rung and cleat ladders will be reasonably rigid and will have ample strength to support the applied load.

5.2.6. Ladders will not be placed in front of doors opening toward the ladder unless the door is blocked upon, locked, or guarded.

5.2.7. Ladders will not be placed on boxes, barrels, or other unstable bases to obtain additional height.

5.2.8. Ladders will not be used on top of scaffolds.

5.2.9. Ladders with broken or missing steps, rungs, or cleats, broken side rails, or other faulty equipment will not be used; improvised repairs will not be made.

5.2.10. Short ladders will not be spliced together to provide long sections.

5.2.11. Ladders made by fastening cleats across a single rail will not be used.

5.2.12. Ladders will not be used as guys, braces, or skids, or for other than their intended purposes.

5.2.13. Tops of the ordinary types of stepladders will not be used as steps.

5.2.14. Portable rung ladders with reinforced rails will only be used with the metal reinforcement on the under side.

5.2.15. No ladder should be used to gain access to a roof or another level unless the top of the ladder will extend at least 3 feet above the point of support, at eaves, gutter, or roofline.

5.2.16. All portable rung ladders will be equipped with nonslip bases when there is a hazard of slipping. Nonslip bases are not intended as a substitute for care in safely placing, lashing, or holding a ladder that is being used upon oily, metal, concrete, or slippery surfaces.

5.2.17. The bracing on the back legs of stepladders is designed solely for increasing stability and not for climbing.

5.2.18. Job-made Ladders will have filler blocks between the rungs on each rail, will not exceed 30 feet, and must not be constructed using double headed nails.

6. INSPECTIONS.

The employee using the ladder or Supervisor in charge, to ensure safety and serviceability, will inspect ladders before every use. Ladders will be maintained in a good usable condition at all times. Defective ladders will be tagged “danger do not use” or other appropriate language and turned into the Supervisor in charge.

CONTENTS

SECTION	PAGE
1. PROGRAM REQUIREMENTS.	1
2. RESPONSIBILITY.	1
3. TRAINING REQUIREMENTS.	1
4. HOUSEKEEPING.	2
5. HAZARD ASSESSMENT.	2
6. HOUSEKEEPING PROCEDURES.	2

1. PROGRAM REQUIREMENTS.
   Lamar Contractors, Inc. has implemented this program to address the issue of providing for maintaining an orderly, clean, and safe work environment at all times in all areas. Good housekeeping is a necessary requirement for maintaining safety at job sites. It is proven that clean and tidy work sites hold fewer hazards for all employees. This program will be maintained in accordance with OSHA Regulations OSHA 29 CFR 1926.25 and 1926.151. In addition, Lamar Contractors, Inc. will review and evaluate this program on an annual basis or when operational changes occur that require a revision of this document.

2. RESPONSIBILITY.
   The Safety Manager is the program coordinator, acting as the representative of the company owners, who have the ultimate responsibility for all facets of this program. The Safety Manager has full authority to make necessary decisions to ensure success of the program. Lamar Contractors, Inc. will submit a copy of this program to any Prime or General Contractor upon request. Lamar Contractors, Inc. has authorized all Supervisors or any Employee to halt any operation of Lamar Contractors, Inc. where there is danger of serious personal injury. Supervisors are required to ensure their employees are aware of the contents of this program and maintain their work areas in an orderly fashion throughout the day.

3. TRAINING REQUIREMENTS.
   All of our employees, including contractor employees, need to understand the safety and health hazards of poor housekeeping and improper chemical storage to protect themselves, their fellow employees, and the citizens of nearby communities. While training in Hazard Communication will help employees to be more knowledgeable about the chemicals they work with as well as familiarize them with reading and understanding SDS's, we will also train them as part of our Housekeeping Program, covering housekeeping procedures and safe work practices, hazard reporting, and other areas pertinent to housekeeping. Training will be provided during employee orientation and/or during on the job training sessions.

4. HOUSEKEEPING.
Good housekeeping is a necessary requirement for maintaining safety at construction sites, clean and tidy work sites hold fewer hazards for all employees. Accidents and injuries are avoided and productivity improved where good housekeeping is a daily occurrence.

4.1. Good housekeeping is possibly the most visible evidence of management and employee concern for safety and health that a company displays on a day-to-day basis. Orderliness in our workplace contributes to a safe working environment by minimizing obstacles and potential safety and health threats such as spills, trip hazards, etc. In fact, we have nine good reasons for housekeeping:

- Prevents accidents
- Prevents fire
- Saves time
- Gives control to our workers
- Gives our workers the freedom to move
- Gives our workers pride
- Protects our products and equipment
- Reduces our waste

5. HAZARD ASSESSMENT.
Supervisors are responsible for identifying main housekeeping issues. Supervisors will look for a lack of order, un-removed spills or obstructions, or other hazards due to poor organization or poor housekeeping. All employees are required to participate in the housekeeping program and eliminate potential hazards as they arise. If a housekeeping issue cannot be immediately resolved the employee should report it to their supervisor immediately.

6. HOUSEKEEPING PROCEDURES.
It is the intent of Lamar Contractors, Inc. to standardize housekeeping measures, meet OSHA requirements, and encourage safety. The procedures listed below cover many of the common jobsites we will have.

6.1. All tools and equipment must be kept in good working condition. Hand tools, portable electric tools, extension cords and similar equipment should be kept in toolboxes or other designated locations when not in use.

6.2. Aisles, Walkways, and Floors must be kept clear to allow for easy access to fire extinguishers, electrical disconnects, safety showers, and other emergency aids.

6.3. Electrical panels must be kept clear for an area of 36 inches in front.

6.4. Walkways not for pedestrian traffic must be clearly marked.

6.5. Keep aisles and walkways free of physical obstructions that would prevent access, including path-blocking objects, liquid or solid spills, and other obstructions.

6.6. Keep stairs clean, dry, and free of waste, well-lit, and provided with adequate handrails and treads that are in good condition.

6.7. Keep floors clean; dry (dry as possible); slip-resistant; and free of waste, unnecessary material, oil and grease, protruding nails, splinters, holes, or loose boards.

6.8. An adequate number of waste receptacles at accessible locations throughout all work areas must be provided.

6.9. All areas must be cleaned of scrap and tools before leaving for breaks, lunches, or to go home at the end of the day.

6.10. Office Areas, reception areas, meeting rooms, and/or personal office spaces as part of our office space must be clean throughout the workday.

6.11. Keep doors and windows properly maintained in good working order. Repair any damage to doors and windows at regular intervals.

CONTENTS

SECTION		PAGE
1.	PROGRAM REQUIREMENTS.	1
2.	RESPONSIBILITY.	1
3.	TRAINING REQUIREMENTS.	1
4.	GENERAL REQUIREMENTS.	2
5.	GROUND FAULT PROTECTION.	3
6.	EQUIPMENT/TOOL SELECTION.	3
7.	EQUIPMENT/TOOL PRECAUTIONS.	4
8.	INSPECTIONS AND RECORDKEEPING.	4

1. PROGRAM REQUIREMENTS.

Lamar Contractors, Inc. will ensure that hazards associated with tools and other cord and plug operated electrical equipment are evaluated and communicated to employees and appropriate protective measures for employees established. This program is intended to address the issues of evaluating and identifying tool selection and use deficiencies, evaluating the associated potential hazards, communicating information concerning these hazards, and minimizing the possibility of injury or harm. This program will be maintained in accordance with OSHA Regulations OSHA 29 CFR 1926 Subpart I, 1926.404 and OSHA 29 CFR 1910 Subparts O and P. In addition, Lamar Contractors, Inc. will review and evaluate this program on an annual basis or when operational changes occur that require a revision of this document.

2. RESPONSIBILITY.

The Safety Manager is the program coordinator, acting as the representative of the company owners, who have the ultimate responsibility for all facets of this program. The Safety Manager has full authority to make necessary decisions to ensure success of the program. Lamar Contractors, Inc. will submit a copy of this program to any Prime or General Contractor upon request. Lamar Contractors, Inc. has authorized all Supervisors or any Employee to halt any operation of Lamar Contractors, Inc. where there is danger of serious personal injury. Supervisors are required to ensure their employees are aware of the contents of this program and have received the proper training for the specific equipment and tools necessary for each job assignment.

3. TRAINING REQUIREMENTS.

Training will be conducted prior to job assignment. Lamar Contractors, Inc. will provide training to ensure that the grounding requirements, purpose, function, and proper use of equipment and tools to be used in the normal function of their jobs are understood by employees.

3.1. General. Under no circumstances will an employee operate a tools or equipment until they have successfully completed training. This includes all new operators or users of tools and equipment, regardless of claimed previous experience.

3.2. Training Content.

3.2.1. Grounding requirements for tools and associated site electrical equipment.

3.2.2. Types of equipment and tools appropriate for use.

3.2.3. Recognition of applicable electrical hazards associated with work to be completed.

3.2.4. Procedures for removal of equipment and/or tools from service.

3.2.5. Basic maintenance for equipment and tools.

3.3. Supervisors. Supervisors will identify all new employees in the employee orientation program and make arrangements to schedule classroom instruction for those employees identified as needing training.

3.4. Certification. Lamar Contractors, Inc. will certify that employee training has been accomplished and is being kept up to date. The certification will contain each employee's name and dates of training.

3.5. Refresher Training. The training content will be identical to initial training. Refresher training will be conducted on as required basis or when the following conditions are met, whichever event occurs sooner.

3.5.1. Refresher will be provided for all authorized and affected employees whenever (and prior to) there being a change in their job assignments, a change in the type of tools used, or when a known hazard is added to the work environment.

3.5.2. Additional training will also be conducted whenever a periodic inspection reveals, or whenever Lamar Contractors, Inc. has reason to believe, that there are deviations from or inadequacies in the employee's knowledge or use of tools.

3.5.3. The retraining will reestablish employee proficiency and introduce new or revised methods and procedures, as necessary.

4. GENERAL REQUIREMENTS.

Lamar Contractors, Inc. is responsible for the safe condition of tools and equipment used by its employees. Tools and equipment that may be furnished by employees must be approved for use by Supervisors and will be included under this program. Supervisors will ensure that equipment utilized at each job site is maintained in a safe condition.

4.1. Employees will not remove guards, ground pins, or other safety devices from equipment, tools or machinery.

4.2. Defective tools or equipment must be reported and/or turned into the Supervisor.

4.3. All tools and equipment will be operated in accordance with the specific safety rules and manufacturer's specifications.

4.4. Compliance with the guidelines of this program is mandatory and failure to comply with them will result in disciplinary action, up to and including discharge.

5. GROUND FAULT PROTECTION.

The following precautions will be taken by employees of this company to prevent injuries resulting from electrical equipment or tools.

5.1. Each supervisor will use ground fault circuit interrupters (GFCI) as the primary means of protection for employees from electrical (ground fault) hazards.

5.1.1. GFCI's. GFCI's will be used on all extension cords and portable tools. GFCI's will be installed at the outlet before inserting the tool or extension cord. All employees using GFCI's must test them prior to use.

5.1.2. Faulty GFCI's must be turned into the Supervisor for replacement.

5.2. The Safety Manager will be responsible to ensure that supervisors are informed if the use of an assured equipment-grounding conductor program in addition to GFCI's will be required on any project. In the event that an assured equipment grounding program is necessary the following guidelines will be followed:

5.2.1. Tests to perform.

- Tested for continuity and shall be electrically continuous.
- Each receptacle and attachment cap or plug tested for correct attachment of the grounding conductor.
- Intervals. All required tests will be performed at a minimum of every 3 months.

5.2.2. Color Coding. A system of color-coding will be used on all equipment tested to indicate that testing has been completed. The color coding will be as follows:

Month Tested	Tape Color
January-March	White
April-June	Green
July-September	Red
October-December	Orange
Repairs	Brown

6. EQUIPMENT/TOOL SELECTION.
Supervisors will consider the following when selecting tools for use by employees:

6.1. Is the tool correct for the type work to be performed?

6.2. Is the grounding terminal present on the plug or is the tool double insulated?

6.3. Are grounding terminals or grounding-type devices plugs defeated in any way?

6.4. Are conductors used as a grounded conductor identifiable and distinguishable from all other conductors?

6.5. Is each extension cord set and equipment connected by cord and plug visually inspected daily before use for external defects, such as deformed or missing pins or insulation damage, and for indications of possible internal damage?

6.6. Is equipment found damaged or defective removed from service until repaired or replaced?

6.7. Are guards installed properly and in good condition?

7. EQUIPMENT/TOOL PRECAUTIONS.
The following precautions will be taken by employees of this company to prevent injury:

7.1. Power tools will always be operated within their design limitations.

7.2. Proper PPE must be worn (safety glasses, gloves, etc.) operation.

7.3. Tools will be stored in an appropriate dry location when not in use.

7.4. Tool work will only be conducted in well-illuminated locations.

7.5. Tools will not be carried by the cord or hose.

7.6. Cords or hoses will not be yanked to disconnect it from the receptacle.

7.7. Cords and hoses will be kept away from heat, oils, and sharp edges or any other source that could result in damage.

7.8. Tools will be disconnected when not in use, before servicing, and when changing accessories such as blades, bits and cutters.

7.9. Observers will be kept at a safe distance at all times from the work area.

7.10. Work will be secured with clamps or a vice where possible to free both hands to operate tools.

7.11. To prevent accidental starting, employees should be continually aware not to hold the start button while carrying a plugged-in tool.

7.12. Tools will be maintained in a clean manner, and properly maintained in accordance with the manufacturer guidelines.

7.13. Ensure that proper shoes are worn and that the work area is kept clean to maintain proper footing and good balance.

7.14. Ensure that proper apparel is worn. Loose clothing, ties, or jewelry can become caught in moving parts.

7.15. Tools that are damaged will be removed from service immediately and tagged "Do Not Use". They will be reported and turned over to the Supervisor or Safety Manager for repair or replacement.

7.16. All cracked saws will be removed from service.

8. INSPECTIONS AND RECORDKEEPING.

8.1. Machinery, tools, and equipment will be inspected regularly to ensure safety and serviceability. Supervisors inspect all machinery, equipment, cords, and accessories before every use.

8.2. Supervisors will also maintain records of periodic inspections of machinery, tools, and equipment. Records will be kept in the main office. The Safety Manager will maintain records in employee safety files of individuals trained and certified for equipment and tools.

CONTENTS

SECTION		PAGE
1.	PROGRAM REQUIREMENTS.	1
2.	RESPONSIBILITY.	1
3.	TRAINING AND COMMUNICATION.	1
4.	SPECIFIC RESPONSIBILITIES.	2
5.	ENERGY CONTROL (LOCKOUT/TAGOUT) PROCEDURES.	3
6.	GROUP LOCKOUT/TAGOUT PROCEDURES.	4
7.	LOCKOUT/TAGOUT DURING SHIFT OR PERSONNEL CHANGES.	4
8.	LOCKS, TAGS, AND ENERGY ISOLATING DEVICES.	5
9.	TAGOUT ONLY PROCEDURES.	5
10.	DEFINITIONS.	6
	APPENDIX	

1. PROGRAM REQUIREMENTS.

Lamar Contractors, Inc. will ensure that all machinery and tasks meeting the criteria for lockout/tagout at our jobsites are evaluated. The purpose of this program is to provide guidelines and procedures for isolating all forms of energy from any source to prevent unexpected energizing or startup of equipment or release of stored energy which can cause injury. This program will be maintained in accordance with OSHA Regulations 29 CFR 1926.417 and 1910.147. In addition, Lamar Contractors, Inc. will review and evaluate this program on an annual basis or when operational changes occur that require a revision of this document.

2. RESPONSIBILITY.

The Safety Manager is the program coordinator, acting as the representative of the company owners, who have the ultimate responsibility for all facets of this program. Lamar Contractors, Inc. will submit a copy of this program to any Prime or General Contractor upon request. Lamar Contractors, Inc. has authorized all Supervisors or any Employee to halt any operation of Lamar Contractors, Inc. where there is danger of serious personal injury. Supervisors are required to ensure their employees are aware of the contents of this program and have received training before assignment to work.

3. TRAINING AND COMMUNICATION.

Affected employees will receive training to ensure that they are aware of the hazards associated with equipment that is locked out and tagged. Authorized employees receive training that provides them the knowledge and skills they need to safely use and remove energy controls.

3.1. Training Content. The following training elements will be presented:

3.1.1. 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.

3.1.2. The purpose and use of Lamar Contractors, Inc. Lockout/Tagout Program and energy control procedures.

3.1.3. All employees whose work operations are in an area where energy control procedures may be utilized, are instructed about the procedure, and about the prohibition relating to attempts to restart or re-energize machines or equipment which are locked out and tagged.

3.1.4. The importance of lockout tags being legible and securely attached to be effective.

3.2. Employee Retraining

3.2.1. Retraining is provided for all authorized and affected employees whenever there is a change in their job assignments, or a change in procedures

3.2.2. Additional retraining is conducted whenever a periodic inspection reveals, or whenever there is a reason to believe that there are deviations from or inadequacies in the employee's knowledge or use of the energy control procedures.

3.3. Certification. Certification of employee training and re-training will be documented and kept current. The certification will contain each employee's name, date of training, and instructor signature and be maintained in the training file.

4. SPECIFIC RESPONSIBILITIES.

4.1. Affected employees. Employees whose job requires them to operate or use equipment on which servicing or maintenance is being performed under lockout/tagout, or whose job requires them to work in an area where such servicing or maintenance is being performed, are responsible to:

4.1.1. Remember the purpose of lockout/tagout.

4.1.2. Recognize the identified and possible hazardous energy sources in their work area.

4.1.3. Comply with all requirements of Lamar Contractors, Inc. lockout/tagout program.

4.1.4. Not attempt to start or energize equipment or systems that are locked out and tagged out.

4.2. Authorized Employees. Where individual employees of Lamar Contractors, Inc. are required to perform lockout/tagout or be involved in an operation where lockout/tagout is being performed the following guidelines will be followed. Designated Supervisors and other designated employees will receive the training necessary to ensure they have the skills required to safely implement lockout/tagout on equipment. These Authorized Employees are responsible to:

4.2.1. Understand that Tag Only systems are to be utilized only with extreme caution and must provide the same level of protection as locks.

4.2.2. Perform lockout/tagout procedure in accordance with this program.

4.2.3. Coordinate with other authorized employees when using the procedures during multiple shifts and group lockouts. (See Section 6)

4.2.4. Refer to equipment specifications to identify the type and magnitude of the energy that the machine or equipment utilizes in order to understand the hazards and control methods associated with the energy.

4.2.5. Perform periodic inspections of the lockout/tagout procedures in use.

4.2.6. Maintain any assigned individual locks, tags, and lockout devices issued and return the locks, tags, and lockout devices to the Safety Manager or Supervisor upon completion of the work.

4.3. Supervisors. Supervisors must do the following:

4.3.1. Be familiar with the contents of this program as well as other specific guidelines provided by host employers or prime contractors.

4.3.2. Ensure that Lockout/Tagout Procedures are followed by all employees performing tasks which fall under the guidelines of this program.

4.3.3. Ensure that all employees performing Lockout/Tagout have been trained and have proof of training before allowing them to perform Lockout/Tagout operations.

4.4. Safety Manager. The Safety Manager is ultimately responsible to:

4.4.1. Ensure that all Lamar Contractors, Inc. personnel are aware of and understand the purpose of the Lockout/Tagout program.

4.4.2. Ensure that all personnel receive the appropriate training to protect them from the unexpected release of hazardous energy.

5. ENERGY CONTROL (LOCKOUT/TAGOUT) PROCEDURES.

This procedure establishes the minimum requirements for the lockout of energy isolating devices whenever maintenance or servicing is done on machines or equipment. Use these guidelines to ensure that the equipment is stopped, isolated from all potentially hazardous energy sources, and locked out before any employees perform any servicing or maintenance where the unexpected start-up of the equipment or release of stored energy could cause injury.

5.1. Lockout/Tagout Steps

5.1.1. Notify all affected employees that servicing or maintenance is required on a machine or equipment and that the equipment must be shut down and locked out to perform the activity.

5.1.2. Determine the type and magnitude of the energy used by the equipment, understand the hazards of the energy, and know the methods to control the energy.

5.1.3. If the machine or equipment is operating, shut it down by the normal stopping procedure (depress the stop button, open switch, close valve, etc.).

5.1.4. Apply the energy isolating device(s).

5.1.5. Lockout and tag the energy isolating device(s) with assigned lock(s) and tag(s). If more than one authorized employee is working on the equipment each individual will affix his or her assigned lock and tag to the device. If this is not feasible then group lockout procedures will be used as described in Section 6 of this program.

5.1.6. Dissipate or restrain stored or residual energy (such as that in capacitors, springs, hydraulic systems, and air, gas, steam, or water pressure) by methods such as grounding, repositioning, blocking, or bleeding down.

5.1.7. Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, and then verify the isolation of the equipment by operating the control, or by testing to make certain the equipment will not operate.

5.2. Restoring Equipment to Service. When the servicing or maintenance is completed and the machine or equipment is ready to return to normal operating condition, the following steps will be taken:

5.2.1. Check the machine or equipment and the immediate area around the machine to ensure that nonessential items have been removed and that the equipment components are operationally intact.

5.2.2. Check the work area to ensure that all employees have been safely positioned or removed from the area.

5.2.3. Verify that the controls are in neutral, if applicable.

5.2.4. Remove the lockout devices and re-energize the machine or equipment.

5.2.5. Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.

6. GROUP LOCKOUT/TAGOUT PROCEDURES.
If more than one authorized employee is working on the equipment each individual will affix his or her assigned lock and tag to the device. However, when this is not possible due to a large group or the design or location of the energy-isolating device then a group lockout/tagout procedure containing the following will be used:

6.1. One authorized employee will be designated by the appropriate supervisor with the primary responsibility for a defined number of other personnel working under the protection of a group lockout and tag.

6.2. A checklist with the name of all employees in the group and each individuals signature on the list identifying their presence before application of the lock and tag to the equipment. In addition, after the lockout work is completed and before removal of the group lock and tag from the equipment the responsible authorized employee will verify the presence of each individual in the group and each individual's signature on the checklist.

6.3. A lockout box or other appropriate device will be used to ensure full employee protection.

7. LOCKOUT/TAGOUT DURING SHIFT OR PERSONNEL CHANGES.
If personnel or shift change is necessary, the following steps will ensure that the change occurs in an orderly fashion and that employee protection is maintained:

7.1. In the event of a personnel change, the arriving authorized employee's lock and tag will be applied before the departing authorized employee's lock and tag are removed.

7.2. In the event of a shift change, the lock and tag of at least one authorized employee on the arriving shift will be applied before any locks and tags of the departing shift are removed. The

departing crew will inform the arriving crew of the status of the equipment and the work in progress. In the event that an employee has left the site without removing their lock and tag then the Supervisor will make every attempt to contact the employee who locked out the equipment. If the employee cannot be reached the Supervisor will contact their Safety Manager before the individuals lock is cut and removed.

8. LOCKS, TAGS, AND ENERGY ISOLATING DEVICES.
Appropriate lockout devices such as; locks, tags, chains, wedges, key blocks, adapter pins, self-locking fasteners, or other hardware will be provided by this employer for isolating, securing or blocking of machines or equipment from energy sources based on the individual machine/equipment lockout/tagout requirements. In addition, the devices will meet the following criteria:

   8.1. Lockout/tagout devices will be singularly identified; will be the only devices(s) used for controlling energy; and will not be used for other purposes.

   8.2. Selected lockout and tagout devices will be capable of withstanding the environment to which they are exposed for the maximum period of time that exposure is expected.

   8.3. Tags will not deteriorate when used in corrosive environments such as areas where acid and alkali chemicals are handled and stored.

   8.4. Lockout and tagout devices will be standardized within the facility in at least one of the following criteria: Color; shape; or size; and additionally, in the case of tagout devices, print and format will be standardized.

   8.5. Lockout devices will be substantial enough to prevent removal without the use of excessive force or unusual techniques, such as with the use of bolt cutters or other metal cutting tools.

   8.6. Tagout devices, including and their means of attachment, will be substantial enough to prevent inadvertent or accidental removal. Tagout device attachment means will be of a non-reusable type, attachable by hand, self-locking, and non-releasable with a minimum unlocking strength of no less than 50 pounds and having the general design and basic characteristics of being at least equivalent to a one-piece, all-environment-tolerant nylon cable tie.

   8.7. Lockout/tagout devices will indicate the identity of the employee applying the device(s).

   8.8. Tagout devices will warn against hazardous conditions if the machine or equipment is energized and will include a legend such as the following: Do Not Start, Do Not Open, Do Not Close, Do Not Energize, Do Not Operate, etc.

9. TAGOUT ONLY PROCEDURES.
Whenever feasible energy control procedures or lockout/tagout will be performed using both an energy isolating device with a lock affixed to it as well as an identifying tag. However, when this is not possible due to the design or location of the equipment a Tagout Only procedure will be used. All attempts will be made to avoid the use of a Tagout only procedure. If a Tagout Only procedure is required, Full Employee Protection must be provided.

   9.1. Full employee protection will be demonstrated by attaching the tagout device to the same location that the lockout device would have been attached and taking additional measures to ensure that the employee is working at a level of safety equivalent to that of using a lockout/tagout procedure. Additional safety measures include but are not limited to the following:

9.1.1. Removal of an isolating circuit element.

9.1.2. Blocking of a controlling switch.

9.1.3. Opening of an extra disconnecting device.

9.1.4. Removal of valve handles to reduce the likelihood of inadvertent energization.

10. DEFINITIONS.

Affected employee. An employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tagout, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.

Authorized employee. A person who locks out or tags out machines or equipment in order to perform servicing or maintenance on that machine or equipment. An affected employee becomes an authorized employee when that employee's duties include performing servicing or maintenance covered under this section.

Capable of being locked out. An energy isolating device is capable of being locked out if it has a hasp or other means of attachment to which, or through which, a lock can be affixed, or it has a locking mechanism built into it. Other energy isolating devices are capable of being locked out, if lockout can be achieved without the need to dismantle, rebuild, or replace the energy-isolating device or permanently alter its energy control capability.

Energized. Connected to an energy source or containing residual or stored energy.

Energy isolating device. A mechanical device that physically prevents the transmission or release of energy, including but not limited to the following: A manually operated electrical circuit breaker; a disconnect switch; a manually operated switch by which the conductors of a circuit can be disconnected from all ungrounded supply conductors, and, in addition, no pole can be operated independently; a line valve; a block; and any similar device used to block or isolate energy. Push buttons, selector switches and other control circuit type devices are not energy isolating devices.

Energy source. Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.

Hot tap. A procedure used in the repair, maintenance and services activities which involves welding on a piece of equipment (pipelines, vessels or tanks) under pressure, in order to install connections or appurtenances. It is commonly used to replace or add sections of pipeline without the interruption of service for air, gas, water, steam, and petrochemical distribution systems.

Lockout. The placement of a lockout device on an energy isolating device, in accordance with an established procedure, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

Lockout device. A device that utilizes a positive means such as a lock, either key or combination type, to hold an energy isolating device in the safe position and prevent the energizing of a machine or equipment. Included are blank flanges and bolted slip blinds.

Normal production operations. The utilization of a machine or equipment to perform its intended production function.

Servicing and/or maintenance. Workplace activities such as constructing, installing, setting up, adjusting, inspecting, modifying, and maintaining and/or servicing machines or equipment. These activities include lubrication, cleaning or unjamming of machines or equipment and making adjustments or tool changes, where the employee may be exposed to the unexpected energization or startup of the equipment or release of hazardous energy.

Setting up. Any work performed to prepare a machine or equipment to perform its normal production operation.

Tagout. The placement of a tagout device on an energy isolating device, in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

Tagout device. A prominent warning device, such as a tag and a means of attachment, which can be securely fastened to an energy isolating device in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

CONTENTS

SECTION		PAGE
1.	PROGRAM REQUIREMENTS.	1
2.	RESPONSIBILITY.	1
3.	TRAINING REQUIREMENTS.	1
4.	HAZARD EVALUATION.	3
5.	SAFETY-RELATED WORK PRACTICES.	3
6.	ELECTRICAL HOT WORK PERMITS.	6
7.	SAFEGUARDS FOR PERSONNEL PROTECTION.	6
8.	DEFINITIONS.	7
	APPENDIX	

1. PROGRAM REQUIREMENTS.

Lamar Contractors, Inc. will ensure that work practices performed on or in proximity to electrical equipment/energy sources are evaluated to determine if proper safety precautions are instituted and that information concerning their hazards is transmitted to all employees. This Program is intended to address the issues of evaluating these potential hazards, communicating information concerning these hazards, and establishing appropriate protective measures for employees. This program will be maintained in accordance with OSHA Regulations 29 CFR 1910 Subpart S and 1926 Subpart K. In addition, Lamar Contractors, Inc. will review and evaluate this program on an annual basis or when operational changes occur that require a revision of this document.

2. RESPONSIBILITY.

The Safety Manager is the program coordinator, acting as the representative of the company owner, who has the ultimate responsibility for all facets of this program. The Safety Manager has full authority to make necessary decisions to ensure success of the program. Lamar Contractors, Inc. will submit a copy of this program to any Prime or General Contractor upon request. Lamar Contractors, Inc. has authorized all Supervisors or any Employee to halt any operation of Lamar Contractors, Inc. where there is danger of serious personal injury. Supervisors are required to ensure their employees are aware of the contents of this program and have received the proper electrical safety training specific for their job, location, or type of work before working in any areas where fall hazards exist.

3. TRAINING REQUIREMENTS.

3.1. Employees to be trained. Training will be conducted for employees who face a risk of electric shock that is not reduced to a safe level by the existing source. At a minimum, all employees of Lamar Contractors, Inc. will receive basic awareness training that describes the hazards of electricity and importance of reporting incidents.

3.2. Content of training.

3.2.1. Employee job specific training (unqualified). Employees who are classified as "unqualified" (i.e., those not permitted to work on or near exposed energized parts)

persons will also be trained in and familiar with any electrically related safety practices inherent to their jobs which are necessary for their safety.

3.2.2. Employee job specific training (qualified). Employees who are classified as "qualified" (i.e., those permitted to work on or near exposed energized parts) persons will be trained in and familiar with the safety-related work practices that pertain to their respective job assignments. Work on Energized Electrical Parts or Electrical Hot Work will only take place with the expressed permission from the Project Manager or Safety Manager. The work will only be performed by Journeymen, working in pairs, who have been properly trained and are qualified to perform the specific work.

3.2.3. Qualified persons (i.e., those permitted to work on or near exposed energized parts) will, at a minimum, be trained in and familiar with the following:

3.2.3.1. The skills and techniques necessary to distinguish exposed live parts from other parts of electric equipment.

3.2.3.2. The skills and techniques necessary to determine the nominal voltage of exposed live parts.

3.2.3.3. The clearance distances specified in 29 CFR 1910.333(c) and the corresponding voltages to which the qualified person will be exposed.

3.2.3.4. The Hazards of electricity and the types of Injuries resulting from exposure to electrical energy.

3.2.3.5. Control of Hazardous Energy, in accordance with the Lamar Contractors, Inc. Lockout/Tagout Program.

3.2.3.6. High resistance grounding training.

3.2.3.7. Bloodborne Pathogen Safety.

3.2.3.8. CPR and First Aid.

3.3. Type of training. The training required by this program will be a combination of the classroom training as well as on-the-job under the supervision of an experienced Qualified Employee. The degree of training provided will be determined by the evaluated risk to the employee.

3.4. Initial Training. Each employee designated to perform work as a Qualified Employee will receive training as described in this program initially upon hire and/or before being assigned any electrical hot work.

3.5. Refresher Training. The training content will be identical to initial training. Refresher training will be conducted on an annual basis or when the following conditions are met, whichever event occurs sooner.

3.5.1. Retraining will be provided for all qualified employees whenever there is a change in their job assignments, a change in machines, equipment or processes that present a new hazard, or when there is a change in the electrical hot work procedures.

3.5.2. Additional retraining will also be conducted whenever this employer has reason to believe that there are deviations from or inadequacies in the employee's knowledge of known hazards, or use of the electrical hot work procedures. The retraining will

reestablish employee proficiency and introduce new or revised control methods and procedures, as necessary.

3.6. Certification. This employer will certify that employee training has been accomplished and is being kept up to date. The certification will contain each employee's name and dates of training.

4. HAZARD EVALUATION.

Supervisors will be responsible to evaluate all jobsites and work areas to determine where risk from electrical hazards exists. Supervisors will ensure that all employees working at jobsites and work areas that present electrical risks are properly trained and that the following procedures be taken to inform them of the potential hazards.

4.1. Employee notification. Lamar Contractors, Inc. will inform exposed employees, by posting danger signs, conducting awareness training, and by any other equally effective means, of the existence and location of and the danger posed by electrical hazard areas. A sign reading "DANGER ELECTRICAL HAZARD, AUTHORIZED PERSONNEL ONLY" or similar language in accordance with 29 CFR 1910.145 will be used to satisfy the requirement for untrained employee/visitor notification.

4.2. Alerting techniques. The following alerting techniques will be used to warn and protect employees from hazards which could cause injury due to electric shock, burns, or failure of electric equipment parts:

4.2.1. Safety signs and tags. Safety signs, safety symbols, or accident prevention tags will be used where necessary to warn employees about electrical hazards which may endanger them, as required by 29 CFR 1910.145.

4.2.2. Barricades. Barricades will be used in conjunction with safety signs where it is necessary to prevent or limit employee access to work areas exposing employees to uninsulated energized conductors or circuit parts. Conductive barricades may not be used where they might cause an electrical contact hazard.

4.2.3. Attendants. If signs and barricades do not provide sufficient warning and protection from electrical hazards, an attendant will be stationed to warn and protect employees.

5. SAFETY-RELATED WORK PRACTICES.

Supervisors will ensure use of standardized safety-related work practices to prevent electric shock or other injuries resulting from either direct or indirect electrical contacts. This will be done whenever work is performed near or on equipment or circuits which are or may be energized. The specific safety-related work practices will be consistent with the nature and extent of the associated electrical hazards.

5.1. Deenergized parts. Live parts to which an employee may be exposed will be deenergized before the employee works on or near them, unless it can be demonstrated that deenergizing introduces additional or increased hazards or is unfeasible due to equipment design or operational limitations. Live parts that operate at less than 50 volts to ground need not be deenergized if there will be no increased exposure to electrical burns or to explosion due to electric arcs.

NOTE 1: Examples of increased or additional hazards include interruption of life support equipment, deactivation of emergency alarm systems, shutdown of hazardous location ventilation equipment, or removal of illumination for an area.

NOTE 2: Examples of work that may be performed on or near energized circuit parts because of unfeasibility due to equipment design or operational limitations include testing of electric circuits that can only be performed with the circuit energized and work on circuits that form an integral part of a continuous industrial process in a plant that would otherwise need to be completely shut down in order to permit work on one circuit or piece of equipment.

5.2. Lockout/Tagout. While any employee is exposed to contact with parts of fixed electric equipment or circuits which have been deenergized, the circuits energizing the parts will be locked out or tagged or both in accordance with the requirements of Company Name's lock-out/tag-out procedures program.

5.3. Energized parts. If the exposed live parts are not deenergized, supervisors will ensure that other safety-related work practices are used to protect employees who may be exposed to the electrical hazards involved. Such work practices will protect employees against contact with energized circuit parts directly with any part of their body or indirectly through some other conductive object. The work practices that are used will be suitable for the conditions under which the work is to be performed and for the voltage level of the exposed electric conductors, circuit parts, or materials. Only Qualified Employees may work on electric circuit parts or equipment that has not been deenergized.

5.3.1. Electrical Hot Work. Work on Energized Electrical Parts or Electrical Hot Work will only take place with the expressed permission from the Project Manager or Safety Manager. The work will only be performed by Journeymen, working in pairs, who have been properly trained and are qualified to perform the specific work.

5.4. Overhead lines. If work is to be performed near overhead lines, the lines will be deenergized and grounded, or other protective measures will be provided before work is started. If the lines are to be deenergized, arrangements will be made with the person or organization that operates or controls the electric circuits involved to deenergize and ground them. If protective measures, such as guarding, isolating, or insulating are provided, these precautions will prevent employees from contacting such lines directly with any part of their body or indirectly through conductive materials, tools, or equipment.

5.4.1. Unqualified employees. When an unqualified employee is working in an elevated position near overhead lines, the location will be such that the person and the longest conductive object he or she may contact cannot come closer to any unguarded, energized overhead line than the following distances:

5.4.2. For voltages to ground 50kV or below--10 ft. (305 cm)

5.4.3. For voltages to ground over 50kV--10 ft. (305 cm) plus 4 in. (10 cm) for every 10kV over 50kV.

5.5. Qualified persons. When a qualified person is working in the vicinity of overhead lines, whether in an elevated position or on the ground, the person may not approach or take any conductive object without an approved insulating handle closer to exposed energized parts than shown in Table S-5 (29 CFR 1910.333) unless:

5.5.1. The person is insulated from the energized part (gloves, with sleeves if necessary, rated for the voltage involved are considered to be insulation of the person from the energized part on which work is performed).

5.5.2. The energized part is insulated both from all other conductive objects at a different potential and from the person.

5.5.3. The person is insulated from all conductive objects at a potential different from that of the energized part.

Table S-5 (29 CFR 1910.333)

Approach Distances for Qualified Employees--Alternating Current

Voltage range (phase to phase)	Minimum approach distance
300V and less	Avoid contact
Over 300V, not over 750V	1 ft. 0 in. (30.5 cm).
Over 750V, not over 2kV	1 ft. 6 in. (46 cm).
Over 2kV, not over 15kV	2 ft. 0 in. (61 cm).
Over 15kV, not over 37kV	3 ft. 0 in. (91 cm).
Over 37kV, not over 87.5kV	3 ft. 6 in. (107 cm).
Over 87.5kV, not over 121kV	4 ft. 0 in. (122 cm).
Over 121kV, not over 140kV	4 ft. 6 in. (137 cm).

5.6. Illumination.

5.6.1. Supervisors will ensure that employees do not enter spaces containing exposed energized parts, unless illumination is provided that enables the employees to perform the work safely.

5.6.2. Where lack of illumination or an obstruction precludes observation of the work to be performed, employees may not perform tasks near exposed energized parts. Employees may not reach blindly into areas, which may contain energized parts. Additionally, unless known otherwise the space will be evaluated to determine if it meets the criteria for designation as a confined space. The company confined space program will be implemented to manage the entry.

5.7. Confined or enclosed work spaces. When an employee works in a confined or enclosed space (such as a manhole or vault) that contains exposed energized parts, this employer will provide, and the employee will use, protective shields, protective barriers, or insulating materials as necessary to avoid inadvertent contact with these parts. Doors, hinged panels, and the like will be secured to prevent their swinging into an employee and causing the employee to contact exposed energized parts. Additionally, unless known otherwise the space will be evaluated to determine if it meets the criteria for designation as a confined space. The company confined space program will be implemented to manage the entry.

5.8. Conductive materials and equipment. Conductive materials and equipment that are in contact with any part of an employee's body will be handled in a manner that will prevent them from contacting exposed energized conductors or circuit parts. Supervisors will ensure pre-written safety procedures are in place, and that all employees are trained when long dimensional conductive objects (such as ducts and pipes) in areas with exposed live parts, are used. Other protective measures (such as the use of insulation, guarding, and material handling techniques) will considered and used to minimize the hazard.

5.9. Portable ladders. Portable ladders will have nonconductive siderails if they are used where the employee or the ladder could contact exposed energized parts.

5.10. Conductive apparel. Conductive articles of jewelry and clothing (such as watch bands, bracelets, rings, key chains, necklaces, metalized aprons, cloth with conductive thread, or metal headgear) may not be worn if they might contact exposed energized parts.

5.11. Interlocks. Only a qualified employee may defeat an electrical safety interlock, and then only temporarily while he or she is working on the equipment. The interlock system will be returned to its operable condition when this work is completed.

6. ELECTRICAL HOT WORK PERMITS.

Before any electrical hot work performed by qualified employees is conducted an electrical hot work permit must be issued. Supervisors will be familiar with the specific procedures for completing hot work permits for each facility or jobsite that will include electrical hot work. The Safety Manager will be responsible to ensure Supervisors are advised of any special procedures or requirements before authorizing electrical hot work to be performed. Permits will be filled out and signed by the person(s) doing the hot work and by the respective supervisor. Permits will also be signed by the customer/user and the facility manager.

7. SAFEGUARDS FOR PERSONNEL PROTECTION.

7.1. Personal protective equipment. Employees working in areas where there are potential electrical hazards will be provided with, and will use, electrical protective equipment that is appropriate for the specific parts of the body to be protected and for the work to be performed.

7.2. Protective equipment will be maintained in a safe, reliable condition and will be periodically inspected or tested, as required by 29 CFR 1910.137.

7.3. Gloves used to perform electrical hot work will be tested every 6 months to ensure the serviceability and protection of the employee. The type of gloves to be worn will be a combination of a rubber insert and leather outer glove.

7.4. Employees will wear nonconductive head protection wherever there is a danger of head injury from electric shock or burns due to contact with exposed energized parts.

7.5. Employees will wear protective equipment for the eyes or face wherever there is danger of injury to the eyes or face from electric arcs or flashes or from flying objects resulting from electrical explosion.

7.6. General protective equipment and tools.

7.6.1. When working near exposed energized conductors or circuit parts, each employee will use insulated tools or handling equipment if the tools or handling equipment might make contact with such conductors or parts.

7.6.2. Fuse handling equipment, insulated for the circuit voltage, will be used to remove or install fuses when the fuse terminals are energized.

7.6.3. Ropes and handlines used near exposed energized parts will be nonconductive.

7.6.4. Protective shields, protective barriers, or insulating materials will be used to protect each employee from shock, burns, or other electrically related injuries while that employee is working near exposed energized parts which might be accidentally contacted or where dangerous electric heating or arcing might occur.

7.7. Test instruments and equipment.

7.7.1. Use. Only qualified employees may perform testing work on electric circuits or equipment.

7.7.2. Visual inspection. Test instruments and equipment and all associated test leads, cables, power cords, probes, and connectors will be visually inspected for external defects and damage before the equipment is used. If there is a defect or evidence of damage that might expose an employee to injury, the defective or damaged item will be removed from service and turned into the supervisor or Safety Manager.

7.7.3. Rating of equipment. Test instruments and equipment and their accessories will be rated for the circuits and equipment to which they will be connected and will be designed for the environment in which they will be used.

8. DEFINITIONS.

Accepted. An installation is "accepted" if it has been inspected and found by a nationally recognized testing laboratory to conform to specified plans or to procedures of applicable codes.

Approved for the purpose. Approved for a specific purpose, environment, or application described in a particular standard requirement. Suitability of equipment or materials for a specific purpose, environment or application may be determined by a nationally recognized testing laboratory, inspection agency or other organization concerned with product evaluation as part of its listing and labeling program. (See "Labeled" or "Listed.")

Bonding. The permanent joining of metallic parts to form an electrically conductive path which will assure electrical continuity and the capacity to conduct safely any current likely to be imposed.

Branch circuit. The circuit conductors between the final overcurrent device protecting the circuit and the outlet(s).

Cabinet. An enclosure designed either for surface or flush mounting, and provided with a frame, mat, or trim in which a swinging door or doors are or may be hung.

Certified. Equipment is "certified" if it has been tested and found by a nationally recognized testing laboratory to meet nationally recognized standards or to be safe for use in a specified manner, or is of a kind whose production is periodically inspected by a nationally recognized testing laboratory, and it bears a label, tag, or other record of certification.

Circuit breaker. (600 volts nominal or less). A device designed to open and close a circuit by nonautomatic means and to open the circuit automatically on a predetermined overcurrent without injury to itself when properly applied within its rating. (Over 600 volts, nominal). A switching device capable of making, carrying, and breaking currents under normal circuit conditions, and also making, carrying for a specified time, and breaking currents under specified abnormal circuit conditions, such as those of short circuit.

Conductor. Bare. A conductor having no covering or electrical insulation whatsoever.

Covered. A conductor encased within material of composition or thickness that is not recognized as electrical insulation.

Insulated. A conductor encased within material of composition and thickness that is recognized as electrical insulation.

Dead front. Without live parts exposed to a person on the operating side of the equipment.

Disconnecting means. A device, or group of devices, or other means by which the conductors of a circuit can be disconnected from their source of supply.

Disconnecting (or isolating) switch. (Over 600 volts, nominal.) A mechanical switching device used for isolating a circuit or equipment from a source of power.

Electrical Hot Work. Work performed on exposed energized electrical parts and equipment.

Enclosed. Surrounded by a case, housing, fence or walls which will prevent persons from accidentally contacting energized parts.

Enclosure. The case or housing of apparatus, or the fence or walls surrounding an installation to prevent personnel from accidentally contacting energized parts, or to protect the equipment from physical damage.

Equipment. A general term including material, fittings, devices, appliances, fixtures, apparatus, and the like, used as a part of, or in connection with, an electrical installation. Equipment grounding conductor. See "Grounding conductor, equipment."

Exposed. (As applied to live parts.) Capable of being inadvertently touched or approached nearer than a safe distance by a person. It is applied to parts not suitably guarded, isolated, or insulated. (See "Accessible." and "Concealed.")

Exposed. (As applied to wiring methods.) On or attached to the surface or behind panels designed to allow access. [See "Accessible. (As applied to wiring methods.)"]]

Exposed. (For the purposes of 29 CFR 1910.308(e), Communications systems.) Where the circuit is in such a position that in case of failure of supports or insulation, contact with another circuit may result.

Fuse. (Over 600 volts, nominal.) An overcurrent protective device with a circuit opening fusible part that is heated and severed by the passage of overcurrent through it. A fuse comprises all the parts that form a unit capable of performing the prescribed functions. It may or may not be the complete device necessary to connect it into an electrical circuit.

Ground. A conducting connection, whether intentional or accidental, between an electrical circuit or equipment and the earth, or to some conducting body that serves in place of the earth.

Grounded. Connected to earth or to some conducting body that serves in place of the earth.

Ground-fault circuit-interrupter. A device whose function is to interrupt the electric circuit to the load when a fault current to ground exceeds some predetermined value that is less than that required to operate the overcurrent protective device of the supply circuit.

Guarded. Covered, shielded, fenced, enclosed, or otherwise protected by means of suitable covers, casings, barriers, rails, screens, mats, or platforms to remove the likelihood of approach to a point of danger or contact by persons or objects.

Isolated. Not readily accessible to persons unless special means for access are used.

Labeled. Equipment is labeled if there is attached to it a label, symbol, or other identifying mark of a nationally recognized testing laboratory which, (a) makes periodic inspections of the production of such equipment, and (b) whose labeling indicates compliance with nationally recognized standards or tests to determine safe use in a specified manner.

Qualified person. One familiar with the construction and operation of the equipment and the hazards involved.

Note 1: Whether an employee is considered to be a "qualified person" will depend upon various circumstances in the workplace. It is possible and, in fact, likely for an individual to be considered "qualified" with regard to certain equipment in the workplace, but "unqualified" as to other equipment. (See 29 CFR 1910.332(b) (3) for training requirements that specifically applies to qualified persons.)

Note 2: An employee who is undergoing on-the-job training and who, in the course of such training, has demonstrated an ability to perform duties safely at his or her level of training and who is under the direct supervision of a qualified person is considered to be a qualified person for the performance of those duties.

Readily accessible. Capable of being reached quickly for operation, renewal, or inspections, without requiring those to whom ready access is requisite to climb over or remove obstacles or to resort to portable ladders, chairs, etc. (See "Accessible.)

Receptacle. A receptacle is a contact device installed at the outlet for the connection of a single attachment plug. A single receptacle is a single contact device with no other contact device on the same yoke. A multiple receptacle is a single device containing two or more receptacles.

Ventilated. Provided with a means to permit circulation of air sufficient to remove an excess of heat, fumes, or vapors.

Voltage (of a circuit). The greatest root-mean-square (effective) difference of potential between any two conductors of the circuit concerned.

Voltage, nominal. A nominal value assigned to a circuit or system for the purpose of conveniently designating its voltage class (as 120/240, 480Y/277, 600, etc.). The actual voltage at which a circuit operates can vary from the nominal within a range that permits satisfactory operation of equipment.

Voltage to ground. For grounded circuits, the voltage between the given conductor and that point or conductor of the circuit that is grounded; for ungrounded circuits, the greatest voltage between the given conductor and any other conductor of the circuit.

CONTENTS

SECTION	PAGE
1. PROGRAM REQUIREMENTS.	1
2. RESPONSIBILITY.	1
3. EVACUATION NOTIFICATION.	1
4. EMPLOYEE RESPONSIBILITY.	2
5. SUPERVISOR RESPONSIBILITY.	2
6. VISITOR RESPONSIBILITY.	2
7. SUBCONTRACTOR RESPONSIBILITY.	3
8. PROCEDURES FOR FIRE & EXPLOSIONS.	3
9. PROCEDURES FOR SEVERE WEATHER.	3
10. PROCEDURES TO RETURN TO WORK.	4

1. PROGRAM REQUIREMENTS.

This plan is intended to address the issue of providing for the orderly evacuation of the jobsite during emergency situations. The main goal of any evacuation is the rapid, systematic removal of all persons from potentially hazardous areas, to a safe muster point, to account for all employees, and to assure an all-clear of the evacuated area. Lamar Contractors, Inc. will review and evaluate this program on an annual basis, or when changes occur to the regulation, appears to be out of place, or when operational changes occur that require a revision of this document.

2. RESPONSIBILITY.

The Safety Manager is the program coordinator, acting as the representative of Lamar Contractors, Inc. owners, who have the ultimate responsibility for all facets of this program. The Safety Manager is the sole person authorized to amend these instructions. Lamar Contractors, Inc. has authorized the Safety Manager and any Supervisor or Employee to halt any operation of Lamar Contractors, Inc. where there is danger of serious personal injury. Supervisors are required to ensure their employees are aware of the contents of this program and have received awareness training before assignment to work.

3. EVACUATION NOTIFICATION.

3.1. Evacuation notification may be received in the form of alarms, sirens, strobe lights or verbal notifications depending on the location of the work. It is extremely important that Supervisors brief their employees on the type of evacuation notification they may receive at the beginning of every job.

3.2. Employees must remain attentive to all evacuation orders as they may include specific information such as:

3.2.1. The reason for the evacuation.

3.2.2. The area or areas involved in the evacuation.

3.2.3. Any area or areas to be avoided in the evacuation.

3.2.4. Any muster points that must be avoided.

4. EMPLOYEE RESPONSIBILITY.

4.1. All employees upon receipt of an evacuation order will exit the work area via the Nearest Unaffected Exit. They will proceed to the designated muster point for the area they were in at the time of the evacuation order, quickly and quietly. They will also upon request, aid their supervisor in taking role.

4.2. Egress Routes. All employees will become familiar with the location of all posted egress routes of the facility areas that they frequent and will know the primary and secondary egress routes of their work area.

4.3. Muster Points. All employees will become familiar with the designated muster points and will know the primary muster point of the facility or areas that they frequent and for their work area. NO ONE WILL LEAVE A MUSTER POINT WITHOUT THE EXPRESS PERMISSION OF THE SUPERVISOR PRESENT.

4.4. Severe Weather Safe Spots. All employees will become familiar with posted or designated Severe Weather Safe Spots, and will know the location of the nearest Severe Weather Safe Spot for the areas that they frequent and their work area. Upon the announcement of a “take-cover” order proceed to the designated safe spot.

4.5. Arrival Actions. Upon arrival at a muster point, each employee will seek out the Supervisor present to assure that they have been accounted for. They will also upon request, aid area supervisors or managers in taking role.

4.6. Visitor Escorts. Each visitor to the facility or jobsite must be escorted at all times by a company employee. The escort will ensure their visitor is escorted to a muster point or safe spot as required. Upon arrival at a muster point, the visitor’s name will be forwarded to the employee in charge at the muster point. Where badging is required the escort may need specific escort privileges.

5. SUPERVISOR RESPONSIBILITY.

5.1. If time permits, supervisors will determine what machines or processes should be shut down. Hazardous process shut-down will be done in accordance with established procedures.

5.2. Supervisors will assist employees in making a quick egress of the area and direct them to the assigned muster point.

5.3. Supervisors will take role to assure all their employees are accounted for and will submit a list of any employees missing and/or additional persons located at their muster point to senior management and/or the responding fire department.

6. VISITOR RESPONSIBILITY.

6.1. Company Escorts. The evacuation of a visitor is the responsibility of the company escort. All visitors will be briefed that they must be escorted at all times in the facility by a company employee.

6.2. Muster Points. All visitors will be briefed prior to entering, on the safety rules and regulations at the facility. Upon notification of an evacuation the escort will ensure that they immediately exit the building or jobsite via the nearest exit, report to the nearest muster point, and give their name to the Supervisor in that muster area. NO ONE WILL LEAVE MUSTER POINTS WITHOUT THE EXPRESS PERMISSION OF THE SUPERVISOR IN CHARGE.

6.3. Severe Weather Safe Spots. Visitors will be escorted to the nearest Severe Weather Safe Spot upon notification to take-cover and give their name to the Supervisor present in the Safe Spot.

7. SUBCONTRACTOR RESPONSIBILITY.

7.1. The evacuation of an employee of a subcontractor is the responsibility of that contractor.

7.2. Muster Points. All contractor employees will be briefed by the contractor's management before entering the site, as part of any required OSHA training. Upon notification of an evacuation, they will immediately exit the building or jobsite via the nearest exit and report to the nearest muster point and give their name to the Supervisor present. NO ONE WILL LEAVE MUSTER POINTS WITHOUT THE EXPRESS PERMISSION OF THE SUPERVISOR IN CHARGE.

7.3. Severe Weather Safe Spots. All subcontractor employees will be briefed by the subcontractor's management before entering the site, as part of any required OSHA training, the location of severe weather safe spots in the event of an emergency. Upon notification to take-cover they will proceed to the nearest severe weather safe spot and give their name to the Supervisor present.

7.4. Temporary Work Structures. The evacuation of a temporary structure brought onto company property will be the responsibility of the contractor. Once evacuated, all personnel will report to the nearest muster point and give their name to the Supervisor present.

8. PROCEDURES FOR FIRE & EXPLOSIONS.

8.1. Upon notification of a fire or explosion all employees should evacuate the building or jobsite immediately in accordance with the posted or designated evacuation routes and report to the assigned (or) nearest muster point or location designated at the time.

8.2. Supervisor Responsibilities. Supervisors will provide guidance and instructions as needed. Evacuation should be done in a calm and orderly manner. NO ONE WILL LEAVE MUSTER POINTS WITHOUT THE EXPRESS PERMISSION OF THE SUPERVISOR IN CHARGE.

8.3. Employee Responsibilities. Once you leave the building or jobsite, NEVER RE-ENTER until instructed to do so by management!

8.4. Difficulties in Evacuation. If smoke and/or heat conditions are encountered while evacuating, remember to stay low to the floor and exit by the nearest door or window. In the event of a major fire, evacuation may have to be delayed until the fire is actually put under control and/or extinguished. If this situation exists, remain calm and shield yourself from the fire. If you are unable to escape, stuff clothing, rags, etc., in or around all cracks to help keep the smoke from entering your location. It is most important to try and notify someone of your location. If the telephone is out of service, try to get someone's attention by yelling or making noises. ABOVE ALL, remain calm until help arrives.

9. PROCEDURES FOR SEVERE WEATHER.

9.1. Upon notification of impending severe weather, i.e., a Tornado Warning or severe Thunder Storm Warning, and where immediate danger poses a threat to the building or jobsite, employees must report to a designated muster point in the building or at the jobsite.

9.2. Where no muster point has been designated or if you are unable to get to the severe weather muster point locate a point inside the building away from chemicals, furnaces, piping, and windows or a low point outside of the immediate area.

9.3. Remain in the area until an all clear announcement has been made.

10. PROCEDURES TO RETURN TO WORK.

10.1. Evacuation. After a survey of the facility has been conducted by emergency responders, and/or personnel designated by management, the decision for return to work will be made. If the area is declared hazard free personnel may return to work once the order is given. If hazards are detected personnel will be released to go home. ALL PERSONNEL WILL REMAIN ON AT THE JOBSITE, UNLESS OTHERWISE DIRECTED BY MANAGEMENT.

10.2. Severe Weather. After the take-cover order, all personnel will proceed to their safe spot and remain there until the all-clear announcement is made.

CONTENTS

SECTION		PAGE
1.	PROGRAM REQUIREMENTS.	1
2.	RESPONSIBILITY.	1
3.	TRAINING REQUIREMENTS.	2
4.	HAZARD EVALUATION.	3
5.	PROGRAM REQUIREMENTS.	3
6.	VOLUNTARY USE OF RESPIRATORS.	4
7.	RESPIRATOR SELECTION.	4
8.	DEFINITIONS.	4
	APPENDIX	

1. PROGRAM REQUIREMENTS.

Lamar Contractors, Inc. will ensure that respiratory hazards at our jobsites are evaluated, and that information concerning these hazards is transmitted to all employees. This Program is intended to address the issues of evaluating the potential respiratory hazards, communicating information concerning these hazards, and establishing appropriate engineering, work practice, or respiratory protective measures for employees. Lamar Contractors, Inc. has not identified any jobsites or tasks, which require the mandatory use of respirators. In the event that individual employees are required to use respiratory protection or desire to use respirators on a voluntary basis the following guidelines will be followed. If a task requires respirators to be worn, Lamar Contractors, Inc. will develop and implement a written respiratory protection program with required worksite-specific procedures and elements for required respirator use. The program will be administered by the Safety Manager who will be referred to as the program administrator. This program will be maintained in accordance with OSHA Regulations 29 CFR 1910.134. In addition, Lamar Contractors, Inc. will review and evaluate this program on an annual basis or when operational changes occur that require a revision of this document.

2. RESPONSIBILITY.

The Safety Manager is the program coordinator, acting as the representative of the company owner, who has the ultimate responsibility for all facets of this program. The Safety Manager has full authority to make necessary decisions to ensure success of the program. Lamar Contractors, Inc. will submit a copy of this program to any Prime or General Contractor upon request. Lamar Contractors, Inc. has authorized all Supervisors or any Employee to halt any operation of Lamar Contractors, Inc. where there is danger of serious personal injury. In addition, the following specific responsibilities will be followed:

2.1. Safety Manager. The Safety Manager is responsible to ensure that Lamar Contractors, Inc. Respiratory Protection Program is specific and applicable to all job sites. In addition, the Safety Manager will change, amend, and update this program as necessary when it is evident that employees of Lamar Contractors, Inc. will be required to wear respiratory protection.

2.2. Supervisors. Supervisors are required to be familiar with the contents of this program and to ensure that the program is followed by their subordinates on a daily basis. They will ensure that Respirators are only used when approved by the Safety Manager and in accordance with this Program. Supervisors will also ensure that employees who desire to wear respirators on a voluntary basis are provided with the proper information in accordance with the guidelines of this program. Supervisors are responsible to notify the Safety Manager when they have identified areas or tasks that mandate the use of respiratory protection equipment.

2.3. Sub-Contractors. Sub-contractors will be required to follow the requirements detailed in this program and those requirements as outlined in the OSHA Regulation. Sub-contractors who have employees required to wear respirators must make available to Lamar Contractors, Inc. proper documentation of medical evaluations, training, and fit testing.

3. TRAINING REQUIREMENTS.

3.1. General. All employees of Lamar Contractors, Inc. receive orientation training that explains the basic types of respiratory hazards and recognition of respiratory hazards in the workplace. In addition, all employees are made aware that respirators may be worn as a voluntary practice in certain work areas with prior approval of their Supervisor. Prior to any employees being assigned the use of a respirator those individuals must receive additional training as outlined in this program.

3.2. Basic advisory information. The basic advisory information on respirators, as presented in 29 CFR 1910.134, Appendix D, will be provided by Lamar Contractors, Inc. in any written or oral format to employees who wear respirators.

3.3. Frequency of training. Training will be provided to each affected employee:

3.3.1. Before the employee is first assigned duties that require respiratory protection.

3.3.2. Before there is a change in assigned duties.

3.3.3. Whenever there is a change in operations that present a hazard for which an employee has not previously been trained.

3.3.4. Whenever Lamar Contractors, Inc. has reason to believe that there are deviations from established respiratory procedures required by this instruction or inadequacies in the employee's knowledge or use of these procedures.

3.4. Training Content. Training of employees will as a minimum include:

3.4.1. Putting on and removing respirators (donning and doffing).

3.4.2. Any limitations on their use.

3.4.3. Maintenance requirements.

3.4.4. Procedures for regularly evaluating the effectiveness of the program.

3.4.5. Where respirator use is not required.

3.5. Demonstration of knowledge. Lamar Contractors, Inc. will ensure that each employee can demonstrate knowledge of at least the following:

3.5.1. Why the respirator is necessary and how improper fit, usage, or maintenance can compromise the protective effect of the respirator;

3.5.2. What the limitations and capabilities of the respirator are;

3.5.3. How to use the respirator effectively in emergency situations, including situations in which the respirator malfunctions;

3.5.4. How to inspect, put on and remove, use, and check the seals of the respirator;

3.5.5. What the procedures are for maintenance and storage of the respirator;

3.5.6. How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators; and

3.5.7. The general requirements of 29 CFR 1910.134.

3.6. Employee proficiency. The training will establish employee proficiency in the duties required by this instruction and will introduce new or revised procedures, as necessary, for compliance with this instruction or when future revisions occur.

3.7. Trainer qualification. Lamar Contractors, Inc. has designated the Safety Manager as a program administrator who is qualified by appropriate training or experience that is commensurate with the complexity of the program to administer or oversee this respiratory protection program and conduct the required evaluations of program effectiveness. Consultants or third party training certification will be used as necessary.

3.8. Training certification. Lamar Contractors, Inc. will certify that the training required by 29 CFR 1910.134 has been accomplished. The certification will contain each employee's name, the signatures or initials of the trainers, and the dates of training. The certification will be available for inspection by employees and their authorized representatives.

3.9. Retraining and Refresher Training. Retraining will be administered annually. Retraining will reestablish employee proficiency and introduce new or revised control methods and procedures, as necessary. Retraining will be administered when the following situations occur (as a minimum):

3.9.1. Changes in the workplace or the type of respirator render previous training obsolete;

3.9.2. Inadequacies in the employee's knowledge or use of the respirator indicate that the employee has not retained the requisite understanding or skill; or

3.9.3. Any other situation arises in which retraining appears necessary to ensure safe respirator use.

4. HAZARD EVALUATION.

Lamar Contractors, Inc. will identify and evaluate the respiratory hazard(s) in the workplace using the Job Safety Analysis/PPE Program. If respiratory hazards are identified information regarding the type(s) or contaminants, duration of exposure and chemical form (solid, liquid, gas, etc.) must be provided to the Safety Manager. The Safety Manager will then determine to what extent respiratory protection must be provided and will make the necessary changes to this program to ensure compliance with the OSHA regulations and to provide a safe work environment for employees.

5. PROGRAM REQUIREMENTS.

When determined by the Safety Manager that respirators are required to be worn by employees this program containing the following minimum requirements will be implemented:

5.1. Procedures for selecting respirators for use in the workplace;

5.2. Medical evaluations of employees required to use respirators;

5.3. Fit testing procedures for tight-fitting respirators;

5.4. Procedures for proper use of respirators in foreseeable emergency situations;

5.5. Procedures and schedules for cleaning, disinfecting, storing, inspecting, repairing, discarding, and otherwise maintaining respirators;

5.6. Procedures to ensure adequate air quality, quantity, and flow of breathing air for atmosphere-supplying respirators;

5.7. Training of employees in the respiratory hazards to which they are potentially exposed during routine and emergency situations.

6. VOLUNTARY USE OF RESPIRATORS.

Lamar Contractors, Inc. may provide respirators at the request of employees or permit employees to use their own respirators; if it is determined that such respirator use will not in itself create a hazard. If voluntary respirator use is permissible, Lamar Contractors, Inc. will provide the respirator user(s) with the voluntary use information contained in the Appendix to ensure safe and effective use. In addition, voluntary respirator uses when approved by the Safety Manager will be limited to only the use of a dust mask (Filtering Face-piece).

7. RESPIRATOR SELECTION.

If respirators are required to be used by Lamar Contractors, Inc. employees the selection of respirators will be made by the Safety Manager according to the specific hazard(s) involved.

7.1. Filter cartridges and canisters. Filter cartridges and canisters will be used and stored according manufacturer's guidelines. Change-out of filters will be done based on the individual job.

7.2. Identification of filters, cartridges, and canisters. Lamar Contractors, Inc. will ensure that all filters, cartridges and canisters used in the workplace are labeled and color coded with the NIOSH approved label and that the label is not removed and remains legible.

7.3. Specific OSHA standards. Each task/job having the potential for respiratory hazards will be evaluated to determine worker protection requirements. The Safety Manager will refer to applicable OSHA Regulations to determine if specific requirements exist. The standards are listed in the "Z" tables to 29 CFR 1910.1000-1101.

7.4. Where a specific OSHA standard does not exist, prudent Industrial Hygiene practices will be used. After all criteria have been identified and evaluated and after the requirements and restrictions of the respiratory protection program have been met, the class of respirators that should provide adequate respiratory protection will be determined.

8. DEFINITIONS.

Air-purifying respirator means: A respirator with an air-purifying filter, cartridge, or canister that removes specific air contaminants by passing ambient air through the air-purifying element.

Atmosphere-supplying respirator means: A respirator that supplies the respirator user with breathing air from a source independent of the ambient atmosphere, and includes supplied-air respirators (SARs) and self-contained breathing apparatus (SCBA) units.

Employee exposure means: Exposure to a concentration of an airborne contaminant that would occur if the employee were not using respiratory protection.

Filter or air purifies element means: A component used in respirators to remove solid or liquid aerosols from the inspired air.

Filtering face piece (dust mask) means: A negative pressure particulate respirator with a filter as an integral part of the face piece or with the entire face piece composed of the filtering medium.

CONTENTS

SECTION		PAGE
1.	PROGRAM REQUIREMENTS.	1
2.	RESPONSIBILITIY.	1
3.	SPECIFIC RESPONSIBILITIES.	2
4.	TRAINING REQUIREMENTS.	4
5.	HAZARDS MOST COMMON TO CONFINED SPACES.	8
6.	GENERAL CONTROLS FOR CONFINED SPACE ENTRY.	9
7.	ENTRY AND RESCUE EQUIPMENT.	9
8.	DEFINITIONS.	11
	APPENDIX	

1. PROGRAM REQUIREMENTS.

This program is intended to address the issues of evaluating potential confined space hazards, communicating information concerning these hazards, and establishing appropriate protective measures for employees. In the event that individual employees are required to perform in confined spaces or be involved in an operation where confined space entry is being performed the following guidelines will be followed. Lamar Contractors, Inc. will review and evaluate this program on an annual basis, or when changes occur to 29 CFR 1910.146 or 1926, that prompt revision of this document, or when operational changes occur that require a revision of this document. Adherence to 1926.1200AA is necessary before work commences.

2. RESPONSIBILITY.

The Safety Manager, or his designee, has the ultimate responsibility for verifying workers who engage in such activities have satisfied all facets of this program. The Safety Manager, or his designee, is the sole person authorized to amend these instructions. Lamar Contractors, Inc. has authorized the Safety Manager, or his designee, to halt any operation where there is danger of serious personal injury. Supervisors for each contractor on site are required to ensure their employees are aware of the contents of this program and have received the confined space entry or awareness training before working in any areas where confined spaces exist. Subcontractors will be required to provide a written Confined Space Entry program that describes the subcontractors' policies and procedures when they will be working in confined spaces. In addition, subcontractors will be required the following:

2.1. Identification of confined space as defined in 1926.1200AA

2.2. Communication with the hosting facility or primary contractor to locate already identified confined space on the project

2.3. Submit a confined space program that complies with 1926.1200AA

2.4. Employees have completed confined space training and provide competency of the class they attended

2.5. Rescue training requirements are met

2.6. Non-entry rescue training in accordance with 1926.1200AA are met with documented proof available upon request.

2.7. Documentation declassifying a permit required confined space to a non-permit required space.

2.8. Communication methods outlined and tested

2.9. Be familiar with documentation needed from the controlling contractor and to the controlling contractor as outlined in 1926.1203

2.10. Assure the permitting process is incompliance with 1926.1205 and 1926.1206

2.11. Duties assigned to the workers must be consistent with 1926.1208 – 1926.1212

3. SPECIFIC RESPONSIBILITIES.

3.1. The Controlling Contractor, or General Contractor, and subcontractor will be responsible to ensure that all employees performing confined space entry work have submitted a copy of their written confined space entry program and copies of documentation of training prior to beginning work. In addition, the Safety Manager, or his designee will ensure that Lamar Contractors, Inc. Prime/General Contractors prepare and provide the necessary confined space information required to be provided to all subcontractors.

3.2. Controlling Contractor. Controlling Contractor is the prime contractor who has the overall responsibility for construction on the work site and is tasked with outlining confined space areas. When one or more entity enters the same confined space, the controlling contractor will coordinate the entry. Controlling contractor will debrief each entity entered into a confined space regarding the hazards encountered and crated while work was completed. All information will be given to the Host contractor.

3.3. Supervisors. Company Supervisors are responsible to identify any confined spaces or potential confined spaces before assignment of employees to any work. Supervisors will notify the Safety Manager, or his designee, immediately if there is any doubt as to the designation of a work area as a confined space. Supervisors will seek out the already identified confined space work areas. Will coordinate with the controlling contractor regarding he hazards in a confined space. After the work is completed the supervisor will report for debriefing with the controlling contractor.

3.4. Entry Supervisors are responsible for all personnel who enter or work in confined spaces. Is a qualified person responsible for determining if acceptable entry conditions are present at a permit required confined space where entry is planned, responsible for authorizing entry, and overusing entry operations, and terminating as outlined in 1926.1200AA. In addition, they will do the following:

3.4.1. Knowledge of Hazards/Exposure Conditions: The entry supervisor will know and understand the unique hazards and exposure conditions associated with each confined space, and are aware of the effects of the exposure conditions.

3.4.2. Confined Space Entry Permit: The entry supervisor will ensure that the Confined Space Entry Permit is completed and must sign it before anyone enters a confined space.

3.4.3. Authority Assigned: Entry supervisor can authorize entry into designated confined spaces. The entry supervisor can also deny entry, terminate entry, remove unauthorized personnel, and cancel the permit at any point during the procedure.

3.4.4. Lockout/Tagout before anyone enters a confined space Lockout/Tagout procedure must be performed in accordance with the Lamar Contractors, Inc. Lockout/Tagout Program to ensure equipment is properly isolated.

3.4.5. Pre-entry Conditions: The entry supervisor will ensure that the pre-entry conditions are acceptable, and that conditions do not deteriorate during the entry. The entry supervisor will perform pre-entry review activities for confined spaces and discuss with entrants the potential hazards, the appropriate safeguards, and the personal protective equipment required.

3.4.6. Rescue Services Coordination/Notification: The entry supervisor will ensure that rescue services have been coordinated and notified of the pending entry. Rescue services must be available during entry.

3.4.7. Rescue Alarm and Communication System: The entry supervisor will functionally test the rescue alarm and communication system, verifying normal operation.

3.4.8. Maximum Residence Time: Based on work being performed, determine the maximum residence time for personnel in the confined space. The maximum continuous residence time should not exceed two hours per entrant.

3.4.9. Training Verification: Verify that each person who participates in any confined space entry has been trained.

3.4.10. Responsibility Transfer During Entry/Shift Change: When a transfer of responsibility occurs during an entry, the new entry supervisor will verify the entry conditions and initial the entry permit. During a shift change, the new entry supervisor will complete a new permit.

3.4.11. Emergency Medical Information: The entry supervisor will have access to safety data sheets (SDS) or equivalent information for use by all confined-space entry personnel, and will furnish the information to medical facilities that treat any exposed or injured member of the entry team.

3.4.12. Stationing Attendants: The entry supervisor will station an attendant at each permit-required confined space, and ensure that an attendant serve for the duration of the permit.

3.5. Attendant(s) is responsible to do the following:

3.5.1. Knowledge of Hazards/Exposure Conditions: Attendants will read and sign the entry permit, state their understanding of the unique hazards and exposure conditions in the confined space to the entry supervisor, and be aware of the effects of the exposure conditions.

3.5.2. Entry Conditions/Permit: The attendant will participate in the process of verifying entry conditions, and will sign the permit.

3.5.3. Service & Duty: An attendant will serve for the duration of the permit. The attendant will remain at his/her post and not leave for any reason, except self-preservation, unless replaced by an equally qualified individual while entry continues.

3.5.4. Continuous Communication: The attendant will maintain continuous communication with all entrants by voice, radio, telephone, visual observation, or any other equally effective means.

3.5.5. Monitoring Conditions. The attendant will:

3.5.5.1. Monitor conditions inside and outside of the confined space and determine whether or not it is safe for the entrants to remain in the confined space.

3.5.5.2. Perform field-testing of equipment before each use in accordance with the manufacturer's recommendations for that equipment to ensure that it functions properly.

3.5.5.3. Perform the tests indicated on the confined-space entry permit, including any additional tests that may be necessary. Record the results on the confined-space entry permit.

3.5.5.4. Ensure that the confined-space monitoring procedures test for atmospheric contaminants that are representative of all areas of confined spaces.

3.5.6. Authority: The attendant will have the authority to order entrants to exit the space, and perform a non-entry retrieval at the first indication of an increased exposure condition, an unexpected hazard/exposure condition, equipment malfunction, any unusual conduct by the entrants which could indicate a toxic reaction, or a situation occurring outside the confined space that could pose a hazard to the entrants.

3.5.7. Procedure for Emergency Assistance: The attendant will know the procedure and have the means to summon immediate emergency assistance.

3.5.8. Unauthorized Personnel: The attendant will keep all personnel not listed on the permit out of the area designated for confined space entry.

3.5.9. Lockout/Tagout: Before anyone enters a confined space Lockout/Tagout procedures must be performed in accordance with the Lamar Contractors, Inc. Lockout/Tagout Program to ensure equipment is properly isolated.

3.6. Entrant. Individuals who work in confined spaces shall do the following before entering:

3.6.1. Knowledge of Hazards/Exposure Conditions: Entrants will read and sign the entry permit, state their understanding of the unique hazards and exposure conditions in the confined space to the entry supervisor, and be aware of the effects of the exposure conditions.

3.6.2. Continuous Communication: The entrant will maintain continuous communication with the attendant at the point of entry by voice, radio, telephone, visual observation, or any other equally effective means.

3.6.3. Use of Equipment: Entrants will know how to properly use all necessary entry and personal protective equipment.

3.6.4. Emergency Exits: Entrants will exit the confined space immediately when the attendant or entry supervisor orders an evacuation, or they perceive warning signs or symptoms due to exposure.

3.6.5. Lockout/Tagout: Before anyone enters a confined space Lockout/Tagout procedures must be performed in accordance with Lamar Contractors, Inc. Lockout/Tagout Program to ensure equipment is properly isolated.

3.7. Emergency Rescue Services.

3.7.1. Lamar Contractors, Inc. will require rescue service throughout the duration of the entry. The rescue service will be capable of performing appropriate rescue measures. The designated Attendant or Entry Supervisor will be responsible to notify the rescue service in the event that rescue or non-entry retrieval is being performed.

3.7.2. Response Time: The time limit on retrieving an entrant incapacitated by oxygen deficiency should be the goal of any rescue plan. Rescue should begin as soon as the need for it perceived to be required.

3.7.3. First Objective: The first objective of the rescue team is non-entry rescue (retrieval) and assistance. If this is not feasible the attendant will notify the rescue service team. Prospective rescuers will need to respond in a time manner considering the hazards identified before work commenced. Rescuers ability will be evaluated for proficiency with rescue-related tasks and equipment to function appropriately while rescuing entrants from the permitted space. Provide each affected employee with the personal protective equipment (PPE) needed to conduct permit space rescues safely and train each affected employee so the employee is proficient in the use of that PPE. Train each affected employee to perform assigned rescue duties. The employer must ensure that such employees successfully complete the training required and establish proficiency as authorized entrants, as provided by §§1926.1207 and 1926.1208 of this standard. Train each affected employee in basic first aid and cardiopulmonary resuscitation (CPR). The employer must ensure that at least one member of the rescue team or service holding a current certification in basic first aid and CPR is available; and Ensure that affected employees practice making permit space rescues before attempting an actual rescue, and at least once every 12 months, by means of simulated rescue operations in which they remove dummies, manikins, or actual persons from the actual permit spaces or from representative permit spaces, except practice rescue is not required where the affected employees properly performed a rescue operation during the last 12 months in the same permit space the authorized entrant will enter, or in a similar permit space. Representative permit spaces must, with respect to opening size, configuration, and accessibility, simulate the types of permit spaces from which rescue is to be performed.

3.7.4. Non-Entry Rescue. Non-entry rescue is required unless the retrieval equipment would increase the overall risk of entry or would not contribute to the rescue of the entrant. The employer must designate an entry rescue service whenever non-entry rescue is not selected. Whenever non-entry rescue is selected, the entry employer must ensure that retrieval systems or methods are used whenever an authorized entrant enters a permit space, and must confirm, prior to entry, that emergency assistance would be available in the event that non-entry rescue fails. Retrieval systems must meet the following requirements. The other end of the retrieval line must be attached to a mechanical device or fixed point outside the permit space in such a manner that rescue can begin as soon as the rescuer becomes aware that rescue is necessary. A mechanical device must be available to retrieve personnel from vertical type permit spaces more than 5 feet

(1.52 meters) deep.
Equipment that is unsuitable for retrieval must not be used, including, but not limited to, retrieval lines that have a reasonable probability of becoming entangled with the retrieval lines used by other authorized entrants, or retrieval lines that will not work due to the internal configuration of the permit space.
If an injured entrant is exposed to a substance for which a Safety Data Sheet (SDS) or other similar written information is required to be kept at the worksite, that SDS or written information must be made available to the medical facility treating the exposed entrant.

3.7.5. Lockout/Tagout: Before anyone enters a confined space Lockout/Tagout procedures must be performed in accordance with the Lamar Contractors, Inc. Lockout/Tagout Program to ensure equipment is properly isolated.

4. TRAINING REQUIREMENTS.

4.1. Awareness Training:

4.1.1. All Lamar Contractors, Inc. employees receive awareness training that will cover what a confined space is, what the hazards of confined spaces are, and identification of all confined spaces within the facility.

4.2. §1926.1207 Training Update
(a) The employer must provide training to each employee whose work is regulated by this standard, at no cost to the employee, and ensure that the employee possesses the understanding, knowledge, and skills necessary for the safe performance of the duties assigned under this standard. This training must result in an understanding of the hazards in the permit space and the methods used to isolate, control or in other ways protect employees from these hazards, and for those employees not authorized to perform entry rescues, in the dangers of attempting such rescues.
(b) Training required by this section must be provided to each affected employee:
(1) In both a language and vocabulary that the employee can understand;
(2) Before the employee is first assigned duties under this standard;
(3) Before there is a change in assigned duties;
(4) Whenever there is a change in permit space entry operations that presents a hazard about which an employee has not previously been trained; and
(5) Whenever there is any evidence of a deviation from the permit space entry procedures required by paragraph §1926.1204(c) of this standard or there are inadequacies in the employee's knowledge or use of these procedures.
(c) The training must establish employee proficiency in the duties required by this standard and must introduce new or revised procedures, as necessary, for compliance with this standard.
(d) The employer must maintain training records to show that the training required by paragraphs §1926.1207(a) through (c) of this standard has been accomplished. The training records must contain each employee's name, the name of the trainers, and the dates of training. The documentation must be available for inspection by employees and their authorized representatives, for the period of time the employee is employed by that employer.

4.3. Entry Training

4.3.1. Entry training will be provided to Entry Supervisors, Authorized Attendants, and Authorized Entrants to ensure that they acquire the knowledge and skills necessary for safe entry into confined spaces.

4.3.2. Entry training will be provided before an employee is required to perform work in a confined space, before there is a change in assigned duties, whenever there is a change in permit space operations that presents a hazard to which employees have not previously been trained, and whenever there are deviations or inadequacies in permit space entry procedures.

4.3.3. All entry teams will be trained in confined space entry according to this document.

4.4. Type and Frequency of Training. All entry teams will receive refresher training annually.

4.5. Training Requirements:

4.5.1. Entry Permit: All entry teams will be taught how to complete the entry permit.

4.5.2. Hazard/Exposure Condition Requirements:

4.5.2.1. Atmospheric: All entry teams will be taught that even though human senses may be unable to detect an exposure conditions, breathing the atmosphere could be fatal. Only proper testing can be relied on to determine that the atmosphere is breathable. Warning characteristics of exposure such as odor, taste, feel, and symptoms caused by exposure, some of which may show up as long as 72 hours after exposure will be covered.

4.5.2.2. Lockout/Tagout: All entry teams will be trained in lockout/tagout procedures according to the Lamar Contractors, Inc. Lockout/Tagout Program.

4.5.3. Improper Entrance: Attendants will receive training concerning the importance of not entering a confined space unless they are properly equipped and relieved of their duties by another qualified attendant. Attendants who make improper entries into confined spaces will very likely fall victim to the associated hazards.

4.5.4. Ventilation: All entry teams will be trained to ensure that the confined space has been adequately purged prior to entry, and that adequate ventilation is maintained.

4.5.5. Atmospheric Testing: Pre-entry testing of confined space atmospheres will be explained and demonstrated to all entry teams. Testing assures that adequate environmental controls are in place before entry.

4.5.6. Oxygen Enriched Environment: All entry teams will be trained in the hazards associated with working in an oxygen-enriched environment. Enriched oxygen levels present serious safety hazards because an entrant's clothing and hair may become extremely flammable due to excess oxygen, and absorbed oxygen desorbs slowly.

4.5.7. Respiratory Protective Equipment: All entry teams will be trained and certified in the use of respiratory protective equipment in accordance with 29 CFR 1910.134.

4.5.8. Personal Protective Equipment: All entry teams will be trained in the proper use of all applicable personal protective equipment (PPE) for eyes, face, head, body, and extremity protection. Training will include recognition of signs of equipment failure.

4.5.9. Physical Protective Equipment: All entry teams will be trained in the proper use of harnesses, hoists, fall arrestors, ropes, and rigging necessary to safely enter confined spaces.

4.5.10. Communication Equipment: All entry teams will be trained in the proper use of the communications equipment for people in a confined space, and communications equipment for summoning external emergency services.

4.5.11. Evacuation of a Confined Space: All entry teams will be taught the importance of immediate evacuation to a non-hazardous atmosphere to prevent serious or permanent injury. In order to minimize or prevent injury to themselves, they will leave the confined space/area for a safe atmosphere immediately on being ordered to do so, or when they recognize any sign of reaction to an exposure condition. Training seminars should address hazards inside and outside the confined space.

4.6. Documentation: The successful completion of training for all confined space entry personnel will be retained and made available for inspection for up to 3 years, minimum.

4.6 Subcontractors: All subcontractors will provide documented training and an entry plan before an entry is permitted.

5. HAZARDS MOST COMMON TO CONFINED SPACES.

5.1. Hazardous Atmosphere:

5.1.1. Oxygen-deficient: Normal air contains approximately 20.9% oxygen; oxygen levels should remain between 19.5% and 23.5% within confined spaces. An atmosphere is defined as oxygen deficient if it contains less than 19.5% oxygen. The oxygen level in a confined space can decrease because of work being done, such as welding, cutting, or brazing or it can be decreased by certain chemical reactions. Total displacement of oxygen by another gas, such as carbon dioxide, will result in unconsciousness, followed by death.

- Atmospheric tests must be performed in the following order: oxygen deficiency, flammability, and toxicity.

5.1.2. Oxygen-enriched: Enriched oxygen atmospheres are defined as containing greater than 23.5% oxygen. These atmospheres may cause flammable materials, such as clothing to burn violently when ignited.

5.1.3. Flammable vapors and airborne combustible dust: An atmosphere which contains flammable gases, vapors, or mists in excess of 10% of their lower flammable limit (LFL) or airborne combustible dust which meets or exceeds its LFL has a greater potential for fire or explosion.

5.1.4. Toxic gases and vapors: Serious injury or death may result when the atmosphere contains even low concentrations of toxic gases (e.g., hydrogen sulfide, sulfur dioxide, or nitrogen dioxide).

5.1.5. Other: Any other atmospheric condition that is immediately dangerous to life or health (IDLH).

5.2. Electrical/Mechanical Hazards:

5.2.1. Injury can occur from the moving parts of equipment that is inadvertently activated or from electrical shock from energized circuits.

5.3. Physical Hazards

5.3.1. Injury can occur from physical hazards such as engulfment, falling objects, heat/cold stress, noise, and physical limitations of the employee, slipping, or falling.

6. GENERAL CONTROLS FOR CONFINED SPACE ENTRY.

6.1. Pre-Planning:

6.1.1. Entry will not be permitted into a confined space until all precautions noted on the permit have been taken. All spaces will be considered permit spaces until the pre-entry procedures demonstrate otherwise. Entry supervisors (i.e., the person who signs the permit and authorizes entry into a confined space) will brief entrants, supervisors, and team members on their responsibilities and the hazards and controls for safe entry.

6.1.2. Every effort will be made to avoid the need to enter a confined space. If possible, confined spaces will be cleaned and ventilated before entry.

6.2. Non-Permit Required Confined Spaces (Non-Permit Spaces). The following activities will be performed in order to ensure safe entry into non-permit spaces:

6.2.1. Where appropriate, barricades will be utilized to ensure that inadvertent entry into a confined space occurs.

6.2.2. Electrical equipment (e.g., ground fault circuit interrupters (GFCI) on power hand tools and other electrical equipment) will be properly grounded and bonded.

6.2.3. In general, proposed activities must not introduce hazards to the area thereby converting it into a permit required confined space.

6.2.4. If unexpected hazards arise, all employees within a confined space must immediately exit the space. Re-entry will not occur until a re-evaluation of the space is made to determine if it must be re-classified as a permit required confined space.

6.3. Permit Required Confined Spaces (Permit Spaces). In addition to those requirements for non-permit spaces, the following requirements are applicable to permit spaces:

6.3.1. All equipment at the confined space site will be set up and ready for entry before the issuance of the entry permit and actual entry.

6.3.2. A written permit will be completed and all applicable items annotated, marked, and checked. The Entry supervisor is responsible for ensuring that all items have been completed and signed.

6.3.3. Mechanical ventilation for actual or potential atmospheric hazards will be available or initiated where applicable.

6.3.4. Tests of the atmosphere before and during entry into a confined space will be performed by a trained person.

6.3.5. An attendant(s) will be stationed at the entry point of the confined space and two-way communication with entrants in confined spaces will be utilized.

6.3.6. A rescue service will be readily available throughout the duration of the entry that is capable on entering the confined space.

6.3.7. The proper personal protective equipment (PPE), as deemed necessary will be worn. The Entry Supervisor will ensure that PPE is appropriate and compatible with the permit space environment.

6.3.8. A harness retrieval system, unless it increases the risk of entry or will not contribute to rescue, will be utilized to assist with non-entry retrieval.

6.4. Controlling Ignition Sources:

6.4.1. All ignition sources are prohibited in confined spaces. Where operations such as welding or cutting equipment are required, a hot work permit must be obtained. When open flames must be used in confined spaces, additional precautions will be taken to ensure adequate ventilation. Where electrical hot work must be performed, it must be done in accordance with the Lamar Contractors, Inc. Electrical Safety (Hot Work) Program.

6.4.2. Isolating the Area:

6.4.2.1. Isolation is the process whereby a permit required confined space is removed from service and protected from the release of energy and material into that space.

6.4.2.2. Before anyone enters a confined space lockout/tagout procedures must be performed in accordance with the Lamar Contractors, Inc. Lockout/Tagout Program to ensure equipment is properly isolated.

6.5. Purging and Ventilating Confined Spaces

6.5.1. Where a confined space contains sludge or other residue, tests positive for combustible or toxic elements, or indicates an oxygen deficiency or enrichment, the space must be purged with fresh air. In addition, positive ventilation will be provided both before and throughout entry into the space.

6.5.2. Residue will be removed using proper flushing techniques. Where appropriate, the space will be flushed with water or steam to ensure proper cleaning. All personnel must wear suitable PPE.

6.5.3. A continuous supply of fresh air (oxygen levels between 19.5% and 23.5%) will be provided in the work area before and while personnel are working in the confined space. Care must be taken to place the inlet upwind and away from the confined space and any other potential contaminant (e.g., vehicle exhaust).

6.5.4. The atmosphere must be re-tested for any hazard(s) in question upon completing the purging and ventilating procedures.

6.5.5. Subsequent tests will be continuously performed for oxygen deficiency, flammability, and/or toxicity during entry into the confined space or at intervals frequent enough to ensure a safe atmosphere.

6.6. Testing and Monitoring the Work Environment:

6.6.1. Tests for oxygen deficiency or enrichment, flammability, and toxicity must be conducted by a trained individual. These tests must be performed before entry, continuously during entry, or at intervals frequent enough to ensure a safe atmosphere.

6.6.2. Atmospheric tests must be performed in the following order: oxygen deficiency, flammability, and toxicity. Some flammability test instruments require an adequate amount of oxygen to work properly. Use of sampling lines or containers is required to avoid exposure to personnel during the initial testing operations. It is also important to ensure that sampling is representative of the total atmosphere in the space (e.g., sample at different levels within a deep tank).

6.6.3. Oxygen concentration must be maintained between 19.5 and 23.5 percent.

6.6.4. If a confined space is vacated for more than one hour before the job is completed, the air shall be re-tested to ensure that conditions have not changed since the original entry.

6.7. Completing Entry Permits

6.7.1. A Confined Space-Entry Permit (see Appendix to this program) is required before entering a high-hazard confined space. A trained and authorized Entry Supervisor will complete the permit.

6.7.2. Once the Entry Supervisor has signed the permit, it should be posted in an easily visible location. The entry supervisor's signature on the permit is verification that the space is safe to enter. The Entry Supervisor must ensure that all appropriate information is provided on the permit, tests specified on the permit are conducted, and that all procedures and equipment specified on the permit are in place to permit safe entry into the confined space. In addition, the Entry supervisor must ensure that the third party rescue service team is readily available throughout the duration of the entry.

6.7.3. The Entry supervisor terminates permits upon completion of work, if conditions change, or at the end of one work shift. Entry permits will only be used for the duration of one work shift unless otherwise noted on the permit. Permits will be retained by the Manager.

6.7.4. Upon the termination of a confined space permit, the Entry supervisor will contact the Safety Manager to conduct a debriefing. The Entry supervisor will provide information on hazards encountered during the entry and hazards created by the work in the confined space.

7. ENTRY AND RESCUE EQUIPMENT.

7.1. Electrical: Ground-fault circuit interrupters will be used in the power supplies of portable electric equipment and with any portable tools and extension cords.

7.2. Personal Protective Equipment: Personal protective equipment for predicted exposures will be issued. Examples of such equipment are rubber gloves, face masks, goggles, and earplugs.

7.3. Respiratory Protection:

7.3.1. All respirators will be NIOSH approved. Respiratory protection will be worn in accordance with the Lamar Contractors, Inc. Respiratory Protection Program. Potentially acceptable Types include:

7.3.1.1. Dust and Mist Respirators

7.3.1.2. Supplied-Air Respirators: All supplied-air respirators will be either positive-pressure or continuous-flow types attached by hose to Grade D certified breathing air cylinders. An escape pack, with a cylinder of breathing air, will also be worn with supplied- air respirators. The cylinder will contain a 5-minute supply of Grade D breathing air, minimum.

7.3.1.3. Self-Contained Breathing Apparatus (SCBA): SCBAs will have cylinders containing Grade D breathing air with a rated capacity of 30 minutes, minimum.

7.4. Ventilation: Ventilation will be provided by using a high-speed fan or blower to supply fresh air to a confined space. The volumetric flow rate and pressure will be specified to meet or exceed the maximum calculated requirements for air exchange in the confined space.

7.5. Air Sampling:

7.5.1. Oxygen/LEL Percent Analyzer: A portable, continuous-monitoring, oxygen and flammable-vapor analyzer is required. It will be intrinsically safe and equipped with an audible alarm set at oxygen parameters at 19.5 – 23.5% and 10% LEL. Atmospheric tests must be performed in the following order: oxygen deficiency, flammability, and toxicity. Readings from fixed %LEL indicators or measuring devices are not acceptable for confined space entry.

7.5.2. Direct Reading Toxic Gas Vapor Analyzer: A portable toxic gas/vapor analyzer such as a detector-tube instrument will be used when required.

7.6. Physical Protective Equipment:

7.6.1. Such equipment includes: mechanical devices for lowering and raising the entrant, mounting devices, anchor points, full body harnesses and retrieval lines, and communication systems and alarms.

7.6.2. Mechanical Device for Lowering and Raising the Entrant: Such a device, a rope/pulley system for example, will be designed to prevent free fall by using a ratchet, or equivalent device, and a brake. The retrieval line must remain taut to keep the entrant from falling while being lowered into the confined space.

- Note: Lamar Contractors, Inc. will provide factory-terminated ropes and rigging for normal entries.

7.6.3. Mounting Device or Anchor Point: A mounting device or anchor point can be a tripod, wall-mounted bracket, or an existing overhead beam to which the retrieval line can be attached. All installations will be mounted, or be positioned, outside the confined space so the attendant can retrieve the worker without entering the space. Equipment-Lifting and personnel-lifting apparatus will not be fastened to the same mounting device or anchor point.

7.6.4. Full Body Harness and Retrieval Lines:

7.6.4.1. Entrants will wear a full body harness for vertical entries over five feet. A full body harness is required; safety belts are not acceptable. The harness rings for attachment to the retrieval line should be located for maximum safety and comfort of the entrant.

7.6.4.2. Wristlets will be used for horizontal entries into confined spaces and may be considered in lieu of the body harness where the size of the confined space opening does not allow for a harness.

7.6.4.3. Retrieval lines, used for lowering or raising the entrant, will be attached to an anchor point outside the permit space in such a manner that retrieval can begin as soon as the attendant becomes aware of any problem.

7.6.5. Communication System Communication systems between the attendant and the entrant are of primary consideration. Line of sight between the attendant and the entrant will be maintained at all times when portable communication devices are not utilized. A two-way radio and/or telephone must be immediately available to the attendant for emergency situations. The attendant will not leave the point of entry to go for assistance unless relieved by another qualified attendant. The attendant will not in any case, enter the confined space.

7.6.6. Alarm: The alarm may be a portable gas operated horn, a battery operated alarm, or another device capable of immediately summoning the onsite third-party rescue team.

8. DEFINITIONS.

%LFL (percent Lower Flammable Limit): The ratio of the vapor concentration relative to the LFL concentration for a specific solvent or gas. See "Lower Flammable Limit"

Acceptable entry conditions: The conditions that must exist in a permit space to allow entry and ensure that employees involved with a high-hazard confined space entry can safely enter into and work within the space.

Air, Breathing: Air that is free of contaminants and conforms to ANSI Type 1, Grade D (A-1151).

Atmosphere, acutely toxic: An atmospheric concentration of any substance which may result in employee exposure in excess of an OSHA Permissible Exposure Limit (PEL) or other exposure limit such as a Threshold Limit Value (TLV) which is capable of causing death, incapacitation, impairment of ability to self rescue, injury or acute illness. Refer to material safety data sheets (SDS's) for specific chemical.

Atmosphere, chronically toxic: An atmospheric concentration of any substance which may result in employee exposure above the PEL or TL V which would cause injury or illness upon repeated or prolonged exposure. Refer to the SDS or contact Industrial Hygiene.

Atmosphere, inert: An inert atmosphere exists when the atmosphere of a confined space is non-combustible, non-explosive and chemically non-reactive because of a deficiency of oxygen; it will not support life.

Attendant: An individual stationed outside one or more permit spaces to monitor authorized entrants. He/she performs all attendants' duties assigned in the employer's permit space program.

Authorized Entrant: An employee authorized by the employer to enter a permit space.

Blanking or Blinding: The absolute closure of a pipe, line, or duct by fastening a solid plate (e.g., A spectacle blind or skillet blind) that completely covers the bore and is capable of withstanding the maximum pressure of the pipe, line, or duct with no leakage beyond the plate.

Confined Space:
1. Is a space large enough and so configured that an employee can bodily enter and perform assigned work;
2. Has limited or restricted means for entry or exit (e.g., Tanks, vessels, silos, storage bins, hoppers, vaults, and pits are spaces that may have limited means of entry); and
3. Is not designed for continuous employee occupancy.

- Below are examples of confined spaces that may exist:
  1. Storm drain pipes
  2. Sewers
  3. Vaults
  4. Storage tank
  5. Utility pipelines
  6. Manholes
  7. Large vacuum vessels
  8. Transformer tanks

Confined Space Program (permit required confined space program): The overall program for controlling and, where appropriate, protecting employees from permit space hazards and for regulating employee entry into permit spaces.

Double block and bleed: The closure of a line, duct, or pipe by closing and locking or tagging two in-line valves and by opening and locking or tagging a drain or vent valve in the line between the two closed valves.

Egress, limited: Any configuration, which makes it difficult for an entrant to exit quickly, such as hatch location (ceiling, floor, wall) which requires ladders and hoists, interior construction (low overhead, crawl spaces, ductwork, closure devices which may be difficult to use), changing conditions (web paths or threadups, scrap buildup, open or closed doors).

Emergency: Any occurrence (including any failure of hazard control or monitoring of equipment) or internal or external event to the permit space that could endanger entrants.

Engulfment: The surrounding and effective capture of a person by a liquid or finely divided (flowable) solid substance that can be aspirated to cause death by filling or plugging the respiratory system or that can exert enough force on the body to cause death by strangulation, constriction, or crushing.

Entry: The action by which a person passes through an opening into a high-hazard confined space. Entry includes conducting work activities in that space, and is considered to have occurred as soon as any part of the entrant's body breaks the plane of an opening into the space.

Entry Permit: The written or printed document that is provided by the employer to allow and control entry into a permit space.

Entry Supervisor: The person (e.g., The employer, foreman, or crew chief) responsible for determining if acceptable entry conditions are present in a permit space where entry is planned, authorizing entry and overseeing entry operations, terminating entry. The duties of the entry supervisor may be passed from one individual to another during an entry operation if proper communication proper communication is observed.

Hazard: A possible hazard source of danger with the potential for personal injury.

Hazardous Atmosphere: An atmosphere that may expose employees to the risk of death, incapacitation, and impairment of the ability to self-rescue (i.e., Escape unaided from a permit space), injury, or acute illness from one or more of the following causes:

- Flammable gas, vapor, or mist exceeding 10% of its lower flammable limit (LFL).
- Airborne combustible dust at a concentration that meets or exceeds its LFL.
  NOTE: This concentration may be approximated as a condition in which the dust obscures vision at a distance of 5 ft or less.
- Atmospheric oxygen concentration below 19.5% or above 23.5%. Atmospheric concentration of any substance for which a dose or permissible exposures limit is published in a DOE-mandated health and safety standard.
  NOTE: An atmospheric concentration of any substance that is noticeable of causing death, incapacitation, and impairment of ability to self-rescue, injury, or acute illness due to its health effects is not covered by this provision.
- 4. Any other atmospheric condition that is immediately dangerous to life or health. Other sources of information (e.g., Material safety data sheets that comply with the Hazard Communication Standard, 29 CFR 1910.1200, published information, and internal documents,) can provide guidance on establishing acceptable atmospheric conditions for air contaminants that OSHA has not yet determined a dose or the permissible exposure limit.

Permit-Required Confined Space: A confined space that has one or more of the following characteristics:

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

Burn Permit: The employer's written authorization to perform operations capable of providing a source of ignition (e.g., riveting, welding, cutting, burning, and heating).

Immediately Dangerous to Life or Health: Any condition that poses an immediate or delayed threat to life, or that would cause irreversible adverse health effects, or that would interfere with an individual's ability to escape unaided from a permit space.

> NOTE: Some materials (e.g., Hydrogen fluoride gas and cadmium vapor) may produce immediate transient effects that, even if severe, may pass without medical attention but are followed by sudden, possibly fatal, collapse 12-72 hours after exposure. The victim "feels normal "from recovery from transient effects until he/she collapses. Such materials in hazardous quantities are considered "immediately" dangerous to life or health.

Inerting: Displacement of the atmosphere in a permit space by a noncombustible gas (e.g., Nitrogen) to such an extent that the resulting atmosphere is noncombustible.

NOTE: This procedure produces an oxygen-deficient atmosphere that is immediately dangerous to life or health.

Isolation: The process by which a permit space is removed from service and completely protected against the release of energy and material into that space by means such as

1. Blanking or blinding.
2. Misaligning or removing sections of lines, pipes, or duct.
3. Using a double-block-and-bleed system.
4. Locking or tagging out all sources of energy.
5. Blocking or disconnecting all mechanical linkages.

Liquid, Flammable: A Class I liquid, which is a liquid having a flash point below 100oF (37.8°C) and having a vapor pressure not exceeding 40 psi at 100°F. Class I liquids are subdivided into three classes: Class IA, Class IB, and Class IC. See NFPA 30.

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

Oxygen-Deficient Atmosphere: An atmosphere containing less than 19.5% oxygen by volume. Lower Flammable Limit (LFL) -For combustible liquids, LFL is the minimum concentration of vapor in air, which will propagate a flame if ignited. Each flammable or combustible liquid has a range of concentration of its vapor in air within which it will bum or explode. Concentrations below the LFL are too lean to burn or explode, and those above the upper flammable limit (UFL) are too rich to burn or explode. Expressed in percentage by volume of vapor in air, the point at which a fire or explosion potential begins to exist is 100%LFL. See "%LFL." Also referred to as Lower Explosive Limit (LEL) or Upper Explosive Limit (UEL).

Maximum Residence Time: Maximum amount of time an entry team is allowed to work within the confined space.

NIOSH: The National Institute for Occupational Safety and Health (NIOSH) was formed in 1971 to conduct research, develop educational and training resources, and develop criteria for recommended standards in the area of occupational safety and health. NIOSH is part of the Centers for Disease Control (CDC) and the Public Health Service under the Department of Health and Human Services in the executive branch of the U.S. Federal Government.

Oxygen-Enriched Atmosphere: An atmosphere containing more than 23.5% oxygen by volume.
PEL (Permissible Exposure Unit), OSHA: Legal exposure limits established in U.S. Government regulations.

Rescue Service: Personnel designated to enter confined spaces to rescue employees from permit spaces.

Retrieval System: The equipment (including a retrieval line, chest or full-body harness, wristlets, if appropriate, and a lifting device or anchor) used for non-entry rescue of persons from permit spaces.

Confined Space Mold Company Name

INTRODUCTION.

It is the responsibility of each contractor working on this project to implement, enforce and modify when necessary the safety policies and procedures identified here-in. Communication and training is an integral part of the program, and should be emphasized over the duration of the job. In order to facilitate the above, every employee on site shall follow the established policies and procedures, report hazardous conditions and mitigate “areas of concern” before an illness, injury, near miss or another incident is realized. Contractors as well as other persons on this site are obligated to follow the same rules and regulations that have been implemented for the contractors in accordance with the requirements of, but not limited to; the federal Environmental Protection Agency (EPA), the Occupational Safety and Health Administration (OSHA), Department of Public Safety, Department of Labor and Workplace Development.

The goal of this program is to provide a healthy and safe working environment for everyone as well as to protect the site and the environment to the best of our ability. If a conflict is identified between the safety manuals of the general contractor, any sub-contractor, or the owner, the most stringent requirement shall prevail.

SCOPE.

The Site Specific EH&S Plan can and should be used to assist the competent person on site and all sub-contractors working on the project. In order to facilitate “best management practices” for this project, Lamar Contractors, Inc. shall incorporate the most stringent rules and regulations of all on-site contractors and the owner into this program. It is expected that all hazardous conditions identified by personnel on site, a safety officer or federal inspector will be corrected immediately, or referred to a supervisor for corrective action. Lamar Contractors, Inc. through his/her designee shall be responsible for the enforcement of the rules, regulations and other applicable environmental, health and safety requirements on site, as well as the appropriate disciplinary action for non-compliance.

PRIMARY REQUIREMENT.

Lamar Contractors, Inc. shall make all personnel on site, including sub-contractors aware of this site specific safety plan, and emergency action plan(s), prior to initiation of work. This notification shall include; site specific program content, special project concerns and hazards, owner modifications, the training requirements for the project, including the day and time of the “tool box” talks, the reporting of hazards, illnesses, injuries and “near-misses”, any dangerous or out-of-service equipment, and the location of all the plans, manuals, SDS and JHA / JSA’s. All reports, including accidents, incidents, out-of-service equipment and other information related to this plan shall be submitted to the Project Manager/Site Superintendent for corrective action and distribution.

DISCLAIMER.

This document is to be used as a reference only for a Site Specific Environmental Health and Safety Plan. Sections of this document may not be necessary for most projects and should be removed. Conversely, additional sections not covered here-in may need to be added. This plan was drafted to assist companies who are required to have an EHS Plan on site, and shall serve as a "guide", covering most construction/project related activities. All information within has been taken directly from the regulatory requirements of the local and federal codes and laws as well as from recognized (adopted) standards.

Employees should review and modify this document accordingly to meet the requirements of the project, making sure to include all necessary information. Again this is not an all-inclusive document, so contractors remain completely responsible for content, training and enforcement of all regulatory requirements.

1.1. This plan is not to be used as a legal document. It is for training and reference only.
1.2. This Site Specific Safety Plan is a working document. Modifications shall be made by the user to properly reflect the site specific job that this plan will be used on.

1. EMERGENCY.

Emergency Action Plan (29 CFR 1926.35)

Fire Alarms – All employees and visitors are required to evacuate the building or site in the event of a fire alarm, regardless of cause or time.

1.1. For reasons of accountability, Lamar Contractors, Inc. shall, before any work is initiated, identify specific areas of accountability for each contractor, trade or manageable group.
1.2. Accountability areas shall be ≥ 50' from the work area.

1.2.1. It is the responsibility of the Lamar Contractors, Inc. to determine whether or not all of their personnel evacuated the work area, and if not, to report the names of the missing (or unaccounted person(s) to the fire department incident commander, the local police/security department, and the project superintendent.

Fire – In the event of an actual fire or smoke condition, the previously identified (through training) procedures shall be followed: Notify all persons in the immediate area of the fire to initiate evacuation

1.3. Close access to the work area if possible to contain the fire and/or smoke condition after everyone has left area.
1.4. Activate Alarm (fire alarm, horn or other suitable warning device) to initiate building evacuation.
1.5. Phone Police or local Emergency Number (911) or (____) _____ -_____.
1.6. Evacuate the building or Extinguish the fire, if properly trained.

Medical Emergency (29 CFR 1926.50)

1.7. Emergencies (which include significant lacerations, amputations, head, neck or back injuries, loss of consciousness, allergic reactions, diabetic emergencies, seizures, difficulty breathing, stroke and unknown illness or injuries) shall require the response of an ambulance. 911 or the local emergency number;

(_____) _____ - _____.

1.8. Unless required for reasons of personal safety (such as explosion, fire, structural failure etc.), no person needing emergency first aid shall be relocated, as this may compromise their health, safety and well-being.

1.8.1. A designated person shall be identified to meet the ambulance at a pre-determined location, and direct the ambulance crew into the area or building where the incident has occurred.

Emergency Equipment (29 CFR 1926.50(d))

1.9. First Aid Kits, Fire Extinguishers and Air Horns shall be conspicuously placed by the Exit on each floor.

1.9.1. First Aid Kits shall be maintained by the project superintendent or his/her designee.

1.9.2. At the above locations, the names of personnel on site with CPR and / or First Aid Training shall be posted.

1.9.3. Emergency retrieval equipment will be established before work commences.

1.9.4. Emergency crew / rescue team will be on site at all times if Lamar Contractors, Inc. decides that a third part rescue is necessary.

1.9.5. Atmospheric testing units will be available in the working area at all times.

1.10. For minor injuries and illnesses, provided there has been no head or back injuries, loss of consciousness, difficulty breathing, significant bleeding, seizures, diabetic emergency, or decreased level of consciousness, a patient can be transferred to an approved medical facility by an authorized "trained" employee, in a company vehicle. Minor injuries and illnesses might include flu-like symptoms or minor lacerations.

For this project, the Medical Treatment Facilities are:

Primary Medical Treatment Facility

Medical Facility:_____

Address:_____

City/Town:_____

Telephone # :(_____) _____-_____

Secondary Medical Treatment Facility

Medical Facility:_____

Address:_____

City/Town:_____

Telephone # :(_____) _____-_____

- Copies of the directions to the Medical Facility are located in

  - _____

Incident / Accident Investigation, Reporting and Record keeping (29 CFR 1926.22)

1.11. Emergency incidents should take precedence over all investigations, recordkeeping and reporting. Ill or injured employees should be provided with the most appropriate medical response for the incident, as soon as possible.

1.12. After the ill or injured employee has been provided with the most appropriate first aid care (ambulance, medical facility or on-site first aid), the supervisor or their designee shall initiate an incident investigation to correct hazards and prevent re-occurrence.

1.12.1. An incident report, with as much information as possible should be completed within 24 hours.

1.12.2. Additional information can be added to the reports, as it becomes available, and when the injured or ill employee has returned to work or is capable of providing the necessary information.

1.13. OSHA requires employers to maintain accurate records of work-related illnesses, injuries and deaths.

1.13.1. Only "recordable" illnesses and injuries (see below) shall be entered on the OSHA 300 Log. A recordable illness or injury includes one of the following:

1.13.1.1. Fatality
1.13.1.2. ≥ 1 lost work day(s)
1.13.1.3. Transfer to another job
1.13.1.4. Termination of employment
1.13.1.5. Medical treatment, other than normal 1st aid
1.13.1.6. Job restrictions
1.13.1.7. Restriction of motion (ergonomics)
1.13.1.8. Occupational illness (diagnosed)

1.14. The Project Superintendent shall correct all identified hazards immediately, and prevent reoccurrence of the incident and (when necessary) go over the incident and the corrective actions with the project supervisors and/or the employees.

1.15. Lamar Contractors, Inc. will develop a site specific emergency evacuation plan with procedures and emergency equipment placement for every project.

1.15.1. An example of an emergency action plan is located in the appendix section at the end of the document.

HAZARD PLAN.

1.16. Lamar Contractors, Inc. will identify other potential emergencies that could occur on site. A Hazard Plan is a regulatory requirement that indicates the contractor considered other risk factors on the project, and that they are initially prepared to respond to the incident.

1.17. The Hazard Plan should include events that are likely to occur on the project or site, such as floods, high winds, potential falls, structural collapse and environmental emergencies.

1.18. The contractor must be prepared for, and be able to notify (in an approved manner) the entire work site about the emergency and the proper evacuation or procedural protocols.

1.18.1. The site is required to have at least 2 separate and distinct means of notification, one for Fire and another for “other” emergencies.

1.18.2. Confined space hazards identified are oxygen deficiency and/or excess vapors or the existence of another chemical that may limit the amount of oxygen in the working area.

1.18.3. Workers medical emergency while inside the confined space working area.

1.19. Lamar Contractors, Inc. will establish an appropriate response protocol for each emergency situation that could take place on site.

1.19.1. Lamar Contractors, Inc. shall provide copies of the plans to all sub-contractors and shall be responsible for all test procedures.

1.19.2. All Contractors on site shall follow the "Emergency Action Plan" and "Evacuation Routes" (if applicable).

ACCOUNTABILITY.

1.20. Lamar Contractors, Inc. will identify the best possible accountability system for the construction site, and to determine (in advance) a meeting point for all employees on site.

1.20.1. Equipment inspection will be completed before work commences or as it is deemed necessary.

1.20.2. Confined space permit will be created and properly documented if it is necessary. All workers will be aware of the hazards involved with the work about to place before operations begin.

1.20.3. In case of emergency, such as a fire, location(s) outside of the work area shall be identified for the contractors. The location(s) can be separated by sub-contractor(s), trade, or it could be all-inclusive, provided the person in charge could account for each employee. A checklist could be utilized for this purpose, but the form/list must take into consideration;

1.20.3.1. Illness

1.20.3.2. Meetings

1.20.3.3. Vacation

1.20.3.4. Other conditions for which the employee may be off-site.

MEANS OF EGRESS.

1.21. All means of egress within the work area shall be properly maintained for health and safety reasons.

1.21.1. Personnel must be able to enter and exit the area, work area without hazard.

1.21.2. All corridors and other walk / work surfaces shall be free of accumulated dust(s) and waste.

1.21.3. Boxes, cardboard and other combustible material shall be kept to a minimum to reduce the risk of fire.

1.21.4. Cords and other potential trip hazards shall position in such a manner to not create a tripping hazards.

1.21.4.1. Corridors shall not be used for the storage or placement of gases.
1.21.4.2. Combustible storage should be placed in a separate area in case of fire.
1.21.4.3. Equipment should be properly stored to prevent trip and fall, and for ease of retrieval.
1.21.4.4. Flammable Gas and Liquid storage shall be kept to a minimum, and shall be stored in a manner acceptable to the owner and the local fire department.
1.21.4.5. Flammable gases and liquids shall not be placed or otherwise stored in a "means of egress", such as a corridor or exit.
1.21.4.6. Flammable and combustible liquids shall be placed in approved metal (self-closing) cans and Flammable Storage Cabinets.

All means of egress must be properly identified.

1.22. Easily recognizable
1.23. Workers must be able to easily access to the exit point of the confined space.
1.24. Tripod or other retrieval device will in place before any entry is taken place.
1.25. All EXIT signs that no longer serve an actual exit, must…
1.26. be covered to prevent confusion, and
1.27. Lighting is the responsibility of Lamar Contractors, Inc. or their identified designee. Adequate illumination must be maintained at all times for reasons of safety.
1.28. Emergency lighting is required in areas where work may be necessary at night, or in locations below grade, in cases of power failure
1.29. All temporary lighting must have the appropriate guards, as required
1.30. The wattage of the light bulbs shall not exceed the manufacturers specifications for the light fixture

2. ENVIRONMENTAL

Hazardous Materials

2.1. Lamar Contractors, Inc. designee/representative aware of any hazardous materials found on site that were not previously addressed or identified at the beginning of the project.
2.2. Lamar Contractors, Inc. the designee/representative about any hazardous material incidents on site, regardless of size or quantity.
2.2.1. Leaks, spills or other types of contamination to air, soil or water which include chemicals, gasoline, hydraulic fluids and oils must be reported immediately
2.2.1.1. If the leak or spill is a "reportable quantity" of a chemical, gas or oil (> 10 gallons), spilled directly to water regardless of quantity, or spilled to a direct pathway to water (i.e. storm drain), the owner or the owner's designee / representative must be notified.
2.3. Hazardous materials shall be contained and labeled in a manner acceptable to the authority having jurisdiction.
2.4. Hazardous materials shall be properly labeled, as referenced in the Hazard Communications section of this program.
2.5. Hazardous Materials, including paints, adhesives, etc... shall not be left on site, even after a project completion, unless specifically permitted by the owner.

Hazardous materials including chemicals, cleaning agents, including those used for power washing of buildings and oil shall not be discharged or disposed of; to driveway, ground, road, sewer, storm drain or trash / waste receptacle or any other non-approved manner.

2.6. Lamar Contractors, Inc. shall identify, with appropriate environmental assistance, the most appropriate manner in which to properly discard the hazardous material or waste, in accordance with the requirements of the federal environmental protection requirements.

2.6.1. For additional information and regulatory requirements, see the following sections;

2.6.1.1. Hazardous Waste
2.6.1.2. Solid Waste and Recycling
2.6.1.3. Storm Water
2.6.1.4. Universal Waste

Hazardous Waste

The owner/ host facility/ General Contractor is ultimately responsible for the disposal and record keeping requirements of hazardous waste generated from the owner/ host facility/ General Contractor site and processes. Contaminated materials and chemicals present at the facility. Lamar Contractors, Inc. is responsible for any waste they create on their site that is unrelated to the owner/ host facility/ General Contractor. Concrete cleaners, cleaning compounds, solvents. Lamar Contractors, Inc. in cooperation with the owner shall determine how all hazardous waste will be disposed of before, during and after project completion.

2.7. The owner/ host facility/ General Contractor is responsible for signing any and all shipping papers related to the owner's hazardous waste.
2.8. Lamar Contractors, Inc. is solely responsible for their hazardous waste. This waste must be shipped with the Lamar Contractors, Inc. as the generator under their EPA Identification number. The owner will take no responsibility for the Lamar Contractors, Inc. waste.

All hazardous waste on site (including asbestos, chemicals, gasoline, lead paint, oils etc.), shall be;

2.8.1. be properly labeled with name of material and the appropriate hazard (corrosive, flammable, reactive or toxic)
2.8.2. be properly capped or covered (tight-fitting) to prevent air evaporation or potential spillage
2.8.3. be placed in adequate secondary containment, in case of leak or other accidental discharge
2.8.3.1. secondary containment shall be labeled "Hazardous Waste"
2.8.4. Lamar Contractors, Inc. shall be responsible for the inspection of the Hazardous Waste Site
2.8.4.1. All hazardous waste shall be disposed of in a manner approved of by the owner.
2.8.5. Hazardous Waste shall not be left on site, even after job completion.

3. HEALTH

General Health and Sanitation

Lamar Contractors, Inc. is responsible for health and sanitation for their workers on this project.

3.1. Housekeeping practices are reflective of the site health and sanitation program
3.2. Lamar Contractors, Inc. shall be responsible for providing the work site with adequate potable water and disposable cups for the purpose of employee hydration.

3.3. Lamar Contractors, Inc. shall provide the appropriate sanitary cans for restroom facilities, unless otherwise negotiated with the owner.
3.4. All restroom facilities including sanitary cans shall have, as a minimum alcohol-based hand cleaners and disposable toilet paper and towels.

Health Hazards – Construction Sites

3.5. It is the responsibility of Lamar Contractors, Inc. to perform a risk assessment of the project, make appropriate notifications of the identified conditions and hazards, properly train the affected employees and take the appropriate measures to best protect the health and well-being of the personnel on site.
3.5.1.1. In order to eliminate the hazards Lamar Contractors, Inc. has chosen remediation protocols and best management practices include, but are not limited to;
3.5.1.2. Training
3.5.1.3. Re-Training
3.5.1.4. Random Audits
3.5.1.5. Third Party Assessments
3.5.1.6. Third Party Training
3.5.1.7. Disciplinary Action
3.5.1.8. Employee Dismissal

Risk Assessment

3.6. Lamar Contractors, Inc. is responsible for a site risk assessment as it pertains to health hazards on the construction site. The risk assessment is performed to limit the potential of, or exposure to health related issues that could adversely affect personnel on site. Lamar Contractors, Inc. should, when necessary, contact an environmental and/or health and safety specialist for health risks that are non-routine or unfamiliar to the contractor(s). Lamar Contractors, Inc. takes the following into consideration when performing the required risk assessment;
3.6.1. Prevent the introduction of problematic chemicals or material on the job site.
3.6.2. Were the following potential problems taken into consideration?
3.6.3. Introduction of chemicals into the working area.
3.6.4. Limit rescue operations space.
3.6.5. Communications essentials to this type of work.
3.6.6. The potential for oxygen deficiency.
3.6.7. The potential for a medical emergency.
3.6.8. The need for retrieval equipment and PPE to in good working condition.
3.6.9. The need for training to be completed before work commences and having the documentation is easily accessible.
3.6.10. The need for testing to be completed before work commences and the ensuring that the documentation is accurate at all times with continued testing to be completed during the operations.
3.6.11. The need for limiting distractions so that the authorized entrants, attendant, and entry supervisor can perform their operations properly.
3.7. Substitute chemicals and materials that are considered hazardous with less hazardous materials or processes
3.7.1. Absorbed (through skin or improper type of gloves or covering)
3.7.2. Ingested (taken in by mouth)
3.7.3. Inhaled (breathed in)
3.7.4. Injected (by stick or bite)

3.7.5. Reduce potential risks using engineering controls

3.8. If engineering controls are not feasible, was personal protective equipment, such as a respirator evaluated

3.9. If a respirator is warranted, is there a respirator program with the company (OSHA Requirement)

3.10. Eliminate or reduce potential buildup of a chemical, environmental or health related hazard

3.11. Slow down the release of a potential concern or hazard

3.12. Separate incompatible chemicals and materials to prevent an unwanted reaction

3.13. Provide barrier protection

3.14. Many of the concerns identified in the list above should be resolved or properly dealt with before the project is initiated

3.15. All hazard assessments should be in writing, as this will indicate that a risk assessment was performed.

3.16. Risk assessments should include the review of SDS, which should then be placed into the appropriate binder, file or cabinet

SAFETY

Electrical Safety (29 CFR 1926.416)

Lamar Contractors, Inc. is in compliance of the General Contractors action plan for electrical safety, inclusive of the Hazardous Energy Control Policy and Lock Out/Tag Out procedures.

3.17. The Hazardous Energy Control Policy must include all known and potential energy sources, including but not limited to;

3.17.1. electrical

3.17.2. pneumatic

3.17.3. plumbing and steam

All electrical power is considered to be energized until the responsible electrician or appropriate competent person has verified and tested the system to make sure that it has been de-energized.

3.18. Lamar Contractors, Inc. is ultimately responsible for all wiring on site, including temporary wiring. Lamar Contractors, Inc. can delegate components of the electrical safety program to the Electrical Contractor when necessary, but the primary responsibility rests with the GC.

3.18.1. The electrical safety program for this project shall include the effective management of the following;

Electrical Cords

3.19. Must be protected from physical damage

3.19.1. flexible cords must be free of damage, splices and taps

3.19.2. flexible cords shall be properly maintained and stored

3.19.3. twisted cords shall be removed from service and destroyed to prevent future use

3.19.4. flexible cords should not be so placed that they are considered a trip and fall hazard

3.19.5. flexible cords shall have the appropriate grounding pins, or shall be double-insulate

Extension Cords

3.20. cords shall not be placed across a means of egress, or left in/on a walk/work surface
3.21. shall be connected to a GFCI protected outlet, for the duration of the project

Ground Fault Circuit Interrupters (GFCI) (29 CFR 1926.404)

3.22. GFCI protected equipment and tools can be accomplished by one of the following;
3.23. a GFCI outlet
3.24. an outlet protected by a GFCI breaker, or
3.25. a portable GFCI pigtail
3.26. GFCI protection for all power tools and flexible cords is required for the duration of the project.
3.27. When permanent wiring for the building / project or site has been completed, GFCI protection shall still be required. All contractors on site shall either;
3.28. obtain power from a permanently wired GFCI protected outlet, or
3.29. utilize a GFCI adapter / pigtail between the power supply and the flexible cord or tool being used

Lock-Out / Tag-Out (29 CFR 1926.417)

3.30. As part of the Hazardous Energy Control Policy, Lamar Contractors, Inc. will have a written Lockout / Tagout program on site.
3.31. The Lockout / Tagout program shall take all types of hazardous energy into consideration.
3.32. Lamar Contractors, Inc. may default to the electrical contractor's lockout / tagout program. However, Lamar Contractors, Inc. remains responsible for the use and implementation of the program
3.33. As part of the Hazardous Energy Control Policy, Lamar Contractors, Inc. will identify the Lockout / Tagout program that will be used on site. This program, typically the most stringent shall be used by all of the contractors working on site, and shall incorporate the owners Hazardous Energy Program, as the owner will most likely be part of a hazardous energy control / shutdown.

Fall Protection (29 CFR 1926.500)

In accordance with the requirements of OSHA 29 CFR 1926.500, all employers are required to provide fall protection equipment and training to their employees when working at elevations $\geq$ 6' above a lower level, which includes but is not limited to the ground, platforms, roof or dangerous equipment. Lamar Contractors, Inc. is responsible for their employees, as well as the sub-contractors, and shall have a "competent person" on-site at all times. Guardrails shall be at least 42" in height (+/- 3") with mid rails and toe boards in place. If materials are placed on the elevated surfaces, higher than the level of the toe board, a protective measure shall be attached to the elevated surface (guardrail system) to prevent the storage from being displaced.

Guardrails are required around points of access, such as a ladder-way. The open side of the opening shall have a gate, or be off-set to prevent person(s) from falling through or into the opening. When the use of ladders or stilts are required that places the user above the level of fall protection, the competent person shall select an appropriate means of fall protection to cover the increase in height.

Options include the use of harness and lifelines, extending the guardrail system up, or placing the workers in a guardrail system in an elevated platform. When using warning lines for fall protection, in place of guardrail systems, the warning lines must be;

Fall Protection Equipment including, but not limited to harnesses, lanyards, deceleration devices, anchors, straps and other fall protection equipment shall be:

Inspected by a competent person before each use for damage, deficiencies and replacement

3.34. Any fall protection equipment that has been damaged must be removed from service and labeled out-of-service.
3.35. Kept clean and placed in suitable containers to prevent exposure to abuse, damage and adverse environmental conditions.

(29 CFR 1926.24)

Fire Prevention

(29CFR 1926.150)

Fire Detection

3.36. For this project, a fire detection system is required. Whenever the fire detection system must be altered, shut-down or removed from service, the local fire department shall be notified in advance.
3.37. In the event of a fire alarm, all persons within the work area are required to evacuate as referenced in the Emergency Action Program section referenced at the beginning of the site specific environmental health and safety program.

Fire Extinguishers

3.38. Shall be conspicuously placed in appropriate areas of the construction or project site. As a minimum, a suitable (code compliant) extinguisher must be placed at;
3.38.1. each EXIT location.
3.38.2. within 25' of all hot work activities and operations,
3.38.3. Fire Extinguishers on site shall have the following;
3.38.4. annual (in date) inspection tag
3.38.5. a gauge indicating fully charged, and
3.38.6. pin with security seal

Fire extinguishers shall only be used by personnel who have been trained to use this equipment

Persons without training shall evacuate the work area.

In the event of a fire emergency, regardless of size, the following shall occur;

3.39. Notify person(s) within the immediate vicinity of the fire, and request that they evacuate.
3.40. Leave the area, and if possible close access to the work area.
3.41. From a safe location, such as outside by cell phone, dial the local emergency number or 911 and report the emergency.
3.42. If the above requirements have been completed, you are trained, and you are comfortable with the size of the fire and the use of the extinguisher, then attempt to extinguish the fire, but do not place yourself at risk.
3.43. Report all fires, and complete the appropriate incident reports. Return any damaged, defective, discharged or outdated extinguisher to the project superintendent for replacement.

Housekeeping (29 CFR 1926.25)

3.44. Lamar Contractors, Inc. is responsible for the overall housekeeping practices on the site.
3.45. As a minimum, the aisles, exits and other parts of the means of egress shall be properly maintained and free of unnecessary storage and waste.
3.46. Sawdust and other combustible materials such as cardboard and paper shall be removed daily to reduce the risk of injury and fire.
3.47. Trip and fall hazards shall be removed as soon as possible, especially in areas considered to be walk / work surfaces
3.48. Dumpsters $\geq$ 6 cubic yards in size, located on a construction site require a permit from the fire department.
3.48.1. The dumpster shall not be placed up against the building under construction, unless approved by the local fire department.
3.48.2. The dumpster, in accordance with the requirements of the building code shall be immediately emptied, when full.

Housekeeping practices on this project is extremely important. In order to reduce the risk of fire, prevent injuries and reduce the risk of a regulatory inspection, housekeeping must be maintained.

3.49. Waste shall be discarded in a suitable container.
3.50. Sawdust and rags should be placed in a metal (approved) container with tight (proper-fitting) lid.
3.51. All waste containers (inside the building) shall be emptied at least daily.
3.52. Corridors and other walk / work areas shall not be used for storage.

Flammable / Combustible Liquids (29 CFR 1926.152)

3.53. Shall be placed in appropriate containers and cabinets.
3.54. The cabinets and containers shall be NFPA compliant, as required by the local building and fire departments.
3.55. Shall not be located in a means of egress or exit.
3.56. Shall be labeled properly (without abbreviation). The name of the chemical and the appropriate hazard must appear on the “appropriate” container.

Welding / Cutting / Hot Work Activities (29 CFR 1926 350 – 29CFR1926.354)

Brazing, cutting, heating, soldering, welding and other spark producing work on this job requires the acquisition of a Hot Work Permit, as required by the local fire department and OSHA.

3.57. The basic requirements of a Hot Work Permit are;

3.57.1. The area(s) in which the Hot Work will be performed must be inspected

3.57.2. All containers, pipes and tanks that were used for other than water or steam shall first be purged and cleaned

3.57.3. All combustible material shall be located at least 35' away from the Hot Work Area

3.57.4. Fire extinguishers must be of proper size and type for the Hot Work activity, and shall be located within 25' of the Hot Work Area

3.57.5. Exhaust ventilation or other smoke evacuation / neutralization system shall be used at the area of Hot Work to reduce employee exposure.

Hazard Communication and Right-to-Know (29 CFR 1926.59) (29 CFR 1910.1200)

All contractors working on this project are required to have a written Hazard Communication Program as required by OSHA.

3.58. Every employee on site must have proof of Hazard Communication / Right-to-Know Training

Lamar Contractors, Inc. will have approved manual with all of the Safety Data Sheets (SDS) for the products that will be used on the job site. The binder shall be all-inclusive and up-to-date.

3.59. Lamar Contractors, Inc. will maintain all SDS binders in the project / site office for the duration of the project

For any material left on site, after project completion, the GC shall provide a copy of the SDS to the owner

3.60. All SDS's located in the binder shall be less than 5 years old

☐ SDS's provided by Sub-Contractor

3.61. Every container located on site shall be properly labeled, including those that contain water

3.61.1. The use of abbreviations or chemical symbols is not permitted. All container contents must be completely spelled out

3.61.2. The labels must be suitable for the environment. Containers placed outdoors shall not have labels that fade or deteriorate because of exposure to rain, snow or sunlight.

Every container shall identify the chemical hazard as well (i.e. corrosive, flammable, reactive or poison/toxic).

All warning labels and placards must be in place, and of the correct size and color to warn employees of potential hazards.

3.62. All labels and warnings shall face forward for purposes of inspection and emergency response.

Ladders (29 CFR 1926.1053 - 29 CFR 1926.1060)

3.63. Only Type I and Type II ladders shall be used on this project
3.64. All ladders shall be inspected before use, and shall be removed from service if broken, damaged or unsafe
3.64.1. The above referenced ladder must be tagged out – of – service and reported to the supervisor by the person performing the inspection
3.64.2. Ladders shall not be painted or covered in any manner that will hide cracks and other defects
3.64.3. Ladders shall have all of the appropriate warning and danger labels in place, maintained in legible condition
3.65. Ladders must be utilized in a manner specified by the manufacturer
3.66. Lamar Contractors, Inc. shall determine the type of fall protection that shall be used when working with a ladder on the job site
3.67. Tying the ladder off, or having a person "spot" the ladder are possibilities
3.68. The ladder must be the appropriate size and type for the work being performed
3.69. Metal ladders shall not be used around electrical equipment such as power lines, transformers and electric panels

3.69.1. Personal Protective Equipment (29 CFR 1926.28)

(29 CFR 1926.95)

Lamar Contractors, Inc. shall be responsible for employees wearing the appropriate personal protective equipment on the construction site, if there is an exposure to a hazardous condition, or if regulations require the use of specified equipment to reduce the hazards on site.

3.70. Hazard Assessment - Lamar Contractors, Inc. shall perform a hazard assessment for this project. During the assessment, the contractor(s) shall identify potential areas of concern, such as;
3.70.1. Sources of motion, such as machines and tools
3.70.2. High and low temperatures
3.70.3. Chemical Exposures
3.70.4. Health related hazards
3.70.5. Sources of radiation, such as lasers
3.70.6. Falling and sharp objects
3.70.7. Electrical hazards
3.70.8. Safety glasses shall only be used for impact protection
3.70.9. Prescription safety glasses shall have side shields in place, if being used as safety glasses
3.70.10. Goggles shall be worn whenever chemicals are used, or there is a splash potential

3.70.11. Face Shields are secondary protection. They must be worn over safety glasses or goggles
3.70.12. Eye Protections for this project shall be worn;
3.70.13. At all times on the construction site (inside the fence)
3.70.14. When performing work that involves impact
3.70.15. When using chemicals

Foot Protection (29 CFR 1926.96)

3.71. For this project the use of foot protection is required.
3.72. Foot protection shall be work-type specific (i.e. EH – Electrical Hazards)

Hand Protection

3.73. For this project, the following types of hand protection shall be used;
3.74. Chemical Resistant Gloves for the following materials:

- o _____

(29 CFR 1926.52)

Hearing Protection

(29 CFR 1926.52)

Lamar Contractors, Inc. is responsible for hearing conservation and protection on this work site. Lamar Contractors, Inc. or the appropriate sub-contractor, all employees shall be provided with hearing protection to reduce the dB levels in accordance with OSHA requirements.

3.75. The GC shall make the following hearing protection available
3.75.1. Ear Plugs
3.75.2. Ear Muffs
3.75.3. Other Engineering Control:
3.75.4. _____

3.75.4.1. Head Protection (29 CFR 1926.100)

Lamar Contractors, Inc. is responsible for the use of head protection on the work site.

3.76. For the duration of this project, hard hats will be required in all areas of the job site
3.77. In order to remove a hard hat inside the building, permission must be obtained (in advance) for reasons of liability from Lamar Contractors, Inc. or their designated representative.

Respiratory Protection (29 CFR 1926.103)

Respiratory protection on this job site is the responsibility of Lamar Contractors, Inc.

Any worker of Lamar Contractors, Inc. wishing to use a respirator shall have a written Respirator Program that meets the requirements of OSHA.

3.78. Only persons that have been medically evaluated to wear a respirator can be provided with a respirator.
3.79. Contractors are completely responsible for persons using respirators on site. Even when the respirator is purchased and brought to the site by the employee, without prior company knowledge, the company is still responsible for the health and safety of that employee, who may be using the inappropriate respiratory protection.
3.80. Because a dust mask is a negative pressure respirator, it must be included in a written respirator program, and the employee must be approved to wear it.
3.81. Exception: if the employee asks to wear a respirator (not required to), it can be provided

Power Tools (29 CFR 1926.300 – 29 CFR 1926.307)

3.82. All hand and power tools shall be maintained in safe condition.
3.82.1. Electrical cords shall be without damage or splice.
3.82.1.1. Badly twisted primary and extension cords shall be removed from service
3.82.2. On all construction sites, the use of Ground Fault Circuit Interrupters (GFCI) is required.
3.82.2.1. When the electrical service has been completed, inspected and approved for the site, and the temporary service has been removed or is no longer in use, the use of GFCI (including pigtails and fixed) is still required.
3.83. Guards shall be used on all equipment with exposed and moving parts that have the potential to place employees at risk.
3.83.1. Guards shall have openings small enough to prevent accidental finger access/exposure
3.83.2. Guards removed for maintenance and repair shall be replaced immediately after the work is performed
3.83.3. If the guard(s) must be removed, the power to the equipment, machine or power tool shall be unplugged or de-energized by circuit breaker or disconnect
3.83.3.1. See Lock-Out / Tag-Out requirements in the Electrical section
3.84. Blade guards are required for all table saws
3.84.1.1. Push-sticks shall be located next to, and shall be used for work on table saws, as required.
3.85. Air compressors used for pneumatic equipment shall not be used for removing dust or other particulates from clothing or equipment / tools unless the pressure has been regulated down to below 15 psi.
3.86. Any and all tools found to be damaged or defective shall be removed from service and tagged "out-of-service" to prevent accidental use. Damaged or defective equipment and tools shall include, but not be limited to;
3.86.1. missing ground (pin)
3.86.2. equipment and tools from which a shock was received
3.86.3. equipment, tools and cords that have been taped to cover physical damage
3.87. Contractors using tools in hazardous areas shall verify that the equipment or tools can be used in that type of environment.
3.87.1. Flammable and Combustible Liquids - Intrinsically Safe Equipment
3.87.2. Wet Areas - Ground Fault Circuit Interrupters

(29 CFR 1910.212)

Saws (29 CFR 1910.212)

(29 CFR 1917.151)

3.88. Any automatic cutoff saw that strokes continuously without the operator being able to control each stroke shall not be used.
3.89. Saw frames or tables shall be constructed with lugs cast on the frame or with an equivalent means to limit the size of the saw blade that can be mounted, to avoid over-speed caused by mounting a saw larger than intended.
3.90. A mechanical or electrical power control shall be provided on each machine to make it possible for the operator to cut off the power from each machine without leaving his position at the point of operation.
3.91. All portions of the saw blade shall be enclosed or guarded, except for the working portion of the blade between the bottom of the guide rolls and the table. Bandsaw wheels shall be fully encased. The outside periphery of the enclosure shall be solid. The front and back of the band wheels shall be either enclosed by solid material or by wire mesh or perforated metal. Such mesh or perforated metal shall be not less than 0.037 inch (U.S. Gage No. 20), and the openings shall be not greater than 3/8". Solid material used for this purpose shall be of an equivalent strength and firmness. The guard for the portion of the blade between the sliding guide and the upper-saw-wheel guard shall protect the saw blade at the front and outer side. This portion of the guard shall be self-adjusting to raise and lower with the guide. The upper-wheel guard shall be made to conform to the travel of the saw on the wheel.
3.92. Hand-fed circular ripsaws and hand-fed circular crosscut table saws. Unless fixed or manually adjustable enclosures or guarding provides equivalent protection, hand-fed circular ripsaws and hand-fed circular crosscut table saws shall be guarded as follows to keep employees clear of any danger zones.
3.93. All cracked saws shall be removed from service.

Roadway Safety

In accordance with the OSHA Memorandum of Understanding (MOU) General Duty Clause of December 2002, the construction industry safety standards require that traffic control signs, signals, barricades or devices protecting employees and the public shall conform to either;

3.94. Federal Highway Administration (FHWA) Manual on Uniform Traffic Control Devices (MUTCD), 1988 edition, or
3.95. Federal Highway Administration (FHWA) Manual on Uniform Traffic Control Devices (MUTCD), Millennium edition
3.96. Roadway safety specifications shall meet the requirements of the local police department.
3.97. Before any road work is initiated, plans and modifications must be approved by the local and/or state police
3.98. In areas where vehicle traffic is present, the following minimum requirements shall be followed;
3.99. Barricades or suitable warnings shall be set up to properly make vehicle operators aware of the excavation and work personnel
3.99.1. Appropriate signage shall be used as part of the hazard identification

3.100. Personnel in the roadway shall don appropriate vests or other suitable means of identification. The use of brightly colored (orange, yellow or bright green) clothing such as tee shirts is acceptable. However, during inclement weather, or for work activities after dark, the use of a lime green / yellow vest with reflective stripes is required.

3.100.1. Adequate and appropriate lighting and warnings with suitable reflective striping must also be incorporated

Weather Conditions

3.101. Spring

3.101.1. Thawing – ground that was once frozen may now be subject to thawing action. Care must be taken when placing heavy loads on ground level that may shift due to thawing action.

3.102. Summer

3.102.1. Heat Related Illnesses – the Emergency Action Plan must be kept up to date in order to handle heat related illnesses such as heat exhaustion and heat stroke which may arise in the summer months.

3.102.2. First Aid – members of the Emergency Action Plan must be properly trained in order to handle such heat related illnesses.

3.102.3. Drinking Water – adequate potable drinking water must be provided on site so that the workers can drink ample fluids throughout the day.

3.103. Autumn

3.103.1. Housekeeping – fallen leaves, branches, limbs, etc.… that may create a housekeeping situation on must be cleaned up before it creates a slip/fall hazard.

3.104. Winter

3.104.1. Clothing – adequate layers of clothing must be worn so that the workers are adequately protected from frigid conditions.

3.104.2. Snow and Ice – all outside work areas, walkways, sidewalks, etc.… must be properly cleared, sanded/salted and maintained to prevent a possible slip hazard.

3.104.3. Cold Related Illnesses – the Emergency Action Plan must be kept up to date in order to handle cold related illnesses such as frost bite and hypothermia, which could arise during the winter months.

3.104.4. First Aid – members of the Emergency Action Plan must be properly trained in order to handle cold related illnesses.

3.104.5. Building Access – if permanent elements of the building design are missing during construction (i.e. snow guards, gutters, canopies, etc.…), then attention should be given to those accessible areas around the building perimeter in order to deal with the elements such as rain, freezing rain, ice and snow.

4. TRAINING

Employee Training (29 CFR 1926.21)

Training must be provided by competent personnel.

Training must be provided for all personnel, specific to the types of work being performed by same.

4.1. Training must be provided for, but shall not be limited to; Fall Protection, Fork Lifts, Lockout/Tagout, Personnel Lifts, Respiratory Protection.

Specific types of training such as those referenced above are not included in a typical 10hr or 30 hr. OSHA Class and must be conducted as a standalone class in accordance with the requirements of the Occupational Health and Safety Administration (OSHA).

Most training can be provided by Lamar Contractors, Inc. through "Tool Box" talks, training or similar. Lamar Contractors, Inc. must have proof of training, which can include, but is not limited to:

4.2. Sign-in sheets
4.3. Quizzes
4.4. Training can also be provided by an outside agency or company with special knowledge on the topic being covered.
4.5. Trainer must be competent in the subject material
4.6. Sign in sheets or quizzes can be used for record of attendance
4.7. Trainer providing the information shall provide a copy of training documentation, including information covered

A copy of the training documentation and the accompanying rosters will be maintained by Lamar Contractors, Inc.

The Tool Box / Training Sessions for this project.

New Employees

New Employees will also be provided with a copy of their employer's health and safety manual at the time of hire. All new employees will be provided with new employee orientation training for the type of work that they will be initially performing. New Employee training must cover the following topics, and shall be provided at time of hire, before any work is initiated;

4.8. Hazard Communication and Right-to-Know Training
4.9. Emergency Action Plans and Procedures
4.10. Personnel Protective Equipment
4.11. Task specific work.
4.12. All other applicable work related activities that they will encounter on their first 3 days of work

It shall be the responsibility of the project superintendent or their designee to monitor the activities of the new employee, and not permit them to work in areas or under circumstances that they are not qualified to do.

A Safety Training Checklist shall be maintained to monitor levels of training and the tasks to which the person can be assigned.

Job Hazard Analysis (JHA) or Job Safety Analysis (JSA)

A JHA or JSA shall be developed for all non-routine activities, as well as for major construction operations. The Analysis shall be performed by a competent person, and shall be appropriately documented. A copy of the JHA / JSA shall be provided to the company safety officer or their safety representative.

CONFINED SPACE DIRECTIVES

Purpose

The purpose of this program is to ensure the safety of all employees and contractors working for Lamar Contractors, Inc. and to comply with all regulations and host clients that pertain to confined spaces.

Scope

This program covers all employees and other workers that may be involved in confined space entry. When work is performed on a non-owned or operated site, the operator's program shall take precedence. This document covers Lamar Contractors, Inc. employees and contractors and shall be used on owned premises, or when an operator's program doesn't exist or is less stringent.

Definitions

Acceptable entry conditions - the conditions that must exist in a confined space to allow entry and to ensure that employees involved with a confined space entry can safely enter into and work within the space.

Attendant - an individual stationed outside one or more Confined spaces who monitors the authorized Entrants and who performs all Attendant's duties assigned in the Lamar Contractors, Inc. Confined Spaces Program. Attendants must have sufficiently completed and fully understands the Confined Space training and is approved by the HSE Manager to work in a confined space as an Attendant.

Authorized Entrant - an individual who is authorized by Lamar Contractors, Inc. to enter a confined space. Entrants must have sufficiently completed and fully understands the Confined Space training and is approved by the HSE Manager to work in a confined space as an Authorized Entrant.

Blanking or Blinding - the absolute closure of a pipe, line, or duct by the fastening of a solid plate (such as a spectacle blind or a skillet blind) that completely covers the bore and that is capable of withstanding the maximum pressure of the pipe, line, or duct with no leakage beyond the plate.

Confined Space

4.13. A space that is large enough and so configured that an employee can bodily enter and perform assigned work;
4.14. Has limited or restricted means for entry or exit (for example, tanks, vessels, coolers, storage bins, hoppers, vaults, and pits are spaces that may have limited means of entry); and
4.15. Is not designed for continuous occupancy.

Double block and bleed - the closure of a line, duct, or pipe by closing and locking or tagging two in-line valves and by opening and locking or tagging a drain or vent valve in the line between the two closed valves.

Emergency - any occurrence (including any failure of hazard control or monitoring equipment) or an event internal or external to the confined space that could endanger Entrants.

Engulfment - the surrounding and effective capture of a person by a liquid or finely divided (flow able) solid substance that can be aspirated to cause death by filling or plugging the respiratory system or that can exert enough force on the body to cause death by strangulation, constriction, or crushing.

Entry - the action by which a person passes through an opening into a confined space. Entry includes ensuing work activities in that space and is considered to have occurred as soon as any part of the Entrant's body breaks the plane of an opening into the space.

Entry permit – means the written or printed document that is provided by Lamar Contractors, Inc. to allow and control entry into a confined space that contains the information specified in this program.

Entry Supervisor - the person responsible for determining if acceptable entry conditions are present at a confined space where entry is planned, for authorizing entry and overseeing entry operations, and for terminating entry as required by this section.

4.16. Entry Supervisors must have sufficiently completed and fully understands the Confined Space training and is approved by the HSE Manager to work in a confined space.
4.17. An Entry Supervisor also may serve as an Attendant or as an authorized Entrant, as long as that person is trained and equipped as required by this section for each role he or she fills. Also, the duties of Entry Supervisor may be passed from one individual to another during the course of an entry operation.
4.18. The Entry Supervisor is responsible to test and monitor the atmosphere conditions.

Hazardous atmosphere - an atmosphere that may expose employees to the risk of death, incapacitation, and impairment of ability to self-rescue (that is, escape unaided from a confined space), injury, or acute illness from one or more of the following causes:

4.19. Flammable gas, vapor, or mist in excess of 10 percent of its lower flammable limit (LFL), (0% is normal).
4.20. Atmospheric oxygen concentration below 19.5 percent or above 23.5 percent, (20.9 % is normal).
4.21. Any other atmospheric condition that is immediately dangerous to life or health. (Ex.-H2S 10%, 0% is normal).
4.22. Note: For air contaminants for which OSHA has not determined a dose or permissible exposure limit, other sources of information, such as Material Safety Data Sheets that comply with the Hazard Communication Standard, published information, and internal documents can provide guidance in establishing acceptable atmospheric conditions.

Hot work permit - the written authorization to perform operations (for example, riveting, welding, cutting, burning, and heating) capable of providing a source of ignition.

Immediately dangerous to life or health (IDLH) - any condition that poses an immediate or delayed threat to life or that would cause irreversible adverse health effects or that would interfere with an individual's ability to escape unaided from a confined space.

4.23. Note: Some materials -- hydrogen fluoride gas and cadmium vapor, for example -- may produce immediate transient effects that, even if severe, may pass without medical attention, but are followed by sudden, possibly fatal collapse 12-72 hours after exposure. The victim "feels normal" from recovery from transient effects until collapse. Such materials in hazardous quantities are considered to be "immediately dangerous to life or health".

Inerting - the displacement of the atmosphere in a permit space by a non-combustible gas (such as nitrogen) to such an extent that the resulting atmosphere is non-combustible. This procedure produces an IDLH oxygen deficient atmosphere.

Isolation - the process by which a confined space is removed from service and completely protected against the release of energy and material into the space by such means as: blanking or blinding; misaligning or removing sections of lines, pipes, or ducts; a double block and bleed system; lockout or tagout of all sources of energy; or blocking or disconnecting all mechanical linkages.

Line Breaking - the intentional opening of a pipe, line, or duct that is or has been carrying flammable, corrosive, or toxic material, an inert gas, or any fluid at a volume, pressure, or temperature capable of causing injury.

Non-Permit Confined Space - A confined space that does not contain or, with respect to atmospheric hazards, have the 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 that has one or more of the following characteristics:

4.24. Contains or has a potential to contain a hazardous atmosphere.
4.25. Contains a material that has the potential for engulfing an Entrant.
4.26. 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.
4.27. Contains any other recognized serious safety or health hazard.

Permit system - the employer's written procedure for preparing and issuing permits for entry and for returning the confined space to service following termination of entry.

Prohibited condition - any condition in a confined space that is not allowed by the permit during the period when entry is authorized.

Rescue service - the personnel designated to rescue employees from Permit-Required Confined Spaces.

Retrieval system - the equipment (including a retrieval line, chest or full-body harness, wristlets, if appropriate, and a lifting device or anchor) used for non-entry rescue of persons from confined spaces.

Testing - the process by which the hazards that may confront Entrants of a confined space are identified and evaluated. Testing includes specifying the tests that are to be performed in the permit space.

Managers/Supervisor

4.28. Shall ensure that all employees have been trained and fully understand the requirements of this program.
4.29. Shall provide the necessary equipment to comply with these requirements and ensure that all employees are trained on its use.
4.30. Shall ensure that all confined space assessments have been conducted and documented.
4.31. Shall ensure that provisions and procedures are in place for the protection of employees from external hazards including but not limited to pedestrians, vehicles and other barriers and by use of the pre-entry checklist verifying that conditions in the permit space are acceptable for entry during its duration.
4.32. Shall ensure that all Permit-Required Confined Spaces permits are posted.
4.33. Shall ensure an annual review of the program including all entry permits issued that during that annual period.
4.34. Shall ensure that confined spaces are identified properly as either a Non-Permit Confined Space or a Permit-Required Confined Space.
4.35. Shall ensure that all confined spaces that have been identified as “no entry” have signs that state, “DANGER- DO NOT ENTER”.
4.36. Shall ensure signs have been posted at all Permit-Required Confined Space areas that state, “DANGER – PERMIT ENTRY CONFINED SPACE” along with the proper warning word such as “ASPHYXIANT, FLAMMABILITY or TOXIC HAZARD”
4.37. Shall file all permits at the area offices for review. Permits shall be kept on file for one year.

Affected Employee

4.38. Shall attend Confined Space Entry training commensurate with their duties and when duties change as required.
4.39. Shall comply with all aspects of this program.
4.40. Authorized Entrants, Attendants and Entry Supervisors may be any Lamar Contractors, Inc. employee that is authorized by management to work in a confined space setting and that has been trained and is proficient in the understanding of program requirements.

Authorized Entry Supervisor Duties

4.41. Shall have a tailgate safety meeting, with all workers to be involved in the confined space entry and review the job to be performed and what safety concerns may be present.
4.42. Shall confirm that all isolation, Lock/out and Tag/outs have been completed prior to entry into a confined space.
4.43. Shall ensure that the requirements of this program are followed and maintained.
4.44. Shall test all atmosphere conditions prior to entry and shall complete and maintain the confined space permit form, and have it accessible for review on the job site at all times.
4.45. Shall notify Lamar Contractors, Inc. supervisor of entry into a confined space, and notify the supervisor of any changes that may occur, during an entry.
4.46. If the confined space poses a hazard that cannot be eliminated, the Entry Supervisor must arrange for a rescue services.
4.47. If the confined space poses no hazards to the Entrants, the Entry Supervisor can reclassify the confined space to a Non-Permit Confined Space.

4.48. A stand-by rescue team is not required to be on site for Non-Permit Confined Space entries.

Authorized Attendant Duties

4.49. Knows the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure.
4.50. Is aware of possible behavioral effects of hazard exposure in authorized Entrants.
4.51. Continuously maintains communication and an accurate count of authorized Entrants in the confined space and ensures that the means used to identify authorized Entrants, and accurately identifies who is in the confined space.
4.52. Remains outside the confined space during entry operations until relieved by another Attendant.
4.53. If more than one confined space is to be monitored by a single attendant, the program must include the means & procedures that will be used in order to enable the attendant to respond to emergencies in one or more permit spaces that he/she is monitoring without distraction from all responsibilities.
4.54. Attendants may enter a confined space to attempt a rescue, if they have been trained and equipped for rescue operations as required and only when they have been relieved by another authorized Attendant.
4.55. Monitors activities inside and outside the confined space to determine if it is safe for Entrants to remain in the space and orders the authorized Entrants to evacuate the confined space immediately under any of the following conditions:
  4.55.1. If the Attendant detects a prohibited condition;
  4.55.2. If the Attendant detects the behavioral effects of hazard exposure in an authorized Entrant;
  4.55.3. If the Attendant detects a situation outside the space that could endanger the authorized Entrants;
  4.55.4. If the Attendant cannot effectively and safely perform all the duties required.
4.56. Summon rescue and other emergency services as soon as the Attendant determines that authorized Entrants may need assistance to escape from confined space hazards.
4.57. Takes the following actions when unauthorized persons approach or enter a confined space while entry is underway:
  4.57.1. Warn the unauthorized persons that they must stay away from the confined space;
  4.57.2. Advise the unauthorized persons to exit the confined space immediately, if they have entered the space;
  4.57.3. Inform the authorized Entrants and the Entry Supervisor if unauthorized persons have entered the confined space.
4.58. Performs no duties that might interfere with the Attendant's primary duty to monitor and protect the authorized Entrants.
4.59. Authorized Attendants shall not monitor more than one confined space at a time.

Authorized Entrant Duties

4.60. Knows the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure;
4.61. Uses appropriate personal protective equipment properly, e.g., face and eye protection, and other forms of barrier protection such as gloves aprons, coveralls, and breathing equipment;
4.62. Is aware of possible behavioral effects of hazard exposure in authorized Entrants;
4.63. Shall witness and verify calibrated air monitoring data and if approved, sign off, before entry is made.
4.64. Is entitled to request additional monitoring at any time.

4.65. Maintain communication with the Attendants to enable the Attendant to monitor the Entrants status as well as to alert the Entrant to evacuate if needed; and

4.66. Exit from confined spaces as soon as possible when ordered by an Attendant or Entry Supervisor, when the Entrant recognizes the warning signs or symptoms of an exposure exists, or when a prohibited condition exists, or when an alarm is activated.

Procedure

Non-Permit Confined Space Entry

If testing of the confined space atmosphere is within acceptable limits without the use of forced air ventilation and the space is properly isolated, the space can be entered by following the requirements for Level I confined space entry.

4.67. Entrants and/or their representative shall be given the opportunity to observe and participate in the air monitoring process.

4.68. Entrants shall review and sign the confined space permit.

Employees may enter and work in the confined space as long as LEL, O2, and toxicity hazards remain at safe levels.

4.69. Complete the Lamar Contractors, Inc. Confined Space Entry Permit to document that there are no confined space hazards. Make this certification available to all personnel entering the space.

4.70. A trained Attendant must always be outside the confined space. The Attendant must monitor the authorized Entrants for the duration of the entry operation.

Exception: The Attendant requirements for Level I confined space entry may be exempted, if the job assessment is performed and has determined that there are no inherent dangers to allow single person entry.

4.71. This provision is intended to permit field operations to enter crankcases, shallow valve boxes, cellars, excavations, etc. without an Attendant being present and all other aspects of the entry permit complied with.

4.72. When there are changes in the use and configuration of a confined space that might increase the hazards to the Entrants (e.g., using epoxy coating on a tank floor, welding, painting, etc.), re-evaluate the space. If necessary, reclassify the space as a Permit-Required Confined Space.

4.73. Continuously monitor the confined space atmosphere to ensure that it is still safe.

4.74. The space must not contain a hazardous atmosphere while personnel are inside.

4.75. If a hazardous atmosphere is detected during an entry, personnel must immediately evacuate the space.

4.76. Re-evaluate the space to determine how the hazardous atmosphere developed.

4.77. The Entry Supervisor shall cancel the entry permit.

4.78. Take action to protect personnel before any subsequent activity to re-enter the space takes place.

4.79. Reissue the Lamar Contractors, Inc. Confined Space Entry Permit before allowing Entrants to re-enter the space.

4.80. If necessary, reclassify the space as a Permit-Required Confined Space.

4.81. Ensure that vehicle or other equipment exhaust does not enter the space.

Permit-Required Confined Space Entry

If the space is properly isolated and results of air monitoring are above acceptable parameters without local exhaust ventilation in operation, classify the entry as a Permit-Required Confined Space.

4.82. Complete the Lamar Contractors, Inc. Confined Space Entry Permit before proceeding with work in a Permit-Required Confined Space.
4.83. Entrants and/or their representative shall be given the opportunity to observe and participate in the air monitoring process.
4.84. Entrants shall review and sign the confined space permit.
4.85. At least one trained Attendant must always be outside the Permit-Required Confined Space.
4.86. The Attendant must monitor the authorized Entrants for the duration of the entry operation.
4.87. Only authorized Entrants may enter a Permit-Required Confined Space.
4.88. All Entrants must sign in and out on the entry permit when entering and leaving a Permit-Required Confined Space.
4.89. The back of the permit or a sign-in sheet must be used for this purpose.
4.90. Post signs and barricades outside all Permit-Required Confined Spaces to notify personnel that a confined space entry is in progress and unauthorized entry is prohibited.
4.91. Conditions must be continuously monitored where Entrants are working to determine that acceptable conditions are maintained during entry.
4.92. If a hazardous atmosphere is detected during an entry, personnel must immediately evacuate the space.
  4.92.1. The Entry Supervisor shall cancel the entry permit.
  4.92.2. Re-evaluate the space to determine how the hazardous atmosphere developed.
  4.92.3. Take action to protect personnel before any subsequent activity to re-enter the space takes place.
  4.92.4. Re-issue the Lamar Contractors, Inc. Confined Space Entry Permit before allowing Entrants to re-enter the space.
  4.92.5. Employees or their representatives are entitled to request additional monitoring at any time.
4.93. The permit must be terminated when the entry operations are complete or when permit conditions change (i.e., hazardous air monitoring results are noted, unsafe behaviors are observed, etc.).
4.94. The minimum rescue equipment required for Permit-Required Confined Space entry is covered in the Rescue & Emergency section of this program.
4.95. Permit-Required Confined Space entry operations will be reviewed when Lamar Contractors, Inc. believes that the requirements of this confined space program may not adequately protect personnel.
4.96. If deficiencies are found in the program, the program will be revised and personnel will be trained in the new revisions before subsequent entries are authorized.

Pre-Job Planning and Space Preparation

The Entry Supervisor must determine that the confined space is properly isolated by blinding, disconnecting, and/or by following local Lockout/Tagout procedures.

The Entry Supervisor must discuss with all Entrants the hazards of the space, communication methods and emergency procedures during the confined space entry.

Eliminate any condition making it unsafe to open the equipment to atmosphere.

Promptly guard the opening to prevent an accidental fall through the opening and to protect each employee working in the space from foreign objects entering the space.

If applicable, wash, steam, ventilate or degas the confined space to properly free it of possible contaminants. Vent vapors to a safe location.

Do not allow unauthorized personnel to enter a confined space. Barricade and/or guard all confined spaces to prevent entry of unauthorized Entrants.

If performing hot work in the confined space, precautions must be taken consistent with the Lamar Contractors, Inc. Hot Work Permit procedure.

Ensure that vehicle or other equipment exhaust does not enter the space.

Pre-Entry Safety Meeting

The Entry Supervisor must declare when the confined space is ready for entry.

The Entry Supervisor shall hold a pre-entry safety meeting to discuss all requirements and procedures with all authorized Entrant(s) and Attendant(s) involved with the entry. He/she will discuss other concerns such as previous contents, vessel coating, PPE required etc., during this meeting.

The Entry Supervisor must coordinate entry operations when employees of more than one Lamar Contractors, Inc. are working simultaneously in the confined space. This coordination is necessary so that one Lamar Contractors, Inc. work does not endanger the employees of another Lamar Contractors, Inc.

Equipment

Check all work equipment to ensure that it has the proper safety features and is approved for the locations where it will be used. The Entry Supervisor shall ensure that all equipment is properly maintained in a safe condition and that Entrants use the equipment properly.

The following equipment must be considered and may be required when entering a confined space:

4.97. Atmospheric Testing and Monitoring Equipment.

4.98. Barriers, Shields, and Signs – Post signs and barricades outside all Permit-Required Confined Spaces to notify personnel that a confined space entry is in progress and unauthorized entry is prohibited. Any signs used must state “Danger – Permit Entry Confined Space” along with the proper warning word such as “Asphyxiant, Flammability or Toxic Hazard”. All barricades must be capable of preventing a person from inadvertently walking into or kicking an object into the space.

4.99. Communications Equipment – Only use intrinsically safe equipment in areas where a hazardous atmosphere may exist. Use a communication system that will keep the Attendant in constant, direct communication with the Entrant(s) working in the confined space. Also, use a communication system that allows the Attendant to summon help from rescue or emergency service.

4.100. Entry and Exit Equipment – (For example: ladders may be needed for safe entry and exit).

4.101. Lighting Equipment – Needed for safe entry, work within the space and exit. Lighting equipment used in the confined space must be certified safe for the location.

4.102. Portable electric lighting used in wet and/or other conductive locations (drums, tanks, vessels) must be operated at 12 volts or less. 120-volt lights may be used if protected by a ground-fault circuit interrupter.
4.103. Personal Protective Equipment – Ensure that personnel wear the required personal protective equipment. For respiratory protection requirements, refer to the Respiratory Protection Program.
4.104. Rescue and Emergency Equipment – Except if provided by outside rescue services.
4.105. The Attendants must also have an approved first aid kit.
4.106. Vacuum Trucks – When used, trucks must be properly grounded or bonded to prevent static sparks.
4.107. Ventilating Equipment – Local exhaust air movers used to obtain acceptable atmospheric entry conditions (e.g., Copus air movers).
4.108. Other – Any other equipment necessary for safe entry into and rescue from permit required confined spaces.

Air Monitoring

4.109. Before an employee enters the space, the internal atmosphere shall be tested, with a calibrated direct-reading instrument, for oxygen content, for flammable gases and vapors, and for potential toxic air contaminants, in that order. Monitoring of the space must inform the entrants of the potential hazards and results and they must participate in the permit review and signing.
4.110. Air shall be periodically test while continuous ventilation is applied.
4.111. Any employee, who enters the space, or that employee's authorized representative, shall be provided an opportunity to observe the pre-entry testing required by this paragraph.
4.112. Employees or their representatives are entitled to request additional air monitoring at any time.

Ventilation

Continuous forced air ventilation must be used and tested as follows:

4.113. An employee may not enter the space until the forced air ventilation has eliminated any hazardous atmosphere;
4.114. The forced air ventilation shall be so directed as to ventilate the immediate areas where an employee is or will be present within the space and shall continue until all employees have left the space;
4.115. The air supply for the forced air ventilation shall be from a clean source and may not increase the hazards in the space.
4.116. The atmosphere within the space shall be periodically tested as necessary to ensure that the continuous forced air ventilation is preventing the accumulation of a hazardous atmosphere. Any employee, who enters the space, or that employee's authorized representative, shall be provided with an opportunity to observe the periodic testing and may request additional monitoring at any time.
4.117. If a hazardous atmosphere is detected during entry each employee shall leave the space immediately and the space shall be evaluated to determine how the hazardous atmosphere developed; and measures shall be implemented to protect employees from the hazardous atmosphere before any subsequent entry takes place.

Multiple Employer Procedure

In order not to endanger the employees of any other employer, the Entry Supervisor shall:

4.118. Verify that all contractor employees have been trained in confined space and that all contractor employees fully understand the Lamar Contractors, Inc. procedures pertaining to Confined Space.
4.119. Inform the contractor that the workplace contains permit spaces and that permit space entry is allowed only through compliance with a permit space program meeting the requirements of this section.
4.120. Apprise the contractor of the elements, including the hazards identified and the employees experience with the space, that make the space in question a permit space.
4.121. Inform the contractor of any precautions or procedures that Lamar Contractors, Inc. has implemented for the protection of employees in or near permit spaces where contractor personnel will be working.
4.122. Coordinate entry operations with the contractor, when both Lamar Contractors, Inc. personnel and contractor personnel will be working in or near confined spaces.
4.123. Debrief the contractor at the conclusion of the entry operations regarding the permit space program followed and regarding any hazards confronted or created in confined spaces during entry operations.
4.124. In addition to complying with the confined space requirements that apply to all employees; each contractor, who is retained to perform permit space entry operations, shall:
4.124.1. Obtain any available information regarding confined space hazards and entry operations from the Lamar Contractors, Inc. Entry Supervisor.
4.124.2. Coordinate entry operations with the Lamar Contractors, Inc. Entry Supervisor, when both Lamar Contractors, Inc. personnel and contractor personnel will be working in or near permit spaces.
4.124.3. Inform Lamar Contractors, Inc. of the confined space program that the contractor will follow and of any hazards confronted or created in the confined space, either through a debriefing or during the entry operation.

Rescue and Emergency Services

General

Rescue service must be on-site for immediately dangerous to life and health (IDLH) conditions while work is being performed. Rescue services must be either:

4.125. Provided by the host facility,
4.126. Provided by an outside service which is given an opportunity to examine the entry site, practice rescue and decline as appropriate, or
4.127. Provided by Lamar Contractors, Inc. by selecting a rescue team that is equipped and trained to perform the needed rescue services.
4.128. The Attendant shall order the other Entrants not to move the injured nor allow untrained or unauthorized workers into the space that are not trained to handle a confined space rescue.
4.129. Material Safety Data Sheet's for substances that an injured Entrant was exposed to must be provided to the medical facility treating the injured worker.

Permit-Required Confined Space Rescue:

4.130. When the Attendant becomes aware of the need for rescue, the Attendant shall immediately summon the onsite rescue team by the agreed upon communication method, verbally, radio or cell phone, without leaving the vicinity of the confined space.
4.131. The Attendant shall prevent unauthorized personnel from attempting a rescue.

4.132. After the rescue team has been notified, the Attendant shall alert the Entry Supervisor of the emergency via the same communication methods.

4.133. The preferred means of providing rescue service is through the use of a qualified outside rescue service vendor (client host). The outside rescue service vendor must be:

4.133.1. Informed of the hazards that they may confront during a rescue;

4.133.2. Provided access to the Permit-Required Confined Space to examine the entry site, practice rescue, and decline as appropriate.

4.133.3. Access to the space allows the rescue service and local supervision to jointly develop appropriate rescue plans.

4.133.4. If the host operator is designated to provide rescue services for Lamar Contractors, Inc., the agreement of services must be included in contract for the job.

4.134. If Lamar Contractors, Inc. employees are to perform Permit-Required Confined Space rescues, they must be:

4.134.1. Provided and trained in the use of the proper personal protective equipment necessary to make the rescue;

4.134.2. Provided PPE at no cost

4.134.3. Trained to perform the assigned duties;

4.134.4. Required to practice making rescues at least once every 12 months;

4.134.5. Trained in basic first aid and CPR.

4.134.6. A minimum of one member of the rescue team must hold a current certification in first aid and CPR.

Non-entry Rescue

4.135. To facilitate non-entry rescue, an Entrant must be attached to a retrieval system whenever he/she enters a Permit-Required Confined Space with a vertical depth of more than 5 feet.

4.136. The retrieval equipment is not required if it will increase the overall risk of the entry, e.g., creating an entanglement hazard, or will not contribute to the rescue of the Entrant.

4.137. Each Entrant shall use a full body harness equipped with a “D” ring located between the shoulders or above the head.

4.138. Wristlets may be used instead of the full body harness, if the use of the full body harness is not feasible or creates a greater hazard and that using wristlets is the safest and most effective alternative.

4.139. The retrieval line must be attached to the “D” ring and the other end of the retrieval line attached to a retrieval device or fixed point located outside the space so that rescue can begin as soon as the rescuer becomes aware that rescue is necessary.

Issuance/Reviewing of Permit

Only when all pre-entry requirements are satisfied, the Entry Supervisor shall issue a completed and signed confined space permit. The confined space permit is valid for one shift.

In the event of any unauthorized entry, employee complaints, a hazard not covered by the permit, the occurrence of an injury or near miss the entry permit shall be cancelled and a review shall be conducted to provide employee protection and for revising the program prior to authorizing subsequent entries.

An annual review of this program, using the cancelled permits retained within 1 year after each entry shall be conducted by the HSE Manager to revise the program as necessary, to ensure that employees are protected. If no confined space entries were performed during a 12 month period, no review is necessary.

Termination and Closing or Cancelling of Permits

The Entry Supervisor shall terminate the confined space permit, at the end of the job operation, at the end of the shift or when the Entry Supervisor or Attendant determine that conditions in or near the confined space have changed and is hazardous to the Entrants.

The Entry Supervisor shall, at the conclusion of entry operation, close out the permit and provide the safety department the original copy of the Confined Space Permit.

Training

Training shall be provided so that all employees whose work is regulated by this program acquire the understanding, knowledge, and skills necessary for the safe performance of the duties assigned to them.

Training shall be provided to each affected employee, before the employee is first assigned duties under this program, if a new hazard has been created or special deviations have occurred and before there is a change in assigned duties.

The employee shall be retrained:

4.140. Whenever there is a change in confined space operations that presents a hazard about which an employee has not previously been trained.
4.141. Whenever the supervisor has reason to believe either that there are deviations from the permit space entry procedures required by this section or that there are inadequacies in the employee's knowledge or use of these procedures.

The training shall establish employee proficiency in the duties required by this program and shall introduce new or revised procedures, as necessary.

The supervisor shall certify that the training required by this program has been accomplished.

4.142. The certification shall contain each employee's name, the signatures or initials of the trainers, and the dates of training.
4.143. The certification shall be available for inspection by employees, their authorized representatives, management, clients and the safety department.

CONTENTS

SECTION	PAGE
1. PROGRAM REQUIREMENTS.	1
2. RESPONSIBILITY.	1
3. TRAINING REQUIREMENTS.	1
4. COMPETENT AND QUALIFIED PERSONS.	2
5. FALL PROTECTION-SCAFFOLDS.	3
6. GENERAL PROCEDURES.	3
7. PROHIBITED PRACTICES.	4
8. INSPECTIONS-SCAFFOLDS.	4
9. AERIAL LIFT SAFETY.	5

1. PROGRAM REQUIREMENTS.

Lamar Contractors, Inc. will ensure that the hazards associated with working on or from evaluated platforms such as scaffolds and aerial lifts are evaluated and that information concerning their hazards is transmitted to all employees. This Program is intended to address the issues of evaluating these potential hazards, communicating information concerning these hazards, and establishing appropriate protective measures for employees. This program will be maintained in accordance with OSHA Regulations 29 CFR 1926 Subpart L. In addition, Lamar Contractors, Inc. will review and evaluate this program on an annual basis, when changes occur to the regulations, when operational changes occur that require a revision of this document, or when there is an accident or near miss that relates to this area of safety.

2. RESPONSIBILITY.

The Safety Manager is the program coordinator, acting as the representative of Lamar Contractors, Inc. owners, who have the ultimate responsibility for all facets of this program. The Safety Manager is the sole person authorized to amend these instructions. Lamar Contractors, Inc. has authorized the Safety Manager and any Supervisor or Employee to halt any operation of Lamar Contractors, Inc. where there is danger of serious personal injury. Supervisors are required to ensure their employees are aware of the contents of this program and have received proper fall protection, scaffold, and aerial lift training before working from scaffolds or aerial lifts.

3. TRAINING REQUIREMENTS.

Lamar Contractors, Inc. employees who perform work on scaffolds will be trained by a qualified person to recognize the hazards associated with the type of scaffold being used and to understand the procedures to control or minimize those hazards. Supervisors will ensure that all employees have been trained prior to working from the scaffolds.

3.1. The training will include the following areas as applicable:

3.1.1. The nature of and the correct procedures for dealing with electrical hazards.

3.1.2. The nature of and the correct procedures for erecting, maintaining, and disassembling the fall protection and falling object protection systems used.

3.1.3. The proper use of the scaffold and the proper handling of materials on the scaffold

3.1.4. The maximum intended load and the load-carrying capacities of the scaffolds used.

3.1.5. Any other pertinent requirements of the OSHA rules

3.1.6. Description of fall hazards in the work area or job site

3.1.7. Procedures for using fall prevention and protection systems

3.1.8. Scaffolding access and egress procedures

3.1.9. Scaffolding equipment limitations and specifications per the manufacturer

3.1.10. Inspection and storage procedures for the equipment

3.2. Certification. Lamar Contractors, Inc. will certify that employee training has been accomplished and is being kept up to date. The certification will contain each employee's name and dates of training. Training will be conducted by the Safety Manager or other designated competent person.

3.3. Refresher Training. The training content will be identical to initial training. Refresher training will be conducted on an as needed basis or whenever there is a change in the type of scaffolding equipment used, or when a known hazard is added to the work environment which affects this program.

3.4. Additional retraining will also be conducted whenever a periodic inspection reveals, or whenever Lamar Contractors, Inc. has reason to believe, that there are deviations from or inadequacies in the employee's knowledge or use of scaffolding equipment or procedures.

4. COMPETENT AND QUALIFIED PERSONS.

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

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

4.3. Competent Person.

4.3.1. Where Lamar Contractors, Inc. employees are required to work from scaffolds a designated competent person will ensure that the scaffold has been inspected for use.

4.3.2. Scaffold components manufactured by different companies will not be intermixed unless approved by the manufacturer(s) and only if the components fit together without force and the scaffold's structural integrity is maintained. Scaffold components manufactured by different companies will not be modified in order to intermix them unless a qualified person determines the resulting scaffold is structurally sound.

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

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

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

4.3.6. Lamar Contractors, Inc. will have each employee who performs work while on a scaffold trained by a person competent 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.

4.4. Qualified Person:

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

4.4.2. Swaged attachments or spliced eyes on wire rope manufacturer or a qualified person.

4.4.3. Falling Object Protection.

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

4.4.3.2. All guardrail systems are installed with openings small enough to prevent passage of potential falling objects.

4.4.3.3. Tools, materials, or equipment are prevented from inadvertently falling from scaffolds.

5. FALL PROTECTION-SCAFFOLDS.

Our fall protection plan follows OSHA requirements, which depend on the type of scaffold that is used. Unless otherwise specified by the Safety Manager or manufacturer, fall protection will be used by any employee on a scaffold more than 10 feet above a lower level.

5.1. Guardrails must be used with self-contained adjustable scaffolds supported by the frame structure. The guardrail must meet the minimum requirements as identified in the Lamar Contractors, Inc. Fall Protection Program.

6. GENERAL PROCEDURES.

The following general procedures apply to all scaffold and aerial lift operations for Lamar Contractors, Inc. Capacity.

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

6.1.1. Each scaffold and scaffold component we use will support, without failure, its own weight and at least four times the maximum intended load applied or transmitted to it.

6.1.2. When we use non-adjustable suspension scaffolds, each suspension rope, including connecting hardware, will support, without failure, at least six times the maximum intended load applied or transmitted to that rope.

6.2. Gaining Access to Scaffolds. Supervisors will ensure that all employees are provided with safe access to working platforms.

6.2.1. Portable, hook-on and attachable ladders will be used and positioned so as not to tip the scaffold.

6.2.2. All stair rail system with will be installed according to manufacturer specifications and will be surfaced to prevent injury to our employees from punctures or lacerations, and to prevent snagging of their clothes.

6.3. Platforms. The following safety rules apply for scaffold platforms:

6.3.1. Each scaffold plank will be installed so that the space between adjacent planks and the space between the platform and uprights is no more than one inch wide.

6.3.2. Scaffold platforms and scaffold components will never be loaded in excess of their maximum intended loads or rated capacities.

6.3.3. All platforms, other than those on outrigger scaffolds or where lathing operations are performed, will be constructed with no more than 14 inches from the face of the work. The only other excerption is when a proper guardrail or personal fall arrest system is used in accordance with the Lamar Contractors, Inc. Fall Protection Program. Outrigger scaffolds will have a maximum of 3 inches and plastering and lathing operations will use a maximum of 18 inches from the front edge of work.

6.3.4. Debris must not be allowed to accumulate on platforms.

6.4. Supported Scaffolds.

6.4.1. Supported scaffolds with a height base width ratio of more than four to one (4:1) must be restrained from tipping by guying, tying, bracing, or equivalent means.

6.4.2. Supported scaffold poles, legs, posts, frames, and uprights will always bear on base plates and mudsills or other adequate firm foundations.

7. PROHIBITED PRACTICES.

7.1. The following practices will not be tolerated in this company:

7.1.1. Scaffold components manufactured by different manufacturers will never be intermixed unless the components fit together without force and the scaffold's structural integrity is maintained. Unstable objects will never be used to support scaffolds or platform units. Footings must be level, sound, rigid, and capable of supporting the loaded scaffold without settling or displacement. Cross-braces will never be used as a means of access. The use of shore or lean-to scaffolds is prohibited.

8. INSPECTIONS-SCAFFOLDS.

Site preparation, scaffold erection, fall protection, and gaining access to the working platform are only part of the requirements for scaffold work. The Supervisor or other designated competent person will inspect all scaffolds and scaffold components for visible defects before each work shift, and after any

occurrence, which could affect a scaffold's structural integrity. No employee of Lamar Contractors, Inc. will be allowed to access the scaffolding unless it has been inspected and approved by the competent person and a permit or tag has been signed and posted on the scaffold.

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

9.1. Fall Protection (Fall Restraint). Our fall protection plan follows OSHA requirements, which depend on the type of lift that is used. In general, employees must inspect the guardrails to ensure they are not damaged or loose before moving or raising the lift. In addition, employees must secure the entry gate, guardrail, or safety chain on the lift before moving or raising the lift. Unless otherwise stated by the manufacturer, a body harness shall be worn and a properly adjusted lanyard attached to the boom or basket when working from all extensible boom platforms and articulating boom platforms to ensure the employee remains safely inside the lift. This system is considered fall restraint, as the intended purpose is to prevent employees from accidentally falling out of the basket or lift.

9.2. Unless required by the Safety Manager, Prime/General Contractor, or Manufacturer a harness and lanyard need not be worn on a vertical tower (scissor lift); this is the only exception.

9.2.1. Most aerial lifts have this connection built in (check the operator's manual for location of this anchorage point). Do not tie-off to an adjacent pole, structure, or equipment while working from an aerial lift. All employees will stand firmly on the floor of the basket or platform, and will not sit or climb on the edge of the basket or use planks, ladders or other devices for a work position.

9.3. No employee shall operate any type of lift unless properly trained in the operation and inspection of the specific lift, and the employee must carry proof of training on him at all times while operation of the lift takes place.

9.4. All lifts shall be inspected before each shift to determine that such lift is in safe working condition. Check lift controls for proper functioning, tire pressure (if the lift has inflated tires), make sure the lift has no leaks of any fluids, and make sure the operators manual is on the lift at all times during operation.

9.5. Aerial lift trucks shall not be moved when the boom is elevated in a working position with the workers in the basket, except for equipment, which in specifically designed for this type of operation.

9.6. No aerial lift this company uses will be "field modified" for uses other than those intended by the manufacturer unless: (1) the manufacturer certifies the modification in writing, or (2) any other equivalent entity, such as a nationally recognized testing lab, certifies the aerial lift modification conforms to all -applicable provisions of ANSI A92.2-1969, and OSHA rules at 1926.453 The lift must be at least as safe as the equipment was before modification.

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

CONTENTS

SECTION	PAGE
1. PROGRAM REQUIREMENTS.	1
2. RESPONSIBILITY.	1
3. TRAINING REQUIREMENTS.	1
4. MAINTENANCE & INSPECTION PROCEDURES.	2
5. GENERAL SAFETY PRECAUTIONS.	3

1. PROGRAM REQUIREMENTS.
   Lamar Contractors, Inc. will ensure that the requirements of the OSHA Standard for cranes and other lifting equipment will be adhered to. This program is intended to address the issues of employee training, authorization, and general safety requirements, used within our facility and at our jobsites. This program will be maintained in accordance with OSHA Regulations 29 CFR 1910.179,180, and 1926.550. In addition, Lamar Contractors, Inc. will review and evaluate this program on an annual basis or when operational changes occur that require a revision of this document.

2. RESPONSIBILITY.
   The Safety Manager is the program coordinator, acting as the representative of the company owner, who has the ultimate responsibility for all facets of this program. The Safety Manager has full authority to make necessary decisions to ensure success of the program. Lamar Contractors, Inc. will submit a copy of this program to any Prime or General Contractor upon request. Lamar Contractors, Inc. has authorized all Supervisors or any Employee to halt any operation of Lamar Contractors, Inc. where there is danger of serious personal injury. Supervisors are required to ensure their employees are aware of the contents of this program and that only designated personnel are authorized to operate a crane.

3. TRAINING REQUIREMENTS.
   Lamar Contractors, Inc. will provide training to ensure that the purpose, function, and proper use of cranes is understood by employees and that the knowledge and skills required for the safe application and usage is acquired by employees prior to job assignment. Training will be provided by the Safety Manager or other designated qualified, personnel. The training will include, as a minimum the following:

   3.1. Preoperational inspection requirements of the crane to be used.

   3.2. Specific operational requirements of the crane to be used.

   3.3. Principals of crane operations.

   3.4. Recognition of applicable hazards associated with the work to be completed.

   3.5. Load determination and balancing requirements.

   3.6. Procedures for removal of a crane from service.

   3.7. All other employees, whose work operations are or may be in an area where cranes may be utilized, will be instructed to an awareness level concerning hazards associated with cranes.

3.8. Physical and mental requirements of operators. Crane operators will be screened for physical and mental impairments that could result in an improper use. Operators will meet as a minimum, the following requirements before being certified to operate cranes.

- Be drug and alcohol free during any lifting event.
- Be thoroughly trained in all facets of the required lift.
- Have a mature and safe attitude at all times.
- Have good depth perception (essential for load spotting).
- Have good hearing and vision (corrected or uncorrected).
- Have no history of unsafe acts in the workplace.
- Have the ability to react quickly in an emergency.
- Take no medication that will interfere with the operation.
- Understand the requirements for all phases of the lift.

3.9. Documentation. This employer will document that employee training has been accomplished and is being kept up to date. The documentation will contain each employee's name and dates of training.

4. MAINTENANCE & INSPECTION PROCEDURES.

All cranes and lifting equipment used by Lamar Contractors, Inc. will be subject to a preventive maintenance program. The preventive maintenance procedures provided or recommended by the manufacturer of the specific device will be followed.

4.1. Maintenance procedure.

4.1.1. Before adjustments and repairs are started on a crane the following precautions will be taken:

4.1.2. The crane to be repaired will be run to a location where it will cause the least interference with other cranes and operations in the area.

4.1.3. All controllers will be at the off position.

4.1.4. The main or emergency switch will be open and locked in the open position.

4.1.5. Warning or "out of order" signs will be placed on the crane, also on the floor beneath or on the hook where visible from the floor.

4.1.6. Where other cranes are in operation on the same runway, rail stops or other suitable means will be provided to prevent interference with the idle crane.

4.1.7. After adjustments and repairs have been made the crane will not be operated until all guards have been reinstalled, safety devices reactivated and maintenance equipment removed.

4.2. Hooks with deformation or cracks. Visual inspection will be conducted daily. A monthly inspection will be for hooks with cracks or having more than 15 percent in excess of normal throat opening

or more than 10< twist from the plane of the unbent hook repairs or replacements will be provided promptly as needed for safe operation.

4.3. Visual inspection daily of hoist chains, including end connections, for excessive wear, twist, distorted links interfering with proper function, or stretch beyond manufacturer's recommendations. Visual inspection daily; monthly inspection with a certification record which includes the date of inspection, the signature of the person who performed the inspection and an identifier of the chain which was inspected.

4.4. Running ropes. A thorough inspection of all ropes will be made at least once a month. Any deterioration, resulting in appreciable loss of original strength, will be carefully observed and determination made as to whether further use of the rope would constitute a safety hazard. Some of the conditions that could result in an appreciable loss of strength are the following:

4.4.1. Wear of one-third the original diameter of outside individual wires.

4.4.2. In running ropes, six randomly distributed broken wires in one lay or three broken wires in one strand in one lay.

4.4.3. Evidence of any heat damage from any cause.

4.4.4. Corroded or broken wires at end connections.

4.4.5. Corroded, cracked, bent, worn, or improperly applied end connections.

4.4.6. Severe kinking, crushing, cutting, bird caging, unstranding or any other damage resulting in distortion of the rope structure.

4.4.7. Reductions from nominal diameter of more than one-sixty-fourth inch for diameters up to and including five-sixteenths inch, one-thirty-second inch for diameters three-eighths inch to and including one-half inch, three-sixty-fourths inch for diameters nine-sixteenths inch to and including three-fourths inch, one-sixteenth inch for diameters seven-eighths inch to 1 1/8 inches inclusive, three-thirty-seconds inch for diameters 1 1/4 to 1 1/2 inches inclusive;

4.4.8. In standing ropes, more than two broken wires in one lay in sections beyond end connections or more than one broken wire at an end connection.

4.4.9. Wire rope safety factors will be in accordance with American National Standards Institute B 30.5-1968 or SAE J959-1966.

4.5. "Cranes not in regular use." A crane which has been idle for a period of one month or more, but less than 6 months, will be given a thorough inspection.

4.6. "Annual Inspection records." Certification records which include the date of inspection, the signature of the person who performed the inspection and the serial number, or other identifier, of the crane which was inspected will be maintained. This certification record will be kept readily available.

5. GENERAL SAFETY PRECAUTIONS.

Lamar Contractors, Inc. will ensure that the requirements of the OSHA Standard for cranes and other lifting equipment will be adhered to. In order to ensure that all operators and individuals working with or around cranes are protected from potential hazards the following general safety precautions will be followed:

5.1. Only designated personnel are authorized to operate a crane.

5.2. "Load rating chart." A substantial and durable rating chart with clearly legible letters and figures will be provided with each crane and securely fixed to the crane cab in a location easily visible to the operator while seated at his control station.

5.3. Necessary clothing and personal belongings will be stored in such a manner as to not interfere with access or operation of the crane.

5.4. Tools, oil cans, waste, extra fuses, and other necessary articles will be stored in the toolbox, and will not be permitted to lie loose in or about in crane cabs.

5.5. Refueling. Refueling with small portable containers will be done with an approved safety type can equipped with an automatic closing cap and flame arrester. Refer to 29 CFR 1910.155(c) (3) for definition of approved.

5.6. Cranes and other machines will not be refueled with the engine running.

5.7. Fire extinguishers. A carbon dioxide, dry chemical or equivalent fire extinguisher will be kept in the cab or vicinity of the crane.

5.8. Operating and maintenance personnel will be made familiar with the use and care of the fire extinguishers provided.

5.9. Operations near overhead lines. If work is to be performed near overhead lines, the lines will be deenergized and grounded, or other protective measures will be provided before work is started. If the lines are to be deenergized, arrangements will be made with the person or organization that operates or controls the electric circuits involved to deenergize and ground them. If protective measures, such as guarding, isolating, or insulating, are provided, these precautions will prevent employees from contacting such lines directly with any part of their body or indirectly through conductive materials, tools, or equipment.

5.9.1. Crane operators working near overhead lines will ensure that the location of the crane and the longest conductive portion of the crane or object being hoisted cannot come closer to any unguarded, energized overhead line than the following distances:

5.9.1.1. For voltages to ground 50kV or below - 10 feet (305 cm);

5.9.1.2. For voltages to ground over 50kV - 10 feet (305 cm) plus 4 inches (10 cm) for every 10kV over 50kV.

5.10. Personnel Safety. Cranes will be barricaded where necessary to ensure personnel are not allowed to enter the swing radius of the crane. Loads will not be lifted over personnel working in the area.

CONTENTS

SECTION	PAGE
1. PROGRAM REQUIREMENTS.	1
2. RESPONSIBILITY.	1
3. TRAINING REQUIREMENTS.	1
4. JOBSITE/WORKAREA EVALUATION.	2
5. FALL PROTECTION SYSTEMS.	2
6. INSPECTION AND MAINTENANCE.	4
7. DEFINITIONS.	4
APPENDIX	

1. PROGRAM REQUIREMENTS.

Lamar Contractors, Inc. will ensure that the hazards of all elevated falls over 6 feet in height, at our jobsites are evaluated, and that information concerning their hazards is transmitted to all employees. This Program is intended to address the issues of evaluating these potential hazards, communicating information concerning these hazards, and establishing appropriate protective measures for employees. This program will be maintained in accordance with OSHA Regulations 29 CFR 1910.66, 1926.104, and 1926.500. In addition, Lamar Contractors, Inc. will review and evaluate this program on an annual basis or when operational changes occur that require a revision of this document.

2. RESPONSIBILITY.

The Safety Manager is the program coordinator, acting as the representative of the company owner, who has the ultimate responsibility for all facets of this program. The Safety Manager has full authority to make necessary decisions to ensure success of the program. Lamar Contractors, Inc. will submit a copy of this program to any Prime or General Contractor upon request. Lamar Contractors, Inc. has authorized all Supervisors or any Employee to halt any operation of Lamar Contractors, Inc. where there is danger of serious personal injury. Supervisors are required to ensure their employees are aware of the contents of this program and have received fall protection training before working in any areas where fall hazards exist.

3. TRAINING REQUIREMENTS.

Under no circumstances shall employees 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 completed fall protection training. Lamar Contractors, Inc. will provide training to ensure that the purpose, function, and proper use of fall protection are understood by employees and that the knowledge and skills required for the safe application and usage is acquired by employees. Training will be conducted by the Safety Manager or other designated competent personnel. The program will include but will not be limited to:

3.1. A description of fall hazards in the work area.

3.2. Types of fall protection systems appropriate for use such as guardrails, warning lines, and fall arrest systems.

3.3. Selection and use of personal fall arrest systems, including application limits, proper anchoring and tie-off techniques, estimation of free fall distance, methods of use, and inspection and storage procedures.

3.4. Recognition of the hazards of falling from elevations and to avoid falls from grade level to lower levels through holes or openings in walking/working surfaces.

3.5. Procedures for removal of protection devices from service for repair or replacement.

3.6. Retraining. The training content will be identical to initial training. Refresher training will be conducted on an annual basis or when the following conditions are met, whichever event occurs sooner.

3.6.1. Retraining will be provided for all employees whenever a change in their job assignments, a change in the type of fall protection equipment used, or when a known hazard is added to the work environment which affects the fall protection program.

3.6.2. Additional retraining will also be conducted whenever a periodic inspection reveals, or whenever Lamar Contractors, Inc. has reason to believe, that there are deviations from or inadequacies in the employee's knowledge or use of fall protection equipment or procedures, or whenever a fall protection procedure fails.

3.7. The retraining will reestablish employee proficiency and introduce new or revised methods and procedures, as necessary.

3.8. Certification. Lamar Contractors, Inc. will certify that employee training has been accomplished and is being kept up to date. The certification will contain each employee's name and dates of training.

4. JOBSITE/WORKAREA EVALUATION.

All jobsites or work areas will be assessed by the Supervisor before each assigned job for potential fall hazards. A Job Safety Analysis (JSA) sheet will be used to document fall hazard assessments (See Appendix to this Program). A proper fall protection system will be used for jobs requiring fall protection when elimination of the hazard(s) is not possible.

4.1. When evaluating the fall hazards of jobsites or work areas Supervisors must consider the following:

- Must the work be performed at an elevation?
- Are there any floor holes or openings greater than 2 inch in diameter?
- Can a standard guardrail system be installed?
- Can a barricade system be implemented?
- Will warning line systems be sufficient protection?
- Can Aerial Lifts or Platforms be used to increase worker safety?
- Will the use of a fall arrest system be required?
- Will a detailed, job-specific, fall protection plan be required?

5. FALL PROTECTION SYSTEMS.

When fall hazards cannot be eliminated through any other means, fall arrest systems will be used to control falls. Proper training on the use of fall arrest equipment is essential and will be provided prior to use. Supervisors will identify what types of fall protection systems can be used when conducting the job safety analysis for the jobsite. Supervisors must consult with the Safety Manager prior to implementation of any fall protection system. Although personal fall arrest systems are the most common type of system used by our employees, all of the following systems have been identified by Lamar Contractors, Inc. as generally accepted for work conducted at our job sites.

5.1. Floor Holes. Employees must be protected from falling through or into floor holes at or above 2 inches in diameter as follows:

5.1.1. All covers shall be color coded or marked with the word "HOLE" or "COVER" to provide warning of the hazard.

5.1.2. Covered with plywood or other material of sufficient strength capable of supporting, without failure, at least twice the weight of employees, equipment, and materials that may be imposed on the cover at any one time.

5.1.3. All covers shall be secured when installed so as to prevent accidental displacement by the wind, equipment, or employees.

5.2. Guard Rail Systems. Guard rail systems must meet these minimum requirements:

5.2.1. Have a top rail height of 42” (plus or minus 3”)

5.2.2. Have a proper midrail no less than 21” high

5.2.3. Have a top rail able to withstand 200 lbs. downward/outward force

5.2.4. Have a midrail able to withstand 150 lbs. downward/outward force

5.2.5. Have a toe board minimum of 3 1/2 inches in vertical height from the top edge to the level of the walking surface

5.2.6. Toe boards must not have more than 1/4-inch clearance above the walking surface

5.2.7. Toe boards must be solid or have openings not over 1 inch in greatest dimension

5.2.8. If the top rail is made of wire rope it must be flagged every 6 feet

5.2.9. All rails must be a minimum of 1/4” diameter or greater

5.3. Warning Line Systems. Warning line systems consist of ropes, wires, or chains, and supporting stanchions and are set up as follows:

5.3.1. Flagged at not more than 6-foot (1.8 meters) intervals with high-visibility material.

5.3.2. Lowest point including sag is no less than 34 inches (0.9 meters) from the surface and highest point is no more than 39 inches (1 meter) from the surface.

5.3.3. Stanchions shall be capable of resisting, without tipping over, a force of at least 16 pounds applied horizontally against the stanchion, 30 inches (0.8 meters) above the walking/working surface, perpendicular to the warning line and in the direction of the floor, roof, or platform edge.

5.4. Fall Arrest System. A full body harness system consists of a full-body harness, lanyard, energy shock absorber, and self-locking snap hook. Before using a full-body harness system, the supervisor and/or the user must address such issues as:

5.4.1. Has the user been trained to recognize fall hazards and to use fall arrest systems properly?

5.4.2. Are all components of the system compatible according to the manufacturer's instructions?

5.4.3. Have appropriate anchorage points and attachment techniques been reviewed?

5.4.4. Has free fall distance been considered so that a worker will not strike a lower surface or object before the fall is arrested?

5.4.5. Have swing fall hazards been eliminated?

5.4.6. Have safe methods to retrieve fallen workers been planned?

5.4.7. Has the full-body harness and all of its components been inspected before each use?

5.4.8. Is any of the equipment, including lanyards, connectors, and lifelines, subject to such problems as welding damage, chemical corrosion, or sandblasting operations?

5.4.9. Will it meet these minimum requirements:

5.4.10. Limit maximum arresting force on an employee to 1,800 pounds

5.4.11. Be rigged so that an employee can neither free fall more than 6 feet (1.8 meters) nor contact any lower level;

5.4.12. Bring an employee to a complete stop and limit maximum deceleration distance an employee travels to 3.5 feet (1.07 meters); and

5.4.13. Have sufficient strength to withstand twice the potential impact energy of an employee free falling a distance of 6 feet (1.8 meters) or the free fall distance permitted by the system, whichever is less.

5.4.14. Have a proper anchorage points used for attachment of personal fall arrest equipment capable of supporting at least 5,000 pounds per employee attached.

6. INSPECTION AND MAINTENANCE.

To ensure that fall protection systems are ready and able to perform their required tasks, inspections and maintenance will be conducted. The following as a minimum, will comprise the basic requirements of the inspection and maintenance program:

6.1. Floor hole covers, guardrails, and warning lines will be inspected periodically throughout the day to ensure they have not been defeated, broken, moved, or knocked over. Any problems found with them should be reported immediately to the Supervisor and must be remedied as soon as possible after discovery. Equipment manufacturer's instructions will be incorporated into the inspection and preventive maintenance procedures.

6.2. Fall arrest systems must be inspected by the user before and after every use and according to manufacturer specifications.

6.3. Any fall protection equipment subjected to a fall or impact load will be removed from service immediately and turned into the Supervisor and/or Safety Manager.

6.4. The user will inspect anchors and mountings before each use for signs of damage.

7. DEFINITIONS.

Anchorage means a secure point of attachment for lifelines, lanyards or deceleration devices.

Body belt means a strap with means both for securing it about the waist and for attaching it to a lanyard, lifeline, or deceleration device.

Body harness means straps which may be secured about the employee in a manner that will distribute the fall arrest forces over at least the thighs, pelvis, waist, chest and shoulders with means for attaching it to other components of a personal fall arrest system.

Competent person means a person who is capable of identifying hazardous or dangerous conditions in any personal fall arrest system or any component thereof, as well as in their application and use with related equipment.

Connector means a device which is used to couple (connect) parts of the personal fall arrest system and positioning device systems together. It may be an independent component of the system, such as a carabiner, or it may be an integral component of part of the system.

Deceleration device means any mechanism with a maximum length of 3.5 feet, such as a rope grab, ripstitch lanyard, tearing or deforming lanyards, self-retracting lifelines, etc. which serves to dissipate a substantial amount of energy during a fall arrest, or otherwise limit the energy imposed on an employee during fall arrest.

Energy shock absorber means a device that limits shock-load forces on the body.

Failure means load refusal, breakage, or separation of component parts. Load refusal is the point where the ultimate strength is exceeded.

Fall arrest system means a system specifically designed to secure, suspend, or assist in retrieving a worker in or from a hazardous work area. The basic components of a fall arrest system include anchorage, anchorage connector, lanyard, shock absorber, harness, and self-locking snap hook.

Free fall means the act of falling before a personal fall arrest system begins to apply force to arrest the fall.

Free fall distance means the vertical displacement of the fall arrest attachment point on the employee's body belt or body harness between onset of the fall and just before the system begins to apply force to arrest the fall (maximum of 6 feet). This distance excludes deceleration distance, and lifeline/lanyard elongation, but includes any deceleration device slide distance or self-retracting lifeline/lanyard extension before they operate and fall arrest forces occur.

Hole means a gap or void 2 inches or more in its least dimension, in a floor, roof, or other walking/working surface.

Lanyard means a flexible line of rope, wire rope, or strap, which generally has a connector at each end for connecting the body belt or body harness to a deceleration device, lifeline or anchorage.

Personal fall arrest system means a system used to arrest an employee in a fall from a working level. It consists of an anchorage; connectors, a body belt or body harness and may include a lanyard, deceleration

device, lifeline, or suitable combinations of these. As of January 1, 1998, the use of a body belt for fall arrest is prohibited.

Snaphook means a connector comprised of a hook-shaped member with a normally closed keeper, or similar arrangement, which may be opened to permit the hook to receive an object and, when released, automatically closes to retain the object. Snap hooks are generally one of two types:
The locking type with a self-closing, self-locking keeper which remains closed and locked until unlocked and pressed open for connection or disconnection; or
The non-locking type with a self-closing keeper which remains closed until pressed open for connection or disconnection. As of January 1, 1998, the use of a non-locking snaphook as part of personal fall arrest systems and positioning device systems is prohibited.

Toeboard means a low protective barrier that will prevent the fall of materials and equipment to lower levels and provide protection from falls for personnel.

Walking/Working surface means any surface, whether horizontal or vertical on which an employee walks or works, including, but not limited to, floors, roofs, ramps, bridges, runways, formwork and concrete reinforcing steel but not including ladders, vehicles, or trailers, on which employees must be located in order to perform their job duties.

Warning line system means a barrier erected on a roof to warn employees that they are approaching an unprotected roof side or edge, and which designates an area in which roofing work may take place without the use of guardrail, body belt, or safety net systems to protect employees in the area.

Work area means that portion of a walking/working surface where job duties are being performed.

CONTENTS

SECTION	PAGE
1. PROGRAM REQUIREMENTS.	1
2. RESPONSIBILITY.	1
3. TRAINING.	1
4. FIRE PREVENTION AND PROTECTION.	2
5. OPERATING PROCEDURES.	3
6. HANDLING CYLINDERS.	4
7. INSPECTIONS.	4
8. MAINTENANCE.	4
9. SIGNS AND LABELS.	5
APPENDIX	

1. PROGRAM REQUIREMENTS.

Lamar Contractors, Inc. will ensure that the hazards associated with welding and cutting operations at our jobsites are evaluated, and that information concerning these hazards is transmitted to all employees. This program will be maintained in accordance with OSHA Regulations 29 CFR 1910.251 – 252 and 29 CFR 1926 Subpart J. In addition, Lamar Contractors, Inc. will review and evaluate this program on an annual basis, when changes occur to the regulations, when operational changes occur that require a revision of this document, or when there is an accident or near miss that relates to this area of safety.

2. RESPONSIBILITY.

The Safety Manager is the program coordinator, acting as the representative of Lamar Contractors, Inc. owners, who have the ultimate responsibility for all facets of this program. The Safety Manager is the sole person authorized to amend these instructions. Lamar Contractors, Inc. has authorized the Safety Manager and any Supervisor or Employee to halt any operation of Lamar Contractors, Inc. where there is danger of serious personal injury. Supervisors are required to ensure their employees are aware of the contents of this program and have received the training before being allowed to perform welding or cutting operations.

3. TRAINING.

It is the policy of Lamar Contractors, Inc. to permit only trained and authorized personnel to operate welding and cutting equipment. Subcontractors will be responsible for training their employees.

3.1. Instructors will have the necessary knowledge, training, and experience to train new welding and cutting equipment operators.

3.2. Initial Training. All welders and cutter must be trained and tested on the equipment they will be operating before they begin their job. Training must cover the operational hazards of welding and cutting operations, including:

3.2.1. Hazards associated with the particular make and model of the welding and cutting equipment;

3.2.2. Hazards of the workplace; and

3.2.3. General hazards that apply to the operation of all or most welding and cutting equipment.

3.3. Each potential welder or cutter who has received training in any of the elements for the types of equipment which that employee will be authorized to operate need not be retrained in those elements before initial assignment in our workplace. The Safety Manager of Lamar Contractors, Inc. will obtain a written documentation of the training and Supervisors will ensure that the employee is evaluated to be competent.

3.4. After an employee has completed the training program, the instructor will determine whether the potential welder or cutter can safely perform the job. At that point, the trainee will take a performance test or practical exercise through which the instructor(s) will decide if the training has been adequate. All welding and cutting trainees will be tested on the equipment they will be operating.

3.5. Certification. Lamar Contractors, Inc. will certify that employee training has been accomplished and is being kept up to date. The certification will contain each employee's name and dates of training.

3.6. Retraining. The training content will be identical to initial training. Refresher training will be conducted on an annual basis. Retraining will occur when the following conditions are met, whichever event occurs sooner.

3.6.1. Retraining will be provided for all authorized and affected employees whenever (and prior to) a change in their job assignments, a change in the type of fall protection equipment used, or when a known hazard is added to the work environment which affects the fall protection program.

3.6.2. Additional retraining will also be conducted whenever a periodic inspection reveals, or whenever Lamar Contractors, Inc. has reason to believe, that there are deviations from or inadequacies in the employee's knowledge or use of fall protection equipment or procedures.

4. FIRE PREVENTION AND PROTECTION.

Fire and explosion pose a serious risk to our employees during welding, cutting, and brazing operations. Sparks can travel as much as 35 feet, and spatter can bounce on the floor or fall through openings creating hazards in other work areas of our facility.

4.1. Basic safety precautions. Cutting or welding will be permitted only in areas that are or have been made fire safe. When work cannot be moved practically, as in most construction work, the area will be made safe by removing combustibles or protecting combustibles from ignition sources. The below listed basic safety precautions will be followed by company employee's performing welding, cutting, and brazing operations. The basic precautions for fire prevention in welding or cutting work are:

4.1.1. Fire hazards. If the object to be welded or cut cannot readily be moved, all movable fire hazards in the vicinity will be taken to a safe place.

4.1.2. Guards. If the object to be welded or cut cannot be moved and if all the fire hazards cannot be removed, then guards will be used to confine the heat, sparks, and slag, and to protect the immovable fire hazards.

4.1.3. Fire extinguishers. Suitable fire extinguishing equipment will be maintained in a state of readiness for instant use. Such equipment may consist of pails of water, buckets of sand, hose or portable extinguishers depending upon the nature and quantity of the combustible material exposed.

4.1.4. Combustible material. Wherever there are floor openings or cracks in the flooring that cannot be closed, precautions will be taken so that no readily combustible materials on the floor below will be exposed to sparks whom might drop through the floor. The same precautions will be observed with regard to cracks or holes in walls, open doorways and open or broken windows.

4.1.5. Fire watch. Firewatchers will be required as indicated by the Safety Manager. Firewatchers will have fire-extinguishing equipment readily available and be trained in its use. They will be familiar with facilities for sounding an alarm in the event of a fire. They will watch for fires in all exposed areas, try to extinguish them only when obviously within the capacity of the equipment available, or otherwise sound the alarm. A fire watch will be maintained for at least a half-hour after completion of welding or cutting operations to detect and extinguish possible smoldering fires.

4.1.6. Authorization. Employees performing welding and cutting operations must obtain authorization from their Supervisor. Where required, employees will fill out a Hot Work permit.

4.1.7. Prohibited areas. Cutting or welding will not be permitted in the following situations:

4.1.7.1. In areas not authorized by management.

4.1.7.2. In the presence of explosive atmospheres (mixtures of flammable gases, vapors, liquids, or dusts with air), or explosive atmospheres that may develop inside uncleaned or improperly prepared tanks or equipment which have previously contained such materials, or that may develop in areas with an accumulation of combustible dusts.

4.1.7.3. In areas near the storage of large quantities of exposed, readily ignitable materials such as flammable liquids, baled paper, or cotton.

4.1.8. Relocation of combustibles. Where practicable, all combustibles will be relocated at least 35 feet (10.7 m) from the work site. Where relocation is impracticable, combustibles will be protected with flame proofed covers or otherwise shielded with guards or curtains.

4.1.9. Combustible walls. Where cutting or welding is done near walls, partitions, ceiling or roof of combustible construction, fire-resistant shields or guards will be provided to prevent ignition.

5. OPERATING PROCEDURES.

All employees have a general obligation to work safely with and around welding and cutting operations. Welding and cutting can create certain hazards that only safe work practices can prevent.

Subcontractors must supply Lamar Contractors, Inc. with their operating procedures before work begins.

6. HANDLING CYLINDERS.
The following minimum requirements must be followed when handling cylinders:

6.1. Valve protection caps will be in place and secured.

6.2. When cylinders are hoisted, they will be secured on a cradle, slingboard, or pallet. They will not be hoisted or transported by means of magnets or choker slings.

6.3. Cylinders will be moved by tilting and rolling them on their bottom edges. They will not be intentionally dropped, struck, or permitted to strike each other violently.

6.4. When cylinders are transported by powered vehicles, they will be secured in a vertical position.

6.5. Valve protection caps will not be used for lifting cylinders from one vertical position to another.

6.6. Unless cylinders are firmly secured on a special carrier intended for this purpose, regulators will be removed and valve protection caps put in place before cylinders are moved.

6.7. A suitable cylinder truck, chain, or other steadying device will be used to keep cylinders from being knocked over while in use.

6.8. When work is finished, when cylinders are empty, or when cylinders are moved at any time, the cylinder valve will be closed.

6.9. Compressed gas cylinders will be secured in an upright position at all times except, if necessary, for short periods of time while cylinders are actually being hoisted or carried.

6.10. Oxygen cylinders in storage will be separated from fuel-gas cylinders or combustible materials (especially oil or grease), a minimum distance of 20 feet (6.1 m) or by a noncombustible barrier at least 5 feet (1.5 m) high having a fire-resistance rating of at least one-half hour.

6.11. Inside of buildings, cylinders will be stored in a well-protected, well-ventilated, dry location, at least 20 feet (6.1 m) from highly combustible materials such as oil or excelsior. Cylinders should be stored in definitely assigned places away from elevators, stairs, or gangways. Assigned storage places will be located where cylinders will not be knocked over or damaged by passing or falling objects, or subject to tampering by unauthorized persons. Cylinders will not be kept in unventilated enclosures such as lockers and cupboards.

7. INSPECTIONS.
The Safety Manager, Supervisor, or designated employee will conduct an inspection of all equipment and the area. Inspections will be documented on the Hot Work (Welding and Cutting) Safety form.

8. MAINTENANCE.
Any deficiencies found in welding and cutting equipment must be repaired, or defective parts replaced, before continued use. However, modifications or additions that affect the capacity or safe operation of the equipment may not be made without the manufacturer's written approval. If such modifications or changes are made, the capacity, operation, and maintenance instruction plates, tags, or decals must be changed accordingly. In no case may the original safety factor of the equipment be reduced.

9. SIGNS AND LABELS.
   Signs and labels must be posted in plain view when welding or cutting operations are being performed.

CONTENTS

SECTION	PAGE
1. PROGRAM REQUIREMENTS.	1
2. RESPONSIBILITY.	1
3. TRAINING REQUIREMENTS.	2
4. GENERAL REQUIREMENTS.	2
5. ACCESS AND EGRESS FROM EXCAVATIONS.	3
6. PROTECTION OF EMPLOYEES IN EXCAVATIONS.	3
7. SURFACE ENCUMBRANCES AND UNDERGROUND INSTALLATIONS SAFETY GUIDELINES.	3
8. PROTECTION FROM HAZARDS ASSOCIATED WITH WATER ACCUMULATION.	3
9. PROTECTION FROM SUPERIMPOSED LOADS.	4
10. EXPOSURE TO VEHICULAR TRAFFIC.	4
11. EXPOSURE TO FALLING LOADS.	4
12. WARNING SYSTEMS FOR MOBILE EQUIPMENT.	4
13. HAZARDOUS ATMOSPHERES.	4
14. STABILITY OF ADJACENT STRUCTURES.	5
15. PROTECTION OF EMPLOYEES FROM LOOSE ROCK OR SOIL.	5
16. SITE INSPECTIONS.	6
17. DESIGN OF SUPPORT SYSTEMS, SHIELD SYSTEMS, SLOPING AND BENCHING SYSTEMS.	6

1. PROGRAM REQUIREMENTS.

Lamar Contractors, Inc. will ensure that hazards associated with work performed in or around trench and excavations are evaluated and communicated to employees and appropriate protective measures for employees established. Preventing work-place injuries, communicating information concerning these hazards, and minimizing the possibility of injury or harm to our employees is the principal purpose of this document. This program will be maintained in accordance with OSHA Regulations OSHA 29 CFR 1926 Subpart P and 1926. In addition, Lamar Contractors, Inc. will review and evaluate this program on an annual basis or when operational changes occur that require a revision of this document.

2. RESPONSIBILITY.

The Safety Manager is the program coordinator, acting as the representative of the company owner, who has the ultimate responsibility for all facets of this program. The Safety Manager has full authority to make necessary decisions to ensure success of the program. Lamar Contractors, Inc. will submit a copy of this program to any Prime or General Contractor upon request. Lamar Contractors, Inc. has authorized all Supervisors or any Employee to halt any operation of Lamar Contractors, Inc. where there is danger of serious personal injury. Supervisors are required to ensure their employees are

aware of the contents of this program and have received the proper training. In addition, Supervisors at worksites where excavation or trench work will be required will notify the Safety Manager and ensure they or another individual has received proper training and is designated as the Competent Person in charge.

3. TRAINING REQUIREMENTS.
Lamar Contractors, Inc. will provide training to all employees to ensure that the hazards associated with work in or around trench and excavations is understood and that safe work procedures are followed.

3.1. Competent Persons. This company will ensure that proper training in the OSHA Regulation and other applicable standards is provided to all individuals designated as competent persons under this program.

3.2. Certification. Lamar Contractors, Inc. will certify that employee training has been accomplished and is being kept up to date. The certification will contain each employee's name, dates of training, topic discussed, and instructor's name.

4. GENERAL REQUIREMENTS.
The following general requirements will be followed at all Lamar Contractors, Inc. jobsites:

4.1. There will be at any excavation site a competently trained person, who is capable of identifying existing and predictable hazards and who will have the authority to take prompt corrective action to eliminate them on the site. This individual will be able to identify soil classifications and protective systems (shoring, bracing and piling) to be used in accordance with OSHA Trenching Standards found in 29 CFR 1926.652.

4.2. Trenches more than 5 feet deep will be shored, laid back to a stable slope, or provided with other equivalent protection where employees may be exposed to moving ground or cave-ins. Trenches less than 5 feet in depth also will be protected when examination of the ground indicates hazardous ground movement may be expected. A competent person will be present to determine the safe angle of incline necessary to ensure employee safety.

4.3. Bracing or shoring of trenches will be carried along with the excavation.

4.4. Cross braces or trench jacks will be in true horizontal position, secured to prevent sliding, falling, or kick-outs.

4.5. Portable trench boxes, sliding trench boxes, or shield will be designed, constructed, and maintained in a manner to provide protection equal to or greater than the sheathing and shoring required for the situation.

4.6. Ladders used as access-ways will extend from the bottom of the trench to not less than 3 feet above the surface. Lateral travel to an exit ladder will not exceed 25 feet.

4.7. Backfilling and removal of trench supports should progress together from the bottom of the trench. Jacks or braces will be released slowly and, in unstable soil, ropes will be sued to pull out the jacks or braces from above after personnel have cleared the trench.

4.8. Aluminum hydraulic shoring will be installed in accordance with the manufacturer's recommendations.

4.9. All employees working in a trench or excavation will wear hardhat and safety glasses.

4.10. Spoil Piles will be kept at no less than 2 feet from the edge of the excavation.

5. ACCESS AND EGRESS FROM EXCAVATIONS.
Means of egress from trench excavations (less than 20 ft deep). A stairway, ladder, ramp or other safe means of egress will be located in trench excavations that are 4 feet (1.22 m) or more in depth so as to require no more than 25 feet (7.62 m) of lateral travel for employees.

6. PROTECTION OF EMPLOYEES IN EXCAVATIONS.

6.1. Each employee in an excavation will be protected from cave-ins by an adequately designed protective system except when:

6.1.1. Excavations are made entirely in stable rock; or

6.1.2. Excavations are less than 5 feet (1.52 m) in depth and examination of the ground by a competent person provides no indication of a potential cave-in.

6.2. Protective systems will have the capacity to resist without failure all loads that are intended or could reasonably be expected to be applied or transmitted to the system.

7. SURFACE ENCUMBRANCES AND UNDERGROUND INSTALLATIONS SAFETY GUIDELINES.
All surface encumbrances that are located so as to create a hazard to employees will be removed or supported, as necessary, to safeguard employees. The estimated location of utility installations, such as sewer, telephone, fuel, electric, water lines, or any other underground installations that reasonably may be expected to be encountered during excavation work, will be determined prior to opening an excavation. The following procedures are designed to provide employees of this company with a system for protection and safe conditions while working in a trenching or excavation environment.

7.1. Establish the locations of all underground and overhead utilities and services before beginning trenching or excavation operations.

7.2. Contact utility and service companies to include municipal owned and advise them prior to the start of all actual excavation. No exceptions.

7.3. Utility companies or owners will be:

7.3.1. Advised of the proposed work, and;

7.3.2. Asked to establish the location of the utility underground installations prior to the start of actual excavation and provide advice concerning surface encumbrances.

7.4. When excavation operations approach the estimated location of underground installations, the exact location of the installations will be determined by safe and acceptable means where this determination is unclear the owning utility will be contacted for assistance.

7.5. While any excavation is open, underground installations will be protected, supported or removed as necessary to safeguard employees.

8. PROTECTION FROM HAZARDS ASSOCIATED WITH WATER ACCUMULATION.
Employees will 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 systems.

8.1. All excavations will be inspected after any rainfall or other hazard-producing occurrence to determine if any change to the soil's capacity to resist the force has occurred.

8.2. Water removal equipment (pumps and hoses) used to control or prevent water from accumulating will be monitored by a competent person to ensure proper operation.

8.3. If excavation work interrupts the natural drainage of surface water (such as streams), diversion ditches or dikes, suitable means will 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 be inspected by a competent person

9. PROTECTION FROM SUPERIMPOSED LOADS.
Where the competent person determines that superimposed loads (crane, backhoe and other such equipment working close to the excavation edges) create additional hazards the use extra sheet piling, shoring or other bracing will be used to assure the ability of the soil to resist. The use of mobile equipment near the excavation requires proper vehicle barricades and/or stop blocks.

10. EXPOSURE TO VEHICULAR TRAFFIC.
Employees exposed to public vehicular traffic will be provided with, and will wear; warning vests or other suitable garments marked with or made of reflectorized or high-visibility material.

11. EXPOSURE TO FALLING LOADS.

11.1. No employee will be permitted underneath loads handled by lifting or digging equipment. Employees are not permitted to stand underneath the bucket of the excavator/backhoe.

11.2. Employees will be required to stand away from any vehicle being loaded or unloaded to avoid being struck by any spillage or falling materials.

11.3. Operators may remain in the cabs of vehicles being loaded or unloaded when the vehicles are equipped, in accordance with §1926.601, to provide adequate protection for the operator during loading and unloading operations.

12. WARNING SYSTEMS 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 (backup alarm for example) will be utilized such as barricades, hand or mechanical signals, or stop logs. If possible, the grade should be away from the excavation.

13. HAZARDOUS ATMOSPHERES.

13.1. Testing and controls. Confined space entry procedures will be adhered to in accordance with the OSHA Regulations. To prevent exposure to harmful levels of atmospheric contaminants and to assure acceptable atmospheric conditions, the following requirements apply:

13.1.1. Oxygen deficiency. 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 will be tested before employees enter excavations greater than 4 feet (1.22 m) in depth.

13.1.2. Flammable atmospheres. Adequate precaution will be taken such as providing ventilation, to prevent employee exposure to an atmosphere containing a concentration of a flammable gas in excess of 20 percent of the lower flammable limit of the gas.

13.2. Testing. When controls are used that are intended to reduce the level of atmospheric contaminants to acceptable levels, testing will be conducted as often as necessary to ensure that the atmosphere remains safe.

14. STABILITY OF ADJACENT STRUCTURES.

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

14.2. 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 will not be permitted except when:

14.3. A support system, such as underpinning, is provided to ensure the safety of employees and the stability of the structure; or

14.3.1. The excavation is in stable rock; or

14.3.2. 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: or

14.3.3. A registered professional engineer has approved the determination that such excavation work will not pose a hazard to employees.

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

15. PROTECTION OF EMPLOYEES FROM LOOSE ROCK OR SOIL.

15.1. Adequate protection will 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 will 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.

15.2. Employees will be protected from excavated or other materials or equipment that could pose a hazard by falling or rolling into excavations. Protection will be provided by placing and keeping such materials or equipment at least 2 feet (.61 m) 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.

16. SITE INSPECTIONS.

16.1. Daily inspections of excavations, the adjacent areas, and protective systems will 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. These inspections are only required when employee exposure can be reasonably anticipated. An inspection will be:

16.1.1. Conducted by the competent person prior to the start of work and as needed throughout the shift.

16.1.2. Inspections will also be made after every rainstorm or other hazard-increasing occurrence.

16.1.3. 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 will be removed from the hazardous area until the necessary precautions have been taken to ensure their safety.

17. DESIGN OF SUPPORT SYSTEMS, SHIELD SYSTEMS, SLOPING AND BENCHING SYSTEMS.
The slopes and configurations of sloping and benching systems will be properly selected in accordance with 29CFR §1926.652. Where excavations are more than 20 feet deep the systems will be designed by a registered professional engineer.

CONTENTS

SECTION	PAGE
1. PROGRAM REQUIREMENTS.	1
2. RESPONSIBILITY.	1
3. TRAINING REQUIREMENTS.	1
4. SPECIFIC RESPONSIBILITIES.	1
5. SUBCONTRACTOR SAFETY GUIDELINES.	2

1. PROGRAM REQUIREMENTS.

Lamar Contractors, Inc. will ensure that the hazards of all jobsites are evaluated and that information concerning their hazards is transmitted to all employees and contractors. In addition, we recognize that good communication is a necessary element of maintaining safety at construction sites. Communication among subcontractor groups must identify safety hazards and prevention practices that each brings to the worksite. Therefore, Lamar Contractors, Inc. has implemented the following subcontractor safety program for our worksites so that on the job injuries are minimized and work practices may be standardized.

2. RESPONSIBILITY.

The Safety Manager is the program coordinator, acting as the representative of Lamar Contractors, Inc. owners, who has the ultimate responsibility for all facets of this program. The Safety Manager is the sole person authorized to amend these instructions. Lamar Contractors, Inc. has authorized the Safety Manager and any Supervisor or Employee to halt any operation of Lamar Contractors, Inc. where there is danger of serious personal injury.

3. TRAINING REQUIREMENTS.

3.1. Company Requirements. Lamar Contractors, Inc. makes sure that affected company employees receive training on all hazards to which they will be introduced by a subcontractor. In addition, we emphasize to the subcontractor that it is the subcontractor's responsibility to convey to its employees any safety information provided by COMPANY NAME to the subcontractor.

3.2. Subcontractor Requirements. The subcontractor must train all workers on all safety and health hazards and provisions applicable to the type of work being done, and provide documentation of such training to Lamar Contractors, Inc. designated representative, as requested.

4. SPECIFIC RESPONSIBILITIES.

4.1. Lamar Contractors, Inc. Responsibilities. This company has specific safety responsibilities when hiring subcontractors to come onto the worksite, onto the grounds, or into a building or facility to perform work. Company responsibilities when hiring subcontractors include the following listed steps. The company will:

4.1.1. Take steps to protect subcontract workers who perform work on or near a potentially hazardous process.

4.1.2. Obtain and evaluate information regarding the subcontract employer's safety performance and programs.

4.1.3. Inform the subcontractor of known potential fire, explosion, or toxic release hazards related to the subcontractor's work and the process.

4.1.4. Explain the applicable provisions of the emergency action plan to the subcontractor, and require that the subcontractor disperse that information to a worker who will work at this site.

4.1.5. Develop and implement safe work practice procedures to control subcontract employee entry into hazardous work areas.

4.1.6. Periodically evaluate the subcontract employer's fulfillment of his or her responsibilities under this policy.

4.1.7. Review all subcontractors' safety programs and OSHA Logs before hiring to do a project.

4.2. Subcontractor Responsibilities. Subcontract employees must perform their work safely. Considering that contractors often perform very specialized and potentially hazardous tasks, such as confined space entry activities and non-routine repair activities, their work must be controlled. Subcontractor responsibilities when accepting contracts with this company include the following listed steps. The subcontract employer will:

4.2.1. Assure that the subcontract employee is trained in the work practices necessary to safely perform his or her job.

4.2.2. Instruct the subcontract employee in the potential fire, explosion, or toxic release hazards related to his or her job and the process.

4.2.3. Assure that the subcontract employee knows the applicable provisions of the emergency action plan.

4.2.4. Document subcontract employee training and provide copies upon request.

5. SUBCONTRACTOR SAFETY GUIDELINES.
The following listed steps are the standard procedures for evaluating and choosing subcontractors who will work on-site for this company.

5.1. Obtain and evaluate information regarding a subcontractor employer's safety performance and programs when selecting a subcontractor to perform any type of contract work that might bring them into contact with any hazardous chemical or process on the premises of this company.

5.2. To determine that past safety performance, the group or individual selecting the subcontractor should consider the subcontractor's:

5.2.1. Employee injury records such as Experience Modification Rate (EMR or MOD) for workers' compensation for the past three years and the subcontractors' past safety record in performing jobs of a similar nature.

5.2.2. OSHA log, which includes the injury and illness rates (number of lost-time accident cases, number of recordable cases, number of restricted workday cases, number of fatalities) for the past three years-

5.2.3. Incidence rates for lost time accidents and recordables for the past three years. Written safety program and training system.

5.3. For subcontractors whose safety performance on the job is not known, obtain information on injury and illness rates and experience and obtain subcontractor references.

5.4. Subcontractor work methods and experience should be evaluated. Ensure that for the job in question the contractor and its employees have the appropriate:

5.4.1. Job skills.

5.4.2. Equipment.

5.4.3. Knowledge, experience, and expertise-

5.4.4. Any permits, licenses, certifications, or skilled trade's people necessary to be capable of performing the work in question.

5.5. The subcontractor must be willing and able to provide a current certificate of insurance for workers' compensation and general liability coverage with the contracting company.

5.6. Each subcontractor must be responsible for ensuring that its' employees comply with all applicable local, state, and federal safety requirements, as well as with any safety rules and regulations set forth by this company, at which it is performing the contracted work.

CONTENTS

SECTION	PAGE
1. PROGRAM REQUIREMENTS.	1
2. RESPONSIBILITY.	1
3. TRAINING REQUIREMENTS.	1
4. HEARING CONSERVATION PROGRAM.	2
5. AUDIOMETRIC TESTING PROGRAM.	4
6. RECORDKEEPING.	5

1. PROGRAM REQUIREMENTS.

Lamar Contractors, Inc. has implemented this program to address the issue of preventing injuries resulting from occupational noise. This program will be maintained in accordance with OSHA Regulations OSHA 29 CFR 1926.52 and 1910.95. In addition, Lamar Contractors, Inc. will review and evaluate this program on an annual basis or when operational changes occur that require a revision of this document.

2. RESPONSIBILITY.

The Safety Manager is the program coordinator, acting as the representative of the company owners, who have the ultimate responsibility for all facets of this program. The Safety Manager has full authority to make necessary decisions to ensure success of the program. Lamar Contractors, Inc. will submit a copy of this program to any Prime or General Contractor upon request. Lamar Contractors, Inc. has authorized all Supervisors or any Employee to halt any operation of Lamar Contractors, Inc. where there is danger of serious personal injury. Supervisors are required to ensure their employees are aware of the contents of this program, provide their subordinates with the necessary personal protective equipment and notify the Safety Manager if there is a potential of exposure to occupational noise.

3. TRAINING REQUIREMENTS.

All of our employees, including contractor employees, need to understand the health and safety hazards associated with workplace noise. This company will institute a training program for all employees who are exposed to noise at or above an 8-hour time weighted average of 85 decibels, and will ensure employee participation in such program.

3.1. The training program will be repeated annually for each employee included in the hearing conservation program. Information provided in the training program will be updated to be consistent with changes in protective equipment and work processes. Each employee will be informed of the following:

3.1.1. The effects of noise on hearing.

3.1.2. The purpose of hearing protectors, the advantages, disadvantages, and attenuation of various types, and instructions on selection, fitting, use, and care.

3.1.3. The purpose of audiometric testing, and an explanation of the test procedures.

3.2. Access to information and training materials. This employer will make available to affected employees' copies of this program.

3.3. Certification. Lamar Contractors, Inc. will certify that employee training has been accomplished and is being kept up to date. The certification will contain each employee's name and dates of training.

3.4. Retraining. The training content will be identical to initial training. Refresher training will be conducted on an annual basis.

4. HEARING CONSERVATION PROGRAM.

Lamar Contractors, Inc. is dedicated to providing a safe and healthful working environment. We believe that safety in all operations and activities is of primary importance. Ultimately however, it is the employee's responsibility to seek assistance when required, and to carry out the job in a safe manner. Lamar Contractors, Inc. will administer a continuing, effective hearing conservation program, as described in the following paragraphs, whenever employee noise exposures equal or exceed an 8-hour time weighted average sound level (TWA) of 85 decibels measured on the A scale (slow response). For purposes of the hearing conservation program, employee noise exposures will be computed without regard to any attenuation provided by the use of personal protective equipment.

4.1. An 8-hour time weighted average of 85 decibels or a dose of fifty percent will also be referred to as the action level.

4.2. Monitoring. When information indicates that any employee's exposure may equal or exceed an 8-hour time weighted average of 85 decibels, this company will implement this monitoring program.

4.2.1. The company will conduct sampling to identify employees for inclusion in the hearing conservation program and to enable the proper selection of hearing protectors.

4.2.2. All continuous, intermittent and impulsive sound levels from 80 decibels to 130 decibels will be integrated into the noise measurements.

4.2.3. Instruments used to measure employee noise exposure will have been calibrated to ensure measurement accuracy.

4.2.4. Monitoring will be repeated whenever a change in production, process, equipment or controls increases noise exposures to the extent that:

4.2.4.1. Additional employees may be exposed at or above the action level.

4.2.4.2. The attenuation provided by hearing protectors being used by employees may be rendered inadequate to meet the requirements of paragraph (j) of 29 CFR 1910.95.

4.2.5. This company will notify each employee exposed at or above an 8-hour time weighted average of 85 decibels of the results of the monitoring.

4.2.6. Observation of monitoring. This company will provide affected employees or their representatives with an opportunity to observe any noise measurements conducted.

4.2.7. Baseline audiogram. Within 6 months of an employee's first exposure at or above the action level, this company will establish a valid baseline audiogram against which subsequent audiograms can be compared. The company will obtain a valid baseline audiogram within 1 year of an employee's first exposure at or above the action level. Where baseline audiograms are obtained more than 6 months after the employee's first exposure at or above the action level, employees will wear

hearing protectors for any period exceeding six months after first exposure until the baseline audiogram is obtained.

4.2.8. Annual audiogram. At least annually after obtaining the baseline audiogram, this employer will obtain a new audiogram for each employee exposed at or above an 8-hour time weighted average of 85 decibels.

4.2.9. Evaluation of audiogram. Each employee's annual audiogram will be compared to that employee's baseline audiogram to determine if the audiogram is valid and if a standard threshold shift has occurred. This comparison may be done by an individual trained to technician level. If the annual audiogram shows that an employee has suffered a standard threshold shift, a retest will be accomplished within 30 days and the results considered as the annual audiogram.

4.2.9.1. Problem audiograms. This employer will ensure that an audiologist, otolaryngologist, or physician review problem audiograms and determine whether there is a need for further evaluation.

4.2.9.2. Records of audiometer calibrations, (if the testing was not conducted at the reviewer's facility).

4.2.10. Follow-up procedures. If a comparison of the annual audiogram to the baseline audiogram indicates a standard threshold shift has occurred, the employee will be informed of this fact in writing, within 21 days of the determination.

4.2.11. Standard threshold shift. A standard threshold shift is a change in hearing threshold relative to the baseline audiogram of an average of 10 dB or more at 2000, 3000, and 4000 Hz in either ear. In determining whether a standard threshold shift has occurred, allowance may be made for the contribution of aging (presbycusis) to the change in hearing level by correcting the annual audiogram according to the procedure described in Appendix F, 29 CFR 1910.95: Calculation and Application of Age Correction to Audiograms. Unless a physician determines that the standard threshold shift is not work related or aggravated by occupational noise exposure, this employer will ensure that the following steps are taken when a standard threshold shift occurs:

4.2.11.1. Employees exposed or potentially exposed to high noise will be fitted with hearing protectors, trained in their use and care, and required to use them. For known high noise job assignments employees will be fitted and trained prior to job assignment.

4.2.11.2. Employees already using hearing protectors will be refitted and retrained in the use of hearing protectors and provided with hearing protectors offering greater attenuation if necessary.

4.2.11.3. Employees will be referred for a clinical audiological evaluation or an otological examination, as appropriate, if additional testing is necessary or if it is suspected that a medical pathology of the ear is caused or aggravated by the wearing of hearing protectors.

4.2.11.4. Employees will be informed of the need for an otological examination if a medical pathology of the ear that is unrelated to the use of hearing protectors is suspected.

4.2.12. If subsequent audiometric testing of an employee whose exposure to noise is less than an 8-hour TWA of 90 decibels indicates that a standard threshold shift is not persistent, this employer:

4.2.12.1. Will inform the employee of the new audiometric interpretation.

4.2.12.2. May discontinue the required use of hearing protectors for that employee.

4.3. Hearing protectors. This employer will make hearing protectors available to all employees exposed to an 8-hour time weighted average of 85 decibels or greater at no cost to the employees. Hearing protectors will be replaced at no cost as necessary.

4.3.1. This employer will ensure that hearing protectors are worn:

4.3.1.1. By any employee who is required by previous testing to wear personal protective equipment.

4.3.1.2. By any employee who is exposed to an 8-hour time weighted average of 85 decibels or greater, and who has not yet had a baseline audiogram established, or has experienced a standard threshold shift.

4.3.2. Employees will be given the opportunity to select their hearing protectors from a variety of suitable hearing protectors provided.

4.3.3. This employer will provide training in the use and care of all hearing protectors provided to employees.

4.3.4. This employer will ensure proper initial fitting and supervise the correct use of all hearing protectors.

4.4. Hearing protector attenuation. This employer will evaluate hearing protector attenuation for the specific noise environments in which the protector will be used.

4.4.1. Selected hearing protectors will attenuate employee exposure at least to an 8-hour time weighted average of 90 decibels.

4.4.2. The adequacy of hearing protector attenuation will be re-evaluated whenever employee noise exposures increase to the extent that the hearing protectors provided may no longer provide adequate attenuation. More effective hearing protectors will be provided where necessary.

5. AUDIOMETRIC TESTING PROGRAM.

This company will maintain an audiometric testing program in accordance with the following guidelines.

5.1. Lamar Contractors, Inc. will establish and maintain an audiometric testing program free of charge for employees whose exposures equal or exceed an 8-hour time-weighted average of 85 decibels.

5.2. Audio metric tests will be performed by a licensed or certified audiologist, otolaryngologist, or other physician, or by a technician who is certified by the Council of Accreditation in Occupational Hearing Conservation. A technician who performs audiometric tests must be responsible to an audiologist, otolaryngologist or physician.

5.3. All audiorams obtained pursuant to this Program will meet the requirements of 29 CFR 1910.95, Appendix C: Audiometric Measuring Instruments.

5.4. Lamar Contractors, Inc. will provide protection against the effects of noise exposure when the sound levels within our facility exceed those shown in Table G-16 of 29 CFR 1910.95 when measured on the A scale of a standard sound level meter at slow response.

5.5. When employees are subjected to sound exceeding those listed in Table G-16 of 29 CFR 1910.95, this company will administer or have administered by qualified personnel, audiometric examinations, obtain valid audiograms, and ensure proper controls are reviewed and implemented where feasible. If such

controls fail to reduce sound levels within the acceptable levels, personal protective equipment will be provided and used to reduce sound levels within the levels of the table.

6. RECORDKEEPING.

Exposure measurements. This employer will maintain an accurate record of all employee exposure measurements.

6.1. Audiometric tests. This employer will retain all employee audiometric test records. This record will include as a minimum:

6.1.1. Name and job classification of the employee.

6.1.2. Date of the audiogram.

6.1.3. The examiner's name.

6.1.4. Date of the last acoustic or exhaustive calibration of the audiometer.

6.1.5. Employee's most recent noise exposure assessment.

6.1.6. This employer will maintain accurate records of the measurements of the background sound pressure levels in audiometric test rooms.

6.2. Record retention. This employer will retain audiometric and related records for at least the following periods.

6.2.1. Noise exposure measurement records will be retained for two years.

6.2.2. Audiometric test records will be retained for the duration of the affected employee's employment.

6.3. Access to records. All records cited in this Program will be provided upon request to employees, former employees, representatives designated by the individual employee, and representatives of OSHA. The provisions of 29 CFR 1910.20 apply to access to records under this section.

6.4. Transfer of records. If this employer ceases to do business, the records will be transferred to the successor employer and maintained by the successor employer. Should the company cease to function entirely the records will be provided to the respective employees, or as required by current law.

CONTENTS

SECTION		PAGE
1.	PROGRAM REQUIREMENTS.	1.
2.	RESPONSIBILITY	1.
3.	TRAINING REQUIREMENTS	1 .
4.	HAZARD PREVENTION AND CONTROL	2.
5.	ADMINISTRATIVE CONTROLS	2.
6.	SAFE LIFTING TECHNIQUES.	3.

1. PROGRAM REQUIREMENTS.

Lamar Contractors, Inc. review and evaluate this program on an annual basis, or when changes occur to the regulations, or when operational changes occur that require a revision of this workplace back safety program. Lamar Contractors, Inc. ensures that potential injury risk factors at our jobsites are evaluated and controlled. This program is intended to address the issues of evaluating and identifying back injury hazards, evaluating engineering controls, work practices, administrative controls, and establishing appropriate procedures.

2. RESPONSIBILITY.

Employees are responsible for following proper work practices and control procedures to help protect their health and provide for the safety of themselves and fellow employees, including instructions to immediately report to the Supervisor any significant back injury. The Safety Manager is the program coordinator, acting as the representative of Lamar Contractors, Inc. owners, who have the ultimate responsibility for all facets of this program. The Safety Manager is the sole person authorized to amend these instructions. Lamar Contractors, Inc. has authorized the Safety Manager and any Supervisor or Employee to halt any operation of Lamar Contractors, Inc. where there is danger of serious personal injury. Supervisors are required to ensure their employees are aware of the contents of this program and have received training before assignment to work.

3. TRAINING REQUIREMENTS.

3.1 Initial Training. All employees will receive awareness training that will describe the basic hazards of lifting and common lifting techniques. Prior to job assignment, Lamar Contractors, Inc. will provide training to ensure that the hazards associated with predestinated job skills are understood by employees and that the knowledge and skills required for the safe application and usage of work place procedures and equipment, are acquired by employees.

3.1.1 Each affected employee will receive training in the recognition of back injury hazards involved with a particular job, and the methods and means necessary for safe work.

3.1.2 Training course content. All new and current workers, who work in areas where there is reasonable likelihood of back injury, will be kept informed through

continuing education programs. Initial and refresher training will, as a minimum, cover the following:

3.1.2.1 Back hazards associated with the job.

3.1.2.2 Lifting techniques.

3.1.2.3 Potential health effects of back injury.

3.1.2.4 Back injury precautions.

3.1.2.5 Proper use of protective clothing and equipment.

3.1.2.6 Use of engineering controls.

4. HAZARD PREVENTION AND CONTROL.

4.1 Job Safety Analysis. When necessary, job safety analysis will be performed by the Safety Manager at the beginning of new jobs. Supervisors will be trained to look for potential back injury risks. This analysis will help to verify risk factors and to determine if risk factors for a work position have been reduced or eliminated to the extent feasible.

4.2 Lamar Contractors, Inc. understands that engineering solutions, where feasible, are the preferred method of control for lifting hazards. The focus of this program is to make the job fit the person, not to make the person fit the job. This is accomplished whenever possible by redesigning the work station, work methods, or tool(s) to reduce the demands of the job, including high force, repetitive motion, and awkward postures. The Safety Manager will, whenever possible, research into currently available controls and technology.

5. ADMINISTRATIVE CONTROLS.

Company administrative controls will be used to reduce the duration, frequency, and severity of exposures to lifting hazards, which can cause back injury. Examples of administrative controls include the following:

5.1 Reducing the amount of exposure per employee by such means as decreasing production demand and limiting overtime work.

5.2 Providing rest pauses to relieve fatigued muscles. The length of time needed depends on the task.

5.3 Increasing the number of employees assigned to a task to alleviate severe conditions, especially in lifting heavy objects.

5.4 Using job rotation with caution and as a preventive measure, not as a response to symptoms. The principle of job rotation is to alleviate physical fatigue and stress of a particular set of muscles rotating employees among other jobs that use different muscles. Providing sufficient numbers of standby/relief, personnel to compensate for foreseeable upset conditions on the line (e.g., loss of workers).

5.5 Job enlargement. Having employees perform broader functions which reduce the stress on specific muscle groups while performing individual tasks.

6. SAFE LIFTING TECHNIQUES.

First, use a pushcart or other material-handling device! Second, ask a co-worker for help if no device is available! If you must lift alone here are some tips. Before starting to lift or carry anything, check your

entire walkway to make sure your footing will be solid. Your shoes should give you good balance, support and traction. Keep loads as close to your body as possible. The following situations show basic lifting techniques to avoid injury:

6.1 Lifting or lowering from a high place
- 6.1.1 Stand on a platform instead of a ladder
- 6.1.2 Lift the load in smaller pieces, if possible
- 6.1.3 Slide the load as close to yourself as possible before lifting
- 6.1.4 Grip firmly and slide it down
- 6.1.5 Get help when you need it to avoid injury

6.2 Lifting from hard-to-get-at places
- 6.2.1 Get as close to the load as possible
- 6.2.2 Keep back straight, stomach muscles tight
- 6.2.3 Push buttocks out behind you
- 6.2.4 Bend your knees
- 6.2.5 Use leg, stomach, and buttock muscles to lift -- not your back

6.3 Lifting drums, barrels, and cylinders
- 6.3.1 Use mechanical assists
- 6.3.2 Be aware that loads can shift
- 6.3.3 Get help if load is too heavy

6.4 Awkward objects
- 6.4.1 Bend your knees with feet spread
- 6.4.2 Grip the top outside and bottom inside corners
- 6.4.3 Use your legs to lift, keeping back straight

6.5 Shoveling
- 6.5.1 Make sure your grip and balance are solid
- 6.5.2 Tighten your abdomen as you lift
- 6.5.3 Keep the shovel close to your body
- 6.5.4 Use the strength of your thigh muscles to bring you to an upright position
- 6.5.5 Increase your leverage by keeping your bottom hand low and toward the blade

6.6 General safety tips
- 6.6.1 Don’t lift objects over your head
- 6.6.2 Don’t twist your body when lifting or setting an object down
- 6.6.3 Don’t reach over an obstacle to lift a load
- 6.6.4 Pace yourself to avoid fatigue

CONTENTS

SECTION	PAGE
1. PROGRAM REQUIREMENTS.	1
2. RESPONSIBILITY.	1
3. TRAINING PROGRAM.	1
4. GENERAL REQUIREMENTS.	2
5. PRE-START REQUIREMENTS.	3
6. LOADING/UNLOADING REQUIREMENTS.	4
7. PARKING REQUIREMENTS.	5
8. REFUELING REQUIREMENTS.	5
9. MODIFICATIONS/LABELS.	6

1. PROGRAM REQUIREMENTS.

Lamar Contractors, Inc. will ensure that the requirements of the OSHA Standard for powered industrial trucks will be adhered to. This program is intended to address the issues of employee training, authorization, safety requirements, fire protection, maintenance, and general operation of fork trucks, platform lift trucks, and other specialized industrial trucks used within our facility and at our jobsites. This program will be maintained in accordance with OSHA Regulations OSHA 29 CFR 1926 and OSHA 29 CFR 1910.178. In addition, Lamar Contractors, Inc. will review and evaluate this program on an annual basis or when operational changes occur that require a revision of this document.

2. RESPONSIBILITY.

The Safety Manager is the program coordinator, acting as the representative of the Lamar Contractors, Inc. owners, who have the ultimate responsibility for all facets of this program. The Safety Manager has full authority to make necessary decisions to ensure success of the program. Lamar Contractors, Inc. will submit a copy of this program to any Prime or General Contractor upon request. Lamar Contractors, Inc. has authorized all Supervisors or any Employee to halt any operation of Lamar Contractors, Inc. where there is danger of serious personal injury. Supervisors are required to ensure their employees are aware of the contents of this program and have received the proper awareness training or operator training for the specific powered industrial truck they may be expected to operate.

3. TRAINING PROGRAM.

3.1. Operator training. Only trained and authorized operators will be permitted to operate a powered industrial truck. All operator training and evaluations will be conducted by the Safety Manager or designated persons who have the knowledge, training, and experience to train powered industrial truck operators and evaluate their competence. Employees will be trained in accordance with the following guidelines.

3.1.1. The Lamar Contractors, Inc. Safety Manager, individual supervisor, or select trainers (once trained) will have the authority to provide training on the operation of powered industrial trucks.

3.1.2. Employees of Lamar Contractors, Inc. will not operate a powered industrial truck (PIT) unless they have received training in accordance with this program and 29 CFR 1910.178.

3.1.3. Personnel rotated within Lamar Contractors, Inc. will have their training verified prior to being allowed to operate a PIT.

3.1.4. Employee personnel records will be annotated with the date, title, and specifics of said training.

3.1.5. Any employee who refuses such training will not be permitted to operate a PIT.

3.2. Trainees may operate a powered industrial truck only:

3.2.1. Under the direct supervision of persons who have the knowledge, training, and experience to train operators and evaluate their competence; and

3.2.2. Where such operation does not endanger the trainee or other employees.

3.3. Retraining will be provided for all operators:

3.3.1. Refresher training in relevant topics will be provided to the operator when:

3.3.2. The operator has been observed to operate the vehicle in an unsafe manner;

3.3.3. The operator has been involved in an accident or near-miss incident;

3.3.4. The operator has received an evaluation that reveals that the operator is not operating the truck safely;

3.3.5. The operator is assigned to drive a different type of truck; or

3.3.6. A condition in the workplace changes in a manner that could affect safe operation of the truck.

3.3.7. Every three years

3.4. Avoidance of duplicative training. If an operator has previously received training in a topic specified in paragraph 29 CFR 1910.178, and such training is appropriate to the truck and working conditions encountered, additional training in that topic is not required if the operator has been evaluated and found competent to operate the truck safely.

3.5. Retraining will reestablish employee proficiency and introduce new or revised control methods and procedures, as necessary.

3.6. Certification. This employer will certify that employee training has been accomplished and is being kept up to date. The certification will contain each employee's name and dates of training and any other information as required.

4. GENERAL REQUIREMENTS.

4.1. Trucks will not be driven up to anyone standing in front of a fixed object.

4.2. No person will be allowed to stand or pass under the elevated portion of any truck, whether loaded or empty.

4.3. Unauthorized personnel will not be permitted to ride on powered industrial trucks. A safe place to ride will be provided where riding of trucks is authorized.

4.4. Arms or legs are prohibited from being placed between the uprights of the mast or outside the running lines of the truck.

4.5. When a powered industrial truck is left unattended, load-engaging means will be fully lowered, controls will be neutralized, power shut off, and brakes set. Wheels will be blocked if the truck is parked on an incline.

4.5.1. A powered industrial truck is unattended when the operator is 25 ft. or more away from the vehicle, which remains in his view or whenever the operator leaves the vehicle and it, is not in his view.

4.5.2. When the operator is dismounted and within 25 ft. of the truck still in his view, the load engaging means will be fully lowered, controls neutralized, and the brakes set to prevent movement.

4.6. A safe distance will be maintained from the edge of ramps or platforms while on any elevated dock, platform, or freight car. Trucks will not be used for opening or closing freight doors.

4.7. Brakes will be set and wheel blocks in place to prevent movement of trucks, trailers, or railroad cars while loading or unloading. Fixed jacks may be necessary to support a semi trailer during loading or unloading when the trailer is not coupled to a tractor. The flooring of trucks, trailers, and railroad cars will be checked for breaks and weakness before they are driven onto.

4.8. The operator will ensure sufficient headroom under overhead installations, lights, pipes, sprinkler system, etc. before operating the vehicle in these areas.

4.9. An overhead guard will be used as protection against falling objects. It should be noted that an overhead guard is intended to offer protection from the impact of small objects representative of the job application, but not to withstand the impact of a falling capacity load.

4.10. Whenever a truck is equipped with vertical only or vertical and horizontal controls elevatable with the lifting carriage or forks for lifting personnel, the following additional precautions will be taken for the protection of personnel being elevated.

4.10.1. Use of a safety platform firmly secured to the lifting carriage and/or forks.

4.10.2. Means will be provided whereby personnel on the platform can shut off power to the truck.

4.10.3. Such protection from falling objects, as indicated necessary by the operating conditions would be provided.

4.11. Fire aisles, access to stairways, and fire equipment will be not be obstructed at any time.

4.12. Operators:

4.12.1. Will obey plant/site speeds and other traffic regulations at all times.

4.12.2. Will operate loaded trucks with forks no more than 6-8 inches above the ground, with the load carried low and tilted back.

4.12.3. Will not raise or lower loads while moving.

4.12.4. Will not carry anything on the overhead guard.

4.12.5. Will use all plant/site observation mirrors.

4.12.6. Will ensure vehicle sound/illuminated warning devices are operational.

4.12.7. Will yield right of way to pedestrians, emergency vehicles, and avoid pedestrian lanes.

4.12.8. Will drive cautiously on uneven or slippery surfaces.

4.12.9. Will ensure the load is pointed uphill where the gradient is greater than 10 percent.

4.12.10. Will ensure fire protection equipment is carried with the vehicle and is in proper working order.

5. PRE-START REQUIREMENTS.

Powered Industrial Truck operator will follow these minimum guidelines. Operators:

5.1. Will verify that all brakes, controls, gauges, lights, seat belts, and routine operational features are in proper working order. They will be examined before and after each shift. Defects when found will be immediately reported and corrected.

5.2. Will remove the truck from service any time it is found to need repair, defective, or in any way unsafe, the truck will be taken out of service until it has been restored to safe operating condition.

5.3. Will check for leaks and perform necessary operator maintenance before starting vehicle.

5.4. Will report deficiencies to their Supervisor or the Safety Manager.

5.5. Will ensure they know the load capacity and stay within it.

5.6. Will be aware of the planned route and aware of areas with inadequate headroom, lighting, obstructions, and floor surface problems.

5.7. Will wear the same level of personal protective equipment as the personnel they are directly working with.

5.8. Will not engage in stunt driving or horseplay.

5.9. Will slow down for wet and slippery floors.

5.10. Will properly secure dockboard or bridgeplates before they are driven over. Dockboard or bridgeplates will be driven over carefully and slowly and their rated capacity never exceeded.

5.11. Will approach any elevators slowly, and then enter squarely after the elevator car is properly leveled. Once on the elevator, the controls will be neutralized, power shut off, and the brakes set until the desired level is reached.

5.12. Motorized hand trucks must enter elevators or other confined areas with load end forward.

5.13. Running over loose objects on the roadway surface will be avoided.

5.14. While negotiating turns, speed will be reduced to a safe level by means of turning the hand steering wheel in a smooth, sweeping motion. Except when maneuvering at a very low speed, the hand steering wheel will be turned at a moderate, even rate.

5.15. Will use extreme care tilting the load forward or backward, particularly when high tiering. Tilting forward with load engaging means elevated will be prohibited except to pick up a load. An elevated load will not be tilted forward except when the load is in a deposit position over a rack or stack. When stacking or tiering, only enough backward tilt to stabilize the load will be used.

6. LOADING/UNLOADING REQUIREMENTS.

Operators must follow these minimum requirements, they:

6.1. Will ensure load is within the trucks rated capacity.

6.2. Will place load squarely on forks until load touches carriage.

6.3. Will ensure load is stable and centered on forks, and stack or tie loose or uneven loads (or ensure proper personnel accomplish this prior to loading).

6.4. Will secure the vehicle when not in use to prevent unauthorized personnel from operating the vehicle.

6.5. Will tilt the mast back to lift load.

6.6. Will proceed straight into trailers or railcars to load/unload.

6.7. Will ensure if loading/unloading onto trucks that the wheels are choked, brakes are engaged, and loading platform is positioned properly.

6.8. Will ensure if loading/unloading onto or from racks the proper safe weight or height-to-load ratio is maintained.

6.9. Will ensure if loading/unloading onto or from stacked materials the proper safe weight or height-to-load ratio is maintained.

7. PARKING REQUIREMENTS.

When parking operators:

7.1. Must select flat parking surfaces, away from traffic where the vehicle does not block doors, pedestrian routes, aisles, exits, etc.

7.2. Must not leave a truck unattended or be more than 25 feet from the vehicle without:

7.3. Fully lowering load-engaging means, neutralizing controls, shutting off power, setting the brakes, and removing the keys.

7.3.1. Blocking the wheels if parked on an incline.

8. REFUELING REQUIREMENTS.

8.1. Refuel only in assigned, ventilated areas containing no ignition sources.

8.2. Turn off engine.

8.3. Have fire suppression and cleanup equipment available.

8.4. Extinguish smoking materials.

8.5. Use acid-resistant material-handling equipment and wear corrosion-resistant PPE during battery charging/changing.

8.5.1. Remove battery caps slowly and leave open.

8.5.2. Pour acid into water, not water into acid.

8.5.3. Follow the vehicle manufacturer's instructions for gas or propane fueling.

8.5.4. Never use open flame to check fuel level.

8.5.5. Try to prevent spills, clean any spills promptly, replace fuel cap before starting or moving vehicle.

8.5.6. Store empty propane tanks in the designated container disposal/storage area located at the jobsite or main office.

8.6. Spilled electrolyte. Facilities will be provided for flushing and neutralizing spilled electrolyte, for fire protection, for protecting charging apparatus from damage by trucks, and for adequate ventilation for dispersal of fumes from gassing batteries.

8.7. Battery maintenance requirements. Reinstalled batteries will be properly positioned and secured in the truck. A carboy tilter or siphon will be provided for handling electrolyte. When charging batteries, acid will be poured into water; water will not be poured into acid. Trucks will be properly positioned and brake applied before attempting to change or charge batteries. Care will be taken to assure that vent caps are functioning. The battery (or compartment) cover(s) will be open to dissipate heat. Smoking will be prohibited in the charging area. Precautions will be taken to prevent open flames, sparks, or electric arcs in battery charging areas. Tools and other metallic objects will be kept away from the top of uncovered batteries.

9. MODIFICATIONS/LABELS.
   9.1. No modifications or additions, which affect capacity and safe operation, will be performed without the manufacturer's prior written approval. Capacity, operation, maintenance instruction plates, tags, or decals will be changed accordingly.
   9.2. If the truck is equipped with front-end attachments other than factory-installed attachments, the truck will be marked to identify the attachments and show the approximate weight of the truck and attachment combination at maximum elevation with load laterally centered.
   9.3. All nameplates and markings will be verified as being in place and maintained in a legible condition.
   9.4. Supervisors will also maintain records of inspections of machinery, tools, and equipment. Records will be kept in the main office. The Safety Manager will maintain records in employee safety files of individuals trained and certified for equipment and tools.

CONTENTS

SECTION	PAGE
1. HEALTH HAZARDS ASSOCIATED WITH SILICA EXPOSURE.	1
2. SILICA EXPOSURE AT LAMAR CONTRACTORS, INC.	2
3. STATEMENT OF PURPOSE.	3
4. SENIOR MANAGEMENT RESPONSIBILITIES.	3
5. SUPERVISOR RESPONSIBILITIES.	4
6. EMPLOYEE RESPONSIBILITIES.	4
7. EXPOSURE LIMITS.	4
8. RISK IDENTIFICATION.	5
9. RISK ASSESSMENT.	5
10. RISK CONTROL METHODS.	6
11. SUBSTITUTION AND ELIMINATIONS.	6
12. ENGINEERING CONTROLS.	6
13. LEV SYSTEMS.	6
14. WDS SYSTEMS.	6
15. ADMINISTRATIVE CONTROLS.	7
16. PERSONAL PROTECTIVE EQUIPMENTS CONTROLS.	7
17. EDUCATION AND TRAINING.	8
18. SAFE WORK PROCEDURES.	9
19. DOCUMENTATION.	10

Silica is the second most common mineral on earth, found in the common form as “sand” and “rock”. Silica is the compound formed from the elements silicon (Si) and oxygen (O) and has a molecular form of SiO_2. The three main forms or ‘polymorphs’ of silica are alpha quartz, cristobalite and tridymite. The polymer most abundant and most hazardous to human health is alpha quartz, and is commonly referred to as crystalline silica.

1. HEALTH HAZARDS ASSOCIATED WITH SILICA EXPOSURE.

The health hazards of silica come from breathing in the dust. If crystalline silica becomes airborne through industrial activities, exposures to fine crystalline silica dust (specifically exposure to the size fraction that is considered to be respirable) can lead to a disabling, sometimes fatal disease called silicosis. The fine particles are deposited in the lungs, causing thickening and scarring of the lung tissue. The scar tissue restricts the lungs’ ability to extract oxygen from the air. This damage is permanent, but the symptoms of the diseases may not appear for many years. As noted in the following Figure, (respirable) silica dust is very small, and is not visible to the human eye.

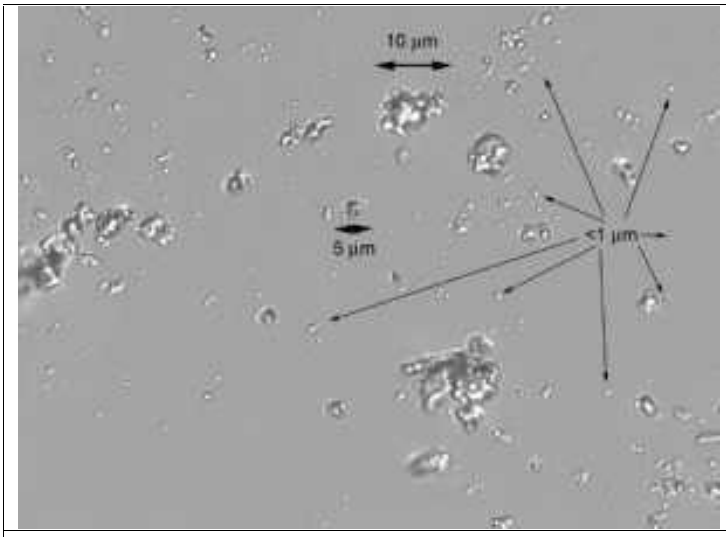

Figure 1: Crystalline silica up close. 1000 times magnification of sand dust. These particles are small enough to be trapped in lung tissue.

1.1. A worker may develop any of three types of silicosis, depending on the concentration of silica dust and the duration of the exposure:
   1.1.1 Chronic Silicosis: Develops after 10 or more years of exposure to crystalline silica and relatively low concentrations.
   1.1.2 Accelerated Silicosis: Develops 5 to 10 years after initial exposure to crystalline silica at high concentrations.
   1.1.3 Acute Silicosis: Develops within weeks, or 4 to 5 years, after exposure to very high concentrations of crystalline silica.

1.2. Initially, workers with silicosis may have no symptoms; however, as the disease progresses, workers may experience:
   1.2.1 Shortness of Breath.
   1.2.2 Severe Cough.
   1.2.3 Weakness.

These symptoms can worsen over time and lead to death. Exposure to silica has also been linked to other diseases, including bronchitis, tuberculosis, and lung cancer.

2. SILICA EXPOSURES AT Lamar Contractors, Inc.

2.1. Many of the activities performed on Lamar Contractors, Inc. Projects result in the creation/release of silica dust, thus exposing our employees. These activities include, but are not necessarily limited to:

Examples include:

2.1.1. Sweeping

2.1.2. Jack-hammering

2.1.3. Saw-cutting

2.1.4. Drilling (of concrete)

2.1.5. Excavating and Truck Loading activities.

3. STATEMENT OF PURPOSE.

3.1. Lamar Contractors, Inc. committed to providing a safe and healthy workplace to our employees, recognizing the right of workers to work in a safe and healthy work environment and ensuring that Lamar Contractors, Inc. activities do not adversely affect the health and safety of any other persons.

3.2. This commitment includes ensuring every reasonable precaution is taken to protect our employees (and others) from the adverse health effects associated with exposure to silica.

3.3. Due to the risk posed by respirable silica, it is critical that all personnel involved in activities that could potentially create silica dust take specific actions to ensure that, as much as practicable, a hazard is not created. In recognition of this, the following (Silica related) responsibilities have been established and must be adhered to:

4. (I.E. SENIOR MANANGEMENT) IS RESPONSIBLE FOR.

4.1. Regularly evaluating new equipment and technologies that become available, as able/appropriate, purchasing the “best available” equipment/technologies Lamar Contractors, Inc. Equipment/technologies with (silica) dust suppression and/or capture technologies will generally be given preference over equipment/technologies that lack such.

4.2. Implementing a suitable respirable silica exposure monitoring program, or otherwise ensuring representative exposure monitoring results are available. The purpose of the program will ensure that (over time) Lamar Contractors, Inc. has quantifiable silica exposure data available for all regularly occurring, as well as reasonably foreseeable, work activities.

4.3. Ensuring project and/or task specific Exposure Control Plans (ECPs) are developed communicated and effectively implemented as appropriate.

4.4. Ensuring that all employees (i.e. Managers, Supervisors and Workers) receive the necessary education and training related to this Policy, as well as project/task specific ECPs.

4.5. Maintaining applicable records (i.e., exposure sampling, inspections, respirator fit tests, training records, etc.) in accordance with Lamar Contractors, Inc. record retention procedures/practices.

4.6. (In conjunction with the Lamar Contractors, Inc. Health & Safety Committee ##### Conducting a review of this Policy, as well as: (1) project/task specific ECP's, (2) available exposure monitoring data, (3) Industry/Regulatory information, and (4) new/emerging equipment/technologies on a regular (i.e., annual) basis.

5. SUPERVISORS (I.E. SUPERINTEDENTS / FOREMAN) RESPONSIBILITIES.

5.1. Obtaining a copy of the project/task specific ECPs (and/or other similar such information), and ensuring such are made available at each work site.

5.2. Ensuring that all the tools, equipment, PPE and materials (including water) necessary to implement the ECP is available (and in good working order) prior to allowing work activities to commence.

5.3. Ensuring that all workers (under the supervisor's direction and control) have received the necessary education and training. As appropriate, each supervisor must ensure that workers are available to "demonstrate competency" for identified tasks.

5.4. Ensuring that workers adhere to the project/task specific ECP, including PPE and personal hygiene (i.e. including be clean shaven where the respirator seals to the user's face) requirements.

5.5. Coordinating work activities with the Owner/Prime Contractor as required, and/or otherwise implementing the controls necessary to protect others (i.e., erecting of barricades and signage) who could be adversely affected by Lamar Contractors, Inc. acts (or omissions).

6. EMPLOYEES (AND SUBCONTRACTED EMPLOYEES) RESPONSIBILITIES.

6.1. Knowing the hazards of silica dust exposure.

6.2. Using the assigned protective equipment in an effective and safe manner.

6.3. Working in accordance with the project/task specific ECP.

6.4 Reporting (immediately) to their supervisor, any hazards (i.e. unsafe conditions, unsafe acts, improperly operating equipment, etc.).

7. EXPOSURE LIMITS / CONSIDERATION.

7.1. The Occupational Health & Safety Regulation (OHSR) lists an occupational exposure limit (OEL) for respirable crystalline silica (including quartz) of 0.025 milligrams per cubic metre (mg/m^3). This is a concentration to which nearly all workers could be exposed for eight hours a day, five days a week, without adverse health effects. However, as a suspected carcinogen, crystalline silica is also an ALARA substance, and exposures must be reduced to levels As Low As Reasonably Achievable below the OEL.

8. RISK IDENTIFICATION.

8.1. Silica is contained on many of the products used/encountered on Lamar Contractors, Inc. Projects (Safety Data Sheet (SDS) for concrete reveals the potential for up to 90% crystalline silica, while the SDS from ###### Aggregate supplier (Mainland Sand & Gravel Ltd.) Identifies the potential for between 50-77% Silica in aggregate), and (silica) dust can be readily released through the various tasks performed by Lamar Contractors, Inc.

The health hazards of silica come from breathing in the dust.

8.2. In addition to identifying the specific activities/areas where personnel could be exposed to silica dust, the "amount" of exposure and "duration" of exposure must also be considered. With consideration to these three factors, activities performed by Lamar Contractors, Inc. (or that are otherwise occurring in proximity to Lamar Contractors, Inc. activities) that expose our employees (as well as members of the public and other workers) to the dust include, but are not necessarily limited to:

8.2.1. Surface preparation activities such as: (1) the use of Blow-Packs, (2) the use of Bobcats with "sweeper" attachments, (3) the use of Sweeper trucks and (4) hand sweeping.

8.2.2. Jack-hammering (of both asphalt and concrete).

8.2.3. Saw-cutting (of both asphalt and concrete).

8.2.4. Drilling (of concrete).

8.2.5. Granular Surface Preparation activities (i.e. grading and rolling), and

8.2.6. Operation and use of milling equipment/machinery (i.e. milling and conveyance/discharge of milled materials on conveyor)

9. RISK ASSESSMENT.

9.1. Lamar Contractors, Inc. will use a variety of methods to assist with the "assessment" of (possible and actual) silica exposures. These methods will include, but may not necessarily be limited to:

9.1.1. Reviewing data/reports available in the public domain (i.e. Information available through regulatory agencies (including WorkSafeBC) and industry associations (including the BC Construction Safety Alliance).

9.1.2. Regularly consulting with the Safety Resources/Safety Managers from firms who perform similar work (i.e. through ATAC (Asphalt Technical Advisory Committee).

9.2. Implementing a suitable respirable silica exposure monitoring program. This program will ensure that (over time) Lamar Contractors, Inc. has quantifiable silica exposure data available that is representative of all regularly occurring, as well as reasonably foreseeable work activities. Exposure monitoring will generally be conducted "in-house", although assistance (i.e. actual monitoring and/or interpretation of results) may be obtained through outside consultants/hygienists.

10. RISK CONTROL METHODS.

10.1. When determining measures to reduce or eliminate worker exposure to silica dust, Lamar Contractors, Inc. will generally select a combination of controls, listed in order of preference:

10.1.1 Elimination and Substitution.

10.1.1. Engineering.

10.1.2. Administrative.

10.1.3. Personnel Protection Equipment (PPE).

11. SUBSTITUTION AND ELIMINATION.

11.1. Whenever possible, Lamar Contractors, Inc. will substitute products containing silica with products that do not contain (or contain a lower percentage of) crystalline silica. While there have historically been few "substitutions" options available Lamar Contractors, Inc. recognizes the importance of planning work in order to minimize the amount of silica dust generated. During the planning phases of a project, Lamar Contractors, Inc. will advocate for the use of methods that reduce the need for cutting, grinding, or drilling of concrete surfaces.

12. ENGINEERING CONTROLS.

12.1. Engineering controls are those controls which aim to control or otherwise minimize the release of crystalline silica. Two "common" engineering control options are available to Lamar Contractors, Inc. in many circumstances. These include the Local Exhaust Ventilation (LEV) and Wet Dust Suppression (WDS) systems.

13. LEV SYSTEMS.

13.1. Tools/appliance specific LEV systems are available on some tools/appliances. Such LEV systems are generally comprised of a shroud assembly, a hose attachment, and a vacuum system. Dust-laden air is collected within the shroud, drawn into the hose attachment, and conveyed to the vacuum, where it is filtered and discharged. "Large scale" LEV systems, such those available on some Vacuum Trucks and Mobile Sweepers, may also be employed (at times) on Lamar Contractors, Inc. projects.

13.2. When/if LEV systems are used, Lamar Contractors, Inc. will employ the following systems and safe work practices:

13.2.1. Vacuum attachment systems that capture and control dust at its source whenever possible.

13.2.2. Dust control systems will be maintained in optimal working condition.

13.2.3. Grinding wheels will be operated at the manufacturer's recommended RPM (operating in excess of this can generate significantly higher airborne dust levels).

13.2.4.4 EPA or good quality, multi-stage vacuum units (approved for use with silica dust) will be used in accordance with the manufacturer's instructions.

13.2.5. Whenever possible, concrete grinding will be completed when the concrete is wet (thus dust release will be significantly reduced).

14. WDS SYSTEMS.

14.1. Unlike LEV systems, many tools/appliances at Lamar Contractors, Inc. are equipped with WDS systems (i.e., on the Milling equipment, sweeper equipped Bobcats, as well as attachments on various hand held/portable, abrasive/cutting equipment). When WDS Systems are not available, (as a standard or retrofitted part of a tool/appliance), similar effects can also be achieved by manually wetting the surface (i.e. with a mister or with a hose).

When WDS systems are used, Lamar Contractors, Inc. will employ the following systems and safe work practices:

14.1.1. If water is not readily available on the specific Lamar Contractors, Inc. project, the project supervisor will arrange to have a water tank delivered to the site for use.

14.1.2. Pneumatic or fuel (i.e. gasoline) powered equipment will generally be used instead of electrically powered equipment if water is the method of dust control, unless the electrical equipment is specifically designed to be used in such circumstances.

14.1.3. Pressure and flow rate will be controlled in accordance with the tool manufacturer's specifications.

14.1.4. When sawing concrete, tools that provide water directly to the blade will be used if possible.

14.1.5. Wet slurry will be cleaned from work surfaces when the work is complete, if/when necessary.

15. ADMINISTRATIVE CONTROLS.

15.1. Administrative controls are those that aim to control or otherwise minimize the release of silica through the use of work procedure and work methods, rather than by affecting the actual physical work. Common examples of administrative controls include, but are not limited to:

15.1.1. Posting of warning signs.

15.1.2. Rescheduling of work as to avoid the activities of others.

15.1.3. Relocating unprotected workers away from dusty areas.

15.2. When administrative controls are used, Lamar Contractors, Inc. will employ the following systems and safe work practices:

15.2.1. In conjunction with the Owner/Prime Contractor, suitable exposure control strategies (both within and outside Lamar Contractors, Inc. capabilities/responsibilities) will be discussed and determined. As necessary/appropriate, supplemental (to this policy/procedure) project and task specific Exposure Control Plans will be developed.

15.2.2. Suitable housekeeping, restricted work area, hygiene practices, training and supervision procedures/standards will be determined and implemented on Lamar Contractors, Inc. projects.

15.2.3. As appropriate, barriers will be erected around known silica dust generating activities, and/or warning signs will be posted.

15.2.4. As able, work activities will be scheduled to minimize the silica related effect on, and from, others.

16. PERSONAL PROTECTIVE EQUIPMENT CONTROLS.

16.1. When used in conjunction with the other (i.e. Engineering and Administrative) controls elsewhere identified, personal protective equipment and clothing can help further reduce our employee's exposure to silica dust. An air purifying respirator fitted with HEPA cartridges is the most common piece of PPE that would be used by Lamar Contractors, Inc. to minimize exposure to silica dust. Dependent on the effectiveness of the other (i.e. engineering) control measures employed, either a "full face piece" or "1/2 face piece" respirator would be used by personnel (In the majority of situations a ½ face respirator will be used. When working indoors or in other areas with poor ventilation, a full face

respirator may be required). Both of these respirators are “seal dependent”, and thus the users must be “fit tested” and clean shaven where the respirator seals to the face.

16.2. In addition to respiratory PPE, protective clothing (i.e. disposable/washable coveralls) may be used and/or required to help prevent the contamination of the worker’s personnel clothing.

17. EDUCATION AND TRAINING.

17.1. Prior to performing activities, or working on project sites where personnel could be exposed to silica dust, Lamar Contractors, Inc. will ensure that personnel receive suitable education and training. As necessary, personnel will be trained to a level of “demonstrated competency”. While not necessarily an exhaustive list, education and training may include:

17.1.1. The hazards and risks associated with exposure to silica dust.

17.1.2. The signs and symptoms of silica related diseases.

17.1.3. General and specific silica exposure reduction methods/strategies (i.e. as detailed in the general/specific exposure control plans).

17.1.4. The use of specific pieces of equipment and control systems (i.e. LEV and WDS systems).

17.1.5. The use and care of respiratory (and other) personal protective equipment.

17.1.6. How to seek first aid (i.e. for respiratory related concerns, including those that may be caused/associated with silica dust exposure), and

17.1.7. How to report items of the concern (i.e. those related to silica dust).

17.2. The education and training detailed will be delivered to Lamar Contractors, Inc. employees through a variety of forums, including but not necessarily limited to:

17.2.1. New Employee Orientations.

17.2.2. Project/Site Orientations.

17.2.3. Equipment/task specific training (in accordance with Lamar Contractors, Inc. Policy, all personnel must be trained to a level of “demonstrated competency” prior to using required tools, equipment and appliances).

17.2.4. Start of shift “tool box talks”.

17.2.5. Regularly scheduled crew “Tailgate Meetings”.

17.2.6. Notifications and Bulletins (those developed in house and those acquired from other reputable sources).

18. SAFE WORK PROCEDURE.

18.1. Lamar Contractors, Inc. will ensure that suitable written procedures for controlling the risk of silica exposure are developed. This document/table summarizes the silica control options generally available on Lamar Contractors, Inc. sites/projects, and will be complimented with project/tasks specific Exposure Control Plans as necessary. This document and any supplemental work procedures/ECPs will be made readily available for review by all affected workers.

"Company Operations"	1. Use of flusher truck	No specific engineering/administrative controls required.	No specific PPE controls required	The use of a flusher truck to remove debris/sediment from a surface to prepare it for driving in operations desirable/preferred, as the activity will generally generate little/no silica dust, and will improve drive aisles within the operations. The use of a flusher truck is not always practical/possible for reasons including: (1) increased costs and (2) the availability of such equipment, scheduling of staff at exact moments when the flusher truck required. The service will be included in general operator daily duties. Use of recycled water, availability is preferred.

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19. DOCUMENTATION.

EXAMPLE

19.1. In accordance with Record/Statistics Procedures detailed in the latest revision of Lamar Contractors, Inc. "Health & Safety Manual", records associated with Crystalline Silica Program will be maintained in accordance with the following:

Record Type	Location(s)	Retention Requirement
Silica Policy, Program and Procedure	• (i.e. Head Office)	• Current Revision •
Project/Task Specific Silica ECPs	•	• LOP •
Exposure Monitoring Results	•	• LOP • LOP +___ years
Workplace Inspections	•	•
First Aid Records/Reports of Exposure	•	•
Incident Investigation Reports	•	•
WorkSafeBC/Regulator Reports and Correspondence	•	•
Respirator Fit Tests	•	• LOE +___years
Equipment Maintenance and Repair Logs	•	• LOS +___ years
New Employee Orientation Records	•	• LOE +___ years
Site/Project Orientation Records	•	• LOE +___ years
Tool Box Talk Records	•	•
Crew Safety Meeting Records	•	•
Job/Task Specific Training Records	•	• LOE +___ years

*LOP – Length of Project

*LOE – Length of Employment

*LOS – Length of Service

CONTENTS

SECTION	PAGE
1. PURPOSE	1
2. SCOPE.	1
3. RESPONSIBILITY	1
4. HEAT RELATED ILLNESSES; SIGNS, TREATMENT AND PREVENTION	2
5. COLD RELATED ILLNESSES; SIGNS, TREATMENT AND PREVENTION.	4
4. HEAT INDEX CHARTS	7
5. COLD STRESS EQUATION	9

1. PURPOSE.

1.1. Working in extreme temperatures (hot or cold) can overwhelm the body's internal temperature control system. When the body is unable to warm or cool itself, heat or cold related stress can result. Heat and cold stress can contribute to adverse health effects which range in severity from discomfort to death. This program contains the procedures and practices for safely working in temperature extremes.

1.2. The Occupational Safety and Health Administration (OSHA) does not currently have specific standards for heat or cold stress. However, the Occupational Safety and Health Act of 1970 General Duty Clause (Section 5(a)(1)) states that "Each employer shall furnish to each of his employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees." In addition, 29 CFR Subpart I relating to personal protective equipment requires employers to provide protection to employees exposed to hazards in the workplace. The OSHA website contains Fact Sheets and Guidance Documents that relate to heat and cold stress that have been incorporated into this program.

2. SCOPE.

2.1. This program covers all employees.

3. KEY RESPONSIBILITIES.

_____ SHALL:

3.1. Maintain, review and update the Heat and Cold Stress Program as needed.

3.2. Provide monitoring (upon request) and assist employees with the development of procedures to minimize the adverse effects of heat and cold stress in the workplace.

3.3. Provide training to employees affected by heat and cold.

SUPERVISORS SHALL:

3.4. Review and comply with the provisions outlined in this program.

3.5. Ensure all employees are properly trained before working in extreme temperature conditions.

3.6. Assess the day-to-day heat or cold stresses on employees.

3.7. Assess employees work load and assigning work and rest schedules as needed.

3.8. Ensure all employees have the appropriate personal protective equipment (PPE) prior to working in extreme temperature conditions.

3.9. Ensure employees are familiar with this safety program.

EMPLOYEES SHALL:

3.10. Review and comply with the provisions outlined in this program.

3.11. Complete training before working in extreme temperature conditions.

3.12. Wear the appropriate PPE.

3.13. Report heat and cold stress concerns to their supervisor.

4. HEAT RELATED ILLNESSES; SIGNS, TREATMENT AND PREVENTION:

4.1. While working in hot weather conditions, the human body may not be able to maintain a normal temperature just by sweating. If this happens, heat-related illnesses may occur. The most common health problems caused by hot work environments include:

4.1.1. Heat stroke – This is the most serious heat related effect. Heat stroke occurs when the body temperature increases above 1040F. Signs and symptoms of heat stroke are confusion, loss of consciousness and lack of perspiration. This condition must be treated as a medical emergency and the employee must receive immediate medical attention.

4.1.2. Heat exhaustion – Signs and symptoms of heat exhaustion include headache, nausea, dizziness, weakness, irritability, confusion, thirst, heavy perspiration and a body temperature greater than 100.40F. Employees experiencing heat exhaustion should be moved to a cool area, given fluids to drink and given cold compresses for their head, face and neck. Employees should also be taken to a clinic or emergency room to be monitored by medical personnel.

4.1.3. Heat cramps – Signs and symptoms of heat cramps include muscle pains usually caused by the loss of body salts/fluids. Employees should replace fluid loss by drinking water and/or carbohydrate-electrolyte replacement liquids (e.g. Gatorade) every 15 to 20 minutes.

4.1.4. Heat rash – Heat rash is caused by excessive perspiration and looks like a red cluster of pimples or small blisters. Heat rash usually appears on the neck, upper chest, in the groin, under the breasts and in elbow creases. Treatment for heat rash is to provide a cooler, less humid environment.

4.1.5. Dehydration – Dehydration is a major factor in most heat disorders. Signs and symptoms of dehydration include increasing thirst, dry mouth, weakness or light-headedness

(particularly if worse upon standing), and a darkening of the urine or a decrease in urination. Dehydration can be reversed or put back in balance by drinking fluids that contain electrolytes (i.e. Gatorade) that are lost during work related activities. Avoid caffeinated drinks.

WHILE HEAT RELATED ILLNESS ARE DANGEROUS AND POTENTIALLY LIFE THREATING, THEY CAN BE PREVENTED.

PREVENTION METHODS INCLUDE:

4.2. Acclimation – Acclimation is a process by which the physical processes of an employee's body adjusts to the environment over a period of time. Based on data obtained from OSHA, this process usually takes five to seven days. This process could take up to three weeks depending on the individual and their work environment. According to the American Industrial Hygiene Association, the process requires a consistent work level for at least two hours each day during the acclimation period in order for an employee to become acclimatized. Mere exposure to heat does not confer acclimatization, nor does acclimatization at one heat stress level confer resistance to heat stress at a higher temperature or more vigorous work load. Employees who are not adequately acclimatized to the heat may experience temporary heat fatigue resulting in a decline in performance, coordination or alertness. They may also become irritable or depressed. This can be prevented through gradual adjustment to the hot environment. People in good physical condition tend to acclimatize better because their cardiovascular systems respond better.

4.3. Engineering Controls – For employees working indoors, the best way to prevent heat-related illness is to make the work environment cooler. Where and if possible, use air conditioning to cool the work area. Alternatively, increase the general ventilation as much as possible by opening windows or doors. When available, use cooling fans to aid in increasing ventilation.

4.4. Safe Work Practices – For employees working outdoors or working indoors without air conditioning or ventilation, take scheduled breaks in cool areas. Ensure there is plenty of cool water to drink and take water breaks as needed. Immediately report any problems to a supervisor. Supervisors should consider scheduling the hottest work for the coolest part of day, assigning extra employees to high demand tasks, and using work-saving devices (e.g., power tools, hoists or lifting aids) to reduce the body's work load. All employees should watch out for the safety of their coworkers.

4.5. Heat Index – The Heat Index is a single numeric value that uses both temperature and humidity to inform the public on how the weather outdoors "feels". The higher the Heat Index, the hotter the weather feels. OSHA has used the Heat Index to assign protective measures for workers as the Heat Index increases. These protective measures may reduce the likelihood of heat related illnesses. The Heat Index and related protective measures are contained in Appendix A.

5. COLD RELATED ILLNESSES AND INJURIES; SIGNS, TREATMENT AND PREVENTION:

5.1. During cold weather, an employee's body will use energy to maintain a normal internal body temperature. This will result in a shift of blood flow from employee's extremities (hands, feet and legs) and outer skin to the employee's core (chest and abdomen). If this happens, cold-related illnesses and injuries may occur if exposed to cold conditions for an extended period of time. The most common health problems caused by cold work environments include:

5.1.1. Hypothermia – Hypothermia is a potentially serious health condition. Hypothermia occurs when body heat is lost faster than it can be replaced. When the core body temperature drops to approximately 95°F, the onset of symptoms normally begins. The employee may begin to shiver, lose coordination, have slurred speech, and fumble with items in the hand. The employee's skin will likely be pale and cold. As the body temperature continues to fall these symptoms will worsen and shivering will stop. Once the body temperature falls to around 85°F severe hypothermia will develop and the person may become unconscious, and at 78°F, vital organs may begin to fail. Treatment depends on the severity of the hypothermia. For cases of mild hypothermia move to warm area and stay active. Remove wet clothes and replace with dry clothes or blankets, cover the head. To promote metabolism and assist in raising internal core temperature drink a warm (not hot) sugary drink. Avoid drinks with caffeine. For more severe cases do all the above, plus contact emergency medical personnel (Call 911 for an ambulance), cover all extremities completely, place very warm objects, such as hot packs or water bottles on the victim's head, neck, chest and groin. Arms and legs should be warmed last. In cases of severe hypothermia, treat the employee very gently and do not apply external heat to re-warm. Hospital treatment is required.

5.1.2. Frostbite – Frostbite occurs when the skin actually freezes and loses water. In severe cases, amputation of the frostbitten area may be required. While frostbite usually occurs when the temperatures are 30° F or lower, wind chill factors can allow frostbite to occur in above freezing temperatures. Frostbite typically affects the extremities, particularly the feet and hands. The affected body part will be cold, tingling, stinging or aching followed by numbness. Skin color turns red, then purple, then white, and is cold to the touch. There may be blisters in severe cases.

5.1.3. Do not rub the area to warm it. Wrap the area in a soft cloth, move the employee to a warm area, and contact medical personnel. Do not leave the employee alone. If help is delayed, immerse in warm (maximum 105 °F), not hot, water. Do not pour water directly on affected part. If there is a chance that the affected part will get cold again do not warm. Repeated heating and cooling of the skin may cause severe tissue damage.

5.1.4. Trench Foot – Trench Foot is caused by having feet exposed to damp, unsanitary and cold conditions including water at temperatures above freezing for long periods of time. It is similar to frostbite, but considered less severe. Symptoms usually consist of tingling, itching or burning sensation. Blisters may be present. For treatment, soak feet in warm water, then wrap with dry cloth bandages. Drink a warm, sugary drink. Seek medical attention if necessary.

5.1.5. Dehydration – It is easy to become dehydrated during cold weather. Signs of dehydration include increasing thirst, dry mouth, weakness or light-headedness (particularly if worse upon standing), and a darkening of the urine or a decrease in urination. Dehydration can be reversed or put back in balance by drinking fluids that contain electrolytes (i.e., Gatorade) that are lost during work related activities. Avoid caffeinated drinks

5.2. Just as with heat related illness, cold related illnesses and injuries are dangerous and potentially life threatening, however, they can be prevented. Prevention methods include:

5.2.1. Acclimation – Employees exposed to the cold should be physically fit, without any circulatory, metabolic, or neurologic diseases that may place them at increased risk for hypothermia. A new employee should not be required to work in the cold full time during the first days of employment until they become adjusted to the working conditions and required protective clothing. New employees should be introduced to the work schedule slowly and be trained accordingly.

5.2.2. Engineering Controls – For employees working indoors, the best way to prevent cold-related illness is to make the work environment warmer. Where and if possible, use heaters to warm the work area. Alternatively, decrease the general ventilation as much as possible by closing windows or doors.

5.2.3. Safe Work Practices – For employees working outdoors or working indoors without heat, take scheduled breaks in warm areas. If available, use wind barricades to block the wind from the employees. Ensure there is plenty of water to drink and take water breaks as needed. Immediately report any problems to a supervisor. Supervisors should consider scheduling the most work for the warmest part of day, assigning extra employees to high demand tasks that will require longer periods in cold areas. All employees should watch out for the safety of their coworkers.

5.2.4. Personal Protective Equipment (PPE) – PPE is an important factor in preventing cold stress related illnesses and injuries. Employees should adhere to the following recommendations when dressing for work in a cold environment:

5.2.4.1. Wear at least three layers of clothing; an inner layer of wool, silk or synthetic to wick moisture away from the body; a middle layer of wool or synthetic to provide insulation even when wet; an outer wind and rain protection layer that allows some ventilation to prevent overheating.

- Wear a hat or hood; up to 40% of body heat can be lost when the head is left exposed.
- Wear insulated boots or other footwear.
- Do not wear tight clothing; loose clothing provides better ventilation.
- Keep a change of clothing available in case work clothes become wet.

5.2.5. The Cold Stress Equation – OSHA has incorporated information obtained from the American Conference of Governmental Industrial Hygienists (ACGIH) threshold limit values into the Cold Stress Equation. As the temperature decreases and/or the wind speed increases, the potential for cold stress related illnesses and injuries increases. The Cold Stress Equation is contained in appendix B.

Training:
Supervisors shall ensure all employees have received Heat and/or Cold Stress training prior to working in such conditions.

_____ can provide heat or cold stress training upon request.

Recordkeeping:
All training records should be maintained in the employees personnel file and maintained by the supervisor. Training records are maintained in _____ office for training programs provided by _____ .

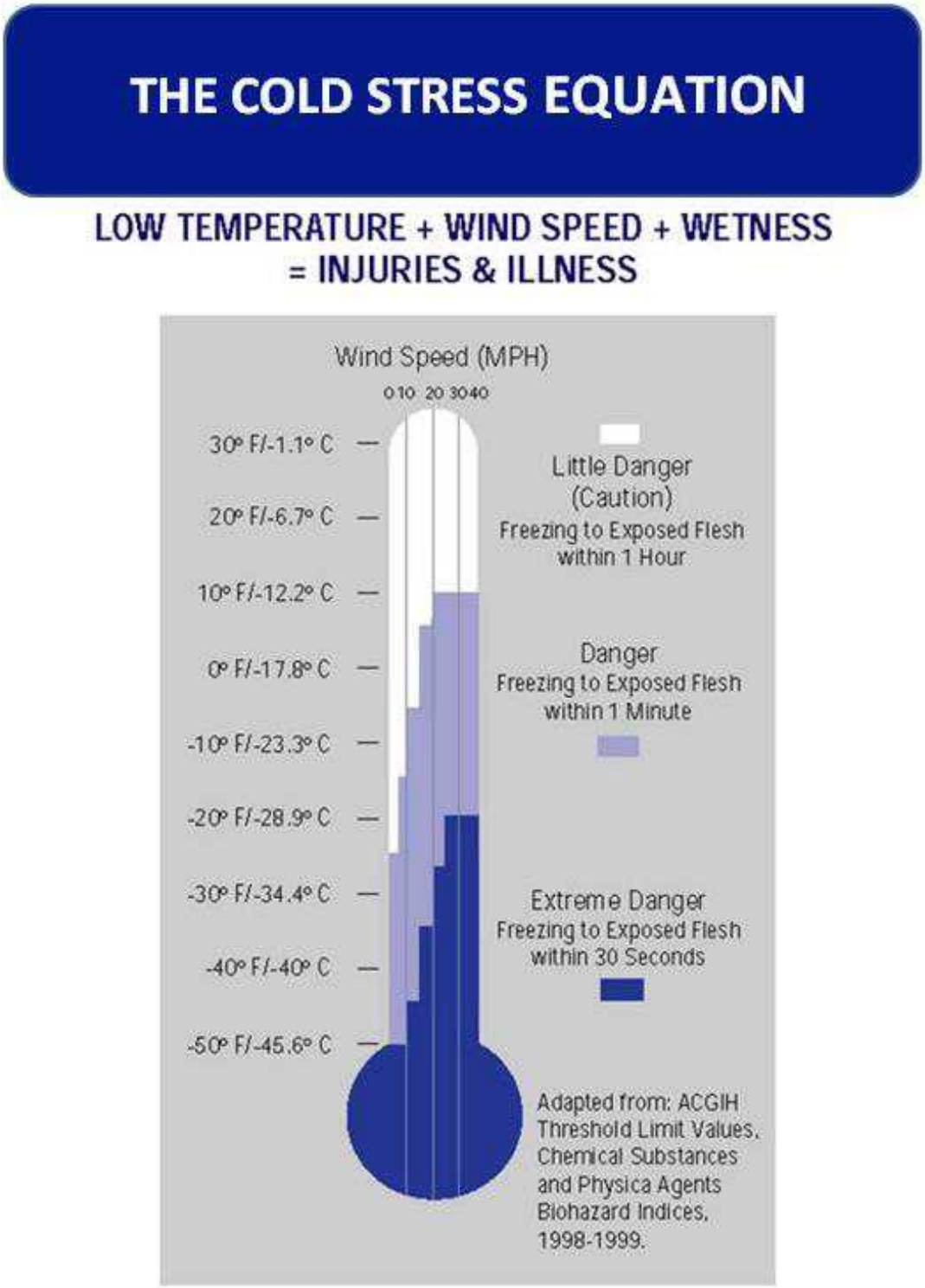
APPENDIX A HEAT INDEX
The heat index is a simple tool and a useful guide for employers/employees making decisions about protecting employees in hot weather. It does not account for certain conditions that contribute additional risk, such as physical exertion. Consider taking the steps at the next highest risk level to protect employees from the added risks posed by:
• Working in the direct sun (can add up to 15°F to the heat index value)
• Wearing heavy clothing or protective gear
Under most circumstances, fluid intake should not exceed 6 cups per hour or 12 quarts per day. This makes it particularly important to reduce work rates, reschedule work, or enforce work/rest schedules.

The heat index follows on the next two pages.

HEAT INDEX	RISK LEVEL	PROTECTIVE MEASUES
91° F	Lower Caution	• Provide plenty of drinking water • Ensure that adequate medical services are available • Plan ahead for times when heat index is higher, including worker heat safety training • Encourage workers to wear sunscreen • If workers must wear heavy protective clothing, perform strenuous activity or work in the direct sun, addition precautions are recommended to protect workers from heat related illness
91° F to 103° F	Moderate	In addition to the steps listed above: • Remind workers to drink water often (about 4 cups/HR) • Review heat related illness topics with workers such as recognition, prevention and first-aid • Schedule frequent breaks in cool, shaded areas • Acclimatize workers • Set up a buddy system and instruct workers and supervisors to watch for signs of heat related illnesses • Schedule strenuous activities at a time when the heat index is lower • Develop work rest schedules • Monitor workers closely • If workers must wear heavy protective clothing, perform strenuous activity or work in the direct sun, addition precautions are recommended to protect workers from heat related illness

HEAT INDEX	RISK LEVEL	PROTECTIVE MEASUES
103° F to 115° F	High	In addition to the steps listed above: • Alert workers of high risk conditions • Actively encourage workers to drink plenty of water (about 4 cups per hour) • Limit physical exertion • have a knowledgeable person at the work site who is well informed about heat related illness and able to determine appropriate work/rest schedules • Establish and enforce work/rest schedules • Adjust work activities (e.g. reschedule work, pace/rotate jobs) • Use cooling techniques • Watch/communicate with workers at all times • When possible, reschedule activities to a time when the heat index is lower
115° F and Higher	Very High To Extreme	If essential work must be done, in addition to the steps listed above: • Alert workers of extreme heat hazards • Establish water drinking schedule (about 4 cups per hour) • Develop and enforce protective work/rest schedules • Conduct physiological monitoring (e.g. pulse, temperature, etc.) • Stop work if essential control methods are inadequate or unavailable • Protect workers from heat related illness • Reschedule non-essential activities for days with a reduced heat index or to a time when the heat index is lower • Move essential work tasks to the coolest part of the work shift • Consider earlier start times, split shifts or evening/night shifts • Strenuous work tasks and those requiring the use of heavy or non-breathable clothing or impermeable chemical protective clothing should not be conducted when the heat index is at or above 115°F

APPENDIX B COLD STRESS EQUATION



CONTENTS

SECTION	PAGE
1. STATEMENT OF PURPOSE	1
2. SCOPE	1
3. MANAGERS RESPONSIBILITIES.	1
4. EMPLOYEE RESPONSIBILITIES.	2
5. CADMIUM PROCEDURES	2
6. HEXAVALENT CHROMIUM PROCEDURES	4

1. STATEMENT OF PURPOSE.

The purpose of this program is to establish requirements for the use and handling of materials that expose employees to cadmium and/or hexavalent chromium.

2. SCOPE.

This program covers all employees.

3. KEY RESPONSIBILITIES.

Managers/Supervisors

3.1. Shall ensure that all employees are aware of the proper work procedures for cadmium and hexavalent chromium

3.2. Shall ensure that initial training is conducted for all new employees and that retraining is conducted when employee behaviors suggest that retraining is warranted.

3.3. As part of the JSA and other hazard evaluation processes, identifies and evaluates chromium or cadmium hazards and potential exposures during planning and the conduct of work.

3.4. Reviews and approves the Task-Specific Safety Analysis.

3.5. As necessary quantitatively determines the presence of chromium or cadmium in materials, substrates, and other media. This may involve the collection of samples for analysis by a qualified laboratory or field testing using acceptable test methods.

3.6. Provides results of any chromium or cadmium survey to management/supervision, along with information regarding hazard potential and control measures. As appropriate, makes recommendations to management/supervision to maintain, modify, upgrade, or downgrade controls accordingly.

3.7. Takes prompt corrective measures (or supports any Competent Person in this role) to eliminate hazards; such as recommending to management/supervision to implement or modify engineering, administrative, work practice, and personal protection (including respiratory protection) controls.

3.8. Conducts periodic exposure assessment.

3.9. As appropriate assists management/supervision in ensuring that workers have the necessary training and medical surveillance based upon the activity and hazard.

3.10. Ensures that medical monitoring is conducted in accordance with 29 CFR 1926.1126 (for chromium) or 29 CFR 1926.1127 (for cadmium) including imposition of work restrictions where appropriate and reviewing results of medical monitoring.

3.11. In evaluating chromium or cadmium hazards and specifying controls for a job, (a) utilizes reliable historical exposure monitoring data generated for other similar operations or activities, (b) utilizes objective data, and/or (c) plans and conducts initial monitoring to determine exposures and assess the effectiveness of hazard controls.

3.12. Conducts initial and periodic exposure monitoring in accordance with National Institute for Occupational Safety and Health (NIOSH)/OSHA methods if lacking historical or objective data.

3.13. Maintains effective records of jobs monitored, so that a historical database can be used to specify controls and eliminate unnecessary and redundant monitoring for future activities.

3.14. Supports project management/supervision in responding to exposures above the PEL when workers were not adequately protected.

3.15. As appropriate, participates in pre-job and daily worker briefings regarding task-specific chromium or cadmium hazards and controls, work practices/plans (such as JSAs), and other applicable information, including any changes that are made to controls or to the work practices or plans.

4. EMPLOYEE RERSPONSIBILITIES.

4.1. Shall follow all requirements regarding the safe work procedures for cadmium and hexavalent chromium.

5. CADMIUM PROCEDURES.

Compliance Program

A written compliance program shall be implemented when the PEL for cadmium is exceeded at a work site.

The following areas shall be addressed within the site compliance program and to ensure emergency plans are in place should a release of cadmium occur:

5.1. Potential exposure determination including a description of each operation where cadmium is omitted, machinery use, material processed, controls in place, crew size, employee job responsibilities and maintenance practices.

5.2. Air monitoring data or developing a justification for not conducting monitoring based on previous monitoring/historical data or objective data.

5.3. Engineering controls including the specific means that will be employed to meet compliance.

5.4. A report of technology considered in meeting the PEL.

5.5. A detailed schedule of implementation.

5.6. Consideration of respiratory protection.

5.7. A documented, written plan for dealing with emergency situations involving a substantial release of cadmium.

5.8. Work practice program.

5.9. Other relevant information such as protective clothing, housekeeping, hygiene areas and practices (including consideration of shower facilities), consideration of medical surveillance, training and recordkeeping.

The written program must be reviewed and updated annually or more often to reflect significant changes in the compliance status for Lamar Contractors, Inc.

The program shall be provided for examination and copying upon request of affected employees, their representatives or OSHA officials.

Maintenance procedures while working on ventilation systems and changing of filters will be established. Procedures shall be developed and implemented to minimize employee exposure to cadmium when maintenance of ventilation systems and changing of filters. Examples include: Proper use of PPE, use of HEPA filtered vacuums, wet sweeping or other methods to minimize the likelihood of exposure to chromium. No compressed air shall be used to remove chromium from any surface. Cleaning equipment must be handled in a manner that minimizes the reentry of chromium into the workplace.

Construction work activities that result in exposure to chromium or cadmium may include, but are not limited to, the following:

5.10. Demolition or salvage of structures where chromium or cadmium, or materials containing chromium or cadmium, are present.

5.11. Removal or encapsulation of materials containing chromium or cadmium.

5.12. New construction, alteration, repair, or renovation of structures and substrates that contain chromium or cadmium.

5.13. Installation of products containing chromium or cadmium.

5.14. Working with/around Portland cement (in powder or dust form – chromium only).

5.15. Torch-cutting chromium/cadmium containing paints.

5.16. Transportation, disposal, storage, or containment of chromium or cadmium, or materials containing chromium or cadmium.

5.17. Maintenance operations associated with construction activities.

5.18. Welding, cutting, burning, or grinding stainless steel, chromium-/cadmium-containing alloy steel, and chromium/cadmium containing alloys.

Note!!! Exposure to chromium (especially hexavalent chromium) has also occurred when the welding rod or wire in use contains chromium.

The permissible exposure limit (PEL) for cadmium and hexavalent chromium is five (5) micrograms calculated as an 8-hour time-weighted average over a work shift. The action level (AL) of 2.5 micrograms triggers the following requirements:

5.19. Pre-job planning includes, as needed, a thorough identification of chromium or cadmium materials. Identification may include the product name, a Safety Data Sheet (SDS) with the SDS number (if available) or a sample content analysis. Sampling data includes location, sampling method, sampling dates, laboratory identification, and analytical method.

5.20. If documentation is not feasible or has been determined by the project engineer to be unavailable or unreliable, chromium or cadmium content sufficient to exceed the action level for chromium or cadmium is assumed.

Results of bulk sampling, calculations of potential chromium or cadmium exposure, and other data that demonstrate compliance with this practice (as well as the pertinent standards) are attached to the work package.

Where chromium or cadmium exposure above the action level is suspected, and in the absence of monitoring data, interim protective measures are established that are equal to or greater than the assumed exposure level.

6. HEXAVALENT CHROMIUM PROCEDURES

Welding, Cutting, and Grinding

Certain welding and cutting activities have been shown to expose the welder/cutter, and potentially helpers, to hexavalent chromium above the action level when exhaust ventilation is not used. The activities have included the following:

6.1. Shielded metal arc welding, Gas metal arc welding

6.2. Flux cored arc welding, Sub arc welding

6.3. Torch cutting through chromate-containing paints, grinding chromium-containing metals.

The types of metal involved have been stainless steel, chromium-containing alloy steel, and chromium-containing nonferrous alloys. Exposure has also occurred when the welding rod or wire in use contains chromium, and exhaust ventilation is not used.

Therefore, exhaust ventilation is always prescribed as a control measure when activities with the materials mentioned above are in use unless historical personal monitoring data performed when similar materials, using similar methods, under similar environmental conditions are used shows conclusively that the welder/cutter and helper (if applicable) are not exposed above the action level without regard to respiratory protection.

Practices and procedures shall ensure that no employee is exposed to hexavalent chromium in excess of the permissible exposure level which is 5 micrograms per cubic meter of air based on an 8 hour Time Weighted Average.

Plasma and Air Arc Cutting and Gouging

Plasma and air arc cutting and gouging operations have been shown to expose the worker and helpers within 10 feet of the work to levels of hexavalent chromium above the permissible exposure limit (PEL) under most circumstances and conditions. Exhaust ventilation and respiratory protection (at least a half-face, tight-fitting respirator with a HEPA filter/cartridge) are always prescribed as control measures when activities with the materials mentioned above are in use; a higher level of respiratory protection may be prescribed, depending on conditions.

Note!!! Each discrete task must begin with ventilation and respiratory protection control measures in place. Respiratory protection may be downgraded only upon conclusive results of breathing zone monitoring of the employee(s) involved in each discrete task showing exposure to be less than 50 percent of the protection factor of the respirator relative to the concentration and PEL of hexavalent chromium. Respiratory protection may be eliminated only upon conclusive results of breathing-zone monitoring of the employee(s) involved in each discrete task showing exposure to be less than the PEL as an 8-hour time-weighted average.

Additional controls may also be appropriate to be in compliance with 29 CFR 1926.1126, depending on the results of evaluations of the materials to be used, environmental conditions, length of the work process/activity, etc.

Employees who are exposed at or above the action level 30 days or more per year are enrolled in a medical surveillance program.

Personal hygiene is very important while working with chromium or cadmium products. To avoid accidental ingestion of chromium or cadmium, employees wash thoroughly (regardless of other controls) prior to eating, chewing, smoking, or drinking.

Practices

Lamar Contractors, Inc. Management/supervision supported by safety professional(s), the medical contractor and training providers conducts the following basic steps to control exposure to chromium or cadmium:

6.4. Determine the types of projects, activities, and operations that could involve chromium or cadmium, or chromium or cadmium-containing materials. For those jobs, conduct hazard identification as part of the work design, planning, and control process.

6.5. If chromium or cadmium materials are involved, ensure that project safety (for chromium) or a competent person (for cadmium) conducts a hazard evaluation to determine the potential exposure and to recommend initial controls.

6.6. Develop and implement a Task-Specific Safety when exposure is or is likely to be above the PEL. The JSA (or equal) addresses the scope of work activities; provides initial exposure assessment; and prescribes exposure controls, air-monitoring requirements, work practices, personal protective equipment and additional information as required.

6.7. Incorporate recommendations from project safety for chromium or cadmium hazard control measures into any JSA and work control documents.

Exposure Monitoring

Monitoring or measuring of employee exposure shall be conducted at least every 6 months if the initial monitoring shows employee exposure. Air monitoring will be performed at the beginning of each job task. If exposure monitoring results indicate exposure is above the PEL, Lamar Contractors, Inc. must include in the written notification to employees the corrective action being taken to reduce exposure to or below the PEL.

6.8. Notify each affected employee, in writing, of the results of monitoring within five (5) working days.

6.9. Air monitoring for chromium or cadmium may be waived provided the following conditions are met:

6.9.1. Monitoring has been performed in the last 12 months.

6.9.2. Data from historical monitoring originates from work operations that closely resemble the planned work operations.

6.9.3. Workplace and environmental conditions (such as indoors or outdoors, temperature, wind speed, ventilation, and space configuration) are similar to those when the monitoring was performed.

6.9.4. The processes, types of material, control methods and work practices are similar.

6.9.5. Justification for waving initial monitoring shall be included in the Task-Specific Safety Analysis or equal. Employees involved are briefed regarding the existence of such data.

Surveillance

Medical surveillance shall be provided when an employee experiences signs or symptoms of the adverse health effects of Hexavalent Chromium (dermatitis, asthma, bronchitis, etc). Medical evaluations will be provided at no cost to employees. Examinations will be performed by or under the supervision of a physician or other licensed health care professional.

Facilities

Lamar Contractors, Inc. must provide change rooms for decontamination and ensure facilities prevent cross-contamination. Washing facilities shall be readily accessible for removing chromium from the skin. Workers must wash their hands and face or any other potentially exposed skin before eating, drinking or smoking. Regulated Areas

Regulated areas shall be established when exposure to an employee is or is expected to be in excess of the PEL. Regulated areas shall be marked with warning signs to alert employees and access is restricted to authorized persons only.

Controls

If the exposure level is above the PEL for 30 days or more then engineering controls and work practices shall be provided to reduce exposure to the lowest feasible level. If employees can demonstrate that such controls are not feasible

Lamar Contractors, Inc. shall use engineering and or work controls to reduce employee exposure to the lowest levels achievable and shall supplement them by the use of required respiratory protection.

Recordkeeping

Lamar Contractors, Inc. is required to maintain and make available an accurate record of all employee exposure monitoring, medical surveillance and training records.

Respiratory Protection & PPE

The appropriate respirator shall be used when engineering controls and work practices cannot reduce employee exposure during work operations where engineering controls and work practices are not feasible and emergencies. Respirators shall be provided in accordance with 1910.134 (Respiratory Protection) (see Lamar Contractors, Inc. Respiratory Protection Program). Specific requirements contained within 1926.1127 (Cadmium) regarding respiratory protection shall also be followed including:

6.10. Providing employees with full face piece respirators when they experience eye irritation.

6.11. Providing HEPA filters for powered and non-powered air-purifying respirators.

6.11.1. Providing a powered air-purifying respirator instead of a negative-pressure respirator when an employee entitled to a respirator chooses to use this type of respirator and such a respirator will provide adequate protection to the employee.

PPE will be provided when there is a hazard from skin or eye contact and employees are required to use the PPE. Gloves, aprons, coveralls, goggles, foot covers and other as needed PPE shall be provided at no cost to the employee and will be removed at the end of the work shift. Lamar Contractors, Inc. must clean, launder and replace all protective clothing as needed.

Housekeeping

All surfaces shall be maintained as free as practicable of chromium. All spills and releases of chromium shall be cleaned promptly with approved procedures including use of HEPA filtered vacuums as the primary method, dry or wet sweeping or other methods to minimize the likelihood of exposure to chromium.

No compressed air shall be used to remove chromium from any surface unless the compressed air is used in conjunction with a ventilation system designed to capture the dust cloud created by the compressed air or no alternative method is feasible.

Cleaning equipment must be handled in a manner that minimizes the reentry of chromium into the workplace.

Training

Lamar Contractors, Inc. shall provide appropriate types of training for employees who are potentially exposed to chromium or cadmium prior to their initial assignment and annually thereafter. Lamar Contractors, Inc. will assure employee participation and maintain a record of the training contents. This training includes:

6.12. Hazard communication training for potentially exposed employees.

6.13. Training specified by the applicable chromium or cadmium standard for workers exposed at the action level for any one day, or who are exposed to chromium or cadmium compounds that are skin irritants.

6.14. Respirator training if respirators are to be used.

6.15. Provide information to workers regarding task-specific chromium or cadmium hazards and control methods, the JSA, work practices, medical surveillance and other applicable information, including any changes that are made to these controls.

6.16. Provide training annually, as appropriate, to workers who continue to have exposure to chromium or cadmium at or above the action level on any one day.

6.17. All training will be recorded and include the identity of the employee trained, the signature of the person who conducted the training and the date of the training.

6.18. Training records must be kept for one year.

CONTENTS

SECTION	PAGE
1. PROGRAM REQUIREMENTS.	1
2. SUBSTANCE TESTING FOR PRE-EMPLOYMENT, NEW HIRES AND REINSTATEMENTS.	2
3. FOR CAUSE- POST ACCIDENT/INCIDENT TESTING.	2
4. SUBSTANCE TESTING PROCEDURES.	2
5. PRESCRIPTION MEDICINES AND OVER-THE-COUNTER PRODUCTS.	3
6. POST ACCIDENT/INCIDENT AND RANDOM SUBSTANCE TESTING PROCEDURES.	3
7. RANDOM SUBSTANCE TESTING.	3

1. PROGRAM REQUIREMENTS.

Lamar Contractors, Inc. has maintained Substance Abuse Program for a number of years and is committed as a matter of policy to having a workforce and workplace that is free from unauthorized, prohibited, illegal, or controlled substances; including alcohol, drugs, inhalants, and other chemicals. Involvement with controlled substances, alcohol, drugs, inhalants, or other chemicals can take its toll on job performance and can endanger other employees, compromise the safety and security of Company operations and assets, as well as harm and endanger the abuser. THE COMPANY EXPECTS ALL EMPLOYEES TO PERFORM THEIR DUTIES SAFELY AND EFFICIENTLY. Everyone and everything are adversely affected by the use or abuse of unauthorized, prohibited, and illegal or controlled substances including alcohol, drugs, inhalants and other chemicals. Therefore, the Company takes its commitment for a safe and Drug-Free and Alcohol-Free work environment very seriously.

AS A TERM AND CONDITION OF EMPLOYMENT AND/OR THE PRIVILEGE OF ENTERING ONTO OR REMAINING ON COMPANY PREMISES, OR PERFORMING COMPANY WORK, OR OPERATING COMPANY VEHICLES, THE COMPANY REQUIRES ALL EMPLOYEES TO ADHERE TO THE FOLLOWING:

1.1. Employees are prohibited from engaging in any activity that would contradict the policy to have a workforce and workplace FREE from unauthorized, prohibited, illegal, or controlled substances, including alcohol, drugs, inhalants, and other chemicals.

1.2. All employees are expected to be fit for duty and in a condition to carry out their assignments and responsibilities in a safe and efficient manner. It is therefore a violation of the Policy to work or to even be on Company premises or operating Company vehicle while under the influence of unauthorized, prohibited, illegal, or controlled substances, including alcohol, drugs, inhalants, or other chemicals, OR to have a detectable level of Alcohol or unauthorized, prohibited, illegal or controlled substance present in their systems.

1.3. The consumption, use, manufacture, dispensation, possession, distribution, promotion, provision, purchase, sale, transfer, concealment, transportation or storage of ANY unauthorized, prohibited illegal, or controlled substances and/or substance-related paraphernalia while performing Company work, on Company assignment, in Company vehicles, or on Company premises, is STRICTLY PROHIBITTED AND WILL RESULT IN TERMINATION OF EMPLOYMENT. Any unauthorized, prohibited, illegal or controlled substances or paraphernalia found on Company property may be turned over to appropriate law enforcement authorities and criminal charges may result.

1.4. ANY EMPLOYEE WHO FAILS TO COMPLY WITH THE REQUIREMENTS OF THIS POLICY, IN PART OR IN WHOLE, WITH EITHER THE PRECEEDING LISTED REQUIREMENTS OR THE FOLLOWING LISTED REQUIREMENTS WILL BE SUBJECT TO DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION. AN EMPLOYEE WHO HAS A DRUG OR ALCOHOL RELATED PROBLEM SHOULD SEEK ASSISTANCE, AS THE COMPANY PREFERS REHABILITATION. HOWEVER, IF THE EMPLOYEE'S CONDUCT HAS LED TO DISCIPLINARY ACTION, SUCH ACTION CANNOT BE AVOIDED BY A REQUEST FOR ASSISTANCE.

2. SUBSTANCE TESTING FOR PRE-EMPLOYMENT, NEW HIRES AND REINSTATEMENTS.

2.1. As a term and condition of employment, applicants, new-hires, and person seeking to return to work or being reinstated after a layoff, suspension or any other type of payroll separation, regardless of length of time of such separation or how re-employment or reinstatement occurs, will be subject to substance testing. A positive substance test will terminate employment or re-employment proceedings.

3. FOR CAUSE- POST ACCIDENT/INCIDENT TESTING.

3.1. REASONABLE SUSPICION/BELIEF TESTING: Employees may be subject to "FOR-CAUSE" substance testing under the following illustrative conditions:

3.1.1. After an ACCIDENT, INCIDENT OR SAFETY VIOLATION (Note: the use or abuse of substances major may not be apparent.)

3.1.2. When job performance appears to have changed or become erratic or impaired.

3.1.3. When, in the Company's opinion, an employee's actions or inaction or appearance indicated possible use or abuse of unauthorized, prohibited, and illegal or controlled substances.

3.1.4. If there is a reasonable cause, suspicion or belief that an employee may be using or abusing unauthorized, prohibited, illegal, or controlled substances.

3.1.5. Other instance in which the Company states a basis for believing the employee is using or abusing substances in connection with the workforce or workplace.

4. SUBSTANCE TESTING PROCEDURES.

4.1. A POSITIVE SUBSTANCE TEST WILL RESULT IN TERMINATION OF EMPLOYEMENT.

5. PRESCRIPTION MEDICINES AND OVER-THE-COUNTER PRODUCTS.

5.1. REQUIREMENTS FOR PRESCRIPTIONS AND OVER-THE-COUNTER PRODUCTS USED IN THE WORKPLACE:

5.1.1. Prescriptions and over-the-counter products are to be kept in the labeled prescription container, provided by the pharmacist when the prescriptions were issued, or the original manufacturer's labeled container in the case of an over- the counter product. All prescriptions are to be dated, in the employee's name, and have the prescribing physician's name and prescription number on the label.

5.1.2. Prescription and over-the-counter products are to be used in a manner consistent with the instructions of the prescribing physician or as documented in the manufacturer's instructions.

5.1.3. Only the employee whose name appears on the prescribed label can use the prescribed medication; no other employee may consume or be allowed to consume the prescribed medicine.

6. POST ACCIDENT/INCIDENT AND RANDOM SUBSTANCE TESTING PROCEDURES.

6.1. All "involved employees" and witnesses MUST immediately report the accident/incident to their Supervisor. The Supervisor MUST, in turn, immediately report the accident/incident to the Safety Manager or his representative. If the employee's Supervisor is not immediately available, the employee MUST immediately report it directly to the Safety Manager of his representative.

Note: "Involved employees" are defined as any employee who is, either directly or indirectly, involved in a mishap as an injured party, non-injured participant, and/or an operator or passenger in, on, or of equipment or a vehicle involved in the accident/incident.

6.2. All "involved employees" MUST complete the "INCIDENT REPORT FORM" immediately following the Accident/Incident.

6.3. The Safety Manager or his representative will make all medical arrangements for the affected employee(s). It is also the employee's responsibility (unless prohibited by the seriousness of the injury) to communicate with the Safety Manager or his representative for obtaining medical care and further instructions.

6.4. "Involved employee's" in accidents/incidents appearing to be of nature which would prevent the injured employee(s) from reporting to work the following day, or prevent him or her from completing the remainder of the current work day (lost-time accident) may be required, at the sole decision of the Company, to under-go substance testing.

Note: Since the impact of an accident/incident may not be readily discernible, however, the Company reserves the right to require substance testing following ANY accident/incident, whenever the Company deems it the prudent thing to do.

7. RANDOM SUBSTANCE TESTING.

Random substance testing may be initiated pursuant to the "DRUGS, ALCOHOL, and CHEMICALS AND SUBSTANCES IN THE WORKFORCE AND WORKPLACE POLICY". ANY EMPLOYEES

SELECTED AT RANDOM WILL SUBMIT TO A SUBSTANCE TEST. Any employee who refuses to do so will be subject to disciplinary action, up to and including termination of employment.

7.1. COMPLIANCE WITH THE DRUGS, ALCOHOL, CHEMICALS AND SUBSTANCES IN THE WORKFORCE AND WORKPLACE POLICY IS MANDATORY.

7.2. NOTICE OF RANDOM SUBSTANCE TESTING PROCEDURES:

7.2.1. In accordance with our Company's "DRUGS, ALCOHOL, CHEMICALS AND SUBST ANCES IN THE WORKFORCE AND WORKPLACE POLICY", a Company-wide Random Substance Testing Program will be in effect. All employees may be subject to Random Drug Screens at anytime of employment when deemed necessary.

7.2.2. The Safety Manager will notify the selected employees and their Supervisors of their Random Substance Testing requirements.

CONTENTS

SECTION		PAGE
1.	PROGRAM OVERVIEW.	1
2.	VEHICLE FLEET PURPOSE.	1
3.	DRIVER LICENSING.	1
4.	REVIEW OF MOTOR VEHICLE RECORD.	2
5.	PERSONAL USE.	2
6.	MAINTENANCE.	2
7.	PERSONAL CARS USED ON COMPANY BUSINESS.	3
8.	TRAFFIC VIOLATIONS.	3
9.	ACCIDENTS INVOLVING COMPANY VEHICLES.	3
10.	THEFTS.	4
11.	DRIVER RESPONSIBILITIES.	4
12.	PREVENTABLE ACCIDENTS.	4

1. PROGRAM OVERVIEW.

As a driver of a company vehicle, the authorized driver has been given certain privileges. He/she assumes the duty of obeying all motor vehicle laws, maintaining the vehicle properly at all times and, otherwise, following the policies and procedures outlined in the following.

President_____

Fleet Administrator_____

2. VEHICLE FLEET PURPOSE.

Company vehicles are provided to support business activities and are to be used only by qualified and authorized employees. In all cases, these vehicles are to be operated in strict compliance with motor vehicle laws of the jurisdiction in which they are driven and with the utmost regard for their care and cost-efficient use.

2.1. Company vehicles may not be used for business activities of other companies.

2.2. Company vehicles may not be driven to Mexico.

3. DRIVER LICENSING.

Company drivers and anyone authorized to drive the company vehicles must have a valid driver's license issued in the state of residence for the class of the vehicle being operated and must be able to drive a vehicle. Obtaining a driver's license is a personal expense.

3.1. Driver Qualifications

Driver qualifications are as follows:

3.1.1. Authorized employee of company.

3.1.2. Must be at least 21 years of age.

3.1.3. Have at least one year of experience in the class of vehicle operated.

3.1.4. Must meet licensing requirements.

4. REVIEW OF MOTOR VEHICLE RECORD.

State Motor Vehicle Records (MVRs) will be used as the source for verifying driver history. MVRs will be obtained and reviewed at least annually. Driving privileges may be withdrawn or suspended and/or the company vehicles removed for any authorized driver not meeting the above requirements. In addition, appropriate disciplinary action may be taken.

5. PERSONAL USE.

Company vehicles are provided primarily for business purposes. Personal use is a privilege extended only to the authorized employee. The privilege of personal use may be withdrawn at any time without notice by the company.

The following rules apply to personal use of company vehicles:

- Only authorized employee may drive.
- The company vehicle may only be used for incidental trips.
- Personal trailers, including boat and recreational vehicles, are not to be pulled.
- Company vehicle is not to be driven while under the influence or alcohol or any controlled substance.
- Possession, transportation or consumption of alcohol or illegal drugs by anyone in the vehicle is not allowed.
- Driver and all passengers must wear available personal restraints.
- Report any accident immediately to police and your manager.

Any exceptions to these rules require advance, written approval by approved company manager or officer. Violation of these rules will result in disciplinary action from removal of driving privileges to discharge.

6. MAINTENANCE.

Authorized drivers are required to properly maintain their company vehicles at all times. Vehicles should not be operated with any defect that would inhibit safe operation during current and foreseeable weather and lighting conditions. Preventive maintenance such as regular oil changes, lubrication and

tire pressure and fluid checks determine to a large extent whether you will have a reliable, safe vehicle to drive and support work activities. You should have preventive maintenance completed on your vehicle as required in the owner's manual. This service should be done at one of the following: _____, _____and _____. The invoice for preventive service should be submitted with your expense account.

Vehicle repairs or service in excess of $50 must have prior approval by _____ (manager).

7. PERSONAL CARS USED ON COMPANY BUSINESS.

The company does not assume any liability for bodily injuries or property damage the employee may become personally obligated to pay arising out of an accident occurring in connection with operation of his/her own car. The reimbursement to the employee for the operation of his/her car on company business includes the allowance for the expense of automobile insurance. You are required to have minimum liability limits of $_____. The company does not specify and assumes no responsibility for any other coverage employees carry on their own cars since this is a matter of individual status and preference.

8. TRAFFIC VIOLATIONS.

Fines for parking or moving violations are the personal responsibility of the assigned operator. The company will not condone nor excuse ignorance of traffic citations that result in court summons being directed to itself as owner of the vehicle.

Each driver is required to report all moving violations to the _____ within 24 hours. This requirement applies to violations involving the use of any vehicle (company, personal or other) while on company business. Failure to report violations will result in appropriate disciplinary action.

Please be aware that traffic violations incurred during non-business (personal use) hours will affect your driving status as well and are subject to review.

9. ACCIDENTS INVOLVING COMPANY VEHICLES.

In the event of an accident:

- Do not admit negligence or liability.
- Do not attempt settlement, regardless of how minor.
- Get name, address and phone number of injured person and witnesses if possible.
- Exchange vehicle identification, insurance company name and policy numbers with the other driver.
- Take a photograph of the scene of accident if possible.
- Call the police if injury to others is involved. You may want to call police even if there are no injuries.
- Complete the accident report in your vehicle.
- Turn all information over to your _____with in 24 hours.

10. THEFTS.

In the event of the theft of a company vehicle, notify local police immediately.

11. DRIVER RESPONSIBILITIES.

Each driver is responsible for the actual possession, care and use of the company vehicle in their possession. Therefore, a driver's responsibilities include, but are not limited to, the following:

- Operation of the vehicle in a manner consistent with reasonable practices that avoid abuse, theft, neglect or disrespect of the equipment.
- Obey all traffic laws.
- The use of seat belts and shoulder harness is mandatory for driver and passengers.
- Adhering to manufacturer's recommendations regarding service, maintenance and inspection. Vehicles should not be operated with any defect that would prevent safe operation.
- Attention to and practice of safe driving techniques and adherence to current safety requirements.
- Restricting the use of vehicles to authorized driver only.
- Reporting the occurrence of moving violations.
- Accurate, comprehensive and timely reporting of all accidents by an authorized driver and thefts of a company vehicle to the company _____.

Failure to comply with any of these responsibilities will result in disciplinary action.

12. PREVENTABLE ACCIDENTS.

A preventable accident is defined as any accident involving a company vehicle – whether being used for company or personal use – or any vehicle while being used on company business that results in property damage and/or personal injury, and in which the driver in question failed to exercise every reasonable precaution to prevent the accident.

12.1. Classification of preventable accidents

- Following too close
- Driving too fast for conditions
- Failure to observe clearances
- Failure to obey signs
- Improper turns
- Failure to observe signals from other drivers
- Failure to reduce speed
- Improper parking
- Improper passing
- Failure to yield
- Improper backing

- Failure to obey traffic signals or directions
- Exceeding the posted speed limit
- Driving While Intoxicated (DWI) or Driving Under the Influence (DUI) or similar charges.

I have read and will abide by the conditions as stated in this document regarding the operation of any vehicle for company business.

Name (printed)_____

Signature _____ Today's date_____

Witness _____ Today's date_____

CONTENTS

SECTION	PAGE
1. PROGRAM REQUIREMENTS.	1
2. RESPONSIBILITY.	1
3. TRAINING REQUIREMENTS.	1
4. PRE-JOB PLANNING.	2
5. TRAFFIC CONTROL PLAN (TCP).	2
6. SETUP/TEAR DOWN/REPOSITIONING.	2
7. PERSONAL PROTECTIVE EQUIPMENT (PPE).	3
8. INSPECTIONS.	3
9. INTERNAL TRAFFIC CONTROL PLAN (ITCP).	3

1. PROGRAM REQUIREMENTS.

   This program is intended to address the issues of Workzone Traffice Safety. Clear demonstrated commitment on behalf of management regarding the allocation of resources for implementation of the best practices, accountability, training, and personal protective equipment. Lamar Contractors, Inc. will review and evaluate this program on an annual basis, or when operational changes occur that require a revision of this document.

2. RESPONSIBILITY.

   The Safety Manager is the program coordinator, acting as the representative of Company Name owners, who have the ultimate responsibility for all facets of this program. The Safety Manager is the sole person authorized to amend these instructions. Lamar Contractors, Inc. has authorized the Safety Manager and any Supervisor or Employee to halt any operation of Lamar Contractors, Inc. E where there is danger of serious personal injury. Supervisors are required to ensure their employees are aware of the contents of this program and have received awareness training before assignment.

   2.1. A Traffic Control Officer or Competent Person will be designated for the job. He/she will be knowledgeable in traffic control principals and overall responsibility for the setup and maintenance of the work zone; and serve as the coordinator with the applicable Municipality, County or State officials.

3. TRAINING REQUIREMENTS.

   The purpose of workzone traffic safety training and education is to ensure that all of our employees are informed. ALL SITE WORKERS will receive training regarding the hazards associated with work zone operations hazard recognition and the procedures for reporting those hazards from a qualified person(s). A Traffic Control Officer, Competent Person, Superintendent and Safety Manager, etc. will have received comprehensive work zone training through a recognized certification program.

   Example: TEEX, Engineering, Utilities, and Public Works, Train-the-Trainer, OSHA 16-Hour, Work Zone Traffic Control.

Site employees will receive training that addresses at a minimum the hazards associated with work zone operations, recognition and identification of the hazards and the methods to be used to protect themselves from the hazards.

NOTE: This training may be provided by the qualified person(s).

1. Review of the TCP and site-specific conditions at tool box meetings
2. Flaggers will have received training and will be issued a copy of Defensive Flagging - A Survivor's Guide.

Example: A recognized 4-hour certification program [e.g., TxDOT, TEEX, National Safety Council (NSC), American Traffic Safety Services Association (ATSSA), LIHTF courses]

3. All training and instruction will be provided in the language appropriate to the participants (e.g., English, Spanish, etc.).

4. PRE-JOB PLANNING.

The Traffic Control Officer or Competent Person will be involved in pre-job planning with the controlling contractor and the applicable local authority. Pre-job planning will be conducted no more than 7 days in advance of starting the project. NOTE: For emergency work a job briefing will be held the same day.

During the pre-job planning he/she will identify the work location, posted speed limit, traffic volume and pattern, the type of work to be performed at the location and the potential impact on the traffic pattern and times and duration of work.

5. TRAFFIC CONTROL PLAN (TCP).

The Traffic Control Officer or Competent Person will select the appropriate TCP based on specific job site conditions. Selection to be made from the most current Manual on Uniform Traffic Control Devices (MUTCD). An Electronic copy of the MUTCD can be found at http//: mutcd.fhwa.dot.gov; and the Traffic Control Officer or Competent Person will ensure that all TCP changes have been documented and communicated to site personnel.

6. SETUP/TEAR DOWN/REPOSITIONING.

The Traffic Control Officer or Competent Person will ensure the proper setup, tear down and repositioning of the work zone in accordance with the TCP's specific requirements.

He/she will:

- Identify the specific traffic control devices per the TCP and governing authority. This includes flaggers, attenuators, arrow boards, pilot vehicles, lighting equipment, etc. where required by the plan or work site conditions;

NOTE: For flagging operations, the STOP/SLOW paddle with a 5-foot staff will be used. Flags will only be used in emergency situations.

- Ensure a sufficient number of devices have been delivered to the job site;
- Ensure that tear down and repositioning will be performed inside the work zone and from properly marked vehicles. Tear down will be performed in reverse order of setup; and

- Ensure that the devices have been inspected to ensure they provide the highest degree of visibility to motorist.

7. PERSONAL PROTECTIVE EQUIPMENT (PPE).

   The Traffic Control Officer or Competent Person will ensure that the appropriate personal protective equipment (PPE) has been selected, issued to employees, worn by employees and employee training regarding the PPE. ALL SITE WORKERS will wear:

   - High-Visibility Safety Apparel in accordance with ANSI/ISEA - 1999.
   - Other PPE as required.

8. INSPECTIONS.

   The Traffic Control Officer or Competent Person will ensure performance of job site inspections:

   - At the initial work zone set up
   - During any major phase changes
   - Periodically (As often as necessary to maintain compliance with a safe work zone)

   The inspections will focus on device placement, device conditions, PPE, the continued effectiveness of the TCP, and equipment safety devices/procedures. (e. g. back-up alarms and signaling spotters) Hazard identification and reporting measures will be documented.

9. INTERNAL TRAFFIC CONTROL PLAN (ITCP).

   The Traffic Control Officer/Site Safety Manager/Competent Person will ensure the development and implementation of an ITCP for all job sites. (Removed the reference to medium, large and multi-employer job sites) For plan specifics refer to the separate ITCP.

Internal Traffic Control Plan (ITCP)

An Internal Traffic Control Plan (ITCP) provides a mechanism for coordinating the flow of construction vehicles, equipment, and workers operating in close proximity within the activity area so that the safety of the workers can be ensured.

Elements:

Contact information for the general contractor and all subcontractors;

All site personnel will receive training that addresses the site specific ITCP;

Designated worker and visitor parking areas;

4. A procedure for orienting independent truckers drivers to the work space and the ITCP (e.g., staging area);

5. Delineated areas around specific pieces of equipment and operations where workers on foot are prohibited (e.g., equipment turn around areas, swing radius areas);

6. Designated locations for storing and servicing materials and equipment;

7. Description of internal signs and all internal traffic control devices;

8. Anticipated traffic volume, speed and a speed limit for operation within the work space;

9. Specifications for lighting in the work space as required by night work activities;

10. Interface between internal and external traffic control plans;

11. A Communications Plan that includes the following:

    a) Designated channels of communication regarding changes in the ITCP;

    b) A means for workers on foot to talk with equipment operators, truck drivers, and other personnel in charge of controlling or coordinating the flow of traffic vehicles and equipment entering and leaving the work space and the movement of heavy equipment within the work space;

    c) A means for grader operators, dozer operations, truck drivers and scraper operators to communicate with each other and with the general contractor and subcontractors; and

    d) Personnel responsible for monitoring on-site communications between vehicle and equipment operators.

12. Inspect the ITCP during the normal work zone inspections.

Incorporate into the ITCP schematic diagrams depicting the movement of construction workers and vehicles within the work zone.