

G. Hurtado Construction Inc.

* Underground Construction * Storm Drains * Sewers, and Water

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Health and Safety Program and Heat Illness Prevention Program

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G. Hurtado Construction Inc.

It is our policy and commitment that every employee and all property is entitled to maximum protection from controllable hazards. G. Hurtado Construction is committed to safety, health and loss of control and each employee shall work under safe and healthy conditions. G. Hurtado will strive to provide a safe workplace that is free from recognized hazards. We will work with our customers to provide our employees with information, training, supervision, and personal protective equipment so that they can safely perform their job.

Every employee and employee of our subcontractors is responsible for preventing injuries, illnesses, near misses, property damage and for protecting the environment by following the required rules/policy. G. Hurtado Const. believes most accidents can be avoided by applying common sense and personal initiative. We also believe employees must not perform any task that they believe is unsafe. Many accidents occur when employees take short cuts and ignore established safety rules and regulations. Therefore; established safety rules and regulations are to be followed at all times.

G. Hurtado Const. strives to comply with all safety regulations implemented by federal, state, and local agencies. This Health and Safety Program or Injury Illness Prevention Program (IIPP) Sets forth safety and health rules and procedures to be followed by all employees. While the IIPP helps one to recognize and avoid obvious health and safety hazards, it cannot cover all situations. When in doubt concerning a health and safety issue, one should consult with your supervisor for guidance.

Working together will achieve the goal of a safe and healthy work environment for ourselves and our co-workers. Each employee shall be responsible for their performance and adherence to our safety rules. Failure to do so will lead to progressive disciplinary actions, up to and including termination of employment. Health and Safety is not a series of individual activities towards a goal, but it is a reflection on how well we look out for our co-workers and ourselves.

- Strong management commitment
- Trained and knowledgeable supervisors
- Involvement of safety professionals
- Trained and conscientious work force
- Effective monitoring of the HSE program

All employees and subcontractors are to be instructed regarding the health, safety and environmental protection rules of G. Hurtado Construction Inc. and to plan and perform their assigned duties in accordance with these rules. Job progress and safety are compatible and equal goals.

No job is so important – or schedule so demanding – that we cannot take time to work safely. I consider the safety of our personnel to be of prime importance, and I expect your full cooperation in making our programs effective.

IIPP Administrator (print)

IIPP Administrator
(sign)

Date

Introduction

G. Hurtado Construction Inc. and each subcontractor, per contract, is required to comply to the requirements and spirit of the California Code of Regulations, Title 8, Sections 3203 (8CCR 3203 & 1509) in the implementation of all facets of occupational safety and health and including all additions and revisions to date, as well as all Federal, State and Local requirements and G. Hurtado Construction Inc. IIPP. Everyone is required to comply with these rules and regulations

Program Responsibilities

The success of this IIPP or HSP will depend upon the compliance and cooperation of all parties in the business process. This support individuals shall include but are not limited to:

- Office managers
- Operations/Onsite managers
- Human Resource Managers
- Field Supervisors/Managers
- Individual employees

G. Hurtado Construction as primary employer shall provide a safe and healthy workplace. Employees will be provided with general safety training / orientation. Selected articles of Personal Protective Equipment (PPE) will be provided as required by G. Hurtado Construction unless otherwise stipulated in the employee hand book.

Safety and Health Program (IIPP) & (HIPP) applies to all field employees hired by G. Hurtado Construction. All field employees are responsible for working safely and maintaining a safe and healthful work environment. Field employees will be expected to use good judgement along with their expertise and experience to prevent injuries and accidents. Training shall be provided to field employees along with other safety and health information. Field employees will participate in safety training and safety information programs and will be encouraged to ask questions relating to health and safety in order to assure proper understanding. Field employees are required to immediately report all work-related injuries, accidents, unsafe condition, unsafe practices and “near miss” events to G. Hurtado Construction and the site supervisor.

A consistent flow of accurate information between office management, customers, and field employees will help to provide a solid foundation for a safe and healthy work place.

Field employees shall be required to attend an orientation training session before conducting work and encouraged to participate in safety training programs, safety meetings, and other types of safety communication programs. All these programs shall be documented by topic, date, and signature of employee. Employees shall not be discriminated against in any way for communicating health and safety concerns to G. Hurtado Construction.

Supervisory meeting conducted on a weekly basis between office management and field employees shall provide on-going training in the Safety and Health Program and provide a forum for supervisors to discuss health and safety related issues. These meeting shall be documented and signed off by field employees if requests for PPE are implemented.

Safety Talks / Safety Meetings shall be required to comply with the Health and Safety Program. This may include on site safety talks and or safety meetings as required in the construction safety orders found in the California Code of Regulations Title 8. Safety recommendations relating to the job site will be documented and documentation shall be made available to field employees by appropriate method.

“Zero Accident” Statement

G. Hurtado Construction Inc. is dedicated to the concept that all workplace incidents, including occupational injuries and illnesses can be prevented. Accordingly, the company is committed to a policy of the elimination of accidents that result in harm to employees, damage to equipment and/or property, or the destruction of our client’s operations.

The corporate “Zero Accidents” policy will be achieved at all job sites through the implementation of a series of prevention-based health, safety and environmental (HSE) programs and procedures. The HSE policies were developed by adopting “best practices” found throughout the construction industry.

Responsibility

All employees are expected to comply with our Injury and Illness Prevention Program, HSP. This program reflects the administrations concern for safety and its commitment to the policies outlined the program. G. Hurtado construction Inc. will make available the resources required for equipment, training, and promotions.

The Safety Department

Safety Department will be responsible for overseeing the Injury Illness Prevention Program. They shall direct the Injury and Illness Prevention Program Administration with assistance from all management staff.

1. Coordinate the Workers Compensation claims function, in conjunction with the claim Manager;
2. Oversee the maintenance of records as prescribed by Cal-OSHA
3. Provide information regarding accident-injury/incident reports and related costs to Senior management;
4. Provide training to supervisors to effectively communicate safety instructions to employees and provide training sources (i.e. courses, videos) to further educate G. Hurtado Construction Inc.
5. Advise managers, Superintendents and Foreman on safety equipment and other personal protective equipment required by Policy and or procedure;
6. Assist with safety and health inspections through audit of work conditions;
7. Perform follow-up investigations of accident and injuries as required;
8. Perform all duties necessary to insure compliance with applicable safety and health regulations; and
9. Provide “one-on-one” support to field supervisors and assist them in carrying out the Safety Program

Managers

Managers are responsible for the oversight and fulfillment of safety within their areas. They are responsible for the following:

1. Direct and coordinate safety activities on their projects;
2. Direct superintendents and foreman within their projects, to require employees under their supervision to utilize the proper personal protective equipment and job safety devices;
3. Assure that all safety equipment is available to employees within their office;
4. Hold supervisory staff accountable to conduct safety inspections of work areas and facilities using appropriate company forms and oversee the more difficult corrective action for unsafe conditions noted by Superintendents and Foremen. Conduct their own safety inspections of work areas and locations used by G. Hurtado Construction Inc. personnel as specified in current company standards;
5. Hold foreman and superintendent personnel accountable to conduct effective tailgate safety meetings in keeping with current company policy;
6. Monitor employee understanding of safe work practices and safe conditions on jobsites through periodic employee interviews;

7. Track and make certain that job foremen conduct new employee follow up assessments to ensure that the new employee is capable of performing his or her own task safely;
8. Assure that all branch accidents and incidents are properly and effectively investigated to determine how the accident / incident occurred and what corrective action is needed;
9. Encourage employee suggestions to improve safety in office and / or work sites.

Superintendents/Foreman/Lead Persons

Superintendents/Foreman/Lead Persons are responsible for the effective implementation and maintenance of the Company's injury and Illness Prevention Program as follows;

1. Assess and recognize the potential hazards or real hazards of each project supervised at the time of pre-job planning;
2. Assist the Safety Director in the on-going safety training of employees under their supervision;
3. Oversee compliance with State and Fed-OSHA Regulations and Company Safety Policy and Procedures;
4. Observe and evaluate work conditions and procedures continuously to detect and correct unsafe conditions and unsafe practices – Provide direction to eliminate identified hazards;
5. Conduct safety inspection of work area using the designated company forms and direct the correction of noted items;
6. Stress the benefits of observing safety procedures and of using the prescribed protective equipment to all employees;
7. Assure that all employees under their supervision are aware of and comply with requirements for safe practices and safe conditions.
8. Enforce all safety rules, procedures, and policies including appropriate discipline for non-compliance with such safety rules, procedures and policies;
9. Assist the Safety Director in providing the New Hire Orientation and ongoing training in tailgate sessions minutes of which will be forwarded to and maintained by Safety Department.
10. Investigate injuries and accidents promptly, identify causative factors, determine the appropriate corrective action and assure that such action is completed for all occurrences under their supervision;
11. Require employees to report unsafe conditions and to submit practical suggestion for correction;
12. Insure that tools, equipment and protective devices are available, properly maintained and utilized by workers on supervised projects;
13. Perform all duties, which will enhance the success of the Injury and Illness Prevention Program.

Discipline Program

G. Hurtado Construction Inc.'s safety rules and policies shall be enforced through periodic job site inspections and independent field and management employee evaluations, which may include input from customers. Violations of safety policies shall be recorded in accordance with the guidelines provided by human resources handbook and field employees shall be disciplined in a manner commensurate to the circumstances, nature, and severity of the violation. The intent is to stop behavior that could lead to an accident and / or injury of G. Hurtado Construction's employees or others or lead to the loss of or damage to G. Hurtado Construction or customer's property. Discipline may include, but not be limited to, documented oral warnings, written warnings, written reprimands, unpaid suspensions, and termination of employment.

G. Hurtado Construction reserves the right to terminate a worker for gross negligence or willful misconduct that leads to an accident or incident that endangers the health and / or safety of him / her or others, or to the loss of or damage to property.

First Offense – Verbal / Formal Warning

In those instances where a worker is observed committing an undesirable act or condition, the worker is to be informed that his / her actions are jeopardizing his / her or others safety. The exact nature of the hazard and what is acceptable is to be thoroughly explained to the worker. The violation is to be brought to the attention of the workers Supervisor or Foreman and an informal written note made and filed in the Project's Safety file.

-If the undesirable act is of a serious nature, a written reprimand may be issued for the first offense including suspension.

Second Offense – Written Warning / Suspension

In the event a worker is observed committing a second undesirable act of the same offense, a completed *Safety Violation Notification* is issued. This notification will explain in detail, the nature of the hazard with copies placed in the employees file. The employee will receive up to five full day's suspensions without pay depending on severity and willfulness.

Third Offense – Suspension or Termination

A second completed Safety Violation Notification issued for the same safety violation by an individual could result in the individual being removed from the Project and not permitted to return to the site. Three formal written safety reprimands of various offenses shall result in the worker being removed from the Project and not be permitted to return to the site.

A worker may be banned from the jobsite and / or terminated at any time if the violation is flagrant or involves a serious offense.

Upon returning back to work from suspension, the employee will be required to attend refresher training on the company specific Safety Policies and Procedures.

Supervisors

Supervisor will be subject to disciplinary action for the following reasons, but not limited to:

1. Repeated Safety Rule violations by their crew on the job site;
2. Failure to provide adequate training to their employees prior to job assignments;
3. Failure to report accidents or incidents and provide medical attention to employees injured at work;
4. Failure to control unsafe conditions or work practices on the job site; and
5. Failure to maintain good housekeeping standards and cleanliness on the job site.

All violations shall be thoroughly investigated and documented, including date of safety rules / policies violation and discipline enacted. Copies of documentation shall be provided to the persons involved as directed by Human Resources Department.

Hazard Assessment and Correction

Identification, assessment, and correction of hazardous conditions and/ or practices is an integral part of this program. Each G. Hurtado Construction employee is encouraged to be alert to and appropriately react to any hazard potentially impacting their health or safety.

Work Order Hazard Assessment

G. Hurtado Construction's service personnel shall conduct a telephone evaluation of a potential customer during the job order process. This evaluation shall include

- Whether or not the customer has a Health and Safety Program
- Whether or not the customer has done hazard analysis of proposed work
- Whether or not the customer will provide site-specific training and or task specific training to the field employees at the site including the specific type of training.

- Whether or not the customer provides on-site first aid and provisions for emergency transportation of injured workers.
- Information relating to the nature of the work (i.e. office / professional, light industrial, etc.)
- Whether or not the customer can provide a Cal/OSHA 300 Log

Field employees will not be dispatched to a customer site unless G. Hurtado Construction is confident that the site is safe. Much of the information included in contract with customer shall be completed and retained in office.

The use of “Job Hazard Analysis”

The Job Hazard Analysis is a step by step analysis of a task, process or operation that will answer the following questions. The purpose of the job, what must be done, what activities are involved, sequence of basic job steps, potential hazards, and most importantly recommendations for hazard elimination or control.

- A. The Job Hazard Analysis (JHA) is an important accident prevention tool that works by finding hazards and elimination or minimizing them BEFORE the job is performed.
- B. JHA’s can be used as a tool for job clarification and hazard awareness, and as a guide in identifying potential and real hazards.
- C. The JHA provides a process where senior employees can assist in hazard identification and as is new employees in understanding the work process.

Accident / Incident Reporting Process

- A. Employees must report all work-related injuries IMMEDIATELY to their foremen or immediate supervisor, even if they do not feel that it requires medical attention. Failure to do so may result in a loss of Workers Compensation benefits and / or disciplinary action.
- B. The foreman and the employee must determine the extent of the injury and determine whether medical attention is necessary. If there are any questions of whether a doctor visit is needed, the employee should be sent to the designated medical facility immediately.
- C. Unless the injury requires immediately medical attention, each employee must complete the appropriate state form for their claim for workers’ compensation. Employee claim forms must be sent to the safety department within 24 hours.
- D. G. Hurtado Construction Inc. employees will be informed at the time of hire of the designated medical facility.
- E. The injured employee is to submit to a drug / alcohol test upon receiving medical treatment. This is part of G. Hurtado Construction Inc., Drug and Alcohol Policy described in detail to the employee during the New Hire Orientation.
- F. For extremely severe accidents, call 9-1-1 and request the paramedics, the foreman or supervisor will then notify G. Hurtado Construction’s safety administrator of the nature of the incident to consult with employee’s emergency contact person.
- G. As soon as possible after the accident, an accident report form must be completed by the foreman or supervisor and should be submitted to the safety administrator within 24 hours. The “Report of Injury” is to be completed by the foreman immediately after the accident / incident. Be sure to include: job name, job number, and address, name of the injured person(s), date, time, location, what happened (brief statement), witnesses if any.

Personal Protective Equipment

G. Hurtado Construction Inc. will work to assure that field employees are provided with required Personal Protective Equipment (PPE) Common PPE items such as:

- OSHA-approved hard hats
- Work gloves
- Safety glasses

- Dust masks

May be provided by the office staff. Job specific PPE requirements will be established at dispatch and G. Hurtado Construction will inform field employees of these requirements. Where specialized PPE (i.e. confined space) are required; the customer will supply these items along with the associated training relating to their proper use unless otherwise stipulated in the work order.

Hazard Correction

G. Hurtado Construction Inc. shall correct unsafe or unhealthy work conditions, practices or procedures in a timely manner based on the severity of the hazards. Hazards will be identified by inspections and observations of the employees. When possible, the hazards will be corrected by engineering controls and methods. If that is not possible, the hazard will be controlled by training and PPE methods.

When an imminent hazard is observed, the employee is to immediately notify the foreman. That person will remove all exposed workers from the area except those necessary to correct the condition and those workers shall be provided with the necessary protection.

Non-imminent hazards shall be corrected in a timely manner. The safety department, supervisors and foreman shall ensure corrective action takes place and documentation of action taken, with dates of completion will be entered in the management meeting minutes. In the event an item takes more than 30 days to complete, the item shall be carried over the next meeting as an open item.

Training and Instruction

Training and instruction of employees shall begin with the orientation process and shall be on going during their employment with G. Hurtado Construction. Training shall be provided by both office staff and foremen/super intendents and all training will documented with the date, the signature of the participants and instructor, and statement describing the subject(s) taught. Training documents will be held in the office.

All Employees are required to develop and demonstrate safe work habits. Each new G. Hurtado Construction employee is give a copy of this “Injury and Illness prevention Program” which contains the “Code of Safe Practices” included in the IIPP is the corporate safety statement, policies, and procedures for the safe use of all tools i.e. ladders, fire protection, respirators, and proper work practices. All employees are required to:

1. Assist supervision in identifying potential or actual hazards in the workplace
2. Follow the “Code of Safe Practices” when performing your duties.
3. Use and maintain the safety equipment provided by G. Hurtado Construction Inc. properly.
4. Report all injuries and incidents to your supervisor immediately.
5. Report all unsafe conditions or unsafe practices observed.
6. Use all Personal Protective Equipment (PPE) as required by State and Fed-OSHA and G. Hurtado Construction Inc. Policy and Procedures and IIPP
7. Inspect assigned equipment prior to use to ensure equipment is in good safe working condition i.e. machine guards, tires, fire extinguishing equipment, hand tools, hydraulic lines, etc.
8. Assist your fellow employee in following the safety rules and regulations.
9. Maintain your work area in a clean and sanitary condition at all times
10. Wear appropriate protective gear, such as gloves, hard hats, footwear, eye protection, ear protection as needed for the specific job being performed.
11. Adhere to supervisor’s and manufacturer’s instructions when handling or working with or around hazardous material
12. Immediately evacuate the area if an emergency exists and notify your immediate supervisor of your location. Attend all tailgate safety meetings conducted for your crew.
13. Respect Company property and see that it is protected and maintained at all times.

14. Read and follow, without exception, Company's Drug and Alcohol Substance Abuse Program.

Communication

G. Hurtado Construction Inc. Recognizes that open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace. The following system of communication is designed to facilitate a continuous flow of safety and health information between management and staff in a form that is readily understandable and consists of one or more of the following items.

General Information

- A. New employees are informed at the time of hire that they should report any and all hazardous conditions to their supervisor immediately. Further, they are informed that there will be no negative repercussions as a result of their reporting of unsafe conditions or unsafe work practice. Such reports can be made anonymously, if desired by the employee, to assure confidentiality and no possible negative consequences or reporting.
- B. Employees are expected to communicate any time an unsafe work practice or unsafe condition is observed in the work place.
- C. Tailgate safety Meetings are held regularly, and employees are given the opportunity to give feedback on safety observations.
- D. Periodic foreman safety meetings, including training, are conducted and information provided is to be discussed with field employees at the next regularly scheduled tailgate meeting.
- E. Safety Data Sheets will be maintained in the office for all hazardous materials. These sheets will be kept in a location where they will be available to all employees and regulatory personnel upon request. SDS may be obtained from the manufacturer or vendor of the product. SDS contains valuable information regarding safe use and storage of the substance and should be reviewed with all employees required to use the substance. When new hazardous substance is introduced to the office, the SDS should be reviewed by the branch manager and any hazards communicated to the branch staff as soon as practical. Temporary employees at job sites will be informed of the SDS at the site.

Orientation and Training

- A. At the time of hire, all new hires will be given a New Employee Safety Orientation. During the orientation, new employee will receive a copy of the company's Safety Policy and Procedures, copy of the company safety rules, disciplinary program, substance abuse program and accident/incident reporting process.
- B. General training and safety awareness training on topics applying to our industry will be provided. Safety training provided to ALL employees includes but is not limited to, Hazard Communications, Injury and Illness Prevention Program, Emergency Action and Response, Fire Prevention, Fall protection, Personal Protective Equipment, and general workplace hazard identification.
- C. Specific job training will be provided by the employee's foreman or supervisor. This includes specific safe work practices and procedures for individual jobs within the company. This would include such items as: Confined Space Entry, Respirator Training, etc.
- D. Specialized training will be provided at the appropriate times throughout the tenure of the employee. The following outlines the critical times when such training is required by G. Hurtado Construction.
 - 1. Initially upon hire of new employee. This will occur as part of the orientation program. This will include the general and job specific hazards that the employee may be exposed.
 - 2. Refresher training will be conducted as needed or required by Federal or State regulations.
 - 3. Individual, group or all employees training will be given whenever there is an introduction of a new potential hazard, new equipment or new procedure that needs to be communicated to the employees.
 - 4. Employees transferring to a new position or employees returning to a previous job after an extended absence will be trained in the job position requirement similar to the new employee training requirements.

5. Training will be given to affected employees whenever G. Hurtado Construction Inc. becomes aware of employee(s) failing to understand performing their work task safely.

Tailgate Safety Meetings

To have an effective safety program, it is imperative that tailgate safety meetings be given to each crew once a week. It is one of the duties and responsibilities for the supervisor or foreman to provide these tailgate safety meetings and ensure that each of your employees is in attendance. Subjects will be provided by the foreman / supervisor give the scope of work or job site conditions. The following information is required for record keeping purposes and shall be returned to the safety office:

- Crew designation or Job site
- Name of the foreman giving the tailgate safety meeting
- Name of each employee in attendance
- Date of tailgate safety meeting
- Topic
- Discussion / questions
- Recommendations for improvement

Heat Illness Prevention

The protection of employees from heat related illness shall be accomplished by employee education and cooperation between site supervisors in control of the work sites and the office. G. Hurtado Construction will assure that the client site supervisor has a part of their Heat Illness Prevention Program the following:

- Access to water (hydration)
- Access to Shade
- Acclimatization of workers to changing environments
- Training of employees and supervisors related to heat illness
- Emergency response (including recognition of heat related illness)

The Superintendents / Foreman shall enforce the Heat Illness Prevention Plan and be responsible for:

- Ensuring there is adequate cool water for employees in one of the following manners:
 - Water kept in 5 gal coolers with enough water onsite to provide each employee 1 qt of water in any given hour. The coolers must be stationed on each site within appropriate walking distance. Coolers used to dispense drinking water to more than one person shall be equipped with a faucet or drinking fountain and be clearly marked as to the nature of its contents and shall not be used for any other purpose. Drinking water containers shall be capable of being tightly closed and shall be otherwise designed, constructed and serviced so that sanitary conditions are maintained. Water shall not be dipped from containers. The coolers must be kept clean and free of debris.
 - Re-usable containers for individual use and drinking cups shall not be shared or used in common.
- Ensuring there is shade available for any worker that may begin showing or feeling the symptoms of a heat related illness. The shade shall meet the following requirements:
 - When the outdoor temperature in the work area exceeds 85 degrees Fahrenheit, the company shall have and maintain one or more areas with shade at all times while employees are present that are either open to the air or provided with ventilation or cooling. The amount of shade present shall be at least enough to accommodate 25% of the employees on the shift at any time, so that they can sit in a normal posture full in the shade without having to be in physical contact with each other. The shaded areas shall be located as close as practicable to the areas where employees are working.
 - When the outdoor temperature in the work area does not exceed 85 degrees Fahrenheit the company shall either provide shade or provide timely access to shade upon an employee's request.

- Employees shall be allowed and encouraged to take a cool-down rest in the shade for a period of no less than five minutes at a time when they feel the need to do so to protect themselves from overheating. Such access to shade shall be permitted at all times.
- High-heat procedures: G. Hurtado Construction Inc. shall implement high-heat procedures when the temperature equals or exceeds 95 degrees Fahrenheit. These procedures shall include the following to the extent practicable:
 - Ensuring that effective communication by voice, observation, or electronic means is maintained so that employees at the work site can contact a supervisor when necessary. An electronic device, such as a cell phone or text messaging device, may be used for this purpose only if reception in the area is reliable.
 - Observing employees for alertness and signs or symptoms of heat illness
 - Reminding employees throughout the work shift to drink plenty of water.
- Providing frequent cool-down break
- Timing the heaviest work load for during the coolest part of the work day.
- Encouraging workers to drink water and cool down
- Providing re-training on heat stress, including prevention, recognition, and first aid with all employees and crew members.

Employees

The employees are responsible for:

- Drinking plenty of water. Employees should drink about four cups of water per hour on extremely hot days. *Note: liquids that contain alcohol, caffeine or large amount of sugar can decrease fluid retention.*
- Take rest breaks in shaded area as necessary when experiencing the signs of heat-stress.
- Eating small meals more frequently.
- Watching and checking fellow workers for symptoms of heat illnesses

G. Hurtado Construction Inc.

Heat Illness Prevention Procedures

The following Superintendent/ Foreman/ Crew Leaders have the authority and responsibility for implementing the provisions on all worksites:

Gabriel Hurtado / Superintendent: 949-254-3965

Juan Hernandez / Foreman: 951-377-7003

Aaron Cortez / Foreman: 949-254-7812

Sergio Gonzalez / Foreman: 951-545-1645

Emergency Response

Emergency situations may arise at any time. G. Hurtado Construction office will use this section for the program as a guideline set forth by state and local authorities, to assist in such situation. Emergency situation may include:

- Weather related emergencies
- Work place violence
- Fire

- Earthquake
- Injury or Illness

Emergency Supplies

G. Hurtado Construction Inc. will have basic emergency response equipment consisting of an ABC type fire extinguisher and a First Aid Kit. Emergency supplies will be checked during regular office inspections and will be maintained in useable conditions.

Office staff will receive basic emergency response instructions during their orientation. These instructions will include

- Location of building exits
- Location of “Shelter in place” rooms
- Evacuation plans and procedures
- Use of fire extinguishers
- Any specific local requirements (i.e. earthquake procedures)

At least once a year, the office staff will have an emergency drill. This may be done in conjunction with local fire department building drills.

Workplace Violence

Workplace violence is among the leading causes of fatal occupational injuries in the United States each year. G. Hurtado Construction Inc. does not tolerate violent behavior in the workplace. Employees will be instructed to report any act of violence or threat of violence in the workplace. Any employee that engages in violent behavior at work will be subject to disciplinary action up to and including termination of employment.

Record Keeping

Records of health and safety related activities shall be maintained by G. Hurtado Construction Inc. in accordance with Federal and State regulations. The records shall be kept for three years except records related to health which must be kept for 30 years after employee separation from G. Hurtado Construction Inc. OSHA 300 and other injury illness information shall be kept for 5 years. The records kept include at least the following:

- Injury and Illness Reports (30 years)
- Site Evaluation Forms
- Job Order Forms
- Employee training records
- Reports of Health and Safety Team Meetings

Program Evaluation

G. Hurtado Construction Inc. shall regularly review this HEALTH AND SAFETY PROGRAM (IIPP) to evaluate its effectiveness. These evaluations shall be done at least annually and shall consist of a review of at least the following factors:

- Accident/injury/Illness history since the last review
- Implementation of the program
- Changes in regulations that affect the program
- Concerns of employees related to health and safety
- Changes in Technology that could improve health and safety in the field
- Review of any major accidents.