ALL ACCESS BUILDING, LLC

SAFETY MANUAL

1/15/2018 (rev)

Purpose

At All Access Building Safety is more than a requirement, It's a way of life. Our Projects are always better when we achieve our SAFETY goals

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TABLE OF CONTENTS

- General-Company Policy
- Chemical Inventory List
- HazCom/GHS Pictogram
- Container Labeling
- Safety Data Sheets (SDS)
- Employee Information and Training
- Subcontractors Employees
- Hazards of Non Routine Tasks

V. ACCIDENT / INCIDENT REPORTING

A. Accident / Incident Investigations
B. First Aid / Medical Services
C. Emergency Procedures
D. Emergency Contact List (See site specific program)

VI. FORMS

A. Tool Box/Safety Bulletins (See Safety Folder: Library)
B. Accident / Incident Report
C. Accident Follow Up Report (witness information)
D. Subcontractor On Site Safety Review (Crane)
E. New Employee Orientation
F. Roof Access Permit
G. Safety Violation Form
H. Hot Work Permit
I. Job Hazard Analysis (JHA)

I. INTRODUCTION

A. CORPORATE COMMITMENT LETTER

TO: ALL EMPLOYEES, SUBCONTRACTORS, SUPPLIERS & CUSTOMERS OF All Access Building, LLC

Safety in all All Access Building, LLC operations is not just a corporate goal - it is a requirement!

To this end, we have formulated this written policy to govern all the operations ofAll Access Building, LLC.

It is a condition of employment with All Access that all employees adhere faithfully to the requirements of this policy, as well as the safety rules, instructions, and procedures issued in conjunction with it. Failure to do so will result in disciplinary action as outlined in the attached policy.

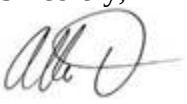
All visitors to any All Access operation including but not limited to suppliers, owner representatives, agents of the architect or engineer, regulatory authorities and insurance company representatives shall be required to follow all safety rules and regulations in effect during their visit.

All Access will make an effort to ensure that the operations of other contractors not under our control do not endanger the safety of our employees. To this end all employees are required to report hazardous activities of other employees to appropriate All Access officials.

The Safety Director, General Superintendent, Job Superintendents and foremen have the full support of management in enforcing the provisions of this policy as it relates to responsibilities assigned to them.

All Access is proud of our employees and the quality of their work. We are equally proud of our excellent safety record over the years. Accordingly, we commit to advocating a strong Safety Program that provides for safety and health on the job, protection of property, maintenance of public safety, and education on and compliance with occupational safety laws and regulations.

Sincerely,



Allen J. Dionne
President

B. SAFETY & HEALTH PROGRAM'S OBJECTIVES

1. Identify work that requires planning, design, inspection, or supervision by an engineer, competent person or other professional.

2. Evaluate/monitor the safety performance of subcontractors against their own safety & health plan, All Access Safety Policies and/or applicable OSHA standards

3. Provide Superintendent and employee training which includes the recognition, reporting and avoidance of hazards, and applicable standards.

4. Aid in the development of subcontractor procedures for controlling hazardous operations such as: cranes, scaffolding, excavations, confined spaces, hazardous materials, leading edges, etc. when applicable to the job site.

5. Document (as feasible) training, permits, hazard reports, inspections, uncorrected hazards, accidents and near misses.

6. Ensure employee involvement in hazard: analysis, prevention, avoidance's, correction and reporting.

II. PROGRAM POLICY

A. ADMINISTRATION & ORGANIZATION ASSIGNMENT OF SAFETY RESPONSIBILITY

As with other aspects of business operations, the success of a company's safety program is dependent upon management's assignment of responsibility to key, specific individuals. Activities do not occur spontaneously. They are made to happen by the efforts of people who recognize the responsibilities and obligation of their assigned positions.

Management therefore, must make specific and clear assignments of responsibilities in writing to members of the project safety team in order for those members to understand what is expected of them.

Once such responsibilities have been assigned, line management and individual employees alike can be held accountable for results in an accident prevention program.

It is the policy of All Access to provide a safe and healthful place of employment for all of its employees.

It is therefore the purpose of this stated policy to:

- Abide by all federal, state and local regulations and the site specific Safety & Health Program.
- Apply good sense and safe practices to all jobs.
- Exercise good judgment in the application of this policy.
- Protect the public from any and all hazards that result from our operations.

To further these goals the following assignments of responsibility are made:

1. All Access Management

- Establish rules and programs designed to promote safety and make known to all employees the established rules and programs.
- Provide all Superintendent s with copies of appropriate rules and regulations.
- Make available training necessary for employees to perform their tasks safely.
- Provide protective equipment for All Access employees where required.
- Impress upon all the responsibility and accountability of each individual to maintain a safe workplace.
- Record significant instances of violations and investigate all accidents.
- Discipline egregious offenses disregarding this policy.
- Require all subcontractors as a matter of contract and all material suppliers through purchase order terms to follow safety rules.

- Encourage all contractors to work safely.
- Appoint a company employee with enforcement authority over safety matters.
- Conduct safety inspections of company's job sites, maintain records, and continually monitor the program for effectiveness.

2. All Access Corporate Safety Manager(s)

- Design, implement, and manage the Safety & Health Program and related activities.
- Correlation of accident statistics, with resultant analysis.
- Provide resources to field personnel as needs arise.
- Monitor compliance with Safety & Health Program and related activities.
- Report pertinent loss control related information to corporate management.
- Design and implement safety training program need (in-house and third party)
- Continue OSHA 10/30 four training for all new project managers and superintendents as well as OSHA 10-hour safety training for All Access construction trade workers.
- Safety Manager(s) is Certified OSHA 500 Trainer

3. All Access Project Superintendents

- Plan production so that all work will be done in compliance with established safety regulations.
- Monitor through regular and frequent inspections for on-the-job safety and health and verify the correction of safety deficiencies.
- Instruct foremen in safety requirements.
- Review incidents, supervise correction of unsafe practices, and file timely incident reports.
- Conduct job site safety meetings and provide employees with proper instruction on safety requirements.
- Require conformance to safety standards from subcontractors.
- Notify Corporate Safety Manager(s)(s) of safety violations.
- Provide for the protection of the public from company operations.
- Attempt to ensure safe performance by others present on the site, including owner and architect/engineer representatives, the general public, visitors, and the employees of other contractors.

4. All Access Job Foremen/Workers

- Carry out safety programs at the work level.
- Be aware of all safety requirements and safe working practices.
- Plan all work activities to comply with safe working practices.
- Instruct new employees and existing employees performing new tasks on safe working practices.
- Install and maintain devices to protect the public from company operations.

- Make sure protective equipment is available and properly used.
- As feasible verify work is performed in a safe manner and no unsafe conditions or equipment is present.
- Correct all hazards, including unsafe acts and conditions that are within the scope of your position.
- Secure prompt medical attention for any injured employees.
- Report all injuries and safety violations as soon as possible to the job site superintendent.
- Wear required Personal Protective Equipment as site hazards require.

5. All Access Employees

- Work safely in such a manner as to ensure your own safety as well as that of coworkers and others.
- Request help when unsure about how to perform any task safely.
- Correct unsafe acts or conditions within the scope of the immediate work.
- Report any uncorrected unsafe acts or conditions to the appropriate Superintendent.
- Report for work in good mental and physical condition to safely carry out assigned duties.
- Avail yourself of company and industry sponsored safety programs.
- Use and maintain all safety devices provided.
- Maintain and properly use all tools under your control.
- Follow all safety rules.
- Provide fellow employees help with safety requirements.
- Wear required Personal Protective Equipment as site hazards require.

6. All Personnel

- Report immediately to your immediate Superintendent any unsafe conditions.
- Strive to make all operations safe.
- Maintain mental and physical health conducive to working safely.
- Keep all work areas clean and free of debris.
- Assess result of your actions on the entire workplace. Work will not be performed in ways that cause hazards for others.
- Before leaving work replace or repair safety precaution signs removed or altered. Unsafe conditions will not be left to imperil others.
- Abide by the safety rules and regulations of every construction site.
- Work in strict conformance with federal, state, local regulations and the site Safety & Health Plan.
- Wear required Personal Protective Equipment as site hazards require.

7. Subcontractors And Suppliers

- Abide by the site specific Safety & Health Plan.

- Notify all other contractors when their activities could affect the health or safety of other company employees.
- Check in with job site supervision before entering the job site.
- Immediately inform controlling contractor of all injuries to workers.
- Report to controlling contractor any unsafe conditions that come to your attention as soon as possible.
- Wear required Personal Protective Equipment as site hazards require.

8. Architects, Engineers, Owners And Visitors Shall Be Requested To:

- Abide by the site Safety & Health Plan.
- Inform construction site superintendent before entering a construction site.
- Check in with the job site Superintendent so personal protective equipment may be provided such as hard hats & eye protection.

B. TRAINING

The following types of training will take place with All Access employees. This will be done at regular intervals to ensure the following subjects are covered with the appropriate employee groups.

- Adult First Aid and CPR Training through the American Red Cross

  Red Cross Link

  Red Cross Training Saves Lives

- Weekly Safety meetings, Tool Box Talks
- Review of All Access safety policy through the use of Safety Inspections, Safety Bulletins and similar learning tools.
- Use of Click Safety monthly training seminars.
- All of All Access Building, LLC superintendents and Assistant Superintendents have completed the construction OSHA 30 safety course. Additionally, All Access has an ongoing safety training program that includes third party training as well as in-house training with our Safety Manager(s), who are OSHA Authorized Outreach Trainers.

1. New Employee Orientation:

Purpose:
New employee safety orientation sets the tone for safety on construction sites. The purpose of the Safety Orientation is to ensure that each new employee has information about the company and the job that is necessary for him/her to work safely and ensure the safety of co-workers, visitors on the job, and the public.

Indoctrination:

- Employees will receive a safety orientation, from the Job Superintendent prior to going to work.
- The employee attending the orientation must sign the attendance sheet.
- The attendance sheet must be kept on the job, as well as, copied and placed in the project safety folder.

Following is a guideline of topics and issues to be discussed during the new employee safety orientation:

A. Reporting Injuries and First Aid Treatment:
B. Emergency Procedures
C. Potential Hazards on the Job
D. Hazard Communication / MDS
E. Company Safety and Health Program
F. Personal Protective Equipment (PPE)

G. Disciplinary Action
H. Fire Prevention / Protection
F. General Safety Rules (Proper dress, Hardhats, etc.)

2. Tool Box Talks

- Held by the subcontractor foremen for ten to thirty minutes in length each week.
- Documented, including an agenda and attendance roster signed by participating individuals.
- Discussing work tasks and related job hazards.
- Past incidents and accidents relative to the work.
- Worker participation.
- New topics relating to OSHA guidelines and specific job site operations and hazards.
- Each subcontractor is required by subcontract agreement to conduct safety toolbox or tailgate safety meetings at least once per week with the onsite employees. Copies of meeting topic notes and attendance sheet to be given the onsite All Access superintendent.
- New safety meetings shall be supplied by All Access if needed to supplement the All Access Staff.
- www.safetymeetingoutlines.com

3. Weekly Meetings

All Access weekly job site meetings are for all Superintendents, management personnel and for subcontractors where current safety and health issues are discussed and documented.

C. CORRECTIVE ACTION PROCEDURE

To have an effective safety program, communication must take place on all rungs of the corporate ladder. When a safety problem arises, everyone in the company must know where and to whom to turn. Employees must know that each safety problem will be corrected. The following is All Access Building, LLC procedures for solving safety problems, and enforcing disciplinary actions responsible for the enforcement of the safety program rules and procedures.

1. Safety Problem Solving

It is the intent of All Access to provide a safe work place for all employees. Superintendent personnel have been instructed to watch for and correct all unsafe conditions immediately. Construction sites are complex and items can be easily overlooked. It is important that all employees be aware of possible unsafe conditions. If you observe a condition that is unsafe, the following actions are to be taken:

- **If possible, correct the condition immediately.**
- **If you are not able to take corrective action, report the condition to your immediate Superintendent for correction.**
- **All company employees with have the responsibility to take corrective action or contact someone who can when a safety concern is raised. In the event corrective action is not begun in a reasonable length of time, the employee is requested to contact the Safety Manager(s), who can be reached at the main office (508) 279-0012.**

We appreciate your cooperation in reporting all safety related issues. If we all work together, we can all work safely.

2. Safety Violations Policy

All Access Employee safety policy:

All Access shall diligently enforce safe work practices of all employees. Each employee of All Access is individually responsible for complying with all applicable safety policies.

During safety inspections there may be times when company personnel will be in violation of company safety policy. Employee discipline procedures will be handled on a case by case basis. The following protocol shall be followed:

- The employee's unsafe action will be corrected immediately. (Employees who refuse to correct an unsafe act shall be removed from the site immediately.)

- A verbal warning will be issued and recorded via Site Safety Inspection Reports or superintendents daily report. A copy of this will be issued to the Chief Operations Officer, Project Executive, Project Manager, Superintendent(s) and job site safety file. **If a violation is egregious in nature and places the offending employee or other personnel, site workers, pedestrians or any other applicable person in danger then the employee shall be removed from the job site immediately.**

- If a violation occurs again a written safety violation will be issued to the employee and kept in his or her permanent employee file.

- The employee's foreman will also be listed on the violation report. If the foreman cannot bring the workers into compliance, the foreman will be potentially replaced.

All Access Subcontractors:

All Access Subcontractors are responsible for abiding by all local, state and federal safety requirements and All Access safety policy noted in this manual. If it is noted that any All Access subcontractor is in violation the All Access Safety Manager(s) shall be notified immediately. Subcontractor discipline shall be handled on a case by case basis and at the discretion of All Access management.

If we find that a subcontractor is responsible for causing unsafe conditions and/or actions, you will be charged the cost to correct said unsafe condition. This includes, but is not limited to fines received by governing authorities.

All Access reserves the right to issue citations and fines for safety violations and to dismiss from the site those individuals and their foreman who repeatedly violate project policies. Citations and fines shall be issued in the following manner, unless the violation creates imminent danger or harm:

1st Offense – Verbal Warning

2nd Offense – Written Warning and a $250 back charge

3rd Offense - $500 back charge and a mandatory meeting with Subcontractor management

4th Offense - $1,000 back charge and a mandatory meeting with Subcontractor management

All Access also reserves the right to dismiss or suspend employees, who have not received previous written warnings if the act or violation in question is serious, willful, life threatening, repeated or results in injury or damage to persons or property. This will ultimately depend upon the facts and circumstances relating to that specific situation.

3. Safety Audit Procedure

The Safety Manager(s) will conduct periodic random site safety audits. These audits will consist of the Safety Manager(s) and the Project Superintendent, at a minimum, walking the site to identify, evaluate and correct hazardous conditions and actions that are related to the work being performed. This walkthrough and site audit by the Safety Manager(s) is in addition to the superintendent's regular and frequent safety inspections of the site.

A formal written audit report will be generated by the Safety Manager(s) detailing the issues identified at the site walk with the Superintendent. A copy of this report will be sent to the Project Superintendent, Project Manager & Project Executive.

Typical All Access safety Audits shall use Safety Reports customized template for All Access . The inspections shall be scored with more hazardous issues such as fall protection carrying heavier weight.

http://www.safety-reports.com/

In a timely manner, the Project Superintendent shall address the issues identified, with the appropriate sub contractors, owners, architects, and/or other responsible parties. These issues shall be corrected immediately or activities shall be suspended and hazard area properly isolated and a written response (email or similar) detailing the corrective actions must be submitted to All Access Safety Manager(s) for that site. The written response will then be kept on file in the field office, as well as, with All Access Safety Manager(s). By subcontract agreement each subcontractor regardless of tier, shall have at least one English-speaking interpreter on site at all times to convey and direct safety corrective work.

D. WORKING WITH REGULATORY AGENCIES

Various regulatory agencies are charged with enforcing workplace safety and health laws. These include the Occupational Safety and Health Administration (OSHA), Mine Safety and Health Administration, various state departments, the U.S. Army Corps of Engineers, the Bureau of Reclamation, Department of Environmental Protection (DEP) and others. Since OSHA is the agency with primary construction site safety responsibility, OSHA will be discussed here in some detail.

The Occupational Safety and Health Administration (OSHA) was established to administer the Occupational Safety and Health Act of 1970. This federal law was promulgated to afford a safe and healthful work place for all employees. The standards that govern the construction industry are contained in Section 29 of the Code of Federal Regulations, Part 1926, with some incorporated references from Part 1910. References are made to 'ANSI Standards and various other professional safety standards. A number of points to consider when dealing with OSHA are listed below.

1. Harassment

Federal compliance officers and state inspectors are not to be harassed, intimidated or abused.

2. Responsibilities:

Among other responsibilities, federal law requires employers to:

- Provide a place of employment free of hazards that may cause illness, injury or death to employees.
- Comply with standards, rules and regulations adopted by the U.S. Department of Labor.
- Post notices which inform employees of their rights and duties as defined by the OSHA Act.
- Maintain records regarding injuries, accidents and site inspections.
- Provide such personal protective equipment as needed and required.
- Provide required employee safety training.
- Conduct periodic job site safety inspections.

3. Record Keeping

Each site must maintain records and logs of employee job-related injuries and illnesses.
The required forms are:

A. Log of Occupational Injuries and Illnesses (OSHA Form 300).

- Entries must be current within six working days from the time the employer is notified of the injury or illness.
- The official log need not be maintained on-site but its location must be one that allows adherence to the six-day requirement. A copy of the log, updated to within 45 days of the current date, must be available for inspection on-site.

B. Supplementary Record of Occupational Injuries or Illnesses (OSHA Form 301).

- This form is a detailed record of individual injuries or illnesses that are job-related and must be completed for each entry recorded on OSHA Form 300.
- "State First Report of Injury" forms, provided by the Workers Compensation Division of some insurance companies may be used if it provides the same information required by OSHA Form 301.
- Copies of weekly safety meeting, including subcontractor weekly toolbox/tailgate safety meetings shall be kept on file at the jobsite office.

https://www.osha.gov/recordkeeping/RKforms.html

4. What To Do If OSHA Inspects.

An OSHA inspection may result from any of the following:

a. Inspection stemming from an employee complaint.
b. Inspection following a fatality or serious injury.
c. Generally scheduled inspection.
d. Follow-up inspections to ensure compliance with previous violations.
e. Voluntary consultation inspection.
f. Local Emphasis Program (LEP), Focus Inspection

- The function of the Compliance Officer is to identify conditions and/or acts which the officer considers unsafe and in violation of the construction safety regulations.
- The Compliance Officer may not violate any known safety regulation and is responsible for providing and wearing the appropriate personal protective equipment. Failure to comply with the project safety program is cause to deny the officer admittance to the site or to prematurely halt the inspection.
- The Compliance Officer may consult with employees regarding matters of safety and health to the extent necessary to conduct a thorough inspection.
- The Compliance Officer will present identification and state the purpose of the visit. An opening conference will be held with representatives from all on-site contractors, union stewards on unionized projects and any construction managers.

The Compliance Officer will:

- State the nature of the inspection: General Complaint, Target Industry, Other.
- State the approximate time the inspection will take place.
- Request copies of safety programs, accident reports and inspection surveys.
- Approve members of the inspection party. Each employer has the right to representation.
- Generally discuss the purpose of the OSHA Act, its sanctions, and the authority vested in the OSHA Compliance Officers by the Act.
- Advise that at the conclusion of the inspection, a closing conference will be held to discuss any alleged violations noted to determine abatement deadlines and to answer any questions.
- Call the corporate Safety Manager(s) to notify him that OSHA is on site.

During the inspection:

- Do not permit unnecessary contractor employees to linger near the inspection party.
- Do not argue with, harass, threaten, or otherwise intimidate the Compliance Officer.
  - The employer has the right to protect trade secrets. At the completion of the inspection, the Compliance Officer will either hold a general meeting of all contractors or will meet with each contractor individually.
  - Take photographs of anything the inspector may photograph and/or videotape. Ask

what they are taking the photo of and for what reason.

- Accompany the officer for the entire inspection.
- Have any clear safety violation corrected immediately, if possible.

5. Citations

As a result of an inspection, citations and/or notice of monetary penalty may be issued. Should a citation/penalty notice be received, the following must be done:

- Post copies of citations near the area cited. Postings must remain for three working days or until corrections have been made.
- The company has fifteen working days from receipt of a citation to contest the citation or to accept it. Failure to take action within those fifteen days means the company has accepted the citation and is judged in violation. An employer has the right to an informal conference with the OSHA area director in an attempt to resolve any problems. If this does not yield a satisfactory result, it is the employer's right to have a hearing before an Administrative Law Judge. It is strongly recommended, though not necessary, that you have an attorney to represent your interests. If the Administrative Law Judge rules against you it is your right to appeal to the Occupational Safety and Health Review Commission.

6. Construction Focused Inspection Guideline

This guideline is what the OSHA compliance officer will use to determine whether an All Access project will qualify.

PROJECT SAFETY AND HEALTH COORDINATION: Are there procedures in place by the general contractor, prime contractor or other such entity to ensure that all employers provide adequate protection for their employees?

Is there a DESIGNATED COMPETENT PERSON responsible for the implementation and monitoring of the project safety and health plan that is capable of identifying existing and predictable hazards and has authority to take prompt corrective measures?

PROJECT SAFETY AND HEALTH PROGRAM PLAN that complies with 1926 Subpart C and addresses, based upon the size and complexity of the project, and the following:

- Project Safety Analysis at initiation and at critical stages that describes the sequence, procedures, and responsible individuals for safe construction.
- Definitions of work/activities requiring planning, design, inspection or supervision by an engineer, competent person or other professional.
- Evaluation & monitoring of subcontractors to determine conformance with the Project Plan. (The Project Plan may include, or be utilized by subcontractors.)
- Superintendent and employee training according to the Project Plan including recognition,

reporting and avoidance of hazards, and applicable standards.

- Procedures for controlling hazardous operations such as: cranes, scaffolding, trenches, confined spaces, hot work, explosives, hazardous materials, leading edges, etc.
- Documentation of: training, permits, hazard reports, inspections, uncorrected hazards, incidents and near misses.
- Employee involvement in hazard: analysis, prevention, avoidance, correction and reporting.
- Project emergency response plan.
- The walk around and interviews confirmed that the Plan has been implemented, including.
- The four leading hazards are addressed: falls, struck by, caught in between, electrical. Hazards are identified and corrected with preventative measures instituted in a timely manner.
- Employees and Superintendent(s) are knowledgeable of the project safety and health plan, avoidance of hazards, applicable standards, and their rights and responsibilities.

III. SAFETY AND HEALTH PROCEDURES

A. GENERAL SAFETY RULES

Following is a list of general safety rules as they relate to construction activities. Many of these topics are discussed in further detail during other sections of the All Access safety and Health program.

1. Personnel Protective Equipment Plan (all employees are required to follow):

- All personnel, subcontractors, visitors, owners, and vendors shall wear proper attire, including shirts with a minimum of 4" sleeves and long pants at all times when present on the job site. Additionally **hard hats are required** and shall meet specifications contained in American National Standards Institutes (ANSI) ANSI Link safety requirements for Industrial Head Protection Z89.1-1969. Head protection of employees exposed to high voltage electrical shock and burns shall meet specifications in ANSI Z89.2-1971.

- **Safety glasses will be worn at all times**. Otherwise, safety shields may be necessary while using pneumatic tools (paving breakers, rock drills, chipping guns, and other related equipment), cutting with chain saws, all-purpose saws, power saws, drilling, grinding or chiseling using a cutting torch, using powder actuated tools, handling liquid materials which could splash into eyes causing injury and performing any tasks which could cause eye injuries. Safety glasses will meet or exceed ANSI Z87.1-1968, Practice for Occupational and Educational Eye and Face Protection.

- Hearing protection in the form of earmuffs, and/or earplugs shall be worn in all high noise locations. Other materials should never be inserted into your ear. Foot protection shall be worn, which consist of boots or shoes that are designed for construction work and in serviceable condition for the operation to which the employee is assigned. The use of steel toe footwear is recommended. Check with the superintendent or foreman as to the type of foot protection required for the work. This policy applies to employees, subcontractor employees, guests, visitors and venders.

- Hand protection, will consist of gloves with leather palms being worn when handling rough and abrasive materials, concrete, and petroleum products or when the work exposes hands to lacerations, puncturing or burns. Other specified hand protection may be designated by the job superintendent or foreman to coincide with a specific hazardous operation.

- High visibility reflective safety vests will be worn when employees are exposed to vehicular traffic.

2. Any employee observing an unsafe condition shall report this condition to his/her immediate foreman and superintendent, as soon as possible.

3. All All Access and subcontractor employees shall report accidents and injuries to the foreman and/or superintendent for immediate treatment or first aid to prevent serious infection or complications. No matter the severity, an accident report is to be completed and forwarded to the job superintendent. The job superintendent is then required to transmit this information to All Access Inc.'s Safety Manager(s).

4. Each employee on a walking / working surface (horizontal and vertical) which is 6 feet (1.8 m) or more above a lower level shall be protected from falling by the use of guardrail systems, safety net systems, or personal fall arrest systems. All employees utilizing this equipment must be properly trained and proficient with the intended and proper use of this equipment.

5. Gasoline is prohibited for cleaning equipment or tools. Small quantities of gasoline shall be transported only in approved **metal safety containers**. All engines must be shut off when refueling. No smoking rules shall be observed in posted areas. Use of plastic gas containers is prohibited.

6. Fire extinguishers shall have an ABC or appropriate rating and shall be located in close proximity to flammable materials and gases. Periodic inspection of fire extinguishers is required to determine proper charge.

7. Compressed fuel gas and oxygen shall be upright, separately secured (stored twenty feet apart) and away from vehicle hazards. All hoses and fittings shall be checked for wear and leaks. Handle all empty cylinders as if they were full and mark them when they are empty. There is no smoking within 20 feet of storage set-ups. A minimum 10lb. Fire extinguisher at the source of work must accompany all set-ups.

8. Welding equipment is to be used only by trained personnel. All welding leads and equipment is to be thoroughly inspected prior to use.

9. Seat belts shall be worn on all equipment that requires it, including all highway motor vehicles.

10. No more than one person, the operator, shall ride in or on equipment unless the equipment is equipped with seats and seat belts to accommodate the riders and designed to do so.

11. Back up alarms (louder than the surrounding noise level) or assigned observer shall be used to back up all equipment having an obstructed view to the rear.

12. Authorized personnel with the appropriate license and/or certification shall only operate company vehicles and/or equipment.

13. All equipment left unattended, not in use, and/or subject to sudden lowering, such

as backhoes, loaders, etc., shall be lowered and secured. Maintenance work on such a vehicle shall not be started until all movable parts are secured.

14. Passengers are not allowed to ride in the rear beds of company pickup trucks.

15. Hand tools shall not be used for anything than its intended use. All damaged tools or worn parts shall be reported to the foreman for replacement or repair.

16. Inoperative and/or defective tools, ladders, vehicles, equipment and safety devices shall be tagged, **"Do Not Use"**, and/or destroyed to prevent further use.

17. Non-shored trenches and excavations greater than four feet in depth shall not be entered until a means of egress and exit, is available every 25 feet. (See OSHA CFR 1926.650 through 653) All trenches over 5 feet shall be shored, sloped, benched or properly protected in accordance with Subpart P – excavations.

18. No one shall remove a cover, guard, rail or barricade from any opening without an alternative plan for protection of all persons. The contractor that created the hole and/or removed protection during the course of their work has the responsibility to ensure that it is protected.

19. Employees are not permitted to possess, use or be under the influence of any intoxicants or drugs on All Access property or work areas.

20. Tools, equipment, machinery and work areas shall be maintained in a clean and safe manner. Defects and/or unsafe conditions should be reported to your Superintendent immediately.

21. Nails, screws and other hazards shall be removed/ or made safe from all disassembled materials immediately.

22. Horseplay, and fighting, including reckless driving of vehicles or equipment, will not be tolerated.

23. Proper lifting techniques should be practiced during all lifting. If the load is too heavy for one person to lift safely, get help from another person or appropriate mechanical lifting equipment. Light stretching as physically able is recommended.

    - Keep back straight, do not lean over.
    - Bend your knees/ squat.
    - Get close to the load.
    - Lift gradually using the legs.
    - Do not jerk or twist.

24. Tools must be double insulated or equipped with three-wire undamaged cord, having the

ground wire permanently connected to the tool frame and means for grounding the other end.

25. All scaffolding shall be assembled / disassembled as per manufacturer recommendations, under the direction of a competent person. Unstable objects such, as barrels, boxes, loose bricks or concrete blocks shall not be used to support scaffolding or planks. Scaffolding ten feet and higher must have standard guardrails installed.

26. All exposed rebar and steel shall be protected by means as to prevent workers from impalement.

27. All fuel gas hoses and/or torches shall be equipped with flashback arrestors.

28. All posted safety rules and safety signage must not be removed except under the authority of management.

29. Attendance at weekly safety and toolbox meetings is mandatory.

30. The use of AM/FM radios, compact disk players, MP3 players, I Phones, Bluetooth speakers etc. are prohibited.

31. Ladders must be secured from movement prior to use. A stepladder can only be used in the open position, and the top two steps are not to be used.

32. Leg protectors (chainsaw chaps), are required to be worn correctly at all times while operating a chainsaw.

33. Loose clothing, rings, bracelets, and jewelry can become a hazard while working around moving parts and equipment, and shall be removed. Long hair shall also be restrained while working around these hazards.

34. Hazardous materials shall be properly stored and labeled with the name, hazards associated with its use, and necessary precautions to be taken.

35. Do not walk under or near a load when it is being hoisted. Do not hoist or swing load over the heads of any personnel. Sound a horn one time when hoisting a load to notify anyone in the area that a load is to be hoisted. All rigging to be performed must be per the direction of the designated competent person.

B. ASBESTOS EXPOSURE PREVENTION POLICY

OSHA Asbestos Standard

All Access recognizes that in this multi-disciplinary construction work some subcontractors are required to work with and/or near asbestos.

It is All Access Building, LLC goal to minimize the risk of occupational illness caused by asbestos exposure by ensuring effective control programs are instituted and are in compliance with the requirements of all regulating authorities.

Procedure

- Subcontractors involved in asbestos removal encapsulation, or enclosure must submit their written Asbestos Safety Program including their medical surveillance and respiratory protection programs to All Access during the bidding process.
- All asbestos abatement work conducted by subcontractors must comply with all regulating authorities, including OSHA, EPA, DLI and DEP.
- Any subcontractor who encounters a possible asbestos material or potential for asbestos exposure on his/her job site should immediately contact the Job Superintendent for evaluation of the potential exposure.
- All Access will periodically evaluate job site controls during job site safety inspections to assess the implementation of the subcontractors Asbestos Safety Programs. Typical controls assessed include, but are not limited to:

    1. Demarcation of regulated area
    2. Condition of enclosure
    3. No smoking, eating or labeling procedures
    4. Air quality monitoring and inspection procedures

- All Access may periodically request to review records of monitoring tests, inspection reports, medical surveillance results implementation of the respiratory protection program etc. to ensure these procedures are being performed and are adequate.

C. CONCRETE FORMWORK

OSHA Concrete Standard

1. Reinforcing Steel

- Employees placing and tying reinforcing steel shall wear hard harts at all times. Protective gloves should be worn when handling reinforcing steel.
- Employees placing and tying reinforcing steel in walls, piers, columns, etc., at an elevation of six feet or more above a lower level, shall be protected from potential falls. (railings, harness, lanyard, restraint system, etc.)
- Employees shall not be permitted to work above vertically protruding reinforcing steel unless it has been protected to eliminate the hazard of impalement, per CFR 1926.701, Subpart Q.
- Eye protection should be used to prevent loose particles from entering and damaging the eyes.
- Pants cuffs shall be close fitting and work shoes shall be in good condition to prevent hooking, snagging, or tripping on the steel.
- Good housekeeping shall be maintained to reduce tripping and falling hazards.
- Bundles of reinforcing steel moved by crane or cable way shall be securely tied together to prevent slipping. Steel bundles over 20 feet in length shall be handled by properly spaced two-part slings and controlled with the use of taglines.
- Reinforcing steel used for walls, piers, columns and similar vertical structures shall be guyed and supported to prevent collapse.
- Reinforcing steel must not be used for such items as scaffolding brackets, stirrups, load bearing members of any type of lifting device, or any other type of anchorage device, nor should it be welded to any of these attachments.

Scratch Protection Only!

2. Formwork

- Any concrete forms and shoring will be designed and constructed with an adequate safety factor, to support all loads imposed during concrete placement. All components will be inspected prior to erection. Drawings or plans of jack layout, formwork, shoring, working decks and scaffolding systems will be available at the site.
- Forms and shores may not be removed until it has been determined that the concrete has gained sufficient strength to support its weight and superimposed loads.
- Good housekeeping shall be maintained at all times. Stripped lumber and materials intended for reuse shall be cleaned of nails and wire and removed from the immediate work area.
- Fire protection shall be provided in areas where wood forms and other combustible materials are being used.
- Only people specifically involved in form stripping should be allowed in the area during these operations.
- Rebar shall not be used to secure formwork bracing. Proper bracing must be preplanned and anchored in a manner that adequately supports the load.

3. Concrete Placement

- Concrete buckets, positioned by crane, equipment or cableway, shall be suspended from shackles or approved hooks with a working safety latch. The load shall not exceed the lifting capacity of the crane at that designated boom radius.
- When the point of concrete placement is not visible to the equipment operator, a trained signalman shall be positioned in clear view of the operator and the point of placement. Where this is not possible, radio communication shall be used.
- Riding of concrete buckets for any purpose is strictly prohibited. Work crews shall be kept out from under suspended concrete buckets.
- When handling concrete buckets by crane, the load should be controlled under the boom point to help avoid excessive side loading of the boom.
- Concrete trucks and similar mobile equipment shall either be equipped with automatic audible backup alarms, or backing operators shall be controlled by a competent signal person.
- Concrete operation employees are required to wear shirts, boots, rubber gloves and safety glasses. This will help reduce the risk concrete burns and eye injury.
- Concrete finish workers shall wear safety glasses, goggles and/or face shields when chipping, wire brushing, or using power impact and rotary tools in patching concrete.

4. Winter Concrete Operations

- When construction areas are enclosed with canvas, plastic, or other flammable materials, open flame or open salamanders shall not be used as a source of heat. Fire-resistive-treated tarpaulins shall be used.
- Adequate fire protection shall be provided in, or adjacent to the enclosed areas where the concrete operations are taking place.
- Temporary winter protection enclosures shall be provided with adequate light and ventilation for that operation.

D. Confined Space Entry Program

Applicable Standard:

OSHA Construction Confined Space

1. General Company Policy:

The purpose of this program is to inform interested persons, including employees that All Access and its subcontractors are complying with the OSHA Confined Space Standard, Title 29 Code of Federal Regulations 1926 subpart AA. We have determined that this workplace needs written procedures for the evaluation of confined spaces, and where

permit-required spaces are identified, we have developed and implemented a permit-required confined space entry program. This program applies to all work operations when All Access or subcontractor employees must enter a permit-required confined space as part of their job duties.

The Safety Manager(s) (SM) has overall responsibility for coordinating safety and health programs in this company. The SM is the person having overall responsibility for the Permit-Required Confined Space Program. The SM will review and update the program, as necessary.

Subcontractors are obligated to have their own program specific to their work and follow all local state and federal laws regarding confined space work.

Copies of the written program may be obtained from the safety department in the corporate office.

Under this program, we identify permit-required spaces at construction projects, and provide training for our employees according to their responsibilities in the permit space. These employees receive instructions for safe entry into our specific type of confined spaces, including testing and monitoring, appropriate personal protective equipment, rescue procedures, and attendant responsibilities.

This program is designed to ensure that safe work practices are utilized during all activities regarding the permit space to prevent personal injuries and illnesses that could occur.

If, after reading this program, you find that improvements can be made, please contact the Safety Manager(s). We encourage all suggestions because we are committed to creating a safe workplace for all our employees and a safe and effective permit-required confined space entry program is an important component of our overall safety plan. We strive for clear understanding, safe work practices, and involvement in the program from every level of the company.

2. Hazard Evaluation for Permit Spaces:

To determine if there are permit-required confined spaces at All Access construction projects, the SM or the site superintendent or subcontractor foreman must conduct a hazard evaluation of the worksite. This evaluation has provided us with the information necessary to identify the existence and location of permit-required confined spaces in our workplace that must be covered by the Permit-Required Confined Space Entry Program. This written hazard evaluation is kept in the project file at the corporate office.

3. Preventing Unauthorized Entry:

To provide a safe work environment and to prevent exposed employees from accidentally entering a permit space, we have implemented the following

procedures to inform all employees of the existence, location, and danger posed by permit spaces at All Access construction projects. To inform employees of the existence of a permit space, we use safety meetings, job site pre-cons and preplan with the various subcontractors. To ensure that unauthorized employees do not enter and work in permit spaces, we label the spaces and train employees.

4. Safe Permit Space Entry Procedures:

The Entry Supervisor is responsible for authorizing entry and issuing entry permits for work in our permit spaces. The file of permits and related documents are kept in the project site construction trailer. The procedures we follow for preparing, issuing, and canceling entry permits includes the following elements:

- Specifying acceptable entry conditions.
- Providing authorized entrant opportunity to observe testing.
- Isolating the permit space.
- Purging, ventilating the space as necessary to eliminate or control atmospheric hazards
- Provide barriers as necessary to protect entrants from external hazards.
- Verifying conditions in the space are acceptable throughout the duration of the entry.
- This section will be completed for each project requiring confined space entry.

A list of the employees who have current authorization to work in or near our permit spaces and the work activities they are expected to perform will be kept by the subcontractors on the job site.

5. Pre-Entry Evaluation:

To ensure the safety and health of our employees, before allowing authorized workers to enter a permit space or a non permit space, we evaluate conditions in that space to determine if the conditions are safe for entry. Any employee who enters the space, or that employees authorized representative, has the opportunity to observe the pre-entry and any subsequent testing. The authorized entrant or that employee's representative also has the option of requesting a reevaluation of the space if they feel that the evaluation was not adequate.

A. Alternate Entry Evaluation

Our company follows the procedures to evaluate each permit space before entry according to 1910.146(c)(5)(ii)(C). This includes testing the internal atmosphere with a calibrated direct-reading instrument for oxygen content, flammable gases and vapors, and potential toxic air contaminants. We also periodically test the atmosphere of the space to ensure that the continuous ventilation is preventing the accumulation of a hazardous atmosphere.

6. Certification:

A. Alternate Entry Procedure Certification
According to 1910.146(c)(5)(ii)(H), our company verifies that the space is safe for entry and that the pre-entry measures required by 1910.146(c)(5)(ii) have been taken, through a written certification that contains the date, location of the space, and signature of the person providing the certification. The certification is made before entry and is available to each employee entering the space.

B. Reclassification as Non-permit Space Certification
According to 1910.146(c)(7)(iii), our company documents the basis for determining that all hazards in a permit space have been eliminated, through a certification that contains the date, location of the space, and signature of the person making the determination. At our company, project site foreman/superintendent is responsible for documenting this information. The certification is available to each employee entering the space.

7. Equipment:

To ensure the safety and health of our employees, All Access or subcontractor provides appropriate equipment to all employees who work in or near our permit spaces. According to 1910.146(k)(3)(i), each authorized entrant will use a chest or full body harness, with a retrieval line attached at the center of the entrants back near shoulder level, above the entrants head, or at another point which All Access or the subcontractor can establish presents a profile small enough for the successful removal of the entrant. Wristlets may be used instead of the chest or full body harness if All Access or the subcontractor can demonstrate that the use of a chest or full body harness is infeasible or creates a greater hazard and that the use of wristlets is the safest and most effective alternative.

We maintain all equipment in excellent working condition, train the entrants in the correct usage of this equipment, and ensure that all equipment, including that used for personal protection, is used properly.

We follow these procedures to ensure that the appropriate equipment is being used by entrants.

8. Duties: Authorized Entrants

Those persons (All Access or other subcontractor employee) who have completed the training and are authorized to enter our permit spaces (authorized entrants) are assigned specific duties and responsibilities that they must perform when they work in the permit space. Their duties and responsibilities include:

A. Know the hazards that they may face.

B. Properly use equipment as required.
C. Communicate with attendant as necessary.
D. Alert the attendant whenever, the entrant recognizes any warning sign, symptom or prohibited condition.

9. Duties: Attendants

Those persons who have completed the training and have been designated as permit space attendants are assigned specific duties and responsibilities that they must perform in permit space job duties.

Their duties and responsibilities include:

A. Know the hazards that they may face.
B. Is aware of possible behavioral effects of hazards exposure in authorized entrants.
C. Continuously maintains an accurate count of authorized entrants in the space.
D. Remains outside the permit space during entry operations until relieved by another attendant.
E. Communicates with authorized entrants.
F. Monitors activities inside and outside the space.
G. Summon rescue and other emergency services.

10. Duties: Entry Supervisors:

Those persons who have completed the training and have been designated as permit space entry supervisors are assigned specific duties and responsibilities that they must perform in permit space job duties. Their duties and responsibilities include:

A. Know the hazards that they may be faced during entry
B. Verifies that the appropriate entries have been made on the permit
C. Terminates the entry and cancels the permit.
D. Verifies that rescue services are available.
E. Removes unauthorized individuals who may enter the area.

11. Training Program:

Every employee or subcontractor employee who faces the risk of confined space entry is provided with training so that each designated employee acquires the understanding, knowledge and skills necessary for the safe performance of the duties assigned to them. As required a qualified trainer or similar shall conduct our permit-required confined space training. All training related materials, documents, and signed certificates are kept in the corporate office.

When training is conducted it will use class room and field training. New employees or subcontractor are always trained before their initial assignment of duties. When

changes occur in permit-required confined space areas of our construction projects, we provide additional training. If we have reason to believe that an employee has deviated from a previously trained upon procedure or that their knowledge seems inadequate, we perform re-training.

Upon successful completion of ALL ACCESS permit-required confined space training program, each participant receives a certificate which they sign verifying that they understand the material presented, and that they will follow all company policies and procedures regarding permit space entry.

12. Rescue and Emergency Services:

All Access may utilize outside contractors to perform rescue services in the event of a permit space emergency. This group of employees has been trained, at a minimum, to:

- Perform the assigned rescue duties;
- Correctly use personal protective equipment (PPE) required for the job;
- Establish proficiency as an authorized entrant, as provided by 1910.146(g) and (h); and
- Perform basic first-aid and cardiopulmonary resuscitation (CPR).

All Access also ensures that at least one member of the rescue team holds a current certification in first-aid and CPR, and that affected employees practice making permit space rescues 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. Representative permit spaces will, with respect to opening size, configuration, and accessibility, simulate the types of permit spaces from which rescue needs to be performed.

13. Post-operations Procedures:

A. Review-Procedures

To ensure that all employees participating in entry operations are protected from permit space hazards, All Access reviews the Permit-Required Confined Space Entry Program on a regular basis. We use the retained canceled permits from the past 12 months within one year after each entry and revise the program as necessary. All Access performs a single annual review covering all entries performed during a 12-month period. If no entry is performed during a 12-month period, no review will be performed.

B. Enforcement

Constant awareness of and respect for permit-required confined space entry hazards, and compliance with all safety rules are considered conditions of employment. Supervisors and individuals in the Safety and Personnel Department reserve the right to issue disciplinary warnings to employees, up to and including termination, for failure to follow the guidelines of this permit entry program.

14. First Aid and CPR

Select employees involved in confined space operations shall be trained in First Aid and CPR. Certificates shall be kept up to date and filed in training archive and personnel files. Employees shall be trained every two years.

15. Controlling Contractor Responsibilities

The new construction confined space rule makes the controlling contractor, rather than the host employer, the primary point of contact for information about permit spaces at the work site. The host employer must provide information it has about permit spaces at the work site to the controlling contractor, who then passes it on to the employers whose employees will enter the spaces (entry employers). Likewise, entry employers must give the controlling contractor information about their entry program and hazards they encounter in the space, and the controlling contractor passes that information on to other entry employers and back to the host. As mentioned above, the controlling contractor is also responsible for making sure employers outside a space know not to create hazards in the space, and that entry employers working in a space at the same time do not create hazards for one another's workers.

E. Contractor Mobile Crane and Equipment Safety Policy

Applicable policy:

OSHA Subpart CC

Purpose:
This policy outlines the All Access project requirements for control, inspection and operation of contractor cranes. ***This procedure does not in any way relieve the subcontractor or crane operator of their responsibility to comply with OSHA crane standards in Subpart CC (29 CFR 1926) and manufacturers requirements.***

Goals of the program:
Mobile cranes are found throughout the construction industry. The safe operation, installation & ongoing maintenance of cranes is essential. To mitigate exposure associated with this equipment the All Access Superintendent/ and project staff will follow all applicable and relevant procedures to prevent crane instability, structural failure, rigging failure or electrocution.

1. Responsibility

Subcontractor management and supervision, with assigned equipment operators, are directly and primarily responsible for inspection, operation and control of all cranes as outlined in this procedure. The All Access Building Superintendent shall oversee to ensure that the activities listed take place and that the crane is only operated in adherence to the manufacture's specification and limitations. Ground preparations shall be made as required for crane type. At a minimum this should be completed and agreed on prior to crane arrival with applicable subcontractors and rental companies.

2. Inspection

An annual inspection is required to be issued to All Access prior to crane use. In addition to this a monthly written inspection is required. This should be kept with all crane documentation in the trailer.

A written daily inspection is recommended but not required by OSHA subpart CC. This should be confirmed by the project super.

- **Hydraulic cranes and truck mounted boom lifts**

  All hydraulic cranes and truck mounted boom lifts shall have had a thorough inspection, in the last year prior to arrival at the jobsite and /or prior to use, by a qualified inspector. That inspection record, with identification of inspector stated clearly on it, shall be provided to the job Superintendent.

- **Lattice Boom and Tower Cranes**

  To assure that all cranes utilized on All Access projects are in safe operating condition, a third party independent inspection should be conducted on all subcontractor's lattice boom and tower cranes during set up and prior to operation and when the crane is modified or after every major storm/event. An A/D (Assembly/Disassembly) director is required prior to set up and available at the preconstruction meeting.

3. Operator experience

Assure that the operator has operated the crane in question. If it is the first time that a crane is operated by the operator in question, the company owning the crane shall train the operator in that crane before actually making any production related picks. Verify that the crane operator has a valid mass hoist license or applicable required training as per subpart CC.

4. Cranes General

All cranes shall adhere to the following requirements on All Access job sites:

- Each subcontractor utilizing a crane on site (mobile and/or tower) will provide for an annual inspection prior to its use. The crane must meet all manufacturer's recommendations and specifications and all regulatory guidelines/standards (ANSI/OSHA). A third party inspection is preferred.

- All mobile hydraulic cranes and truck mounted boom lifts shall have had a thorough inspection, in the past year, by a qualified third party inspector.

- The inspection report shall be provided to the All Access Superintendent prior to the crane operating on site.

- Subcontractors using a crane to hoist material must have qualified signalmen. Each employee signaling a crane operator must submit to All Access documentation of training to perform this task.

5. Operator Qualifications

- Subcontractors shall prove to All Access Project Superintendent that the crane operator is properly licensed. The crane operator should be licensed in the state in which they are operating.

- Operators must meet or exceed the OSHA Subpart CC standard applicable qualifications.

6. Crane Load Capacity Charts

- Crane load capacity charts shall be posted in the cab of each crane, and visible to the operator at all times.

- Crane manuals shall be in the cab and in the language of the operator.

- The operator must be able to use the load chart.

7. Critical Lifts

Definition:

A critical lift is when any of the following conditions exists:

A. The load exceeds 75% of the crane capacity as shown on applicable crane manufacturer's load (capacity) charts for the pics performed.

B. Lifts involving more than one crane to handle a common load.

Written Critical Lift Plan

A written critical lift plan shall be prepared for all critical lifts to assure that adequate planning has been conducted prior to the lift being made. The plan shall be submitted to the Project Superintendent and Safety Manager(s). To assure adequate time for review of such plan, it should be submitted at least 7 days prior to the anticipated date of the lift. The following information shall be included:

A. Why the lift is critical
B. Type of crane
C. Boom length

D. Boom angle
E. Radius
F. Weight of load (weighing may be necessary)
G. Dimensions of load
H. Attachment points for rigging
I. Obstructions in path of load
J. Crane operator's qualifications
K. Annual and monthly written inspections
L. Crane spec/ manual
M. LD- Lift Director named and qualifications
N. Qualified Rigger name and certification(s)
O. Qualified Signal Person name and certifications(s)

8. Crane Operation

- Only the following qualified personnel shall operate cranes:

  A. Designated operators complying with Federal, State or City Laws.
  B. Maintenance and test personnel when they have the specific training and hands on work experience to operate, test or maintain the type of crane that they are servicing.
  C. Qualified Crane Inspectors

- Maintain continuous contact, visual or vocal, (with a radio that has a dedicated channel or hard wired communication system – Nextel's are not considered adequate) between the crane operator and one qualified signalman. If for any reason contact is lost, the crane operator shall stop all operations and not resume any crane function until full contact is restored.

- The crane must have sufficient capacity and be the proper type (crawler, rough terrain, truck cranes, mechanical or hydraulic) to fulfill all requirements of the work without endangering personnel or equipment. Pre-planning is suggested for all cranes.

- Outriggers on all truck cranes shall be fully extended and set for all lifts. Lifts shall not be attempted with outriggers partially extended and set. No pick and carry lifts are to be made with truck cranes.

- Rough terrain cranes operated in stationary position shall have outriggers fully extended and set before any lift is made. (unless allowed to be shorted by manufacturer)

- Pick and carry loads with rough terrain should be avoided.

- When necessary to do so, the following applies:

- Use the load chart on truck cranes with rubber wheels
- Investigate route to be followed for solid and level footing
- Restrict travel speed to maintain control of the load
- Personnel will not touch the load for any reason.
- Tag lines will be used for control of the load, if required
- Where possible, outriggers should be extended and set within a few inches off ground level; outriggers must be at one percent of level. It is recommended to use a level in addition to the crane computer to verify.
- The boom and job must be with on ½ degree of plumb on either side (one degree total)
- As required and feasible establish verify positively the weight of the load before handling. Check brakes and machine stability when load is still only inches above the ground. Cranes must be sized accordingly to handle any reasonably predictable conditions such as suction etc.
- The operator must not attempt any lift for which he/she feels conditions are inadequate.
- Only qualified crane personnel shall direct the changing or disassembly of crane booms.
- The operator shall observe the following precautions when leaving the control station of a machine (as applicable):
    A. Disengage the master clutch
    B. Lower bucket or crane load to the ground
    C. Set safety pawls on all drums where these are operated manually.
    D. Set the swing brake and travel brakes to prevent machine movement when lifts unattended for short periods and operator remains in immediate area
    E. When crane is left unattended for extended periods of time or the operator leaves the immediate area, all brakes and locks shall be engaged.
- Cranes shall be operated smoothly, avoiding sudden stops and starts.
- At no time shall personnel be positioned beneath suspended load.
- The hoist line must be vertical at all times
- No one is permitted to ride the hook or the load.

- Do not get on or off a machine when it is in motion.

- No tool boxes, oil cans, choker racks, water coolers or similar additions may be placed in the radius of the swing of the counterweight where a person could be struck.

- Swing radius of the counterweight must be barricaded at all times. Some tower cranes require a fenced in or effectively barricaded area.

4. Crane Work Near Overhead Electric

- All Access 's Project Superintendent and Subcontractor Foreman shall review the scope of work. Safety Manager(s) review is required prior to crane use with ample notice to allow time to coordinate with the utilities. The site team and utility company shall decide whether:

  A. The line will be shut down
  B. The crane will be grounded
  C. If electrical departments stand-by man is necessary or a dedicated spotter appointed.

- No crane shall be operated under these conditions unless:

  A. A crane pre-con is held with an adequate power line encroachment plan is developed by a qualified crane safety representative.

  B. Specific procedures for encroachment are developed as per OSHA subpart CC.

  C. The project manager and All Access safety personnel shall be made aware of power lines well in advance of crane use.

  D. The applicable utility is contacted and all feasible shut downs, power line controls are implemented including moving the lines, insulating boots, visibility boots and de-energizing the lines.

  E. An encroachment plan shall develop alternative effective safety controls to prevent contact a breaches of allowed encroachment distances as per OSHA and the utility company.

  F. A signalman/spotter is present whose sole function shall be to assure that clearances are maintained.

  G. Appropriate warning devices such as an air horn must be present.

H. Signs and barricades, visible warnings alerting personnel to stay clear are posted adjacent to power lines as per OSHA 1926.1408.

I. The crane operator is the only person on the rig under any high-tension lines.

J. Precautions noted in this procedure apply to all electric lines.

K. Correct identification of all overhead electric lines is vital since there is considerable resemblance between some high voltage lines and "telephone" lines.

L. All crane operators will be instructed to stay on the rig in case of contact with any electrical lines unless in imminent danger.

M. The operator shall be trained in power line emergency procedures such as exiting.

Additional resources:

http://www.cbs.state.or.us/osha/pdf/pubs/fact_sheets/fs37.pdf

OSHA CC Working near power lines

Applicable Policy:

https://www.osha.gov/doc/topics/demolition/index.html

1. Purpose

Construction personnel performing demolition work are exposed to many hazardous conditions and materials. At All Access we will strive to make employee safety and subcontractor safety our number one priority. Although All Access employees may be concerned about employee safety, there should also be heightened awareness for the safety of the general public and the property of others. This public protection safety issue is both a concern for our employees safety and for the general public in proximity to our work. All Access will strive to eliminate or reduce the hazards to both our employees and the public. ***This procedure does not in any way relieve the subcontractor of their responsibility to comply with OSHA demolition standards.***

2. Policy

All Access company employees, contractors and subcontractors are required follow the requirements of OSHA at a minimum during all demolition projects. This program outlines control measures contractors should implement as part of their existing program to plan for a successful and safe demolition project. Those supervising demolition activities should be familiar with the OSHA 29 CFR 1926, Subpart T, and all state and local requirements that apply to demolition work. This will include the procuring of all state & local permits as required for the work.

3. OSHA/ ANSI Definition:

OSHA does not specifically define a term, such as "demolition," in our standards, we use recommended standard definitions such as, those listed in American National Standard Institute (ANSI) standards. The ANSI A10.6-1990 standard for demolition operations defines "demolition" as the dismantling, razing, or wrecking of any fixed building or structure or any part thereof.

Letter of interpretation on definition of demo/gut and rehab

4. Demolition Safety Requirements

All contractors shall adhere to OSHA required safe work practices. Prior to the start of demolition operations a survey of the building shall be conducted by a competent person. A *Competent Person for the demolition subcontractor and as applicable a Qualified person* is required to review safe work procedures prior to beginning any demolition work. Note link for definition:

Definition of Qualified & Competent Person

The purpose of the survey by a competent person and/or qualified person is to thoroughly evaluate the project to identify potential hazards and develop controls to prevent accidents. Potential hazards include:

- Occupational Health Hazards
- Cave-ins
- Explosions
- Premature Collapse
- Fire

As required for structural work, demolition subcontractors performing must have a verification that a survey was conducted, and retain that report on-site.

5. Public protection required.

- Pedestrian walkways or roadways that may need to be relocated.
- Walkways or roadways should be well lit & kept clear of equipment & debris.
- Sidewalk sheds may be necessary to protect pedestrians from overhead hazards.
- Special controls or procedures may be necessary if a portion of the structure is occupied.
- If the project is entirely protected with security fencing, the gates should be kept closed at all times throughout the demolition work.

6. Overhead & underground utility protection is required.

- The location of all electric, gas, water, sewer & communications lines should be identified & the lines shut off before work is started.
- Any excavation work requires 72 hours notice be made to dig safe.

Note link:

http://www.digsafe.com/

7. Prior to the start of demolition activities, the subcontractor shall ensure that a hazardous materials survey has been conducted. Hazardous materials include, but are not limited to the following: asbestos-containing materials, lead-containing materials, PCB-containing oils (transformers, light ballasts, etc.), mercury-containing switches and light tubes (fluorescent light tubes), radioactive isotope–containing exit signs and door-closers, Halon (and similar) fire suppression systems, water-based fire suppression systems where the water may be contaminated with cutting oils, CFC-containing refrigerants, grease-coated surfaces (kitchen hoods and ceilings), grease traps, floor sumps (oil contamination), oil transformers, containerized hazardous chemicals, storage tanks, batteries, laboratory fume hoods and associated ductwork, and laboratory waste discharge lines.

8. **If hazardous materials are found,** responsibilities should be assigned to the appropriate contractor(s) for removal & disposal of the materials. The presence and location of existing or remaining hazardous materials (asbestos, lead-coated surfaces, etc.) shall be relayed to each potentially exposed contractor or All Access employee.

- Asbestos & other materials may be in furnaces, reactors, boilers, insulation, other fire protection materials, certain types of floors and ceiling tiles.
- Lead may be in pipe systems & with lead based paints.
- Polychlorinated biphenyls may be in electrical systems such as transformers & capacitors.

9. **Existing damage to nearby structures.**

- This damage should be documented. Photographs and/or videotape can be taken to supplement documentation.
- The documentation should be dated & retained with the Engineering Survey Report.

10. **Blasting-** If the use of explosives is required for the demolition project, the Competent Person must be familiar with the OSHA standard 29CFR1926, Subpart U, blasting safety requirements.

If demolition of a building will involve implosions, demolition contractor shall submit to All Access a detailed safety plan to specifically address site preparation, installation of explosives, debris/dust control and blaster qualifications.

Applicable standard:

9. Fire prevention & protection: (NFPA 241) *Safe guarding during construction Program will be developed before any project commences. Highlights listed below.*

- Fire can be a serious threat at demolition sites, potential sources of ignition should be identified.
- The Fire Department must be able to gain access to any part of the jobsite, as well as fire hydrants.
- Ample supplies of portable fire extinguishers must be available. (3,000 and/or 100 ft. or less to workers)
- Restrict smoking, open flames and spark producing operations to specific, safe areas.
- A fire warning system must be in place so that personnel can be quickly notified and evacuated in the event of a fire.
- All fuel storage and propane storage must have required permits and follow all permit safety protocol.
- Storage of flammable/combustible liquids and gases is prohibited in demolition areas.
- Fuel storage must be contained in proper flammable liquid or combustible liquid storage containers in the appropriate flammable liquid storage cabinet.
- All piping, pits, crawl spaces or other spaces that shall contain flammable or combustible gases shall be purged prior to commencement of demolition activities (e.g., natural gas piping, oil/water separator pits, etc.).

10. Work Progression

Except for cutting holes in the floors for chutes, holes to drop materials through, preparation of storage space & similar preparatory work, the demolition of floors and exterior walls shall begin at the top of the structure and proceed downward. This shall be true for exterior demolition also.

Hazards to anyone from the fragmentation of glass shall be controlled.

Mechanical equipment (bobcats etc.) shall not be used on floors on working surfaces unless such floors or surfaces are of sufficient strength to support the imposed load.

Employee entrances to multistory structures being demolished shall be protected by sidewalk staging, canopies at openings and shall be capable of sustaining predictable loads or debris. Applicable City permits should be reviewed to verify adequate public protection.

Only those stairways, passageways & ladders designated as means of access to the structure shall be used. Other access ways shall be indicated

as a controlled access zone or CAZ & closed at ALL times. The stairwell shall be covered at a point no less than two (2) floors below the floor on which work is being performed. Access to a floor where work is in progress shall be through a separate lighted, protected passageway.

During demolition, continuing inspections by a competent person shall detect hazards resulting from weakened or deteriorated floors, walls, or loosened material. NO employee shall be permitted to work where such hazards exist until they are corrected by shoring, bracing or other means.

11. Debris Removal

Any chute opening into which debris is dumped shall be protected by a guardrail 42 inches above the floor or other surface on which personnel stand to dump the material. This also applies to any space between the chute & the edge of openings in the floors through which the debris will pass.

As feasible debris removal shall not be permitted in lower areas until debris handling ceases on the floors above.

Where material is dumped from mechanical equipment or wheelbarrows, a toe-board or bumper, not less than 4 inches high, shall be attached at each chute opening.

Chutes shall be designed & constructed of such strength as to eliminate failure due to impact of materials & debris loaded therein.

The storage of waste & debris on any floor shall not exceed the allowable floor load.

Employees shall not clear trash shoots and debris unless the chute is physically made safe and they cannot be struck by debris. Employees shall avoid jarring or banging the chutes in a manner that could cause a failure. Employees must have safe access to roll off containers at the bottom of the shoot and, if possible avoid going in the containers. If an employee is forced to be in a roll-off then the safety of performing that task must be checked by the foreman of the subcontractor or competent person.

In buildings having wood floor construction, the floor joists may be removed from not more than one floor above grade to provide storage space for debris, provided falling material is not permitted to endanger the stability of the structure.

When wood floor beams serve to brace interior walls or free-standing exterior walls, such beams can be left in place until other support can be installed to replace them.

Storage space to which material is dumped shall be blocked off, except for openings for the removal of materials, and such openings shall be kept closed when material is not being removed.

Floor openings shall have curbs or stops to prevent equipment from running over the edge.

Floors weakened or otherwise made unsafe by demolition shall be shored to carry safely the intended imposed load for demolition.

Nails shall be bent to prevent puncture injuries.

Wall Removal

Masonry walls, or sections of masonry, shall not be permitted to fall upon the floors of the building in such masses as to exceed the safe carrying capacities of the floors.

No wall section which is more than ten feet in height shall be permitted to stand without lateral bracing, unless such wall was designed and constructed to stand without such lateral support and is in a condition safe enough to be self supporting.

No wall section shall be left standing without lateral bracing any longer than necessary for removal of adjacent debris interfering with demolition of the wall. Exception to this requirement will be allowed for such wall sections which are designed and constructed to stand without lateral support.

Structural or load supporting members on any floor will not be cut or removed until all stories above such a floor have been demolished and removed.

In buildings of skeletal steel construction, the steel framing may be left in place during the demolition of masonry. Where this is done, all steel beams, girders and structural supports shall be cleared of all loose material as the masonry demolition progresses.

Walls which serve as retaining walls to support earth or adjoining structures shall not be demolished until such earth has been braced or adjoining structures have been underpinned.

Walls shall not be used to retain debris unless capable of safely supporting the imposed load

Floor Removal
Openings cut in a floor shall extend the full span of the arch between supports. Before demolishing any floor arch, debris and other material shall be removed from such arch and other adjacent floor area.

Safe walkways, not less than eighteen (18) inches wide, formed of wood planks not less than two (2) inches thick or of the equivalent strength, shall be provided and used by personnel when necessary to enable them to reach any point without walking upon exposed beams. Planks shall be laid together over solid bearings with the ends overlapping at least 6-12".

When floor arches are being removed, employees shall not be allowed in the area directly underneath and that area shall be barricaded to prevent access and signed to warn of the hazards.

Steel Removal
When floor arches have been removed, planking shall be provided for the workers razing the steel framing. Steel construction shall be dismantled column-by-column and tier-by-tier (columns may be in two-story lengths). Any structural member being dismembered shall not be overstressed.

Mechanical Demolition
No person shall be permitted in any area which can be affected by demolition when balling or clamming is being performed. ***ONLY*** those persons necessary for the operations shall be permitted in this area at any other time.

The weight of the demolition ball shall not exceed 50% of the crane's rated load, based on the length of the boom and the maximum angle of operation at which the demolition ball will be used, or it shall not exceed 25% of the nominal breaking strength of the line by which it is suspended, whichever is less.

The crane boom and load line shall be as short as possible.

The ball shall be attached to the load line with a swivel connection to prevent twisting of the load line and shall be attached by positive means so that the weight cannot accidentally disconnect.

When pulling over walls or portions of walls, all steel members affected shall have been cut free.

All roof cornices or other ornamental stonework shall be removed prior to pulling walls over.

G. Equipment Safety- Powered Industrial Vehicle Program

Applicable Standards:

OSHA Powered Industrial Truck Standard

OSHA Equipment Standard

1. Purpose:

To establish the written guideline defining safe operating procedures and practices to minimize hazards associated with the design, construction, application, operation, and maintenance of powered industrial vehicles. **Subcontractors are expected to meet or exceed the set forth in this program and all OSHA Powered Industrial Truck 1910.178 applicable to construction. Equipment requirements are meant as a guide and subcontractors are required to follow all OSHA and manufacturer guidelines for equipment use.**

Definition:
Fork trucks, tractors, platform lift trucks, motorized hand trucks, and other specialized industrial trucks powered by electric motors or internal combustion engines. This standard does not apply to compressed air or nonflammable compressed gas-operated industrial trucks, farm vehicles or to vehicles intended primarily for earth moving or over-the-road hauling.

2. Scope:

This guideline applies to all of All Access employees, subcontractors, and suppliers who perform work using powered industrial vehicle owned or leased by All Access . It is meant as a guide for subcontractors who should be following their own safety plan.

3. General:

A. Only trained and authorized personnel are permitted to operate a powered industrial vehicle.
B. Certification of training shall be present when operating a powered industrial vehicle.

C. Design and Placarding

- All powered industrial vehicles acquired and used after February 15, 1972, shall meet the design and construction requirements of ANSI B56.1-1969, except for vehicles intended primarily for earth moving or over-the-road hauling.
- Powered industrial vehicles approved for use in hazardous locations shall have a label or identifying mark indicating the approval of a nationally recognized testing laboratory.

- No modifications or additions that affect capacity and safe operation may be made without prior written approval from the manufacturer. Capacity, operation, and maintenance instruction plates, tags or decals shall be changed accordingly.
- Powered industrial vehicle capacity should be visible to the operator. Capacity should be marked or stenciled on the vehicle in a location visible to the operator.
- If the vehicle is equipped with extra front-end attachments, it shall be marked to identify the attachments, and show the appropriate weight of the vehicle attachment combination at maximum elevation with the load laterally centered.
- All Powered Industrial Vehicle nameplates and markings shall be maintained in legible condition.

D. Designations

- Before a powered industrial vehicle can be operated in an area, the atmosphere, environment or location shall be classified to determine the proper class and selection of powered industrial vehicle.

Powered industrial vehicle designations include:

D: Diesel powered units that have minimum acceptable safeguards;
DS: Differ from D in that they are equipped with additional exhaust, fuel and electrical safeguards;
DY: Differ from DS in that they have no electrical equipment and are equipped with temperature limitation features;
E: Electrically powered units that have minimum acceptable safeguards;
ES: Differ from E in that they have additional safeguards to prevent sparks and limit surface temperatures;
EE: All the requirements of E and ES units as well as having completely enclosed electric and electric motors;
EX: Differ from the E, ES, and EE units in that they are electric units that are acceptable in areas containing flammable vapors or dusts;
G: Designated units are gasoline powered having minimum acceptable safeguards against inherent fire hazards;
GS: Differ from G in that they are equipped with exhaust, fuel and electrical safeguards;
LP: Designated units are liquefied petroleum gas powered having minimum acceptable safeguards against inherent fire hazards; and
LPS: Differ from LP in that they are equipped with exhaust, fuel and electrical safeguards.

E. Safety Guards

- Where a rider type lift vehicle operator is exposed to objects that may fall, the vehicle shall be equipped with an overhead guard.

- If the powered industrial vehicle is equipped with an operator restraint system, the operator shall use it.
- Manufacturers of powered industrial vehicles that are not equipped with seatbelts should be contacted to determine if retrofit programs are available.
  1. If a powered industrial vehicle manufacturer has a retrofit program to equip the vehicle with a seatbelt/personnel restraint, the program shall be followed and the restraint installed on the vehicle.
  2. Any modification to the seat or vehicle frame shall be conducted by the powered industrial vehicle manufacturer or manufacturer representative.

- Shear points on powered industrial vehicles shall be guarded as necessary to protect operators from hazardous exposure.
- Where general lighting is less than 2 lumens per square foot, auxiliary directional lighting shall be provided on the vehicle.

NOTE: The operator is responsible for ensuring the highway vehicle driver does this.

5. Policy/ Procedure:

A. Inspection Procedures
- Operators shall complete a visual and operational inspection of the powered industrial vehicle before the first use during the each shift.
- If the powered industrial vehicle fails the inspection, it shall be tagged and reported to the responsible vehicle owner.

B. Powered Industrial Vehicle Operation
- Powered industrial vehicles shall not be driven up to anyone standing in front of a fixed object.
- No one may stand or pass under the elevated portion of a powered industrial vehicle whether loaded or empty.
- Riders are prohibited on powered industrial vehicles UNLESS they are seated/located in a designated seat or operator location.
- Arms or legs shall not be placed between the uprights of the mast or outside the running lines of the powered industrial vehicle.
- When leaving a powered industrial vehicle unattended, lower the load engaging means, neutralize controls, shut off power, and set brakes. Whenever a powered industrial vehicle is parked or left on an incline, wheels shall be blocked or chocked.

Note:

i) A powered industrial vehicle is unattended when the operator is 25 feet or more away or out of the view of the vehicle.
ii) If the operator has dismounted, and is within 25 feet of the vehicle still in view, the load engaging means shall be fully lowered, the controls neutralized, and the brakes set

to prevent movement.

- Powered industrial vehicles shall be operated safely away from edges on elevated ramps or platforms. Avoiding the edge of excavations and questionable surfaces is required.
- Brakes shall be set and wheels shall be chocked on highway vehicles or trailers while loading or unloading. The flooring of vehicles shall be checked for cracks, holes, or weaknesses before they are driven onto.
- Sufficient headroom shall be provided under overhead installations (lights, pipes, sprinkler systems, etc.).
- A load backrest shall be used when necessary to minimize the possibility of a load from falling backward.
- Only approved industrial vehicles may be used in hazardous locations.
- Fire rated corridors/aisle ways, access to stairways, and fire equipment be kept clear.
- Prior to operating any communication device, the operator shall place any load in a safe and secure condition, the vehicle shall be stopped and the brakes shall be applied.

C. Traveling

- All traffic regulations shall be observed such as:
  1. Stopping at applicable intersections and main traffic ways
  2. Slowing down at cross aisles, and for pedestrians
  3. Sounding the horn at ALL intersections and blind corners.
- Approximately three vehicle lengths shall be maintained from the powered industrial vehicle ahead.
- Passing other powered industrial vehicles traveling in the same direction at intersections, blind spots, or other dangerous locations is prohibited.
- The operator shall keep a clear view of the path of travel.
- If the load being carried obstructs forward view, the driver shall travel with the load trailing.
- Grades shall be ascended and descended slowly.
  1. The loaded powered industrial vehicle shall be driven with the load upgrade when driving on ascending or descending grades greater than 10%.
  2. On all grades, the load and load engaging means shall be tilted back if applicable, and raised only as far as necessary to clear the road surface.
- The powered industrial vehicle shall be operated at a speed that will permit it to be brought to a stop in a safe manner.
- Stunt play and horseplay are prohibited.
- The operator shall slow down before entering wet and slippery floors.
- Elevators shall be approached slowly, and then entered squarely after the elevator car is properly leveled. Once in the elevator, the controls on the powered industrial vehicle shall be neutralized, power shut off, and the brakes set.
- Avoid running over loose objects on the roadway surface.

- While negotiating turns, speed shall be reduced to a safe level by means of turning the hand steering wheel in a smooth, sweeping motion. EXCEPT when maneuvering at a very low speed, the hand steering wheel shall be turned at a moderate, even rate.
- **Minimum 10 feet (3 m) clearance shall be maintained in all directions from overhead electric lines.**
- When operating Powered Industrial Vehicles on roadways subject to public access, turns shall be signaled with appropriate electronic or hand signals.

D. Loading

- Only stable or safely arranged loads shall be handled. Exercise caution when handling loads which cannot be centered.
- Only handle loads within the rated capacity of the powered industrial vehicle.
- Loads that are long or high enough to affect capacity shall be adjusted.
- Vehicles with attachments shall be operated as partially loaded even when empty.
- A load-engaging means shall be placed as far as possible under the load. The mast shall be carefully tilted backward to stabilize the load.
- When tilting the load forward or backward use extreme care.
- Tilting forward with load engaging means elevated is prohibited EXCEPT to pick up a load.
- An elevated load shall not be tilted forward EXCEPT when the load is in a deposit position over a rack or stack.
- When stacking use only enough backward tilt to stabilize the load.

E. Vehicle Operation

- When powered industrial vehicles are in need of repair or are defective or unsafe in any way, they shall be tagged and removed from service until repaired.
- Fuel tanks shall not be filled while the vehicle is running.
- A powered industrial vehicle with a fluid leak shall tagged and removed from service until the leak has been corrected.
- Any oil spills shall be carefully washed away before restarting the vehicle spill kits are available to assist with clean up.
- Do not use open flames to check electrolyte level in storage batteries.

F. General Maintenance Requirements

- Powered industrial vehicles shall not be altered in any of the following ways:

1. So that the relative positions of the various parts are different from what they were when originally received from the manufacturer;
2. By the addition of extra parts not provided by the manufacturer; or
3. By the elimination of any parts.
4. Additional counterweighing of powered industrial vehicles shall not be done unless approved by the manufacturer.

- Powered industrial vehicles shall be examined daily by the operator before being used. If a powered industrial vehicle is found to be unsafe, it shall be tagged, reported, and corrected.

6. Responsibilities:

A. Employees

- To operate all powered industrial vehicles in a safe manner consistent with All Access established guidelines.
- Inspect the vehicle prior to use & complete a "circle check" reviewing the vehicle safety, condition and area to be worked.
- If the powered industrial vehicle is in an unsafe operating condition, the operator shall tag the vehicle and report its condition to the foreman.
- Ensure the over-the-road vehicle driver has set the brake and chocked wheels before driving on the vehicle trailer with the powered industrial vehicle.
- Successfully complete all required training necessary to operate a powered industrial vehicle.

B. Superintendents/ Foremen

- To ensure all employees who need to operate powered industrial vehicles have received training and are certified before using. Call Safety Manager(s) as required to arrange.
- Maintain all powered industrial vehicles according to the manufacturer's recommendations.
- Administer maintenance contracts to service powered industrial vehicles.
- Ensure the manufacturer has installed/affixed appropriate markings on the powered industrial vehicle such as, nameplate, metal tag containing impact test load, etc.
- Maintain in a legible condition, all nameplates and markings required on the powered industrial vehicle.
- Coordinate evaluating operators after attending the classroom and hands on part of the powered industrial vehicle program.
- Inform the Safety Manager(s) of site training requirements.

C. Safety Manager(s)

- Ensure that the Powered Industrial Vehicle Program is maintained and reviewed annually.
- Periodically review the site Powered Industrial Vehicle program and initiate improvements, as necessary.
- Be a resource to the operator when questionable or non-standard loads are to be moved.
- Issue certifications to qualified operators.

7. Training / Certification:

A. Potential operators of powered industrial vehicles shall successfully complete the Powered Industrial Vehicle (Forklift) Training Course

B. Upon successful completion of the Powered Industrial Vehicle Safety Training Course, the operators shall successfully complete the Equipment Training Course (This is hands-on training with the authorized trainer. Time length varies depending upon past experience).

C. Upon successful completion of the Equipment Training Course (This is hands-on training with the authorized trainer), the supervisor shall evaluate the operator in the field actually observing the safe driving skills.

D. Operators shall be retrained when new equipment is introduced, existing equipment is modified, new hazards are introduced, or an operator's performance is unsatisfactory.

8. Equipment Safety

A. General Recommendations

- All on-site construction vehicles and equipment shall be inspected and tested prior to use.
- Only authorized, licensed drivers are permitted to operate vehicles and/or equipment, and shall wear a hard hat when outside of the cab.
- Employees are required to inspect their equipment at the beginning of each shift to assure that the vehicle is in safe operating condition. Any problems should be reported to the job superintendent or mechanic.
- Employees are required to obey all state laws, local laws, company rules, and regulations while operating vehicles or equipment. This includes having the appropriate hoisting license as required by state law for any equipment that they might be assigned to operate.
- All mobile equipment, hired or owned, shall have a back-up alarm. Any equipment without an alarm shall be reported to the job superintendent immediately to be corrected. All equipment without an alarm shall back up only under the direction of a qualified spotter, when they say it is safe.
- All manufacturer's specifications and limitations concerning the operation of equipment shall be followed.
- Rated load capacities, operating speeds, and special hazard warnings must be posted near the driver's seat on all equipment.
- No one shall attempt to get on/off moving vehicles or equipment. No operator shall allow any person to ride in the bucket of a loader or excavator, or carry any object that it's not specifically designed to.
- Personnel shall not ride on machinery unless there is a seat for this purpose. Employees are not permitted to ride with arms and/or legs outside the body of the equipment.
- Engines must be shut off during all maintenance and fueling operations.

- All exposed belts, gears, shafts, pulleys, sprockets, spindles, drums, flywheels, chains, and other moving parts must be guarded.
- Rollover protective structures (ROPS) standards apply to the following types of materials handling equipment: all rubber-tired, self-propelled scrapers, rubber-tired front-end loaders, rubber-tired dozers, wheel-type agricultural and industrial tractors, crawler tractors, crawler-type loaders, and motor graders, with or without attachments that are used in construction work.
- All hauling vehicles, where payload is loaded by crane, power shovel, loader, excavator or similar equipment, must have a cab shield and/or canopy to protect the operator from shifting or falling materials. The operator shall leave the cab and stand clear of the equipment while it is being loaded. These loaded vehicles shall be covered before using public roadways.
- All hired equipment and trucks must carry the proper insurance.
- An approved fire extinguisher must be mounted and available for use in or on all equipment.
- See OSHA CFR Subpart O, 1926.600 through 1926.604.

Forms: Powered Industrial Truck Training Certification

ELECTRICAL / GROUND FAULT PROTECTION (GFCI) PROGRAM

Applicable Policy:

OSHA Electrical Subpart

NFPA 70E

1. ELECTRICAL

- **ALL ACCESS AND ITS SUBCONTRACTORS ARE REQUIRED TO HAVE WRITTEN PROGRAMS AND PROCEDURES THAT MEET OR EXCEED OSHA 29 CFR 1926.400 THROUGH 1926.449, SUBPART K.**
- ***No work will be performed on any energized electrical circuit, buss bars, equipment, or panels*** unless an approved written work plan is developed in accordance with Chapter 1 of NFPA 70E and submitted to All Access for review prior to performance of work.
- Only knowledgeable, certified electricians are to perform electrical work.
- All temporary electrical services shall conform to local codes and/or to the applicable National Electric Code (NEC).
- Electric panel boxes shall be marked as to what each circuit controls. Substantial covers fed from & circuit identification shall be in place on any energized panel box. Boxes shall be marked as energized when alive.
- Electrical equipment and tools used on this project will be inspected to prevent any worker from receiving an accidental electrical shock. This rule will apply to all cord sets, portable electrical equipment, tools and appliances not part of any permanent building or structural electrical systems.
- All 120 volt temporary cords will be three wire types S, ST, SO, or STO with the size of the wire in an extension cord set must be sufficient to handle the amperage that will be drawn by tools connected to the cord.

2. GROUND FAULT CIRCUIT INTERRUPTERS (GFCI)

- All cord sets and cord-plug electrical equipment, tools or appliances that are 120 volts will be connected to a ground fault circuit interrupter (GFCI). No cord set or cord-plug electrical equipment, tool or appliance will be plugged directly into any permanent

building or structural electrical system not equipped with a GFCI. Exemptions are office equipment and appliances in site offices.

- When the source of electricity is from a two-wire, single-phase portable or vehicle mounted generator rated not more than 5_kW, a GFCI is not required, as long as the generator is insulated from the frame and all other grounded surfaces.

3. DOUBLE-INSULATED TOOLS

Double-insulated tools are allowed on the project, if the case bears the Underwriter Laboratories “double-insulated” label. No tool where this label has been removed, painted over or otherwise not readable will be allowed on the project.

4. INSPECTION PROGRAM

It is recommended that subcontractor establish an inspection program will be to inspect all cord sets, portable electrical equipment, tools and appliances as described below and before first use, before returned to service following any repair, and after an incident that could have caused damage.

Daily Inspection:

- Each cord set, attachment cap, plug, and receptacle of cord sets, portable electrical equipment, tools or appliances connected by a cord and plug, will be visually inspected daily by workers for external damage, such as deformed or missing ground pins, insulation damage, frayed wires or indications of possible internal damage. Exceptions include cord sets and receptacles that are fixed to the permanent electrical system and are not exposed or damaged.

- Any electrical equipment, tool, appliance or cord set that is damaged or defective will be immediately removed from service and tagged out as defective equipment for repair. A qualified electrician will repair tagged electrical items.

Quarterly Inspection (recommended):

- All cord sets, receptacles and cord-plug connected electrical equipment, tools or appliances not part of the building or structure's permanent wiring, will have the following performed each quarter:
    - Visually inspect for damage or missing ground pin
    - Inspect insulation for damage
    - Inspect for frayed or exposed wires
    - Inspect for signs of internal damage

5. GENERAL ELECTRICAL RULES

- All cord sets will be elevated 7’ above the work surface whenever possible.
- Cord sets and electrical tools that have the grounding prong missing will be (cut on the male end).
- Wire, nails or other conductive material will not be used to hang or attach cord sets or welding leads.
- Cord sets that cross roadways will be protected from damage by vehicle and equipment traffic.
- All lighting shall be maintained 100% of the time.
- Light stringers will have the light bulbs protected from accidental contact or breakage.
- Necessary steps will be taken to label & prevent unauthorized or unqualified workers access to energized electrical parts or equipment.

6. Portable Generators

All portable generators being used shall be suitably grounded. The placement of generators shall be such to minimize the containment of exhaust fumes in the work place. Generators shall be protected with GFCI’s.

I. ERGONOMICS / BACK SAFETY

1. Purpose/ Scope:

Employees and subcontractor employees with the potential to have repetitive motion injuries due to work practices will be protected through a combination of education, protective equipment, and/or a modification in the work process.

This plan is meant as a point of reference for subcontractors and All Access staff and does not relieve the subcontractors to abide by all local, state and federal laws.

2. Policy:

Work to apply best repetitive motion work practices and corrective actions as follows:

A. Bending and Stooping

- Use help when lifting more than 50 pounds. (another person, lifting equipment)
- Train workers in proper lifting techniques. Use legs muscles, not the back.

3. Lifting and Carrying

- Employees will be taught the correct method to pick up objects from a level below the waist and the proper way to place objects on the ground through the proper use of leg muscles and stooping when raising or lowering the load.
- Wear gloves when handling materials.
- Avoid moving or lifting loads by hand whenever possible.
- Use leg muscles and stooping when raising or lowering the load.
- Wear gloves when handling materials.
- Avoid moving or lifting loads by hand whenever possible.
- Employees shall be instructed to get assistance when lifting and carrying heavy and/or bulky materials.
- If possible use an appropriate, approved lifting device, (i.e. special trucks, racks, hoists, forklift, etc.)

4. Overhead Work

- Employees will be instructed to work from elevated surfaces and to correctly use ladders, scaffolds, and personnel lifts to properly perform overhead work.

Jackhammer / Chipping Operations

- Train the employees on the proper use the tools being used.
- Assist the employees to recognize “white finger” syndrome associated with this type of work, and when relief is necessary.
- Gloves providing support and cushioning from vibration should be provided by the employee’s Superintendent.

6. Repetitive Motion Work

- Employees will be instructed to report all injuries to their foreman and/or superintendent whenever they have concern of injury from repeat motion work practices and to report when they believe the task they are performing is creating the potential for injury.

7. Tips For Manual Lifting

- Get a good footing.
- Place feet about shoulder width apart.
- Bend at the knees to grasp the weight.
- Keep back as straight as possible.
- Get a firm grip.
- Lift gradually by straightening the legs.
- Don’t twist your back to turn. Move your feet.
- When the weight is too heavy or bulky for you to comfortably lift it, get help.
- When setting the load down, reverse the preceding steps.

Helpful links:

CDC Guide to construction ergonomics

J. EXCAVATION AND TRENCHING

Applicable Standard:

Subpart P Excavations

- Before any excavation or trenching operations can begin, a competent person shall be designated to the job superintendent. The designated competent person shall evaluate the area for hazards associated with the type of work being performed. Inspection of the excavation and adjacent areas will be done on a daily basis or more as necessary, to evaluate possible cave-ins, failure of protective systems and equipment, hazardous atmospheres, or other hazardous conditions. If any of these conditions arise, the competent person must have the authority to cease all work in the excavation until proper precautions have been implemented.

- All trenches under the OSHA Excavation Law are considered excavations.

- All trench boxes, shields or other design methods will be approved by a registered professional engineer or in compliance with, 29 CFR 1926 Subpart P. This data will be in writing and be kept on the job site while work is in progress.

- Unauthorized personnel must be kept away from trenches and open excavations at all times. If an individual should stand too close to the edge, there is a possibility of the banks collapsing. This can endanger the lives of the workers in the hole, and anyone near the excavation area.

- Perimeter protection around an open trench or excavation, where personnel or vehicles are exposed to a fall, shall be maintained whenever physically possible. This can include mechanisms such as, guardrails, jersey barriers, fence, rope, and/or warning signage.

- In addition to notifying DIG SAFE (811) within 72 hours, efforts (including utility company contact) must be made to determine if there are underground installations in the area. Underground utilities must be located and supported during excavation operations.

- The contractor responsible for the excavation work, in compliance with OSHA 29 CFR 1926.650, 1926.652, and 1926.653, shall determine the classification of the soil. (A, B, or C)

- Walls and faces of all excavations in which employees are exposed to danger from moving ground or cave-in, must be guarded by shoring, sloping of proper angle of response, or some equivalent means.

- Excavated material must be stored at least 2 feet from the edge of the excavation. It is advisable that all excavated materials be moved to one side in case emergency access is needed.

- Excavations over 20 feet deep must have shoring or sloping designed and documented by a professional engineer. Copies of these drawings should be kept at the job site.

- Excavations 4 feet deep or more require adequate means of exit, such as ladders, ramps and/or steps, located so as to require no more than 25 feet of lateral travel.

- Water shall not be allowed to accumulate in an excavation. Diversion ditches, dikes, or other means shall be used to prevent surface water from entering an excavation.

- The location of all electric, gas, water, sewer & communications lines should be identified & the lines shut off before work is started.

- Any excavation work requires 72 hours notice be made to dig safe.

- Employees in an excavation shall be protected from cave-ins by using either an adequate sloping and benching system or an adequate support or protective system. The only exceptions are excavations made entirely in stable rock; excavations less than five (5) feet in depth where examination of the ground by the competent person provides no indication of a potential cave-in.

- Protective systems shall be capable of resisting all loads that could reasonably be expected to be applied to the system.

- Design of Sloping and Benching Systems

The slope and configuration of sloping and benching systems shall be selected and constructed by a competent person in accordance with the following options:

- Allowable configurations and slopes

1. Excavations shall be sloped at an angle no steeper than one and one-half (1 ½) horizontal to one (1) vertical (34 degrees measured from the horizontal), unless one of the options listed below is used.

2. Slopes shall be properly excavated depending on soil type as shown in 29 CFR 1926, Subpart P, Appendix B.

- Determination of slopes and configurations using 29 CFR 1926, Subpart P, Appendices A and B

The maximum allowable slopes and allowable configurations for sloping and benching systems shall meet the requirements set forth in OSHA Subpart P:

TABLE B-1
MAXIMUM ALLOWABLE SLOPES

SOIL OR ROCK TYPE	MAXIMUM ALLOWABLE SLOPES (H:V)(1) FOR EXCAVATIONS LESS THAN 20 FEET DEEP(3)
STABLE ROCK	VERTICAL (90°)
TYPE A (2)	3/4:1 (53°)
TYPE B	1:1 (45°)
TYPE C	1 ½:1 (34°)

Footnote(1) Numbers shown in parentheses next to maximum allowable slopes are angles expressed in degrees from the horizontal. Angles have been rounded off.

Footnote(2) A short-term maximum allowable slope of 1/2H:1V (63°) is allowed in excavations in Type A soil that are 12 feet (3.67 m) or less in depth. Short-term maximum allowable slopes for excavations greater than 12 feet (3.67 m) in depth shall be 3/4H:1V (53°).

Footnote(3) Sloping or benching for excavations greater than 20 feet deep shall be designed by a registered professional engineer.

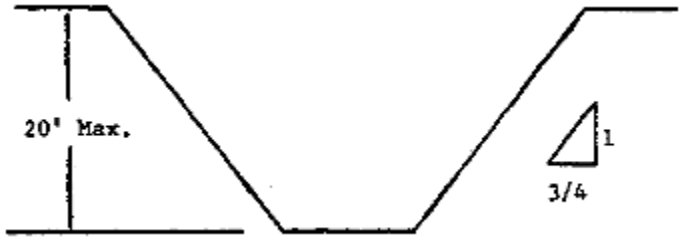
Figure B-1

Slope Configurations

(All slopes stated below are in the horizontal to vertical ratio)

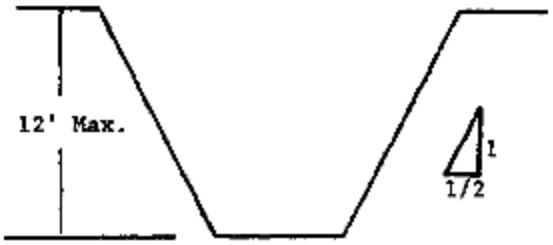
B-1.1 Excavations made in Type A soil.

1. All simple slope excavation 20 feet or less in depth shall have a maximum allowable slope of ¾:1.



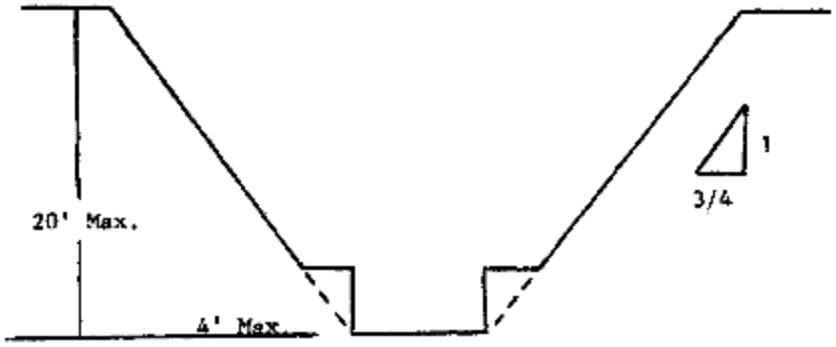
SIMPLE SLOPE -- GENERAL

Exception: Simple slope excavations which are open 24 hours or less (short term) and which are 12 feet or less in depth shall have a maximum allowable slope of ½:1.

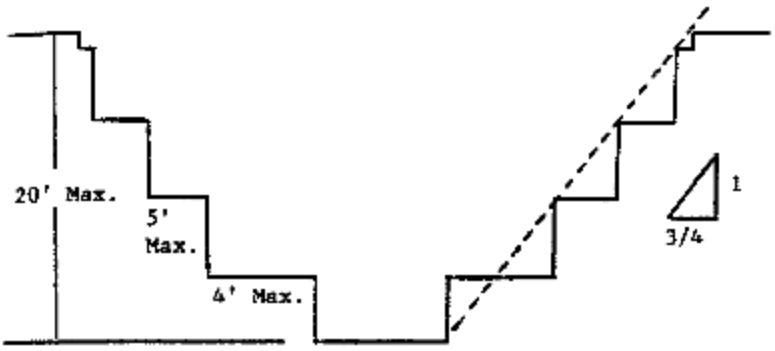


SIMPLE SLOPE -- SHORT TERM

2. All benched excavations 20 feet or less in depth shall have a maximum allowable slope of 3/4 to 1 and maximum bench dimensions as follows:

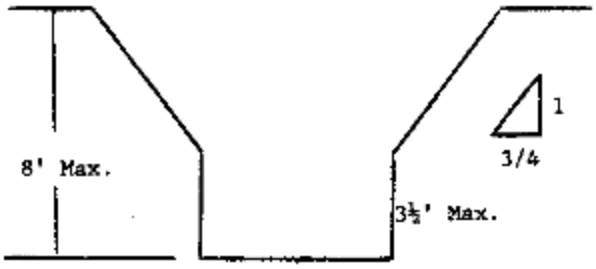


SIMPLE BENCH



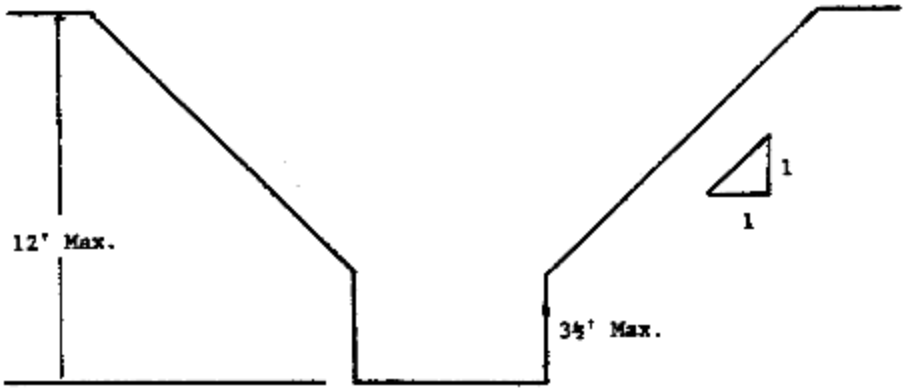
MULTIPLE BENCH

3. All excavations 8 feet or less in depth which have unsupported vertically sided lower portions shall have a maximum vertical side of 3½ feet.



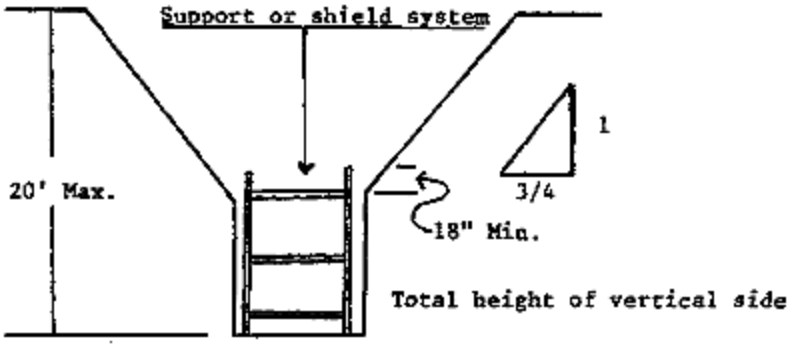
UNSUPPORTED VERTICALLY SIDED LOWER PORTION -- MAXIMUM 8 FEET IN DEPTH)

All excavations more than 8 feet but not more than 12 feet in depth with unsupported vertically sided lower portions shall have a maximum allowable slope of 1:1 and a maximum vertical side of 3½ feet.



UNSUPPORTED VERTICALLY SIDED LOWER PORTION -- MAXIMUM 12 FEET IN DEPTH)

All excavations 20 feet or less in depth which have vertically sided lower portions that are supported or shielded shall have a maximum allowable slope of ¾:1. The support or shield system must extend at least 18 inches above the top of the vertical side.

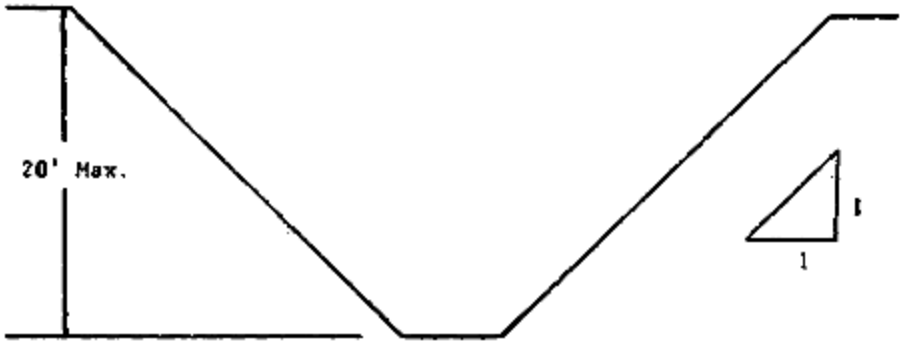


SUPPORTED OR SHIELDED VERTICALLY SIDED LOWER PORTION

4. All other simple slope, compound slope, and vertically sided lower portion excavations shall be in accordance with the other options permitted under § 1926.652(b).

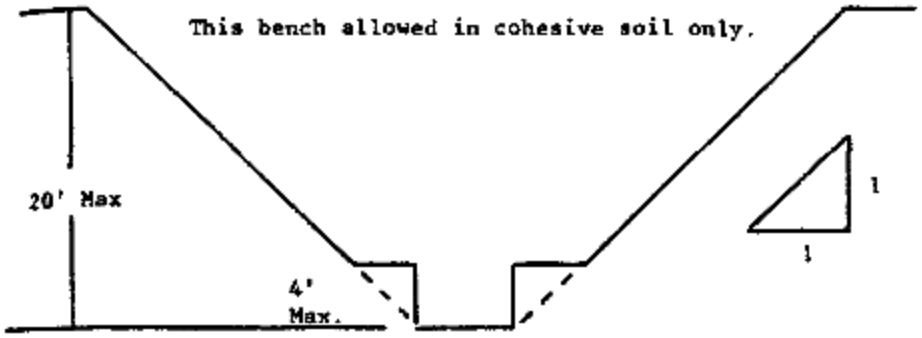
B-1.2 Excavations Made in Type B Soil

1. All simple slope excavations 20 feet or less in depth shall have a maximum allowable slope of 1:1.

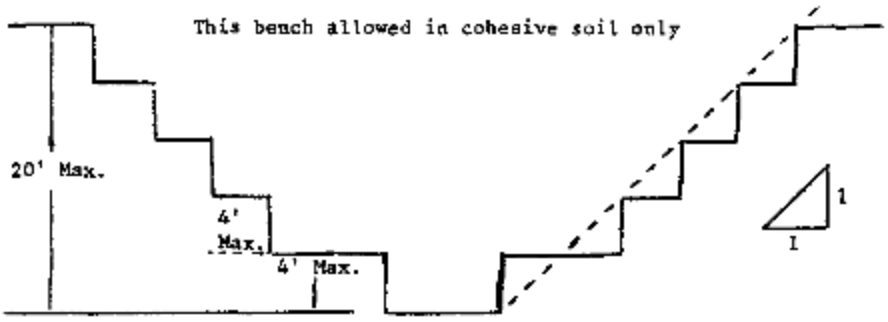


SIMPLE SLOPE

2. All benched excavations 20 feet or less in depth shall have a maximum allowable slope of 1:1 and maximum bench dimensions as follows:

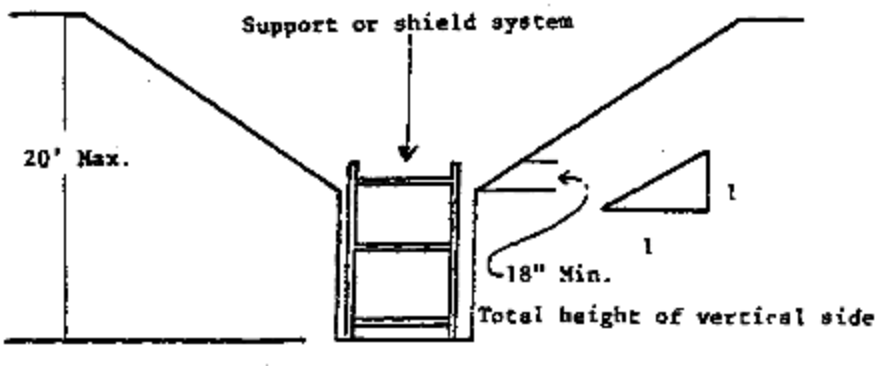


SINGLE BENCH



MULTIPLE BENCH

3. All excavations 20 feet or less in depth which have vertically sided lower portions shall be shielded or supported to a height at least 18 inches above the top of the vertical side. All such excavations shall have a maximum allowable slope of 1:1.

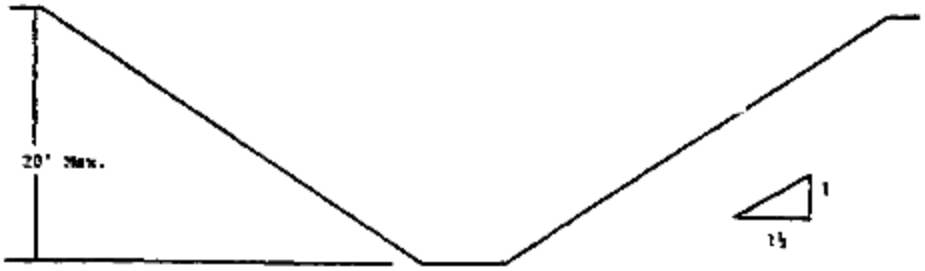


VERTICALLY SIDED LOWER PORTION

4. All other sloped excavations shall be in accordance with the other options permitted in § 1926.652(b).

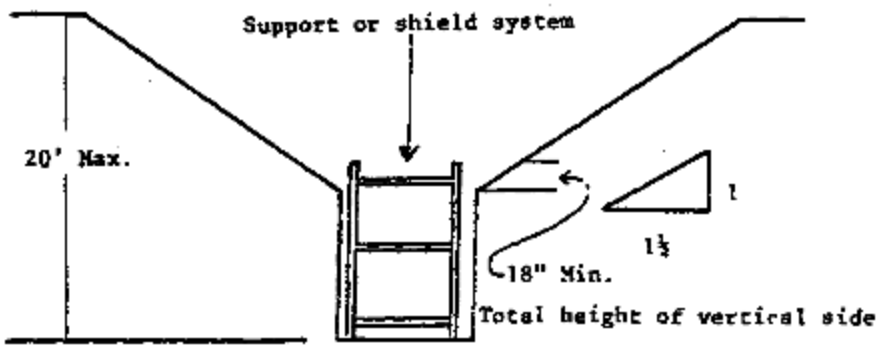
B-1.3 Excavations Made in Type C Soil

1. All simple slope excavations 20 feet or less in depth shall have a maximum allowable slope of 1½:1.



SIMPLE SLOPE

2. All excavations 20 feet or less in depth which have vertically sided lower portions shall be shielded or supported to a height at least 18 inches above the top of the vertical side. All such excavations shall have a maximum allowable slope of 1½:1.

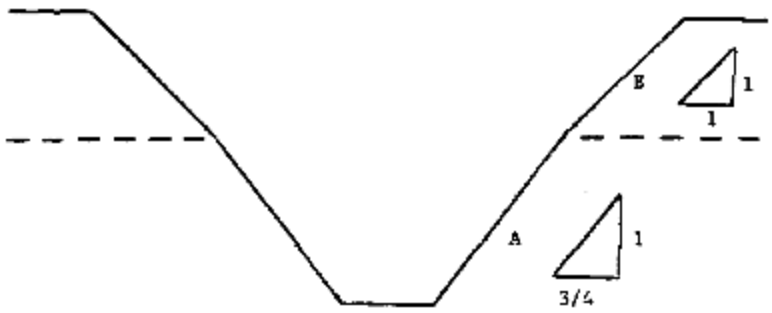


VERTICAL SIDED LOWER PORTION

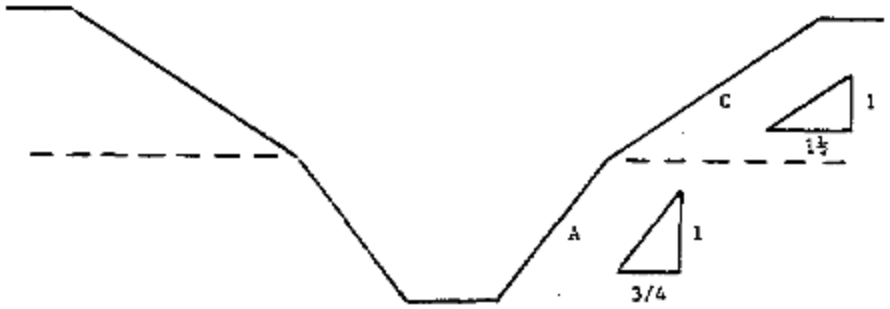
3. All other sloped excavations shall be in accordance with the other options permitted in § 1926.652(b).

B-1.4 Excavations Made in Layered Soils

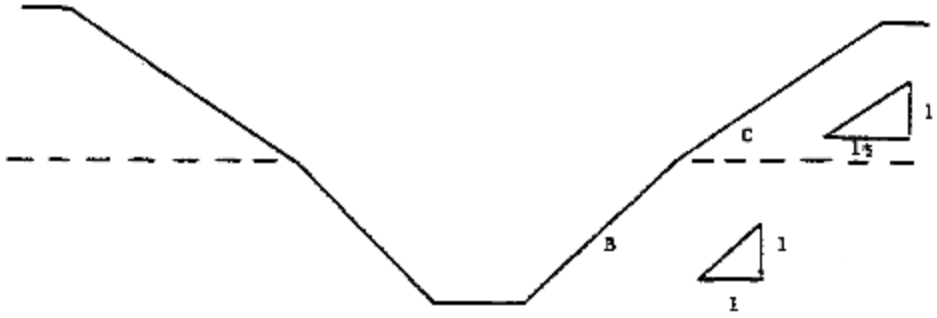
1. All excavations 20 feet or less in depth made in layered soils shall have a maximum allowable slope for each layer as set forth below.



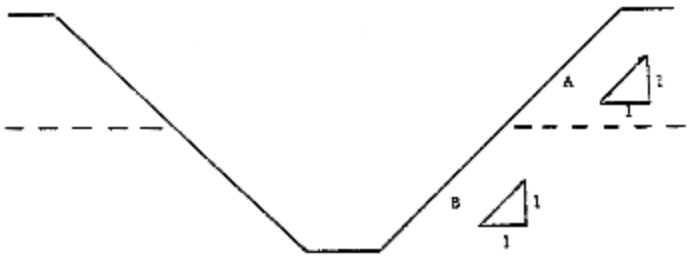
B OVER A



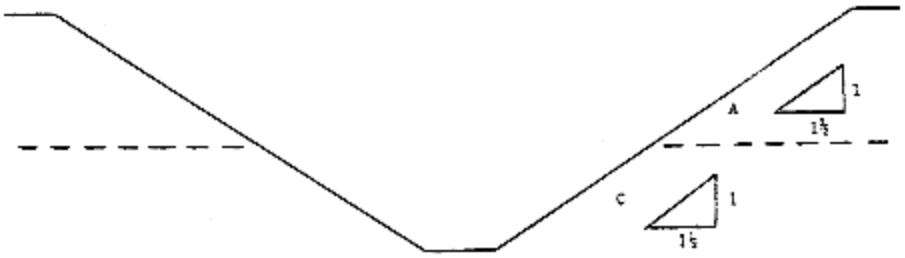
C OVER A



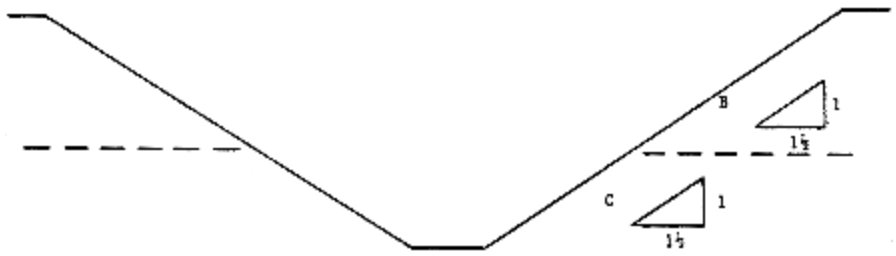
C OVER B



A OVER B



A OVER C



B OVER C

2. All other sloped excavations shall be in accordance with the other options permitted in § 1926.652(b).

Note link:

http://www.digsafe.com/

Definitions:

Accepted engineering practices: the standards of practice required by a registered professional engineer.

Aluminum hydraulic shoring: a manufactured shoring system consisting of aluminum hydraulic cylinders (cross braces) used with vertical rails (uprights) or horizontal rails (wales). This system is designed to support the sidewalls of an excavation and prevent cave-ins.

Bell-bottom pier hole: a type of shaft or footing excavation, the bottom of which is made

larger than the cross section above to form a bell shape.

Benching system: a method of protecting employees from cave-ins by excavating the sides of an excavation to form one or more horizontal steps, usually with vertical or near-vertical surfaces between levels.

Cave-in: the movement of soil or rock into an excavation, or the loss of soil from under a trench shield or support system, in amounts large enough to trap, bury, or injure and immobilize a person.

Competent person: a person who has been trained to identify hazards in the workplace, or working conditions that are unsafe for employees, and who has the authority to have these hazards corrected.

Cross braces: the horizontal members of a shoring system installed from side to side of the excavation. The cross braces bear against either uprights or wales.

Excavation: any man-made cut, cavity, trench, or depression in an earth surface formed by earth removal.

Faces or sides: the vertical or inclined earth surfaces formed as a result of excavation work.

Failure: the movement or damage of a structural member or connection that makes it unable to support loads.

Hazardous atmosphere: an atmosphere that is explosive, flammable, poisonous, corrosive, oxidizing, irritating, oxygen deficient, toxic, or otherwise harmful, that may cause death, illness, or injury.

Kick out: the accidental movement or failure of a cross brace.

Safety Manager(s): the individual within the company who oversees safety for excavation work and is responsible for assuring compliance with this program.

Protective system: a method of protecting employees from cave-ins, from material that could fall or roll from an excavation face into an excavation, or from the collapse of adjacent structures. Protective systems include support systems, sloping and benching systems, shield systems, and other systems that provide the necessary protection.

Ramp: an inclined walking or working surface that is used to gain access to one point from another. A ramp may be constructed from earth or from structural materials such as steel or wood.

Sheeting: the members of a shoring system that retain the earth in position and in turn are supported by other members of the shoring system.

Shield system: a structure used in an excavation to withstand cave-ins and which will protect employees working within the shield system. Shields can be permanent structures or portable units moved along as work progresses. Shields used in trenches are usually referred to as **trench boxes** or **trench shields**.

Shoring system: a structure that is built or put in place to support the sides of an excavation to prevent cave-ins.

Sides: see **faces**.

Sloping system: sloping the sides of an excavation away from the excavation to protect employees from cave-ins. The required slope will vary with soil type, weather, and surface or near surface loads that may affect the soil in the area of the trench (such as adjacent buildings, vehicles near the edge of the trench, etc.).

Stable rock: natural solid mineral material that can be excavated with vertical sides that will remain intact while exposed.

Structural ramp: a ramp built of steel or wood, usually used for vehicle access. Ramps made of soil or rock are not considered structural ramps.

Support system: a structure used as underpinning, bracing or shoring, which provides support to an adjacent structure, underground installation, or the sides of an excavation.

Tabulated data: tables and charts approved by a registered professional engineer and used to design and construct a protective system.

Trench: a narrow excavation (in relation to its height) made below the surface of the ground.

Trench box or trench shield: see **shield**.

Uprights: the vertical members of a trench shoring system placed in contact with the earth and usually positioned so the individual members do not contact each other. Uprights placed so that individual members are closely spaced, in contact with or interconnected to each other, are often called **sheeting**.

Wales: horizontal members of a shoring system placed in the direction of the excavation face whose sides bear against the vertical members of the shoring system or earth (the uprights or sheeting).

K. Fall Prevention & Protection

Note applicable link:
OSHA Subpart M

1. Introduction:

OSHA currently regulates fall protection for construction under Part 1926, Subpart M.

The standards for regulating fall protection systems and procedures are intended to prevent employees from falling off, onto or through working levels and to protect employees from falling objects. Fall protection requirements under the OSHA Construction regulations require considerable planning and preparation.

Note: These regulations do not address the issue of whether employers should compile a written fall protection plan, except to provide for the use of a written plan as justification for less conventional fall protection measures during leading edge work, precast concrete erection work, or residential construction. ***These plans must be made by the subcontractor specific to their task(s) & hazards.***

Written fall protection procedures establish guidelines to be followed whenever an employee works above dangerous equipment on ramps, runways, or at heights with fall protection at a job site.

The regulations:

- Are designed to provide a safe working environment and govern use of fall protection procedures and equipment.

Written procedures for fall protection establish uniform requirements for fall protection training, operation, and practices. The effectiveness of the written fall protection procedures depends on the active support and involvement of all employees who perform the jobs requiring it. This plan is intended to document procedures that ensure all work requiring fall protection is carried out safely.

2. Purpose:

All Access is dedicated to the protection of its employees from on-the-job injuries. All employees have the responsibility to work safely on the job.

The purpose of this plan is to:

- In absence of stricter subcontractor policies this plan shall be adhered to on all of All Access jobs sites or applicable work areas.

- Help prevent falls on jobs and to comply with OSHA.

- This program informs interested persons, including employees that All Access is complying with OSHA's Fall Protection requirements (29 CFR 1926.500 to .503).

- This program applies to all employees who might be exposed to fall hazards, except when designated employees are inspecting, investigating, or assessing workplace conditions before the actual start of construction work or after all construction work has been completed.

- All fall protection systems selected for each application will be installed before an employee is allowed to go to work in an area that necessitates the protection. The Safety Manager(s)(s) is the program coordinator(s), the subcontractor foremen and general superintendents are responsible for its implementation. Copies of the written program may be obtained from the corporate office or in the job site trailer.

- Certain employees are authorized to inspect, investigate, or assess workplace conditions before construction work begins or after all construction work has been completed. These employees are exempt from the fall protection rule during the performance of these duties.
  These include the Project Superintendent(s), Select All Access Field Staff, Safety Manager(s)(s), Project Managers, Project Estimators.

  These authorized employees determine if all walking/working surfaces on which our employees work have the strength and structural integrity to support the employees. Our employees will not be allowed to work on these surfaces until they have the requisite strength and structural integrity.

  All employees can obtain further information about this written program, and/or the fall protection standard from the Safety Manager(s)(s) at the corporate office.

3. Our Duty to Provide Fall Protection:

To prevent falls All Access has a duty to anticipate the need to work at heights and to plan our work activities accordingly. Careful planning and preparation lay the necessary groundwork for an accident-free jobsite. Subcontractors must diligently plan their work and have a competent person on site to comply with OSHA standards at a minimum.

4. Worksite Assessment and Fall Protection System Selection:

This written plan is for all of All Access site projects that require work at heights. There are situations at most worksites that will require fall protection. This fall protection plan is intended to anticipate the particular fall hazards to which our employees and subcontractor employees may be exposed. Subcontractors are required to follow their own fall protection plans in accordance with their work scope.

Specifically, All Access and/or applicable subcontractor representative- competent person shall:

- Inspect the area to determine what hazards exist or may arise during the work.
- Identify the hazards and select the appropriate measures and equipment.
- Give specific and appropriate instructions to workers to prevent exposure to unsafe conditions.
- Ensure employees follow procedures given and understand training provided.
- Apprise ourselves of the steps our subcontractors have taken to meet their fall protection requirements.

Providing fall protection requires an assessment of each fall situation at a given jobsite. Our criteria for selecting a given fall protection system follows those established at 29 CFR 1926.502, fall protection systems criteria and practices.

5. Unprotected Sides and Edges:

A. Our employees must be protected when they are exposed to falls from unprotected sides and edges of walking/working surfaces (horizontal and vertical surfaces) which are 6 feet or more above lower levels.

B. We know that OSHA has determined that there is no "safe" distance from an unprotected side or edge that would render fall protection unnecessary. We have chosen the following systems for each location where unprotected sides and edges exist:

- **The site subcontractor foreman with the assistance of All Access as required will evaluate the job site to determine fall protection requirements.**

- Pre-con meetings shall be held as feasible for high hazard trades

C. The subcontractor and / or All Access shall maintain the system(s) chosen until all work has been completed or until the permanent elements of the structure which will eliminate the exposure to falling hazards are in place. Some systems such as warning lines etc. Shall be set by one trade but potentially used by many. Coordination of this shall be prior to multiple trade use of elevated work areas.

6. Leading Edge Work:

A. Construction sites that require leading edge work. Leading edges are defined as the edge of a floor, roof, or formwork that changes location as additional floor, roof, or formwork sections are placed, formed, or constructed. If work stops on a leading edge it will be considered to be an "unprotected side or edge" and will be covered by the section of this plan on unprotected sides and edges.

B. OSHA may presume that it is feasible and will not create a greater hazard to implement at least one of the conventional fall protection systems for leading edge work. We have chosen the following systems for each location where leading edges exist:

- The site subcontractor foremen and/or All Access superintendent will evaluate the job site to determine fall protection requirements. The burden of fall protection is with the subcontractor to abide by OSHA subpart M.

- Pre-construction meetings shall be attended for high hazard trades

7. Hoist Areas:

In all situations where equipment and material hoisting operations take place, we protect our will protect our employees from fall hazards. This includes subcontractors and there material delivery companies.

When we are involved in hoisting operations we will use the following fall protection systems at these specific locations:

- The Subcontractor foreman and as required the All Access Superintendent will evaluate the hoist area to determine fall protection requirements.
- Guardrails and any removed protection must be reset after use. Subcontractors may be fined for not reinstalling guard rails and/or fall protection systems after removal.
- All other trades must stay out of the exposed hazard area at the area below and at a height. Areas should be posted or restrict access.

When operations require the materials to be lifted by crane to a landing zone (and do not require an employee to lean through the access opening or out over the edge to receive or guide materials), we can select either personal fall arrest equipment or a guardrail system.

When guardrails (or chains or gates) are removed to facilitate hoisting operations and one of our employees or subcontractor employee(s) must lean through the access opening or out over the edge to receive or guide materials they will be protected by a personal fall arrest system.

8. Holes:

ALL ACCESS protects employees from:

- Tripping in or stepping into or through holes (including skylights).
- Objects falling through holes (including skylights).

We use the following fall protection system to protect our employees working on walking/working surfaces with holes where they can fall 6 feet or more to a lower surface:

- The site subcontractor foremen with the aid of All Access shall evaluate the job site to determine fall protection requirements.
- The contractor that created the hole and/or removed protection during the course of their work has the responsibility to ensure that it is protected.

A. Proper protection shall include:

- Guard rails systems meeting the Subpart M standard.
- **Floor hole cover(s) shall be able to with stand two times anticipated load, be secured from movement & marked as a "Hole" with high visibility paint.**

At most worksites employees can trip or step into or through a hole (including skylights) or an object could fall through a hole and strike a worker. In these instances we use covers to prevent accidents.

We understand that OSHA does not intend that a guardrail be erected around holes while employees are working at the hole, passing materials, and so on. Therefore, if the cover is removed while work is in progress, guardrails are not required because they would interfere with the performance of work. When the work has been completed, we will be required to either replace the cover or erect guardrails around the hole.

9. Formwork and Reinforcing Steel:

This policy applies when a jobsite requires formwork or reinforcing steel work 6 feet or more above lower levels. We are involved in work where different systems fit different applications.

Therefore, we have chosen the following at each listed location to protect our employees:

- The site foremen and as applicable the job site superintendent will evaluate the job site to determine fall protection requirements.
- All rebar must be protected for impalement via guard rail, cover or similar.

10. Ramps, Runways, and Other Walkways:

We equip all ramps, runways, and other walkways with guardrails when employees are subject to falling 6 feet or more to lower levels.

11. Excavations:

At All Access jobsites we may have excavation edges that will not be readily seen (i.e., concealed from view by plant growth, etc.).

When it is necessary, and when the excavation is 6 feet or more deep, we protect these

excavations by:

- Barricades and or caution tape when there is not a fall hazard (sloped etc.)
- Chain link fence/ Jersey Barrier
- A guardrail system meeting subpart M requirements

In addition, walls, pits, shafts, and similar excavations 6 feet or more deep will be guarded to prevent employees from falling into them by:

- A posted chain link fence away from the edge and secured to prevent tip over
- A guardrail system meeting subpart M requirements

12. Overhand Bricklaying and Related Work:

Each subcontractor employee performing overhand bricklaying and related work 6 feet or more above lower levels must be protected from falls. Related work means mason tending as well as electrical work that must be incorporated into the brick wall during the bricklaying process. When a job requires overhand bricklaying or related work, subcontractor employees are protected by:

- The site subcontractor foremen will evaluate the job site to determine fall protection requirements.
- A proper Controlled Access Zone limiting exposure.
- Working to set staging or access to a height that reduces the fall exposure.

When workers must reach more than 10 inches below the level of their working surface, a controlled access zone may not be used as the fall protection measure.

13. Wall Openings:

Employees who are exposed to the hazard of falling out or through wall openings (including those with chutes attached) where the outside bottom edge of the wall opening is 6 feet or more above lower levels and the inside bottom edge of the wall opening is less than 39 inches above the walking/working surface must be protected from falling.

All site contractors must protect employees from falls out or through wall openings by the following methods:

- Guardrail system will be utilized.
- Proper hole covers (marked, able to hold 2X anticipated load & secured)
- Or effective PFAS Personnel Fall Arrest System
- Wall studs a minimum of 16 inches on center and able the hold 200 lbs of outward and downward force.

14. Protection from Falling Objects:

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

- Erect toe boards, screens, or guardrail systems to prevent objects from falling from higher levels.
- Erect a canopy structure and keep potential fall objects far enough from the edge of the higher level so that those objects would not go over the edge if they were accidentally moved.
- Barricade the area to which objects could fall, prohibit employees from entering the barricaded area, and keep objects that may fall far enough away from the edge of a higher level so that those objects would not go over the edge if they were accidentally moved.
- Cover or guard holes 6 feet or more above a lower level.

15. General Worksite Policy

A. If any worksite poses a potential fall hazard without proper planning, controls and training then do not perform that work until the condition is corrected. If you cannot remedy the condition immediately, notify a Superintendent of the problem and utilize a different piece of equipment or work in a different area, according to the situation.

B. If the situation calls for use of fall protection devices such as harnesses & lanyards because the fall hazard cannot be reduced to a safe level, then the employee must don such protective equipment before beginning the work and use it as intended throughout the duration of the work.

C. Only employees trained in such work are expected to perform it.

D. All places of employment, job sites shall be kept clean and orderly and in a sanitary condition.

E. All walking/working surfaces must be kept clean.

16. Training Program

Under no circumstances shall All Access employees or subcontractor employee's work in areas where they might be exposed to fall hazards. All Access employees and/or subcontractor personnel shall have proper training and controls that abide by OSHA standards.

The training programs should include classroom instruction and operational training on recognition and avoidance of unsafe conditions and the regulations applicable to their work environment for each specific fall hazard the employee may encounter. The training program is given by a "competent person" qualified in each aspect of the program, and

must cover the following areas:

- The nature of fall hazards in the work area.
- Selection and use of personal fall arrest systems, including application limits, proper anchoring and tie-off techniques, estimation of free fall distance (including determination of deceleration distance and total fall distance to prevent striking a lower level), methods of use, and inspection and storage of the system.
- The correct procedures for erecting, maintaining, disassembling, and inspecting the fall protection systems to be used.
- The use and operation of guardrail systems, personal fall arrest systems, safety net systems, warning line systems, safety monitoring systems, controlled access zones, and other protection to be used.
- The role of each employee in the safety monitoring system when this is used.
- The limitations on the use of mechanical equipment during the performance of roofing work on low-sloped roofs.
- The correct procedures for the handling and storage of equipment and materials and the erection of overhead protection.
- The role of employees in fall protection plans.
- The standards contained in Subpart M of the construction regulations.
- Attached PFAS (Personal Fall Arrest System) training will be covered on the job site.

The Superintendent or subcontractor foremen will identify all current and new employees who require training. Training may occur both in the classroom and on the job site, as appropriate.

The Safety Manager(s) or elected safety official has the overall responsibility for the safety of employees and will verify compliance with 1926.503(a), training program, for each employee required to be trained.

A written certificate of training is suggested which should include:

1. The name or other identity of the employee trained.
2. The date(s) of training.
3. The signature of the competent person who conducted the training and/or the signature of the employer.

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

17. Enforcement:

Constant awareness of and respect for fall hazards and compliance with all safety rules are considered conditions of employment. The jobsite Superintendent, as well as management in the Safety and corporate office, reserves the right to issue disciplinary warnings to employees, up to and including termination, for failure to follow the

guidelines of this program. This includes potential fines as per All Access contract *Exhibit(s).*

Please note that enforcement of this policy shall follow the All Access discipline policy.

18. Incident Investigation:

All accidents that result in injury to workers, regardless of their nature, are investigated and reported. It is an integral part of any safety program that documentation takes place as soon as possible so that the cause and means of prevention can be identified to prevent a reoccurrence.

In the event that an employee falls or there is some other related, serious incident (e.g., a near miss) occurs, this plan will be reviewed to determine if additional practices, procedures, or training need to be implemented to prevent similar types of falls or incidents from occurring.

19. **Changes to Plan:**

Any changes to the plan will be approved by the Safety Manager(s) or All Access Building, LLC Executives. This plan is reviewed by a qualified person as the job progresses to determine if additional practices, procedures or training needs to be implemented by the competent person to improve or provide additional fall protection. Workers are notified and trained, if necessary, in the new procedures. A copy of this plan and all approved changes is maintained at the jobsite.

L. Fire Prevention Plan/ Emergency Action Plan/ Welding & Cutting

1. Purpose:

OSHA's Fire Prevention Plan regulations, found at 29 CFR 1926.24 and Subpart F do not specifically require a written plan, but do require specific program elements. This plan addresses fire emergencies reasonably anticipated to occur through all phases of the construction, repair, alteration, or demolition at our construction sites. It also covers the basics of Emergency Response and Procedures.

This Fire Prevention Plan (FPP) is in place at this company to control and reduce the possibility of fire and to specify the type of equipment to use in case of fire. This plan addresses the following issues:

- Major workplace fire hazards and proper handling and storage procedures for hazardous materials.
- Potential ignition sources and their control.
- The type of fire protection equipment necessary to control each major hazard.
- Procedures to control accumulations of flammable and combustible waste materials.
- Procedures for regular maintenance of safeguards installed on heat-producing equipment to prevent the accidental ignition of combustible materials.
- The name job title of employees responsible for maintaining equipment to prevent or control sources of ignition or fires.
- The job title of employees responsible for the control of fuel source hazards. Combustible materials. We perform scheduled maintenance on fire prevention equipment/systems.
- Fire extinguishers shall be serviced yearly and noted on the tag.

2. Housekeeping Procedures:

Our company controls accumulations of flammable and combustible waste materials and residues so that they do not contribute to a fire. We will identify site specific potential hazards in the facility and the procedures to minimize the risk of fire.

Job sites shall be periodically audited for housekeeping and fire load/hazards. Sites shall be required to maintain proper egress to buildings and any other applicable situation. Sites shall be kept clean and orderly.

3. Training:

A. Fire Prevention Plan

If required by specific contract or law the following FPP shall be followed:

At the time of a fire, employees should know what type of evacuation is necessary and what their role is. In cases where the fire is large, total and immediate evacuation of all employees is necessary. In smaller fires, a partial evacuation of nonessential employees with a delayed evacuation of others may be necessary for continued operation. We must be sure that employees know what is expected of them during a fire to assure their safety. The use of a loud air horns that are properly charged as well as set muster points shall be implemented at all jobs. This shall be reviewed and posted as feasible on jobs though the use of site lay out plans.

All Access may elect to train employees through presentation followed by a drill depending on site emergency plan needs. We cover related FPP information at that time. Managers and supervisors also give all their employees (divided into small groups) a thorough briefing and demonstration.

Suggested training may include:

1. Fire hazards to which an employee is exposed
2. What to do if employee discovers a fire
3. Use of PASS technique for fire extinguisher technique
4. Demonstration of alarm, if more than one type exists
5. How to recognize fire exits and using evacuation routes
6. Assisting employees with disabilities
7. Measures to contain fire (e.g., closing office doors, windows, etc. in immediate vicinity)
8. Head count procedures
9. Return to building after the "all-clear" signal
10. Those parts of the Fire Prevention Plan necessary for self-protection
11. Site muster points
12. Posting of emergency numbers
13. Video-

https://www.youtube.com/watch?v=aU35ioqiJmA

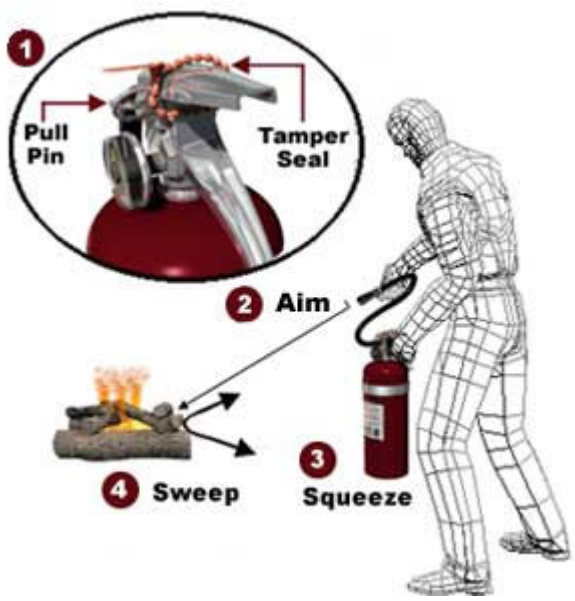
If the Safety Manager(s) has reason to believe an employee does not have the understanding required, the employee must be retrained. The Site Supervisor will certify that the employee has received and understands the training. Any employee who does not comply with this plan will be disciplined. All Access shall work to inform its employees of their duties and responsibilities under the plan.

Most fire extinguishers operate using the following P.A.S.S. technique:

1. **PULL...** Pull the pin. This will also break the tamper seal.
2. **AIM...** Aim low, pointing the extinguisher nozzle (or its horn or hose) at the base of the fire.

   Note: Do not touch the plastic discharge horn on CO2 extinguishers, it gets very cold and may damage skin.
3. **SQUEEZE...** Squeeze the handle to release the extinguishing agent.
4. **SWEEP...** Sweep from side to side at the base of the fire until it appears to be out. Watch the area. If the fire re-ignites, repeat steps 2 - 4.

If you have the slightest doubt about your ability to fight a fire....EVACUATE IMMEDIATELY!



B. Fire Protection Equipment

The Safety Manager(s), Project Manager or Superintendent shall provide training for each employee who is required to use fire protection equipment. Employees shall not use fire protection equipment without appropriate training. Training, before an individual is assigned responsibility to fight a fire, includes:

a. Types of fires
b. Types of fire prevention equipment
c. Location of fire prevention equipment
d. How to use fire prevention equipment
e. Limitations of fire prevention equipment
f. Proper care and maintenance of assigned fire prevention equipment
g. Employees must demonstrate an understanding of the training and the ability to use the equipment properly before they are allowed to work with the equipment.
h. If the Safety Manager(s) has reason to believe an employee does not have the understanding or skill required the employee must be retrained.

Fire and extinguisher operation

Fire triangle

To understand how fire extinguishers work, you need to understand a little about fire. Fire is a very rapid chemical reaction between oxygen and a combustible material, which results in the release of heat, light, flames, and smoke.

For fire to exist, the following four elements must be present at the same time:

- Enough oxygen to sustain combustion,
- Enough heat to raise the material to its ignition temperature,
- Some sort of fuel or combustible material, and
- The chemical reaction that is fire.

How a fire extinguisher works

Portable fire extinguishers apply an extinguishing agent that will cool burning fuel, displace or remove oxygen, or stop the chemical reaction so a fire cannot continue to burn. When the handle of an extinguisher is compressed, agent is expelled out the nozzle.

All portable fire extinguishers must be approved by a nationally recognized testing laboratory

to verify compliance with applicable standards [29 CFR 1910.157(c)(2)]. Equipment that passes the laboratory's tests are labeled and given an alpha-numeric classification based on the type and size of fire it will extinguish.

Let's take a look at the label pictured. The classification is:

1-A:10-BC

The letters (A, B, and C) represent the type(s) of fire for which the extinguisher has been approved.

The number in front of the A rating indicates how much water the extinguisher is equal to and represents 1.25 gallons of water for every unit of one. For example, a 4-A rated extinguisher would be equal to five (4 x 1.25) gallons of water.

The number in front of the B rating represents the area in square feet of a class B fire that a non-expert user should be able to extinguish. Using the above example, a non-expert user should be able to put out a flammable liquid fire that is as large as 10 square feet.

Types of fire extinguishers

Different types of fire extinguishers are designed to fight different types of fire. The three most common types of fire extinguishers are: air pressurized water, CO2 (carbon dioxide), and dry chemical. The following table provides information regarding the type of fire and which fire extinguisher should be used.

Extinguisher Type	Type of Fire
 **Water**	**Ordinary Combustibles** Fires in paper, cloth, wood, rubber, and many plastics require a water type extinguisher labeled A. 
 **CO2**	**Flammable Liquids** Fires in oils, gasoline, some paints, lacquers, grease, solvents, and other flammable liquids require an extinguisher labeled B. 

OR  **Dry Chemical**	**Electrical Equipment** Fires in wiring, fuse boxes, energized electrical equipment, computers, and other electrical sources require an extinguisher labeled C. 
 **Multi-Purpose**	**Ordinary Combustibles, Flammable Liquids, or Electrical Equipment** Multi-purpose dry chemical is suitable for use on class A, B, and C. 
Class D	**Metals** Fires involving powders, flakes or shavings of combustible metals such as magnesium, titanium, potassium, and sodium require special extinguishers labeled D.
Class K	**Kitchen Fires** Fires involving combustible cooking fluids such as oils and fats. **Note:** Your present fire extinguishing equipment may not put out a fire involving vegetable oil in your deep fat fryer. 

C. Cylinder Safety Guidelines:

- Oxygen & Acetylene need to be stored twenty feet from one another.
- Oxygen and acetylene can be extremely dangerous. Unless you are authorized to use this equipment, leave it alone.
- Cylinders shall be secured UPRIGHT at all times to keep oil away from oxygen fittings (with caps on when not in use).
- Watch out for nearby ignition sources and keep bottles shielded or a safe distance from welding or cutting operations.
- Caps need to be secured tightly.
- Propane may require special permitting and storage areas of propane must be away from flammable or combustible liquids and ventilated.
- No smoking near cylinders! Post the storage areas with warning signs.
- Do not move cylinders unsecured on the forks of fork trucks & Lulls.

D. Welding and cutting

The performing of welding and cutting operations exposes the employee to certain hazards. Such operations also expose structures and items to damage by fire. When performing welding and cutting operations follow these safety rules:

General Safety:

- Before any job site welding, cutting, burning space heater use or any flame generating activity can take place, the local Fire Department must be notified to determine fire watch.
- A fire extinguisher must be present.
- Wet down the area if feasible.
- Set up a fire watch.
- Do not cut near combustible materials.
- Protective clothing and equipment shall be suitable for the type of work to be performed, kept free of oil and grease.
- Sleeves shall be kept buttoned at the wrist.
- Collars shall be kept buttoned.
- Fire resistant gauntlet gloves shall be used, aprons as required.
- No front pockets.
- Capes covering shoulders and adequate protection shall be used when performing overhead cutting and/or welding.
- Hard hats shall be worn as required for falling objects, if a hard hat does not fit due to the welding mask then all overhead hazards must be removed or eliminated.
- Low cut shoes require protective leggings.
- Insulating mats shall be used when sitting on metal welding.
- Do not allow access to work until material sufficiently cools.
- Monitor area for smoke have fire watch stay at least ½ hour after.

Eye Protection:

- Goggles, helmets, hand shield or other suitable eye protection having the proper lens shade for the work being done shall be worn during all welding and cutting areas.
- Inspect eye protection frequently & do not use equipment with light leaks since welder radiation burns can result.

Confined Spaces

- Since welding creates a hazard in a confined space it would be a permit required confined space and requires the Safety Manager(s)s review and approval.
- Ventilation
- Welding should be in a ventilated open area unless engineering controls are in place

Fire Prevention

- When practicable welding shall be moved to a safe area away from hazards and isolated from other work.
- All combustibles in the area should be moved
- Any applicable welding permits shall be procured prior to welding. Please contact the local fire department for any required permits.
- No fuel near welding
- A minimum of a 2A or greater rated 20 lb. ABC fire extinguisher is required for welding or cutting
- Fire watches may be required- review permits prior to welding
    - When cutting area should be wet down as long as there is no electrical hazard or freezing hazard. Welding blankets may be used when not feasible
    - Do not weld on fuel tanks or containers with unknown contents.
    - Use welding blankets and protect areas as required to eliminate the fire hazard.

Electric Arc Welding

- Before starting operations, all electrical connections shall be checked to determine that they are securely made and firmly attached to the work.
- Work leads shall be kept as short as possible.
- Equipment shall be examined frequently to determine that all electrical connections and insulations on holders and cables are in good condition.
- Safety devices such as circuit breakers and interlocks shall not be shunted or disconnected.
- Only electrodes designed to safely handle the maximum rated current required shall be used.
- Electrode holders that are not fully insulated shall be used.
- An arc shall not be struck on a gas cylinder or any pressure vessel.
- Only welding cables that are completely insulated, flexible and of proper size for the maximum current requirements of the work shall be used.

- Lengths of the cable shall be connected by fully insulated lock type connectors having the capacity of equal to that of the cable.
- Welders shall make every effort to keep the welding cables dry, grease and oil free and protected from sparks or hot metal.
- Welding cables shall not be located in close proximity to the power supply or other high tension cables.
- Welding rods shall be stored properly.
- Do not perform welding in damp or wet areas.
- Gas or diesel electric generators shall have the exhaust ventilated to fresh air.

M. AERIAL LIFTS:

Applicable standard:
Aerial lift standard

GENERAL SAFETY

- Lift controls shall be tested each day prior to use to determine that such controls are in safe working condition.

- Only authorized and trained personnel shall operate an aerial lift.

- Employees shall always stand firmly on the floor of the basket, and shall not sit or climb on the edge of the basket or use planks, ladders, or other devices for a work position.

- The lift must be located on level sturdy ground, to withstand the weight of the employees and materials on the lift.

- Never overload an aerial lift, at any time, or use it in any way other than the manufacturers intended use.

- Fall protection - Basket occupants of aerial lifts must wear a body harness attached to the basket using a **retractable life line**. Also personnel will stand firmly on the floor of the lift and will not climb on the side rails or the edge of the basket. When accessing roofs or other working levels above six feet fall protection shall be provided. Employees shall not exit lifts above six feet onto a higher level without adequate fall protection.

- Aerial lift or scissor lifts may be modified for uses other than those intended by the manufacturer provided the modification has been certified in writing by the manufacturer.

- Moving the lift - The lift must not be moved when the boom is elevated in a working position unless the lift is specifically designed to do so.

- Lift controls - All controls must be tested daily prior to operating the boom.

- Boom and basket loads - The manufacturer's boom and basket maximum intended loads must not be exceeded.

- Outriggers and brakes - Outriggers must be positioned on pads or solid ground when used. Brakes must be set anytime outriggers are used. Wheel chocks must be installed before the lift is used when working on an incline.

- **Barricades & signs - The area beneath an operating aerial lift or scissor lifts must be cordoned off and access to that area must be restricted. Restricting access may be accomplished through the use of barricades and signs**.

- Appoint an individual(s) as a competent person, ensure that they have been properly trained and can effectively oversee aerial lift or scissor lift requirements. This is typically the foreman.
- Provide appropriate type(s) of aerial lift or scissor lifts for the job.

  See Aerial Lift All Access Certificate of training (only for All Access Staff- subcontractors are required to follow their own aerial lift program specific to their task(s).

N. HEARING PROTECTION

Applicable Standard:

OSHA Noise Hearing Conservation

- For all subcontractor and All Access employees Hearing Protection shall comply with the requirements of 29CFR Part 1926.52.
- It is incumbent on the subcontractors on All Access job sites to have a hearing conservation programs that comply with the OSHA standard.
- Where hearing protection is worn to minimize noise-induced hearing loss, the noise-reduction rating (NRR) of the hearing protection shall effectively reduce the noise level to below 90 dBA.
- If reasonably feasible administrative and engineering controls fail to reduce sound levels within acceptable ranges, personnel protective equipment shall be provided.
- Hearing protection in the form of earmuffs and/or earplugs shall be worn in all designated high noise locations. Other materials, such as cotton, should never be inserted into your ear. Areas where hearing protection is required shall be posted.

O. ILLUMINATION

OSHA Construction Occupational & Environmental Controls- Illumination

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

Foot Candles / Area of Operation

Illumination Intensity - 5

- General construction area lighting: General construction areas, concrete placement, active storage areas, loading platforms, refueling and field maintenance areas and stairways.

- Indoor: warehouses, corridors, hallways, and exit ways

- Tunnels, shafts and general underground work areas (Exception: minimum of 10-foot candles is required at tunnel and shaft heading during drilling, mucking and scaling. Bureau of Mines approved cap lights shall be acceptable for use in tunnel heading.)

Illumination Intensity-10

- General construction plant and shops (For example: batch plants, screening plants, electrical and electrical equipment rooms, carpenters shops, rigging lofts and active storerooms, mess halls, indoor toilets and workrooms.)

P. LOCKOUT / TAGOUT

1. Purpose:

It is All Access Building, LLC intent to protect employees from the unexpected release of hazardous energy. A Lockout and Tagout Program has been created to prevent accidents that may occur as a result of the unexpected release of stored energy. All subcontractors are required to follow this program or to have their own program that is the equal to this program or stricter and comply with all regulatory requirements.

2. Assignment of responsibility:

All Access employees and subcontractors who are required to be involved in lockout/tagout procedures are responsible for following the work practices described in this training program. Subcontractors are responsible for ensuring that their employees thoroughly understand and follow regulatory lockout/tagout procedures and follow their program specific to their task or at a minimum follow their own program.

Subcontractors are responsible for providing their own identifiable locks and tags to implement lockout/tagout procedures. Subcontractors must have a written lockout/tagout program, at least as strict as All Access Building, LLC's program.

Project Management/ All Access Staff will establish a hazardous energy control (Lockout/tagout) procedure to ensure that workers are not exposed to the hazards from moving machinery or equipment and those hazards posed by an energized source (pneumatic, steam, hydraulic, chemical, etc.).

Safety locks and tags will be applied to all circuits, switches, valves, isolating devices and any other energy sources to ensure equipment, machinery, or processes that have been considered functioning, charge or could otherwise be operable and render it non-operational or de-energized.

No person will remove another worker's safety lock or attempt to energize any piece of equipment, machinery or process that has been locked out and tagged.

If a worker fails to remove his or her safety lock at the completion of the job or assigned duties, their immediate Superintendent will immediately notify management and the All Access Safety Department. Every attempt should be made to contact the worker and require them to return to the project to remove their lock. If the worker is unwilling or cannot return to the project, it must be VERIFIED that he/she is not physically at the project before the safety lock can be removed.

All workers working on energized circuits must be trained in NFPA 70E including all subcontractor employees.

3. Application

Lockout devices (Locks) shall be used whenever a machine or system has the potential to be accidentally put into motion, activated, or cause the release of stored energy. Tagout devices (tags) should only be used when a device cannot be locked out. Examples of situations where lockout/tagout procedures **ARE REQUIRED** include:

- Clearing of blocked or jammed mechanisms.
- Maintenance or repair work on equipment with moving parts.
- Repairs or installation of electrical circuits.
- Confined space entry procedures.
- Working on gas piping systems.

Lockout/tagout procedures **ARE NOT REQUIRED** for the following situations:

- Minor adjustments or tool changes that do not increase the risk of injury to employees.

4. LOCKOUT PROCEDURE

The lockout procedure described in this section is provided as a basic guide. Tagout procedures are similar to lockout procedures, but tagout should ONLY be utilized when it is not possible to lockout the equipment, and only at the discretion of the All Access Superintendent.

a) Preparation and Sequence for Lockout/Tagout Procedure

Employees authorized to perform lockout/tagout shall obtain the procedure for locking out each machine from your Superintendent to be certain as to which switch, valve, or other energy isolating devices apply to the equipment being locked out. In many machines and processes, more than one energy source (electrical, mechanical, or others) is involved. Any questionable identification of sources shall be cleared with your Superintendent. Before lockout/tagout commences, job authorization should be obtained from their Superintendent. Subcontractors must coordinate work with All Access Superintendents.

- **THINK, PLAN, and CHECK**. Review the planned procedure. Identify **ALL** parts of all systems that need to be shut down. Determine which switches, equipment, and individuals will be involved. Plan how the restarting of equipment will take place.

- **COMMUNICATE**. Notify **ALL** affected employees that a lockout is required and the reason that the procedure is taking place.

- **IDENTIFY ALL RELEVANT ENERGY SOURCES**. Energy sources include:

electrical circuits; mechanical, hydraulic, and pneumatic systems; chemical; thermal sources; spring energy, and gravity systems. This can be obtained from your Superintendent.

- **NEUTRALIZE ALL RELEVANT ENERGY SOURCES.** Disconnect electrical and mechanical energy sources. Block movable parts. Release block or spring energy. Drain or bleed hydraulic or pneumatic fines. Lower suspended parts to rest positions.

- **LOCKOUT and TAGOUT ALL ENERGY SOURCES**. Isolate each energy source and lock it out with an assigned, individual lock. (Never use someone else's lock.) Locks should be identified by a "DANGER - DO NOT OPERATE" Tag stating the individuals name, the reason for lockout and the date and time of lockout. Tags must be attached to the lock by placing the grommet over the shackle of the lock, or by using nylon wire attached to the lock. Non-durable materials, such as string cannot be used.

  The use of tags alone as the method of energy isolation should only be used if the equipment cannot accommodate a keyed or combination lock. When tags are used as the sole method of energy isolation, there **must** be additional safety measures, such as removal of an isolating air circuit element, blocking a control switch, or removing a valve handle. The tags must identify the individual using the tag and the department. Tags must be placed at the disconnect point. Tags are warning devices and do not offer the same protection as locks. It is important to understand the limitations of tags.

- **TEST EQUIPMENT.** Perform a personal check to ensure equipment is adequately locked out. Push start buttons, test circuits, and operate valves to test the system.

- **CAUTION:** Return all operating controls to their neutral or off positions after the test.

- **COMPLETE SERVICE, MAINTENANCE, OR REPAIR**. Follow recommended safe work practices.

b) Restoring Equipment to Service

- **CHECK THE WORK AREA**. When the job is complete and equipment is ready for testing or normal service, check the equipment area to see that no one is exposed. Make sure machine guards are in place.

- **REMOVE LOCKS AND TAGS.** This can only be done by the person(s) who originally attached them. When equipment is all clear, remove locks and other restraining devices.

- **NOTIFY AFFECTED EMPLOYEES.** When lockout devices have been removed, affected employees must be notified.

- **OPERATE THE EQUIPMENT.** The energy isolating devices may be operated to restore energy to equipment.

c) Procedures Involving Several Individuals

- In the preceding steps, if more than one individual is required to lock out equipment, each shall place his own personal lock and tag on the energy isolating device(s). Additionally, the designated individual shall not remove a lock until it has been verified that all individuals are clear.

d) Procedures Extending Beyond One Work Shift

- To ensure lockout/tagout protection for employees during shift or personnel changes, the Superintendent can leave the employees lock on, or can replace the lock with his own. The Superintendent must be notified to coordinate the operations with both shifts and verify proper isolation of all energy sources.

5. LOCKOUT/TAGOUT PROCEDURE INSPECTION

As specified in OSHA regulations, All Access and subcontractors must conduct periodic inspections to ensure energy control procedures are followed. Inspections must be conducted at least annually, and comply with the following:

- The inspections must be conducted by an authorized employee. This individual **CANNOT** be the employee that actually implements the energy control procedures. In All Access , Inc.'s case the inspections will be conducted by our Superintendent or All Access 's safety department as part of the All Access inspection program.
- The inspections must be designed to correct any deviations from safe lockout/tagout procedures, and to determine re-training needs.
- Each affected subcontractor must ensure that inspections have been performed. The certification must identify the machine or equipment inspected the date of inspection, and the name of the person performing the inspection.

Q. POWDER ACTUATED TOOLS

1. General Rules

A number of tools utilizing explosive charges are widely used throughout the industry, to drive fastenings and perform similar functions. The manufacturers of these devices provide detailed instructions regarding their use. These instructions shall be kept on file and closely adhered to at all times. Selection of specific tools shall be made by the contractor. Employees are not to use their own guns. These tools shall be supplied by All Access or their subcontractors.

All powder-actuated tools shall have the following safety devices built directly into them:

- Protective shields or guards not removable without rendering tools inoperative.
- Mechanisms to prevent firing during loading, unloading, dropping, or preparing to fire.
- Built-in angle or tilt-fire controls that prevent discharges if the tool is inclined more than eight degrees from a perpendicular position.
- A mechanism to prevent firing unless the muzzle end is pressed against a surface.

2. Usage Procedures

- Only employees who have been properly trained in the operation of the specific tool in use shall be allowed to operate the powder actuated device. All users must carry the certification for operation.
- The safety devices shall be inspected and tested each day by the operator, before loading it. The method of testing shall be in accordance with the manufacturers recommended procedure.
- Any powder actuated tool not in proper working condition, or develops a defect during use, shall be immediately removed from service, tagged out of service and not used until correctly repaired.
- Tools shall not be loaded until just prior to the intended firing time. A loaded tool shall never be carried to or from a worksite.
- The tool shall never be pointed at anyone, whether loaded or unloaded, and hands, fingers, shall be kept clear of the open barrel.
- Loaded tools shall not be left unattended.
- Safety glasses and/or face shields shall be worn by the operator(s) and assistant(s).
- Hearing protection shall be used in accordance with manufacturer’s recommendations.
- All tools shall be used with the correct shield, guard, or attachment recommended by the manufacturer.
- Only fasteners that are specially designed for use in powder actuated tools shall be used. Fasteners shall not be driven through pre-drilled or pre-punched holes in steel.
- Fasteners shall not be driven into very hard or brittle materials including, but not limited to, cast iron, glazed tile, surface hardened steel, glass block, live rock, face brick, or hollow tile.

- Driving into materials easily penetrated shall be avoided. The material must be substantial enough to prevent the pin or fastener from passing completely through, creating a projectile hazard on the other side.
- Always use the proper type and power level load. Power loads should be provided by the manufacturer. Remember, to decrease power, use a lower number, to increase, use a higher number.
- In the event of a misfire, the tool must not be removed from the working surface for 15 seconds. The cartridge should be removed before lifting the tool from the ground.
- In the event of jamming or obstruction in the bore, follow the manufacturer's instructions carefully. An obstructed bore shall not be cleared by firing another cartridge assembly.
- Powder actuated tools shall not be stored or used in hazardous, explosive atmospheres, in the vicinity of highly flammable materials, or where non-sparking tools are required.
- Powder actuated tools shall be locked up when not in use to prevent unauthorized use.

R. RIGGING

Applicable standard:

Rigging equipment for material handling

1. Purpose:

To prevent rigging failure and rigging related incidents and accidents. The following are requirements for rigging use on All Access job sites. At minimum subcontractors are required to follow these rules and have specific requirements for their work.

2. General Rules

- Use only approved slings, chains, cables and accessories.
- Know the weight of the object being picked.
- Use only slings that exceed the capacity of the heaviest pick.
- Custom designed lifts, clamps, or lifting accessories shall be of adequate strength for the anticipated load and determined by an engineer.
- Use rated scale pans so loose material and debris does not dislodge during the lifts.
- Do not overload scale pans so material may dislodge.
- Rigging equipment shall be used as designed.
- All rigging equipment shall be stored in an area that is away from sunlight.
- Rigging equipment shall be inspected prior to use.
- Rigging equipment shall not be used in excess of the recommended safe working load.
- Rigging equipment shall be stored set down in a manner that prevents tripping hazards.

3. Inspections:

- All inspection criteria must follow OSHA 1926.251.
- All material and rigging equipment shall be inspected prior to use.
- A competent person shall inspect rigging equipment prior to use.
- Damaged or defective rigging equipment shall be removed from service.
- Any attachment device such as a shackle shall be equal or greater capacity than the sling, chain or cable.
- **Homemade or site made rigging equipment shall not be used.**
- Manufacturer tabs and labels shall be present and legible.
- Wire ropes shall be inspected and note be used if it is determined that the rope has to many broken wires (10% of the number of broken wires)
- Nylon slings shall not be used with knots.

- Nylon slings and rigging equipment shall be protected from sharp objects or edges.
- All rigging equipment shall have permanently affixed identification, stating size, grade, rated capacity and manufacturer.
- Any rigging that is damaged or not being used shall be tagged as "Do Not Use" and removed from the work area.
- "Shop-made" grabs, hooks, clamps, or other makeshift lifting devices are strictly prohibited.
- Slings shall not be shortened by using knots, bolts, or other designs.
- Rigging shall be padded, to protect against damage from sharp, rough edges.
- All hooks used for lifting shall be equipped with a working safety latch.

4. Alloy Steel Chain

- Welded alloy steel chain slings shall have permanently affixed durable identification stating size, grade, rated capacity and manufacturer. If this information is illegible, the chain must be removed from service.
- The rated capacity of the chain shall never be exceeded.
- All defective chains shall be tagged "Do Not Use" and removed from service.
- Hooks, rings, oblong links, welded or mechanical coupling links, or other steel chains, shall have a rated capacity at least equal to that of the chain.
- In addition to the OSHA standards, a thorough chain inspection shall be made on a regular basis. Records of the periodic chain inspections will be kept.

5. Synthetic Webbing Slings (nylon, polyester and polypropylene)

- Synthetic slings will have permanently affixed durable identification stating the manufacturer, rated capacity for type of hitch, type of material, size and shall be removed from service if the information is illegible.
- All synthetic slings are subject to being damaged, and/or cut when lifting materials with rough, sharp surfaces. They shall be inspected before each use.
- Sharp, rough surfaces in contact with the sling shall be buffered with sufficient strength material to prevent damage. Wear pads give extra protection where the sling contacts the material most.
- All defective nylon and polyester slings shall be tagged as "Do Not Use" and removed from service when there are visible signs or wear, any cuts or frays, when the interior colored webbing is exposed, or if it is stretched or damaged in any other way.

6. Wire Rope Slings

- Slings that are damaged or defective shall be tagged as "Do Not Use", and removed from service.
- Slings shall not be shortened with knots, bolts, or other devices.
- Sling legs shall not be kinked.

- Slings shall not be loaded in excess of their rated capacity.
  - Slings used in a basket hitch shall have the loads balanced to prevent slippage.
  - Slings shall be securely attached to the load.
  - Slings shall be padded or protected from sharp, rough surfaces to prevent damage.
  - Hands and/or fingers shall not be placed between the sling and its load while the sling is being tightened around the load.
  - Shock loading is prohibited.
  - A sling shall not be pulled from under a load when the load is resting on the sling.
  - A wire rope sling shall be removed from service when the following conditions are present:
  - Ten randomly distributed broken wires in one rope lay, or five broken wires in one strand in one rope lay.
  - Wear or scraping of one-third the original diameter of outside individual wires.
  - Kinking, crushing, bird aging or any other damage resulting in distortion of the rope structure.
  - Evidence of heat damage.
  - End attachments that are cracked, deformed or worn.
  - Corrosion of the rope or end attachments.

7. Shackles and Hooks

- Shackles and hooks shall be inspected before each use, and shall be removed from service immediately when damaged.
- All hooks shall have a properly working safety latch or shall be removed from service.
- Hooks that have been opened more than 15 percent of the normal throat opening measured at the narrowest point or twisted more than 10 degrees from the plane of the unbent hook, shall be immediately removed from service.
- The manufactures recommendations shall be followed in determining the safe working loads of the various sizes and types.
- Shackles shall only be used with all parts supplied by the manufacturer. Never replace a shackle pin with anything that isn't approved by the manufacturer of the shackle.

S. SANITATION

Applicable link:

Sanitation

1. Potable Water

- The contractor shall provide an adequate supply of drinking water at all construction sites.
- The containers, used to store drinking water shall be closed tightly and have a dispensing tap. Employees should not dip cups directly into the container.
- The container should only be used for storing the drinking water, and should be clearly marked as “Drinking Water”.
- Each employee should have his or her own cup. A “community” cup should not be used.
- The contractor shall supply single service cups that are stored in a sanitary dispenser. Trash receptacles should also be provided so that cups can be disposed of properly.
- Employees are encouraged to drink lots of water during higher temperatures or when working in heat-producing conditions to avoid heat stress or stroke.

2. Toilets

- Toilets shall be provide for employees according to the following table:

Number of Employees	Minimum Number of Facilities
20 or less	1
20 or more	1 toilet seat & 1 urinal per 40 workers
200 or more	1 toilet seat & 1 urinal per 50 workers

- Adequate washing facilities must be provided if employees are engaged in the application of paints, coatings, herbicides, or insecticides.

3. Material Use and Waste Management

- Receptacles must be placed around the job site for collection of waste materials.
- All hazardous waste material must be stored and collected in special areas.
- No hazardous material is to be abandoned on the job site.
- No waste haulers, disposers, recyclers, or scavengers are allowed on the job site without the contractor’s approval.

T. SCAFFOLDING

Applicable link/policy:
Scaffolds

- Workers shall be protected by the use of a fall protection system if they are working on scaffolds, **work platforms or access ladders to such any time at or above 6 feet.**
- All scaffolding will meet the requirements established in OSHA 29 CFR 1926.451.
- No brick or materials shall be stacked higher than 24" on platforms.
- Each contractor using scaffolds must designate a scaffolding competent person, in writing to All Access , to direct and supervise the erection and dismantling of all scaffolding on this project.
- Scaffolding will be inspected daily by the competent person.
- Workers required to work from scaffolding will receive training by the subcontractor on the following:
  - Nature of any known hazards, such as electrical, fall or falling objects
  - Correct method of erecting, maintaining, and disassembling fall protection systems
  - Falling object protection system
  - Proper handling of equipment or material on the scaffold
  - Maximum load-carrying capacity of the scaffold-
  - Any other pertinent requirements about the scaffold
- During erection and dismantling of scaffolding, if deviation of the fall protection procedure is required then subcontractor must indicate this in a safety plan and cite why it is not feasible. This should be completed at the pre-construction meeting for that specific subcontractor.
- Records will be maintained of scaffolding training and be available for review by All Access and/or OSHA etc.
- Prior to erection, all scaffolding components will be inspected for defects and any damaged components will not be used.
- Scaffolding will be erected on a firm foundation/footing. Scaffold poles, legs, posts, frames and uprights will bear on metal base plates and mud sills where required.
- Scaffold legs, poles, posts, frames and uprights will be pinned or locked to prevent uplift.

- No scaffold will be enclosed unless the staging and enclosure is secured by a competent person and takes into account anticipated wind loading and seasonal storms.
- Scaffold platforms will be constructed with minimal space between the platform components. The space between the platform components and the scaffold uprights will not exceed one inch.
- Because of special circumstances such as building a scaffold around a pipe, the space opening between the scaffold and the object/structure cannot exceed 9½ inches.
- Scaffold planks shall extend past the horizontal support a minimum of six inches and not more than 12 inches unless cleated, secured or restrained by hooks.
- Scaffold plank will be only scaffolding-grade planking.
- Ladders or stairs must be used to access any scaffold platform that is more than two feet above the point of access. End frames of tubular welded scaffold can be used as a ladder if the following criteria are used:
  - Specifically designed and constructed as ladder rungs
  - Rung length of at least eight inches
  - Spacing between rungs not to exceed 16 ¾ inches
- No worker will climb up or down a scaffold using the cross bracing.
- Any worker not involved in erecting and dismantling processes working on an incomplete scaffold above 10 feet without standard handrails will wear a full body harness and tied off to a fixed anchorage point.
- Workers will not stand or place any platform on the middle rail of a scissor lift to gain added height.
- The chain gates of scissor lifts will be properly extended across the opening and connected whenever the lift is in use.
- Wheels on mobile scaffolding will be locked in place when workers are working from it.
- A competent person will evaluate suspended scaffolding and anchorages before use and its suspension lines daily.
- Workers working from suspended scaffolding will wear a full body harness attached to an independent vertical lifeline.
- Workers that work from a scaffold will be protected from falling objects such as hand tools, debris, and other small objects from above.

- Workers working below scaffolding will also be protected from falling objects. Scaffold will be equipped with toe plates, screening, debris netting, catch platforms, or a canopy structure.
- When welding is required from swing stage scaffolding, the scaffold will be grounded and suspension ropes protected.
- Wheels on mobile scaffold shall be locked in place when workers are working on it.
- Interior or dry wall scaffolding (Perry or Baker type scaffolding) greater than one section high will be equipped with outriggers. All other built-up scaffolding will follow the four to one rule.

U. SPILL PREVENTION AND CONTROL

1. Purpose

To prevent and control incidental chemical spills on All Access job sites. The following SPILL PREVENTION CONTROL AND COUNTERMEASURE PLAN will be actively maintained by All Access In the event of a petroleum spill or other substance spill. Action will be instigated by the Project Superintendent or Project Manager to contain and remove the spill.

2. Spill Prevention:

Hazardous Substance Management: All hazardous substances, including chemical wastes, are to be managed in a way that prevents release. The following general requirements are to be followed. They include:

- *Container Management:*
  - All hazardous substance containers must be in good condition and compatible with the materials stored within.
  - All hazardous substance containers must be accessible and spacing between containers must provide sufficient access to perform periodic inspections and respond to releases.
  - Empty hazardous substance containers (drums) must have all markers and labels removed and the container marked with the word 'empty'.
  - Any spills on the exterior of the container must be cleaned immediately.
  - Flammable materials stored or dispensed from drums or totes must be grounded to prevent static spark.
  - Do not overfill waste drums. 4"of headspace must remain to allow for expansion
  - Seconds containers must be labeled in accordance with OSHA standards

- *Good Housekeeping:*
  - All hazardous substances must be stored within job site set boundaries
  - Store hazardous substances not used daily in cabinets or in designated areas.
  - All chemicals that are transferred from larger to smaller containers must be transferred by use of a funnel or spigot.
  - All hazardous substance containers should be closed while not in use;
  - Use drip pans or other collection devices to contain drips or leaks from dispensing containers or equipment.
  - Implement preventative maintenance activities to reduce the potential for release from equipment.
  - Immediately clean up and properly manage all small spills or leaks
  - Periodically inspect equipment and hazardous substance storage areas to ensure leaks or spills are not occurring.
  - Use signage to identity hazardous substance storage or waste collection areas.

- Keep all work areas and hazardous substance storage areas clean and in good general condition.
- All Access Superintendent and All Access Safety to review during their regular and frequent inspections.

- *Secondary containment:*
  - Large fuel storage drums shall be stored within appropriate secondary containment.
  - Secondary containment should be checked periodically, and any spills identified in secondary containment must be immediately cleaned up and removed.

- *Marking/labeling:*
  - Ensure all hazardous substances, including chemical wastes, are properly marked and labeled in accordance with all federal, state and local regulations.
  - Ensure that hazardous substances transferred to small containers are marked with the chemicals name (example- "Gasoline") and hazard (example- "Flammable").

Employee Training: All employees must receive periodic training on the proper handling of hazardous substances, spill prevention practices, and emergency response procedures. Training must include a review of the spill prevention and emergency response plan, and a review of location and use of emergency response equipment. Training can be recorded through safety meetings, weekly foremen's meetings or similar.

Spill Response Equipment: Spill response equipment must be maintained and located an accessible area on the job site. Spill kits should provide adequate response capabilities to manage any anticipated spill or release. The following general requirements are to be followed: They include:

- Stock spill cleanup kits that are compatible with the hazardous substances stored on site;
- Spill kits should be sized to managing an anticipated release
- Emergency response equipment should be inspected periodically to ensure that the spill kit is complete.

Spill Response & First Aid Equipment:

At All Access trailer or initially at Superintendents truck

Locations	Spill Equipment Content/Inventory
Truck/ Trailer	30 gal- Spill Kit including universal adsorbent socks, pillows and pads, personal protective equipment, disposable bags and ties & Emergency Response Guidebook.
Truck/ Trailer	Large First Aid Kit with eye wash

Emergency Response Plan:
The Emergency Procedures guide is located in the All Access Safety Manual and will be used in conjunction with this plan for dealing with emergencies. This shall be implemented immediately whenever there is a fire, explosion, or release of a hazardous substance that threatens human health or the environment. The emergency response plan shall be reviewed and immediately amended whenever:

- The plan fails in an emergency
- The list of emergency contacts change

Response actions in the event of a spill or release:
In the event of a hazardous substance spill or release, immediately take the following measures to keep the spill from entering sewer or storm drains, spreading off-site, or affecting human health. In all cases caution and common sense must be maintained with the primary goal being to prevent and/or limit personal injury.

Stop, contain, and clean up the chemical spill if:

- The spilled chemical and its hazardous properties have been identified
- The spill is small and easily contained;
- Responder is aware of the chemicals' hazardous properties (see MSDS)

If a spill or release cannot be controlled or injuries have occurred due to the release the following procedures should be implemented:

- Summon help or alert others of the release (All Access Safety, Enpro Services etc.)
- Evacuate immediate area, and provide care to the injured- Call 911
- If potential fire or explosion hazards exist initiate evacuation procedures- Call 911

Respond defensively to any uncontrolled spills:

- Use appropriate personal protective equipment when responding to any spill
- Attempt to shut off the source of the release (if safe to do so)
- Eliminate sources of ignition (if safe to do so)
- Protect drains by use of adsorbent, booms or drain covers (if safe to do so).
- Notify onsite emergency contact(s)
- Notify Enpro or similar to assist with the spill response and cleanup activities

- Coordinate response activities with local emergency personnel (fire department)
- Be prepared to provide MSDS information to fire department, EMT, hospital or physician

Evacuation Procedures:

In the event of a hazardous substance release that has the potential for fire, explosion or other human health hazards the following procedures will be implemented:

- Site personnel staff will be notified of emergency by two blasts of air horn.
- Notification to emergency services will be performed- Call 911.
- Follow predetermined evacuation plan and assemble at designated areas.
- Superintendents responsible for coordinating evacuations must confirm if the job site has been completely evacuated.
- Site staff will be made familiar with evacuation procedures during new employee orientation.
- Designated emergency response contacts will coordinate all activities with outside emergency personnel.

Spill Cleanup and Disposal:

The designated onsite emergency contact(s), with the assistance of **Enpro Services** will determine the wastes status prior to disposal.

Reporting a Release:

If a hazardous substance spill has been released to soil, surface water, drains or air the following notifications (within 24-hours) must be performed:

- **Fire Department** (any release that poses an immediate threat to human health, property or the environment):
- **All Access Safety Department to determine if reporting is required**

When reporting a release prepares to provide the following information:

- Your name and telephone number from where you are calling
- Exact address of the release or threatened release
- Date, time, cause and type of incident (fire, air release, spill, etc.)
- Material and quantity of the release, to the extent known;
- Current condition of the job
- Extent of injuries
- Possible hazards to the public health and/or environment

SPECIAL PRECAUTIONS FOR WORKING OVER WATER

- All equipment on the docks and barges will be checked daily for oil leaks and potential oil leaks.
- All equipment will have oil diapers stored near them.

V. STEEL ERECTION

Subpart R Steel Erection

2. Purpose:

The following is meant as a guide for All Access staff and subcontractors for the erection of steel on All Access job sites. The main purpose is to prevent accidents and to verify that all applicable facets of subpart R are followed by the subcontractor and the all controlling contractor requirements are followed.

3. For steel work it is recommended that a steel pre-construction meeting is held reviewing the following:

- Applicable concrete bases etc. must reached 75% of sufficient strength- the subcontractor SHALL BE NOTIFIED OF THIS IN WRITING with test methods (ASTM etc.)
- Notification of anchor bolt repair and replacement to the subcontractor
- Adequate access provided- review crane set up
- Review lay-down area- is it graded, well drained and accessible
- Review of Crane Pre-con and Steel Pre-con
- Steel Controlled Access/Decking Zone set up- trade coordination

4. Requirements for subcontractors:

- Steel workers shall be trained about the appropriate use of personal protective equipment, including; fall protection, controlled decking zones, multiple lift rigging, safe work practices, and potential hazards in steel erection operations. A competent person must appropriately supervise steel workers.

- Steel connectors must have completed connector training in accordance with OSHA 1926.761 and be provided at heights over 15 and up to 30 feet above a lower level with a personal fall arrest or fall restraint (positioning device) system and wear the equipment necessary to be able to be tied off; or be provided with other means of protection from fall hazards.

- Tag lines shall be used to control loads when hoisting all materials, unless the tag line might interfere with the hoisting operation.

- Workers shall be prohibited from working under areas where bolting or welding is being done unless they are protected from overhead falling hazards.

- Cranes, derricks, and other equipment should not be operated within 20 feet of electric power lines unless a power line encroachment plan is followed and the utilities contacted (see crane requirements).

- Additional clearance will be need for power lines that are 350 kV or more.

- Hoisting shall be performed so that loads are never passed over personal.
- Hoisting bundles of steel should not be attempted until each piece in the bundle is secured.
- Only hooks with a proper working safety latch shall be used.
- Sheets and bundles of material should be rigged so they cannot slip out. Approved baskets and/or boxes may be used to hoist small materials.
- Workers shall never be hoisted or lowered on the load or crane headache ball.
- There should be regular and frequent inspections of all rigging, derricks, travelers, erection cars, and other equipment.
- Walking or working under suspended loads is strictly prohibited.
- During final placement of solid web structural members, the load shall not be released from the hoisting line until the members are secured with not less than two bolts or the equivalent, at each connection and drawn up wrench tight.
- Open web joints shall not be placed on any structural steel framework unless such framework is safely bolted or welded.

Bolting, Riveting, Fitting-up, and Plumbing-up

- Donning of fall protection is required per OSHA Sub Part "R" at heights of 15 feet or greater.
- Eye protection shall be utilized as required for struck by hazards during these operations.
- Containers shall be provided for storing and/or carrying bolts, rivets, and drift pins, and secured against accidental displacement when working at elevated areas.
- Pneumatic hand tools shall be disconnected from the power source and pressure in hoses released, before any adjustments or repairs are to be made.
- When bolts, rivets, and/or drift pins are removed or knocked out, means shall be provided to keep them from falling.
- Impact wrenches shall be provided with a locking device for retaining the socket.
- A safety wire shall be properly installed on the snap and on the handle of the pneumatic riveting hammer and shall be used at all times. The wire shall not be less than No. 9 (B&S gauge), leaving the handle and annealed No. 14 on the snap, or equivalent.

- Connections of equipment used in plumbing-up shall be properly secured.

- Metal decking of sufficient strength shall be laid tight and secured to prevent movement.

- Wood planking shall be proper thickness to carry the working load, but shall not be less than 2 inches thick full size undressed, exterior grade plywood at least 3/4 inches thick or equivalent.

- Planks shall overlap the bearing on each end by a minimum of 12 inches.

- Wire mesh, exterior plywood or equivalent, shall be used around columns where planks do not fit tightly.

- All unused openings in floors, temporary or permanent, shall be completely planked over or guarded in accordance with Subpart M.

Flooring Requirements

Temporary Flooring – skeleton steel construction in tiered buildings

- A Controlled Decking Zone may be established in that area of the structure over 15 and up to 30 feet above a lower level where metal deck is initially installed and forms the leading edge of a work area. Each employee working in a CDZ shall have completed CDZ training and be supervised by a competent person.

- In buildings or other structures of skeleton construction, the entire tier of beams on the working floor should be thoroughly planked, except for the openings required for erection work. Permanent floors should be installed as soon as possible.

- Planks used for temporary flooring in skeleton construction should not be less than 2 inches thick full sized undressed, and shall be laid tight and secured to prevent movement.

- Where skeleton construction is being done, a tightly planked and substantial floor shall be maintained within two stories or 30 feet, whichever is less, below and directly under that portion of each tier of beams on which any work is being performed.

- On buildings or structures not adaptable to temporary floors, and where scaffolds are not used, safety nets shall be installed and maintained whenever the potential fall distance exceeds two stories 25 feet. The nets shall be hung with sufficient clearance to prevent contact with structures below.

- A safety railing of at least 3/8” -inch wire rope or equal shall be installed, approximately 42 inches high, around the periphery of all temporary-planked or temporary metal-decked floors.

Permanent Floors – skeleton steel construction in tiered buildings

- Shall be installed as the erection of structural members progresses, and there shall not be more than eight stories between the erection floor and the uppermost permanent floor, except where the structural integrity is maintained as a result of the design.

- At no time shall there be more than four floors or 48 feet of unfinished bolting or welding above the foundation or uppermost permanently secured floor.

Other Construction

- In the erection of a building having double wood floor construction, the rough flooring shall be completed as the building progresses, including the tier below the one on which floor joists are being installed.

- For single wood floor immediately below the story where the floor joists are being installed shall be kept planked or decked over.

W. TOOLS – HAND AND POWER

Applicable links:
Tools- Hand & Power- Subpart I

Nail Gun Safety

General

- All hand and power tools and similar equipment, whether furnished by the employer or employee, shall be maintained in a safe condition.

- When power operated tools are designed to accommodate guards, they shall be equipped with such guards at all times of operation.

- Belts, gears, shafts, pulleys, sprockets, spindles, drums, fly wheels, chains, or other reciprocating, rotating, or moving parts of equipment shall be guarded if such parts are exposed to contact by employees or otherwise create a hazard.

- Guarding shall meet the requirements as set forth in American National Standards Institute, B15.1-1953 (R1958), Safety Code for Mechanical Power-Transmission Apparatus.

- Employees using hand or power tools and exposed to the hazard of falling, flying, abrasive and splashing objects, or exposed to harmful dusts, fumes, mists, vapors or gases shall be provided with and use the proper personnel protective equipment.

- Repair all damaged or worn tools promptly. Makeshift repairs are prohibited. Tools that cannot be properly repaired should be discarded immediately.

- All Access reserves the right to require any subcontractor to stop work for using any defective or improperly used tools.

- Power tools shall not be used if any safety equipment has been removed.

- Gas powered tools should not be used in unventilated areas. All gas-powered tools must be turned off before being refueled.

- Compressed air used for cleaning purposes may not exceed 30 psi, and then only in conjunction with effective chip guarding and personal protective equipment. Exceptions to 30 psi are allowed only for concrete form, mill scale, and similar cleaning operations. The use of compressed air to clean off yourself or other workers is not allowed.

- Employees will not use unsafe hand tools. Wrenches may not be used when jaws are sprung to

the point slippage occurs. Keep impact tools free of mushroomed heads. Keep wooden tool handles free of splinters or cracks and assure a tight connection between the tool head and the handle.

- Secure pneumatic tools to hose in a positive manner to prevent accidental disconnection. Install and maintain safety clips or retainers on pneumatic impact tools to prevent attachments from being accidentally expelled. All hoses exceeding ½ inch inside diameter require safety devices at the source of supply to reduce pressure in case of hose failure.

- Electric power operated tools, shall either be of the approved double insulated type or used with the proper GFCI.

X. UNDERGROUND UTILITIES

Applicable link:
DIG SAFE

"DIG SAFE" Program

The Dig Safe Program will be administered by the Project Superintendent.

Public Act No. 77-350 along with chapter 80 Sections 40, 41, and 42 of the Massachusetts General Laws basically states that 72 hour notice must be given to utility companies before excavating in an area where underground utilities are presumed to be located. At all times, protection of utilities must be provided by the contractor performing the excavation.

The following is a synopsis of the dig safe system:

- A toll free telephone call is made 1-888-dig-safe.
- Or call 811

- A trained operator will request the exact location where you plan to excavate, the depth of the excavation, whether it is in a street or yard, and the location of the excavation site within the street or yard. The operator will request the company identification number.

- The operator will then issue a ticket number (receipt) for each street and list the participating utilities.

- The information you have given the operator will then be entered into the computer.

- The participating utility companies will then be notified and dispatched to the location you have given within 72 hours after the call.

    - Representatives of the utility companies will then legibly mark and locate all utilities

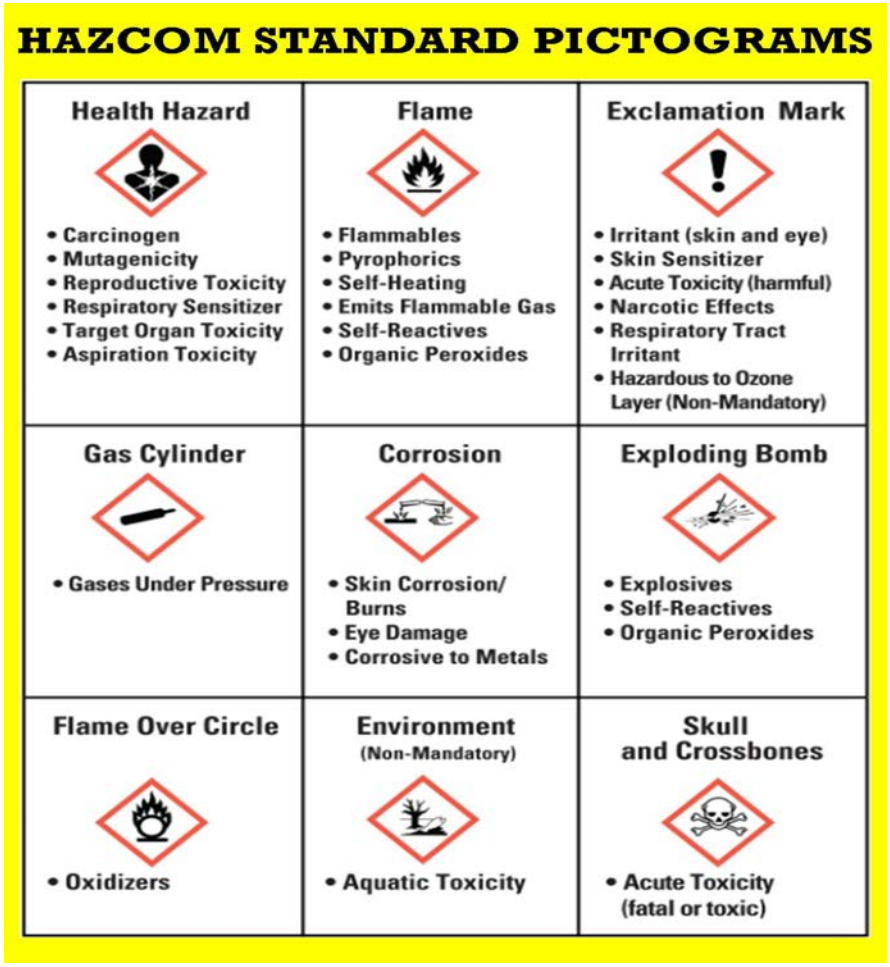
in the area.

- These ticket numbers are good for the entire length of the job, provided the operation starts within 30 days. Anything after 30 days requires a new ticket number. Dig Safe should always be called prior to commencing any and all operations.

- Requirements for dig safe shall vary outside Massachusetts, Maine, Vermont, Rhode Island & New Hampshire Please call local utilities for more information and verify requirements.

IV. Written Hazcom Program using the Globally Harmonized System for hazardous material management

Applicable link:
Hazard Communication 1910.1200



1. Company Policy

To ensure that information about the dangers of all hazardous chemicals used by All Access and subcontractors on its job site are known by all affected workers, the following hazard communication program has been implemented and updated. Under this program, workers will be informed of the requirements of the OSHA Hazard Communication Standard, the operations where exposure to hazardous chemicals may occur, and how workers can access this program, as well as labels and SDSs. In general the hazcom policy shall reflect the standard changes adopting the Global Harmonized System (GHS) of hazardous material/chemical management.

This program applies to any chemical which is known to be present on All Access job sites or in the workplace in such a manner that workers may be exposed under normal

conditions of use or in a foreseeable emergency. All work areas that involve potential exposure to chemicals are part of the hazard communication program. Copies of the hazard communication program are available on All Access jobsites. The program(s) are located in the job site trailer or with the job superintendent for review by any interested worker. Subcontractor's safety manuals, hazcom plans with SDS (Safety Data Sheets) shall also be made available.

The All Access Safety Manager(s)s are the program coordinators, with overall responsibility for the program, including reviewing and updating this plan as necessary.

2. Container Labeling

The job site superintendent and as applicable All Access foreman shall review & will verify that all containers received for use will be clearly labeled in accord with the requirements of HazCom 2012, including a product identifier, pictogram, hazard statement, signal word, and precautionary statements, as well as the supplier's contact information noted on the labels and SDS product data sheets. This only applies to work performed by All Access. Subcontractors are responsible for this applicable to the hazardous material they use.

The job site superintendent and/or applicable foreman on every All Access job site will ensure that all secondary containers are labeled with the original supplier's label or with an alternative workplace label. The subcontractors are required to label seconds containers in accordance with their specific hazcom plan.

As required for All Access work the following individual secondary process containers, we will specify the name and hazard of the chemical. Blank containers containing chemicals are to be avoided.

The superintendent and/or Safety Manager(s)s shall review the company labeling procedures during their regular and frequent inspections and will update labels as required.

3. Safety Data Sheets (SDSs)

The All Access Safety Manager(s)s are responsible for establishing and monitoring the company SDS program.

Copies of SDSs for all hazardous chemicals to which workers are exposed or are potentially exposed will be kept in job site trailers or with the project superintendent. Workers can access SDSs by requesting a copy or looking up the applicable trade's hazcom manual with SDS sheets on the trailers shelving.

Note: If alternatives to paper copies of SDSs are used they shall be kept on a computer, tablet or similar device and be readily available for All Access and subcontractor staff to review. SDSs will be readily available to all workers in each work area during each work shift. If an SDS is not available, contact the subcontractor or Safety Manager(s)(s).

When revised new SDSs are received, the following procedures will be followed to replace old SDSs:

- The Safety Manager(s)s shall update manuals accordingly
- The Assistant Project Managers shall set up hazcom binders with a submittal list, product data sheets and SDS's in job site safety area as new submittals are received.

The Safety Manager(s) and applicable subcontractor management is responsible for reviewing the SDSs received for safety and health implications, and initiating any needed changes in workplace practices.

4. Employee Information and Training

Subcontractors are responsible for employee information and training. Job site safety meetings and subcontractors meeting shall coordinate hazardous material use to eliminate hazards to other trades.

Every subcontractor employee who will be potentially exposed to hazardous chemicals should receive initial training on the Hazard Communication standard and their hazcom programs before starting work with their employer.

The training program for new workers is as follows:

- Subcontractors are responsible for all training applicable to their work and are responsible to notify All Access of potential exposures.

Prior to introducing a new chemical hazard into any work area, each worker in that work area will be given information and training as outlined above for the new chemical hazard. The training format will be as follows:

- As required by the subcontractors- All Access issued Tool Box Talks through safety meeting outlines are available. Subcontractors are responsible for their own training.

5. Hazards of Non-routine Tasks

Periodically subcontractor workers and as needed All Access staff are required to perform non-routine tasks that are hazardous. Examples of non-routine tasks are: confined space entry, tank cleaning, and painting reactor vessels. Prior to starting work on such projects, each affected worker will be given information by the appropriate subcontractor manager/safety staff about the hazardous chemicals he or she may encounter during such activity. This information will include specific chemical hazards, protective and safety measures the worker should use, and steps the company is taking to reduce the hazards, including ventilation, respirators, the presence of another worker (buddy systems), and emergency procedures.

6. Informing Other Employers/Contractors

It is the responsibility of subcontractors and All Access staff to provide other employers and contractors with information about hazardous chemicals that their workers may be exposed to on are work sites, and suggested precautions for workers. It is the responsibility of subcontractors and All Access staff to obtain information about hazardous chemicals used by other employers to which our workers may be exposed.

Other employers and contractors will be provided with SDSs for hazardous chemicals generated by this company’s operations in the following manner:

- Through the subcontractor weekly meetings by the superintendent as required for hazardous chemical use on the job.

In addition to providing a copy of an SDS to other employers, other employers will be informed of necessary precautionary measures to protect workers exposed to operations performed by this company and subcontractors.

Also, other employers will be informed of the hazard labels used by the company. If alternative workplace labeling systems are used, the other employers will be provided with information to understand the labels used for hazardous chemicals to which their workers may have exposure.

7. List of Hazardous Chemicals

A list of all known hazardous chemicals in the workplace is located in the subcontractors hazcom program(s) located in the job site trailer or with the project superintendent. This list includes the name of each chemical, and the work area(s) in which each of the chemicals is used. Further information on each chemical may be obtained from the SDSs, located in job site trailers or with the All Access Superintendent.

When new chemicals are received, this list is updated within 3 days of introduction into the workplace. To ensure that any new chemical is added in a timely manner, the following procedures shall be followed:

- Through updates via the submittal system and by site All Access staff.

The hazardous chemical inventory is compiled and maintained by the various subcontractors.

8. **Chemicals in Unlabeled Pipes**

Work activities may be performed by subcontractor workers in areas where chemicals are transferred through unlabeled pipes. Prior to starting work in these areas, the worker shall be informed by the subcontractor *Safety Manager(s)* about the identity and hazards of the chemicals in the pipe, as well as required precautionary measures.

9. Program Availability

A copy of this program and all subcontractor programs will be made available, upon request, to workers, their designated representatives, and OSHA.

10. SDS sheet requirements:

Hazard Communication Safety Data Sheets

The Hazard Communication Standard (HCS) requires chemical manufacturers, distributors, or importers to provide Safety Data Sheets (SDSs) (formerly known as Material Safety Data Sheets or MSDSs) to communicate the hazards of hazardous chemical products. As of June 1, 2015, the HCS will require new SDSs to be in a uniform format, and include the section numbers, the headings, and associated information under the headings below:

Section 1, Identification includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use.

Section 2, Hazard(s) identification includes all hazards regarding the chemical; required label elements.

Section 3, Composition/information on ingredients includes information on chemical ingredients; trade secret claims.

Section 4, First-aid measures includes important symptoms/ effects, acute, delayed; required treatment.

Section 5, Fire-fighting measures lists suitable extinguishing techniques, equipment; chemical hazards from fire.

Section 6, Accidental release measures lists emergency procedures; protective equipment; proper methods of containment and cleanup.

Section 7, Handling and storage lists precautions for safe handling and storage, including incompatibilities.

Section 8, Exposure controls/personal protection lists OSHA's Permissible Exposure Limits (PELs); Threshold Limit Values (TLVs); appropriate engineering controls; personal protective equipment (PPE).

Section 9, Physical and chemical properties lists the chemical's characteristics.

Section 10, Stability and reactivity lists chemical stability and possibility of hazardous reactions.

Section 11, Toxicological information includes routes of exposure; related symptoms, acute and chronic effects; numerical measures of toxicity.

Section 12, Ecological information*

Section 13, Disposal considerations*

Section 14, Transport information*

Section 15, Regulatory information*

Section 16, Other information, includes the date of preparation or last revision.

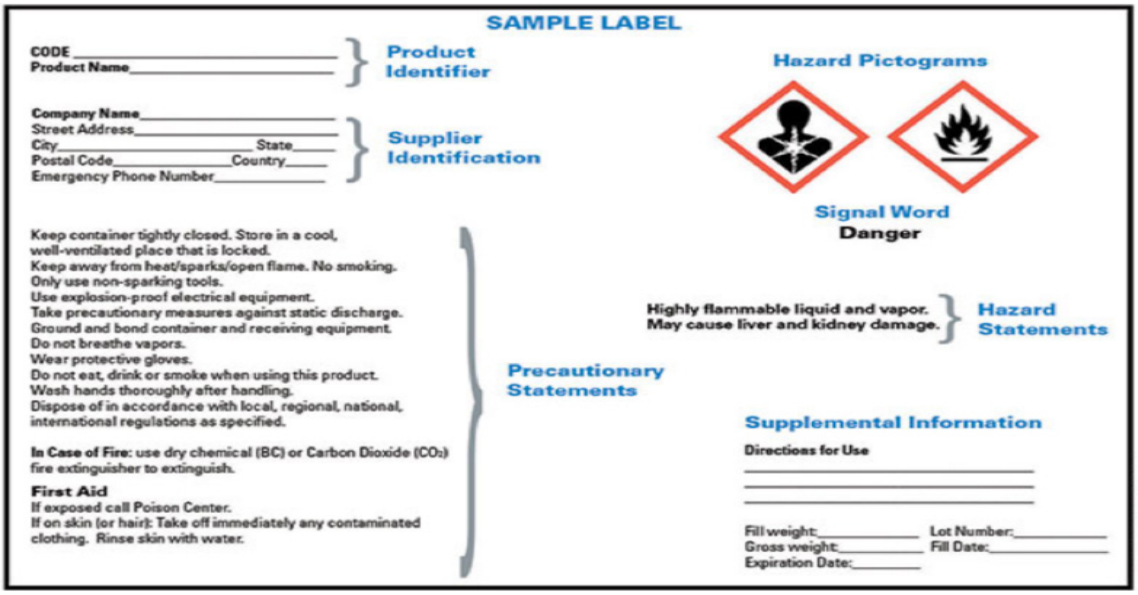
*Note: Since other Agencies regulate this information, OSHA will not be enforcing Sections 12 through 15(29 CFR 1910.1200(g)(2)).

Employers must ensure that SDSs are readily accessible to employees.
See Appendix D of 1910.1200 for a detailed description of SDS contents.

For more information: www.osha.gov

OSHA
(800) 321-OSHA (6742)

11. Chemical label requirements:



- Labeling will include: chemical identity, hazard warnings, the name and address of the manufacturer, importer or other responsible party.
- All chemicals on site will be stored in their original or approved containers with a proper label attached, except small quantities for immediate use. Any containers not properly labeled should be given for labeling or proper disposal.
- No unmarked containers of any size are to be left in the work area unattended.
- All Access will rely on manufacturer applied labels whenever possible, and will ensure that these labels are maintained. Containers that are not labeled, or from which the manufacturer's label has been removed, will be relabeled or properly removed from the job site.

Posting

- All Access has posted information for employees at this job site on the Hazard Communication Standard. This information can be found at the superintendent's office.

V. ACCIDENT / INCIDENT REPORTING

A. ACCIDENT / INCIDENT INVESTIGATIONS

Investigation of workplace incidents including injury, illness, property damage and significant near misses is critical to improving the safety and health on the job site and shall be conducted by the Project Superintendent. Every accident / incident will be investigated, even incidents without injury.

- The Safety Manager(s)(s) and the All Access Main Office are to be notified by telephone **(860-9213550)**, immediately of any accident / incident in which any individual seeks work related medical attention, for any reason. This includes All Access employees, sub-contractor employees, owner employees and/or the general public.

- Information regarding all accidents / incidents, will be sent to the All Access Main Office (120 Bunker Hill Road, Canton, CT 06019) or faxed to **(860-352-8354) no later than the first workday** following the accident / incident. Any information that cannot be obtained by that time shall be sent to the office as soon as possible.

- Superintendents will investigate all incidents. The results of each investigation should be reported on an **All Access** company accident / incident form and sent to the Safety Manager(s) at the main office (120 Bunker Hill Road, Canton, CT 06019) or faxed to **(860-352-8354)**.

The following types of accidents / incidents require immediate notification (24 hour notice):

- Fatalities (In the event of a fatality on the job site, it will be the Project Managers responsibility to notify OSHA within 8 hours of the occurrence.)
- Whenever a All Access employee or a subcontractor's employee is seen by a physician, medical facility, or hospital for treatment of an occupational injury or illness.
- Any incident involving the general public and/or injuries requiring medical attention.
- All fires and explosions.
- All other potentially serious incidents, including near misses that might result in injury or property damage.

Incident reports will highlight problem areas. Through the use of good reports, incident patterns can be detected and resources directed toward prevention. Incident reports make excellent training tools. The cause and effect of incidents will be reviewed at weekly safety meetings.

An accident / incident report shall contain, at a minimum:

1. Project Information: Specific contract, contractor, project manager, superintendent, and foreman.

2. Employee Information: Name, address, social security number, phone number, sex, marital status, occupation, date of hire and date of birth.
2. Work site Information: Address of job site, employee occupation, and weather conditions.
3. Injury / Incident Data: Date, time, specific location, type of incident, description (who, what, where, when), employee injuries, diagrams of surrounding area (when applicable).
4. Witnesses: Names and addresses of eyewitnesses and their independent statements.
5. Causes: Primary, secondary and contributory causes of the incident.
6. Corrective Action: Steps to be taken to prevent recurrence of this or similar incidents.
7. Dated Corrections: Specific dates when issues were corrected.
8. Photographs: When applicable, in and around the area of the accident / incident.

All copies of investigations and documentation of injury and illness shall be kept on file in the contractor office. The Safety Manager(s)(s) shall keep the OSHA 300 Log and Summary of Occupational Injuries and Illness'. Injury statistics shall be recorded and published in accordance with applicable regulations.

Medical Related Billing

All employees of All Access, Inc., who seek medical attention for a work-related injury, will generate a bill. To make sure these bills are paid in a timely manner they must be sent to the appropriate parties. All work related medical bills should be sent to:

Attn: Safety Manager(s)
All Access, Inc.
120 Bunker Hill Road
Canton, CT 06019

B. Medical Services and First Aid

- Superintendents shall attend Red Cross First Aid & CPR (or equal) within two years of original certification.
- Prior to work activities being started, provisions for prompt medical attention in case of emergency shall be established.
- While work activities are in progress, All Access will utilize the most reasonable and accessible clinic, hospital, and/or physician for medical services and first aid, as related to time and distance to the worksite.
- When a clinic, hospital, and/or physician are completely unavailable in relation of time and distance to the worksite, an available person who has a valid certificate in first-aid training from the U.S. Bureau of Mines, the American Red Cross, or equivalent training shall be at the worksite to render first aid.
- In areas where 911 is not utilized, the telephone numbers of the physicians, hospitals, or ambulances shall be conspicuously posted.
- Proper equipment (car, truck, etc.) for prompt transportation for of an injured person or a communication system (phone, cellular phone, radio) for contacting necessary ambulance service shall be provided.

- A stocked & adequate First Aid Cabinet (kit) shall be centrally located, well-marked and maintained on the worksite for all employee use.

C. Emergency Procedures

1. Fire

- Make a safe attempt to contain the fire, for escape purposes with an approved fire extinguisher. Do not endanger anyone's life.
- Report the situation to the local fire department. Do not leave the phone until the fire department has all the information they need to assist the situation.
- Have an employee meet the fire department at the site entrance and direct the emergency personnel to the correct location.
- Notify emergency personnel of any combustible and/or hazardous materials in the area.
- Keep all spectators and non-essential personnel away from the area where the fire is active.
- If explosive materials are present in the area, immediately evacuate all personnel.

2. Worksite Evacuation

- In the event that a worksite evacuation is required, the Project Superintendent shall notify all employees via hand held radios and/or phone.
- Employees will be instructed where to gather and a head count will be taken to account for all employees.
- Any subcontractors on the job will be notified to set-up and utilize similar actions as required.
- As the worksite characteristics change, employees will be periodically updated of the evacuation plans.

3. Personal Injury

- In the case of an emergency, the Project Superintendent shall be notified immediately.
- A severely injured person should not be moved unless the danger of additional injury is present. Make sure the injured person is kept as comfortable as possible until the proper emergency personnel arrive.
- A fellow employee should accompany the injured person to the medical facility, to assist with necessary information to the medical facility.

4. Confined Space Rescue

- All confined space rescues will be performed in accordance with the confined space procedures covered in section III. D of the Safety and Health Procedures.
- Rescue will be performed using full body harness with retrieval lines and gas detectors.
- In the event of a confined space rescue situation, the attendant shall notify the Project Superintendent, who will notify the local emergency rescue team.

5. Bomb Threats

- Any bomb threat will be treated as genuine and serious.
- The All Access main office should be notified.
- The police and local authorities will be notified immediately.
- All personnel shall be evacuated from the area immediately. A head count should be taken to account for all personnel.
- Adjacent contractors shall also be notified to take appropriate action.
- Refer all inquiries for information to the Project Superintendent.

6. Public Demonstration

- Notify the Project Superintendent.
- Remove all employees and work operations from the demonstration area.
- Employees are not to have contact with the demonstrators and should be removed from the area.
- When the demonstration warrants the need, the police should be called to control the situation.
- Employees shall refer to the All Access Instructions For Dealing With Union Disputes At Job Sites.

7. Severe Weather

- In the event that severe weather is in the forecast, the Superintendent shall secure the site and all unnecessary operations should be postponed.
- Severe weather would include floods, hurricane, blizzard, tornado, excessive heat, sub-zero temperatures, and other like conditions.
- The project manager and/or superintendent will make the determination of severe weather.

8. Interruption of Public utilities

- All utility breaks shall be reported to the superintendent, and the affected utility company.
- The local Fire department should also be notified.
- The area surrounding the area of the break shall be secured and all unnecessary personnel removed, until the utility is restored.

D. Emergency Contact List

All phone numbers shall be centrally posted in/or near the job trailer or office. All employees, field and office, should be informed of the location of the emergency phone list, for proper emergency response.

VI. ALL ACCESS FORMS

A. Injury / Illness Log
B. Tool Box Meetings
C. Accident / Incident Report (All Access)
D. Witness Statement Form
E. Subcontractor Sign-Off Form
F. Confined Space Entry Permit (Sample)
G. New Employee Orientation
H. Hot Work/Weekly Checklist
I. Safety Reports Audit
J. Safety Violation
K. Safety Pre-con(s)
L. Powered Industrial Truck Training Certification
M. Safety Bulletins

CHECKLIST FOR SAFETY PROGRAM COMPLIANCE

All Access has developed the following paperwork requirements for compliance with site specific operations.

PAPER WORK REQUIREMENTS

- Copy of OSHA standards & poster
- Posting area for employee notices
- Emergency phone numbers
- OSHA 300's (during February)
- Copy of assured grounding program (if in use)
- Maintenance records for equipment (cranes, material hoists, etc.)
- Contractors safety program and rules
- Approvals (deep trenches, high scaffolds, demo surveys, shoring, etc.)
- Proof of training and safety instructions (lasers, power actuated tools, first aid, etc.)
- Written respiratory protection program (if respirators are in use)
- Required signs (Hard Hats, No Trespassing, Danger, Caution, etc.)
- Required special permits (burning, welding, traffic, etc.)
- Workers Compensation notice
- Accident and treatment report forms
- Written hazard communication program
- MSDS/SDS for all materials on-site
- Hazardous chemical list

EMERGENCY NEEDS

- First aid trained personnel
- First aid kit (checked at least weekly)
- Fire extinguishers (or water equivalent)
- Emergency evacuation plans

OTHER REQUIREMENTS

- Drinking water available.
- Sufficient sanitary facilities.
- Storage areas properly maintained.
- Hazard Communication program and data sheets