



New Jersey State License and Permit # 17374

# SAFETY PROGRAM

■ 776 Jernee Mill Road Suite 128, Sayreville, NJ 08872 ■  
■ Phone (888)-308-3879 ■ Fax (888)-308-3879 ■



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## XVIII. LOCKOUT TAGOUT SYSTEM

## XIX. FLEET SAFETY

### **PURPOSE**

In today's highly competitive marketplace, well managed companies have become aware that an effective Safety Program more than pays for itself by reducing the direct and indirect costs of losses encountered in their daily business operations. This Safety Program, properly integrated into every phase of our operations, will result in higher profits while at the same time ensuring a safer workplace for our employees, our customers and the general public.

In addition to the monetary and humanitarian considerations, implementation of this safety program will also assist us in complying with federal, state and local laws and regulations. The Occupational Safety & Health Act requires every employer to provide a safe and healthful workplace and to initiate and maintain such programs and recordkeeping as may be necessary to comply with the law.

The effectiveness of this program depends on its application, implementation, and aggressive support by everyone in the company, both management and employees.

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## **SAFETY POLICY**

It is the policy of First Choice Electrical and Security Services LLC to take all practical steps to safeguard employees, subcontractors and the general public from accidents and to maintain an effective safety program at all times.

No job is so important or so urgent that we cannot take time to perform our work safely.

We recognize that the responsibilities for safety and health are shared by management and the employees. Management accepts the responsibility for leadership of the safety program and for providing the safeguards required to ensure safe working conditions.

Employees are responsible for wholehearted, genuine cooperation with all aspects of the safety and health program, including compliance with all rules and regulations, and for continuously practicing safety while performing their duties.

Employees are expected to use safety equipment provided. Rules of conduct and safe work practices shall be observed. Your cooperation in detecting hazards and, in turn, controlling them is a condition of your employment. Inform your supervisor immediately of any situation beyond your ability or authority to correct.

The joint cooperation of employees and management in observance of this policy will provide safe working conditions and will be to the benefit of all.

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## **ASSIGNMENT OF SAFETY RESPONSIBILITIES**

### **MANAGEMENT'S RESPONSIBILITIES**

Management has the primary responsibility of providing a safe work environment for all employees. However, it would be impossible for management to carry out all aspects of the Safety Program. Partial responsibility must be delegated to others.

Top management's responsibilities include establishing safety policy and overseeing its operation. This is accomplished by developing objectives and policy, assigning responsibility for the implementation of specific elements of the Safety Program to specific individuals or groups, and monitoring results.

### **SAFETY OFFICER**

Shawn Kirk is the Safety Officer for the company. He is responsible for implementing many of the provisions of our safety program and acts as a resource to the field supervisory staff in carrying out their safety responsibilities.

### **SUPERVISOR & FOREMEN'S RESPONSIBILITIES**

Supervisors and foremen are responsible for productivity and efficiency. It is important to understand that accidents and injuries greatly reduce efficiency. Therefore, an efficient operation must be a safe operation. Safety activities and the prevention of losses will be considered to be as much a part of the supervisor's and foremen's job as production.

Job site supervisors and foremen will be assigned the following responsibilities:

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1. Ensure that the workplace or job site and all materials, equipment and machinery are hazard-free or that appropriate controls have been developed and instituted to control hazards.
2. Enforce safety rules, regulations and safe work procedures.
3. Ensure that equipment, tools and machinery are used as originally intended and that they are well maintained.
4. Perform thorough accident investigations immediately following any accidents to determine the cause(s) and develop and implement corrective actions to prevent future accident of the same type.
5. Upon observing accident trends, take necessary corrective action to reduce or eliminate the causes.
6. Pre-plan job site operations, particularly dangerous operations, to identify hazards and develop controls and safe work practices.
7. Require that hazard recognition and safe work procedures be included in all training of existing, transferred and newly hired employees.
8. Perform regularly scheduled self-inspections of job sites and shop areas to determine the existence of any unsafe conditions or unsafe work practices.
9. Motivate employees by constantly emphasizing the importance of safety and set an example themselves by always following safety procedures, wearing required protective equipment, correcting unsafe conditions as quickly as possible after being informed of their existence, etc.

### **EMPLOYEES' RESPONSIBILITIES**

All employees have responsibilities for carrying out certain aspects of the Safety Program. They must operate safely within their respective jobs to ensure their safety, as well as the safety of their co-workers, subcontractors and the general public. All workers and subcontractors are expected to adhere to safety rules and safe work practices. Employees must realize that safety is an important part of their job and that it is a top priority for First Choice Electrical and Security Services LLC

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## SAFETY RULES

The following safety rules are general in nature. Additional safety rules and safe work practices will be necessary for specific types of work and to control hazards not anticipated by these rules. All employees are expected to comply with all safety rules established by the company, whether written or not.

1. Work related accidents, injuries or illnesses no matter how minor must be immediately reported to the foreman or supervisor.
2. Hard hats will be worn by all employees, subcontractors and visitors at all times on all job sites.
3. Horseplay or pranks, including reckless driving of vehicles or equipment will not be tolerated.
4. Keep work areas clean and orderly. Each worker is responsible for housekeeping in his/her area. Dispose of all wastes in proper receptacles.
5. Keep all aisles, walkways, stairs and work areas clear of loose materials, stored materials, tools, cords, hoses, etc.
6. Do not remove any guard rails from wall/floor openings or scaffolding without specific authorization. Keep covers in place on any floor openings.
7. Do not operate machinery or tools without proper guards and other safety devices being in place.
8. Safety goggles, safety glasses, face shields or other eye protection must be worn during all operations where the employee may be exposed to flying particles, chips, liquid splash, etc. Keep protective eyewear clean.
9. Heavy duty work shoes or steel-toed safety shoes are required for all job site employees. Sneakers and soft-toed shoes are forbidden.

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10. Hearing protection devices, such as ear plugs or muffs, are required to be worn during all high noise level jobs.
11. Gloves may be required for some operations. On other operations gloves may constitute a hazard. Ask your foreman for requirements.
12. No loose jewelry or rings are to be worn by persons operating rotating machinery.
13. Wearing of approved respirators is required in areas where the air may be contaminated by toxic dusts, vapors, fumes, etc.
14. No smoking rules must be observed in posted areas.
15. Observe proper procedures for handling, storage, and use of flammable liquids.
16. Use the correct tool for the job. Immediately report any damaged or unsafe tools or equipment to your supervisor.
17. Never point an air hose at anyone or use one to blow off clothing.
18. Clean up liquid spills promptly.
19. When using any chemical material, including cleaning solvents, consult the Material Safety Data Sheet for precautions and proper handling and usage.
20. Do not operate forklifts, heavy equipment or any other machinery unless you have been properly trained and are authorized to do so. No one other than the operator shall ride on a forklift or other heavy equipment.
21. Avoid manual material handling and lifting whenever possible. If there is a mechanical device provided USE IT.
22. When manual material handling or lifting is necessary, use proper lifting techniques. Bend your knees, keep your back nearly straight, keep the load close to your body and lift with your leg muscles. Check the load and get help if necessary. Lift gradually, do not jerk the



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load.

23. Keep your hands, feet, and body clear of obstructions when carrying a load. If the load is heavy or the carry is long, ask for help.
24. No employee shall place themselves or any part of their body under a suspended load.
25. Do not enter any excavation or trench greater than 4' in depth unless a trench box is used, the trench is properly shored or the sides are laid back to the proper angle of repose.
26. All compressed gas cylinders shall be supported in the upright position by chaining or strapping them to a wall or other substantial support.
27. Use safety belts, lifelines and/or safety nets when working on unprotected elevated surfaces.
28. Jumping from elevated surfaces, platforms, heavy equipment, ladders or scaffolds is prohibited.
29. Report any unsafe acts or unsafe work practices to your foreman or supervisor immediately.
30. Maintain a safety conscious attitude at all times. **USE COMMON SENSE!!** If a work practice seems unsafe to you, **DON'T DO IT!** Discuss it with your foreman or supervisor before proceeding. With a little forethought a safer way of completing the job can usually be found.



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## **HAZARD IDENTIFICATION & CONTROL**

An essential part of any Safety Program is the removal or correction of hazards before a loss can occur. The most widely accepted method of identifying hazards is to conduct safety and health inspections. This can best be accomplished by instituting a program of regularly scheduled self-inspections of our workplace/job sites to uncover the unsafe conditions and unsafe work practices. Responsibility for conducting these self-inspections rests with the most senior supervisory person on the site.

Once a hazard or unsafe work practice has been identified, we can institute control procedures. Control practices, listed in decreasing order of effectiveness and preference, include:

1. Eliminating the hazard entirely (i.e., substituting a non-hazardous material for a hazardous one, changing the process, automating the process, subcontracting the hazardous operation, etc.).
2. Reducing or abating the hazard by controlling the employee exposures to it (i.e., machine guarding, ventilation, enclosures or barriers, providing mechanical assistance, etc.).
3. Training employees to be aware of the hazard and to follow safe work practices to avoid the hazard.
4. Providing and requiring the wearing of appropriate personal protective equipment to protect the employees from the exposure.

In order for a self-inspection program to be effective, it must be conducted on a regular scheduled basis (i.e., weekly or monthly). To ensure that the self-inspections are thorough and cover the necessary physical hazards and exposures as well as unsafe work practices, the attached self-inspection checklist should be used as a guideline. The checklist will also provide documentation of the self-inspection program.

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## **SELF-INSPECTION CHECKLIST QUESTIONS**

### **General**

Emergency phone numbers conspicuously posted?

Emergency procedures and duties pre-planned and posted?

Emergency exits properly marked, lighted and kept clear at all times?

First aid kit or facilities available and contents replenished as used?

One or more employees on each job site certified in first aid?

All floor openings protected with covers or standard safety railings?

All elevated surfaces/wall openings protected with standard safety railings?

All stairs in good condition and provided with hand railings?

Housekeeping and storage practices good?

Waste materials, scrap and other trash disposed of in proper receptacles?

Electrical systems and equipment provided with adequate overload protection and grounded?

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### **Machines, Tools and Equipment**

Are all hand tools and other equipment regularly inspected for safe condition?

All machinery, tools and equipment in good condition?

Correct tool being used for the work being done?

All electrically powered tools and equipment double insulated or properly grounded?

### **Material Handling**

Mechanical lifting and material handling equipment provided to eliminate as much manual lifting and handling as possible?

Hoisting and lifting equipment, including ropes, cables and chains, inspected on a scheduled basis and written records maintained?

Load capacity limits posted on all cranes and hoisting equipment?

Employees trained never to place any part of their body under a suspended load?

Heavy equipment operated only by designated employees who have been trained in proper operations of the equipment?

Two or more employees used to handle heavy loads if mechanical handling is impossible?

Employees trained in proper lifting techniques?

### **Personal Protective Equipment**

Are hard hats provided and required to be worn in all areas where there is any danger of falling objects?

Are heavy work shoes or steel-toed safety shoes required to be worn in areas where needed?

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Is protective eye and/or face protection equipment such as goggles, safety glasses, face shields, etc. provided and worn where there is any danger of flying particles or corrosive materials?

Are approved respirators provided for regular or emergency use where needed?

Have employees been trained in the use and care of personal protective equipment?

### **Excavation/Heavy Equipment Operations**

Proper means of shoring or angle of repose provided when trenching or excavating at depths of 5 feet or more?

Soil bank of excavated material located at least 2 feet from edge of excavation?

Underground utilities located and marked when excavating?

Back hoe buckets, earth moving blades, etc., resting on ground when not in use?

Minimum clearance of 10 feet between energized power lines of 50 KV or less, and all parts of the machine, load, and load line observed? If greater than 50 KV, are federal, state and local requirements followed?

Ignition keys removed overnight on heavy equipment or lockout devices installed?

### **Ladders & Scaffolds**

Frequent inspection of ladders and those found to be defective tagged "Dangerous, Do Not Use" and withdrawn from service?

Ladders used only for their intended purpose, e.g., not runways or scaffolds?

Rungs and steps on all ladders free of grease and oil and all wooden ladders not painted?

Use of metal ladders prohibited when working on electrical wiring, equipment or fixtures, unless all power has been shut off and properly locked out?

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Ladders placed on stable footing? Bases non-slip or otherwise secured to avoid ladder slipping?

No Employee is allowed to stand on the top of a step ladder.

Extension ladders secured to the structure at the top to prevent toppling?

Scaffolding erected by competent and experienced personnel?

Scaffolding inspected daily for alignment, damage or defect with written records of inspection maintained?

Standard rail, including mid-rail, top rail and toe board provided on open sides and ends of work platforms/scaffolds more than 10 feet above ground or floor level?

Work platform planks secured and overlapping by at least 12 inches?

Work platform planking uniform with no openings or missing planks?

Scaffold planks extend over their end supports by not less than 6 inches or more than 18 inches?

Scaffolding base well supported on firm footing and secured to the building at the top?

Casters/wheels locked when employees are working on mobile scaffold/staging?

No employees, tools, materials or equipment on scaffold/staging when being moved?

### **Welding & Cutting**

All moveable combustible materials removed from the welding/cutting area prior to work beginning?

Fire watch provided whenever welding or cutting is performed and for at least one-half hour after completion?

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Cylinders stored away from heat sources and secured in the upright position?

### **Fire Protection**

Proper number, size and types of fire extinguishers provided and clearly marked, mounted and accessible?

Extinguishers inspected monthly, serviced annually and recharged after use?

Employees trained in the proper use of fire extinguishers?





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## **PRE-JOB PLANNING**

Pre-job planning is essential to ensure that safety is "built-in" to the construction process. Without pre-planning the necessary safety equipment may not be available when needed, unnecessary job site hazards may be created and important safety precautions are easily overlooked.

Pre-job planning for safety purposes should not be seen as something separate from or different than the many other planning and scheduling aspects of managing a construction site. It should be treated as one of the many essential items necessary to successfully complete the construction project.

Pre-job planning is the responsibility of the management and supervisory personnel involved in bidding, planning and setting up each project.

Some of the items which we should consider when pre-planning and setting up a job site include:

### **General**

1. Emergency phone numbers conspicuously posted.
2. Emergency procedures and duties pre-planned and posted.
3. First aid kit or facilities available.
4. One or more employees certified in first aid.
5. Safety rules posted.
6. Safety warning signs posted where necessary.
7. Supply of accident investigation forms available.
8. Pre-construction surveys of nearby structures done if there is a potential for claims from vibrations, subsidence, etc.
9. Sanitary requirements provided - drinking water, toilets, wash-up facilities, etc.

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### **Protection of General Public**

1. Assess need for temporary walkways, overhead protection, barricades, fencing, watchman, etc.
2. Assess need for vehicular traffic controls such as signs, barricades, flag persons, flashers, cones, etc.

### **Housekeeping/Trash Disposal/Storage**

1. Plan for trash storage and removal which will minimize the potential for fire, trip & fall hazards, etc.
2. Plan for frequent clean-up and removal of scrap materials.
3. Unloading and storage of materials planned so that they do not expose workers to unnecessary hazards, excessive or unnecessary manual material handling, create fire hazards, etc.

### **Tools & Equipment**

1. All tools and equipment brought to site inspected prior to use.
2. All tools and equipment equipped with required safety devices or guards.
3. All required tools provided to ensure that the proper tool is available for the job.

### **Personal Protective Equipment**

1. Assess need for and provide necessary equipment - hard hats, eye protection, respirators, etc.
2. Additional hard hats and other protective equipment available for visitors to the job site.

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3. Signs posted in areas requiring the wearing of protective equipment.

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### **Material Handling**

1. Mechanical lifting and material handling equipment provided to eliminate as much manual lifting and handling as possible.
2. Hoisting & lifting equipment, including ropes, cables and chains, inspected prior to use and at regular intervals.
3. Load capacity limits posted on all cranes & hoists.

### **Excavation/Heavy Equipment Operations**

1. Pre-plan for proper means of shoring, use of trench boxes, angle of repose, etc. for trenches and excavations.
2. Pre-plan for location of soil bank of excavated material to ensure that it will be at least 2' from the edge of the excavation.
3. All underground utilities located and marked.
4. Locate all overhead power lines and pre-plan all crane and heavy equipment operations to ensure proper clearances.

### **Ladders & Scaffolds**

1. Proper type ladders provided for intended uses.
2. All ladders brought to site inspected prior to use.
3. Job-built ladders meet OSHA requirements.
4. Placement and securing of ladders pre-planned.
5. Scaffolding planned and erected by competent personnel.

### **Fire Prevention & Protection**

1. Proper number, size and types of portable fire extinguishers provided and clearly marked, mounted and accessible.
2. Employees trained in the use of fire extinguishers.
3. Flammable liquids properly stored and use controlled.
4. "Hot Work" permit system in place to control welding & cutting

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hazards.

The items listed above include some of the more common items which should be considered in setting up any job site. It is by no means comprehensive. Each job site will present unique hazards and exposures.

In addition to the safety aspects, you may want to include security measures to protect against vandalism, theft, flood, etc. The point of pre-job planning is to anticipate potential exposures to loss and, as much as possible, make plans to reduce, eliminate or control those exposures.

The control of the exposures presented by any subcontractors we may use on the job site should also be included in our pre-planning.

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## **ACCIDENT REPORTING & INVESTIGATION**

It is an unfortunate fact that, despite our best loss prevention efforts, some unsafe acts and unsafe conditions or hazardous exposures may go unrecognized or uncorrected and may eventually result in an accident. When an accident does occur it is important that we learn from the experience and take appropriate action to correct the causes of the accident to prevent future accidents. To accomplish this we will investigate each accident to determine the cause(s) of the accident and take appropriate action to prevent recurrence.

Accidents are, by definition, any unplanned or uncontrolled event. This definition includes much more than just events which result in bodily injury. They also include events which result in equipment damage, fires, work disruption, etc. An accident may also result in no actual damage or injury (known as a "near-miss"). The difference between an accident which results in no injury or damage and one which results in a fatality or serious injury is often only a matter of chance. For example, if a cable on a crane fails and the load drops, there may be little or no damage done or there may be a fatality or serious injury if someone is under the load when it falls. For this reason, it is important to investigate all accidents, including "near-misses", and not focus only on those resulting in injuries.

Responsibility for conducting an accident investigation will rest with the immediate supervisor of those involved in the accident. The immediate supervisor knows the most about the employees and the situation, is able to take immediate action to prevent an accident from recurring and can communicate more effectively with the employees than anyone else.

The purpose of conducting accident investigations is to determine the causes of accidents and **NOT** to place blame or fault.

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## **ACCIDENT INVESTIGATION**

The basic information needed for an accident investigation includes:

### **Identifying Information:**

Information on who, where, when and what was involved in the accident.

### **Accident Description:**

A detailed description of what happened before, during and after the accident.

### **Description of Injury/Property Damage/Loss**

Extent of injuries, damages or losses as a result of the accident.

### **Basic Elements of the Accident:**

Basic elements of an accident include one or more of the following"

The Agency - the tool, material or equipment involved in the accident (i.e., drill, circular saw, ladder, crane, toxic chemical, etc.)

Accident Type - i.e., slip or fall, struck by, caught between, flying particle, contact with chemical, etc.

Unsafe Condition - the condition of the Agency that was unsafe (i.e., unguarded belt/pulley, defective tool, oil on floor, poor illumination, improper storage, etc.)

Unsafe Act - human actions which were unsafe and contributed to the accident (i.e., not wearing protective equipment, lifting a load which should be handled by mechanical equipment, removing a guard or safety device, etc.)

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Personal/Supervisory Factors - reasons for unsafe acts and unsafe conditions (i.e., lack of training, disregard of instructions or safety rules, poor enforcement of rules, distraction, physical handicap, etc.)

All reportable accident and injuries must be reported to Shawn Kirk as soon as possible. **(888) 308-3879**

**Accident Cause(s):**

Based on the elements of the accident, as determined above, the primary causes of the accident and the reasons why those causes were allowed to exist should be determined and listed. It should be noted that most accidents do not have a single cause but involve a combination of unsafe acts, unsafe conditions and personal/supervisory factors. In order for an investigation to be of value, all of the causes must be determined.

**Recommended Corrective Action(s):**

For each cause a recommended corrective action must be developed and implemented to prevent future losses from the same causes. This is the purpose of the investigation.

**Corrective Action(s) Taken:**

If immediate corrective actions were taken, document those actions. When the recommended corrective actions listed above are completed or an alternative correction is completed, it should be documented.

Recommended corrective actions must be implemented as soon as possible. If the recommendations are impractical, alternatives must be developed, implemented and documented as indicated above.

**SUMMARY**

Accident investigation is an important part of our Safety Program. Learning from experience

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can be a painful process in some cases, but not learning from experience can be disastrous both financially and in terms of human suffering.

Remember that the purpose of an accident investigation is not to place fault or blame for the accident but to identify loss causes and to take corrective actions to prevent future accidents.

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## **RETURN-TO-WORK PROGRAM**

### **POLICY**

It is the policy of First Choice Electrical and Security Services LLC to assist employees in obtaining the best medical care available following a work related injury/illness and to return injured employees to work as soon as it is medically possible. To that end we will work in cooperation with medical providers to return the injured employee to full duty or, if necessary, a temporary modified job which meets any restrictions the medical provider deems necessary. The object of this program is to provide an injured employee with meaningful work which will enhance their recovery and rehabilitation. This policy is intended to benefit both our employees and the company. Every employee is important to the efficient functioning of the company. We need each and every employee to be on the job and as productive as possible.

### **RESPONSIBILITIES**

#### **Workers Compensation Claims Coordinator**

The coordination of this Return-To-Work Program and the handling of workers compensation claims will be the responsibility of the Claims Coordinator. This will include responsibility for ensuring that the proper forms are completed, submitted and filed and the Coordinator will handle communication with the injured employee, medical providers and insurance carrier claims personnel. The Coordinator will assist other management personnel in finding or creating modified duty positions which will meet the restrictions of treating physicians in order to facilitate the return of injured workers to work as soon as medically possible.

The claim handling procedures and responsibilities of the Coordinator are specified in the attached **WORKERS COMPENSATION CLAIM HANDLING PROCEDURES**.

#### **Supervisors/Managers**

Supervisors and managers are responsible for performing the claim handling duties listed in the attached **WORKERS COMPENSATION CLAIM HANDLING PROCEDURES**. They are also responsible for finding and/or creating modified and light duty positions or duties, whenever possible. When a worker returns to work with any medical restrictions, it is the responsibility of

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the immediate supervisor and/or manager to ensure that the worker performs within those restrictions in order to prevent additional injury and to speed the recovery process.

### **Employees**

Employees are expected to immediately report any work-related injury or illness to their supervisor or manager, regardless of the severity or extent of the injury. Employees are expected to return to full or modified duty as soon as medically possible.

### **MODIFIED DUTY WORK**

The following light duty or modified duty jobs are available on a more or less permanent basis when needed:

Installation of switches, receptacles and face plates. Termination of small electric panels, and any other similar “light” duty work available at the time.

If none of the above jobs are available, the supervisor and/or manager will work with the Workers Compensation Claims Coordinator to create a job or set of duties which will fit the medical restrictions given by the treating physician. It is our intent to expend considerable effort to find or create such a temporary position in order to return injured workers to work as early as possible in their recovery and rehabilitation period.

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## **WORKERS' COMPENSATION CLAIM HANDLING PROCEDURES**

**Employees** are expected to report any work-related injuries or illnesses **immediately** to their supervisor, regardless of the severity of the injury or illness.

**Supervisors/Managers** are responsible for obtaining first aid at the scene of the accident and then ensuring that the employee is referred to and receives appropriate medical attention, if necessary. In the event of a serious injury this may involve calling Emergency Medical Services (Dial 911). In less serious cases it may be best to provide transportation to the appropriate medical facility or, if the employee is capable of transporting themselves, refer them to the company selected medical provider. If the employee wishes, they must be allowed to select their own physician after the first treatment at the company selected medical provider.

Supervisors and managers are responsible for investigating accidents involving employees under their supervision. They are responsible for completing and submitting the First Report of Injury form and Supervisor's Accident Investigation form within 24 hours of being notified of an employee sustaining a work-related injury or illness. The forms are to be submitted to the Workers Compensation Claims Coordinator.

The **Workers Compensation Claims Coordinator** will be notified as soon as possible when an employee reports a work-related injury or illness. The Coordinator will then take the following steps:

Ensure that the supervisor or manager of the injured employee completes the First Report of Injury and Supervisors Accident Investigation forms within 24 hours of being notified of a work-related injury or illness.

Review and submit the First Report of Injury to the insurance carrier and insurance agent immediately upon receipt from the supervisor.

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Determine if the injury/illness is OSHA Recordable and, if so, enter on the OSHA 200 Log. Keep a copy of the First Report of Injury as the required supplemental form for the OSHA Log.

If the injured employee is not able to return to work by their next regularly scheduled work day, the case becomes a Lost Time Case and should be handled as noted below.

Use the Workers' Compensation Claim Progress Report to guide and document the handling of any Lost Time cases.

Call the employee on the first day that they are unable to return to work. Obtain the information on the Claim Progress Report form and emphasize to the employee the company's concern for their well-being, that they are needed, and that you will do everything possible to work with the treating physician to get them back on the job as soon as possible. Answer fully any questions they may have regarding workers compensation benefits and assure them that everything will be taken care of.

In the event of a very serious injury it would be appropriate for the employee's supervisor or manager to visit him/her at the hospital or at home to express their concern.

If the first communication with the employee indicates that they will not be able to return to work within a day or two, send a letter to the treating physician which includes the information indicated on the Claim Progress Report. Emphasize that the company is willing to try to provide modified duty work which will meet any restrictions the medical provider deems necessary. Request a response to your letter and, if no response is received within a week make a phone call or send a second request to the physician.

Determine what types of light or modified duty jobs are available or can be created which will meet any restrictions placed on the employee's activities by the physician. Work closely with the manager/supervisor on this.

Use the Claim Progress Report to document follow-up telephone calls to the employee after each medical treatment visit to determine the status of the employee's condition. Call at least weekly

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if medical visits are less frequent.

If and when the medical provider agrees to a return to modified duty, ensure that a modified job which meets the restrictions is available and, if so, immediately contact the employee and tell them that the job is available and when to report for duty. If they do not return or refuse the modified duty, contact the insurance carrier claim's adjuster on the case **immediately**.

## **SAFETY ORIENTATION & TRAINING**

It is the intention of First Choice Electrical and Security Services LLC, to provide initial safety orientation and training for all new employees and ongoing safety training for all employees in order to ensure that they will be capable of handling their job duties in a safe manner.

### **ORIENTATION & TRAINING FOR NEW EMPLOYEES**

The new employee will be given an initial safety orientation by his or her immediate supervisor on the first day of their employment.

This orientation will include, but not necessarily be limited to, the following areas:

1. Provide a copy of the company management safety policy and general safety rules to the employee. Discuss the policy and rules with the employee and any additional specific safe practices relating to the specific job site.
2. Discuss First Choice Electrical and Security Services LLC disciplinary procedures and the employee's responsibilities regarding safety.
3. Explain the Hazard Communication Program to the employee and instruct them in the hazards involved with any hazardous materials they may be handling.

The supervisor should document that the orientation was completed and forward a copy to the office.

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## **ONGOING EMPLOYEE SAFETY TRAINING**

Safety training is an ongoing process due to the changing hazards involved in our construction operations. Regular formal and informal training will be conducted in order to maintain a high degree of safety awareness in our employees.

Informal safety meetings will be held regularly on each job site. Topics will include a discussion of the hazards involved in the work in progress and work in the planning stages. Employee input and feedback will be actively solicited during these meetings. Each job site supervisor is charged with the responsibility for conducting such meetings on a regular basis, e.g., weekly.

When applicable we will conduct more formal training sessions for all employees to inform them of new hazards or to comply with training required by OSHA or other regulatory bodies.

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## **EMERGENCY PREPAREDNESS & FIRST AID**

Each job site will be provided with a telephone or the supervisor will determine the location of the nearest telephone and inform all employees of its location.

In the event of a serious emergency (fire, serious injury, etc.) CALL 911 IMMEDIATELY.

Minor injuries should be reported to the supervisor or foreman and treated on site by trained personnel.

If an injury is more than minor first aid, the employee will be taken or sent to the nearest local medical facility.

After appropriate action has been taken, report all serious injuries or accidents to the main office IMMEDIATELY.

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## **HAZARD COMMUNICATION PROGRAM**

### **POLICY**

It is the policy of First Choice Electrical and Security Services LLC to provide our employees with a place of employment which is as free as possible from recognized hazards. This hazard communication program is intended to provide guidelines for all First Choice Electrical and Security Services LLC personnel for the purpose of complying with the OSHA Hazard Communication Standard. It is our intention to fully and freely communicate information to our employees regarding any hazardous chemicals or substances to which they may be exposed in their work environment.

### **RESPONSIBILITIES**

#### **Coordinator**

William Moran will have ultimate responsibility for the implementation of this program. His duties will include:

- \* Compile and maintain an up-to-date inventory of all chemicals and hazardous substances for the company.
- \* Obtain a Material Safety Data Sheet (MSDS) for each item on the master inventory list.
- \* Maintain an up-to-date master file of MSDS's in the main office.
- \* Provide copies of MSDS's upon request to job site supervisors and employees.
- \* Provide chemical hazard training for employees and train job site supervisors to conduct such training.

#### **Supervisors**

Each job site supervisor will be responsible for implementation of this program at their job site. Their duties will include:

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- \* Inform all employees on the site of the requirements of the OSHA Hazard Communication Standard. Inform them of the existence of this written program and provide a copy to the employee upon request.
- \* Compile an inventory list of all chemicals and hazardous materials on the site or expected to be on the site during the project. This will include materials brought onto the site by subcontractors. Update this list whenever new materials arrive on the site.
- \* Obtain Material Safety Data Sheets (MSDS) from Aerial office on each material on the inventory list.
- \* Maintain a file of all MSDS's for materials on the site and provide copies to employees upon request as well as for training purposes.
- \* Train all employees as indicated in the Training section of this program.
- \* Inform all subcontractors or other contractors on the site as to the chemicals on the site and share hazard information with them.
- \* Ensure that all containers are properly labeled with the required identification and hazard warning information.

### **Employees**

Employees will have the following duties and responsibilities:

- \* Participate in the training sessions and comply with safety procedures.
- \* Read and familiarize themselves with the Material Safety Data Sheets (MSDS's) of those hazardous materials with which they work or to which they may be exposed.
- \* Wear required personal protective equipment.
- \* Report any hazardous conditions, materials on the site for which no MSDS is available, any unlabeled containers, etc.

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## **LABELING**

All containers of chemicals or other materials which have been identified as hazardous must be labeled with at least the following information:

- a. The identity of the material (trade name & generic name)
- b. Appropriate hazard warnings. Should be the same as those on the original container or as indicated on the MSDS.
- c. Name and address of the manufacturer of the product.

## **MATERIAL SAFETY DATA SHEETS (MSDS)**

For each hazardous material or substance listed in the master inventory, an MSDS will be obtained and maintained. Unsuccessful attempts to obtain MSDS's should be documented.

All MSDS's must be fully completed. Any deficiencies or missing information will be brought to the attention of the supplier and the missing information obtained.

MSDS's should be provided to employees upon request. If an MSDS is not available, document the request and all attempts made to obtain the MSDS.

## **TRAINING**

All new employees and all transferred employees must receive training upon assignment to a particular job site.

All employees who will be affected must be trained when a new hazardous substance is introduced into their work area.

Training will include:

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- a. Existence and requirements of the OSHA Hazard Communication Standard including the employees' rights under the standard.
- b. Existence and contents of First Choice Electrical and Security Services LLC hazard communication program.
- c. The physical and health hazards of each of the chemicals or hazardous substances present in the employee's work area.
- d. Proper handling and use procedures for each substance, measures employees should take to protect themselves, proper personal protective devices needed and their proper use and care, spill cleanup procedures, etc.
- e. Availability of Material Safety Data Sheets, their location, procedures for requesting a copy or access to the MSDS's.
- f. How to read and interpret the information on MSDS's and container labels.

## **NON-ROUTINE WORK TASKS**

Prior to any employee being required to perform any non-routine work task (i.e., work in a confined space, cleaning with hazardous cleaning materials, etc.) the employee must be thoroughly informed of all of the hazards involved in the operation. The MSDS and warning labels must be reviewed with the employee by the supervisor. All required precautions, including the use of personal protective equipment, ventilation, etc. must be taken care of prior to beginning the work.

## **SUBCONTRACTORS**

All subcontractors will be informed of all of the chemicals or hazardous materials located on the site. This can best be accomplished by supplying them with a copy of the inventory list for the site. Upon request the subcontractor should be supplied with a copy of any MSDS they request. Training of the subcontractors' employees should remain the responsibility of the subcontractor.

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All subcontractors will be required by First Choice Electrical and Security Services LLC to supply our job site supervisor with a listing of all hazardous materials which the subcontractor brings onto our site, as well as a copy of an MSDS for each substance on the list.

## **SUBSTANCE ABUSE POLICY**

### **OBJECTIVE:**

The goal of this policy is to provide a safe and healthful work environment for everyone, including our employees, subcontractors, and the general public. The use and/or abuse of alcohol, drugs and other substances by employees can lead to their inability to exercise good judgment, slow their reaction time, make it difficult for them to perform tasks properly and efficiently, and may endanger the safety and health of the user, their co-workers, and other persons or property. Therefore, the company has established the following Policy regarding the use, possession or sale of illegal or unauthorized drugs and alcohol by employees of the company.

### **POLICY:**

It is the policy of, First Choice Electrical and Security Services LLC that the use, possession, distribution, sale, dispensation, concealment, transportation or manufacture of alcohol, controlled substances, and illegal drugs or substances is prohibited in the workplace. The workplace is defined as and includes our buildings and property, work areas, off-premises work locations and job sites, customers premises, all vehicles and equipment (whether owned by the company, employees or others), and any other locations or during transit between locations when the employee is acting within the scope of their employment.

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No employee may be under the influence of alcohol or illegal drugs while on duty. The abuse of prescription or over the counter drugs is also prohibited.

**ENFORCEMENT:**

The company retains the right to enforce this policy, if deemed necessary, by searches of employees, their personal effects and belongings, and their vehicles, as well as all "workplaces" as defined in the above policy to the extent permitted by law. No such searches will be conducted without written consent of the employee(s) involved. However, if an employee refuses to submit to a search of their person and/or their personal effects and belongings, they will be subject to the disciplinary action indicated below.

If an employee exhibits symptoms, inappropriate behavior, performance problems, or there is other evidence to reasonably suspect that an employee is under the influence of alcohol or drugs, the employee shall be subject to a drug and/or alcohol test. This shall be known as a "reasonable cause" test.

**DRUG AND ALCOHOL TESTING:**

All prospective employees will be requested to submit to a test for illegal drugs and alcohol as a part of the application process. All applicants who refuse such a test or have a confirmed positive test will be denied employment with the company.

As noted above, when there is "reasonable cause" to believe that an employee may be under the influence of alcohol or illegal drugs, the employee will be required to submit to a drug and/or alcohol test.

All testing information will be treated as confidential. Results will be made known only to the company representatives involved in the decision making. Information regarding testing or an employee's use of alcohol or drugs will not be disclosed to anyone outside the company except upon court order or otherwise authorized by law. All testing results will be kept in separate confidential medical files, separate from the employee's personnel file.

**DISCIPLINARY ACTION:**

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Any employee found to be in violation of this policy will be discharged from employment immediately, even for a first offense or violation.

Any employee who refuses to submit to a search of their person, personal belongings or vehicle will be discharged from employment immediately. Such searches will only be done when and if management determines that there is reasonable suspicion that there may be a violation of this substance abuse policy.

#### **DEFINITIONS PERTAINING TO THIS POLICY:**

***Alcohol or Intoxicating Beverage*** - Any beverage that has an alcoholic content in excess of 0.5% by volume.

***Controlled Drugs or Substances*** - Drugs controlled by the federal or state government to prevent, curtail or limit their distribution and manufacture. These include, among others, marijuana, heroin, hashish, cocaine, hallucinogens, and other stimulants and depressants not prescribed for personal treatment by a physician.

***Drug*** - Any chemical substance that produces physical, mental or emotional changes in a user.

***Drug Abuse*** - The use of a drug or alcohol for purposes other than medical purposes, which results in the impaired physical, mental, emotional or social well-being of the user. This includes drug misuse which is the intentional or inappropriate use of prescription or over-the-counter drugs with similar results.

***Illegal Drugs*** - Any drug which is not legally obtained. This includes the ***controlled drugs*** as defined above, as well as prescription drugs not being used for prescribed purposes.

***Prescribed Drug*** - Any drug or substance ordered or advised for the treatment of the individual consuming it by a licensed medical practitioner and being used in the manner prescribed by the medical practitioner. Such prescribed drugs are not covered by this policy.

***Use*** - The introduction of a substance into the human body by ingestion, inhalation or injection. ***Use*** shall also include the existence of a substance in the body. In other words, the introduction

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of a substance into the body may have occurred prior to reporting for work but the continued existence of the substance in the body shall be considered to be *use* in the workplace. The detection of a substance in the blood or urine would constitute proof of *use* whether or not there were any outward signs of the user being under the influence of the substance.

### **TRAINING:**

To ensure an informed workforce, the company will periodically provide materials and training to all employees to update their awareness of the impact of substance abuse on the workplace and to ensure that they understand this company policy.

In addition to receiving general drug and alcohol training, supervisors and managers will be trained to recognize symptoms and behaviors associated with drug and alcohol use. They will also be trained in how to intervene if they have reasonable cause to believe an employee may be under the influence of drugs or alcohol.

### **EMPLOYEE ASSISTANCE:**

Employees who feel that they may have a problem in complying with this policy due to their use or abuse of alcohol or drugs are encouraged to seek help prior to such use or abuse resulting in termination of their employment. Many outside confidential sources of help are available, including the following:

Alcoholics Anonymous      1-888-624-6063

Cocaine Hotline              1-800-207-1257

Nat. Inst. on Drug Abuse    1-800-207-1257

### **NOTE:**

This substance abuse policy does not constitute a contractual undertaking by the Company and the Company does not, through this policy, assume or offer to assume any obligations beyond

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that which may be imposed by applicable law. The Company reserves the right to alter, amend, or discontinue any part of this policy with or without notice in its sole discretion. The failure of the Company to exercise any function in any particular way shall not be considered a waiver of the Company's right to exercise such function or preclude the Company from exercising that prerogative or function in some other way.

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## CONFINED SPACE ENTRY

### POLICY:

It is the policy of First Choice Electrical and Security Services LLC to ensure that our employees are protected from the potential hazards involved in entering confined spaces. We will make every effort to comply with the OSHA Permit-Required Confined Space Standard (CFR 1910.146) and to exceed those requirements when necessary to ensure the safety of our workers.

For the purposes of this policy the following definitions will apply:

- **Confined Space** - A confined space has limited or restricted means of entry or exit, is large enough for an employee to enter and perform assigned work, and is not designed for continuous occupancy by the employee. These spaces may include, but are not limited to, underground vaults, manholes, tanks, storage bins, pits and diked areas, vessels, and silos.
- **Permit-Required Confined Space** - A "permit-required confined space" is one that meets the definition of a confined space and has one or more of these characteristics: (1) contains or has the potential to contain a hazardous atmosphere, (2) contains a material that has the potential for engulfing an entrant, (3) has an internal configuration that might cause an entrant to be trapped or asphyxiated by inwardly converging walls or by a floor that slopes downward and tapers to a smaller cross section, and/or (4) contains any other recognized serious safety or health hazards.

When we are working for property owners or other contractors who have a Confined Space Entry program, we will comply with the property owner's program and obtain an entry permit from the owner. If the property owner does not have their own Confined Space Entry Program, we will, in all cases, follow the OSHA standard for permit-required spaces. See attached copy of OSHA booklet #3138 for information on the OSHA standard.

### IDENTIFICATION & EVALUATION OF CONFINED SPACES:

Owners of existing confined spaces are required by OSHA to have evaluated their spaces and

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determine if the confined space is a “permit-required confined space”. Each permit-required confined space should be identified by a warning sign reading "Danger - Permit-Required Confined Space - Authorized Entrants Only".

We cannot, however, rely on others when the safety of our employees is a stake. Therefore, we will not enter any confined space until we have determined for ourselves whether it is a permit required confined space and will not enter until the proper precautions have been taken to ensure safe entry and work in the space.

The foreman on each project will be responsible for evaluating any confined spaces on the site and will determine if the confined spaces meet the definition of “permit-required confined space” as defined in this policy. If any space meets that definition, no employees of First Choice Electrical and Security Services LLC will be allowed to enter the space until the foreman takes the proper safety precautions and issues an entry permit.

### **ENTRY INTO PERMIT-REQUIRED CONFINED SPACES:**

Prior to entry into any permit-required confined space, the foreman will issue a permit that specifies the location, type, and duration of work to be done, and the date. The permit will certify that all existing hazards have been evaluated by the foreman and that necessary protective measures have been taken for the safety of workers. It will provide documentation of the atmospheric testing that has been done. It will assign entry and attendant duties to specific persons.

Before issuing an entry permit, the foreman will be responsible for the following:

- Identify all hazards and potential hazards associated with the confined space, such as the danger of explosion, asphyxiation, toxic gases/fumes, engulfment or entrapment, electrical or mechanical hazards, etc.
- Isolate the space from potential hazards, if possible, to provide for safe entry.
- Purge, inert, flush, ventilate to eliminate atmospheric hazards.
- Provide external barriers and warning signs.

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- Perform pre-entry oxygen, flammable gas and toxicity air tests. All test results are to be recorded on the entry permit. If potential hazards cannot be isolated, continuous monitoring is required. If potential hazards can be isolated, periodic monitoring is required.
- Provide at least one trained attendant outside of each confined space that will be entered.
- Ensure that rescue and emergency services and equipment are in place as noted in this policy.
- Ensure that all required equipment is provided, maintained and properly used. This includes air monitoring equipment, forced air ventilation equipment, communications equipment, personal protective equipment (PPE), lighting, external barriers and warning signs, ladders, and rescue equipment.

If hazardous conditions are detected during entry, employees will immediately leave the space and the foreman will determine the cause of the hazardous atmosphere and take corrective actions before allowing re-entry.

### **RESCUE & EMERGENCY SERVICES:**

If proper protective measures are taken to eliminate and control any possible hazards in the confined space (i.e., ventilation, purging, monitoring, lockout/tagout, etc.), rescue operations should not be necessary. Nonetheless, we must be prepared for the worst case scenario.

If the confined space owner does not have an Emergency Response Team, we will contact the municipal or local Emergency Response Unit of the fire department before entering the confined space. The attendant for the confined space will have access to a telephone and know the proper procedure for alerting the Emergency Response Unit in the event of an emergency.

Provisions will be made and equipment provided to ensure timely extraction of an unconscious or injured worker from the confined space. This will include a body harness with a lifeline

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attached to a tripod and rescue winch. Under no circumstances is the attendant to enter the space to effect rescue; rescue operations must be left to trained Emergency Response Unit personnel.

### **TRAINING:**

Employees involved with permit-required confined space work will be trained to assure the knowledge, understanding, and skills necessary for the safe performance of their duties. Foremen will be trained in the identification and evaluation of confined space hazards and in the proper precautions to be taken to assure safe entry and work in confined spaces. Employees entering confined spaces will be trained in the hazards and potential hazards involved and how to protect themselves from those hazards. They will be trained to never enter a confined space until a permit is issued and they have been authorized to enter by the foreman. Attendants will be trained in their duties and responsibilities and the actions to be taken in the event of an emergency.

See attached OSHA booklet #3138 for additional details of the training to be provided. Employees will receive a written certification following their training to document that they have been properly trained in their respective duties and the hazards and safety precautions involved in confined space entry.

### **ENTRY PERMITS:**

Entry permits are to be posted at the entrance to the confined space. See attached copy of the Entry Permit to be used by the foreman. Copies of all completed and/or canceled entry permits will be retained for one year after completion of a project.

### **SUBCONTRACTORS & MULTIPLE EMPLOYER SITES:**

Subcontractors to First Choice Electrical and Security Services LLC will be required to submit written policies and procedures for entry into permit-required confined spaces that are at least as stringent as our policies and procedures. Entry into confined spaces by the subcontractors must

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be coordinated with and approved by the foreman (or by the owner of the confined space if they have a confined space entry policy).

Subcontractors will be responsible for providing all training, equipment, testing, personnel and emergency services, and permits for entry into confined spaces by their employees. First Choice Electrical and Security Services LLC will notify subcontractors of confined space hazards, entry requirements, and history of hazards in the confined spaces involved.

For multiple employer sites where our employees and those of other employers may be entering the same confined spaces or where operations of other employers may impact the hazards involved in the confined spaces we must enter, the foreman will coordinate our efforts and protective measures with those of the other employers on the site.

## **FALL PROTECTION**

### **POLICY:**

It is the policy of First Choice Electrical and Security Services LLC to take all practical measures possible to prevent employees from being injured by falls from heights. We will take necessary steps to eliminate, prevent, and control fall hazards. We will comply fully with the OSHA Fall Protection standard (CFR 1926, Subpart M, Fall Protection).

This policy will follow the OSHA standard for potential falls from heights of at least 6 feet. First consideration will be given to the elimination of fall hazards. If a fall hazard cannot be eliminated, effective fall protection will be planned, implemented, and monitored to control the risks of injury due to falling.

All personnel exposed to potential falls from heights will be trained to minimize the exposures. Fall protection equipment will be provided and its use required by all employees. Foreman will be responsible for implementation of a fall protection plan for their jobsite.

### **FALL HAZARD IDENTIFICATION AND EVALUATION:**

The foreman on each jobsite will be responsible for identifying fall hazards on their jobsite. The

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foreman will evaluate each situation or work procedure where employees may be exposed to a fall of 6 feet or more. The foreman will be responsible for developing a plan to eliminate the exposures, if possible, or to select the appropriate fall protection systems and/or equipment.

### **EXAMPLES OF SITUATIONS REQUIRING FALL PROTECTION:**

The following are examples of situations where fall protection would be needed. This listing is by no means complete, and there are many other situations where a fall of 6 feet or more is possible.

It should be noted that ladders and scaffolding are not included in this list because they are covered by other OSHA standards and other requirements of our safety program.

#### **Wall Openings**

Each employee working on, at, above, or near wall openings (including those with chutes attached) where the outside bottom edge of the wall opening is 6 feet (1.8 meters) or more above lower levels and the inside bottom edge of the wall opening is less than 39 inches (1.0 meter) above the walking/working surface must be protected from falling by the use of a guardrail system, a safety net system, or a personal fall arrest system.

#### **Holes**

Personal fall arrest systems, covers, or guardrail systems shall be erected around holes (including skylights) that are more than 6 feet (1.8 meters) above lower levels.

#### **Leading Edges**

Each employee who is constructing a leading edge 6 feet (1.8 meters) or more above lower levels shall be protected by guardrail systems, safety net systems, or personal fall arrest systems.

#### **Excavations**

Each employee at the edge of an excavation 6 feet (1.8 meters) or more deep shall be protected from falling by guardrail systems, fences, barricades, or covers. Where walkways are provided to permit employees to cross over excavations, guardrails are required on the walkway if it is 6 feet (1.8 meters) or more above the excavation.

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### **Formwork and Reinforcing Steel**

For employees, while moving vertically and/or horizontally on the vertical face of rebar assemblies built in place, fall protection is not required when employees are moving. OSHA considers the multiple hand holds and foot holds on rebar assemblies as providing similar protection as that provided by a fixed ladder. Consequently, no fall protection is necessary while moving point to point for heights below 24 feet (7.3 meters). An employee must be provided with fall protection when climbing or otherwise moving at a height more than 24 feet (7.3 meters), the same as for fixed ladders.

### **Hoist Areas**

Each employee in a hoist area shall be protected from falling 6 feet (1.8 meters) or more by guardrail systems or personal fall arrest systems. If guardrail systems (or chain gate or guardrail) or portions thereof must be removed to facilitate hoisting operations, as during the landing of materials, and a worker must lean through the access opening or out over the edge of the access opening to receive or guide equipment and materials, that employee must be protected by a personal fall arrest system.

### **Overhand Bricklaying and Related Work**

Each employee performing overhand bricklaying and related work 6 feet (1.8 meters) or more above lower levels shall be protected by guardrail systems, safety net systems, or personal fall arrest systems, or shall work in a controlled access zone. All employees reaching more than 10 inches (25 cm) below the level of a walking/working surface on which they are working shall be protected by a guardrail system, safety net system, or personal fall arrest system.

### **Precast Concrete Erection and Residential Construction**

Each employee who is 6 feet (1.8 meters) or more above lower levels while erecting precast concrete members and related operations such as grouting of precast concrete members and each employee engaged in residential construction, shall be protected by guardrail systems, safety net systems, or personal fall arrest systems.

### **Ramps, Runways, and Other Walkways**

Each employee using ramps, runways, and other walkways shall be protected from falling 6 feet (1.8 meters) or more by guardrail systems.

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### **Low-slope Roofs**

Each employee engaged in roofing activities on low-slope roofs with unprotected sides and edges 6 feet (1.8 meters) or more above lower levels shall be protected from falling by guardrail systems, safety net systems, personal fall arrest systems or a combination of a warning line system and guardrail system, warning line system and safety net system, warning line system and personal fall arrest system, or warning line system and safety monitoring system. On roofs 50 feet (15.24 meters) or less in width, the use of a safety monitoring system without a warning line system is permitted.

### **Steep Roofs**

Each employee on a steep roof with unprotected sides and edges 6 feet (1.8 meters) or more above lower levels shall be protected by guardrail systems with toeboards, safety net systems, or personal fall arrest systems.

### **Controlled Access Zones**

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

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

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

- Flagged or otherwise clearly marked at not more than 6-foot (1.8 meters) intervals with high-visibility material;
- Rigged and supported in such a way that the lowest point (including sag) is not less than 39 inches (1 meter) from the walking/working surface and the highest point is not more than 45 inches (1.3 meters)—nor more than 50 inches (1.3 meters) when overhand bricklaying operations are being performed—from the walking/working surface;
- Strong enough to sustain stress of not less than 200 pounds (0.88 kilonewtons). Control lines

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shall extend along the entire length of the unprotected or leading edge and shall be approximately parallel to the unprotected or leading edge.

- Control lines also must be connected on each side to a guardrail system or wall.

When control lines are used, they shall be erected not less than 6 feet (1.8 meters) nor more than 25 feet (7.6 meters) from the unprotected or leading edge, except when precast concrete members are being erected. In the latter case, the control line is to be erected not less than 6 feet (1.8 meters) nor more than 60 feet (18 meters) or half the length of the member being erected, whichever is less, from the leading edge.

Controlled access zones when used to determine access to areas where overhand bricklaying and related work are taking place are to be defined by a control line erected not less than 10 feet (3 meters) nor more than 15 feet (4.6 meters) from the working edge. Additional control lines must be erected at each end to enclose the controlled access zone. Only employees engaged in overhand bricklaying or related work are permitted in the controlled access zones.

On floors and roofs where guardrail systems are not in place prior to the beginning of overhand bricklaying operations, controlled access zones will be enlarged as necessary to enclose all points of access, material handling areas, and storage areas.

On floors and roofs where guardrail systems are in place, but need to be removed to allow overhand bricklaying work or leading edge work to take place, only that portion of the guardrail necessary to accomplish that day's work shall be removed.

## **FALL PROTECTION SYSTEMS**

When there is a potential fall of 6 feet or more, we will utilize one or more of the following means of providing protection:

### **Guardrail Systems**

Guardrail systems must meet the following criteria. Toprails and midrails of guardrail systems must be at least one-quarter inch (0.6 centimeters) nominal diameter or thickness to prevent cuts and lacerations. If wire rope is used for toprails, it must be flagged at not more than 6 feet intervals (1.8 meters) with high-visibility material. Steel and plastic banding cannot be used as toprails or midrails. Manila, plastic, or synthetic rope used for toprails or midrails must be inspected as frequently as necessary to ensure strength and stability.

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The top edge height of top rails, or (equivalent) guardrails must be 42 inches (1.1 meters) plus or minus 3 inches (8 centimeters), above the walking/working level. When workers are using stilts, the top edge height of the top rail, or equivalent member, must be increased an amount equal to the height of the stilts.

Screens, midrails, mesh, intermediate vertical members, or equivalent intermediate structural members must be installed between the top edge of the guardrail system and the walking/working surface when there are no walls or parapet walls at least 21 inches (53 centimeters) high. When midrails are used, they must be installed at a height midway between the top edge of the guardrail system and the walking/working level. When screens and mesh are used, they must extend from the top rail to the walking/working level and along the entire opening between top rail supports. Intermediate members, such as balusters, when used between posts, shall not be more than 19 inches (48 centimeters) apart.

Other structural members, such as additional midrails and architectural panels, shall be installed so that there are no openings in the guardrail system more than 19 inches (48 centimeters).

The guardrail system must be capable of withstanding a force of at least 200 pounds (890 newtons) applied within 2 inches of the top edge in any outward or downward direction. When the 200 pound (890 newtons) test is applied in a downward direction, the top edge of the guardrail must not deflect to a height less than 39 inches (1 meter) above the walking/working level.

Midrails, screens, mesh, intermediate vertical members, solid panels, and equivalent structural members shall be capable of withstanding a force of at least 150 pounds (667 newtons) applied in any downward or outward direction at any point along the midrail or other member.

Guardrail systems shall be surfaced to protect workers from punctures or lacerations and to prevent clothing from snagging.

The ends of top rails and midrails must not overhang terminal posts, except where such overhang does not constitute a projection hazard.

When guardrail systems are used at hoisting areas, a chain, gate or removable guardrail section must be placed across the access opening between guardrail sections when hoisting operations are not taking place.

At holes, guardrail systems must be set up on all unprotected sides or edges. When holes are used for the passage of materials, the hole shall have not more than two sides with removable guardrail sections. When the hole is not in use, it must be covered or provided with guardrails

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along all unprotected sides or edges.

If guardrail systems are used around holes that are used as access points (such as ladderways), gates must be used or the point of access must be offset to prevent accidental walking into the hole.

If guardrails are used at unprotected sides or edges of ramps and runways, they must be erected on each unprotected side or edge.

### **Personal Fall Arrest Systems**

These consist of an anchorage, connectors, and a body belt or body harness and may include a deceleration device, lifeline, or suitable combinations. If a personal fall arrest system is used for fall protection, it must do the following:

- Limit maximum arresting force on an employee to 900 pounds (4 kilonewtons) when used with a body belt;
- Limit maximum arresting force on an employee to 1,800 pounds (8 kilonewtons) when used with a body harness;
- Be rigged so that an employee can neither free fall more than 6 feet (1.8 meters) nor contact any lower level;
- Bring an employee to a complete stop and limit maximum deceleration distance an employee travels to 3.5 feet (1.07 meters); and
- Have sufficient strength to withstand twice the potential impact energy of an employee free falling a distance of 6 feet (1.8 meters) or the free fall distance permitted by the system, whichever is less.

Effective January 1, 1998, the use of a body belt for fall arrest is prohibited and full body harness is required.

Personal fall arrest systems must be inspected prior to each use for wear damage, and other

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deterioration. Defective components must be removed from service.

### **Positioning Device Systems**

These body belt or body harness systems are to be set up so that a worker can free fall no farther than 2 feet (0.6 meters). They shall be secured to an anchorage capable of supporting a least twice the potential impact load of an employee's fall or 3,000 pounds (13.3 kilonewtons), whichever is greater.

### **Safety Monitoring Systems**

When no other alternative fall protection has been implemented, the employer shall implement a safety monitoring system. Employers must appoint a competent person to monitor the safety of workers and the employer shall ensure that the safety monitor:

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

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

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

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

### **Safety Net Systems**

Safety nets must be installed as close as practicable under the walking/working surface on which employees are working and never more than 30 feet (9.1 meters) below such levels. Defective nets shall not be used. Safety nets shall be inspected at least once a week for wear, damage, and other deterioration. Safety nets shall be installed with sufficient clearance underneath to prevent contact with the surface or structure below.

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Items that have fallen into safety nets including—but not restricted to, materials, scrap, equipment, and tools—must be removed as soon as possible and at least before the next work shift.

### **Warning Line Systems**

Warning line systems consist of ropes, wires, or chains, and supporting stanchions and are set up as follows:

- Flagged at not more than 6-foot (1.8 meters) intervals with high-visibility material;
- Rigged and supported so that the lowest point including sag) is no less than 34 inches (0.9 meters) from the walking/working surface and its highest point is no more than 39 inches (1 meter) from the walking/working surface.
- Stanchions, after being rigged with warning lines, shall be capable of resisting, without tipping over, a force of at least 16 pounds (71 newtons) applied horizontally against the stanchion, 30 inches (0.8 meters) above the walking/working surface, perpendicular to the warning line and in the direction of the floor, roof, or platform edge;
- The rope, wire, or chain shall have a minimum tensile strength of 500 pounds (2.22 kilonewtons) and after being attached to the stanchions, must support without breaking the load applied to the stanchions as prescribed above.
- Shall be attached to each stanchion in such a way that pulling on one section of the line between stanchions will not result in slack being taken up in the adjacent section before the stanchion tips over.

Warning lines shall be erected around all sides of roof work areas. When mechanical equipment is being used, the warning line shall be erected not less than 6 feet (1.8 meters) from the roof edge parallel to the direction of mechanical equipment operation, and not less than 10 feet (3 meters) from the roof edge perpendicular to the direction of mechanical equipment operation.

When mechanical equipment is not being used, the warning line must be erected not less than 6 feet (1.8 meters) from the roof edge.

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### **Covers**

Covers located in roadways and vehicular aisles must be able to support at least twice the maximum axle load of the largest vehicle to which the cover might be subjected. All other covers must be able to support at least twice the weight of employees, equipment, and materials that may be imposed on the cover at any one time. To prevent accidental displacement resulting from wind, equipment, or workers' activities, all covers must be secured. All covers shall be color coded or bear the markings "HOLE" or "COVER."

### **Protection From Falling Objects**

When guardrail systems are used to prevent materials from falling from one level to another, any openings must be small enough to prevent passage of potential falling objects. No materials or equipment except masonry and mortar shall be stored within 4 feet (1.2 meters) of working edges. Excess mortar, broken or scattered masonry units, and all other materials and debris shall be kept clear of the working area by removal at regular intervals.

During roofing work, materials and equipment shall not be stored within 6 feet (1.8 meters) of a roof edge unless guardrails are erected at the edge, and materials piled, grouped, or stacked near a roof edge must be stable and self-supporting.

### **TRAINING:**

Employees will be trained in the following areas: (a) the nature of fall hazards in the work area; (b) the correct procedures for erecting, maintaining, disassembling, and inspecting fall protection systems; (c) the use and operation of controlled access zones and guardrail, personal fall arrest, safety net, warning line, and safety monitoring systems; (d) the role of each employee in the safety monitoring system when the system is in use; (e) the limitations on the use of mechanical equipment during the performance of roofing work on low-sloped roofs; (f) the correct procedures for equipment and materials handling and storage and the erection of overhead protection; and, (g) employees' role in fall protection plans.

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## **RESPIRATORY PROTECTION PROGRAM**

### **PURPOSE:**

The purpose of this program is to ensure the protection of employees from respiratory hazards through the proper use of respirators. This policy covers the responsibilities of managers, supervisors and workers, selection and use of respirators, training, cleaning & storage of respirators, inspection and maintenance of respirators, medical qualifications for wearing respirators, fit testing, and facial hair/corrective lenses.

### **RESPONSIBILITIES:**

The company Safety Officer is responsible for this program and has the authority to make necessary decisions and changes to ensure its success. The Safety Officer will develop written procedures and policies covering each of the elements of this program, will be responsible for purchases of equipment, will conduct necessary training, and will otherwise ensure that this program is effectively implemented.

The Safety Officer will determine which jobs involve respiratory exposures that require the use of respiratory protection equipment. He will obtain outside assistance, when necessary, to test for exposures which may require the use of respiratory protection equipment. He will conduct frequent inspections of the workplace to ensure compliance with this program.

Managers/supervisors will be responsible for ensuring that all employees exposed to respiratory hazards are medically qualified to wear them, are properly trained, and wear appropriate respirators whenever there is a respiratory exposure. They will ensure that employees follow the provisions of this program and any supplemental procedures which may be developed by the Safety Officer.

Employees are responsible for following all provisions of this program and related procedures. They are responsible for inspecting their respirator before each use, properly cleaning and storing their respirator, and reporting any defects or repairs needed.

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## **SELECTION & USE OF RESPIRATORY PROTECTIVE EQUIPMENT:**

Respirators will be selected on the basis of the hazards to which the workers' are exposed or potentially exposed. All selections will be made by the Safety Officer. Only MSHA/NIOSH certified respirators will be selected and used. The correct respirator will be specified for each job.

## **TRAINING:**

The Safety Officer will train all managers, supervisors, and employees in the proper use of respirators and their limitations. The Safety Officer may use outside resources, such as manufacturers' representatives to provide the required training.

The training will include, but not be limited to the following:

- Purpose of respirators
- Proper use of respirators and their limitations
- Fit testing and seal testing
- Cleaning and disinfecting respirators
- Care and storage of respirators
- Inspection of respirators

The training will include an opportunity for employees to handle the respirators, test the fit and seal, wear it in normal air to become familiar with it, and finally to wear it in the atmosphere in which it will be used.

## **CLEANING & STORAGE OF RESPIRATORS:**

Whenever practical, respirators will be assigned to individual worker for their exclusive use. Employees will be responsible for respirators assigned to them or used by them.

Respirators will be regularly cleaned and disinfected. Those used exclusively by one worker will be cleaned after each day's use or more often if necessary. Those used by more than one

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employee will be thoroughly cleaned and disinfected after each use.

Respirators will be cleaned as follows, unless other instructions are given for a particular respirator. The respirator will be washed with detergent in warm water. Organic solvents should not be used as they deteriorate the rubber facepiece. The respirator will be disinfected by immersion for two minutes in a hypochlorite solution made by adding two tablespoons of chlorine bleach to one gallon of water. The respirator will then be thoroughly rinsed in warm, clear water to remove all traces of detergent and disinfectant and allowed to air dry on a clean surface.

Respirators will be stored when not in use in plastic bags and placed in a clean designated storage area which is clean, sanitary and free from toxic contamination. They should be stored in a manner that does not apply pressure to the facepiece.

#### **INSPECTION AND MAINTENANCE OF RESPIRATORS:**

Respirators will be inspected by workers before and after each use and during each cleaning. The inspection will include but not necessarily be limited to the following:

- Tightness of connections
- Condition of facepiece (cracking, tears, holes, distorting, etc.)
- Head bands (tears, loss of elasticity, broken buckles, etc.)
- Valves (working properly, contamination, cracks, etc.)
- Filters/Canisters (proper type for hazards, missing or worn gaskets, etc.)
- Air supply system

All defects will be reported to the supervisor/manager who will ensure that the defects are repaired immediately or will remove the respirator from service and replace it. Defective respirators will be tagged as defective until they are repaired.

Respirators will be maintained in accordance with the manufacturer's instructions. Maintenance of respirators will be the responsibility of the Safety Officer.

#### **MEDICAL QUALIFICATION:**

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Each employee who will be required to wear a respirator will be examined by a physician who will determine that the employee is physically able to perform the work and use the equipment. The respirator users medical status will be reviewed annually.

### **FIT TESTING:**

Prior to using a respirator, the employee will test the fit by performing sealing tests. For air purifying type respirators cover the inlet openings with the palm of the hand and gently inhale and hold breath for ten seconds. If the facepiece collapses slightly and no inward leakage of air is detected, it can be reasonably assumed that the respirator fits properly. To ensure that the exhalation valve works, cover the outlet with the palm of the hand and exhale gently for ten seconds. If a slight pressure builds up inside the facepiece without detection of any outward leakage of air between the facepiece and the skin, it can be reasonably assumed that the exhalation valve works properly.

For air supplied respirators follow the manufacturer's procedures for testing.

### **FACIAL HAIR AND CORRECTIVE LENSES:**

Facial hair, such as a beard, mustache, sideburns or a few days growth of stubble, will prevent a good seal between the skin and the respirator facepiece. Therefore, such facial hair is prohibited for respirator wearers.

Ordinary eyeglasses or safety glasses cannot be used with full-face respirators since the temple bars on the glasses will prevent a proper seal. If necessary, special corrective lenses can be permanently mounted in the facepiece. For half facepiece respirators, eyeglasses may be worn but must not interfere with a proper seal of the facepiece.

Contact lenses shall not, under any circumstances, be worn when wearing any type of respirator.

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## **EXPOSURE CONTROL PROGRAM FOR BLOODBORNE PATHOGENS**

### **PURPOSE:**

The purpose of this program is to limit the potential for occupational exposure to blood and other potentially infectious materials which could result the transmission of bloodborne pathogens. This program is designed to comply with the requirements of the OSHA Bloodborne Pathogen Standard, 29 CFR 1910.1030.

This policy will be reviewed and updated at least annually and more often if necessary to accommodate workplace changes.

### **SCOPE:**

Potential occupational exposures to blood and other potentially infectious materials are very limited at **First Choice Electrical and Security Services LLC**. The scope of this program is limited to employees who could be "reasonably anticipated" as a result of their job duties to face contact with blood and other potentially infectious materials. Potential exposures at **First Choice Electrical and Security Services LLC** are listed below. "Good samaritan" acts, such as assisting a co-worker who has a nosebleed, are not covered by the OSHA standard or this program.

"Blood and other infectious materials" include the following human body fluids: blood, semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids. Any material, such as a wound dressing or clothing, which has been contaminated with any of these fluids should be treated as potentially infectious. Saliva, urine or feces are not considered body fluids unless visibly contaminated with blood.

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## **POTENTIAL EXPOSURES:**

At **First Choice Electrical and Security Services LLC** potential exposures are limited to the following job classifications, tasks, or procedures:

**(List here all job classifications, tasks or procedures for which there is a potential occupational exposure to blood and other infectious materials. This would include workers who are expected to provide first aid, CPR, etc.)**

All employees whose duties involve the above listed job classifications, tasks or procedures are expected to know and to follow the precautions, controls, work practices, use of personal protective equipment, etc. set forth in this program.

## **CONTROL METHODS:**

### **UNIVERSAL PRECAUTIONS:**

"Universal Precautions" is an approach to infection control which treats all blood, bodily fluids and potentially infected materials as if they were known to be infectious. At **First Choice Electrical and Security Services LLC** we will avoid all contact with such materials by the proper use of gloves and other protective clothing and equipment. We will treat all such materials as infectious wastes and ensure that the wastes are properly labeled and properly disposed.

### **ENGINEERING AND WORK PRACTICES:**

Handwashing facilities are provided. Employees shall wash their hands and any other skin immediately following any contact with blood or other potentially infectious materials and immediately after removal of gloves or other personal protective equipment.

Precautions will be taken when administering first aid to eliminate or minimize splashing, spraying, spattering or generation of droplets of blood or other potentially infectious materials.

## **PERSONAL PROTECTIVE EQUIPMENT:**

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The company will provide, at no cost to employees, appropriate personal protective equipment such as gloves, eye protection, masks, CPR mouthpieces, etc.

Employees covered by this program will be trained in the proper use of this equipment and are expected to use the equipment to ensure that there is no contact with blood or other potentially infectious materials.

**HOUSEKEEPING AND WASTE DISPOSAL:**

Any surfaces, equipment, personal protective equipment, etc. which becomes contaminated with blood or potentially infectious materials will be disinfected immediately with a bleach solution. Any clothing which becomes contaminated will be removed as soon as possible and will be discarded or will be placed in a "leakproof" plastic bag and labeled as a "Biohazard". The company will pay to have such clothing cleaned at a laundry facility capable of handling such potentially infectious clothing.

Any wastes such as dressings, clothing, rags, etc. which have been contaminated will be placed in plastic bags, labeled as a "Biohazard" and sent along with the injured employee to the hospital or other medical provider for them to properly dispose of the materials.

**HEPATITIS B VACCINATION:**

All employees in the job classifications listed above in the "Potential Exposures" section of this program will be offered a Hepatitis B vaccination. This vaccination series will be made available at no cost to the employee. This vaccination is not mandatory. If an employee chooses not to receive the vaccination they will complete the attached refusal form. If an employee initially declines the vaccination but at a later date decides to accept the vaccination, the company will make the vaccination available at that time.

**POST-EXPOSURE EVALUATION & FOLLOW-UP:**

Following a report of an exposure incident, the company will make immediately available to the exposed employee a confidential medical evaluation and follow-up testing as needed. This medical evaluation and all follow-up will be at no cost to the employee.

The results of the evaluation and testing will be kept confidential and the employee will be informed of the results.

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## TRAINING:

All employees in the job classifications listed above will participate in a training program at the time of initial assignment to jobs where occupational exposure may take place. There will be an annual re-training session.

Our training program will include the following:

1. A copy of and an explanation of the OSHA Standard.
2. A copy of and an explanation of **First Choice Electrical and Security Services LLC** Exposure Control Plan.
3. A general explanation of the modes of transmission and symptoms of bloodborne diseases
4. An explanation of methods for recognizing potential exposures to bloodborne pathogens and the methods for preventing or reducing the exposure, including appropriate engineering controls, work practices, and personal protective equipment.
5. Information on the proper methods for decontaminating equipment and disposing of contaminated wastes.
6. Information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment.
7. Information on the Hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccination will be offered free of charge.

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8. An explanation of the actions to take in an emergency involving blood or other potentially infectious materials.
9. An explanation of the procedures to follow if an exposure incident takes place and how to report the incident.
10. Information on post-exposure evaluations and follow-up.
11. An explanation of signs, labels and color coding used to designate "Biohazards".

#### **RECORDKEEPING:**

##### **MEDICAL RECORDS:**

A medical record will be maintained on each employee covered by this program. This record will include a copy of the employee's Hepatitis B vaccination status and a copy of all results of any examinations, medical testing, and follow-up procedures. These medical records will be kept confidential and no information disclosed without the employee's express written consent.

The company will maintain these records for at least the duration of employment plus 30 years as required by the OSHA standard.

##### **TRAINING RECORDS:**

The company will document all training with records which include the dates of the training sessions, contents or summary of the training sessions, names and qualifications of the person(s) conducting the training, and the names and job titles of all persons attending the training sessions.

The company will maintain these training records for at least 3 years from the date on which the training occurred.

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## **HEPATITIS B VACCINE**

### **DECLINATION FORM**

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

(Signature)

(Date)

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## **LOCKOUT/TAGOUT POLICY**

### **PURPOSE:**

This policy establishes the minimum requirements for lockout or tagout of energy isolating devices. It shall be used to ensure that machinery or equipment are isolated from all potentially hazardous energy and locked out or tagged out before our employees perform any servicing, maintenance or set-up activities where the unexpected energization, start up or release of stored energy could cause injury.

This procedure shall apply to all machinery and equipment except work on cord and plug connected electric equipment for which the exposure to unexpected energization or start-up of the equipment is controlled by the unplugging of the equipment and by the plug being under the exclusive control of the employee performing the maintenance or servicing.

Whenever possible, lockout is to be used as the method for isolating machines or equipment from energy sources. Tagout is not as safe a method and is to be used only when lockout is impossible.

If we are working on a customer's equipment and the customer has a Lockout/Tagout Program established, we will follow the customer's policies and procedures as long as we are confident that they adequately protect our employees who will be working on the equipment. We will use our own padlocks, hasps and other lockout devices to ensure that no one can activate the equipment while we are working on it.

### **RESPONSIBILITIES:**

All employees whose jobs require them to operate or use a machine or equipment on which servicing or maintenance may be performed under lockout/tagout procedures shall be familiar with this policy and the meaning of various lockout/tagout devices and/or tags. No employee shall attempt to energize any equipment which has been locked out or tagged out.

"Authorized employees" are those employees who have been trained and authorized to lockout

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or tagout machines or equipment to perform servicing, maintenance or set-up on those machines or equipment. Authorized employees are responsible for following the procedures set forth in this policy. They are responsible for the locks, keys, lockout devices and tags assigned to them and shall not loan or give their key or lock to any other employee.

### **TRAINING:**

All employees whose jobs require them to operate, use or be in the area of equipment or machinery which may be locked or tagged out will be trained in the safety significance of lockout/tagout procedures. "Authorized employees" will be trained in the proper use of lockout and tagout devices and procedures.

### **LOCKOUT OT TAGOUT PROCEDURES:**

If a customer has a Lockout/Tagout program for a specific machine, we will follow their procedure. If not, we will identify all of the potential energy sources and determine the appropriate lockout/tagout procedures necessary to protect our employees as follows:

- 1) Locate and identify all isolating devices to be certain which switches, valves or other energy isolating devices apply to the equipment to be locked or tagged out. ***More than one energy source (electrical, mechanical, hydraulic pressure, etc.) may be involved and all must be isolated.***
- 2) Notify all affected employees that a lockout or tagout is being applied to the equipment and the reason why.
- 3) If the machine or equipment is operating, shut it down by the normal shopping procedure (depress stop button, open toggle switch, etc).
- 4) Operate the switches, valves or other energy devices so that the equipment is isolated from its energy sources. Stored energy (such as is springs, rotating flywheels, elevated members, hydraulic pressure, air pressure, etc.) must be dissipated or restrained by methods such as repositioning, blocking, bleeding pressure, etc.
- 5) Lockout and/or tagout each energy isolating device with assigned individual locks or tags.

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- 6) After ensuring that no personnel are exposed, and as a check on having disconnected the energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate. **CAUTION: Return the control(s) to the “off” or “neutral” position after this test!**
- 7) The equipment is now locked out or tagged out and the maintenance, servicing or set-up can be accomplished.

#### **RESTORING MACHINES OR EQUIPMENT TO NORMAL PROTECTION OPERATIONS:**

- 1) After the servicing, maintenance or set-up is complete and the equipment is ready to be returned to normal operation, check the area around the machine or equipment to ensure that no one is exposed.
- 2) After all tools have been removed from the machine or equipment, guards have been reinstalled and employees are in the clear, remove all lockout or tagout devices. Operate the energy isolating devices to restore energy to the machine or equipment.
- 3) The equipment is now ready for resumption of normal operations.

#### **PROCEDURES INVOLVING MORE THAN ONE AUTHORIZED EMPLOYEE:**

If more than one individual is required to work on machinery or equipment requiring lockout or tagout, each shall place his/her own personal lockout device or tagout device on the energy isolating device(s). When an energy isolating device cannot accept multiple locks or tags, a multiple lockout or tagout device (hasp) may be used.



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## **FLEET SAFETY PROGRAM**

### **PURPOSE:**

The purpose of this Fleet Safety Program is to minimize the potential for vehicle accidents which may result from the operation of our fleet. We will accomplish this purpose by establishing policies and procedures in the following areas:

- A Fleet Safety Policy Statement
- Procedures to ensure proper screening and selection of drivers
- Safety rules and procedures for drivers
- Driver indoctrination and training programs
- Scheduled preventive maintenance program for the vehicles
- Pre-trip and post-trip driver inspections of the vehicles with communication of deficiencies to the person responsible for the vehicle maintenance
- Driver safety meetings
- Accident reporting procedures
- Accident investigations to determine loss causes

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- Remedial action taken to prevent future accidents of similar type or cause
- Analysis of loss records to determine loss trends or areas where additional management attention to safe practices and procedures or training may be needed
- A policy limiting personal use of company vehicles

#### **FLEET SAFETY POLICY STATEMENT:**

It is the policy of First Choice Electrical and Security Services LLC to ensure that all company vehicles are well maintained and operated in a safe and lawful manner at all times. Drivers are expected to comply with all aspects of this Fleet Safety Program. Our drivers are expected to operate their vehicles in a safe and courteous manner.

#### **DRIVER SELECTION:**

It is the policy of the company to hire only those drivers who are qualified and competent to operate our vehicles in a safe and lawful manner. We will endeavor to carefully screen prospective drivers through the following procedures:

##### **Application Form**

An application form will be completed by the prospective driver. This application form will provide information on the applicant's driving experience, accident record, history of traffic violations, past employment history.

##### **Motor Vehicle Records (MVR):**

Motor Vehicle Records will be obtained on all prospective drivers. An adverse driving record will eliminate an applicant from consideration for any driving duties.

##### **Reference Check**

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Past employers will be contacted and information obtained as to length of employment, job performed, type of vehicles operated, accident record, and whether the previous employer would re-hire the individual. These reference checks will be done by telephone and followed-up by requesting a written reference from the prior employers.

### **Interview**

A private interview will be conducted with the applicant to develop more detailed information on his/her qualifications and experience as well as his/her general suitability as an employee. The interview will be used to resolve any questions regarding the information obtained or omitted on the application.

### **Drug Screening**

Our Substance Abuse Policy requires that all prospective employees, including drivers successfully pass a drug and alcohol screening test.

### **DRIVER INDOCTRINATION & TRAINING:**

Driver training is necessary for the indoctrination and training of newly hired experienced drivers, training inexperienced drivers, refresher training for experienced drivers, remedial training for "problem" drivers, etc. Even our best, most experienced, long term drivers have a need for training on a regular basis due to changes in equipment, government regulations, company policy changes, new routes, etc.

### **Initial Indoctrination & Training**

New employees will receive an indoctrination session covering company vehicle policies, operations, routes & schedules, procedures & safety rules, defensive driving techniques, accident reporting procedures, emergency procedures, pre-trip & post-trip inspection reports, logs and paperwork required, etc.

### **Refresher Training & Driver Safety Meetings**

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Refresher training sessions and/or driver safety meetings will be scheduled several times each year for the experienced drivers. Subjects for these training sessions will include changes in company policies, review of safety rules, review of accident reporting procedures, defensive driving, winter driving skills, etc.

### **Defensive Driving Training**

All drivers, both new hires and regular drivers, will receive initial and refresher training in defensive driving techniques.

### **VEHICLE MAINTENANCE:**

It is management's intention that all of our vehicles be maintained in a clean, attractive and safe condition. The objectives of our preventive maintenance program are as follows:

- Prevent defect caused accidents
- Reduce on-the-road breakdowns and delays
- Minimize number of vehicles down for repairs
- Prevent excessive parts wear
- Maintain records for cost accounting, lawsuit defense, etc.
- Maintain driver morale
- Enhance public image

Maintenance records will be kept which record all repairs and service done on each vehicle to ensure initiation, completion and documentation of needed repairs and service. These records will also be invaluable in defending against lawsuits alleging that a defective or improperly maintained vehicle was the cause of an accident.

The driver's most important contribution to our maintenance program is the submission of a daily report on any deficiencies, repair or maintenance problems to management so that the problems can be corrected in a timely fashion. The driver is in the best position to alert management to any vehicle deficiencies.

### **VEHICLE ACCIDENT REPORTING, INVESTIGATION AND ANALYSIS:**

The primary goal of our fleet safety program is the elimination of all accidents. Unfortunately, despite our best efforts at loss prevention, some losses may still occur. Therefore, the following procedures are established for reporting accidents and investigating accidents in order to minimize those losses which do occur and to prevent future losses.

## **Driver Responsibilities**

The driver's initial actions and reactions are often critical to minimizing the end results of an accident. It is important that our drivers be pre-trained in what to do in the event of an accident. An information packet containing the instructions and forms for use in the event of an accident will be carried in each vehicle at all times. This will ensure that the driver will act appropriately and take the proper actions during the time of high stress immediately following an accident.

The following actions should be taken in the event of an accident:

- Stop immediately
- Protect the scene (set out flares, reflector triangles, stop traffic, etc.)
- Assist the injured
- Call police/emergency services
- Get names, addresses and telephone numbers of witnesses
- Don't admit that the accident was your fault (you don't know that yet anyway)
- Complete accident report form
- Report accident to your supervisor

## **Management's Responsibilities**

When a driver calls to report an accident, the pertinent information should be recorded. Report the accident immediately to the insurance carrier or agent. Complete and send any required State or Federal government reports which may be required.

If the driver is killed or seriously injured and incapacitated, a member of management will go to the accident scene if possible to take charge of the situation and gather the required information.

Records will be maintained on each accident for use in settling claims and court cases and for use in analyzing our accident history to determine actions which may be necessary to improve our fleet safety program.

## **Accident Investigation**

Every accident, regardless of the severity, will be investigated by management to determine the cause(s) and determine what can be done to prevent similar accidents in the future.

A determination will be made as to whether the accident was "preventable" or "non-preventable" on the part of the employee. This determination has nothing to do with "legal" factors. Preventability relates to defensive driving. A "preventable" accident is one in which the driver failed to exercise every reasonable precaution to prevent the accident. For example, an accident in which a driver rear-ends the vehicle in front due to slippery road conditions during a snow

storm is a "preventable" accident. The driver should have taken precautions to compensate for the slippery road condition such as slowing his speed, allowing additional distance between vehicles, etc.

### **Accident Analysis**

Periodically accident records will be reviewed and analyzed to determine if there are any trends with respect to the types of accidents, accident causes, drivers who are repeatedly involved in accidents, etc. This analysis may identify specific areas which indicate the need for additional training, new safety rules or procedures or improvements needed in maintenance programs. For example, a number of accidents involving backing vehicles may indicate a need for a driver training session to refresh drivers on proper precautions to be taken during backing maneuvers.

Drivers who are involved in more than one "preventable" accident will be investigated closely to determine if this is a reflection of poor driving habits or attitudes. Appropriate management action in these cases may be re-training the driver (i.e., defensive driving techniques) or removal of the employee from any driving duties.

### ***PERSONAL USE OF COMPANY VEHICLES:***

When an employee is assigned a vehicle and permitted to drive the vehicle for personal use as well as for company business, the personal use of the vehicle will be limited to the employee only. No other persons are to be allowed to drive the vehicle, including the spouse of the employees, the employee's children, other relatives, friends, etc.