RYCO, INC.
HEALTH & SAFETY MANUAL

Effective April 2019

Revised: May 2020
(APPENDIX H: COVID 19 Coronavirus Safety Guidelines Added)

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1.0 HEALTH AND SAFETY MANUAL GENERAL SAFETY RULES

Purpose

This Health and Safety manual establishes basic safety and health requirements to be met, as well as the specific criteria to be followed by all Ryco, Inc. employees. This Health and Safety manual conforms to OSHA 1910 and 1926 regulations as well as industry best practices.

Scope

The Health and Safety manual applies to all work conducted by Ryco, Inc. employees at the office, on client locations, and while traveling to and from clients and while traveling to and from the office.

Responsibilities

Safety Officer- The Safety Officer is responsible for the general overseeing of the Health and Safety Manual and ensuring that its requirements are met.

Superintendent/Foreman – The Superintendent /Foreman is responsible for ensuring that the day-to-day requirements of the Health and Safety Manual are met including enforcement of the plan and training of employees.

Employees – Employees are responsible for following all the guidelines set forth in the Health and Safety Manual.

General Guidelines

The following guidelines will be followed by all employees:

- For all field personnel, report all personal injuries and accidents to your Foreman or Superintendent including damage to Company, personal or public property, regardless of who is responsible for the damage.
- For all office personnel, report all personal injuries and accidents to your Supervisor including damage to Company, personal or public property, regardless of who is responsible for the damage.
- Maintain company housekeeping requirements.
- Properly label all chemicals.
- Only use tools and equipment that you are properly trained for.
- Properly use all Personal Protective Equipment (PPE).
- At client locations, follow all site-specific safety and health rules.

The following practices are prohibited at Ryco, Inc.:

- Reporting to work under the influence of alcohol or drugs or consuming alcohol or drugs at any time during the workday.
  - Under certain circumstances with advanced permission, consuming alcohol may be allowable (i.e. holiday party).
- The use, possession or distribution of alcohol or drugs is prohibited on company property and field sites.
- Possessing, using or storing weapons of any kind, such as firearms, knives or explosives, on Company or field sites.

- Fighting, assaulting or otherwise endangering any employee, customer or member of the public while on duty.
- Using Company property without proper authorization, including permitting unauthorized persons to operate or board a Company vehicle or enter Company property.
- Smoking in non-smoking areas.

Accident Reporting

All incidents or injuries are to be reported to the Foreman or Superintendent immediately. The on-duty Foreman will fill out the Incident Report Form (see Appendix A). Upon completion, the form will be sent to the Safety Officer to report the incident to the insurance carrier. A root cause analysis will be conducted to determine corrective actions.

Employee Access to Medical and Exposure Records

Whenever an employee or designated representative requests access to their own medical records or to company exposure monitoring records, Ryco, Inc. shall assure access is provided in a reasonable time, place, and manner. Access to the records shall be granted within 15 working days of the request.

Employee exposure records shall be preserved and maintained for at least 30 years.

Medical records for employees shall be retained for the duration of employment plus 30 years. The following record types do not need to be retained for any specific time period:

- Health Insurance claim records
- First Aid records
- Medical records for employees with less then 1 year of employment that were provided copies of their records upon termination

Record Keeping

Illness and injury reports - All employee injuries and illnesses will be recorded on the following three forms:

- All supervisors are required to fill out the OSHA Form 301 (or equivalent form), Injury and Illness Incident Report for each injury or illness that is considered recordable under OSHA regulations at 29 CFR 1904. The supervisor must fill out the form within 7 calendar days after finding out about the injury or illness. A copy of this record will be kept for 5 years.
- The Safety Officer or designee is responsible for entering the information on the OSHA Form 300, Log of Work-Related Injuries and Illnesses within 7 calendar days of receiving notice of a recordable illness or injury. This form will be retained for 5 years even if there are no recordable injuries or illnesses.
- At the end of each calendar year, the Safety Officer or Designee will review the OSHA 300 Log to verify that the entries are complete and accurate. This information will be summarized and entered on OSHA Form 300A, Summary of Work-Related Injuries and Illnesses. The Summary will be signed and dated by a company executive and will be posted in a conspicuous place available to all employees from February 1 to April 30.

Accident investigation records - The Safety Officer will maintain comprehensive accident/ injury records and will maintain records of all accident investigation reports and data for 5 years.

Training records - The Safety Officer will keep employee training records (e.g., curricula, written or electronic materials, sign-in sheets, individual employee records) for 5 years.

2.0 EMERGENCY ACTION PLAN

Purpose

This Emergency Action Plan establishes methods and procedures to be used in emergency situations at Ryco, Inc. as required by applicable OSHA rules [29 CFR 1910.38].

Scope

Emergency situations that may threaten the safety or health of Ryco, Inc. personnel include, but are not limited to fire or other imminent danger, threatening phone call or bomb threat, or incidents at field locations. If serious enough, these situations may require a full or partial evacuation of the facility.

Responsibilities

The Safety Officer has responsibility for the general administration of this plan at Ryco, Inc., including responsibility for:

- Posting emergency evacuation routes in appropriate locations of the facility;
- Posting emergency phone numbers on or near telephones, on employee notice boards or in other conspicuous locations;
- Ensuring that employees receive appropriate training as required under this plan and applicable OSHA regulations;
- Conducting random emergency evacuation drills and document the drill;
- Conducting an annual review and update (if necessary) of this plan; and
- Overseeing the evacuation of employees from the office during emergencies.

The Superintendents/Foreman has responsibility for responding to emergencies arising at the field locations during their shift and outside of normal working hours or on weekends. They also have overall responsibility for:

- Safety in their respective field locations;
- Ensuring that employees are familiar with procedures for responding to workplace emergencies at their client locations; and
- Overseeing the evacuation of their employees during emergencies at field locations.

All employees are responsible for the following:

- Understanding the plan and acting as directed by the plan;
- Keeping other Ryco, Inc. personnel reasonably informed as to their presence at or absence from the workplace so their whereabouts can be accounted for during an emergency;
- Knowing the evacuation routes for their work areas; and
- Responding properly to the paging system and/or the audible fire alarm, including, when appropriate, by exiting the building as quickly as possible.

Responding to Threatening Situations

Scenario 1: Fire or Other Imminent Danger

Any employee discovering a fire or other situation that appears to present a threat or potential threat of imminent bodily injury to employees of Ryco, Inc. should promptly inform other individuals in the immediate area of the threat. These persons should immediately assess the fire or other danger to determine whether it can be quickly and safely extinguished, controlled or otherwise contained. Should they believe that this is possible, and provided they have been properly trained to use a fire extinguisher and/or other appropriate safety equipment, they may attempt to extinguish the fire or respond to the danger. Otherwise, they should immediately activate the building alarm (if not already activated), evacuate the building by the nearest safe exit and report to the designated meeting area). If you have any doubts about the seriousness of the situation, do not hesitate to activate the building alarm. Employees discovering a fire or other imminent danger should contact their Superintendent/Foreman or the Safety Officer as soon as it is safe to do so.

Scenario 2: Threatening Phone Call or Bomb Threat

Any employee receiving a bomb or other telephone threat should try to respond to the call in a calm manner and attempt to get as much information from the caller as possible

When the caller hangs up, the threat should be reported immediately to the Safety Officer or Superintendent/Foreman. Upon being informed of the matter, these individuals should quickly assess the situation and determine an appropriate course of action, which may include contacting the fire department or other appropriate authorities.

The Safety Officer or Superintendent/Foreman is responsible for determining whether an evacuation of the building is warranted. If an evacuation is ordered, and all employees should evacuate the building by the nearest safe exit and report to the designated meeting area.

Scenario 3: Emergencies at Field Locations

Any emergencies at field locations should be immediately reported to the Superintendent/Foreman as well as the client contact. The Superintendent/Foreman will ensure that all employees are properly trained on the client location's emergency procedures. All employees will follow the emergency procedures set forth by the client.

Alarms

Ryco, Inc. does not have an audible fire alarm system at the office that is designed to activate automatically or manually. For emergencies at the office, the alarm system will be word of mouth from the Safety Officer or designee. At client locations, alarm systems will vary and will be communicated to on-site employees prior to conducting work.

Evacuation Procedures

All employees should familiarize themselves with the layout of the field site they are working on, the location of all emergency evacuation exits and the designated meeting area in the event of an evacuation. In the event of an evacuation of the site, all employees should leave the field site through the nearest available safe exit and assemble with their respective teams at the designated meeting area. At the office, employees will meet in the front parking lot (See Appendix B: Evacuation Map).

The Safety Officer is responsible for overseeing evacuation of the office while the Superintendent/Foreman is responsible for overseeing evacuations at client locations. If it is reasonably safe to do so before exiting the facility, the Safety Officer or Superintendent/Foreman should perform a quick walk-through of their designated areas to ensure that all persons have exited these areas.

Once personnel have assembled at the designated meeting area, The Safety Officer or Superintendent /Foreman should determine that all persons known or suspected to have been present in the building are accounted for. The Safety Officer or Superintendent/Foreman is responsible for communicating the head count to local authorities, or to contacts at client locations.

All employees are responsible for the evacuation of any guests they are hosting at Ryco, Inc. or at client locations. The Superintendent/Foreman of any temporary employees or independent contractors working at client locations is responsible for the evacuation of such individuals. When handicapped individuals are in the facility, the employee in closest proximity to the handicapped individual is responsible for assisting that individual in evacuating the facility.

Shutdown of Critical Operations

No personnel are authorized to remain at Ryco, Inc. or client locations to perform or shut down critical operations in the event an evacuation is ordered. However, employees may shut down equipment they are utilizing before exiting the building if it is possible to do so without endangering their health or safety. Thereafter, these individuals should exit the facility as soon as possible.

Rescue and Medical Duties

Ryco, Inc. provides First Aid and CPR training to key personnel. Employees that are trained in First Aid and CPR are expected to render help when needed. In the event of an emergency, employees should call 911 when necessary. First Aid kits are available at the main office, all field locations, and within fleet vehicles. In the event a first aid kit is used, employees should inform their foremen to get a replacement.

Training

This plan should be reviewed with each employee covered by the plan at the following times:

- Annually as part of Ryco, Inc. general toolbox talk trainings;
- Initially when a new employee is hired;
- Inadequacies in an employee's knowledge or use of this plan indicate that the employee has not retained the requisite understanding or skill;
- Whenever the employee's responsibilities under the plan are substantially changed; and
- Whenever the plan is substantially revised.

3.0 HAZARDOUS COMMUNCTION - GLOBAL HARMONIZATION

Policy Statement

It is the policy of Ryco, Inc. to reduce employee exposure to hazardous chemicals and the overall incidence of chemical-related injuries and illnesses. All employees who are potentially exposed to hazardous chemicals in their assigned jobs will be fully informed of the hazards of the chemicals and protective measures to minimize exposure to these chemicals.

Scope

This program covers all work operations at Ryco, Inc. and client locations where employees may be exposed to hazardous chemicals under normal working conditions or during an emergency situation. The plan was developed in accordance with the Occupational Safety and Health Administrations (OSHA) Hazard Communication (HazCom) Standard (29 CFR 1910.1200) along with the adopted Globally Harmonized System of Classification and Labeling of Chemicals (GHS).

Responsibilities

The Safety Officer is responsible for the implementation of the Plan, including reviewing and updating it as necessary as well as ensuring employees receive training on the plan.

The Superintendent/Foreman is responsible for:

- Properly labeling all containers of hazardous chemicals and for maintaining and updating the labels;
- Maintaining up-to-date SDSs and ensuring that they are readily accessible in all work areas;
- Informing and training employees concerning hazardous chemicals in their work areas; and
- Communicating with client locations regarding hazardous chemicals.

Definitions

Chemical —any substance, or mixture of substances.

Hazardous chemical —any chemical that is classified as a physical hazard or a health hazard, a simple asphixiant (i.e., displaces oxygen in the ambient atmosphere), combustible dust, pyrophoric gas (i.e., gas that will ignite spontaneously in air at 130 degrees Fahrenheit or below), or hazard not otherwise classified.

Chemical label —an appropriate group of written, printed, or graphic information elements concerning a hazardous chemical that is affixed to, printed on, or attached to the immediate container of a hazardous chemical or to the outside packaging, with the specified pictogram, hazard statement, signal word, and precautionary statement for each hazard class and category.

Safety data sheet (SDS) —a written description of a hazardous chemical or chemical product in a 16-section format that contains comprehensive technical information about a particular substance and explains the risks, precautions, and remedies to exposure related to the chemical.

Hazard Determination

Ryco, Inc. will rely on the hazard determinations provided by the product manufacturer in the SDS. If the SDS does not provide sufficient hazard information, the manufacturer or distributor will be contacted and additional information will be requested prior to use of the chemical.

This written hazard communication program shall be implemented, and maintained at each site that describes how labels & other forms of warning, safety data sheets, & employee information will be met.

Chemical Inventory and Safety Data Sheets (SDS)

The Safety Officer will maintain an updated chemical inventory and will ensure that a safety data sheet for each chemical stored or used on-site is available through the SDS system. SDSs shall be maintained and readily accessible in each work area. SDSs will be maintained at the primary work site. However, they will be available in case of an emergency, or if requested by a client. SDS will be made available, upon request, to employees, their designated representatives, clients, or OSHA representatives.

If an SDS is not provided with a hazardous chemical, the Safety Officer will request an SDS from the manufacturer and will not allow the chemical to be used prior to receiving the SDS.

Labeling

All containers of hazardous chemicals in the facility and containers leaving the facility will be prominently labeled in English (other languages may be used on labels, as long as it also appears in English) with the following information:

- Product identification/ingredient disclosure of the hazardous chemicals;
- Appropriate hazard warnings, signal words, hazard statements, precautionary statements, supplier identification and pictograms; and
- Name and address of the manufacturer, importer, or other responsible party.

Product Identifier - A product identifier should be used on a GHS label and it should match the product identifier used on the SDS.

Supplier Identification - The name, address and telephone number of the manufacturer or supplier of the substance or mixture should be provided on the label.

Precautionary Statement - A phrase (and/or pictogram) that describes recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to a hazardous product, or improper storage or handling of a hazardous product. There are five types of precautionary statements that include General, Prevention, Emergency Response, Storage, and Disposal. Precautionary statements are assigned a unique alphanumeric code which begins with the letter "P" for precautionary statement, followed by three numbers. The first of the three numbers indicate what type of precautionary statement it is.

- "1" is for general precautionary statements;
- "2" is for prevention precautionary statements;
- "3" is for response statements;
- "4" is for storage precautions; and
- "5" is for disposal precautions.

Hazard Statement - A standardized phrase assigned to a hazard class and category that describes the nature of the hazards of a hazardous product, including the degree of hazard. Hazard statements provide immediate hazard information about the material by briefly providing measures to be taken to minimize or prevent adverse effects from physical, health or environmental hazards. A unique alphanumeric code is assigned to each statement consisting of the letter H, for "hazard" followed by three numbers. There are 113 hazard statements in total. The alphanumeric code will only appear on the SDS, and not on the label. The only things that will appear on the label are the statements themselves.

Those that begin with the number "2" describe physical hazards, "3" denotes health hazards, "4" environmental hazards. Examples are shown below.

- H200 Unstable explosive
- H221 Flammable gas
- H301 Toxic if swallowed
- H371 May cause damage to organs
- H400 Very toxic to aquatic life
- H411 Toxic to aquatic life with long lasting effects

Hazard Pictograms - A graphical composition that includes a symbol plus other graphic elements, such as a border, background pattern or color that is intended to convey specific information. There are 9 symbols used in the pictograms: flame, flame over circle, exploding bomb, corrosion, gas cylinder, skull and crossbones, exclamation point, environment, and new health hazard.

Signal Words - A signal is used to indicate the relative level of severity of hazard and alert the reader to a potential hazard on the label. GHS uses two signal words, Danger and Warning.

Company Made Labels - If labels provided by the manufacturer do not contain this information, the chemical will be returned to the manufacturer. Transfer of a hazardous chemical to another container for use will be conducted according to one of the following procedures:

- A label containing the product identifier, hazard warnings, signal words, hazard statements, precautionary statements, supplier identification and pictograms would be placed on the container prior to transfer.
- The transferred chemical will be handled only by the employee making the transfer, and will be used in its entirety during the same work shift that the chemical was transferred.

Piping systems should be labeled with the name of the hazardous materials they are carrying.

Non-Routine Tasks

When employees are required to perform non-routine tasks that may involve the use of hazardous chemicals, specific instructions will be provided by that employee's foreman or a properly trained and assigned subordinate, to ensure the employee understands the potential hazards and can conduct the tasks safely.

Client Locations

Prior to conducting work at client locations, Ryco, Inc. will have a pre-job commencement meeting. During the meeting, Ryco, Inc. will provide information on the hazardous chemicals used by Ryco, Inc. to employees including the SDSs. Client locations must supply Ryco, Inc. employees with information on the hazardous chemicals in the area, the types of labeling system utilized, and the location of all applicable SDSs.

Due to Ryco, Inc. employees traveling between work places during a work shift (multi job sites), the written program will be kept at the main office, and available at each job location.

Training

This formal training program has been developed for all Ryco, Inc. employees so they can work safely with hazardous chemicals. Training will include hazardous chemicals used, methods and observations used to detect the presence of hazardous chemicals, methods for understanding hazards associated with individual chemicals (i.e., labels and SDSs), employee protection and first aid methods, details of the facility HazCom procedures and employee rights to chemical hazard information.

This plan should be reviewed with each employee covered by the plan at the following times:

- Annually as part of Ryco, Inc. tool box talk training sessions;
- Initially when a new employee is hired;
- Inadequacies in an employee's knowledge or use of this plan indicate that the employee has not retained the requisite understanding or skill;
- Whenever the employee's responsibilities under the plan are substantially changed; and
- Whenever the plan is substantially revised.

4.0 FIRE SAFETY

Policy Statement

Ryco, Inc. will provide its employees and other personnel with a clear plan to prevent injury, loss of life and property by fire. The plan will comply with applicable fire prevention regulations.

Scope

This plan covers all work operations at Ryco, Inc. and client locations where fire hazards or the potential for fires may be present. This plan provides all facility personnel with basic information about major fire hazards and fire prevention methods in accordance with federal and state regulations and company policy.

Responsibilities

The Safety Officer is responsible for all elements of this plan and has the authority to make necessary decisions to ensure its implementation. Other responsibilities include:

- Annual review of the plan and update (as necessary);
- Ensure the fire control equipment is inspected is required; and
- Training employees to understand and implement the elements of this plan.

The Superintendent/Foreman is responsible for controlling the accumulation of flammable and combustible fuels and waste materials, ensuring employees are aware of client location fire safety rules, and ensuring proper fire fighting equipment is available.

Housekeeping

Flammable and combustible materials and residues will be controlled so that they do not cause or contribute to a fire emergency.

Maintenance of Fire Prevention and Suppression Systems and Equipment

Fire prevention and suppression systems and equipment will be inspected and cleaned annually by a designated contractor under the supervision of the Safety Officer.

Fire Extinguisher Management

Fire Extinguisher Use – Ryco, Inc. employees are trained to fight fires only in their incipient stage. Ryco, Inc. uses 911 to contain and extinguish fires that aren't in their incipient stage. Employees are to refer to the Ryco, Inc. Emergency Action Plan during a fire and proceed to the proper exit and muster point.

Classification of Fires and Selection of Extinguishers

Fires are classified into four general categories depending on the type of material or fuel involved. The type of fire determines the type of extinguisher that should be used to extinguish it.

1. Class A fires involve materials such as wood, paper, and cloth that produce glowing embers or char.
2. Class B fires involve flammable gases, liquids, and greases, including gasoline and most hydrocarbon liquids that must be vaporized for combustion to occur.
3. Class C fires involve fires in live electrical equipment or in materials near electrically powered equipment.
4. Class D fires involve combustible metals, such as magnesium, zirconium, potassium, and sodium.

Extinguishers will be selected according to the potential fire hazard, the construction and occupancy of facilities, hazard to be protected, and other factors pertinent to the situation.

Location and Marking of Extinguishers

Extinguishers shall be conspicuously located and readily accessible for immediate use in the event of fire. They will be located along normal paths of travel and egress. Extinguishers shall be clearly visible. In locations where visual obstruction cannot be completely avoided, directional arrows will be provided to indicate the location of extinguishers and the arrows will be marked with the extinguisher classification. If extinguishers intended for different classes of fire are located together, they will be conspicuously marked to ensure that the proper class extinguisher selection is made at the time of a fire.

At client locations, where fire extinguishers are not made available to Ryco, Inc. employees, the Superintendent/Foreman shall ensure that the proper fire extinguisher is on site. Ryco, Inc employees are required to have a fire extinguisher within reach when preforming any Hot Work operations, such as welding, cutting, or brazing.

Condition

Portable extinguishers will be maintained in a fully charged and operable condition. They will be kept in their designated locations at all times when not being used. When extinguishers are removed for maintenance or testing, a fully charged and operable replacement unit will be provided.

Mounting and Distribution of Extinguishers

Extinguishers will be installed on hangers, brackets, in cabinets, or on shelves in the office. Ryco, Inc. Extinguishers mounted in cabinets or wall recesses or set on shelves will be placed so that the extinguisher operating instructions face outward. The location of such extinguishers will be made conspicuous by marking the cabinet or wall recess in a contrasting color, which will distinguish it from the normal decor.

Extinguishers must be distributed in such a way that the amount of time needed to travel to their location and back to the fire does not allow the fire to get out of control. OSHA requires that the travel distance for Class A and Class D extinguishers not exceed 75 feet. The maximum travel distance for Class B extinguishers is 50 feet because flammable liquid fires can get out of control faster that Class A fires. There is no maximum travel distance specified for Class C extinguishers, but they must be distributed on the basis of appropriate patterns for Class A and B hazards.

Inspection and Maintenance

Once an extinguisher is selected, purchased, and installed, it is the responsibility of the Safety Officer to oversee the inspection, maintenance, and testing of fire extinguishers to ensure that they are in proper working condition and have not been tampered with or physically damaged. Extinguishers will be inspected monthly in-house and documented on the inspection tag. Extinguishers will receive annual inspections by a 3rd party.

Employee Training

This plan should be reviewed with each employee covered by the plan at the following times:

- Initially when a new employee is hired;
- Inadequacies in an employee's knowledge or use of this plan indicate that the employee has not retained the requisite understanding or skill;
- Whenever the employee's responsibilities under the plan are substantially changed; and
- Whenever the plan is substantially revised.

5.0 BLOODBORNE PATHOGENS

Purpose

This Plan establishes prevention, communication and response requirements concerning Bloodborne Pathogen (BBP) exposures at Ryco, Inc. in accordance with the Occupational Safety and Health Administration (OSHA) Bloodborne Pathogens Standard, 29 CFR 1910.1030.

Scope

The Ryco, Inc. BBP Plan applies to all affected employees who may incur occupational exposure to blood or other potentially infectious materials.

Responsibilities

The Safety Officer is responsible for the implementation of the Plan, including reviewing and updating it as necessary as well as ensuring employees receive training on the plan. Other responsibilities include:

- Coordinating First Aid/CPR training;
- Offering Hepatitis B vaccines to affected employees at no cost; and
- Ensuring exposures are properly investigated and handled.

The Superintendent/Foreman is responsible for:

- Ensuring employees are following the elements of this plan;
- Maintaining the first aid and bloodborne pathogen kits; and
- Informing and training employees concerning this plan.

Exposure Determination

Ryco, Inc. does have affected employees. Those employees include:

- First Aid and CPR trained employees
- Plumbing work around waste materials

Compliance Methods

If an employee is exposed to human blood, or other paternally infectious material (OPIM) then universal precautions will be observed in order to prevent contact with human blood or other potentially infectious materials. ***All human blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source of the individual.***

Equipment that has become contaminated shall be examined by the foreman and decontaminated immediately. Decontamination of equipment will be performed with a solution consisting of 1-part bleach and 9 parts water. All employee garments or company provided work cloths that may have become contaminated shall be removed immediately.

Prior to changing clothing, employees accidentally exposed will be provided disinfectant soap, towels, plastic bio-bags by their foreman. The following actions will be taken:

- Clean all exposed body surfaces thoroughly;
- Place all contaminated clothing, soap, towels into the bio-bags and seal them; and
- Offer post-exposure actions.

Waste Disposal

All waste generated by a serious BBP event shall be considered biological waste until treated before disposal. This includes, but is not limited to, the following items:

- Contaminated clothing
- Towels and soap used to clean contaminated skin surfaces
- BBP Personal Protective Equipment, materials and equipment used for decontamination
- Used first aid supplies

Waste generated from a serious BBP event shall be double bagged and sealed within red bio-bags when available, or regular trash bags with a Biohazard label written on them. If a solid container is required, this container will have the *Biohazard* label affixed or written on the outside of the container.

Bagged waste generated from a serious BBP event shall be segregated and only handled by a BBP affected employee. This waste will be secured in the foreman's office until removed by the Company's approved waste disposal contractor, or the foreman takes the material to a disposal site.

Hepatitis B Vaccination

The Hepatitis B Vaccine shall be offered to:

- All affected employees
- Employees involved in a Bloodborne Pathogens situation where they come in direct contact with blood

The Hepatitis B Vaccine will be made available at no cost to the employee and performed under the supervision of a licensed healthcare professional. Employees who decline to accept the Hepatitis B Vaccination must sign the *Hepatitis B Vaccine Declination Form* (see Appendix C). If the employee initially declines the Hepatitis B Vaccination, but at a later date, while still covered under this Plan, decides to accept the Vaccination, the Vaccination shall be made available at that time.

All information pertaining to the acceptance or declination of the Hepatitis B Vaccination shall be filed with the Human Resources and shall be maintained for 30 years from the date on which the employee ceased to work at Ryco, Inc.

Post Exposure Evacuation and Follow Up

All events involving serious BBP exposure shall be immediately reported to the safety officer and an investigation conducted within 24 hours of the event. The event will be documented using the Incident Report Form (see Appendix A).

All employees who incur an exposure incident will be provided a post-exposure medical evaluation and follow-up. The post-exposure medical evaluation and follow-up will be made available at no cost to the employee and performed under the supervision of a licensed healthcare professional from the panel of physicians.

The healthcare professional from the panel of physicians evaluating an employee after an exposure incident shall be provided the following information by the safety officer:

- A description of the exposed employee's duties as they relate to the exposure incident;
- Potential route(s) of exposure and circumstances under which the exposure occurred;
- Results of the source individual's blood testing, if available; and
- All medical records relevant to the appropriate treatment of the employee, including Vaccination status.

Within 15 days of the completion of the healthcare professional's evaluation, the Safety Officer shall ensure the following:

- The employee has received the vaccination;
- The employee has been informed of the results of the evaluation; and
- The employee has been told about any medical conditions resulting from the exposure which require further evaluation or treatment.

All other findings or diagnoses shall remain ***confidential*** and shall not be included in the written report.

Training Requirements

Ryco, Inc. shall provide training to ensure that all employees understand the purpose and function of this policy, BBP hazards, and response procedures.

This plan should be reviewed with each employee covered by the plan at the following times:

- Annually as part of Ryco, Inc. toolbox talk training sessions;
- Initially when a new employee is hired;
- Inadequacies in an employee's knowledge or use of this plan indicate that the employee has not retained the requisite understanding or skill;
- Whenever the employee's responsibilities under the plan are substantially changed; and
- Whenever the plan is substantially revised.

6.0 PERSONAL PROTECTIVE EQUIPMENT (PPE)

Purpose

The purpose of this program is to ensure that adequate and effective personal protective equipment (PPE) is provided for and used by personnel where demanded by job requirements. The types of protection addressed by this program include safety glasses, head protection, safety vests, steel-toed shoes, gloves, hearing protection, respirators, and skin protection when necessary.

Scope

This program applies to all personnel employed by Ryco, Inc. who may be required to wear personal protective equipment (PPE), due to either job site requirements or workplace environmental exposures.

It is the policy of Ryco, Inc. not to rely on the use of PPE alone to provide protection against hazards, but that they should be used in conjunction with safe work practices along with applicable and feasible administrative or engineering controls. To ensure that all PPE is of safe design and construction, appropriate to the work to be performed, employees will only use company-provided or approved PPE.

Responsibilities

The Safety Officer is responsible for ensuring that procedures are in place to conduct a hazard assessment of each job task for PPE selection by identifying and evaluating equipment and processes used, as well as tasks to be performed by Ryco, Inc. employees. In addition, The Safety Officer is responsible for implementing the training program, providing initial and on-going training as needed, maintaining training records, and conducting an annual audit of the overall PPE program.

The Superintendent/Foreman is responsible for developing the client location specific hazard assessment and communicating the requirements to the employees working at that client location.

Employees are responsible for wearing the assigned PPE and informing their foreman of equipment that needs replacing. Employees must also notify their foreman if the PPE does not fit, is uncomfortable, or causes an allergic reaction.

Specific Procedures

Hazard assessments will be conducted initially and on an as-needed basis for each job location. The hazard assessment will determine if hazards are present, or are likely to be present, which necessitate the use of PPE and the specific PPE requirements. A hazard assessment form will be completed for each job (see Appendix D – Hazard Assessment Form) or a client-specific form will be utilized. The hazard assessments will include the certifier's name, signature, date(s) & identification of assessment documents.

In general, field employees are required to wear steel-toed work boots and ANSI approved safety glasses. Ryco, Inc. will ensure that PPE properly fits each affected employee. Each affected employee will understand how to properly don and doff their PPE as well as how to properly clean and maintain their PPE. The following equipment guidelines shall be followed:

Eye and Face Protection: Protective eye and face equipment shall be worn when there is a reasonable probability of injury that can be prevented by such equipment. Suitable eye and face protection shall be provided in locations where machines or operations present hazards such as flying objects, molten metal, liquid chemicals, injurious light, radiation or a combination of these hazards. Employees are required to wear ANSI approved safety glasses at all active job sites (this does not include pre-construction meetings).

Safety glasses with side shields shall be considered to be basic eye protection and shall be worn when there is a hazard from flying objects. Persons wearing corrective lenses who are also required in this procedure to wear safety glasses shall be provided either prescription safety glasses or mono-goggles that cover but do not disturb the adjustment of corrective spectacles. Chemical goggles shall be worn when there is a possibility of a liquid chemical splash hazard.

Head Protection: Hard hats shall be worn when there is the possibility of an overhead or bump hazard. Hardhats also must be worn anytime when working above a drop ceiling or when designated by the client.

Hand and Arm Protection: Hand protection shall be selected based on an evaluation of the performance characteristics of the hand protection relative to the task(s) to be performed, conditions present, duration of use, and the hazards and potential hazards identified during the hazard assessment. Appropriate hand protection shall be worn when there is a potential of exposure to hazards such as those from skin absorption of harmful substances; severe cuts or lacerations; severe abrasions; punctures; chemical burns; thermal burns; and harmful temperature extremes. The permeation and degradation ratings for the specific chemical(s) of concern shall be considered when selecting gloves. On active jobsites, employees are required to wear the abrasion resistant gloves where two fingertips and the thumb tip may be exposed for tactile work.

Hearing Protection: Ryco, Inc. employees are not expected to be exposed to noise at a level that would require a hearing conservation program. Hearing protection is available to every employee on a volunteer use basis and when required in a client facility.

Respiratory Protection: N95 masks are made available to employees at all field locations. Some work can be performed in dusty environments and Ryco, Inc. employee may perform some drilling and cutting operations which can product dust and silica. Industrial hygiene monitoring preformed on routine tasks were well below the Permissible Exposure Limits (PEL) for dust and silica. Therefore, respiratory protection is offered on a voluntary basis. Employees will be medically cleared to wear a respiratory and provided all information covered in Appendix D of the OSHA Respiratory Protection Standard.

Care and Maintenance

Protective equipment, including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, shall be provided, used, and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards of processes or environment, chemical hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact. Training shall include how to conduct a visual inspection of all equipment before and after each use. The components to be inspected will vary according to the equipment. In general, employees should look for broken elements, signs of wear and tear, or anything else which would affect their immediate safety. Equipment shall not be used if found to be defective or damaged either during the inspection, prior to use, or while donning. The employee shall immediately notify his or her Superintendent or Foreman of the defective or damaged equipment, and obtain properly functioning equipment.

The Superintendent/Foreman shall monitor employees' protective equipment use to ensure that the correct equipment is being used, that it is being correctly worn, and that only equipment in good working condition is being used.

Employee Owned Equipment

Employee-owned equipment is permitted. Employee-owned equipment can only be used with permission from the Superintendent/Foreman, only after the Superintendent/Foreman has been given the opportunity to inspect the employee-owned equipment to ensure that it is in good working condition and suitable for the task.

Employee Training

Each employee who is required by this section to use PPE shall be trained before being allowed to perform any work requiring the use of PPE. In addition, hands-on training will be provided for each type of equipment to ensure that employees can demonstrate understanding and competence in the use and care of each type of PPE. Proper training includes at least, when PPE is necessary, what PPE is necessary, how to properly don, doff, adjust & wear PPE, the limitations of PPE, the proper care, maintenance, useful life & disposal of PPE.

This plan should be reviewed with each employee covered by the plan at the following times:

- Annually as part of Ryco, Inc. toolbox talk training sessions;
- Initially when a new employee is hired;
- Inadequacies in an employee's knowledge or use of this plan indicate that the employee has not retained the requisite understanding or skill;
- Whenever the employee's responsibilities under the plan are substantially changed; and
- Whenever the plan is substantially revised.

Documentation – Employee training will be documented and the certification will include the employee name, the dates of training, and the certification subject.

7.0 ELECTRICAL SAFETY

Policy

Ryco, Inc. has a goal to protect all employees from electrical hazards, including shock, electrocution, arc flash, arc blast, and fires. All electrical work will be conducted in a manner consistent with existing regulations and with recognized safe work practices. This Plan establishes safe work practices for routine operations. Operations that involve high voltage and other unique hazards will need additional procedures for the specific situation.

Scope

This Plan complies with electrical safety regulations at 29 CFR 1910.331 to 1910.335 as well as NFPA 70E. The Electrical Safety Plan covers electrical safe work practices for qualified persons (i.e., persons trained to avoid the electrical hazards of working on or near exposed energized parts) and unqualified persons (i.e., persons with little or no training) who work on or near machines, equipment, or circuits that have not been placed in an electrically safe work condition (i.e., not locked/tagged out).

Responsibilities

The Safety Officer is responsible for ensuring that Ryco, Inc. and its subcontractors follow the guidelines set forth in this plan. The Safety Officer also is responsible for the submission of documentation required by the client related to electrical safety.

The Superintendent/Foreman must advise the host employer of any unique hazards presented by the contract employer's work, any unanticipated hazards found during the contract employer's work that the host employer didn't mention, and the measures the contractor took to correct any hazards reported by the host employer to prevent such hazards from recurring in the future.

Employees are responsible for reading and understanding this Electrical Safety Program. Ryco, Inc. employees and subcontractors must immediately notify their Superintendent/Foreman if they suspect any electrical hazards and must stop work until the hazard is removed.

Definitions

Buddy – a person whose specific duties are to observe workers and operations that involve electrical work.

Circuit breaker (600 volts nominal, or less) — a device designed to open and close a circuit by non-automatic means and to open the circuit automatically on a predetermined overcurrent without injury to itself when properly applied within its rating.

Circuit breaker (over 600 volts, nominal) — a switching device capable of making, carrying, and breaking currents under normal circuit conditions, and also making, carrying for a specified time, and breaking currents under specified abnormal circuit conditions, such as those of short circuit.

Certified equipment — equipment that (a) has been tested and found by a nationally recognized testing laboratory to meet nationally recognized standards or to be safe for use in a specified manner, or (b) is of a kind whose production is periodically inspected by a nationally recognized testing laboratory, and (c) it bears a label, tag, or other record of certification.

Electrically safe work condition — a state in which the conductor or circuit part to be worked on or near has been disconnected from energized parts, locked/tagged in accordance with established standards, tested to ensure the absence of voltage, and grounded if determined necessary.

Equipment — material, fittings, devices, appliances, fixtures, and apparatus used as part of, or in connection with, an electrical installation.

Ground — a conducting connection, whether intentional or accidental, between an electrical circuit or equipment and the earth, or to some conducting body that serves in place of the earth.

Ground-fault circuit-interrupter (GFCI) — A device whose function is to interrupt the electric circuit to the load when a fault current to ground exceeds some predetermined value that is less than that required to operate the overcurrent protective device of the supply circuit.

Qualified person — an employee familiar with the construction and operation of the equipment and the hazards involved.

Unqualified person — an employee with no familiarization with or training in the construction and operation of the electrical equipment and hazards involved.

Utilization equipment — utilizes electric energy for mechanical, chemical, heating, lighting, or similar useful purpose, and includes laboratory and shop equipment, appliances, or other devices that operate from an electrical energy source.

Hazard Assessment

The Superintendent/Foreman is responsible for conducting an assessment of electrical hazards at the jobsite. The assessment will contain event severity, frequency, probability and avoidance to determine the level of safe practices employed. A pre-job commencement meeting will take place before starting each job reviewing the hazards associated with the job, work procedures involved, special precautions, energy source controls, and PPE requirements.

Safe Work Practices

Exposed energized parts will first be de-energized, locked/tagged out, and tested by a qualified person to verify that an electrically safe work condition exists. No Ryco Inc. employees are permitted to work on live electrical components.

Only a qualified person will de-energize, lock/tag out, and test electrical parts and equipment. Only a qualified person will work on or near exposed live parts following the requirements of the live work permit. Only qualified persons shall perform tasks such as testing, troubleshooting, and voltage measuring within the limited approach boundary of energized electrical conductors or circuit parts operating at 50 volts or more or where an electrical hazard exists.

All employees working on or near electrical equipment will follow general safe work practices, including:

- Maintain good housekeeping procedures;
- Plan and analyze for safety in each step of a project;
- Document work;
- Use properly rated test equipment and verify its condition and operation before and after use;
- Practice applicable emergency procedures;
- Unqualified employees must maintain a 10' clearance distance (approach distances are 10' for 50kV plus 4" for every additional 10kV) and are not permitted to enter spaces that are required to be accessible to qualified employees only, unless the electric conductors and equipment involved are in an electrically safe work condition;
- Become qualified in cardiopulmonary resuscitation (CPR) and first aid and maintain current certifications;
- Maintain at least 10 feet of clearance between vehicle and mechanical equipment;
- Employ safe work practices to prevent electric shock or other injuries resulting from either direct or indirect electrical contacts when work is performed near or on equipment or circuits which are or may be energized;
- Wear appropriate PPE when working on or near electrical equipment;
- Refer to system drawings and perform system walk downs;
- Maintain electrical equipment in accordance with the manufacturer's instructions;
- Plan work projects through an approved work control process;
- Refrain from use of personal headphones or ear buds, or listening to music or radios at volumes which could interfere with normal verbal communication; and
- Tie back long hair and secure loose clothing so that it does not become a safety hazard.

Unqualified persons shall not be permitted to enter spaces that are required to be accessible to qualified employees only, unless the electric conductors and equipment involved are in an electrically safe work condition.

Housekeeping Duties - Where live parts present an electrical contact hazard, employees may not perform housekeeping duties at such close distances to the parts that there is a possibility of contact, unless adequate safeguards (such as insulating equipment or barriers) are provided. Electrically conductive cleaning materials (including conductive solids such as steel wool, metalized cloth, and silicon carbide, as well as conductive liquid solutions) may not be used in proximity to energized parts unless procedures are followed which will prevent electrical contact.

Conductive Materials and Equipment - Conductive materials and equipment that are in contact with any part of an employee's body will be handled in a manner that will prevent them from contacting exposed energized conductors or circuit parts. If an employee is expected to handle long dimensional conductive objects (such as ducts and pipes) in areas with exposed live parts, the following work practices will be implemented to minimize the hazard:

- Insulate the conductive objects;
- Provide guarding against contact; and
- Implement material handling techniques.

Portable Ladder Use - Portable ladders shall have nonconductive side rails if they are used in situations where the ladder could contact exposed energized parts.

Flammable or Ignitable Materials - Where flammable materials are present only occasionally, electric equipment capable of igniting them shall not be used, unless measures are taken to prevent hazardous conditions. Such materials include, but are not limited to: flammable gases, vapors, or liquids; combustible dust; and ignitable fibers.

Illumination - Employees shall not enter spaces containing electrical hazards unless illumination is provided that enable the employees to perform work safely. Where lack of illumination or an obstruction precludes observation of the work to be performed, employees shall not perform any task within the Limited Approach Boundary of energized electrical conductors or circuit parts operating at 50 volts or more or where an electrical hazard exists

Alerting Techniques – The following alerting techniques shall be utilized to inform employees of potential hazards:

- Safety signs, symbols, or accident prevention tags shall be used where necessary to warn employees about electrical hazards which may endanger them. Such signs and tags will be designed and used in accordance with regulations (29 CFR 1910.145).
- Barricades shall be used in conjunction with safety signs where it is necessary to prevent or limit employee access to work areas exposing employees to un-insulated energized conductors or circuit parts. Conductive barricades may not be used where they might cause an electrical contact hazard.
- If signs and barricades do not provide sufficient warning and protection from electrical hazards, an attendant shall warn and protect employees.

Portable Equipment and Extension Cords - Portable equipment will be handled in a manner that will not cause damage. Flexible electric cords connected to equipment may not be used for raising or lowering the equipment. Flexible cords may not be fastened with staples or otherwise hung in such a fashion as could damage the outer jacket or insulation.

Inspection - Portable cord and plug-connected equipment and flexible cord sets (extension cords) will be visually inspected before use on any shift for external defects (such as loose parts, deformed and missing pins, or damage to outer jacket or insulation) and for evidence of possible internal damage (such as pinched or crushed outer jacket). Cord and plug connected equipment and flexible cord sets (extension cords) which remain connected once they are put in place and are not exposed to damage need not be visually inspected until they are relocated.

If there is a defect or evidence of damage that might expose an employee to injury, the defective or damaged item shall be removed from service, and no employee may use it until repairs necessary to render the equipment safe have been made.

When an attachment plug is to be connected to a receptacle, the relationship of the plug and receptacle contacts shall first be checked to ensure that they are of proper mating configurations.

Grounding-type equipment – When GFCIs are not being used, an assured grounding conductor program will be adhered to. This program shall cover all cord sets and receptacles which are not part of the building or structure and equipment connected by cord & plug which are available for use by employees.

A flexible cord used with grounding-type equipment will contain an equipment grounding conductor. Attachment plugs and receptacles may not be connected or altered in a manner that would prevent proper continuity of the equipment grounding conductor at the point where plugs are attached to receptacles. Additionally, these devices may not be altered to allow the grounding pole of a plug to be inserted into slots intended for connection to the current-carrying conductors. Adapters which interrupt the continuity of the equipment grounding connection may not be used. One or more competent persons will be designated (as defined in 1926.32(f)) to implement the grounding conductor program.

All equipment grounding conductors shall be tested for continuity & shall be electrically continuous. Each receptacle & attachment cap or plug shall be tested for correct attachment of the equipment grounding conductors. The equipment grounding conductor shall be connected to its proper terminal before each use, before equipment is returned to service following any repair, before equipment is used such as when a cord has been run over, at intervals not to exceed 3 months, for cord sets & receptacles which are fixed & not exposed to damage shall be tested at intervals not exceeding 6 months. Any equipment which has not met the requirements of this program shall not be available or permitted to be used. Damaged items shall not be used until repaired.

Tests performed as required by this program shall be recorded as to the identity of each receptacle, cord set, & cord & plug connected equipment that passed the test and shall indicate the last date tested or interval for which is was tested. This record shall be kept by means of logs, color coding, or other effective means & shall be maintained until replaced by a more current record. These records shall be made available at the job site for inspection by the Assistant Secretary & any affected employees.

Conductive work locations - Portable electric equipment and flexible cords used in highly conductive work locations (such as those inundated with water or other conductive liquids), or in job locations where employees are likely to contact water or conductive liquids, will be approved for those locations.

Connecting attachment plugs - Employees' hands shall not be wet when plugging and unplugging flexible cords and cord and plug connected equipment, if energized equipment is involved. Energized plug and receptacle connections may be handled only with insulating protective equipment if the condition of the connection could provide a conducting path to the employee's hand (if, for example, a cord connector is wet from being immersed in water). Locking type connectors will be properly secured after connection.

Visual inspection - Test instruments and equipment and all associated test leads, cables, power cords, probes, and connectors will be visually inspected for external defects and damage before the equipment is used. If there is a defect or evidence of damage that might expose an employee to injury, the defective or damaged item shall be removed from service, and no employee may use it until repairs necessary to render the equipment safe have been made.

Overcurrent protection modification - Overcurrent protection of circuits and conductors may not be modified, even on a temporary basis, beyond that allowed by the installation safety requirements for overcurrent protection. [See regulation 29 CFR 1910.304(e) for more information about safe work practices for overcurrent protection.]

Overhead Lines - If work is to be performed near energized overhead lines, either adequate clearance distance must be maintained, the lines must be de-energized and grounded, or other safety measures must be taken to protect all employees from electrical hazards. Protective measures may include:

- Keep vehicles, mechanical equipment, and unqualified persons at least 20 feet from overhead lines, adding 4 inches for every additional 10,000 volts.
- Qualified personnel must maintain approach distances as per OSHA Table S-5 (located in 29 CFR1910.333(c)(3)).
- Guard or place barriers between the lines and work areas. Have the lines insulated with brush guards by the company that supplies the power, and follow the company's requirements for working near the insulated lines.

Working in Confined Areas – Protective shields, barriers or insulating materials shall be used as necessary when working in confined or enclosed work spaces where electrical hazards may exist.

Electrical Maintenance

Only qualified persons will perform repair or maintenance work on electrical conductors or circuits. If an electrical hazard is discovered while repairs or maintenance work is performed, any further work must be suspended until the hazard is addressed and corrective actions instituted.

Utilization Equipment

Utilization equipment is subject to the same approval and acceptance requirements as that of electrical equipment. To be acceptable for installation and use, utilization equipment will be listed or labeled by a nationally recognized testing laboratory. Utilization equipment that is not listed or labeled will meet one of the requirements of 29 CFR 1910.399, Acceptable, (i)(ii), or (iii). Utilization equipment that is not listed or labeled will be examined, accepted, and documented by a qualified person. Utilization equipment will be used in accordance with its listing and labeling requirements.

Training

Ryco, Inc. Employees will receive general electric training upon initial safety orientation and annually during toolbox talk training. Refresher training will be conducted if inadequacies in an employee's knowledge or use of this plan indicate that the employee has not retained the requisite understanding or skill. Whenever the employee's responsibilities under the plan are substantially changed; and whenever the plan is substantially revised.

Recordkeeping - Training for all qualified and unqualified persons will be documented. Training records will be kept with the Safety Officer.

8.0 CONFINED SPACES

Purpose

The purpose of this policy is to specify the actions that will be taken at Ryco, Inc. when working around Confined Spaces.

Scope

This policy applies to all employees that work at client locations with confined spaces.

Responsibility

Safety Officer is responsible for enforcing this procedure and making sure that authorized and/or affected employees understand and follow this procedure.

Superintendent/Foreman is responsible for enforcing and training the employees on the elements of this procedure.

Employees are responsible for following the guidelines set forth in this plan and reporting any confined spaces to their Foreman.

Confined Space Procedure

Ryco, Inc. employees may enter, a confined space determination will be completed by the General Contractor or Foreman (see Appendix F) to determine the confined space classification. The confined space determination will be communicated to Ryco, Inc. employees on site including the hazards, the steps to control the hazards, rescue procedures, emergency personnel, and use of the permit (if needed). The classifications of confined spaces are outlined below:

Permit-Required Confined Spaces: A confined space has limited or restricted means for entry or exit, and it is not designed for continuous employee occupancy. Permit-required spaces contain hazards other then restricted means of access that could include lack of oxygen, toxic chemicals, flammable atmosphere, potential cave-in, electrical hazards, moving machine parts, or other potential hazard. When entering a permit-required confined space, the following guidelines will be followed:

- A permit will be followed by Ryco, Inc. employees that include all known hazards and how to protect employees from such hazards.
- For each permit-required confined space, an entrant and attendant will be on site, and an entry supervisor will oversee the operation.
- Rescue equipment will be available during the job that may include a full-body harness, tripod with retrieval device, or other means of rescuing an employee.
- Rescue services will be readily available if needed.
- Prior to and during entry, the atmosphere will be tested for oxygen levels, flammability, and toxic chemicals.
- Only trained Ryco, Inc. employees are permitted to enter permit-required confined spaces.

Non-Permit Confined Spaces: These spaces do not contain any hazards other then restricted means of access while permit-required spaces have certain hazards involved that could cause serious injury and death.

- Ryco, Inc. employees are permitted to enter non-permit confined spaces as long as they are trained and authorized to do so.

Training

All training and/or retraining must be documented, signed & certified. Employee training will include recognition of confined spaces, confined spaces located at the facility, types of confined spaces, entry procedures, and rescue procedures.

This plan should be reviewed with each employee covered by the plan at the following times:

- Annually as part of Ryco, Inc. toolbox talk training sessions;
- Initially when a new employee is hired;
- Inadequacies in an employee's knowledge or use of this plan indicate that the employee has not retained the requisite understanding or skill;
- Whenever the employee's responsibilities under the plan are substantially changed; and
- Whenever the plan is substantially revised.

9.0 LADDER SAFETY

Purpose

This program establishes the training, inspection and operating requirements concerning the use of portable ladders used at Ryco, Inc. and client locations in accordance with the Occupational Safety and Health Administration (OSHA) standard, 29 CFR 1910.25 - 26.

Scope

The ladder program applies to all company employees and contractors working at the office or at client locations.

Responsibility

The Safety Officer will be responsible for the following developing specific policies and procedures pertaining to the operation and maintenance of company ladders and implementation of employee training based on the general principles of ladder safety and their inspections.

The Superintendent/Foreman is responsible for arranging for training of employees who use portable ladders in their departments and ensuring that the ladders under their responsibility are properly inspected and maintained in a safe operating condition.

Employees are responsible for using portable ladders in a safe manner, inspecting ladders in their areas and completing the inspection form, and reporting equipment defects and/or maintenance needs to their supervisors immediately.

Ladder Inspections

New or Modified Equipment Safety Inspection: An inspection of a new or modified ladder is performed by the Foreman and employees.

Pre-Use Inspections: Portable ladders will be inspected prior to use to verify the equipment is safe to operate. If at any time the ladder is found to be in unsafe, the employee will immediately notify his/her Foreman and remove the equipment from service.

Portable and fixed ladders with structural defects, such as, but not limited to, broken or missing rungs, cleats, or steps, broken or split rails, corroded components, or other faulty or defective components, shall either be immediately marked in a manner that readily identifies them as defective, or be tagged with "Do Not Use" or similar language, and shall be withdrawn from service until repaired.

Ladder Safety Rules

The following guidelines must be followed:

- Ladder rungs, cleats, and steps shall be parallel, level, and uniformly spaced, when the ladder is in position.
- Do not stand on the top two rungs of a step ladder.
- Always face the ladder when ascending or descending.
- Do not carry objects that could cause injury in the event of a fall.
- Use 3-points of contact when ascending or descending a ladder.
- Ladders shall not be loaded beyond the maximum intended load for which they were built, nor beyond the manufacturer's rated capacity.
- Ladders shall be used only for the purpose for which they were designed. Never use a ladder in a horizontal position or as scaffolding; do not place ladders on top of boxes, barrels, crates, etc.
- The ladder side rails shall extend at least 3 feet above the upper landing surface. When ladders are not able to be extended then the ladder shall be secured at its top to a rigid support that will not deflect.
- Ladders shall be used at an angle such that the horizontal distance from the top support to the foot of the ladder is approximately one-quarter of the working length of the ladder. (The distance along the ladder between the foot and the top support.)

Training

Ryco, Inc. will provide training to ensure employees understand the purpose and function of this program and general Ladder Safety. Training records are filed with the Safety Officer and will be maintained. Employees will be trained to recognize hazards related to ladders. In addition, employees will be trained on the maximum intended load-carrying capacities of ladders; the proper placement of ladders, and inspection criteria.

This plan should be reviewed with each employee covered by the plan at the following times:

- Annually as part of Ryco, Inc. toolbox talks training sessions;
- Initially when a new employee is hired;
- Inadequacies in an employee's knowledge or use of this plan indicate that the employee has not retained the requisite understanding or skill;
- Whenever the employee's responsibilities under the plan are substantially changed; and
- Whenever the plan is substantially revised.

10.0 HAND AND POWER TOOLS

All hand and power tools, whether furnished by the employer or the employee, shall be maintained in a safe condition. The following guidelines will be followed by all employees. It is the responsibility of the Superintendent/Foreman to ensure that these guidelines are being met:

- Guards shall be in place and operable at all times while the tool is in use.
- The guard may not be manipulated in such way that will compromise its integrity or compromise the protection in which intended.
- Guarding shall meet the requirements set forth in ANSI B15.1.
- Employees using hand and power tools and exposed to the hazard of falling, flying, abrasive, and splashing objects, or exposed to harmful dust, fumes, mists vapors, or gases shall be provided with particular PPE necessary to protect them from the hazard.
- Employees are responsible for inspecting their tools prior to each use.
- Any tool identified as unsafe shall be tagged or the controls locked out and tagged out to render them inoperable or shall be physically removed from its place of operations. The tools shall not be used until properly fixed or replaced.

This plan should be reviewed with each employee covered by the plan at the following times:

- Initially when a new employee is hired;
- Inadequacies in an employee's knowledge or use of this plan indicate that the employee has not retained the requisite understanding or skill;
- Whenever the employee's responsibilities under the plan are substantially changed; and
- Whenever the plan is substantially revised.

11.0 SCAFFOLDS

Purpose

The Ryco, Inc. Scaffold safety program is to ensure that falls and accidents do not occur and to eliminate injuries to workers and other people. Ryco, Inc. desires to protect our employees from work related hazards. This Program is part of that effort and can be used as a guideline for protecting workers using scaffolding; it is not intended to be totally inclusive but rather to highlight the OSHA standards.

Scope

This plan will be utilized when erecting, using, or dismantling scaffolds. The OSHA standard for Scaffolds is found in 29 CFR 1926.451.

Responsibilities

The Safety Officer is responsible for overseeing this plan.

The Superintendent/Foreman is responsible for implementation and training for this plan. The Superintendent/Foreman will also serve as the **competent person** (someone who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate such hazards or conditions) and will conduct an inspection of the scaffold prior to use and periodically throughout the shift.

Employees are responsible for following the guidelines set forth in this plan and for reporting any unsafe conditions on the scaffolds at client locations.

Competent Person

The competent person shall conduct the inspection which will include the following:

- Determine the proper type of scaffold for the work to be performed and site limitations.
- Inspect scaffolds for visible defects before each shift and after each occurrence that could affect a scaffold's integrity (i.e., being struck by a crane).
- Supervise the erection, dismantling, alteration, or moving of scaffolds.
- Determine the feasibility and safety of providing fall protection for employees erecting or dismantling supported scaffolds.

Scaffold Guidelines

General rules for using scaffolds include:

- Employers that lease or purchase scaffolds should make sure that the safety instructions are included with the equipment.
- Scaffold components should never be interchanged with components from a different manufacturer.
- A competent person should supervise the construction of all scaffolding as well as participate in before and during shift inspections.
- Inspect, maintain, and replace all parts of the scaffold and accessories that are in poor condition.

- Scaffolds should support at least four times the anticipated weight of the workers and materials that will be on them.
- Keep scaffolds, platforms, runways, and floors free of ice, snow, grease, mud, or any other materials that could cause slipping.
- Place scaffolds on firm, smooth foundation that prevents sideways movement.
- Employees must not work on scaffolds during storms or high winds.
- Overhead protection must be provided for persons on a scaffold exposed to overhead hazards.
- Toe boards should be used to protect workers from tools and equipment falling from the platform.
- Do not use scaffolds if the working platform is not planked all the way across.
- All planking or platforms must be overlapped a minimum of 12 inches or secured from movement.
- Tools, materials, and debris must not be allowed to accumulate in quantities to cause a hazard.
- Wire of fiber rope used for suspension must be capable of supporting at least six times the intended load.
- Do not use a scaffold if the planks are not scaffold grade, bearing the proper stamp.
- Provide hard hats to all employees working in an area were objects can fall from above.
- Do not use rolling towers unless the wheels are locked and never allow workers to ride on rolling towers while they are being moved.
- Do not bridge between two scaffolds unless designed by a qualified personal.
- Do not use a scaffold taller than four times the minimum base unless it is tied, guyed, or braced to prevent tipping.
- Provide a safe and convenient means for gaining access to the working platform.
- Ladders used to access scaffolds should conform to the requirements of the applicable ladder standard, OSHA Standard 29 CFR 1926.1053.
- Workers should not carry materials as they climb. Keep both hands on the side rails or ladder.
- Do not use heat producing activities such as welding or insulation removal without taking precautions to protect the scaffold workers.
- Spacing between the platform and the uprights should be not more than 1 inch, unless it is demonstrated that the wider space is necessary.
- Scaffold planks should extend over their end supports not less than six (6) inches not more than 18 inches.
- Only qualified personnel who are physically and emotionally fit should erect and dismantle scaffolds.
- Use two or more ladders for means of egress when platforms are longer than 30 feet and large equipment (which may impede the flow of traffic) is between workers and ladders.
- All platforms must be at least 18' (two boards) wide.
- Planks and platforms should be fastened to the scaffold as necessary to prevent uplift or displacement.
- Platforms and planks must not be painted, this will hide defects.
- Loads on the plank should be evenly distributed when possible.
- Post safety rules for scaffolds in obvious places and make sure workers follow them.
-

Inspections and Testing of Planks

Wood scaffolds should not be proof tested. This may result in concealed or unrecognized damage that may cause failure later. Wood planks bear a mark, stamp, seal, or other indication of the referenced standard on usage.

- Examine the plank for large knots, excessive grain slopes, shakes, decay, and other defects that may render it unfit.
- Do not use a scaffold if the planks are bowing more than 1/60 of their span.
- Discard the plank upon visible or audible evidence of failure, or if it has an obvious defection.
- Determine the safe load for a plank on its size and species.
- Do not use rusty or corroded scaffold equipment, its strength is unknown.
- Check for cracks around welds, joints, and circumference.
- Check castors for damaged brakes, axles, or stems.
- Check manufactured planking for missing hooks, locks, missing rivets, bent side rails, and damaged walking surfaces. If the surface is plywood, check for rotten areas.

Fall Protection

Employers are required to protect their employees from falls. Fall protection standards are found in 29 CFR 1926.501. For each employee working on scaffolding more than 10 feet above the following rules will be observed:

- Guardrail systems shall be in stalled along all sides and ends of platforms over 10 feet high.
- Scaffolds made after January 1, 2000 must have a top guardrail height of between 38 inches and 45 inches above the platform surface.
- Scaffolds made before January 1, 2000 must have a top guardrail height of between 36 and 45inches above the platform surface.
- Each guardrail must be able to withstand a force applied in any downward or horizontal direction of at least 200 pounds.
- When guardrails are not erected in these situations, a personal fall arrest system shall be utilized.

Electrical Power Lines

The minimum clearances that must be maintained between scaffolds and exposed energized power lines are 2 feet for insulated power lines of less than 300 volts, and the following:

- 20 feet for insulated power lines of 300 volts or more and all un-insulated power lines (most power lines are not insulated).
- Electrical conductive tools should not be used where they may contact power lines.
- Evaluate each job site before any work is done to determine if there is a danger of overhead power lines coming in contact with workers.
- Employers should inform workers about the hazards of erecting, moving, or working from scaffolds near overhead power lines.
- Employers should notify the utility company when scaffolds must be erected or moved in areas with overhead power lines where the required clearances cannot be maintained. Utility companies can de-energize the power lines or cover them with insulating hoses or blankets before any work is initiated.
- Clearance between the power lines and scaffolds should be monitored by an observer.

Training

All employees that work on scaffolds must be trained by a qualified person in the hazards associated with the type of scaffold that is being used and how to control the hazards. The training should include at least the following:

- Electrical hazards, fall hazards, and falling object hazards.
- Correct procedures for dealing with electrical hazards, using fall protection, and falling object protection systems.
- Proper use of scaffolds, and proper handling of materials on the scaffold.
- Maximum intended load and load-carrying capacities of the scaffolds used.
- The correct procedures for erecting, disassembling, moving, operating, repairing, maintaining, and inspecting scaffolds.
- The employer must train employees when new hazards appear at the worksite.
- The employer must insure that the employees understand the training and must retrain if needed.

This plan should be reviewed with each employee covered by the plan at the following times:

- Annually as part of Ryco, Inc. Toolbox talk training sessions;
- Initially when a new employee is hired;
- Inadequacies in an employee's knowledge or use of this plan indicate that the employee has not retained the requisite understanding or skill;
- Whenever the employee's responsibilities under the plan are substantially changed;
- Whenever the plan is substantially revised; and
- Where changes in the types of scaffolds, fall protection, falling object protection, or other equipment present a hazard about which an employee has not been previously trained.

12.0 AERIAL LIFTS / SCISSOR LIFTS

Policy Statement

It is the policy of Ryco, Inc. to protect employees from all hazards associated with aerial lift/scissor lift operations, to train and certify employees assigned to operate an aerial and/or scissor lift, and to comply with regulatory requirements for the safe operation of lifts.

Aerial or Scissor Lift Trainer

Ryco, Inc. will ensure that employees that operate aerial lifts or scissor lifts receive training and ensure that they meet all requirements for certification for the aerial lifts or scissor lifts they operate. The trainer will also evaluate the effectiveness of the training program and revise the program as needed to ensure the safe operation of aerial lifts.

Certified Lift Operators

All aerial or scissor lift operators will:

- Be trained on the type of aerial or scissor lifts being used;
- Inspect and maintain the lifts according to the inspection and maintenance schedule; and
- Report equipment problems and unsafe conditions to a supervisor.

Lift Training

Ryco, Inc. Foreman are competent in aerial operations and will train employees on proper handling prior to conducting any work off of an aerial device.

Previous Operator Training – Ryco, Inc. will accept operators that have received aerial or scissor lift operator training at a previous job as long as the training was on the same style lifts and can be verified.

Refresher Training - Refresher training will be provided when:

- The operator has been observed to operate the vehicle in an unsafe manner;
- The operator has been involved in an accident or near-miss incident;
- The operator has received an evaluation that reveals that the truck is not being operated safely;
- The operator is assigned to drive a different type of lift; or
- A condition in the workplace changes in a manner that could affect safe operation of the lift.

No one under the age of 18 may operate an aerial or scissor lift. Only employees authorized by Ryco, Inc. are authorized to operate an aerial or scissor lift.

Inspection and Maintenance

Lifts shall be inspected daily before they are used by a trained lift operator. If any issues are found on the inspections, the lift will be placed out of service until the issue has been corrected. During the inspection, lift controls shall be tested each day prior to use to determine that such controls are in safe working condition. Tests shall be made at the beginning of each shift during which the equipment is to be used to determine that the brakes and operating systems are in proper working condition.

Equipment Modifications

Lifts may be "field modified" for uses other than those intended by the manufacturer provided the modification has been certified in writing by the manufacturer or by any equivalent entity.

Safe Work Practices

The following lift guidelines will be followed:

- Boom and basket load limits specified by the manufacturer shall not be exceeded.
- The vehicle shall have a reverse signal alarm audible above the surrounding noise level or the vehicle is backed up only when an observer signals that it is safe to do so.
- For lines rated 50 kV. or below, minimum clearance between the lines and any part of the equipment or load shall be at least 20 feet.
- Employees shall always stand firmly on the floor of the basket, and shall not sit or climb on the edge of the basket or use planks, ladders, or other devices for a work position.
- An approved fall restraint system shall be worn when working from an aerial lift.
- An approved fall restraint system shall be attached to the boom or basket when working from an aerial lift and is not permitted to be attached to adjacent poles or structures.

13.0 FALL PROTECTION

Policy

It is the policy of Ryco, Inc. to protect its employees from on-the-job injuries. All employees have the responsibility to work safely on the job. The purpose of this Plan is to supplement our standard safety policy by providing safety standards specifically designed to cover fall protection on this job; and ensure that each employee is trained and made aware of the safety provisions which are to be implemented by the Plan prior to the start of erection.

Scope

This Plan addresses the use of other than conventional fall protection at a number of areas on the project where a fall of more then 6 feet can occur, as well as identifying specific activities that require non-conventional means of fall protection.

Definitions

Anchorage —secure point of attachment for lifelines, lanyards, or deceleration devices.
Body harness —straps which may be secured about the employee in a manner that will distribute the fall arrest forces over at least the thighs, pelvis, waist, chest, and shoulders with means for attaching it to other components of a personal fall arrest system.
Competent person —one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.
Infeasible —impossible to perform the construction work using a conventional fall protection system (i.e., guardrail system, safety net system, or personal fall arrest system) or that it is technologically impossible to use any one of these systems to provide fall protection.
Lanyard —flexible line of rope, wire rope, or strap which generally has a connector at each end for connecting the body belt or body harness to a deceleration device, lifeline, or anchorage.
Leading edge —the edge of a floor, roof, or formwork for a floor or other walking/working surface (such as the deck) which changes location as additional floor, roof, decking, or formwork sections are placed, formed, or constructed. A leading edge is considered to be an "unprotected side and edge" during periods when it is not actively and continuously under construction.
Lifeline —a component consisting of a flexible line for connection to an anchorage at one end to hang vertically (vertical lifeline), or for connection to anchorages at both ends to stretch horizontally (horizontal lifeline), and which serves as a means for connecting other components of a personal fall arrest system to the anchorage.
Personal fall arrest system —system used to arrest an employee in a fall from a working level. It consists of an anchorage, connectors, a body belt or body harness, and may include a lanyard, deceleration device, lifeline, or suitable combinations of these. As of January 1, 1998, the use of a body belt for fall arrest is prohibited.
Qualified person —one who, by possession of a recognized degree, certificate, or professional standing, or who, by extensive knowledge, training, and experience, has successfully demonstrated his ability to solve or resolve problems relating to the subject matter, the work, or the project.

Self-retracting lifeline/lanyard —deceleration device containing a drum-wound line which can be slowly extracted from, or retracted onto, the drum under slight tension during normal employee movement, and which, after onset of a fall, automatically locks the drum and arrests the fall.
Unprotected sides and edges —any side or edge (except at entrances to points of access) of a walking/working surface, e.g., floor, roof, ramp, or runway where there is no wall or guardrail system at least 39 inches (1.0 m) high.
Walking/working surface —any surface, whether horizontal or vertical on which an employee walks or works, including, but not limited to, floors, roofs, ramps, bridges, runways, formwork, and concrete reinforcing steel, but not including ladders, vehicles, or trailers, on which employees must be located in order to perform their job duties.
Warning line system —a barrier erected on a roof to warn employees that they are approaching an unprotected roof side or edge, and which designates an area in which roofing work may take place without the use of guardrail, body harness, or safety net systems to protect employees in the area.

Fall Assessment

The Superintendents/Foreman will conduct a fall assessment prior to the work being started. A fall protection plan will be prepared by a qualified employee (the Superintendent/Foreman) for the specific work site and will be communicated to employees during a pre-job safety meeting.

Fall Protection Systems

Ryco, Inc. employees may utilize 3 types of fall protection systems to be used when employees are exposed to falls of 6 feet or more. Those systems include the use of a full-body harness and lanyard attached to an approved anchor point, a guardrail system, and a warning line system that may be used for roof work. Fall protection equipment will meet the requirements of applicable ANSI, ASTM, or OSHA requirements.

Personal Fall Arrest Systems - When a personal harness and lanyard is used, the fall arrest system will not create other hazards to the employee. The personal fall arrest system must meet the following requirements:

- The harness and shock absorbing lanyard must be inspected prior to each use by the wearer.
- Any shock absorbing lanyard that has been used during a fall must be replaced with a new lanyard and shock absorber.
- The anchorage point must be able to withstand 5000 lbs. of force and be located above the wearer's body harness.
- The employee is required to be tied-off 100% of the time when above 6-feet without fall protection (this may require two lanyards).

Warning Line Systems - Warning line systems consist of ropes, wires, or chains, and supporting stanchions. These situations may be used when conducting roofing work and are set up as followed:

- Flagged at not more than 6-foot intervals with high-visibility material.
- Rigged and supported so that the lowest point including sag is no less than 34 inches and its highest point is no more than 39 inches from the walking/working surface.
- Stanchions will not tip over when a horizontal force of 16 pounds is applied 30 inches above the walking/working surface.

- The rope, wire, or chain will have a minimum tensile strength of 500 pounds and will support the load applied to the stanchions as prescribed above.
- The warning line will 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 will be erected around all sides of roof work areas. When mechanical equipment is being used, the warning line will be erected not less than 6 feet from the roof edge parallel to the direction of mechanical equipment operation, and not less than 10 feet from the roof edge perpendicular to the direction of mechanical equipment operation. When mechanical equipment is not being used, the warning line will be erected not less than 6 feet from the roof edge.

Guardrails – Guardrail systems will be erected at unprotected edges, ramps, runways, or holes where it is determined by the Project Manager/Foreman that erecting such systems will not cause an increased hazard to employees. Guardrails must meet the following requirements:

- Will be capable of withstanding a force of at least 200 pounds applied within 2 inches of the top edge in any outward or downward direction on the toprail.
- The top edge height of toprails, or (equivalent) guardrails will be 42 inches plus or minus 3 inches from the walking/working level.
- Midrails will be installed at a heights midway between the top edge of the guardrail system and the walking/working level.
- Toeboards will be installed when there are workers below and must be at least 3.5" high.
- Guardrail systems will be surfaced to protect workers form punctures or lacerations and to prevent clothing from snagging.

Rescue

In the event of a fall, prompt rescue of employees will be conducted or rescue equipment made available to the employee to ensure the employees are able to be rescued or rescue themselves.

Investigations

Accident investigations will be conducted in the event of a fall, near miss, or other serious incident relating to fall protection. Accident investigations will be conducted to evaluate the fall protection plan for potential updates to practices, procedures or training in order to prevent reoccurrence.

Employee Training

Employees will be trained on this plan. Each employee exposed to fall hazards will be able to recognize the hazards of falling and will be trained in the procedures to follow to minimize these hazards. Training documentation records will be maintained and contain who was trained, the date of the training, and the signature of the trainer. The training will also have the date that the employer determined the training was deemed adequate.

This plan should be reviewed with each employee covered by the plan at the following times:

- Annually as part of Ryco, Inc. toolbox talk training sessions;
- Initially when a new employee is hired;
- Inadequacies in an employee's knowledge or use of this plan indicate that the employee has not retained the requisite understanding or skill;
- Whenever the employee's responsibilities under the plan are substantially changed;
- Whenever the plan is substantially revised; and
- Whenever there are work place changes, or fall protection systems or equipment changes occur that render previous training obsolete.

14.0 SUBCONTRACTOR MANAGEMENT PLAN

Purpose

All firms subcontracted by Ryco, Inc. will provide safe and healthy employment to their employees while working under Ryco, Inc. Accordingly, Ryco, Inc. will provide each subcontractor with warnings of hazards and information about our programs for abating occupational hazards, and the subcontractor will be informed of all safety, health, and environmental requirements. Ryco, Inc will ensure all work is conducted in a safe and responsible manner in compliance with applicable federal and state regulations as well as Ryco, Inc.'s and the client/operator's requirements and policies.

Scope

This plan must be followed when any subcontractors are utilized for work completed at the office or client locations.

Responsibilities

The Safety Officer

- Conduct a prequalification project review of the subcontractor's contract with Ryco, Inc. to ensure that all appropriate health and safety regulations and requirements and pertinent worksite hazard information have been incorporated, where necessary;
- Document the review of the plan and note any areas of special concerns; and
- Review and monitor the subcontractor's adherence to the subcontractor's written health and safety plan and all applicable environmental, health, and safety requirements.

The Superintendent/Foreman

- Communicate the contractual, statutory, and other environmental, health, and safety requirements to the subcontractor before the start of the contract;
- Ensure that the subcontractor submits a written health and safety plan with its bid package to Ryco, Inc.;
- Ensure that such requirements are addressed in the written contract between Ryco, Inc. and its subcontractor;
- Ensure that all regulatory and contractual safety and health requirements are observed;
- Upon receipt of a report of a noncompliance or any condition that poses a serious or imminent danger to health or safety, issue a request for immediate corrective action from the subcontractor;
- Before the start of the contract, inform the subcontractor of the requirement to observe all environmental, health, and safety provisions specified in the contract, provided by statutes/regulations or otherwise required;
- Monitor the subcontractor's work performance and determine if the subcontractor is complying with the contract health and safety plan and pertinent environmental, health, and safety regulations;
- Ensure that all required permits are completed by the subcontractor and provided for review and signature of an authorized person;
- Notify the Safety Officer immediately of accidents and provide him or her with a copy of the subcontractor's accident reports; and
- Notify the Safety Officer immediately of a safety or health complaint and/or inspection of the subcontractor's jobsite.

The Subcontractors, while working under Ryco, Inc., are responsible for meeting all contractual agreements and for providing a safe and healthy workplace for all potentially affected personnel on the jobsite, including subcontractor employees, Ryco, Inc. employees, other personnel working onsite, or the general public. The subcontractor will:

- Provide for regular safety inspections of the worksites, materials, and equipment by competent employees;
- Notify the Superintendent/Foreman of accidents in a timely manner;
- Notify the Superintendent/Foreman of complaint notifications and/or regulatory agency inspection of the jobsite; and
- Maintain OSHA 300 Injury and Illness recordkeeping forms and keep them up to date and available for review by the Superintendent/Foreman.

Plan Review and Update

This Plan will be reviewed by the Safety Officer and updated as needed to reflect changes in the work and/or worksite conditions and when incidents that result in injury or illness warrant a review.

Subcontractor Prequalification

Subcontractors will be pre-qualified by reviewing their safety programs, safety training documents, and safety statistics. The Ryco, Inc. Safety Officer will review the information and determine if a subcontractor qualifies to do work for Ryco, Inc.

Ryco, Inc. has developed specific criteria that subcontractors must meet for acceptable safety metrics:

- All subcontractors must have safety programs that at a minimum, meet the standards of Ryco, Inc. safety programs.
- All subcontractors must have documentation that their employees are trained in all applicable safety standards and work practices necessary to perform his/her job as well as are instructed in the known potential fire, explosion or toxic release hazards related to his/her job and the process and applicable provisions of the Emergency Action Plan. The subcontractors must also have proof of the employee's understanding of the training.
- All subcontractors must submit safety statistics to Ryco, Inc. for review. The safety statistics will include their previous 3 years of OSHA 300A summaries (or equivalent data) and previous 3 years of DART rates to compare to similar industries. The Ryco, Inc. Safety Officer will determine if the safety statistics meet Ryco, Inc. qualifications.

Subcontractor Written Safety and Health Plan

Any subcontractor awarded work under Ryco, Inc. must comply with applicable federal, state, and local codes and standards, including occupational safety and health requirements, as well as any additional special requirements invoked by contract. The subcontractor must have safety and health programs in place that at least meet the standards of Ryco, Inc. safety and health programs.

Pre-job Commencement Meeting

Representatives of the subcontractor will meet with the Superintendent before the start of subcontract work to review safety and health requirements and discuss implementation of all health and safety provisions pertinent to the work under contract. All subcontractors are included during pre-job safety orientations and pre-job meetings. Subcontractors must be present during the pre-job safety orientations and pre-job meetings to discuss the hazards of the area, bring up any hazards to the employer that the subcontractor has found or that may arise from the subcontractor's work. During the pre-job safety meeting, the Superintendent will review the subcontractor's site-specific safety and health plan with the subcontractor as well as review all required Safety Data Sheets (SDSs) submitted for proposed hazardous chemical products to be used by the subcontractor.

The Superintendent/Foreman will, as prescribed by OSHA standard 29 CFR 1910.1200, *Hazard Communication Standard*, provide information to subcontractors on any chemical hazards present at the worksite. This information will be made available to the contractor in the project specifications as well as at the preconstruction meeting.

Emergencies

The Superintendent/Foreman will inform the subcontractor of the proper procedures for employees to follow if an evacuation or fire alarm is heard, and of any procedures the subcontractor's employees must initiate to alert others if they observe a fire, hazardous substance spill, or other emergency.

Subcontractor Safe Work Practices

Prohibit Unsafe Conditions - No subcontractor employee will be permitted to work in areas with known occupational hazards without proper information and training, engineering and administrative controls, safe work practices, and PPE sufficient to protect him or her from unsafe conditions. The subcontractor must prohibit the use of any machinery, tool, material, chemical, or equipment that is not safe and/or is not in compliance with applicable regulatory standards or the provisions of this Plan.

Inspections and Assessments - All subcontractors will participate in safety related tasks conducted on site. Subcontractors will be included in tailgate safety meetings, job safety analysis, hazard assessments, and on the job safety inspections. Findings will be discussed during safety meetings with Ryco, Inc. and the employer.

Accident Reporting - The subcontractor must report all accidents or incidents resulting in a fatality, injury, illness, and/or damage to or loss of property to the Superintendent/Foreman, in addition to fulfilling regulatory reporting requirements for fatalities and multiple hospitalizations under workplace safety and health rules (29 CFR 1904.39).

Non-Compliance with Safety and Health Standards – If during the course of the contract, the Superintendent/Foreman notes any situations of noncompliance with the subcontractor's safety and health plan, RYCO Inc.'s safety and health requirements, or the client/operator's safety and health requirements, the Superintendent/Foreman will verbally communicate the problem to the subcontractor and will immediately follow up in writing. Failure to correct the violation or continued violations will be grounds for termination of the contract.

If after notifying the subcontractor in writing of deficiencies in any health, safety, or environmental requirements, or the Superintendent/Foreman find continued violations of those requirements or find actions that pose an imminent danger, an immediate order to stop work will be issued. Such violations may result in the default of the contract. The Superintendent/Foreman will document all violations brought to the attention of the subcontractor.

Post-Job Review

Ryco, Inc. will conduct post-job safety performance reviews of all subcontractors. The reviews will include the subcontractor's safety performance while working under Ryco, Inc.

15.0 EXCAVATIONS

Purpose

Ryco, Inc. will provide safe work areas for employees, visitors, and others who are or may be exposed to hazards in or around trenches and other excavation areas. All trenching and excavation activities will be evaluated to eliminate or minimize the potential of cave-ins, review environment contamination, and contact with underground utilities or other subsurface impediments. No digging, trenching, or excavation activities will be performed unless the requirements of federal rules for excavations, employee training, and this organization's safety and environmental policies are met.

Definitions

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

Confined space - a space that is large enough and so configured that an employee can bodily enter and perform work and has limited or restricted means of entry or exit and is not designed for continuous employee occupancy.

Excavation - any man-made cut, cavity, trench, or depression in the earth's surface formed by earth removal.

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

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

Registered Professional Engineer - a person who is registered as a professional engineer in the state where the work is to be performed. However, a professional engineer who is registered in any state is deemed to be a "registered professional engineer" within the meaning of federal rules when approving designs for "manufactured protective systems" or "tabulated data" to be used in interstate commerce.

Shield (trench box) - a structure that is able to withstand the forces imposed on it by a cave-in and thereby protects employees within the structures. Shields can be permanent structures or can be designed to be portable and moved along as work progresses. Additionally, shields can be either premanufactured or job-built in accordance with the OSHA regulations at 29 CFR 1926.652(c)(3) or 29 CFR 1926.652(c)(4). Shields used in trenches are usually referred to as trench boxes or trench shields. Trench boxes or shields protect employees from cave-ins that might occur by providing sheltered space where employees may work. They are not designed to prevent cave-ins. A typical shield consists of two steel plates separated by structural members to form a box open at the top, bottom, and both ends. The box is lowered into the trench so that the steel plates face the trench's sidewalls. Employees then climb into the protected area defined by the steel plates. As the work progresses, the box is dragged along the bottom of the trench by a chain or cable suspended from a backhoe above the ground.

Shoring system - a structure such as a metal hydraulic mechanical or timber shoring system that supports the sides of an excavation and is designed to prevent cave-ins.

Sloping - a method of protecting employees from cave-ins by excavating to form sides of an excavation that are inclined away from the excavations so as to prevent cave-ins. The angle of incline required to prevent a cave-in varies with differences in such factors as the soil type, environment conditions of exposure, and application of exposure and application of surcharge loads.

Support system - structures such as underpinning, bracing, and shoring that provide support to an adjacent structure or underground installation or to the sides of an excavation or trench.

Surface encumbrance means anything that creates a hazardous surcharge load on the sides of a trench or excavation, such as equipment, building materials, vehicles, soil, and sources of vibration, foundations, streams, water tables, or geological anomalies, that could cause it to cave in and injure or kill those inside.

Trench - a narrow underground excavation that is deeper than it is wide, and no wider than 15 feet (ft) (4.5 meters (m)). In general, the depth is greater than the width, but the width of a trench (measured at the bottom) is not greater than 15 ft (4.6 m). If forms or other structures are installed or constructed in an excavation so as to reduce the dimension measured from the forms or structure to the side of the excavation to 15 ft (4.6 m) or less (measured at the bottom of the excavation), the excavation is also considered to be a trench.

Applicability

Ryco, Inc. employees build their own trenches for the purposes of installing new drains and waterlines. Prior to conducting work, the Superintendent/Foreman will ensure that the area can be dug by calling the appropriate authorities.

Responsibilities

Safety Officer - The Safety Officer is responsible for ensuring that the program is up to date, that employees are properly trained prior to conducting any excavation or trenching work, and that all records will be kept are kept on file.

Superintendent/Foreman – Will serve as the competent person(s) on all excavation/trenching work and are responsible for:

- Review and approve the digging, trenching, and excavation drawing and permit;
- Ensure that known underground utilities and structures have been identified and physically located and marked;
- Conduct daily inspections;
- Ensure that precautions will be taken to protect existing underground utilities and structures;
- Ensure that all responsible organizations have given their input for the proposed excavation site;
- Ensure that adequate safety control measures have been identified and implemented;
- Monitor the overall effectiveness of the program through audits and annual reviews;
- Conduct atmospheric testing, other technical assistance, or equipment selections when needed;
- Investigate and document all reported accidents and/or near-miss accidents that are directly or indirectly related to trenching;
- Evaluate soil conditions and select appropriate protective measures;
- Construct protective systems in accordance with the excavation regulatory requirements;
- Preplan, such as contact utilities (gas, electric) to locate underground lines; plan for traffic control, if necessary; and determine proximity to structures that could affect choice of protective systems;
- Test for low oxygen, hazardous fumes, and toxic gasses, especially when gasoline engine–driven equipment is running, or the dirt has been contaminated by leaking lines or storage tanks;
- Ensure adequate ventilation or respiratory equipment, if necessary;

- Provide safe access into and out of the excavation;
- Provide appropriate protection if water accumulation is a problem;
- Inspect the site daily at the start of each shift, following a rainstorm, or after any other hazard-increasing event; and
- Keep excavations open the minimum amount of time needed to complete operations.

The Competent Person must be able to detect:

- Conditions that could result in cave-ins;
- Failures in protective systems;
- Hazardous atmospheres; and
- Other hazards, including those associated with confined spaces.

The competent person will have the authority to take prompt corrective measures to eliminate existing and predictable hazards and stop work when required.

Employee - Each employee engaged in trenching or other excavation-related activities must:

- Complete training, and request assistance when uncertain about any activity he or she must perform.
- Use appropriate personal protective equipment (PPE).
- Adhere to the requirements of the Plan.
- Report all workplace injuries and unsafe conditions to the supervisor.

Hazard Assessment

Excavation and trenching work present serious hazards to all workers involved. Cave-ins pose the greatest risk and are much more likely than other excavation-related accidents to result in worker fatalities. Other potential hazards include falls, falling loads, hazardous atmospheres, and incidents involving mobile equipment.

Before work begins on an excavation or trench, the competent person(s) will evaluate the specific hazardous conditions at the worksite through jobsite studies, observations, test borings for soil type or conditions, and consultations with local officials and utility companies. The following factors will be considered to determine the hazards associated with specific site conditions:

- Traffic
- Proximity and physical conditions of nearby structures
- Soil
- Surface water and groundwater
- Location of the water table
- Overhead and underground utilities
- Weather

Soil Classification - Before any work is begun on an excavation or trench, the soil classification will be determined by the competent person for excavations and trenches over 4 feet deep.

Visual Test - The entire excavation site, including the soil adjacent to the site, will be observed. During the visual test, the designated supervisor will check for crack-line openings along the failure zone that indicate tension cracks and observe the open side of the excavation for indications of layered geologic structuring. Other conditions to look for are signs of bulging, boiling, or sloughing, as well as signs of surface water seeping from the side of the excavation or from the water table.

Manual Tests for Soil Types – Ryco, Inc. treats all excavations as Type C soils and will follow the safety standards for Type C soil only.

Surface Encumbrances - All surface encumbrances that are located so as to create a hazard to employees will be removed or supported, as necessary, to safeguard employees.

Underground Installations - The estimated location of utility installations, such as sewer, telephone, fuel, electric, water lines, or any other underground installations that reasonably may be expected to be encountered during excavation work, will be determined before opening an excavation.

Utility companies or owners will be contacted within established or customary local response times, advised of the proposed work, and asked to establish the location of the utility underground installations before the start of actual excavation. When utility companies or owners cannot respond to a request to locate underground utility installations within 24 hours (unless a longer period is required by state or local law) or cannot establish the exact location of these installations, the excavation work may proceed provided that such work is done with caution, and detection equipment or other acceptable means to locate utility installations are used.

When operations approach the location of underground utilities, excavation will progress with caution until the exact location of the utility is determined. While the excavation is open, underground installations will be protected, supported, or removed as necessary to safeguard employees.

General Requirements

If evidence of a situation that could result in possible cave-ins, slides, failure of protective systems, hazardous atmospheres, or other hazardous condition is identified, exposed workers will be removed from the hazard and all work in the excavation or trench stopped until all necessary safety precautions have been implemented. The following guidelines will be followed for all trenches:

- A competent person will oversee work performed at any excavation to ensure compliance with this Plan.
- Employees who work in or around excavations will be provided training according to their work activities.
- Protective systems will be installed where necessary.
- Work that may impact existing utilities must be properly locked and tagged out.
- Safe Access and Exit - Workers will be provided with safe access into and exiting from trenches or excavations that are more than 4 ft deep. The means of access and the design specifications for such access will be determined by the competent person and in accordance with the following guidelines:
    - Ladders used as access to a trench or excavation will extend from the bottom of the excavation to not less than 3 ft (0.9 m) above the surface.
    - Exit route(s) will be placed within 25 lateral ft of workers.
    - Cleats or other means of connecting runway components must be attached in a way that would not cause tripping (e.g., to the bottom of the structure).
- Protection will be provided to prevent personnel, vehicles, and equipment from falling into excavations.
- Trenches will be backfilled as soon as possible.
- Workers and other personnel must be prevented from passing or standing underneath loads handled by lifting or digging equipment.
- Excavated material will be placed at least 2 ft (0.6 m) from the edge of an excavation or will be retained by devices that are sufficient to prevent the materials from falling into the excavation.

- Atmospheric tests. Air quality tests will be taken before employees enter excavations more than 4 ft in deep when a hazardous atmosphere exists or could be expected to exist and the confined space procedures will be followed.
- Employees will not work in excavations in which there is accumulated water or in which water is accumulating unless the water hazards posed by accumulation is controlled.
- Workers exposed to public vehicular traffic will be provided with and will wear warning vests or other suitable garments marked with or made of reflective or high-visibility material.
- Excavating or hoisting equipment will not be allowed to raise, lower, or swing loads over or adjacent to personnel in the excavation without substantial overhead protection. Personnel will maintain a safe distance from a hoisting operation until the load has been placed.
- If the stability of adjoining buildings or walls is endangered by excavations, shoring, bracing, or underpinning will be provided to ensure the stability of the structure and to protect employees.

Protective Systems

The following guidelines will be followed:

- For excavations less than 4 ft (1.5 m) deep, the competent person will examine the excavation for potential cave-in hazards and determine if a protective system is needed.
- All workers in an excavation or trench 4 ft deep or deeper will be protected from cave-ins by an adequate protective system. Protective systems will have the capacity to resist without failure all loads that are intended or could reasonably be expected to be applied or transmitted to the system.
- The competent person will select the method of protection that is most suitable for the particular excavation site, taking into consideration soil type and surrounding structures.
- Excavations in which employees could potentially be exposed to cave-ins will be protected by:
  - Sloping or benching the sides of the excavation; or
  - Supporting or shoring the sides of the excavation; or
  - Placing a shield between the side of the excavation and the work area.
- The following excavations do not require protective systems:
  - Excavations made entirely in stable rock; or
  - Excavations are less than 4 ft (1.52 m) deep and examination of the ground by a competent person provides no indication of a potential cave-in.
- Backfilling will progress together with the removal of support systems from excavations. Excavation of material to a level no greater than 2 ft (0.6 m) below the bottom of the members of a support system will be permitted, but only if the system is designed to resist the forces calculated for the full depth of the trench and there are no indications while the trench is open of a possible loss of soil from behind or below the bottom of the support system.
- A trench shield may be used as long as the protection it provides is equal to or greater than the protection that would be provided by the appropriate shoring system. The competent person or supervisor must follow manufacturer's instructions for premade boxes and shields once a design has been chosen.
- Shield systems will not be subjected to loads exceeding those that the system was designed to withstand.
- Shields will be installed in a manner to restrict lateral or other hazardous movement of the shield in the event of the application of sudden lateral loads.

Excavator Operators

All excavator operators must be properly trained and qualified to operate the machinery they are operating.

Training

All employees involved in trenching or excavation work must be trained in the requirements of this Plan before any trenching or excavation-related activities begin.

Supervisor Training

All Superintendent/Foremen of trenching and excavation activities must satisfy OSHA requirements for a competent person. Such employees must attend competent person training conducted by a trainer approved by the plan administrator or designee.

This plan should be reviewed with each employee covered by the plan at the following times:

- Annually as part of Ryco, Inc. tool box talk training sessions;
- Initially when a new employee is hired;
- Inadequacies in an employee's knowledge or use of this plan indicate that the employee has not retained the requisite understanding or skill;
- Whenever the employee's responsibilities under the plan are substantially changed;
- Whenever the plan is substantially revised; and
- Whenever there are work place changes, or fall protection systems or equipment changes occur that render previous training obsolete.

16.0 POWERED INDUSTRIAL TRUCKS

Purpose

The purpose of the Ryco, Inc. Powered Industrial Truck (PIT) policy and procedures is to protect all Ryco, Inc employees from hazards associated with operating and working around powered industrial trucks. Ryco, Inc currently utilizes Class V sit down rider fork trucks.

Definitions

Backrest: Vertical support above the forks that, when a load is tipped back, prevents the load from falling toward the driver

Carriage: The part of the mast where the forks and backrest are mounted

Forklift: A powered industrial truck with a power-operated forked platform used to hoist and transport materials by means of steel forks inserted under a load

Mast: A support member providing guideways that permit vertical movement of the carriage

Powered Industrial Truck (PIT): An industrial vehicle used to carry, push, pull, lift, or stack material powered by an electric motor or an internal combustion engine, including vehicles commonly called forklift trucks, rider trucks, motorized or powered hand trucks, pallet trucks and tugs. Not included is compressed air or nonflammable compressed gas-operated industrial trucks, aerial lifts, or vehicles intended primarily for earth moving or over-the-road hauling.

Overhead guard: Framework fitted to a truck over the head of a riding operator to guard against falling debris.

Rated capacity: The maximum weight that the truck is designed to lift as determined by the manufacturer

Responsibilities

Safety Officer: has the primary responsibility for establishing and implementing this policy. This includes but is not limited to:

- On-site evaluation to monitor use of safe work practices and procedures;
- Providing or identifying appropriate training for operators and other staff;
- Providing technical assistance as needed;
- Reviewing and updating the program at least annually;
- Coordinating training and assisting in identifying training needs;
- Ensuring that pre-shift inspections are completed, regular maintenance of the forklift vehicles is conducted, and that maintenance records are maintained for each vehicle; and
- Ensuring that battery charging or refueling is conducted safely and in locations designated for that purpose, including wearing the appropriate personal protective equipment (PPE).

Employees: have the primary responsibility for working in accordance with the provisions of this policy. No employee is authorized to operate a powered industrial truck without the proper training and certification.

Safety Rules and Procedures

Forklifts used at Ryco, Inc facility shall meet the design and construction requirements for powered industrial trucks established in the ANSI/ASME B56.1, "Safety Standard for High Lift and Low Lift Trucks."

General Forklift Operation Rules

- No one under the age of 18 may operate a forklift or any other powered industrial truck. Only personnel certified by Ryco, Inc or its designee are authorized to operate an authority forklift.
- Any time an operator leaves a forklift unattended, and his or her view of the forklift is obstructed, or the operator is 25 feet or more away from the forklift, the operator will follow this sequence of precautions:
  - Lower the load to the ground with the forks parallel to the ground surface;
  - Neutralize the controls;
  - Set the brakes; and
  - Chock the tires if parked on an incline.

Traveling

Forklift operators will obey the following rules when the forklift is traveling:

- Wear a seatbelt and hardhat (other PPE should be worn as necessary);
- Yield the right of way to pedestrians and emergency vehicles;
- Never engage in stunt driving or horseplay;
- Never drive the forklift towards a person in front of a fixed object;
- Never stand or pass, or allow someone else to stand or pass, under the elevated forks;
- Always keep arms, hands, or legs inside the truck;
- Never use excessive speed;
- Maintain a safe distance from the edge of ramps or platforms;
- Sound the horn when backing up, passing through overhead doors, at intersections, and where the operator's vision is obstructed;
- Travel in reverse or utilize a spotter if the load obstructs forward view;
- Carry loads with the forks no more than 8-10 inches above the ground or floor unless warranted by uneven conditions;
- Ensure there is a safe distance along the path of travel from the top of the forklift mast or load and any overhead objects (e.g., lights, pipes, ventilation equipment);
- Loads shall not be raised or lowered while traveling;
- Stay at least three truck lengths behind another truck; and
- Travel up and down grades slowly, keeping the load upgrade and raised only enough to clear the surface on grades of over 10 percent.

Loading and Unloading

Forklift operators will comply with the following rules when loading or unloading materials with a forklift:

- Never lift loads that exceed the rated capacity listed on the nameplate of the forklift;
- Only handle stable and safely arranged loads;
- Place the forks under the load as far as possible (the load will touch the forklift carriage) and tilt the mast backward enough to stabilize the load;
- Check the maximum safe height of an area before stacking or tiering a load;
- Never tilt the load forward unless depositing it onto a rack or stack; and
- Never carry anything on the overhead guard.

Refueling Operations (Internal Combustion Trucks)

Operators and maintenance personnel shall comply with the following rules when refueling a forklift:

- No smoking;
- Don the proper PPE (safety glasses and leather gloves shall be worn when changing propane tanks);
- Turn off the engine and set parking brake;
- Have a fire extinguisher and spill cleanup materials ready;
- Perform all fueling operations in well-ventilated areas designated for that purpose;
- Avoid fuel spills—if there is a spill, clean it up immediately; and
- Replace the fuel cap before starting the forklift.

Forklift Pre-Shift Inspections

Forklifts shall be inspected daily before they are used, and after each shift for forklifts used for more than one consecutive shift. The "Forklift Pre-Shift Inspection" Form (Attachment G) shall be completed and maintained on-site by the facility supervisor. Operators should complete a 360 walk around prior to any use of the equipment to check for obstructions or obvious damage.

Forklift operators and forklift maintenance personnel will implement the following maintenance precautions:

- Keep forklifts clean and free of lint, excess oil, and grease;
- Clean forklifts with noncombustible agents; and
- Ensure only authorized employees handle repairs.

Pedestrian Safety

Pedestrians must comply with the following rules when walking in areas where forklifts operate:

- Never ride on trucks or forks;
- Never stand or walk under elevated forks;
- Be aware and listen for truck horns, especially at intersections; and
- Cross intersections carefully.

Training

Forklift Operator Training

The Safety Officer or their designee is responsible for providing training for powered industrial truck operators and maintenance personnel.

Initial Operator Training

Operators will be trained and certified before he or she is assigned to operate a forklift. A trainee will operate a forklift only under the direct supervision of a trainer who has the knowledge, training, and experience to train operators and evaluate their competence, and where the operation will not endanger the trainee or other employees.

Training will consist of a combination of formal instruction and demonstrations performed by the trainer, practical exercises performed by the operator, and an evaluation of the operator's performance.

The forklift operator initial training program shall cover at least the following topics:

Characteristics of the Forklift:

- Differences from the automobile
- Controls and instrumentation, such as location, what they do, and how they work
- Engine or motor operation
- Steering and maneuvering
- Visibility
- Fork and/or attachment adoption, operation, and limitations of their use
- Vehicle capacity
- Vehicle stability
- Vehicle inspection and maintenance the operator will be required to perform
- Refueling or charging and recharging batteries
- Operating limitations
- Any other operating instruction, warning, or precaution listed in the operator's manual for the type of vehicle the employee is being trained to operate

The Operating Environment:

- Floor surfaces and/or ground conditions where the vehicle will be operated
- Composition of probable loads and load stability
- Load manipulation, stacking, or unstacking
- Pedestrian traffic
- Narrow aisle and restricted place operation
- Operating in classified hazardous locations
- Operating the truck on ramps and other sloped surfaces that would affect the stability of the vehicle
- Other unique or potentially hazardous environmental conditions that exist or may exist in the workplace
- Operating the vehicle in closed environments and other areas where insufficient ventilation and/or poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust

Operator Performance Evaluation

Each forklift operator's performance will be evaluated annually.

Refresher Training

Refresher training will be provided:

- Every three years when the employee's certification expires;
- When an operator has been observed to operate the vehicle in an unsafe manner;
- When an operator has been involved in an accident or near-miss incident;
- When an operator has received an evaluation that reveals that the truck is not being operated safely;
- When an operator is assigned to drive a different type of truck; or
- When a condition in the workplace changes in a manner that could affect safe operation of the truck.

Policy Review

This procedure will be reviewed and updated:

- Annually;
- When the applicable federal or state regulations change;
- When operations at the facility change that require a revision to this plan; and
- When an accident investigation or safety audit warrant a plan revision.

Recordkeeping

Training records (dates of training, attendee lists, and trainers) will be maintained by Ryco Inc. Human Resources for at least 5 years.

16.0 SILICA

Policy

The purpose of the Ryco, Inc. Silica policy is to protect workers from harmful exposure to airborne silica dust. Ryco, Inc. is committed to being diligent in our efforts to select the most effective control technologies available and to ensure that the best practices, as described in this policy, are followed at our worksites. The work procedures established by Ryco, Inc. will protect not only our workers but all workers on our worksites.

Scope

This Plan addresses the use of a combination of control measures to reduce the likely hood of exposure to airborne silica due. Ryco Inc. is committed to being diligent in our efforts to select the most effective control technologies available, and to ensure that the best practices, as described in this policy. Due to the significant risk posed by respirable silica, it is critical that all personnel involved in operations that could potentially create silica dust take specific action to ensure that, as much as possible, a hazard is not created.

Responsibilities

The *Safety Officer*:

- Ensuring that the materials (e.g., tools, equipment, personal protective equipment) and other resources (i.e., worker training materials) required to fully implement and maintain this policy are readily available where and when they are required;
- Selection and availability of proper tools/equipment;
- Control methods to be used and level of respiratory protection required;
- Coordination plan when necessary;
- Conducting a periodic review of the effectiveness of this policy. This would include a review of the available dust-control technologies to ensure these are selected and used when practical;
- Initiating sampling of worker exposure to concrete dust when there are non-standard work practices for which the control methods to be used have not been proven to be adequately protective;
- Ensuring that all required tools, equipment, and personal protective equipment are readily available and used as required by this policy;
- Ensuring supervisors and workers are educated and trained to an acceptable level of competency;
- Maintaining records of training, fit-test results, crew talks, and inspections (equipment, PPE, work methods/practices); and
- Coordinating the work with the general contractor and other employers to ensure a safe work environment.

The *Superintendent/Foreman*:

- Obtaining a copy of a Exposure Control Plan from the general contractor, and making it available at the employees if applicable;
- Selecting and implementing the appropriate site-specific control measures;
- Providing adequate instruction to workers on the hazards of working with silica-containing materials (e.g., concrete) and on the precautions specified in the job-specific plan covering hazards at the location;
- Ensuring that workers are using the proper respirators when working around silica dust;

- Directing the work in a manner that ensures the risk to workers is minimized and adequately controlled; and
- Communicating with the general contractor and other sub-contractors to ensure a safe work environment.

Employees:

- Knowing the hazards of silica dust exposure;
- Using the assigned protective equipment in an effective and safe manner;
- Setting up the operation in accordance with any site-specific plan;
- Following established work procedures as directed by the general contractor or Ryco, Inc Superintendents/Foreman;
- Reporting any unsafe conditions or acts to the Superintendents/Foreman; and
- Knowing how and when to report exposure incidents.

Silica Properties

Silica is the second most common mineral on earth and makes up nearly all of what we call "sand" and "rock." Silica exists in many forms—one of these, "crystalline" silica (including quartz), is the most abundant and poses the greatest concern for human health. Some common materials that contain silica include:

- Rock and sand
- Topsoil and fill
- Concrete, cement, and mortar
- Masonry, brick, and tile
- Granite, sandstone, and slate
- Asphalt (containing rock and stone)
- Fibrous-cement board containing silica

Silica is a primary component of many common construction materials, and silica-containing dust can be generated during many construction activities, including:

- Abrasive blasting (e.g., of concrete structures)
- Jackhammering, chipping, or drilling rock or concrete
- Cutting brick or tiles
- Sawing or grinding concrete
- Tuck point grinding
- Road construction
- Loading, hauling, and dumping gravel
- Demolition of structures containing concrete
- Sweeping concrete dust

Unprotected workers performing these activities, or working in the vicinity, can be exposed to harmful levels of airborne silica. Workers in other industries can also be exposed to silica, for example in the manufacture of toothpaste or pottery, or when loading coal (which can contain quartz) into the hold of a ship.

Health Hazards

Exposure to silica has been shown to cause silicosis, lung cancer, pulmonary tuberculosis and other airway diseases. Crystalline silica dust can cause a disabling, sometimes fatal disease called silicosis. The fine particles are deposited in the lungs, causing thickening and scarring of the lung tissue. The scar tissue restricts the lungs' ability to extract oxygen from the air. This damage is permanent, but symptoms of the disease may not appear for many years.

A worker may develop any of three types of silicosis, depending on the concentrations of silica dust and the duration of exposure:

- Chronic silicosis—develops after 10 or more years of exposure to crystalline silica at relatively low concentrations.
- Accelerated silicosis—develops 5 to 10 years after initial exposure to crystalline silica at high concentrations.
- Acute silicosis—develops within a few weeks, or 4 to 5 years, after exposure to very high concentrations of crystalline silica.

Initially, workers with silicosis may have no symptoms; however, as the disease progresses, a worker may experience:

- Shortness of breath
- Severe cough
- Weakness

These symptoms can worsen over time and lead to death. Exposure to silica has also been linked to other diseases, including bronchitis, tuberculosis, and lung cancer.

Code of Practice

Ryco, Inc has a code of practice that includes measures to be used to prevent the uncontrolled release of silica and the procedures to be followed if there is an uncontrolled release. Engineering controls such as ventilation or wet methods may be used to control silica-containing dusts.

Risk Identification, Assessment and Control

The potential for worker exposure to silica should be identified during the hazard assessment. A worker's exposure to silica is kept as low as reasonably achievable. Employees must not be exposed to airborne concentrations of silica in excess of 0.025 mg/cubic meter over an 8-hour time period.

Ryco has performed Industrial Hygiene monitoring on routine tasks of cutting and drilling through concrete to monitor employee exposure to harmful airborne silica dust. Results showed employee's exposure well below the concentrations threshold.

A key step in developing a silica exposure control plan is to identify and assess the following:

Work activities — that may generate airborne silica dust—for silica, the route of exposure is through the inhalation of airborne dust. The employer should have a qualified person review the planned work activities to identify those that may generate airborne silica.

Amount of exposure —some work activities generate more dust than others, and the amount of exposure should be estimated. Published resources are available that provide air sampling data and compare silica dust levels from various construction activities.

Duration of exposure —Workers who grind concrete for a full shift would be at greater risk than workers jackhammering for an hour.

Control Options

Effective control options must be used to eliminate or reduce the risk to workers from the hazards of silica dust exposure. The following hierarchy of control measures must be followed:

- Engineering controls (e.g., water, local exhaust ventilation, enclosure)
- Administrative controls (e.g., coordination of tasks with subcontractors, signage)
- The use of proper PPE such as gloves, coveralls and eye protection when exposed to silica. Personal protective equipment such as gloves, coveralls and eye protection will be used to control silica exposures.

Ryco, Inc. is committed to developing knowledge and expertise about these controls, and to establishing policies/procedures to protect workers from harmful exposure and to minimize reliance on respirators. Controls have been proven to reduce airborne dust levels significantly when selected and operated in accordance with best practices. We know that engineering controls alone do not reduce airborne silica to safe levels; so in most cases other control measures, including respiratory protection, may be necessary.

If a job could release an unusually high amount of dust, and RYCO, Inc. is unsure of the adequacy of control measures, air sampling will be conducted to ensure that control methods are protective.

Ryco, Inc will reduce or eliminate worker exposure to silica dust by selecting a combination of the following controls listed in order of preference:

- Elimination and substitution
- Engineering
- Administrative
- Personal protective equipment

Elimination and Substitution

Ryco, Inc. recognize the importance of planning the work in order to minimize the amount of silica dust generated. During the project planning phase, we will advocate for the use of methods that reduce the need for cutting, grinding, or drilling of concrete surfaces (e.g., formwork planning).

Engineering Control of Dust

Selecting an appropriate control measure depends on the specifics of the operation. In some cases, local exhaust ventilation (LEV) is more effective at controlling exposure (e.g., during grinding operations) than wetting methods. In a different application, wetting may be more effective (e.g., during cutting operations) than LEV.

Dust control systems may employ three well-established techniques:

- Local exhaust ventilation (LEV)
- Wet dust suppression (WDS)
- Restricting or isolating the work activity with barriers or full enclosures (this may be the only option where LEV or WDS is not practical or effective)

Local Exhaust Ventilation (LEV):

When LEV is used in our work, we will employ the following systems and safe work practices:

- Vacuum attachment systems to capture and control the dust at its source whenever possible.
- Dust control systems (used regularly and well maintained).
- Grinding wheels operated at the manufacturers' recommended rpm (operating in excess of this can generate significantly higher airborne dust levels).
- Retrofit shrouds or exhaust cowlings for corner grinding; use manufacturer-specified rpm speeds and a well-maintained HEPA vacuum.
- Diamond stone grinders, which allow for the use of a more efficient suction casing on the grinder, whenever practicable.
- HEPA or good quality, multi-stage vacuum units approved for use with silica dust. [The vacuum units should be capable of creating a target airflow of at least 70 cfm. This should achieve a face velocity at the shroud of about 1.3 m/s (260 fpm)—the higher the face velocity, the more dust captured at source.]
- Work planning, so that concrete grinding can be completed when wet (dust release can be significantly reduced).
- Good housekeeping work practices (for example, use vacuums with high-efficiency particulate air (HEPA) filters, or use wet sweeping).
- Train workers and supervisors on how to properly use and maintain the equipment.

Wet Methods for Dust Control:

When water spray systems are used in our work, we will follow these safe work practices:

- Pneumatic grinders will be used instead of electric-powered grinders if water is the method of control.
- Pressure and flow rate of water will be controlled in accordance with tool manufacturers' specifications (for cutting saws, a minimum of 0.5 liters of water per minute should be used).
- When sawing concrete or masonry, we will use only saws that provide water to the blade.
- Wet slurry will be cleaned from work surfaces when the work is completed, using a wet vacuum or wet sweeping.

Barriers and Enclosures:

When barriers or enclosures are used in our work, we will follow these safe work practices:

- The site foreman will determine the type and design of barrier or enclosure (based on the work activity and the work area) and ensure it is constructed in accordance with the work plan. Barriers may be simple hazard-flagging ribbon or more restrictive hoarding.
- We will use commercially available negative air units when constructing a full enclosure.

Administrative Controls

We will follow these safe work practices:

- Exposure control plans and the site risk assessment/work plan will be submitted to the general contractor prior to the start of work.
- We will establish procedures for housekeeping, restricting work areas, personal hygiene, worker training, and supervision.
- As part of our project planning, we will assess when silica dust may be generated and plan ahead to eliminate or control the dust at the source. We recognize that awareness and planning are key factors in the prevention of silicosis.
- Warning signs will be posted to warn workers about the hazards of silica and to specify any protective equipment required (for example, respirators).
- Work schedules will be posted at the boundaries of work areas contaminated with silica dust.
- Work that generates silica dust will be conducted after hours, when access to other unprotected workers cannot be restricted.
- We will develop a site-specific exposure control plan to cover project-specific issues (e.g., scope of work, project location and site-specific hazards) and to be kept available at the worksite.

Personal Protective Equipment:

Respiratory protection

- All workers who wear respirators will do so in adherence with our PPE/respirator program.
- Respirators will be selected based upon measured exposure levels and the assigned protection factor of respirators.
- Only approved respirators will be used.
- Workers will be properly trained in the use of respirators, and a high standard of supervision, inspection, and maintenance will be followed.

Documentation

Records must be kept of the following:

- Worker education and training sessions
- Respirator fit-testing-if applicable
- Equipment maintenance and repair
- Worksite inspections

Training

A worker who may be exposed to silica must be informed of the health hazards associated with exposure to that substance, is informed of measurements made of airborne concentrations of harmful substances at the work site, and is trained in procedures developed by Ryco, Inc to minimize the worker's exposure.

Training is required prior to using silica-containing materials or working in an environment known to contain airborne concentrations of Silica. Periodic refresher training is also required. Ryco, Inc will train all silica dust in the following:

- Hazards associated with exposure to silica dust;
- The risks of exposure to silica;
- Signs and symptoms of silica disease;
- Safe work procedures to be followed (e.g., setup of enclosures, disposal of silica waste, personal decontamination);
- Use of respirators and other personal protective equipment (e.g., donning and doffing of personal protective equipment, and cleaning and maintenance of respirators);
- Use of control systems (e.g., LEV and wet methods);
- How to seek first aid (for example, the location and use of eyewash stations); and
- How to report an exposure to silica dust.

APPENDIX A: ACCIDENT INVESTIGATION FORM

ACCIDENT INVESTIGATION REPORT

Employee Information

Name: _____ Shift: _____
Last First Middle

Department: _____ Job Title: _____

Employee Information (Completed by HUMAN RESOURCES ONLY)

Street Address: _____ City: _____ State: _____ ZIP: _____

Soc. Sec. No.: _____ Phone#: _____ Age: _____ Sex: _____

Birth Date: _____ Hire Date: _____ Marital Status: _____ # of Dependents: _____

Incident Description

Time of Incident: _____ a.m./p.m. Time Reported: _____ a.m./p.m.
Date of Incident: _____ Date Reported: _____

Indicate when incident occurred: ____ 1st hour ____ Between 2nd and 8th hour ____ Over the 8th hour

Length of time on job: ____ In Training ____ Less than 1 Year ____ Over 1 Year

What Happened? (Explain all events that led up to and occurred during the incident. Include exact location, machine#, etc.)

_____

_____

_____

Were there any witnesses? ____ Yes ____ No

If so, who? _____

Was a 3rd party (i.e. sub-contractor) directly or indirectly involved with this incident? ____ Yes ____ No

Was safety equipment by-passed, not used or used improperly? ____ Yes ____ No

Was medical attention offered? ____ Yes ____ No If yes, check all that apply:

____ 1st Aid on site ____ Occupational Health Clinic ____ Hospital Emergency Room
____ Employee does not wish to receive outside medical treatment at this time. ____ Other (explain): _____

Incident Type

___ Fall from elevation
___ Fall, Same Level
___ Slip or Trip (no fall)
___ Struck against object
___ Struck by object
___ Caught In, Under or Between
___ Overexertion/Strain
___ Motor Vehicle
___ Forklift or Pallet Jack
___ Other (explain) _____

Body Part(s) Affected (*Circle Left or Right where applicable)*

___ Head
___ Face
___ Lip/Mouth
___ Eye (Lt./Rt.)
___ Ear (Lt./Rt.)
___ Other (explain) _____
___ Neck
___ Trunk/Torso
___ Abdomen
___ Upper Back
___ Lower Back
___ Hip (Lt./Rt.)
___ Shoulder (Lt./Rt.)
___ Upper Arm (Lt./Rt.)
___ Elbow (Lt./Rt.)
___ Forearm (Lt./Rt.)
___ Wrist (Lt./Rt.)
___ Hand (Lt./Rt.)
___ Finger (Lt./Rt.)
___ Thigh (Lt./Rt.)
___ Knee (Lt./Rt.)
___ Shin/Calf (Lt./Rt.)
___ Ankle (Lt./Rt.)
___ Foot (Lt./Rt.)
___ Toe (Lt./Rt.)
___ Respiratory

Nature of Injury/Illness

___ Sprain/Strain
___ Repetitive Trauma (CTDs)
___ Cut/Scrape/Puncture
___ Bruise/Contusion
___ Fracture/Dislocate/Crush
___ Skin Irritation/Dermatitis
___ Burn-Thermal/Electrical
___ Burn-Chemical
___ Foreign Object
___ Heat Stress
___ Hernia/Rupture
___ Other (explain) _____
___ Concussion
___ Chemical Exposure
___ Amputation

Basic Causes (check all that apply)

___ Unsafe Method
___ Spills/Leaks
___ Shortcuts/Save Time
___ Housekeeping/Clutter
___ Using Improper Tool
___ Unguarded/Faulty Equipment
___ Procedure Not Followed Properly
___ Lack of Protective Equipment
___ Other (explain) _____

Root Causes (check all that apply)

___ Lack of Procedure
___ Inadequate Procedure
___ Lack of Enforcement/Motivation
___ Lack of Knowledge/Training
___ Inadequate Inspection/Maintenance
___ Other (explain) _____

Corrective Action

Action Needed	Person(s) Responsible	Expected Completion Date
1)		
2)		
3)		

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____

*(Department Supervisor is to return completed form to Human Resources within **24** hours of report of incident.)*

APPENDIX C – HEPATITIS B FORM

Hepatitis B Consent Form

Employee Name *(please print)*:_____**Program Name:** _____

The Hepatitis B vaccine is a noninfectious synthetic vaccine produced in yeast cells. Clinical trials in healthy adults receiving three doses showed a zero conversion rate of 79% at month six and 96% at month seven. The duration of immunity has not been determined. This Vaccine should be safe and effective for prevention of Hepatitis B. It is not effective in the protection against other types of Hepatitis.

You will be given three vaccinations, with the second and third doses being administered at one month and six months after the initial dose.

Adverse side effects are most commonly mild, temporary soreness at the site of injection. No serious immediate or long-term reactions have been reported. Please report any adverse reactions to your vaccination provider.

This vaccine is contraindicated for anyone who is hypersensitive to yeast or yeast products and any other components of the vaccine such as aluminum hydroxide, thimerosal, sodium chloride or phosphate buffers.

If you are pregnant or nursing or become so during your vaccination series, written permission from your attending physician would be required before the vaccine would be administered.

- ☐ I have already received the HBV vaccine. I will provide the facility with documentation of the series completion.
- ☐ I choose to receive the Hepatitis B vaccine and understand this will be at no cost to me. I understand it is my responsibility to secure the vaccinations. I have been given information on the vaccine and where I can obtain these immunizations. I will provide the administration office with documentation that I have received the vaccination series of three injections.
- ☐ 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 the 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.

Employee Signature: _____ **Date**: _____

APPENDIX D: PPE HAZARD ASSESSMENT FORM

RYCO, INC.	PPE Hazard Assessment Form	
Picture of Area:	**Building:**	
	Area:	
	Analyzed by:	
	Foreman Authorization:	
	Date of last Revision:	

Required Personal Protective Equipment:

Area Requirement:

Additional Requirements – See below per task

Required Training:

TASK	HAZARDS	CONTROLS

APPENDIX D: PPE HAZARD ASSESSMENT FORM

RYCO, INC.	PPE Hazard Assessment Form	
Picture of Area:	**Building:**	
	Area:	
	Analyzed by:	
	Foreman Authorization:	
	Date of last Revision:	

Required Personal Protective Equipment:

Area Requirement:

Additional Requirements – See below per task

Required Training:

TASK	HAZARDS	CONTROLS

APPENDIX E: CONFINED SPACE DETERMINATION SHEET

Confined Space Determination Worksheet

Space Being Evaluated: _____
Work To Be Performed: _____

Step I. Is the space?

Confined Space	Yes	No
1) Large enough for a body to enter **AND**		
2) Limited or restricted means for entry or exit **AND**		
3) **NOT** designed for continuous occupancy		

If the answer to any of the questions is "NO," it is a "Non-Permit Confined Space," proceed to Step IV, sign, date, and keep worksheet on file.

If the answer to ALL three questions above is "YES," it is a "Confined Space," go to Step II.

Step II. Does the **confined space** have the potential to contain one or more of the following hazards?

Hazard(s) Identification	Yes	No
1) Contains, or has the potential to contain, a hazardous atmosphere		
a. 10% LEL (Lower Explosive Limit) – Flammable/combustible gases	___	___
b. Dust Concentration > LEL Dust	___	___
c. Oxygen (O_2) level is less than 19.5% or greater than 23.5%	___	___
d. PEL (Permissible Exposure Limit) Exceeded	___	___
e. IDLH (Immediately-Dangerous-to-Life-or-Health) Atmosphere	___	___
OR		
2) Potential to be engulfed (completely surrounded by material, i.e. cave-ins, drowning, buried) **OR**		
3) Potential to be trapped or asphyxiated by inwardly converging walls **OR**		
4) A serious safety or health hazard		

If the answer to ALL the questions is "NO" it is considered a "Confined Space," proceed to Step IV, sign, date and keep worksheet on file.

If the answer to ANY of the above questions in Step II is "YES," the space is considered a potential permit-required confined space. Proceed to Step III.

Step III. Can the hazards be controlled without entering the space?

NOTE: Describe the procedure(s) used to eliminate or control all the hazards identified in Step II. The hazards must be controlled without entering the permit-required confined space.

Hazard(s) Identified in Step II	Controlled? Yes	No

If the answer to ANY of the above questions is "NO," then the space is considered a "Permit-Required Confined Space." Proceed to Step IV, sign, date and keep worksheet on file.

If the answer is "YES," and all the hazards are controlled, it is considered a "Reclassified Confined Space," proceed to Step IV, sign, date and keep worksheet on file.

Step IV. Check the appropriate box:

	Space Determination
	Non-Permit Confined Space
	Confined Space
	Reclassified to a Confined Space or Non Permit Confined Space
	Permit-Required Confined Space*

*NOTE: If a **Permit-Required Confined Space**, **only properly trained employees may conduct the work.**

Print Name _____ Title/Position _____

Signature _____ Date _____

Comments: _____

APPENDIX F: FORKLIFT PRE-SHIFT INSPECTION

Hour Meter End		**Date:**
Hour Meter Start		
Hours Operated		

All Trucks	OK	Defect
Faults Previous Day		
Obvious Leaks		
Hydraulic Fluid Levels		
Mast & Carriage		
Chains & Fixing Bolts		
Forks		
Backrest/Extension		
Attachments		
Tire Condition		
Seat & Seat Belt		
Steering		
Service Brakes		
Parking Brake		
Operating Controls		
Operating System		
Warning Lights		
Gauges/Instruments		
Lights/Beacon		
Horn		
Alarms		
Other Warning Devices		
Safety Guards/Covers		
Bodywork		

LPG	OK	Defect
Fuel Level		
Fuel Connectors		
Engine Oil Level		
Coolant Level		
Battery		
Fan/Other Belts		
Inching Pedal		
LPG Bottle Security		
Electric		
Electrolyte Levels		
Cable Connections		
General Cleanliness		
Battery Security		
Other Checks		
A.		
B.		
C.		
D.		

Defects

Operator	**Signature**
Supervisor	**Signature**

Do not use the truck until any faults have been rectified

Daily Checks – What to Look for

Faults Previous Day - Check the previous page. This will identify what may have been wrong the previous day or shift. You should check these items carefully to ensure that the fault has been rectified.

Obvious Leaks - Check the floor, beside and under the truck.

Hydraulic Fluid Level - Check the level in the reservoir.

Mast and Carriage - Visually check for any damage or foreign items. Check also for appropriate lubrication.

Chains and Fixing Bolts - Visually check for damaged links, obvious stretching and appropriate lubrication. Visually check the fixing bolts for any sign of damage.

Forks - Visually check for any sign of cracks, especially at the heels, or any other sign of damage or excess wear. Check securing pins.

Backrest/Extension - Visually check for damage or debris, bent, or otherwise damaged metal is weakened and may be dangerous.

Attachments - Check for the actual security of the attachment, at its fixing or locking points, and check any hydraulic or other connections. Some attachments may need additional checks. Only check and use attachments if you have been trained to do so.

Tires - Check all tires for obvious damage, including cuts and tread wear. Check pneumatic tires for the correct pressure. Check wheels for damage, especially to the rims, and check that wheel nuts are tight.

Seat and Seat Belt - Check that the seat is correctly fixed to the truck and not loose or damaged. Check that the seat belt or other restraint is properly secure and functions correctly.

Steering - Check the steering feels normal and there is no undue play or unusual movement.

Service Brakes - Check the brakes feel normal and work efficiently.

Parking Brake - Check the parking brake works efficiently and releases correctly.

Operating Controls - Check that all foot and hand controls operate correctly and are not obstructed in any way.

Operating System - If the truck is fitted with computerized systems check to ensure that they have initialized and are working correctly.

Warning Lights - Check for the correct operation of all warning lights. If a light stays on, and you are not sure of its meaning, check the user manual or seek further advice. **Do not use the truck with a warning light illuminated if you do not know it is still safe!**

Gauges/Instruments - Check that all gauges and other instruments are working correctly.

Lights/Beacon - Check for correct operation.

Horn - Check for correct operation.

Alarms - Check for correct operation.

Other Warning Devices - Make sure you know what is fitted to the truck. Check all for correct operation.

Safety Guards and Covers - Check all are properly fastened and secured. A flapping cover can be a hazard to your colleagues as well as yourself.

Bodywork - Visually check around the vehicle. Damaged bodywork may indicate other problem areas on the truck. Check the areas carefully. Damaged bodywork may indicate damage to racking or other equipment. Report what you find so your supervisor can check it out.

LPG (Propane)

Fuel Level - Check the level and refuel as needed. Remember to wear protective gloves and keep away from cigarettes or other ignition sources.

Engine Oil Level - Check and top as needed.

Coolant Level - Check and top as needed.

Battery - Ensure the battery is secure and clean. Check the level of distilled water and top as needed. Wear eye protection and gloves.

Fan/Other Belts - Check for correct tension and obvious damage.

Inching Pedal - Check for correct operation.

LPG Bottle Security - Check the bottle is secure and clamps are fully tightened. Ensure connections are secure.

Electric

Electrolyte Levels - Check the electrolyte levels of all cells.

Cable Connections - Check they are clean and properly secure.

General Cleanliness - Ensure the battery area is clean and clear from debris.

Battery Security - Ensure the batteries are secure within their compartment and that any protective hatches are properly closed.

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA†

Equipment/Task	Engineering and Work Practice Control Methods	Required Respiratory Protection and Minimum Assigned Protection Factor (APF)		What does *full and proper* implementation require?*
		≤ 4 hours /shift	> 4 hours /shift	
(i) Stationary masonry saws 	Use saw equipped with integrated water delivery system that continuously feeds water to the blade. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	None	None	Water Controls: ■ An adequate supply of water for dust suppression is used; ■ The spray nozzle is working properly to apply water at the point of dust generation; ■ The spray nozzle is not clogged or damaged; and ■ All hoses and connections are intact.
(ii) Handheld power saws (any blade diameter) 	Use saw equipped with integrated water delivery system that continuously feeds water to the blade. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. ■ When used outdoors. ■ When used indoors or in an enclosed area.	None APF 10	APF 10 APF 10	Water Controls: ■ An adequate supply of water for dust suppression is used; ■ The spray nozzle is working properly to apply water at the point of dust generation; ■ The spray nozzle is not clogged or damaged; ■ All hoses and connections are intact.

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA†

Equipment/Task	Engineering and Work Practice Control Methods	Required Respiratory Protection and Minimum Assigned Protection Factor (APF)		What does *full and proper* implementation require?*
		≤ 4 hours /shift	> 4 hours /shift	
(iii) Handheld power saws for cutting fiber-cement board (with blade diameter of 8 inches or less) 	For tasks performed outdoors only: ■ Use saw equipped with commercially available dust collection system. ■ Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. ■ Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency.	None	None	Dust Collection Systems: ■ The shroud or cowling is intact and installed in accordance with the manufacturer's instructions; ■ The hose connecting the tool to the vacuum is intact and without kinks or tight bends; ■ The filter(s) on the vacuum are cleaned or changed in accordance with the manufacturer's instructions to prevent clogging; and ■ The dust collection bags are emptied to avoid overfilling.
(iv) Walk-behind saws 	Use saw equipped with integrated water delivery system that continuously feeds water to the blade. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. ■ When used outdoors. ■ When used indoors or in an enclosed area.	None APF 10	None APF 10	Water Controls: ■ An adequate supply of water for dust suppression is used; ■ The spray nozzles are working properly to apply water at the point of dust generation; ■ The spray nozzles are not clogged or damaged; and ■ All hoses and connections are intact.

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA†				
Equipment/Task	**Engineering and Work Practice Control Methods**	**Required Respiratory Protection and Minimum Assigned Protection Factor (APF)**		**What does *full and proper* implementation require?***
		≤ 4 hours /shift	**> 4 hours /shift**	
(v) Drivable saws 	For tasks performed outdoors only: ■ Use saw equipped with integrated water delivery system that continuously feeds water to the blade. ■ Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	None	None	Water Controls: ■ An adequate supply of water for dust suppression is used; ■ The spray nozzles produce a pattern that applies water at the point of dust generation; ■ The spray nozzles are not clogged or damaged; and ■ All hoses and connections are intact.
(vi) Rig-mounted core saws or drills 	■ Use tool equipped with integrated water delivery system that supplies water to cutting surface. ■ Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	None	None	Water Controls: ■ An adequate supply of water for dust suppression is used; ■ The spray nozzles produce a pattern that applies water at the point of dust generation; ■ The spray nozzles are not clogged or damaged; and ■ All hoses and connections are intact.

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA†				
Equipment/Task	**Engineering and Work Practice Control Methods**	**Required Respiratory Protection and Minimum Assigned Protection Factor (APF)**		**What does *full and proper* implementation require?***
		≤ 4 hours /shift	**> 4 hours /shift**	
(vii) Handheld and stand-mounted drills (including impact and rotary hammer drills) 	■ Use drill equipped with commercially available shroud or cowling with dust collection system. ■ Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. ■ Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism. ■ Use a HEPA-filtered vacuum when cleaning holes.	None	None	Dust Collection Systems: ■ The shroud or cowling is intact and installed in accordance with the manufacturer's instructions; ■ The hose connecting the tool to the vacuum is intact and without kinks or tight bends; ■ The filter(s) on the vacuum are cleaned or changed in accordance with the manufacturer's instructions; and ■ The dust collection bags are emptied to avoid overfilling.

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA†				
Equipment/Task	**Engineering and Work Practice Control Methods**	**Required Respiratory Protection and Minimum Assigned Protection Factor (APF)**		**What does *full and proper* implementation require?***
		≤ 4 hours /shift	**> 4 hours /shift**	
(viii) Dowel drilling rigs for concrete 	For tasks performed outdoors only: ■ Use shroud around drill bit with a dust collection system. Dust collector must have a filter with 99% or greater efficiency and a filter-cleaning mechanism. ■ Use a HEPA-filtered vacuum when cleaning holes.	APF 10	APF 10	Dust Collection Systems: ■ The shroud is intact and installed in accordance with the manufacturer's instructions; ■ The hose connecting the tool to the vacuum is intact and without kinks or tight bends; ■ The filter(s) on the vacuum are cleaned or changed in accordance with the manufacturer's instructions; and ■ The dust collection bags are emptied to avoid overfilling.

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA†

Equipment/Task	Engineering and Work Practice Control Methods	Required Respiratory Protection and Minimum Assigned Protection Factor (APF)		What does *full and proper* implementation require?*
		≤ 4 hours /shift	> 4 hours /shift	
(ix) Vehicle-mounted drilling rigs for rock and concrete 	Use dust collection system with close capture hood or shroud around drill bit with a low-flow water spray to wet the dust at the discharge point from the dust collector. OR Operate from within an enclosed cab and use water for dust suppression on drill bit.	None None	None None	Dust Collection Systems: ■ The shroud or hood is intact and installed in accordance with the manufacturer's instructions; ■ The hose connecting the tool to the vacuum is intact and without kinks or tight bends; ■ The filter(s) on the vacuum are cleaned or changed in accordance with the manufacturer's instructions; and ■ The dust collection bags are emptied to avoid overfilling. Water Controls: ■ An adequate supply of water for dust Suppression is used; ■ The spray nozzles are working properly and produce a pattern that applies water on the discharge point from the dust collector; ■ The spray nozzles are not clogged or damaged; and ■ All hoses and connections are intact.

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA†

Equipment/Task	Engineering and Work Practice Control Methods	Required Respiratory Protection and Minimum Assigned Protection Factor (APF)		What does *full and proper* implementation require?*
		≤ 4 hours /shift	> 4 hours /shift	
(x) Jackhammers and handheld powered chipping tools 	Use tool with water delivery system that supplies a continuous stream or spray of water at the point of impact. ■ When used outdoors. ■ When used indoors or in an enclosed area. OR Use tool equipped with commercially available shroud and dust collection system. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism. ■ When used outdoors. ■ When used indoors or in an enclosed area.	None APF 10 None APF 10	APF 10 APF 10 APF 10 APF 10	Water Controls‡: ■ An adequate supply of water for dust suppression is used; ■ The water sprays are working properly and produce a pattern that applies water at the point of dust generation; ■ The spray nozzles are not clogged or damaged; and ■ All hoses and connections are intact. Dust Collection Systems: ■ The shroud is intact and installed in accordance with the manufacturer's instructions; ■ The hose connecting the tool to the vacuum is intact and without kinks or tight bends; ■ The filter(s) on the vacuum are cleaned or changed in accordance with the manufacturer's instructions; and ■ The dust collection bags are emptied to avoid overfilling.

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA†				
Equipment/Task	**Engineering and Work Practice Control Methods**	**Required Respiratory Protection and Minimum Assigned Protection Factor (APF)**		**What does *full and proper* implementation require?***
		≤ 4 hours /shift	**> 4 hours /shift**	
(xi) Handheld grinders for mortar removal (i.e., tuckpointing) 	Use grinder equipped with commercially available shroud and dust collection system. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide 25 cubic feet per minute (cfm) or greater of airflow per inch of wheel diameter and have a filter with 99% or greater efficiency and a cyclonic pre-separator or filter-cleaning mechanism.	APF 10	APF 25	Dust Collection Systems: ■ The shroud is intact, encloses most of the grinding blade, and is installed in accordance with the manufacturer's instructions; ■ The hose connecting the tool to the vacuum is intact and without kinks or tight bends; ■ The filter(s) on the vacuum are cleaned or changed in accordance with the manufacturer's instructions; ■ The dust collection bags are emptied to avoid overfilling; ■ The blade is kept flush against the surface whenever possible; and ■ The tool is operated against the direction of blade rotation, whenever practical.

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA†

Equipment/Task	Engineering and Work Practice Control Methods	Required Respiratory Protection and Minimum Assigned Protection Factor (APF)		What does *full and proper* implementation require?*
		≤ 4 hours /shift	> 4 hours /shift	
(xii) Handheld grinders for uses other than mortar removal 	For tasks performed outdoors only: Use grinder equipped with integrated water delivery system that continuously feeds water to the grinding surface. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. OR Use grinder equipped with commercially available shroud and dust collection system. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide 25 cubic feet per minute (cfm) or greater of airflow per inch of wheel diameter and have a filter with 99% or greater efficiency and a cyclonic pre-separator or filter-cleaning mechanism. ■ When used outdoors. ■ When used indoors or in an enclosed area.	None None None	None None APF 10	Water Controls§: ■ An adequate supply of water for dust suppression is used; ■ The spray nozzles are working properly and produce a pattern that applies water at the point of dust generation; ■ The spray nozzles are not clogged or damaged; and ■ All hoses and connections are intact. Dust Collection Systems: ■ The shroud is intact and installed in accordance with the manufacturer's instructions; ■ The hose connecting the tool to the vacuum is intact and without kinks or tight bends; ■ The filter(s) on the vacuum are cleaned or changed in accordance with the manufacturer's instructions; and ■ The dust collection bags are emptied to avoid overfilling.

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA†				
Equipment/Task	**Engineering and Work Practice Control Methods**	**Required Respiratory Protection and Minimum Assigned Protection Factor (APF)**		**What does *full and proper* implementation require?***
		≤ 4 hours /shift	**> 4 hours /shift**	
(xiii) Walk-behind milling machines and floor grinders 	Use machine equipped with integrated water delivery system that continuously feeds water to the cutting surface. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. OR Use machine equipped with dust collection system recommended by the manufacturer. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide the air flow recommended by the manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism. When used indoors or in an enclosed area, use a HEPA-filtered vacuum to remove loose dust in between passes.	None None	None None	Water Controls: ■ An adequate supply of water for dust suppression is used; ■ The spray nozzles are working properly and produce a pattern that applies water at the point of dust generation; ■ The spray nozzles are not clogged or damaged; and ■ All hoses and connections are intact. Dust Collection Systems: ■ The hose connecting the tool to the vacuum is intact and without kinks or tight bends; ■ The filter(s) on the vacuum are cleaned or changed in accordance with the manufacturer's instructions to prevent clogging; and ■ The dust collection bags are emptied to avoid overfilling.

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA†				
Equipment/Task	**Engineering and Work Practice Control Methods**	**Required Respiratory Protection and Minimum Assigned Protection Factor (APF)**		**What does *full and proper* implementation require?***
		≤ 4 hours /shift	**> 4 hours /shift**	
(xiv) Small drivable milling machines (less than half-lane) 	Use a machine equipped with supplemental water sprays designed to suppress dust. Water must be combined with a surfactant. Operate and maintain machine to minimize dust emissions.	None	None	Water Controls: ■ An adequate supply of water for dust suppression is used; ■ The spray nozzles are working properly and produce a pattern that applies water at the point of dust generation; ■ The spray nozzles are not clogged or damaged; and ■ All hoses and connections are intact.

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA†				
Equipment/Task	**Engineering and Work Practice Control Methods**	**Required Respiratory Protection and Minimum Assigned Protection Factor (APF)**		**What does *full and proper* implementation require?***
		≤ 4 hours /shift	**> 4 hours /shift**	
(xv) Large drivable milling machines (half-lane and larger) 	For cuts of any depth on asphalt only: Use machine equipped with exhaust ventilation on drum enclosure and supplemental water sprays designed to suppress dust. Operate and maintain machine to minimize dust emissions. For cuts of four inches in depth or less on any substrate: Use machine equipped with exhaust ventilation on drum enclosure and supplemental water sprays designed to suppress dust. Operate and maintain machine to minimize dust emissions. OR Use a machine equipped with supplemental water spray designed to suppress dust. Water must be combined with a surfactant. Operate and maintain machine to minimize dust emissions.	None None None	None None None	No additional information provided. Refer to the engineering and work practice control methods outlined.

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA†				
Equipment/Task	**Engineering and Work Practice Control Methods**	**Required Respiratory Protection and Minimum Assigned Protection Factor (APF)**		**What does *full and proper* implementation require?***
		≤ 4 hours /shift	**> 4 hours /shift**	
(xvi) Crushing machines 	Use equipment designed to deliver water spray or mist for dust suppression at crusher and other points where dust is generated (e.g., hoppers, conveyers, sieves/sizing or vibrating components, and discharge points). Operate and maintain machine in accordance with manufacturer's instructions to minimize dust emissions. Use a ventilated booth that provides fresh, climate-controlled air to the operator, or a remote control station.	None	None	Water Controls††: ■ Nozzles are located upstream of dust generation points and positioned to thoroughly wet the material; ■ The volume and size of droplets is adequate to sufficiently wet the material (optimal droplet size is between 10 and 150 µm); and ■ Spray nozzles are located far enough from the target area to provide complete water coverage but not so far that the water is carried away by wind.

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA†				
Equipment/Task	**Engineering and Work Practice Control Methods**	**Required Respiratory Protection and Minimum Assigned Protection Factor (APF)**		**What does *full and proper* implementation require?***
		≤ 4 hours /shift	**> 4 hours /shift**	
(xvii) Heavy equipment and utility vehicles used to abrade or fracture silica-containing materials (e.g., hoe-ramming, rock ripping) or used during demolition activities involving silica-containing materials** 	Operate equipment from within an enclosed cab. When employees outside of the cab are engaged in the task, apply water and/or dust suppressants as necessary to minimize dust emissions.	None None	None None	No additional information provided. Refer to the engineering and work practice control methods outlined.

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA†

Equipment/Task	Engineering and Work Practice Control Methods	Required Respiratory Protection and Minimum Assigned Protection Factor (APF)		What does *full and proper* implementation require?*
		≤ 4 hours /shift	> 4 hours /shift	
(xviii) Heavy equipment and utility vehicles for tasks such as grading and excavating but not including: demolishing, abrading, or fracturing silica-containing materials 	Apply water and/or dust suppressants as necessary to minimize dust emissions. OR When the equipment operator is the only employee engaged in the task, operate equipment from within an enclosed cab.	None None	None None	The following scenarios are examples of when the employer must use water and/or dust suppressants as necessary to minimize dust emissions: ■ Equipment for grading and excavating is not equipped with enclosed, pressurized cabs. OR ■ Employees other than the operator are engaged in the task. If water or dust suppressants are applied as necessary to minimize visible dust, the employer need not provide an enclosed, filtered cab for the operator.

APF 10 (requires fit testing)		APF 25	
			
Dust Mask/Half Mask	Half Mask (Elastomeric)	Loose-Fitting Powered Air-Purifying Respirator (PAPR)	Hooded Powered Air-Purifying Respirator (PAPR)

† (1) When implementing the control measures specified in Table 1, each employer shall:

i. *For tasks performed using wet methods*, apply water at flow rates sufficient to minimize release of visible dust. The appropriate water flow rates for controlling silica dust emissions can vary; therefore, it is necessary to follow manufacturers' instructions when determining the required flow rate for dust suppression systems on a given worksite. Integrated water systems must be developed specifically for the type of tool in use so they will apply water at the appropriate dust emission points based on tool configuration and do not interfere with other tool components or safety devices.

Any slurry generated when using water to suppress dust should be cleaned up to limit secondary exposure to silica dust when the slurry dries following procedures described in the employer's *Written Exposure Control Plan*.

When working in cold temperatures, where there is a risk of water freezing, additional work practices such as insulating drums, wrapping drums with gutter heat tape or adding environmentally-friendly antifreeze.

ii. *For tasks performed using commercially available, dust collection systems (i.e. LEV)*, use equipment that is designed to effectively capture dust generated by the tool being used and does not introduce new hazards such as obstructing or interfering with safety mechanisms. The "commercially available" limitation is meant only to eliminate on-site improvisations of equipment by the employer. When employers use methods other than commercially available systems for dust suppression, they must conduct exposure assessments and comply with the PEL.

Some Table 1 entries for dust collection systems specify use of cyclonic pre-separators and filter cleaning mechanisms to prevent buildup of debris on filters that result in less dust capture. A cyclonic pre-separator collects large debris before the air reaches the filters. A filter cleaning mechanism prevents the need for manually cleaning filters to prevent buildup of debris (caking). Some vacuums are equipped with a gauge indicating filter pressure or an equivalent device (*e.g.*, timer to periodically pulse the filter) to help employees in determining when it is time to run a filter cleaning cycle.

i. *For tasks performed indoors or in enclosed areas*, provide a means of exhaust as needed to minimize the accumulation of visible airborne dust. Indoors or in an enclosed areas mean areas where airborne dust can build up unless additional exhaust is used. Sufficient air circulation in enclosed or indoor environments is important to ensure the effectiveness of the control strategies and to prevent the accumulation of airborne dust. The means of exhaust necessary could include: the use of portable fans (box fans, floor fans, and axial fans), portable ventilation systems, or other systems that increase air movement and assist in the removal and dispersion of airborne dust. To be effective, the ventilation must be set up so that movements of employees during work, or the opening of doors and windows, will not negatively affect the airflow.

ii. *For measures implemented that include an enclosed cab or booth*, ensure that the enclosed cab or booth:
   a. Is maintained as free as practicable from settled dust;
   b. Has door seals and closing mechanisms that work properly;
   c. Has gaskets and seals that are in good condition and working properly;
   d. Is under positive pressure maintained through continuous delivery of fresh air;
   e. Has intake air that is filtered through a filter that is 95% efficient in the 0.3-10.0 µm range (e.g., MERV-16 or better); and
   f. Has heating and cooling capabilities.

(2) Where an employee performs more than one task on Table 1 during the course of a shift, and the total duration of all tasks combined is more than four hours, the required respiratory protection for each task is the respiratory protection specified for more than four hours per shift. If the total duration of all tasks on Table 1 combined is less than four hours, the required respiratory protection for each task is the respiratory protection specified for less than four hours per shift.

* Refer to OSHA's Small Entity Compliance Guide for more information.

‡ The water delivery system is not required to be integrated or mounted on the tool; it can be assembled and installed by the employer. Acceptable water delivery systems include direct connections to fixed water lines or portable water tank systems. These water delivery systems can be operated by one worker or could require a second worker to supply the water at the point of impact.

§ The integrated water delivery system can be a free-flowing water system designed for blade cooling as well as manufacturers' systems designed for dust suppression alone. This option applies only when grinders are used outdoors.

†† The water spray systems can be installed so that they can be activated by remote control.

** NOTE: When the operator exits the enclosed cab and is no longer actively preforming the task, the operator is considered to have stopped the task. However, if other abrading, fracturing, or demolition work is performed by other heavy equipment and utility vehicles in the area while an operator is outside the cab, that operator is considered to be an employee "engaged in the task" and must be protected by the application of water and/or dust suppressants.

Supplemental Safety and Health Plan for Coronavirus (COVID-19)

RYCO INC

Last Revision Date: 04/28/2020

Purpose

The USA is enduring an epidemic with significant implications for communities and workplaces. To reduce the spread and exposure of COVID-19, the supplemental plan and practices will be implemented. This information is based on current events and is subject to change as our knowledge and understanding evolves.

Public health agencies in countries continue to closely monitor the situation and issue frequent updates and guidance. We will follow guidance from US government agencies, such as the Center for Disease Control (CDC), Occupational Safety and Health Administration (OSHA); and the World Health Organization (WHO).

Responsibilities

Corporate Roles and Responsibilities:

- Communicate and implement recommendations from Center for Disease Control (CDC), Occupational Safety and Health Administration (OSHA), World Health Organization (WHO), and other sources as they become available.
- Train all employees on the requirements within the plan.
- Review and ensure practice of hygiene and Non-Pharmaceutical Interventions (NPI).
- Provide all necessary Personal Protective Equipment (PPE) for COVID-19 related exposures.
- Provide necessary supplies and equipment to staff in order to comply with practices listed in this plan.
- Enforce compliance with all employees on site and communicate the disciplinary action for violation.

COVID-19 Site Safety Officer:

- Responsible for COVID-19 issues and their impact at the workplace/jobsite.

- Oversee the program and ensure compliance with the program at the workplace/jobsite.

Management/Supervisors/Foremen:

- Communicate that all employees must be well to come to work.
- Communicate that any employees feeling ill or exhibiting symptoms will be sent home.
- Ensure handwashing stations and supplies are well stocked.
- Ensure on-site protocols/practices are followed.
- Ensure PPE is worn, used, and maintained appropriately.

All Employees:

- Report to work only when well.
- If becoming ill while at work, notify supervisor and seek appropriate medical attention immediately.
- Communicate about COVID-19 exposures or potential exposures that could impact employee safety.
- Adhere to safe practices described in the plan and from local, state, and federal government.
- Use and maintain PPE as required.

Corporate Program

This supplement is an extension of the Site Safety Plan. Our goal is to minimize risk of exposure to COVID-19, protect employees, and provide controls to prevent the spread of COVID-19.

Project Site Specific Protocols

A. "Well" Employees Only

- Sick employees are to stay at home – if employees are showing symptoms they must get checked out by a healthcare professional.
- Separate and send home sick employees who appear to have acute respiratory illness (or COVID-19) symptoms – e.g.: cough, shortness of breath – upon arrival to work or who become sick during the day.

B. Site Sanitation

- Hand washing / hand sanitizing schedule.
    i. Upon entry to the jobsite and before going home at the end of shift.

ii. Before & after any breaks, including bathroom breaks.
iii. Before ingesting food, eating, drinking, or smoking.
iv. After touching common surfaces or shared tools/equipment.
v. After coughing or sneezing.
vi. Whenever other NPIs are not effective.

- Enforce sneezing and coughing etiquette, and 6 feet (2m) social distancing.
- Multiple hand sanitizing stations are to be located throughout the project.
- Ensure adequate soap/sanitizer, and disinfectant supplies are stocked.

C. Project Housekeeping

- Sanitizing of commonly touched surfaces must be completed throughout the day to prevent spread of COVID-19 virus:
  i. Frequency – Ongoing and as necessary
  ii. Common surfaces – Doors, railings, elevators, offices, radios, stair rails, equipment/machinery, etc. to be cleaned.
  iii. Other common touch points – Shared tools, extension cords, portable lighting, material carts, jobsite boxes, power washers, trash hoppers, etc.
- Use of suitable disposable wipes is encouraged along with no-touch trashcans.
- Job site trailers and break/lunch rooms will be cleaned as often as necessary, at least once per day.
- Any portable jobsite toilets must be cleaned by the leasing company or designated individual as often as necessary and disinfected.
- Enclosed spaces (e.g. toilets, break areas) must be viewed as potential transmission areas and treated accordingly. Time spent in these areas should be reduced as much as possible. Spray these areas down with disinfectant at least 2x per day, or as often as necessary.

D. Practice Non-Pharmaceutical Intervention (NPI)

- Communicate and practice Non-Pharmaceutical Interventions (NPIs).
- Social distancing – keep 6 feet (2m) whenever possible.
  i. Staff numbers are to be minimized on project to mitigate exposure
  ii. Schedule employees to stagger work when they would normally be in the same space simultaneously.
- Avoid personal contact (handshakes, touching, etc.).
- Avoid sharing tools, extension cords, carts, or other common items.
- Avoid touching eyes, nose & mouth.
- Wash hands frequently.
- Cover coughs and sneezes with a tissue, and then throw away the tissue.

- Eliminate all non-essential interactions with other contractors, vendors, and 3rd parties.

E. Meetings & Training

- Meetings will be held via telephone or webinar, when possible. Attendance will be taken by one person to avoid physical contact with objects such as sign-in sheets.
- In-person meetings must be limited to a set number of individuals as recommended by local, state, and federal guidance; Meetings that must be held in-person must also follow social-distancing requirements.

F. Other General Practices

- All employees must avoid physical contact with others and direct employees/contractors/visitors to increase personal space to at least 6 feet.
- Where work trailers are used, only necessary employees should enter the trailers and maintain social distancing requirement.
- Employees will be encouraged to stagger breaks and lunches to reduce size of any group at one time to less than 10 people; while maintaining social distancing requirements.
- Ride sharing is to be avoided.
- In lieu of using a common source of drinking water, such as a cooler, employees should use individual water bottles.
- Employees performing cleaning will be issued proper PPE, such as nitrile, latex, or vinyl gloves and gowns, as recommended by the CDC.
- Vehicles and equipment/tools to be cleaned before change in operator/rider and at least once per day.
- RYCO Inc will ensure disinfection be done with one of the following:
    i. Common EPA-registered household disinfectant.
    ii. Alcohol solution with at least 70% alcohol.
    iii. Diluted household bleach solutions, which will only be used if appropriate for the surface.

Mandatory Best Practices to Prevent Spread and Transmission as published by the CDC & other recognized expert health agencies, and enforcement of said practices

Practices posted by the Center for Disease Control (CDC) and Occupational Safety and Health Administration (OSHA) are to be followed or exceeded, along with any additional company protocols to keep employees safe. These may include, but are not limited to:

APPENDIX H: COVID 19 CORONAVIRUS SAFETY & HEALTH PLAN

Center for Disease Control (CDC) Guidance:

Reduce Transmission Among Employees
Actively encourage sick employee to stay home:

- *Employees who have symptoms (i.e. fever, cough, or shortness of breath) should notify their supervisor and stay home.*
- *Sick employees should follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.*
- *Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC recommended precautions.*

Steps to Help Prevent the Spread of COVID-19 if you are sick
Follow the steps below: If you are sick with COVID-19 or think you might have COVID-19, follow the steps below to care for yourself and to help protect other people in your home and community.

Stay home except to get medical care:

- ***Stay home.*** *Most people with COVID-19 have mild illness and can recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.*
- ***Take care of yourself.*** *Get rest and stay hydrated.*
- ***Stay in touch with your doctor.*** *Call before you get medical care. Be sure to get care if you have trouble breathing, or have any other emergency warning signs, or if you think it is an emergency.*
- ***Avoid public transportation,*** *rise-sharing or taxis.*

Monitor your symptoms:

- ***Common symptoms of COVID-19 include fever, cough or other symptoms.*** *Trouble breathing is a more serious symptom that means you should get medical attention.*
- ***Follow care instructions from your healthcare provider and local health department.*** *Your local health authorities may give instructions on checking your symptoms and reporting information.*

When to Seek Medical Attention:
If you have any of these emergency warning signs for COVID-19 get medical attention immediately:*

- *Trouble breathing*
- *Persistent pain or pressure in the chest*
- *New confusion or inability to arouse*
- *Bluish lips or face*

**This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning to you.*

Call 911 if you have a medical emergency: Notify the operator that you have, or think you might have, COVID-19. If possible, put on a cloth face covering before medical help arrives.

Call ahead before visiting your doctor:

- ***Call ahead.*** *Many medical visits for routine care are being postponed or done by phone or telemedicine.*
- ***If you have a medical appointment that cannot be postponed, call your doctor's office,*** *and tell them you have or may have COVID-19. This will help the office protect themselves and other patients.*

If you are sick wear a cloth covering over your nose and mouth:

- ***You should wear a cloth face covering, over your nose and mouth*** *if you must be around other people or animals, including pets (even at home).*
- *You don't need to wear the cloth face covering if you are alone. If you can't put on a cloth face covering (because of trouble breathing for example), cover your coughs and sneezes in some other way. Try to stay at least 6 feet away from other people. This will help protect the people around you.*

Note: *During the COVID-19 pandemic, medical grade facemasks are reserved for healthcare workers and some first responders. You may need to improvise a cloth face covering using a scarf or bandana.*

Cover your coughs and sneezes:

- ***Cover your mouth and nose*** *with a tissue when you cough or sneeze.*
- ***Throw away used tissues*** *in a lined trash can.*
- ***Immediately wash your hands*** *with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.*

Clean your hands often:

- ***Wash your hands*** *often with soap and water for at least 20 seconds. This is especially important after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.*
- ***Use hand sanitizer*** *if soap and water are not available. Use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.*
- ***Soap and water*** *are the best option, especially if hands are visibly dirty.*
- ***Avoid touching*** *your eyes, nose, and mouth with unwashed hands.*
- *Handwashing Tips (see link at end of section).*

Avoid sharing personal household items:

- ***Do not share*** *dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home.*
- ***Wash these items thoroughly after using them*** *with soap and water or put in the dishwasher.*

Clean all "high-touch" surfaces everyday:

- ***Clean and disinfect*** *high-touch surfaces in your "sick room" and bathroom. Let someone else clean and disinfect surfaces in common areas, but not your bedroom and bathroom.*
- ***If a caregiver or other person needs to clean and disinfect*** *a sick person's bedroom or bathroom, they should do so on an as-needed basis. The caregiver/other person should wear a mask and wait as long as possible after the sick person has used the bathroom.*

High touch surfaces include phones, remote controls, counters, tabletops, doorknobs, bathroom fixtures, toilets, keyboards, tablets, and bedside tables.

- ***Clean and disinfect areas that may have blood, stool, or body fluids on them****.*
- ***Use household cleaners and disinfectants.*** *Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.*
    - *Be sure to follow the instructions on the label to ensure safe and effective use of the product. Many products recommend keeping the surface wet for several minutes to ensure germs are killed. Many also recommend precautions such as wearing gloves and making sure you have good ventilation during use of the product.*
    - *Most EPA-registered household disinfectants should be effective. A full list of disinfectants can be found at https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2.*
    - *Complete Disinfection Guidance (see below and link at end of section)*

Cleaning and disinfecting your building or facility if someone is sick

- ***Close off areas*** *used by the person who is sick.*
- ***Open outside doors and windows*** *before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.*
- *Clean and disinfect* ***all areas used by the person who is sick,*** *such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.*
- *If* ***more than 7 days*** *since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.*
- *Continue routing cleaning and disinfection.*

When Cleaning

- ***Wear disposable gloves and gowns for all tasks in the cleaning process, including trash handling.***
    - *Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.*
    - *Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.*
- ***Wash your hands often*** *with soap and water for 20 seconds.*

  - *Always wash immediately after removing gloves and after contact with a person who is sick.*
  - *Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.*
- ***Additional key times to wash hands*** *include:*
  - *After blowing one's nose, coughing, or sneezing.*
  - *After using the restroom.*
  - *Before eating or preparing food.*
  - *After contact with animals or pets.*
  - *Before and after providing routine care for another person who needs assistance (e.g. child).*

How to discontinue home isolation:

People with COVID-19 who have stayed home (home isolated) *can stop home isolations under the following conditions:*

- *If you will not have a test to determine if you are still contagious, you can leave home after these three things have happened:*
  - *You have had no fever for at least 72 hours (that is three full days of no fever without the use medicine that reduces fevers) AND*
  - *Other symptoms have improved (for example, when your cough of shortness of breath have improved) AND*
  - *At least 7 days have passed since your symptoms first appeared*

- ***If you will be tested*** *to determine if you are still contagious, you can leave home after these three things have happened:*
  - *You no longer have a fever (without the use medicine that reduces fevers) AND*
  - *Other symptoms have improved (for example, when your cough or shortness of breath have improved) AND*
  - *You received two negative tests in a row, 24 hours apart. Your doctor will follow CDC guidelines.*

  In all cases, ***follow the guidance of your healthcare provider and local health department.*** *The decision to stop home isolation should be made in consultation with your healthcare provider and state and local health departments. Local decisions depend on local circumstances.*

CDC-Website COVID-19:
https://www.cdc.gov/coronavirus/2019-ncov/index.html

CDC-Recommended Steps:
https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

CDC-Recommendations for Cloth Face Covers

https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html

CDC-Handwashing:
https://www.cdc.gov/handwashing/

EPA-List N: Disinfectants for Use Against SARS-CoV-2:
https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

CDC-Detailed Disinfection Guidance:
https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html

OSHA-Website COVID-19:
https://www.osha.gov/SLTC/covid-19/

OSHA-COVID-19 Guidance for Construction Workforce:
https://www.osha.gov/Publications/OSHA4000.pdf

Training & Education for staff that may be exposed to COVID-19

Training is to be provided to employees on this plan and practices to keep them safe. This includes:

- Review of this plan
- Exposures to COVID-19, how to prevent spread, and safe practices (including social distancing)
- What to do if symptoms are developed
- Cleaning and maintenance tasks
- When to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of or disinfect, inspection for damage, and maintain PPE; and the limitations of PPE.
- Hazards of cleaning chemicals (Hazard Communication/GHS)

Reporting Procedures to ensure communication to supervision is timely

Prompt identification and isolation of potentially infected individuals is a critical step in protecting workers, customers, visitors, and others at the jobsite.

Employees are to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure away from work.

Employees must report any suspected exposure and/or symptoms of COVID-19 immediately to their employer and use precautions to prevent exposure to others.

Symptoms of COVID-19:
Infection with SARS-CoV-2, the virus that causes COVID-19, can cause illness ranging from mild to severe and, in some cases, can be fatal. Symptoms typically include fever, cough, and shortness of breath. Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as asymptomatic cases, have experienced no symptoms at all. According to the CDC, symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure.

If an employee is confirmed to have COVID-19 infection, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA), per CDC.

Corporate Responsibilities to Employees and the project potentially impacted staff

The Hierarchy of Controls will be used to minimize or eliminate potential COVID-19 exposures. These four levels of controls are:

- Engineering Controls
- Work Practice Controls
- Administrative Controls
- Personal Protective Equipment (PPE)

Sick employees are to stay home. Self-isolation may be required based on potential exposure.

<u>Personal Protective Equipment</u>

Personal Protective Equipment will be used and maintained based on local, state, and federal requirements and guidance.

Current Federal OSHA Guidance:

"If respiratory protection must be used, employers may consider use of alternative classes of respirators that provide equal or greater protection compared to an N95 FFR, such as National Institute for Occupational Safety and Health (NIOSH)-approved, non-disposable, elastomeric respirators or powered, air-purifying respirators.

When these alternatives are not available, or where their use creates additional safety or health hazards, employers may consider the extended use or reuse of N95 FFRs, or use of N95 FFRs that were approved but have since passed the manufacturer's recommended shelf life, under specified conditions."

N95 filtering face pieces will be used to help protect workers as recommended by government agencies. If N95 masks are not available due to supply shortages, RYCO Inc will abide by CDC guidelines regarding individuals wear cloth face coverings.

Current CDC Guidance on Face Coverings:

Cloth face covering should:

- *fit snugly but comfortably against the side of the face*
- *be secured with ties or ear loops*
- *include multiple layers of fabric*
- *allow for breathing without restriction*
- *be able to be laundered and machine dried without damage or change to shape*

CDC on Homemade Cloth Face Coverings

- *CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain*
- *Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.*
- *The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.*

Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

- *Yes. They should be routinely washed depending on the frequency of use.*

How does on safely sterilize/clean a cloth face covering?

- *A washing machine should suffice in properly washing a face covering.*

How does one safely remove a used cloth face covering?

- *Individuals should be careful not to touch their eyes, nose, and mouth when removing their face covering and wash hands immediately after removing.*

If Social Distancing creates more of a hazard when completing a task safely, the following measures can be taken to prevent the spread of COVID-19:

- Use additional and/or appropriate PPE; eye protection, respirator or face protection, appropriate gloves, and Tyvek suits if needed.
- Disinfect all tools and objects that individuals come in contact with before and after use.

Self-quarantine and social isolation practices

In all workplaces where exposure to the COVID-19 may occur, prompt identification and isolation of potentially infectious individuals is a critical first step in protecting workers, visitors, and others at the worksite.

- Immediately isolate people suspected of having COVID-19. For example, move potentially infectious people to isolation rooms and close the doors. Move potentially infectious people to a location away from workers, customers, and other visitors.
- Take steps to limit spread of the person's infectious respiratory secretions, including by providing them a facemask and asking them to wear it, if they can tolerate doing so.
- Restrict the number of personnel entering isolation areas.
- Protect workers in close contact* with the sick person by using additional engineering and administrative control, safe work practices and PPE.

**CDC defines "close contact" as being about six (6) feet (approximately two (2) meters) from an infected person or within the room or care area of an infected patient for a prolonged period while not wearing recommended PPE. Close contact also includes instances where there is direct contact with infectious secretions while not wearing recommended PPE. Close contact generally does not include brief interactions, such as walking past a person.*

When and how to seek medical attention

If you believe you have been exposed to COVID-19 or have developed symptoms, contact your employer immediately and follow the protocols listed in this plan to prevent spread.

Workers MUST stay home or leave the site if they:

- Are experiencing symptoms of COVID-19.
- Have known exposure to a person with a confirmed case of COVID-19.
- Suspect they may be infected but don't yet have symptoms (these workers should self-quarantine and seek testing).
- If you feel an employee is showing signs of illness, contact your supervisor immediately.
- Inform your supervisor if you have suspicions of an employee being ill.

Follow CDC recommendations and ask the following questions:

- In the last 14 days have you or anyone you have been in direct contact with had a confirmed case of COVID-19?
- Have you, or anyone in your family/living environment, been in contact with a person that is in the process of being tested for COVID-19?
- Have you traveled internationally, or been to any high exposure domestic locations in the last 14 days?

- Are you currently, or in the past 72 hours, experiencing coughing, shortness of breath, or other COVID-19 related symptoms?

Temperature Checks (Optional):

- All RYCO Inc employees may have their temperature taken before entering the jobsite. A temperature of 100.4 will require the employee to leave the site for further diagnosis.
- If an employee has an elevated temperature when testing at home, contact your supervisor and do not report to work.