



INJURY AND ILLNESS PREVENTION PROGRAM

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2015

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Management Policy Statement

To All Employees:

Cabrillo Hoist has established a written Injury and Illness Prevention Program in order to provide a safe and healthy workplace for its employees. The Company's policy is in compliance with all regulatory requirements.

The safety of our employees is our paramount concern. We urge all employees, supervisors and managers to familiarize themselves with this Program.

Employees are responsible for their own safety, as well as that of others in the workplace. To help us maintain a safe working environment, all employees must be safety conscious at all times. Only by working together can we achieve our goal of making the work environment as safe as possible.

This Injury and Illness Prevention Program is available for review by all employees and employee representatives at our Corporate Office and each branch office.

Sincerely,

A handwritten signature in blue ink, appearing to read "Matt Engel".

Matt Engel
Office: 310-834-3430 x201
P.O. Box 3179
Rancho Cucamonga, CA 91729

MANAGEMENT SAFETY COMMITTEE

Matt Engel	President
Monica Jackson	Operations Manager
Randy Prusik	Human Resources Manager Equal Employment Opportunity Officer Affirmative Action Plan Officer
Veronica Bell	Safety Manager Policy/Procedure Advisor/Compliance Inspections and Recommendations Workers Compensation Administrator
Field Supervisors	Enforce Project Policies and Procedures Primary Job Site Liaisons
Shop/Yard Supervisors	Enforce Company Policies and Procedures Primary Yard Representatives New Employee Job Site Hazard Orientation
Regional Managers	Enforce Project Policies and Procedures

SAFETY MANAGER RESPONSIBILITIES

The Safety Manager is responsible for the Safety Program's effectiveness. Commitment from the Safety Officer as well as an active interest in the successful implementation for a safe and healthy workplace is paramount. Without participation and commitment from this position the program has little chance of success.

The Safety Manager Veronica Bell has the responsibility for the direction and implementation of the Safety Program.

Safety Manager Responsibilities:

- Establish safety performance standards and accountability controls.
- Apply resources as necessary to the implementation of the Company Injury and Illness Prevention Program.
- Regularly show interest to supervision in safety performance
- Review summaries of accident trends and costs.
- Review as required, a summary of reports and/or notices as submitted by governing agencies.
- Schedule meetings to discuss safety issues and concerns.
- Exercise particular care through his supervisory staff to ensure the carrying out of their responsibilities.
- Include safety as a major topic at all regularly scheduled meetings.
- Ensure that supervision have the necessary tools to successfully meet their mandates with respect to increased safety awareness and reduced injury/illness in the workplace.

- Be aware of housekeeping conditions and periodically partake in shop/site inspections in addition to reviewing and responding to the monthly Safety Committee recommendations.
- Administration and implementation of the Construction and General Industry Safety and Health Regulations as they apply to company construction projects.
- In addition, the Safety Manager shall administer the company safety program and see that it is put into effect and administer as outlined below.
- Will review accidents/incidents/injuries and report to management.
- Will implement Company Policies related to sub-contractor safety requirements.
- Shall maintain and update a set of basic safe work rules, including but not limited to Site Specific Plans.
- Review and organize safety education and training programs.
- Monitor compliance with legislated standards.
- Attend as required, injured workers medical visits.
- Assist in the investigation of potentially serious incidents and accidents and recommend corrective action to prevent reoccurrence.
- Notify government agencies of incidents or equipment failures in accordance with local and federal regulations.
- Set a good example.

EEO OFFICER RESPONSIBILITIES

- Establish Workers Compensation claims and administration.
- Scheduling pre-employment, post-accident/injury drug test screening.
- Review medical treatment memorandums and prepare an employer's report of injury.

- Organizing safety seminars for staff.

SHOP SUPERVISOR RESPONSIBILITIES

- Assist with the New Employee Orientation for new Shop employees.
- Direct and monitor compliance with the Safety Program.
- Monitor the site for hazards or unsafe working conditions through personal observations.
- Assist with implementing Job Hazard Analysis.
- Direct prompt corrective action to stop unsafe acts and eliminate unsafe or unhealthy conditions.
- Implement the discipline policy when necessary.
- Review all medical treatment memorandums and other reports for accuracy and action as required.
- Investigate, document and report accidents/incidents/near miss/injuries. Take action to prevent recurrence.
- Conduct Shop Safety Committee meetings.
- Participate in site inspections with appointed safety officials and implement corrective measures as required.
- Verify that all on-site company vehicles and equipment are maintained within safe operating condition. Equipment inspections shall be documented.
- Specify that all equipment (particularly hoisting equipment) is inspected before each use.
- Review equipment accident reports and initiate investigation and documentation procedures.
- Notify the Safety Manager of new project start-up dates and project information.
- Notify the Safety Manager of all injuries, OSHA visits, and citations.

- Set a good example.

FIELD SUPERVISOR RESPONSIBILITIES

- Assist with pre-job Site Specific Safety Plan orientation and review of Job Hazard Analysis for all project employees.
- Assist with Site Specific Safety Plan orientation for new project employees.
- Direct and monitor compliance with the Site Specific Safety Plan.
- Monitor the site for hazards or unsafe working conditions through personal observations.
- Ensure that the foremen conduct and document weekly safety training and instruction at the job site.
- Direct prompt corrective action to stop unsafe acts and eliminate unsafe or unhealthy conditions.
- Implement the discipline policy when necessary.
- Review project inspections with the contractor and implement corrective measures.
- Review all medical treatment memorandums and other reports for accuracy and action as required.
- Investigate, document and report accidents/incidents/near miss/injuries. Take action to prevent recurrence.
- Participate in site inspections with appointed safety officials and implement corrective measures as required.
- Verify that all on-site company vehicles and equipment are maintained within safe operating condition.
- Specify that all equipment (particularly hoisting equipment) is inspected before each use.
- Review equipment accident reports and initiate investigation and documentation procedures.

- Ensure that job site conditions meet State, Federal, Company and Industry standards regarding safety and engineering requirements.
- Notify the Safety Manager of new project start-up dates and project information.
- Notify the Safety Manager of all injuries, OSHA visits, and citations.
- Instruct new employees in their job site duties and communicate the importance of complying with the Company safety policies and procedures. New employees shall be given a verbal & written orientation regarding the site-specific hazards including hazardous materials awareness. This orientation shall be documented.
- Communicate the importance of complying with the Company safety policies and procedures. Violations will not be tolerated, and will result in disciplinary action when necessary.
- Conduct and document weekly safety training and instruction meetings.
- Conduct and document daily safety inspections of the jobsite. Continually monitor the site for unsafe or unhealthful conditions. Inform all employees of changed conditions that pose potential hazards that may occur and what action employees can take to avoid the unsafe conditions. Communicate any unsafe conditions (with remedial action as required) to supervisors.
- Issue all required personal protective equipment, fall arrest equipment, etc. Keep necessary safety equipment available and in safe operable condition.
- Respond to and evaluate all employee complaints of unsafe acts, unsafe conditions, or safety and health hazards. If necessary, take immediate action to eliminate the unsafe act by training, or if needed, disciplinary action. If the reported hazard is not within your scope of authority, inform management.
- Verify that operators are qualified, fit, and have received required training to operate equipment or vehicles safely. Verify the completion of equipment inspection and documentation.
- Conduct a preliminary investigation upon the report of an accident/injury/near miss. Report the results of the investigation to the Superintendent.
- Develop and maintain good housekeeping standards
- Set a good example that accurately reflects the requirements of our safety policies and procedures.

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EMPLOYEE RESPONSIBILITIES

- Learn and observe all safety rules.
- Keep work areas clean and orderly at all times.
- Learn the safe and proper use of tools and machines required for work performed.
- Wear the required personal protective equipment (PPE) for work performed.
- Inspect all tools, machines, and equipment prior to use.
- Report safety hazards to the foreman or superintendent immediately.
- Attend and participate in all safety training and instruction sessions. Notify supervisor when training is need/desired.
- Immediately report all injuries, emergencies, accidents and near misses to the supervisor and safety officer.
- Assist in accident investigations, as required.
- Correct safety hazards and conditions under their authority.
- Submit safety suggestions and ideas to the supervisor or Safety Manager.

COMPETENT PERSON AUTHORITY AND RESPONSIBILITIES

- Is capable of identifying existing predictable hazards in the surroundings or working conditions.
- Is designated by the employer and has the authority to take prompt corrective action on the job as conditions warrant.

- Must have experience, training, and be knowledgeable about the safety regulations pertaining, but not limited to, specific operations such as trenching/excavation, scaffolding, fall protection, etc.
- Must perform daily inspections. In changing conditions, the competent person must inspect more often.

SAFETY COMMITTEE MEMBERS AND THEIR RESPONSIBILITIES

- The Safety Committee shall schedule Supervisor and Employee training programs.
- The Safety Committee shall review the most recent loss runs, job site inspection reports, accident and injury investigation reports, safety training and instruction reports, and OSHA citations, to evaluate employee safety performance. The Safety Committee shall follow-up the review of these reports with communication and determine how the accidents and injuries occurred and how they may be prevented.
- The Safety Committee shall develop, adopt, and publish a written Employee Handbook on Company safety policies and procedures. This handbook shall include an acknowledgement to be signed by the employee, stating that he/she understands and agrees to comply with the contents, and has been given a verbal orientation regarding the job specific hazards.
- The Safety Committee shall develop a system for job site inspections and job site safety training/instruction that are specific to the hazards of the project. The Safety Committee shall investigate reported near-miss incidents and alleged hazardous conditions.
- The Safety Committee shall develop a system for employee suggestions.
- The Safety Committee shall designate a person to contact injured employees on all loss-time injuries of more than one day in duration and report back to the Safety Committee.
- The Safety Committee shall perform joint evaluations of policy and procedure compliances of all members and take necessary action where necessary.

COMMUNICATION

Cabrillo Hoist recognizes that open communication between management and employees, regarding health and safety issues, are essential to maintain an injury free, productive workplace.

The following procedures of communication are designed to promote a continuous flow of safety and health information between management and employees.

- An orientation, including a discussion of health and safety policies and procedures is conducted for new employees.
- Review of the company Injury and Illness Prevention Program is required for new employees. Periodic reviews are conducted at safety meetings.
- Workplace safety and health training programs are conducted for specific job tasks and OSHA requirements.
- Employee safety meetings are scheduled the first day of every workweek.
- Effective communication of safety and health concerns is provided for workers and supervisors. Translation is provided as needed.
- Safety rules and required policies are posted, distributed, or made available for all employees.
- A system is provided for workers to anonymously inform management of workplace hazards. No one will be reprimanded for reporting an unsafe act or condition.
- A labor/management safety and health committee meets regularly, prepares written records of safety and health committee meetings, reviews results of periodic inspections, reviews investigations of accidents, injuries, and near misses, makes suggestions to management for the prevention of future incidents, reviews investigations of alleged hazardous conditions, and submits recommendations to assist in evaluation of employee safety suggestions.
- A quarterly newsletter informs employees of new safety regulations, trade related hazards and injuries, employee suggestions, and scheduled training.
- Telephone and email communication to the Safety Manager is available to supervisors.
- The Safety Manager conducts regular safety inspections of job sites. The Safety Manager is available for discussion regarding safety concerns.

NEW EMPLOYEE ORIENTATION

Before the new employee starts to work, the following must be included in a “New Employee Orientation”. Verify that the new employee understands all safety regulations and company policies and procedures. The new employee must receive a written copy of the company policies and procedures and sign an acknowledgment.

- A strongly worded statement that the employee is required to work safely at all times. This Company does not require employees to sacrifice their health or safety to keep their job. The employee is responsible for noting safety hazards and correcting or reporting them to their Supervisor. Employees are responsible for their own safety, as well as for the safety of other employees, and members of the public who may be near or on the job site.
- An extensive review of the company’s safety policies and procedures, equal employment opportunities, and sexual harassment and drug policies.
- An extensive review of the Company’s Code of Safe Practices. The general safety rules apply to all employees, all of the time.
- Describe the work the employee will be doing, including the most serious hazards associated to the work, and how to avoid them.
- Cover a typical day’s schedule, starting and quitting times, breaks, lunch period, parking, tools, smoking, pay day, vacations, who to call for dispatch, how to report an injury or illness.
- Discuss personal protective equipment, and issue any company furnished items.
- Describe the chemical or toxic hazards associated with the job and the methods for controlling and eliminating the hazards.
- The employee’s right to review personal medical records.
- Stress that all injuries are to be reported to a supervisor and safety officer immediately and that employees will not be reprimanded for reporting injuries.
- What to do in an emergency and following an accident/injury.
- The location of first aid supplies, agency posting information, fire extinguishers, emergency exits, sanitary facilities, water, etc.
- Review emergency evacuation plan.

GUIDELINES FOR CONDUCTING SAFETY MEETINGS

PRE-PLANNING

Take the time to write your comments in the space provided on our safety training and instruction meeting form. Remember, each job has its own individual safety requirements and conditions. Use incidents, which have occurred since the last meeting, as discussion for the meeting. Use Safety Training and Instruction Forms at every meeting.

DELIVERY

Start the meeting promptly. Remember that **you** are conducting the meeting. Get your employees attention and keep it. Do not allow horseplay to interfere. Keep in mind that time is of the essence. If you are prepared, most of the meetings can be conducted in 5 to 10 minutes. Once you have completed the meeting, ask for questions on the topics discussed and for safety recommendations. As soon as you are finished, have the forms signed.

COMPLETION

Record all suggestions. Be sure you follow-up in correcting any hazards the workers have called to your attention. Sign the form. File the original in your project safety file; this could prove very valuable if the job is inspected by OSHA. Fines are frequently reduced when good intentions can be proven. The extra copy is to be sent to the office with your time sheets.

As a supervisor you must set a good example for your workers.

Remember that safety education promotes safety awareness, which in turn, reduces injuries and accidents.

HAZARD REPORTING PROCEDURES

If an employee finds it necessary to report an unsafe act or condition to management, they may do so and remain anonymous. **No one will be reprimanded for reporting an unsafe act or condition.**

A written message may be mailed to the office. Write Personal and Confidential on the envelope.

CABRILLO HOIST

Attn: Safety Manager
P.O. Box 3179
Rancho Cucamonga, California 91729

PERSONAL AND CONFIDENTIAL

A confidential message may be left by telephone. Voicemail is available.

Veronica Bell, Safety Manager
Office: (866) 950-9862 extension 218
Cell: (619) 209-1570
Email: vbell@cabrillohoist.com

HAZARD COMMUNICATION PROGRAM

The following program outlines the procedures for providing employees with information about chemical hazards and other hazardous substances found in the work place.

CONTAINER LABELING

No container of hazardous substances will be released for use until the following label information is verified by a representative of the company (project superintendent, project engineer, lead foreman):

- Containers are clearly labeled as to the contents;
- Appropriate hazard warnings are noted;
- The name and address of the manufacturer are listed.

Each supervisor has the responsibility to further ensure that employees are aware of the hazards of materials used in their work areas. Each supervisor will further ensure that all secondary containers are properly labeled. Either a duplicate copy of manufacturers label or a generic label that is available at job site offices or the Corporate or Branch office. Job site surveys by the company Safety Consultant or their representative will be made periodically to ensure that all precautions are being taken.

SAFETY DATA SHEETS (SDS)

Copies of SDS for all hazardous substances to which employees of this Company may be exposed are kept in the Corporate and/or Branch offices and all job sites. A representative of the company and all job superintendents will be responsible for obtaining and maintaining the data sheet system for the Company.

The same persons will review incoming data sheets for new and significant health/safety information. They will see that new information is passed on to the affected employees.

(If alternatives to actual data sheets are used, the affected employees will be informed and instructed as to the location and how to use the forms.) If an SDS is obviously incomplete, a new SDS must be requested from the manufacturer. The proper authorities must be notified if a completed SDS is not received.

SDS are available to all employees at their job site for review during each work shift. Any employee requesting a copy of an SDS should notify their supervisor and one will be furnished.

EMPLOYEE TRAINING AND INFORMATION

The company will conduct a Safety Training and Instruction for all employees. Most important, however, is the weekly safety training and instruction orientation held by the job foreman. At this time employees will be reminded of the importance of reading and understanding SDS. It is important that all of our employees understand the training.

Employee training must contain:

- Explanation of an "SDS" and the information it contains;
- SDS contents for each substance used;
- Employee "rights" to information and non-discrimination;
- Explanation and availability of the written HC program;
- Location of work areas using hazardous products;
- Observation and detection methods to use for hazards;
- Specific hazards and protective measures for work area.

If and when a new hazardous substance is introduced to a project, the project superintendent, project engineer, or lead foreman will review the items listed above, as they pertain to the job.

HAZARDOUS NON-ROUTINE TASKS

Periodically an employee may be asked to perform a hazardous non-routine task. Prior to starting work on such a task, each affected employee will be given information by their supervisor about hazards to which they may be exposed during such an activity. This information will include:

- Specific hazards;
- Protective/safety measure, which must be utilized;
- Measures the company has taken to lessen the hazards, such as ventilation, respirators, stand-by person, and emergency procedures.

To ensure that our subcontractors work safely on our projects, it is the responsibility of the job superintendent and/or general foreman to provide contractors with the following information:

- Hazardous substances to which they may be exposed while on the job site;
- Precautions the employees may take to lessen the possibility of exposure by usage of appropriate protective measures.

Project specific hazard assessment, hazardous substance analysis, personal protection evaluation, and employee training will be in accordance with the Company's Hazardous Communication Program and OSHA requirements.

Note: Employees shall not be denied access to SDS at anytime and no action will be taken against any employee who wants to see the SDS files. The current law has been nicknamed "The Right to Know Law" and that is exactly what the contents of the law specify.

EMERGENCY ACTION PLAN

In the event of fire, earthquake, disaster, civil unrest, or other emergencies, the Superintendent, Foreman, and/or Supervisor will coordinate the emergency action to be taken. Above all, **DO NOT PANIC** or put your own safety at risk.

- Direct employees to a safe area and account for all employees.
- If necessary, call or send for local emergency medical assistance.
- Stabilize the area.
- If necessary, start rescue operations.
- If necessary, administer First Aid/CPR.
- If necessary, coordinate the direction of emergency vehicles to the appropriate area.
- Follow Company procedures for notifying upper management.
- In case of serious injury or death, follow Company procedures.
- When the plan is initiated, employees shall be designated and trained to assist in the safe and orderly emergency evacuation procedures.
- The project Supervisor or the Safety Manager shall advise employees of their responsibility under the plan at the following times:
 - When the plan is developed;
 - Whenever the employee's responsibilities or designated action under the plan change, whenever the plan is modified.

EMERGENCY MEDICAL SERVICES

Where employees may be subject to known job site hazards, such as flammable liquids and gases, poisons, caustics, harmful plants and animals, toxic materials, confined spaces, etc., they shall be instructed in the recognition of the hazard, in the procedures for protecting themselves from injury, and in the first aid procedure in the event of an injury.

No worker shall be required, or knowingly be permitted, to work in an unsafe environment, unless for the purpose of making it safe - and then only after proper precautions have been taken to protect them while doing such work.

At all times there will be a person on the job site who has a current Standard First Aid and CPR Trained certificate.

There will be posted in all field offices, in plain view, the telephone numbers of a local hospital, a physician, and an alternate, and ambulance and fire protection services.

At least one first aid kit in a weatherproof container shall be available on each job site. The contents of the first aid kit will include the following:

- Adhesive dressings
- Adhesive tape rolls, 1 inch wide
- 1-inch gauze bandage roll or compress
- Eye dressing packet
- 2-inch gauze bandage roll or compress
- 4-inch gauze bandage roll or compress
- Sterile gauze pads, 1 inch, 2 inch, 3 inch, 4 inch squares
- Sterile surgical pads suitable for pressure dressings
- Triangular bandages
- Safety pins
- Tweezers and scissors

Equipment in adequate quantities to be readily available but not necessarily in the First Aid Kit, consisting of:

- Cotton tipped applicators
- Dressing forceps
- Emesis basin
- Flashlight
- Portable oxygen and its breathing equipment
- Magnifying glass
- Tongue depressors

An up-to-date standard or advanced first -aid textbook, manual or the equivalent shall be kept nearby.

Please note there shall be **no** medication of any kind in first-aid kits. Aspirin, sedatives, and other pain relievers are not to be kept with first-aid kits.

Where the eyes or body of any person may be exposed to injurious or corrosive materials, suitable facilities for drenching the body or flushing the eyes with clean water shall be conspicuously and readily accessible.

An emergency call system shall be available, for structures five or more floors or 48 feet or more above or below ground level, to notify those persons designated in the emergency plan of the location of the injured employee. The use of the construction and/or passenger elevators for medical emergencies shall take precedence over all other use.

At least one basket or equally appropriate litter equipped with straps and two blankets, or other similar warm covering, shall be provided for each building five or more floors or 48 feet or more either above or below ground level.

The foreman at each job site will have available at all times, transportation for taking the injured or ill employee to the nearest hospital or emergency facility, if it is not necessary to call an ambulance or other emergency vehicle.

All employees must be informed as to the procedures to follow in the event of an injury or illness.

- The employee's immediate foreman and/or supervisor are to be notified immediately.
- A licensed physician chosen by the company will attend to the injured or ill employee.
- The Doctor's Report of Injury or Illness is to be sent to the Employer with a statement of the findings.

Emergency medical information for each project is listed in the Site Specific Safety Plan located on every jobsite. All employees will be informed of this information prior to starting work.

COMPLIANCE

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Managers and supervisors are expected to enforce the regulations fairly and uniformly.

All employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe work environment.

Our system of ensuring that all employees comply with the rules and maintain a safe work environment include:

- Informing employees of the provisions of our Injury and Illness Prevention Program.
- Evaluating the safety performance of all employees. Evaluations are conducted during routine safety inspections by the Safety Manager, and daily by job site supervision.
- Recognizing employees who perform safe and healthful work practices. Employees are recognized for safety suggestions and encouraged to communicate safety to their fellow workers.
- Providing training to employees whose safety performance is deficient is conducted if evaluations warrant such training.
- Disciplining employees for failure to comply with safe and healthful work practices. (See Safety Violation Disciplinary Policy)

DISCIPLINARY POLICY FOR EMPLOYEE SAFETY VIOLATIONS

Cabrillo Hoist employees shall comply with all Federal, State, Local, and Company Safety Policies and Procedures. The Company Code of Safe Practices shall be adhered to on all projects and at all facilities.

If an employee, including Supervisors and Managers, is responsible for a violation of a safety order, that employee shall be disciplined as follows:

- 1) Situations which may cause self injury of a non life threatening or non loss of use, such as failure to wear safety glasses or use of hearing protection in low exposure areas:
 - First offense: Verbal reprimand.
 - Second offense: Written reprimand.
 - Third offense: Written reprimand and suspension without pay.
 - Fourth offense: Termination.

- 2) Situations of life threatening injury or loss of use, such as failure to use proper access to scaffolding by climbing the frame instead of the access ladder, blocking out a guard on tools or equipment, failure to wear a hard hat, failure to wear a seat belt, etc.
 - First offense: Verbal and written reprimand.
 - Second offense: Written reprimand and suspension without pay.
 - Third offense: Termination.

- 3) Situations that present an imminent danger, such as failure to use a body harness and lanyard when required, failure to use a Lockout/Tagout system when working on electrical systems or machinery that could be activated, resulting in serious injury or death:
 - First offense: Upon observation, stop the operation at once and move the employee to a safe environment, issue a written reprimand and possible suspension without pay.

Note: Circumstances may require more stringent action, which may be taken, if deemed appropriate by the supervisor involved, and management.

- 4) In situations where an employee knowingly bypasses a safety device, removes a protective physical barrier without replacing it with equal protection, or in any other way creates a situation in which another person may be seriously or fatally injured, shall be suspended immediately without

pay. If a review of the situation determines that the violation was willful, the employee shall be terminated.

Dependent upon the seriousness of the violation, management may decide to increase the disciplinary action at any level of offense.

Supervisors that have employees that continually violate the safety rules of the Company will be brought before the Executive Management group to review their role in the support and enforcement of the General Industry Safety Orders, the Construction Safety Orders and the Company Safety Program.

CODE OF SAFE PRACTICES

Safety is an everyday concern and requires the constant day-to-day attention of everyone on the job. It is for this reason that the following safety practices have been developed and recorded. Strict compliance with these practices is necessary to prevent accidents, injuries, and near misses.

Foreman shall insist on employees observing and obeying every safety requirement, regulation, and order, as is necessary for the safe conduct of the work, and shall take such action as is necessary to obtain compliance.

- Report to work in good physical condition. Do not work if you are impaired. Promptly report all injuries and illnesses to your supervisor.
- Each employee shall have a thorough understanding of his or her specific job.
- If you discover a practice or condition that in your opinion is not safe, do not ignore it! Report it to your supervisor immediately. If you do not feel that you can tell your supervisor, contact the Company Safety Manager. Safety concerns may be discussed at safety meetings or at any time the employee feels there is a safety problem on the job. **No reprisals will be taken against you for reporting unsafe practices or hazardous conditions.**
- All employees will receive a verbal orientation at the time of employment regarding Company Safety Policies and Procedures and hazards associated with specific job related tasks. The orientation will inform the worker of the safety practices, both general and specific for his/her work, the need to report accidents or illness, the existence of medical facilities and first aid, the prevention of fires and the maintenance of his/her work area,

hazardous material exposure potential, Equal Employment Opportunity, and Sexual Harassment Policies.

- Injuries don't always happen to the other person - be aware of your surroundings at all times.
- Follow proper lifting procedures for the task you are performing.
- Do not wear shirts or jackets open or with loose, baggy sleeves or cuffs that will hang up on equipment, tools, or material. Ragged or torn clothing or gloves are a hazard. Wearing rings or jewelry should be avoided. Leather work boots, in good condition, are required.
- Never work over unprotected impalement hazards. Impalement hazards must be protected with approved troughs or protective covers.
- Personal Protective Equipment is required specific to the work you are performing. Hard hats are required on all construction projects. Safety glasses, hearing protection, gloves, respirators, etc. shall be worn when required.
- Scuffling, practical jokes, or horseplay of any kind is prohibited. Fighting, violent acts, verbal or suggestive threats are strictly prohibited.
- Use or possession of alcohol, illegal drugs, or firearms is prohibited. Employees in possession of any of the above, or under the influence of illegal drugs or alcohol, will be dismissed immediately.
- Use tools and equipment as they were designed to be used.
- Regardless of where you are working, keep a solid footing. Be especially careful when walking on wet surfaces.
- Be particularly careful near floor openings and edges of slabs and remove any loose material near them. Immediately replace any guardrails removed to land material or equipment. Use signs, flags or watchmen to mark all dangerous openings. Do not access an unsafe work area.
- Do not drop or throw material to a lower level. You could seriously injure someone below.
- Observe good housekeeping; keep work area clear of debris, trash and unused materials.
- Know the location of and proper use of all fire extinguishers. A fire extinguisher shall be available when welding or burning.

- When transferring fuel, or refueling equipment, STOP ENGINES; DO NOT SMOKE OR ALLOW OPEN FLAME OR ANY SOURCE OF IGNITION WITHIN 25 FEET OF THE OPERATION. Keep containers closed when not in use. Gasoline should not be used for cleaning purposes.
- Scaffolds shall be inspected by a competent person before each use. Before using scaffolds or platforms, be sure they are safely secured with proper planking and handrails installed. Do not move rolling scaffold with workers aboard.
- Materials must be stacked neatly and piled so as to prevent toppling, sliding and rolling.
- Do not use a torch or welder unless you are trained to do so.
- Do not operate any equipment or tools you are not qualified to operate.
- Do not crawl under, over, or squeeze by equipment or machinery. Walk around.
- Riders are not allowed on forklifts, crane hooks or crane loads.
- Secure tools and materials when working over other employees or aisle ways.
- Only approved positioning belts, body harnesses, lanyards, anchorages, and other fall protection equipment shall meet the requirements of Cal/OSHA Section 1670.
- Do not begin work without being shown where to locate the First-Aid supplies, fire extinguishers, and emergency phone numbers. Report any shortage or lack of items in the First-Aid Kit to your supervisor.
- Do not enter into or work in an area without sufficient lighting. Be assured that the area is free of hazards such as items that may cause you to trip and stumble, unsafe ladders, scaffolding equipment, partially framed walls and pits, holes, trenches, etc.
- Do not enter a confined space without the required training, precautions, and authorization.
- Employees working around heavy equipment, or flagging traffic must wear orange or highly visible colored clothing or vests to increase their visibility. Always know where heavy equipment is when working and make sure the operator knows your position before starting work.

- Make sure all back-up alarms, horns, lights, hook safety latches, dead-man, triggers, and similar safety devices are operative at all times.
- Be sure all public vehicle and pedestrian traffic is protected from work operations.

HOUSEKEEPING

Good housekeeping practices improve morale, provide a better working environment, and reduce accidents. Accidents can be avoided when everyone practices good housekeeping.

- Keep your working environment clean and in order at all times.
- Put things where they belong when you have finished with them.
- Do not place material or equipment in aisles, stairways, in front of exits, emergency showers or electrical control panels.
- Tools, equipment, and chemicals shall be stored in designated spaces when not in use.
- Do not place or stack material or equipment in such a manner that they constitute a falling hazard. Do not drop cigarettes or matches on the floor.
- Put paper, Styrofoam cups and other waste materials in trash containers.
- If anything is spilled in the work area, it should be cleaned up as soon as possible after it has been determined that the spilled substance is not hazardous. If it is hazardous call your supervisor.

INSTALLATION AND ERECTION

Before Installation and Erection

Always make sure a sufficiently large area at the ground level has been secured and the lifting device(s) provided are suitable for the load in question and in good condition.

Installation and Erection

- Installation and erection must be performed by qualified persons.
- All checklists and inventories in field employees' manual must be completed.
- Never perform erection in a steady or gusting wind speed above 28 m.p.h.
- Never permit anyone to stand under a hanging load.
- Never permit a mast section to hang on an erection crane (gin pole) when the hoist is travelling.
- Anyone working within the counterweight way, in the mast, on tie-ins or in otherwise unsafe areas must follow proper lockout - tagout/tagout procedures and utilize fall protection if appropriate.
- Any installation or erection work from the hoist roof will be performed only if the "Emergency Stop" button has been activated and locked out.
- Electrical connections or re-connections must be performed by qualified persons. Always ensure that power supply is cut off during such work and Hazardous Energy Control Procedures are followed.
- Never move the hoist until all bolts are securely tightened and the lifting yoke (lifting tool for tower) has been removed from the mast section just fitted.
- Erection/jump/dismantle procedures must comply with all other codes of safe practices. (e.g. welding, fall protection, crane operations etc.)

Hoist Structure and Enclosure

- **Ensure:**
 - Dimensions and load bearing capacity of the foundation meet prescribed requirements.
 - Condition of the mast sections and racks are correct.
 - Correct installation of the mast.
 - The enclosure including supports, braces and brackets has sufficient strength and proper location for correct running clearance.
 - Bottom and top car clearances, runbys, and counterweight clearance meet applicable requirements.
- **Check:**
 - Tightening at mast joints
 - Fastening of racks.
 - Tie-in location and installation.
 - Free-standing/overhang section.
 - Installation of limit cams.

Gates, Doors, and Door Locking Devices

- **Ensure:**
 - Door and threshold gaps, height, material, installation and strength are correct.
 - Hoist doors and gates meet requirements for dimensions and material strength and interlocking devices are working properly.
 - All locking devices must meet requirements and be working properly.

Cable Guiding Device

- **Ensure:**
 - Guiding devices are fitted in correct positions and at prescribed intervals.
 - Retaining guide springs are in good condition.

Counterweights and Buffersprings

- **Ensure:**
 - Any required enclosure is properly installed and meets applicable requirements.
 - Guide members, supports and fastenings conform with applicable requirements and are in good working order.
 - The weight of the counterweight corresponds with the manufacturer's requirements.

- Rope and rope fastenings are correct.
- Counterweight guide rollers are correctly adjusted.
- Cathead is correct for hoist type and securely attached.
- Buffersprings are installed correctly and comply with requirements.

Shop Installations (Prerequisite)

- **Ensure:**
 - Gearboxes, motors, and brakes are in good condition and proper working order.
 - Machinery plate is properly attached to hoist frame.
 - Pinions and racks are in good condition.
 - Worm screws and wheels are in good condition.
 - Electrical equipment is in safe condition.
 - Complete master control box is in good condition
 - All control equipment is attached at suitable locations which are safe for use in service.
 - Warning signs for safe operation of the hoist are installed.

Hoist

- **Ensure:**
 - Guide rollers and safety hooks are correctly installed.
 - Hoist floor is undamaged.
 - Safety railing on hoist roof meets manufacturer requirements.
 - Erection crane (gin pole) is in good condition and correctly attached.

Drop Test is scheduled by the Cabrillo Hoist office and the hoist is to be operated only with proper permits.

OPERATOR DUTIES AND RESPONSIBILITIES

- All hoist operators are responsible for the safe operation and care of the manlift/material hoist they are assigned to.
- Hoist operators shall conform to all applicable Cal/OSHA regulations for operating hoists as well as the company operating rules and manufacturers' instructions.
- Good housekeeping is mandatory.
- The hoist operator is responsible for keeping the hoist car, landings and access ramps free of waste and loose materials and in good repair.
- Inspect the hoist, ramps, gates and landings daily. Immediately report any unsafe conditions to the nearest Cabrillo Hoist office for repair.
- Perform the daily, weekly and monthly inspection and maintenance in accordance with the logbook and instruction manuals.
- Routine maintenance shall be in accordance with the operator maintenance manual. Hoist operators, as a matter of course, must be aware of all safety aspects and features of the equipment they are required to operate and maintain.

It is the responsibility of the hoist operator to operate and maintain the hoist equipment. The hoist operator will keep the car, ramp and landing areas clean and in good condition. The hoist operator will not load and unload materials in the hoist car. The operator will not allow anyone other than qualified Cabrillo Hoist personnel to perform modifications or repair work to the hoist equipment.

OPERATOR RULES

- Do not operate the hoist until you have read and understand this set of rules and the operator's manual.
- Do not carry passengers until the daily inspection/maintenance is complete.
- Do not operate the hoist with the car gates or trap doors open. The gates have electrical interlock switches that prevent the car from running with the gates open. Do not bypass the interlocks.
- Do not operate the hoist without a current safety device drop test. Do not operate the hoist beyond the expiration date of the permit.
- Do not operate the hoist with a safety device overdue for change-out. The change-out date is stamped on the safety device nameplate.
- Do not operate the hoist if there is any equipment malfunction.
- Report to your supervisor any unusual vibrations, squeaks, rattles etc. as they may be early warning signals of problems.
- Landing doors and gates must be closed and locked when the hoist is away from the landing. Security of the landing gates is the operator's responsibility.
- The base enclosure must be kept locked at all times during hoist operation. Only qualified service personnel are allowed in the base enclosure, and only with the full knowledge of the operator. It is recommended that the access door be padlocked with one lock for each operator and that operator should carry the key.
- Disconnect power and lock out disconnect switches with padlock before lubricating the hoist cars. Under NO circumstances should a car be energized when greasing cars or counterweights. Use lock out tag-out procedures.
- No one is allowed in the base enclosure or on the tower for any reason when the counterweights are connected and the hoist is operable. Disconnect and lock out the disconnect switches immediately upon entering the base enclosure. No one is allowed in or on the tower when the hoist is operable; **LOCK OUT TAG-OUT PROCEDURES MUST BE IN PLACE.**
- Do not allow loads to protrude out the top, sides or ends of the car when in operation.

Cabrillo Hoist's Safety Violation Policy will be enforced.

FALL PREVENTION AND PROTECTION PROGRAM

Cabrillo Hoist is dedicated to the protection of its employees from on-the-job injuries. All employees have a responsibility to work safely on the job. The purpose of this program is to:

Supplement our standard safety policy by providing safety standards specifically designed to cover fall protection on a project and in our facilities, and:

To ensure that employees are trained and made aware of the safety provisions which are to be implemented by this program prior to the start of work.

This fall protection program addresses the use of conventional/non-conventional fall protection at a number of areas on a project or in a facility, as well as identifying specific activities that require conventional/non-conventional means of fall protection.

This program is designed to enable Cabrillo Hoist employees to recognize the fall hazards on a project or in a facility and to establish the procedures that are to be followed in order to prevent falls to lower levels or through openings in walking/working surfaces. Each employee will be trained in these procedures and strictly adhere to them except when doing so will expose the employee to a greater hazard. When this is the case, the employee shall notify management of the exposure, which shall be addressed before proceeding further.

It is the responsibility of the on-site safety supervisor to implement this fall protection program. The safety supervisor is responsible for continual observational safety checks of the work area and to enforce the safety policies and procedures. Foremen shall be responsible to correct unsafe acts or conditions that are under their control immediately. Employees are responsible for understanding and adhering to the procedures of this program; following the instructions of the foreman; and notifying management of unsafe conditions or acts that are not corrected. This fall protection program is intended to address the normal & repetitive means & methods. However if a site specific condition should arise, notify your supervisor immediately so that a site specific plan can be implemented. Project specific requirements for fall protection may vary per contract requirements.

FALL PROTECTION SYSTEMS TO BE USED WHEN REQUIRED

Controlled Access Zones

The controlled access zone shall be clearly designated and marked. These are defined as areas where work will be proceeding without use of guardrails, Personal Fall Arrest Systems, or safety net systems to protect employees working in that area. The controlled access zone shall comply with the following provisions:

When the work deck is being installed, the controlled access zone shall be defined by erecting a control line and caution tape or signs that identify the hazard and warn unauthorized employees to stay out of the controlled area. Control lines shall not be less than 6 feet nor more than 25 feet from the unprotected or leading edge.

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

The control line shall be connected on each side to a standard railing or wall, or securely anchored on each end.

Control lines shall be constructed of rope, wire rope, tapes, or equivalent materials as follows:

Each line shall be flagged or otherwise clearly marked at not more than 6-foot intervals with high-visibility material.

Each line shall be rigged and supported in such a way that its lowest (including sag) is not less than 39 inches from the working level/working area and its highest point is not more than 45 inches.

Each line shall have a minimum breaking strength of 200 pounds.

Floor, Roof and Wall Openings

Floor, roof, and wall openings shall be covered to prevent employees or materials from falling through. Openings shall be guarded by a standard railing and toeboards or covers. Coverings shall be secured against accidental displacement or removal. The following requirements shall be followed:

- All planking and floor opening covers shall be capable of safely supporting the greater of 400 pounds or twice the weight of employees, equipment and materials imposed on a one square foot area of the cover at any time.

- Floor opening covers shall have not less than 12 inches of bearing on the surrounding structure.
- Floor opening covers shall display a sign stating “**OPENING-DO NOT REMOVE**” in 2-inch high, bold black letters on a bright yellow background.
- The placement of floor opening covers shall be verified by a qualified person prior to each shift and following strong wind conditions.
- Floor opening covers shall be in place when not engaged in work requiring the opening to be uncovered.
- **Never remove a cover by walking forward or by stepping into an area where you cannot directly observe the surface below your feet!**

Worker Access

Consideration shall be given to worker access throughout the project. Work decks or platforms, stairways, walkways, guardrails and ladders shall be constructed to OSHA Specifications and shall be installed as soon as practicable to minimize the need for PFAS. Planning must include work practices that provide for 100% fall protection, except where a fall protection program for controlled access zones is in place. Other access considerations include:

The use of aerial lifts or man-baskets;

Ladder availability and ladder tie-off requirements;

Inspection and maintenance of work decks, guardrails, etc;

Emergency planning and escape routes.

Impalement Hazards

Employees shall not work above impalement hazards. The controlling contractor shall provide the required caps or troughs for impalement hazards such as, dowels, stakes, etc., before employees access the work area.

Employees working at grade or at the same surface as exposed protruding reinforcing steel or other similar projections shall be protected against the hazard of impalement by guarding all exposed ends that extend up to 6 feet above grade or other work surface, with protective covers or troughs.

NOTE: When impalement hazards exist, no matter what method of fall protection is being used, impalement hazards shall be covered.

Positioning Device Systems (PDS)

Each PDS shall consist of a body belt and rebar chain assembly (or a positioning lanyard) and an anchorage, which meet the requirements of Cal-OSHA Article 24, Section 1670 and Federal OSHA 29 CFR 1926, Subpart M. Other requirements include:

- Positioning Device systems shall be inspected prior to each use.
- Positioning devices (i.e. rebar chain assemblies, etc.) shall be rigged such that a worker cannot fall more than two feet.
- Anchorages for positioning devices shall be capable of supporting at least twice the potential impact of a workers fall, or 3,000 pounds, whichever is greater.
- Snaphooks shall be sized to be compatible with other components, such as D-rings, to prevent unintentional disengagement (roll-out).
- Snaphooks shall be locking.

Personal Fall Arrest Systems (PFAS)

A PFAS shall be worn by those employees whose work exposes them to falls in excess of 6 feet from the perimeter of a structure, and/or unprotected sides or edges. Each PFAS shall consist of a full body harness and lanyard with a deceleration device (or a positioning lanyard) and an anchorage, which meet the requirements of Cal-OSHA Article 24, Section 1670 and Federal OSHA 29 CFR 1926, Subpart M. Other requirements include:

- The force exerted on a worker in a fall shall be limited to 1,800 pounds and the maximum deceleration distance limited to 3.5 feet.
- Lanyards shall be located on the back D-ring and must be worn in the center of the back.
- PFAS's shall be inspected before each use for damage or deterioration. Damaged equipment shall be removed from service until repaired or destroyed.
- PFAS's subjected to impact from a fall shall be removed from service.

- PFAS's shall not be attached to handrails or hoisting devices.

PFAS components shall be used only for worker protection and shall not be used for hoisting materials, etc.

Training and Instruction

All workers who may be exposed to fall hazards shall be trained to recognize and eliminate these hazards. Workers shall be informed of the contents of all **Cabrillo Hoist** and **OSHA** fall protection policies. This instruction shall be done by a competent person, and shall include:

The nature of fall hazards in the work area;

Correct procedures for fall arrest systems being used;

The use of guardrail, warning line systems, and other protection to be used;

The role of employees in the fall protection program.

A written record of training / instruction shall be maintained on the job site and at the Main Office. Records shall include:

Name and signature of the employee;

Date of training / instruction; and

Signature of person conducting training / instruction.

Retraining shall be conducted whenever:

There is reason to believe the employee does not have an understanding of the skills required and the safety standards.

Changes on the project that render previous training obsolete;

Changes in fall arrest systems or equipment render previous training obsolete;

Directed by the Safety Manager or Supervisor based on observations that indicate inadequacies in employee knowledge or use of fall protection systems or the skills to perform the work safely.

FALL RESCUE

If a fall occurs, any employee hanging from the fall-arrest system must be rescued safely and quickly. Planning shall take place before there is any risk of a fall. **Select one or more of the following methods that will be used for fall rescue procedures. Note your selection by marking the appropriate methods:**

- Equipment that lets the victim rescue himself.
- A system for rescue by co-workers if available:
 - Crane with an approved man basket.
 - Ropes or litter (Stokes Basket) to lower the victim.
 - Ladder to assist in support for the victim.
 - Call the emergency services number listed at the project.

The methods for rescue, as listed above, should only be utilized if the rescue can be accomplished safely. Move the victim carefully, as injuries may exist.

All employees shall be aware of the plan and all employees shall know the availability of the fall rescue equipment.

Employees shall be instructed in self-rescue and the rescue of others.

THE FOLLOWING SHOULD BE DONE AFTER A FALL AND DURING THE RESCUE

- Provide fall protection for the victim and the rescuers.
- Communicate with the victim and monitor him constantly.
- Call any additional rescue service needed.
- If the worker has fallen but they are not injured or unconscious, and self rescue is impossible, get them to use their leg muscles (raising legs up and down with use of (rope, hose, etc.) to keep the blood pumping back into the torso.
- If none of the above is available, try to push against any foothold if possible.
- Rescue the suspended worker as quickly as possible. Time in suspension should not exceed five to ten minutes.
- Try to keep the suspended worker as close to horizontal during the rescue to lessen the pressure on the legs.
- Continuously monitor the suspended worker for signs and symptoms of suspension trauma.
- If needed, ensure that the worker receives the appropriate First Aid/CPR or emergency medical service, once rescued.

- **Avoid laying the rescued worker flat after the rescue. Keep the upper body raised in a sitting position for approximately thirty minutes.**
- If emergency medical services are assisting with the rescue, insist that they follow these instructions.
- The suspended worker, who has experienced suspension trauma, should be evaluated by a health-care professional. Possible delayed affects are not unusual.

SLIPS AND FALLS

- Wear safe, strong shoes, which are in good repair.
- Watch where you step. Be sure your footing is secure.
- Don't get in an awkward position.
- Keep control of your body movements at all times.
- Pick up litter.
- Don't let tripping hazards exist.
- Install cables, extension cords, and hoses so they don't trip you or anyone else.
- If you must climb to reach something, use a sound ladder, set up and properly secured-top and bottom. Chairs are not ladders.
- Household duty ladders are not allowed.
- When climbing face the ladder and use both hands. When reaching from a ladder, keep your shoulder inside the vertical stringer. If you must reach further than this, move the ladder first.
- Walk while on the job site do not run.
- Use caution when working in wet conditions.
- Never stand on the top three rungs of a ladder.
- When setting up a ladder, make sure it is straight and sitting on firm ground.

Tool Use Policy

HAND TOOLS

- Cutting tools must be dressed at the proper angle and kept sharp.
- Keep tools in a scabbard, not in your pocket.
- Store them in a safe place. The heads of striking tools must be dressed square (with a few exceptions) and without burrs.
- Use the right kind of tool. Use the right sized tool.
- Hold screwdrivers, wrenches, chisels, etc., in such a way that if there is a slip or a miss, you will not be hurt.
- Do not use a file without a handle.
- The proper tool for the job in the hands of a craftsman does not require a lot of muscle power.

PORTABLE POWER TOOLS

- Every electric power tool must be electrically grounded before it can be used.
- Check the insulation on the wires and the condition of the plugs and sockets every day. If they are frayed, worn, cut, or broken, repair them before using.
- String temporary extension cords and power lines so they will not create a tripping hazard and so they are protected from physical damage. Before using a drill on a wall, floor or ceiling ensure electrical wires, gas lines and high-pressure lines are not in the way.
- Skill saws shall not be used without the guard in safe working condition. **DO NOT PIN THE GUARD BACK!!**
- Do not use air tools for driving nails or spikes in walls, ceilings or floors when people are working on the other side.
- Disconnect all tools when not in use.
- Do not attempt to use any tool you have not been trained and authorized to use. Nail guns must have safety spring in place.
- You must be a competent trained person to use a Powder Actuated Tool.
- A hand-line will be used to hoist or lower small tool.
- Never use a cord or hose for hoisting.

MATERIAL HANDLING

Material handling is a job everyone does. It is easier and faster to do it the safe way. The following safe practices will help you.

- Don't move it twice if once will do. Plan your work!
- Don't try to lift objects, which may be beyond your physical capacity and training. Get help or use a machine.
- Use gloves when handling materials, which are rough, sharp, hot, or which are covered with hazardous substances.
- When moving a load, be sure you can see where you are going.
- Check for obstructions or tripping hazards in the direction you will be moving.
- When carrying long objects like pipe or lumber, keep the leading end just above head height.
- When lifting heavy objects from the floor, kneel on one knee, roll or tip the object onto the other knee, then pull the load next to your stomach and stand up.
- Use the reverse procedure to set a load down.
- Your back is not made of steel. Pile material on a strong, level base. Interlock so the pile won't come apart. Chock round stock so it can't roll.

FIRST AID AND MEDICAL SERVICES

Employees must clear through their foreman and/or manager:

- When leaving work prior to the end of the working day for illness or injury.
- When returning from any absence due to occupational illness or injury.
- When returning from any absence due to non-occupational illness or three days or more. A release from the treating physician may be required.
- When wearing a bandage or dressing which obscures vision.
- When wearing a cast, splint or crutch.

Be sure to notify your foreman of any change in your name or address. This is important in order to maintain necessary contact with you and your family.

In case of accident, sickness or inability to report to work, phone your supervisor/foreman before 7:00am. Failure to properly notify your supervisor/foreman is grounds for termination.

EMERGENCY EVACUATION PROCEDURES

In the event of fire, earthquake or any other emergency, it may be necessary to quickly evacuate the building and/or job site in a safe and orderly manner. The evacuation procedure to be followed by all personnel under these circumstances is:

- The instruction to evacuate a job site will be given by the individual job site foreman.
- Immediately stop work, switch off all tools and equipment and leave the building by the nearest exit.
- Foreman are to have employees meet at a safe location to conduct head count and report to office.

PERSONAL PROTECTIVE EQUIPMENT AND PERSONAL HYGIENE

- Protective equipment must be worn when required.
- Your supervisor will advise you as to what equipment is necessary for a particular job.
- Eye Protection and Hard-hats are required on all job sites.
- Always wear protective clothing when working with chemicals.
- Clothing which has become contaminated must be removed immediately.
- Avoid handling chemicals or immersing your hands in chemical solutions without wearing rubber gloves.

- A welder's helmet or goggles with the correct tint to protect the eyes from ultraviolet or infrared radiation shall be worn when welding.
- If you are cut or if you receive puncture wound from a fish spine, personal hygiene becomes extremely important.
- Always keep cuts and puncture wound clean to avoid unnecessary infections.
- Report any such minor injuries to your supervisor.
- If skin contact with chemicals occurs, immediately rinse the exposed area with running water.
- The important factor is always to remove chemical material as quickly as possible. Employees must not clean hands by washing in oils or solvents. Soap and water is the best and safest to use.
- Wash hands after using any chemicals or solvents and before smoking, eating or contacting sensitive body areas, such as eyes to prevent contamination.
- When cutting Hardie Board siding an NIOSH approved dust mask is required.
- Contact lenses increase the danger of eye damage when used in areas of potential eye injury.
- Contact lenses shall not be worn in any area where chemicals are used.
- Wear appropriate clothing for the work that you do.
- No loose clothing around machinery.
Appropriate footwear shall be worn.
No open toed shoes or slippery-soled shoes are to be worn on job sites.
- Respiratory equipment will be required for any work where a suspect health hazard may exist due to the accumulation of harmful fumes, vapors or dust.
- Employees shall wear hearing protection when required as well as any other safety equipment specified for the work assigned.

LOCKOUT- TAGOUT PROCEDURES PROGRAM

PURPOSE

This procedure establishes the requirements for lockout - tagout of energy sources that could cause injury or death to personnel. All employees shall comply with the procedure.

RESPONSIBILITY

The responsibility for seeing that this procedure is followed is required of all employees. All employees shall be instructed in the safety significance of the lockout - tagout procedure by the designated Training Supervisor. Each new or transferred affected employee shall be instructed by the designated Training Supervisor in the purpose and use of the lockout - tagout procedures.

PREPARATION FOR LOCKOUT - TAGOUT

Employees authorized to perform lockout - tagout shall be certain as to which switch, valve, or other energy isolating devices apply to the equipment being locked out. More than one energy source (electrical, mechanical, or others) may be involved. Any questionable identification of sources shall be cleared by the employees with their supervisors. Before lockout - tagout commences, job authorization should be obtained.

SEQUENCE OF LOCKOUT - TAGOUT PROCEDURE

- Notify all affected employees that a lockout - tagout is required and the reason therefore.
- If the equipment is operating, shut it down by the normal stopping procedure (such as: depress stop button, open toggle switch).
- Operate the switch, valve, or other energy isolating devices so that the energy source(s) (electrical, mechanical, hydraulic, and other) is disconnected or isolated from the equipment. Stored energy, such as that in capacitors, springs, elevated machine members, rotating fly wheels, hydraulic systems, and air, gas, steam or water pressure, must also be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down.
- Lockout - tagout energy isolating devices with an assigned individual lock.
- After ensuring that no personnel are exposed and as a check on having disconnected the energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate. CAUTION: Return operating controls to neutral position after the test.
- The equipment is now locked out.

RESTORING EQUIPMENT TO SERVICE

- When the job is complete and equipment is ready for testing or normal service, check the equipment area to see that no one is exposed.
- When equipment is clear, remove all locks. The energy isolating devices may be operated to restore energy to equipment.

PROCEDURE INVOLVING MORE THAN ONE PERSON

In the preceding steps, if more than one individual is required to lock out equipment, each shall place his/her own personal lock on the energy isolating device(s). One designated individual of a work crew or a supervisor, with the knowledge of the crew, may lock out equipment for the whole crew. In such cases, it may be the responsibility of the individual to carry out all steps of the lockout - tagout procedure and inform the crew when it is safe to work on the equipment. Additionally, the designated individual shall not remove a crew lock until it has been verified that all individuals are clear.

RULES FOR USING LOCKOUT - TAGOUT PROCEDURE

All equipment shall be locked out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. Do not attempt to operate any switch, valve, or other energy isolating device bearing a lock.

The Information contained in this Injury and Illness Prevention Program is the requirement for lockout - tagout procedures. Specific requirements and procedures will be in accordance with the company's lockout - tagout program and OSHA requirements.

HAZARDOUS ELECTRICAL VOLTAGE PROCEDURE

PURPOSE

This information is to establish standards to prevent hazardous electrical exposures to personnel and ensure compliance with regulatory requirements applicable to electrical systems. Working on the equipment in a de-energized state is required unless de-energizing is infeasible for troubleshooting and/or repair. This program is designed to help ensure that energized electrical work at Cabrillo Hoist is performed safely by authorized employees, who are trained and provided with the appropriate safe work procedures, protective equipment and other controls. The program is intended to ensure the employees are protected against electrical shock, burns and other potential electrical safety hazards as well as comply with regulatory requirements.

RESPONSIBILITIES

Supervisors and Management

- Determining which employees are Qualified Electrical Workers and are allowed to work on energized systems. This process involves “certification” of the individual by another Qualified Electrical Worker based upon observation of their safe work practices, knowledge level and familiarity with the tools and equipment for performing energized electrical work, and documentation of the required training and experience.

Safety Manager / Officers

- Interpreting the standards and regulations as they apply to work being performed by Cabrillo Hoist;
- Performing program implementation review on an annual basis on all electrical work including lockout - tagout procedures for specific equipment
- Partnering with Supervisors and departments who perform electrical work;
- Assisting in the coordination of appropriate training for Qualified Electrical Workers and authorized lockout - tagout persons.

Qualified Electrical Worker

- Understand how to use special tools and special work procedures for energized equipment;
- Understand special hazards associated with energized equipment;
- Understand the workspace and guarding specified in the Cal/OSHA standard.

Additionally, all Qualified Electrical Workers must also have the skills and techniques necessary to distinguish exposed live parts from other parts of electrical equipment and to determine the nominal voltage of exposed live parts . Management, Supervisors and Safety Officers will work together to determine who is a designated Qualified Electrical Worker.

TRAINING CHECKLIST

The training requirements below apply to all employees who must work on or near energized components. All **Qualified Electrical Workers** are required to be trained on safety-related work practices that pertain to their jobs and in the following topics below:

- The manual provided by supervisors or a qualified training facility (i.e. Alimak) associated with the hoist model being repaired.
- The skills and techniques necessary to distinguish exposed live parts from other parts of electrical equipment.
- The skills and techniques necessary to determine the nominal voltage of exposed live parts.
- The clearance distances specified by Cal/OSHA and the corresponding voltage to which the Qualified Person will be exposed.
- Safely de-energizing of parts and subsequent electrical lockout - tagout and tagging procedures as required.
- Appropriate precautionary work techniques.
- Appropriate use of PPE.
- Proper selection and use of rated test instruments and equipment, including the capability to visually inspect all parts of the test equipment for defects.
- Proper use of insulated tools or other non-conductive devices.
- Removal or special handling of any conductive materials and equipment.
- Proper and safe use of portable ladders around electrical equipment.
- Removal of any conductive jewelry or apparel.
- Proper alerting techniques such as using safety signs and tags, barricades or attendants.
- Any other safety related work practice not listed above but necessary for safely doing the job.

TEMPORARY ELECTRIC FOR CONSTRUCTION

The hazards associated with Temporary Electric sources are some of the most overlooked, yet most dangerous, hazards on a construction site. The following covers the bodily effects that electrocution can cause, as well as some of the different operation safety precautions that should be taken to avoid electrocution.

MILLIAMPERE CURRENT VALUES AND THEIR AFFECT ON THE HUMAN BODY

01 or less	Causes no noticeable sensation. No sensation is felt because the current is not strong enough to register with the nerves.
01 to 04	Slight shock sensation. Not painful. Individual maintains muscular control. 5mA is accepted as maximum harmless current intensity.
05 to 14	Painful shock, yet individual maintains muscular control.
15 to 19	Painful shock, muscular control is lost.
20 to 49	Painful shock. Severe muscular contractions. Breathing is difficult. Discomfort and breathing difficulties may persist hours after current has been interrupted.
50 to 250	Ventricular fibrillation occurs. Ventricular fibrillation is a condition caused when on or both of the lower chambers of the heart stop pumping while on or both of the upper chambers continue to function.
250 +	Severe burns. Also, the thoracic (area between neck and diaphragm) muscles contract, causing cardiac arrest and preventing ventricular fibrillation. If the current is interrupted within a fraction of a second of when it started, the heart may begin to function. However, if the current is not quickly interrupted, death results.

THE HAZARDS

Temporary electrical serves as a power source for hand tools and equipment when permanent electrical resources are unavailable. There are many dangers when using temporary electrical sources, because temporary electrical requires electricity to pass through temporary devices to equipment. Depending on the equipment being used, if power is interrupted or a power surge occurs, the equipment may cause injury to an employee, or damage to equipment, or the product.

Power interruption can be caused by many different things. The following is a list of some items to look for to prevent power interruption:

- Homemade outlets
- Frayed and damaged cords or tools
- Overloaded circuits
- Connections exposed to water
- Exposed electrical conductors
- Cord assemblies with improperly connected terminals

The unfortunate results of these exposures include electric shock and in some instances, serious injury or death.

THE REGULATIONS

OSHA's federal standards for construction electrical requirements are located in 29 CFR part 1926, Subpart K. Cal-OSHA's construction electrical requirements are found in Section 2405, Title 8 California Code of Regulations. Requirements for Ground Fault Circuit Interrupters or Assured Equipment Grounding programs were adopted in July, 1986. The basis for the rules is to provide protection for construction employees from the most common electrical shock hazard, the ground fault.

The California Regulations state, "An employer shall use **either or both** ground-fault circuit interrupters or an assured equipment grounding conductor program. These requirements are in addition to any other requirements for equipment grounding conductors."

GFCI SYSTEM

A Ground Fault Circuit Interrupter is a fast acting circuit breaker that senses small imbalances in the circuit caused by current leakage to the ground and, in a fraction of a second, shuts off the electricity. The GFCI continually matches the amount of current going to an electrical device with the amount of current returning from the device along the normal electrical path. Whenever the amount "going" differs from the amount "returning" by approximately 5 milliamps, the GFCI interrupts the electric power within as little as 1/40 of a second. Keep in mind that the that the GFCI will not protect employees from line to line (hot wire to hot wire) shocks.

The following are specific requirements taken from the California Code of Regulations:

- All 120 volt, AC, single-phase, 15- and 20-ampere receptacle outlets on construction sites, which are not a part of the permanent wiring of the building or

structure and are in use by employees, shall have approved ground-fault circuit interrupters for employee protection.

- Receptacles on a two-wire, single-phase portable or vehicle-mounted generator rated not more than 5 kW, where the circuit conductors of the generator are insulated from the generator frame and all their grounded surfaces, need not be protected with ground-fault circuit interrupters.
- Feeders supplying 15- and 20-ampere receptacle branch circuits shall be permitted to be protected by a ground-fault circuit interrupter approved for the purpose in lieu of the above provisions.

ASSURED EQUIPMENT GROUNDING PROGRAM

California Regulations state, “An employer shall establish and implement an assured equipment grounding conductor program on construction sites, covering all 120-volt, AC, single-phase, cord sets, receptacles, which are not a part of the permanent wiring of the building or structure and equipment connected by cord and plug, which are used by employees.” The following are the minimum requirement:

- **Written Program.** A written description of the program, including the specific procedure adopted by the employer shall be available at the job site for OSHA and any affected employee.
 - **Qualified Person.** The employer shall designate one or more qualified persons to implement the program.
 - **Daily Inspections.** Each cord set, attachment cap, plug and receptacle of cord sets, and any equipment connected by cord and plug including those which are not required to be grounded, except cord sets and receptacles which are fixed and not exposed to damage, shall be visually inspected before each day’s use for external defects, such as deformed or missing pins or insulation damage, and for indication of possible internal damage. Equipment found damaged or defective shall not be used until repaired.
4. **Testing.** The following tests shall be performed on all cord sets and receptacles, which are not a part of the permanent wiring of the building or structure, and cord-and-plug connected equipment required to be grounded:
- **Continuity.** All equipment grounding conductors shall be tested for continuity and shall be electrically continuous.
- B) **Grounding.** Each receptacle and attachment cap or plug shall be

tested for correct attachment of the equipment-grounding conductor. The equipment-grounding conductor shall be connected to its proper terminal.

NOTE: Double-insulated tools or other similar equipment are not required to be grounded.

5. **Testing Frequency.** All tests shall be performed:

- Before all newly acquired equipment is used
- Before equipment is used following any repairs
- Before equipment is used after any incident which can be reasonably suspected have caused damage (for example, when a cord set is run over)
- At least every three months

6. **Red Tag/Out of Service Equipment.** Equipment, which has not met these requirements, shall not be made available or permitted to be used by employees.

7. **Marking/Color Coding Receptacles.** Cord sets and cord- and plug connected equipment passing the tests shall be identified. Color-coding is most common, but logs may also be maintained as long as employees are informed and an interval, usually 3 months, is maintained for testing and updating all equipment.

In conclusion, temporary electrical is a necessary, but dangerous, operation. Special care must be taken to ensure the safety of all employees and product. By understanding the effects of electrocutions and how to prevent them, a safer jobsite is created.

FORKLIFT SAFETY PROGRAM

BASIS: Accidents resulting from powered industrial truck operation can result in severe personal injury or death, major property damage and major damage to company products. This poses a serious problem for workers and their employer. The OSHA Powered Industrial Trucks Standard establishes uniform requirements to make sure that hazards associated with the use of Powered Industrial Trucks are evaluated, and that this hazard information and training is transmitted to all affected workers.

GENERAL: Cabrillo Hoist will ensure that the requirements of the OSHA Standard for powered industrial trucks will be adhered to. This standard practice instruction is intended to address comprehensively the issues of; employee training, authorization, safety requirements, fire protection, new purchase designs, maintenance, and general operation of fork trucks, tractors, platform lift trucks, motorized hand trucks, and other specialized industrial trucks used within our facility.

Contents of the Powered Industrial Trucks Program

- 1. Written Program.** Development and maintenance of a written powered industrial trucks program.
- 2. Training Program.** Development and implementation of the employee training program regarding; authorization, use, operator maintenance, and associated hazards.
- 3. Operations Program.** Development and implementation of the operations program regarding; authorization, use, operator maintenance, and associated hazards.
- 4. Configuration Program.** Development and implementation of the vehicle configuration program regarding; modifications or additions to vehicles which affect capacity, and safe operation.

§3664. Operating Rules.

- (a) Every employer using industrial trucks or industrial tow tractors shall post and enforce a set of operating rules including the appropriate rules listed in Section 3650(t).
- (b) Every employee who operates an agricultural or industrial tractor shall be instructed in the following procedures and in any other practices dictated by the work environment. Such information shall be provided at the time of initial assignment and at least annually thereafter. Copies of these instructions, printed in a language understood by the majority

of the employees, shall be conspicuously posted at a place frequented by the drivers.

EMPLOYEE OPERATING INSTRUCTIONS

1. Securely fasten your seat belt if the tractor has a ROPS.	
2. Where possible, avoid operating the tractor near ditches, embankments, and holes.	
3. Reduce speed when turning, crossing slopes, and on rough, slick, or muddy surfaces.	
4. Stay off slopes too steep for safe operation.	
5. Watch where you are going, especially at row ends, on roads, and around trees.	
6. Do not permit others to ride.	
7. Operate the tractor smoothly -no jerky turns, starts, or stops.	
8. Hitch only to the drawbar and hitch points recommended by tractor manufacturers.	
9. When tractor is stopped, set brakes securely and use park lock if available.	

(c) Every employee who operates an agricultural or industrial tractor shall be required to check the tractor prior to operation each day and if it is unsafe report the matter immediately to a foreman or mechanic and shall not use the tractor again until it has been made safe.

(d) Employees shall be prohibited from stunt driving or horseplay while operating an agricultural or industrial tractor.

(e) No repairs shall be performed on any agricultural or industrial trucks or tractors until

arrangements have been made to reduce the probability of injury to repairmen or others caused by sudden movement or operation of such equipment or its parts.

	Note: Authority cited: Section 142.3, Labor Code. Reference: Section 142.3, Labor Code.
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Powered Industrial Trucks Program

1. Written Program. Cabrillo Hoist will review and evaluate this standard practice instruction when any of the following occurs:

- Every three years.
- When changes occur to governing regulatory sources that require revision.
- When changes occur to related company procedures that require a revision.
- When facility operational changes occur that require a revision.
- When there is an accident or a near-miss that relates to this area of safety.
- Anytime the procedures fail.

Effective implementation of this program requires support from all levels of management. This written program will be communicated to all personnel that are affected by it. It encompasses the total workplace, regardless of the number of workers employed or the number of work shifts. It is designed to establish clear goals and objectives.

- **Training program.** Operator training. Only trained and authorized operators shall be permitted to operate a powered industrial truck. All operator training and evaluation shall be conducted by persons who have the knowledge, training, and experience to train powered industrial truck operators and evaluate their competence.

The Information contained in this Injury and Illness Prevention Program is the requirement for Forklift Safety Training and Procedures. Specific requirements and procedures will be in accordance with the Company's Forklift Safety Program and OSHA requirements.

VEHICLE SAFETY

- All Company cars, pickups and trucks shall be periodically inspected for damaged or defective headlights, seatbelts, brake lights, taillights, back-up lights, turn signals and tire wear.
- Employees shall report any damage or defects to their supervisor. Vehicles with safety defects shall not be driven.
- Vehicles shall be properly maintained at all times.
- Brakes will be checked on a regular basis and replaced as necessary; shall be checked and replaced as necessary and no vehicles will be driven with excessively worn tires.
- The windshield and rear window will be kept clean enough so that vision is not impaired in any way.
- If either of these windows becomes cracked or broken they will be replaced immediately.
- Headlights, brake lights and tail lights will be kept in working order at all times.
- Back up alarms or flaggers/spotters are mandatory on all trucks one-ton and over.
- Flaggers/spotters shall be used with any vehicle where the view is obstructed.
- All applicable traffic laws will be observed when driving any Company vehicle.
- Anyone driving a Company vehicle must have a valid state driver's license.
- Maintenance records must be maintained for each Company vehicle.
- Vehicle accidents are to be reported immediately to the Office. A portable fire extinguisher appropriate for extinguishing motor vehicle fires shall be maintained in each Company vehicle.
- Park vehicles in legal parking spaces do not obstruct traffic or emergency exits.
- No employee shall work under a vehicle being supported by jacks or chain hoists without adequate protective blocking installed to prevent injury in the event the jack or hoist should fail.
- No one shall drive a company vehicle while under the influence of alcohol or drugs.

All Company trucks should have the following safety equipment and information at all times.

- First Aid Kit
- Fire extinguisher
- Orange vests ANSI 107-2004 CLII/Level II
- Accident/Injury report forms (Blanks in IIPP)
- Insurance information packet/camera
- Safety instructions and orders
- Stop/slow signs
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HEAT INJURY PREVENTION PROGRAM

Heat may become a serious health hazard at the worksite. Your body builds up heat and sweats to get rid of extra heat. In extreme conditions, the body may sweat as much as 2 – 3 gallons a day. When the body is unable to cool itself through sweating, serious heat illnesses may occur. The most severe heat-induced illnesses are Heat Exhaustion and Heat Stroke. If left untreated, Heat Exhaustion could progress to Heat Stroke and possibly death. Know the symptoms and act immediately to reduce the risks of heat-induced illnesses. Awareness can save your life or the life of a co-worker.

Cal/OSHA Compliant Heat Illness Prevention Program

Summer is here and with the longer days come higher temperatures and an increased risk of heat illness.

Cal/OSHA has begun its yearly heat sweeps to ensure compliance with General Industry Safety Orders section 3395. Already this year, the agency has conducted more than 650 inspections and it will ramp up enforcement activities in the coming week. "For outdoor workers, the hot sun with high temperatures can be life-threatening," warns Cal/OSHA.

HEAT ILLNESS PREVENTION PROGRAM

I.INTRODUCTION

Hot weather puts stress on an employee's body cooling system. When heat is combined with other stressors such as hard physical work, loss of fluids or some medical conditions, it may lead to heat-related illness, disability, or even death.

This can happen to anyone - even the young and fit.

Heat illness risk factors are present in many workplaces. For agricultural employees, solar radiation and hot ambient air are important external sources of heat. Humidity in the workplace also contributes to heat stress.

Employees on medications or with pre-existing medical conditions may be more susceptible to heat stress. Employees should speak to their personal physicians about working in hot environments before starting work.

II.WHAT IS HEAT STRESS/ILLNESS?

Our bodies maintain a fairly constant internal temperature of 98.6 degrees F., even though external temperatures might be much higher or lower. To keep its temperature within safe limits, the body often must shed excess heat. Its natural method is to increase blood circulation to the skin, from which some heat flows to the environment through radiation and convection, and then to release sweat. As the sweat evaporates, it helps to further cool the skin surface.

On hot days, the body cannot shed its heat nearly as efficiently as when the surrounding temperature is much lower than that of the body. In addition, on days of high humidity, sweat does not evaporate as quickly because the surrounding air is moist. These conditions make it more difficult to work in heat. With more blood going to the external surface of the body, less circulation carries nutrients and oxygen to the active muscles, the brain, and other internal organs. Strength soon declines and fatigue occurs earlier than it would otherwise. Alertness and mental capacity also may be impaired. Employees who must perform delicate or detailed work may find their accuracy suffering, and others may find their comprehension and retention of information lowered. Because the loss of body fluid as sweat reduces blood volume, it further interferes with normal functions and makes subsequent cooling even harder.

Failure to recognize the signs and symptoms of heat stress can result in serious illness or even death. Employees who observe fellow employees exhibiting any symptoms of heat illness must IMMEDIATELY report these symptoms to their supervisor. Most heat illness victims are not aware of the danger they are in due to diminished rational thinking caused by the heat stress itself.

III.CONTRIBUTING FACTORS

Many factors influence heat illnesses. You can control some factors, but not others:

- Heat - Ambient temperature at the job site.
- Humidity - The amount of moisture in the air.
- Air Movement - A light wind can act as a refresher, but too much wind can increase your body's dehydration rate.
- Exertion - How much effort a person expends while working.
- Clothing - Thick, heavy clothing acts as insulation that can greatly decrease the body's ability to dissipate its heat and control its temperature. Darker clothing generally absorbs more solar heat.
- Condition - Your overall physical condition can play a huge role in how your body reacts to hot conditions and tolerates loss of fluids.
- Water Consumption - Drinking plenty of water, especially on hot days, is crucial to replace fluids lost as sweat and preventing heat illness.

- Alcohol Use - Alcohol dehydrates the body. By drinking a lot of alcohol the night before, you will already be dehydrated before your workday even starts, greatly increasing your risk of heat illness.

- Acclimatization - The extent to which your body had adjusted to working in hot weather by starting to sweat earlier and with less loss of electrolytes.

IV.DEFINITIONS

“Acclimatization” means temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. Acclimatization peaks in most people within 4-14 days of regular work for at least two hours per day in the heat.

“Heat illness” means a serious medical condition resulting from the body’s inability to cope with a particular heat load, including heat cramps, heat exhaustion, heat syncope (i.e., fainting) and heat stroke (i.e., impairment of brain or nervous system stemming from dangerously elevated body temperature).

“Environmental risk factors for heat illness” means working conditions that create the possibility that heat illness could occur, including air temperature, relative humidity, radiant heat from the sun and other sources, conductive heat sources such as the ground, air movement, work load severity and duration and protective clothing and personal protective equipment worn by employees.

“Personal risk factors from heat illness” means factors such as an individual’s age, degree of acclimatization, health, water consumption, alcohol consumption, caffeine consumption, and the use of medications or other drugs that affect the body’s water retention or other psychological responses to heat.

“Shade” means blockage of direct sunlight. One indicator that blockage is sufficient is when objects do not cast a shadow in the area of blocked sunlight. Shade is not adequate when heat in the area of shade defeats the purpose of shade, which is to allow the body to cool. For example, a car sitting in the sun does not provide acceptable shade to a person inside it, unless the car is running with air conditioning. Shade may be provided by any natural or artificial means that do not expose employees to unsafe or unhealthy conditions.

“Temperature” means the dry-bulb temperature in degrees Fahrenheit obtainable by using a thermometer to measure the outdoor temperature in an area where there is no shade. While the temperature measurement must be taken in an area with full sunlight, the sensor of the thermometer should be shielded by the hand or some other object, from direct contact by sunlight.

V. DISORDERS RELATED TO HEAT STRESS

Disorders related to heat stress and their causes, symptoms, treatment and prevention are summarized in this table:

<p>Mild: Heat Cramps This is often the earliest and least serious form of heat illness. It isn't dangerous unless the symptoms aren't treated. You should get treated and tell your supervisor.</p>	<p>Signs and Symptoms</p> <ul style="list-style-type: none"> •Having painful spasms in your muscles during activity or hours afterward (heat cramps) 	<p>Treatment</p> <ul style="list-style-type: none"> •Rest in a cool, shady area. •For muscle cramps, use warm, moist compresses. Then massage gently. •Drink water or a sport drink
<p>Moderate: Heat Exhaustion This is a serious form of heat illness that can progress to stroke if not treated right away. You may need to take a break from work and get medical attention.</p>	<p>Signs and Symptoms</p> <ul style="list-style-type: none"> •Sweating a lot •Cold, moist, pale, or flushed skin •Feeling very weak or tired •Headache, nausea, loss of appetite •Feeling dizzy or giddy •Rapid or weak pulse 	<p>Treatment</p> <ul style="list-style-type: none"> •Resting in a cool area. •Drinking water or a sport drink. In some cases, a medical professional will need to administer fluids. •Taking salt, if instructed. •Using cool compresses on the forehead, around the neck, and under armpits. Blowing air across skin with fans.
<p>Severe: Heat Stroke This is a serious, life-threatening medical emergency. If not treated right away, heat stroke can lead to permanent brain damage and even death.</p>	<p>Signs and Symptoms</p> <ul style="list-style-type: none"> •Sweating stops •Hot, dry skin that looks red, mottled or bluish. •Deep, fast breathing •Headache or nausea •Rapid, weak, or irregular pulse •Feeling dizzy, confused, or delirious •Fainting •Having convulsions 	<p>Treatment</p> <ul style="list-style-type: none"> •Call 9-1-1 immediately •Implement Emergency Response Procedures •Rest in a cool area. •Have clothing soaked with cool water, or remove outer clothing and be wrapped with a sheet soaked in cool water. •Be blown with fans •Drink water or a sport drink. (Do not try to give water to someone who is unconscious.)

VI. SUPERVISOR/COMPANY RESPONSIBILITIES

- Each supervisor/foreman is responsible for carrying out the procedures of this Policy and the training of employees under his or her direct supervision that are specific to the employee's work locations. Procedures and responsibilities will be communicated to all agricultural employee working outdoors, and in particular to the supervisory employees

assigned program responsibilities through training, general safety meetings and tailgate meetings.

VII. PROVISION OF WATER

Every field supervisor/foreman shall carry out the following procedures:

- Bring to the worksite fresh, pure and suitably cool drinking water in containers (5 to 10 gallons each) so that at least one quart per employee per hour is available at the start of the shift. Smaller quantities of such drinking water may be brought at the beginning of the work shift if the supervisor follows the replenishment procedure noted below.
- Bring sufficient paper cone cups or bags of disposable cups and the necessary cup dispensers to ensure that enough disposable cups are made available for each employee and are kept clean until used.
- Check the water level of all containers at least once an hour, and more frequently when the temperature exceeds 85 deg. F. When the water level within a container drops below 50%, refill it with fresh, pure and suitably cool water from additional water containers (i.e., 5 gallon bottles), or replace it with a full container. Monitor and replace water as needed throughout the day to ensure at least one quart per employee per hour is available.
- When the temperature exceeds 85 deg. F., carry ice in separate clean containers, so that when necessary, it will be added to the drinking water to keep it suitably cool.
- Continuously monitor the worksite and place water containers as close as practical to employees so that it is readily accessible. If field terrain prevents the water from being readily accessible to the employees, bring bottled water or individual containers (in addition to disposable cups and water containers), so that employees can have drinking water readily accessible.
- Relocate water containers throughout the day to follow crews so that drinking water will be readily accessible at all times.
- Clean the water containers and ensure they are kept in sanitary condition
- Point out to employees daily the location of water containers and remind them to drink water frequently. When the temperature exceeds or is expected to exceed 85 deg. F., hold a brief "tailgate" meeting each morning to review with employees the importance of drinking water throughout the workday, the number and schedule of water and rest breaks, and the signs and symptoms of heat illness.
- When the temperature equals or exceeds 95 deg. F. or during a heat wave, consider increasing the number of water breaks, and remind employees to drink plenty of water.
- During employee training sessions, stress the importance of drinking water frequently.

VIII.ACCESS TO SHADE

To minimize the risk of heat illnesses and to insure access to shade at all times, the company has adopted and adheres to the following policies:

- Employees are allowed and encouraged to take a cool-down rest in the shade for a period of no less than 5 minutes when they feel the need to do so to protect themselves from overheating. Such access to shade is permitted at all times, irrespective of the temperature.

Where a work area with employees present does not have adjacent to it an adequately large area shaded by a permanent natural or permanent artificial structural shade, the field supervisor/foreman must set up portable shade structure so it is immediately available when the temperature exceeds 85 deg. F. Such portable shaded area must be open to the air or provided with ventilation or cooling. The amount of shade present must be sufficient to accommodate 25% of employees on the shift at any time, so they can sit in a normal posture fully in the shade without having physical contact with each other. The shaded areas must be located as close as practicable to areas where the employees are working. When the outdoor temperature in the work areas does not exceed 85 deg. F., the supervisor provides shade either as above, or timely upon an employee's request.

- A vehicle sitting in the sun does not provide acceptable shade to an employee inside it, unless the vehicle is running with air conditioning that is functional.

- The supervisor/foreman points out the location of the shade structures and shaded areas to employees each day.

- The supervisor/foreman ensures that the portable shade structures are relocated to follow the crew and double-checks to ensure they are as close as practicable to the employees at all times.

- In situations where trees or other vegetation are used to provide shade (such as in orchards), the supervisor/foreman evaluates the thickness and shape of the shaded area (given the changing angles of the sun during the entire shift), in determining whether it will cast sufficient shadow to protect employees throughout the shift.

- In situations where it is not safe to provide shade (e.g., winds of more than 40 mph), or it is not feasible to provide it continuously (e.g., employee is roving on an all-terrain vehicle), the supervisor/foreman must document how this determination was made and what steps will be taken to provide shade upon request.

IX.PROCEDURES FOR MONITORING THE WEATHER

Prior to each workday, the supervisor/foreman will do the following:

- Review the forecasted temperature and humidity for the worksite, refer to the National Weather Service Heat Index, and evaluate the risk level for heat illness, for instance, whether employees will be exposed to a temperature and humidity characterized as either

“extreme caution” or “extreme danger” for heat illnesses such as heat stroke. Consider the potential effect of direct exposure to the sun in this evaluation.

- Monitor the weather with the aid of a thermometer at the worksite. Consider weather information in determining the necessity to make work schedule modifications, such as starting or stopping work early, rescheduling the job, working at night or during cooler hours of the day, or increasing the number of water and rest breaks.

- Use a thermometer at the job site to check the temperature at least hourly to monitor any sudden increases in temperature; ensure that once the temperature exceeds 85 deg. F., the shade structures are open and accessible to employees; and make certain that once the temperature equals or exceeds 95 deg. F., additional preventative “high-heat procedures” are implemented.

X.HANDLING A HEAT WAVE

The company takes the following additional “high-heat” precautions, to the extent practicable, when the temperature equals or exceeds 95 deg. F.

- Consider starting the workday early, stopping work early, rescheduling the job, working at night or during cooler hours of the day, or increasing the number of water and rest breaks. (The specific action taken shall be documented, as applicable.)

- Conduct a daily “tailgate” meeting to reinforce heat illness prevention with emergency response procedures and review the weather forecast with employees.

- Insure that effective communication by voice, observation or electronic means (such as a cell phone or text messaging device if reception in the area is reliable) is maintained so that employees at the worksite can contact a supervisor when necessary.

- Observe all employees periodically for alertness and signs and symptoms of heat illness.

- Remind employees throughout the workday to frequently drink plenty of water.

- Closely supervise new employees for their first 14 days on the job, unless the employee indicates at the time of hire that he or she has been doing similar outdoor work for at least 10 of the past 30 days for 4 or more hours per day.

- Assign each employee a “buddy” to be on the look-out for signs and symptoms of heat illness and insure that emergency procedures are initiated when someone displays possible signs or symptoms of heat illness.

XI.EMPLOYEE TRAINING

To help employees understand heat illness prevention, the supervisor/foreman trains employees in the following topics before the employees begin anticipated to result in exposure to the risk of heat illness:

- The environmental and personal risk factors for heat illness, as well as the added burden of heat load on the body caused by exertion, clothing and personal protective equipment.
- Our company's procedures for complying with the requirements of the Heat Illness Prevention standard.
- The importance of frequent consumption of small quantities of water, up to 4 cups per hour, when the work environment is hot and employees are likely to be sweating more than usual in the performance of their duties.
- The importance of acclimatization. Also, new employees shall be supervised for the first 14 days of employment, unless the employee indicates at the time of hire that he or she has been doing similar work for at least 10 of the past 30 days for 4 or more hours per day.
- The different types of heat illness and the common signs and symptoms of heat illness.
- The importance to employees of immediately reporting to the employer, directly or through the employee's supervisor, signs or symptoms of heat illness in themselves, or in co-employees.
- The company's procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary.
- The company's procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by emergency medical service providers.
- The company's procedures for insuring that, in the event of an emergency, clear and precise directions to the worksite can and will be provided as needed to emergency responders. These procedures shall include designating a person to be available to insure that emergency procedures are invoked when appropriate.

XII.SUPERVISOR TRAINING

Before supervising employees performing work anticipated to result in exposure to the risk of heat illness, the company provides to each supervisor/foreman effective training on the following topics:

- All of the information required to be provided in Section XII above.
- The procedures supervisors are to follow to implement the applicable provisions of the Heat Illness Prevention standard (8 C.C.R. Section 3395).
- The procedures supervisors are to follow when an employee exhibits symptoms consistent with possible heat illness, including emergency response procedures.

- How to monitor weather reports and how to respond to hot weather advisories.

XIII.PROCEDURES FOR EMERGENCY RESPONSE

The company has established the following procedures for emergency response to heat illness and related symptoms:

- Before assigning a crew to a particular worksite, the supervisor provides employees and the foremen with a map along with clear and precise directions (such as street or road names, distinguishing features and distances to major roads) of the worksite, to avoid the delay of emergency medical services.
- Before assigning a crew to a particular worksite, the supervisor/foreman insures that a qualified, appropriately trained and equipped person will be available at the site to render timely first-aid if necessary. This person shall be trained in First-Aid, safety and CPR.
- Before the start of the shift, the supervisor/foreman determines if a language barrier is present at the worksite and takes steps (such as assigning responsibility to call emergency medical services to the foremen or an English-speaking employee) to insure that emergency medical services can be immediately called in the event of an emergency.
- All foremen and supervisors carry cell phones or other means of communication to insure that emergency medical services can be called and check that these devices are functional at the worksite before each shift.
- When an employee is showing symptoms of possible heat illness, the supervisor/foreman takes immediate steps to keep the stricken employee cool and comfortable once emergency responders have been called, in order to reduce the progression to more serious illness.
- At remote locations such as rural farms or undeveloped areas, the supervisor/foreman designates an employee or employees to physically go to the nearest road or highway where emergency responders can see them. If daylight is diminished, the designated employee or employees are given reflective vests or flashlights in order to direct emergency responders to the location of the worksite, which may not be visible from the road or highway.
- During a heatwave or hot temperatures, employees are reminded and encouraged to immediately report to their supervisor any signs or symptoms of heat illness that they are experiencing.
- The company provides training for employees and supervisors that includes every detail of these written emergency procedures.

XIV.HANDLING A SICK EMPLOYEE

The following procedures are followed by supervisors and/or foremen present at the worksite:

- When an employee displays signs or symptoms of possible heat illness, a trained first-aid worker or supervisor checks the sick employee and determines whether resting in the shade and drinking cool water will suffice or if emergency responders are needed. The employee is not to be left alone, even in the shade.
- When an employee displays signs or symptoms of possible heat illness and no trained first-aid worker or supervisor is available at the worksite, emergency service providers are to be contacted immediately.
- Emergency responders are contacted immediately if an employee displays signs or symptoms of heat illness such as loss of consciousness, incoherent speech, convulsions, red and hot face, does not look coherent, or does not get better after drinking cool water and resting in the shade. While the emergency responders are en route, the foreman or other trained employee initiates first-aid (cool the employee, place in the shade, remove excess layers of clothing, place ice packs in the armpits, fan the employee). A sick employee is not allowed to leave the worksite alone.
- If an employee displays signs or symptoms of severe heat illness (loss of consciousness, incoherent speech, convulsions, red and hot face) and the worksite is located more than 20 minutes away from a hospital, the supervisor or other employee calls emergency responders, communicates the signs and symptoms of the employee, and requests an air ambulance.

XV.AVAILABILITY OF HEAT ILLNESS PREVENTION PROGRAM

This policy and related training documentation is available to all employees and to representatives of the Division of Occupational Safety and Health upon request.

XVI.PROHIBITION

The company does not discharge or discriminate in any other manner against employees for exercising their rights under the Heat Illness Prevention Standard (8 CCR Section 3395) or any other provision offering occupational safety and health protection to employees.

HEARING CONSERVATION PROGRAM

Cabrillo Hoist is dedicated to providing a safe and healthful working environment for our employees. We believe that safety in all operations and activities is of primary importance. However, it is the employee's responsibility to seek assistance when required, and to carry out the job in a safe manner. Cabrillo Hoist will administer a continuing, effective hearing conservation program, as described in the following paragraphs, whenever employee noise exposures equal or exceed an 8 hour time weighted average sound level (TWA) of 85 decibels measured on the A scale (slow response) or, equivalently, a dose of fifty percent. For purposes of the hearing conservation program, employee noise exposures will be computed without regard to any reduction provided by the use of personal protective equipment.

- When excessive noise exposure is suspected, the noise level shall be measured with a combination dosimeter and Class 52A sound level meter.
- The Company shall notify any employee who is exposed to an 8-hour time weighted average above 85 decibels.
- An audiometric testing program shall be established and administered to any employee whose exposure equals or exceeds the 8-hour time weighted average of 85 decibels. It is provided at no cost to the employee. Audiograms shall be reviewed by a certified audiometric technician. Employees in this category will be tested annually, and any significant shifts shall be reviewed by an audiologist or otolaryngologist as required, at no expense to the employee.
- Employees who are laid off or terminated, and then are re-hired, shall be re-tested within 30 days of their re-hire, if their annual exam came due during the period they were away from work.
- Employees shall receive initial and annual training as outlined below:
 - Effects of noise on hearing;
 - Purpose of hearing protection, advantaged, disadvantages, attenuation of various types, and instructions on selection and proper fitting, use, and care.
 - The purpose of audiometric testing, and an explanation of the testing procedure.
 - Any questions concerning the Hearing Conservation Program may be directed to the Company Safety Manager.

The Information contained in this Injury and Illness Prevention Program is the requirement for Hearing Conservation. Project specific noise exposure, monitoring, and testing requirements will be in accordance with the Company's Hearing Conservation Program and OSHA requirements. The Company's Hearing Conservation Program may be reviewed at the Company's office.

RESPIRATORY PROTECTION

There are many materials in the working environment that can harm employees through their respiratory systems. Cabrillo Hoist's Respiratory Protection Program is intended to reduce or eliminate this hazard for our employees.

Certain hazards may be reduced or eliminated with engineering methods. These methods should be used whenever feasible. However, some hazards require Personal Protective Equipment in the form of respirators to protect employees.

Respirators will be provided for employees when other engineering control measures fail to remove the hazard.

There are minimum standards for the use of respiratory protection equipment in certain operations. Only respiratory equipment meeting or exceeding those standards shall be used. This determination and assignment of respiratory protection shall be conducted by a qualified person.

MINIMUM RESPIRATORY EQUIPMENT STANDARDS

Exposure	Respirator Type
Welding: not in a confined space where positive ventilation can be achieved.	Dual cartridge with Dust/fume filter
Welding: in a confined space where positive ventilation cannot be achieved.	Air supplied Respirator
Cleaning: with acids or caustics	Dual cartridge with acid filter
Use of solvents, or spray painting	Dual cartridge with organic vapor filter

This information is intended to ensure that respiratory protection meets or exceeds the requirements of OSHA for any given exposure. However, there may be circumstances that necessitate special requirements. After careful evaluation, a change in the level or protection may be specified by the Foreman, Superintendent, or Safety Manager.

When it is determined that respiratory protection is required, Cabrillo Hoist will provide the appropriate equipment, and employee training in the following:

- Respirator hazard recognition,

- Hazard evaluation,
- Oxygen deficiency recognition,
- Equipment types and limitations, and
- Equipment inspection and maintenance.

The information contained within this Injury and Illness Prevention Program is the requirement for respiratory protection. Project specific hazard assessment, respiratory protection evaluation, and employee training will be in accordance with the Company's Respiratory Protection Program and OSHA guidelines.

HAZARD ASSESSMENT

Periodic inspections to identify and evaluate workplace hazards shall be performed by the Company Safety Manager, job site supervisors, and job site competent persons.

Periodic inspections are performed according to the following schedule:

- Daily inspections of job sites shall be performed to identify and correct hazards.
- When we initially established our Injury and Illness Prevention Program.
- When new substances, processes, procedures or equipment, which present potential new hazards, are introduced into our workplace.
- When new, previously unidentified hazards are recognized.
- When occupational injuries and illnesses occur.
- When we hire and/or reassign permanent or intermittent employees to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.
- Whenever workplace conditions warrant an inspection.

HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to Company procedures as follows:

- When hazards are observed or discovered.
- When an imminent hazard exists which cannot be immediately abated without endangering employees and/or property, we will remove all exposed employees from the area, except those necessary to correct the existing hazard. Employees necessary to correct the existing hazardous condition shall be provided with the necessary protection.
- All such actions taken and the dates that such actions are completed, shall be documented on the appropriate forms.

HAZARD ABATEMENT PROCEDURE-Title 8, section 3203 a (6)

- Managers, supervisors, and employees will report any hazardous conditions or activities noted:
- As a result of the formal weekly and/or monthly inspections and/or During daily routine operations, to the appropriate job site Foreman or Superintendent. Hazards can be reported anonymously using the Employee Suggestion/Safety Hazard Notice. There will be a safety suggestion box at each location where notices can be deposited.
- A record of hazard abatement will be kept at the main office to track the steps taken to correct the hazardous condition. The Safety Committee will periodically review this record.
- Appropriate action, (i.e.: training/retraining) will be taken by the supervisor in charge to address any noted hazardous activities. All hazards will be corrected as soon as they are identified.

INCIDENT INVESTIGATION

Injuries/Incidents/Near Misses

- Obtain proper medical attention for any injured employee.
- Contact Cabrillo Hoist Office and Safety Manager.

The Safety Manager and relevant management will:

- Visit the scene as soon as possible
- File relevant paperwork.
- Examine the workplace for factors associated with the injury/incident/near miss exposure.
- Obtain all pertinent information as to the cause of the injury/incident/near miss exposure and document it thoroughly.
- Meet with General Contractor foreman and/or Safety Manager to determine the cause and how it might have been avoided.
- Get a statement from all witnesses.
- Take corrective action to prevent the injury/incident/near miss exposure from recurring.
- At next safety meeting, examine incident, decide what could have been done to prevent it and communicate to employees.
- Record the findings and corrective actions taken.

General Incident/Property Damage

- Obtain all pertinent information as to the cause of the accident, incident, or near miss.
- Get statements from all witnesses.
- Take photographs of the area and any visible damage to property.
- Prepare a complete written statement and send a copy to the Safety Manager and office.

- All possible Company liability involvement must be reported.
- Safety Manager will track all incidents/near misses for review by Safety Committee.
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ACCIDENT INVESTIGATION-Title 8, Sec 3203 a (5)

Accident investigation is a systematic method for collecting factual information that makes it possible to accurately reconstruct the accident and determine the underlying reasons for the accident. The investigation is fact finding, not fault finding. Once the primary causes for the accident have been determined, preventative measures can be identified and effectively instituted.

Each supervisor/foreman has a prominent role in conducting an accident investigation. The responsibility for conducting an accident investigation includes collecting the facts, determining the sequence of events that resulted in the accident, identify action to prevent recurrence, and provide follow-up to ensure that corrective action was effective.

All accidents should be investigated promptly regardless of their severity. Promptness of the investigation is essential since conditions at the accident scene change. Moreover, witnesses are more likely to relate circumstances as they were without the added conjecture that comes late from discussions of the accident with other employees. Promptness in checking the scene assures employees that management is highly concerned for their well being. The type of investigation depends on the nature and magnitude of the accident.

Each site Foreman shall promptly investigate, thoroughly analyze, and report in writing to the Safety Manager all accidents involving personal injury and/or property damage or the potential thereof, once they occur.

Accident investigation reports shall be submitted to the Safety Manager within 24 hours of the first notice to the supervisor/foreman.

DRUG AND ALCOHOL POLICY

In the workplace, some of the known effects of drug and alcohol abuse include increased absenteeism and employee turnover; low morale and inferior work quality, unsafe behavior, and increased on-the-job accidents. These effects can be especially damaging in an industrial environment like Cabrillo Hoist. It is Cabrillo Hoist's goal to provide the safest possible work environment for our employees. In line with this goal, the purpose of this policy is to provide a workplace that is free of the adverse effects of drugs and alcohol.

The company does not condone the use of illicit drugs or the abuse of legal drugs or alcohol. Arriving for work, or working under the influence of drugs or alcohol is prohibited. The sale, purchase, transfer, use, or possession of illegal drugs, drugs that have not been legally obtained by employees, or alcohol on company or customer property or time is prohibited.

Employees will be subject to the following testing requirements:

- All new hires will be urine screened for drug and/or alcohol abuse prior to commencing work;
- All employees involved in any incident, including injury or exposure incidents that require licensed medical care shall be tested;
- All employees will be tested when evidence of reasonable cause or unfit condition exists,
- All employees will be subject to random screening; and
- Under special circumstances, employees may be subject to additional comprehensive testing.

In addition, customer policy may require other forms of testing not listed above. Cabrillo Hoist employees are subject to discipline under Cabrillo Hoist or customer policy. For violations of this policy, disciplinary action up to and including termination will be imposed. However, the company intends to give the same consideration to persons with chemical (alcohol and/or other drugs) dependencies as it does to employees having other diseases and disabilities, and will not discriminate on that basis. Employment with Cabrillo Hoist is conditioned on consent to the rules and procedures contained in this policy. Any activity related to the enforcement of this policy shall be administered with the highest level of confidentiality.

Procedures

Pre-Placement

Any applicant for employment or re-employment with Cabrillo Hoist will be required to provide:

- A specimen for a quantitative urine screen for illegal drugs
- Under certain circumstances, a breath screen for alcohol abuse.

An applicant may not be put to work before the results of the test are received. If the results are positive, that applicant will not be hired and will not be entitled to re-apply until the Medical Review Officer (MRO) has determined he/she is eligible

Incident/Injury

Following all incidents requiring professional medical attention, or involving damage to Cabrillo Hoist property or the property of others, or any incident in which safety precautions were violated or unusually careless acts were performed, involved employees will be required to immediately notify the Safety Officer and to submit to a drug screen and an alcohol test. A condition of employment with Cabrillo Hoist is unconditional consent by employees to submit to a drug and alcohol screen after an accident or injury even if an employee is injured, unconscious, or otherwise unable to communicate.

Failure to immediately notify the Safety Officer after an accident/injury shall be grounds for discipline as set forth in the Disciplinary Action Section of this policy.

Any employee involved in an incident that refuses drug and alcohol screening will not be forcibly screened, but will be informed that refusal to cooperate will be treated as a positive test result. If the employee cooperates, at the conclusion of the screening the employee may be excluded from work pending the final outcome of the test results. Work exclusion may be ordered when a trained supervisor determines that there is a reasonable suspicion that the involved employee is under the influence of drugs or alcohol. It also may be ordered as required by the policy of the customer at the location where the employee was working at the time of the incident.

If the employee was suspended from work for reasonable suspicion and the test is confirmed negative, the employee shall be reinstated and paid for the scheduled hours of work they missed. If the employee was removed from work per customer policy and the test is confirmed negative, reinstatement and pay for time lost will be administered per customer policy.

Should the results of the alcohol/drug screen be returned initially as presumptive positive, the employee will be suspended from his/her job, pending confirmation. If the test is ultimately confirmed positive, the employee will be subject to the rules as set forth in the Disciplinary Action Section of this policy. If confirmed negative, the employee shall be reinstated and paid for the scheduled hours of work they missed.

Reasonable Cause/Unfit Condition

When a trained supervisor has reasonable cause to suspect that an employee is intoxicated or under the influence of drugs or alcohol so as to be unfit for duty, the Safety Officer shall be immediately notified. Any supervisor involved in a "reasonable cause" situation must have received acceptable training by a qualified competent contractor or Cabrillo Hoist, on identifying symptoms of drug or alcohol use and substance abuse. "Reasonable suspicion" is a belief based on objective and articulable facts sufficient to lead a prudent supervisor to suspect that the employee is under the

influence of drugs or alcohol, or that an alcohol or drug related problem is affecting the employee's job performance or safety.

In making a determination of reasonable cause, the factors to be considered include but are not limited to, the following:

- Documented pattern of unsatisfactory work performance, or a change in the employee's pattern of work performance, especially where there is some evidence of substance-related behavior or use.
- Physical signs and symptoms consistent with substance abuse (e.g. slurred speech, odor of alcohol (assure diabetic condition does not exist) or marijuana on the person, inability to walk a straight line, abnormal or erratic behavior, etc.).
- Evidence of illegal substance use, possession, sale or delivery while on a job site.
- Occurrence of a serious or potentially serious accident that may have been caused by human error or impaired judgment.
- Flagrant violations of established safety, security or operational procedures combined with some evidence of substance-related behavior, use or possession.
- The employee is found in the immediate area of drug-related paraphernalia, alcoholic beverages or substances that are prohibited.
- Self-identification of a substance abuse problem.

Prior to interviewing the involved employee, the supervisor shall complete Cabrillo Hoist form "Reasonable Cause Checklist/Summary". As soon as the form is completed, it shall be submitted to the Safety Officer. The Safety Officer will review the facts and determine if there is an acceptable basis to declare that a reasonable cause situation exists. If it is determined that a reasonable cause situation exists, the Safety Officer will arrange for the drug and/or alcohol screen.

An employee who refuses screening will not be forcibly screened, but will be informed that refusal to cooperate will be treated as a positive test result. If the employee cooperates, at the conclusion of the screening, the employee shall be suspended from work pending the outcome of the test results. Cabrillo Hoist will make arrangements for transportation to his/her residence. Should the results of the alcohol/drug screen prove positive, or be deemed positive for refusal to test, the employee will be subject to the rules as set forth in the Disciplinary Action Section of this policy. If the results are negative, the employee shall be reinstated and paid for the scheduled hours of work they missed.

The number of persons involved in this type of incident shall be kept to a minimum. The highest level of confidentiality must be maintained at all times.

Random

All personnel working at customer facility job sites in safety or environmentally sensitive positions, creating a substantial risk of injury to co-workers, the general public, or the environment, will be subject to drug and alcohol screens based on random selection. Safety/environmentally sensitive jobs are defined as those jobs where inattention to job duties or slow or inappropriate responses to operating conditions can create or aggravate emergency situations which could result in disabling injuries, loss of life, significant property damage, significant environmental damage or significant violation of environmental regulations. This includes, but is not limited to, all workers and supervisors performing fieldwork in operating areas of customer facilities.

Screening will be administered on a random selection and random date basis at an annualized rate of twenty-five percent of covered employees. The program will randomly select employees and a screening date from all covered employees and all possible test days. All employees will be placed in the eligible pool each month, regardless of whether they have been randomly chosen in the past.

Any employee refusing to be screened will be reminded that should the employee refuse to cooperate with the procedures, his/her actions will be treated as a positive test, and, therefore, will be subject to the rules as set forth in the Disciplinary Action Section of this policy.

Employees who participate in random screening will not be excluded or suspended from their job pending initial return of the test results. If test results are negative, no further action will be taken. Should the results of the alcohol/drug screen be returned as presumptive positive, the employee will be instructed to contact the MRO. The employee shall be provided with privacy for the phone conversation with the MRO.

Upon completion of the employee conversation with the MRO, the supervisor or Safety Officer shall discuss the employee's status with the MRO. If the MRO states that the employee is "ineligible pending review", the employee shall be informed that he/she is ineligible to work, and he/she shall be escorted from the workplace. In some instances the MRO will provide instructions, i.e. have employee fax a copy of his/her prescription for medication the employee is currently taking. The supervisor or Safety Officer shall follow the MRO's instructions regarding the employee's status.

If the test is ultimately confirmed positive, the employee will be subject to the suspension and reinstatement rules as set forth in the Disciplinary Action Section of this policy. If the results are negative, the employee shall be reinstated and paid for the scheduled hours of work they missed.

Self-Identify

If an employee "self-identifies" as a substance abuser before being selected for a test, that person will be designated as "inactive" and will be subject to the same rehabilitation conditions as those employees who fail a random or reasonable cause test. Cabrillo Hoist will not discriminate against rehiring a person who self-identifies, and subsequently completes the rehabilitation imposed by a Substance Abuse Professional (SAP).

Drug Screens Collection Procedure

An employee ordered to submit a specimen for testing shall be informed of the underlying reasons why he is being ordered to submit the specimen. The urine drug screen specimens will be collected by contract collection company staff. The collection process shall be conducted so as to comply with the Administrator's protocols.

An employee who is ordered to provide a urine specimen for drug screening shall proceed to the designated collection site. He/she will be allotted reasonable travel time to the collection site and adequate time to produce a specimen of sufficient quantity. Persons unable to provide a specimen in the allotted time shall be evaluated as soon as practical after the attempted collection by a licensed physician to determine whether the donor's inability to provide a specimen is for a genuine medical condition or constitutes a refusal to provide a specimen.

Test Panel – Cut-Off Levels

Urine drug screening and Gas Chromatography/Mass Spectrometry (GC/MS) confirmation for ten (10) categories of drugs will be required at or above the following cut-off limits.

Drug Class	Screening Cut-Off Limit (ng/ml)	Confirmation Cut-Off Limit (ng/ml)
Amphetamines	1000*	500*
Barbiturates	300	300
Bezoyllecgonine (Cocaine)	300*	150*
Cannabinoids (THC)	50*	15*
Opiates	300*	200*
Phencyclidine	25*	25*
Methadone	300	300
Benzodiazepines	300	300
Propoxyphene	300	300
Oxycodon (Oxycotin, Percodan, Percocet)	100	300

Alcohol**

0.04% BAC

0.04% BAC

The presence of alcohol equivalent to 0.02% to 0.039% BAC in any participant test will result in that individual being removed from duty for at least eight (8) hours or one work shift, whichever is longer.

*Cut-off limits meet or exceed those established by the Department of Health and Human Services in their mandatory Guidelines for Federal Workplace Drug Testing Programs.

Alcohol Screening

Alcohol testing shall be included with for cause tests and post accident tests and shall be performed according to established federal guidelines. An alcohol test may also be included with a random test as required by contractors or owners.

Adulterated Specimens

An adulterated specimen will be considered a positive drug screen. Before consideration for testing again, IMPACT will require a donor with an adulterated specimen to comply with the rehabilitation requirements of the program.

Dilute Specimens

A dilute specimen with a valid, negative laboratory result shall be treated as a negative program test. A dilute specimen with a MRO confirmed positive laboratory result, shall be treated as a positive program test.

Recollection of a dilute specimen shall be deemed necessary only when creatinine concentration of the original specimen is equal to or greater than 2mg/dL, but less than or equal to 5mg/dl.

Confidentiality

Cabrillo Hoist has contracted with a third party to administer its drug policy and their procedures for communication and confidentiality supersede any in this policy. The MRO is provided by the administrator for Cabrillo Hoist. Otherwise, the Safety Officer, or his/her designee, will be designated as the Company's MRO to receive any positive reports. He/she may notify the customer's medical personnel where required by the customer rules on a need-to-know basis. No laboratory reports or test results shall appear in a personnel folder. Information of this nature will be kept in the medical or drug/alcohol file. Any communication of test results by the Safety Officer with the employee shall be in a face-to-face meeting or upon receipt of a signed request by the employee for release of a test result report.

Use of Results

The test results shall be forwarded to the MRO and/or Safety Officer who will be responsible for notifying the appropriate Supervisor to terminate the employee's work assignment and refer the employee to the MRO for explanation and interview after a positive test.

The employee will have every opportunity to explain to the MRO the presence of any drug in his system, and if need be, substantiate his explanation with medical evidence. The presence of an illegal drug such as phencyclidine (PCP) is self-explanatory. However, the presence of such drugs as barbiturates and amphetamines could have a legitimate justification. The MRO's decision regarding a positive or negative test shall be the company's decision.

Disciplinary Action for Drugs and Alcohol

Cabrillo Hoist is committed to protecting its workers from the hazards of drug and alcohol abuse in the work place. Any employee who is found to be in violation of any of the provisions of this policy shall be subject to disciplinary action up to and including termination. Cabrillo Hoist employees are subject to discipline under Cabrillo Hoist and customer policy.

The employee is ineligible to return to work for Cabrillo Hoist until he/she satisfies the return to work requirements of the MRO and becomes eligible to work.

To be rehired as a Cabrillo Hoist employee, a rehabilitation program will be required by the MRO and satisfaction of all the rehabilitation requirements imposed by the MRO must be certified by the MRO before the employee returns to work at any facility.

For any other violation where discipline is to be administered by Cabrillo Hoist, including but not limited to: failing a test conducted by a customer or when a current employee fails a pre-access/pre-employment test when testing for the first time. The administrator/MRO shall determine the discipline and standards for return to work, according to its programs and procedures. However, in all cases where an employee has failed two drug/alcohol tests during employment with Cabrillo Hoist, the employee shall be terminated.

The following are disciplinary guidelines for alcohol policy violations not covered elsewhere:

Confirmed alcohol test of .02% to .039%. First offense: suspended for remainder of shift. Return to work alcohol test and random alcohol tests for 30 calendar days. Second offense: 3-shift suspension, return to work alcohol test and random alcohol tests for 60 calendar days.

Confirmed alcohol test of any detectable level to .019%. First offense: Written Warning. Alcohol test at beginning of next shift and random alcohol tests for 30 calendar days. Second Offense Suspended for remainder of shift and random alcohol tests for 60 calendar days.

If an employee is to be removed from the work site due to a violation of the alcohol policy, the employee shall be kept at the work site until his/her detectable alcohol level is below .039%. If for any reason it is not possible to keep the employee at the work site until his/her detectable alcohol level is below .039%, then arrangements shall be made to provide the involved employee with a safe method of transport to his/her place of residence.

For all drug/alcohol policy violation disciplinary actions administered by Cabrillo Hoist, a warning and disciplinary action form must be completed and forwarded to the Safety Officer.

Customer Drug and Alcohol Policies

Each customer has its own rules and policies regarding drugs and alcohol. A copy of a Customer's Contractor Policy on Drugs and Alcohol shall be made available to any employee at that location. In any situation where Cabrillo Hoist policy is inconsistent with a customer's policy, the more stringent requirement will control.

Cabrillo Hoist reserves the right to amend, modify or revoke this policy.

SAFETY TRAINING AND INSTRUCTION

All employees, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction shall be provided as follows:

- When the Injury and Illness Prevention Program is first established.
- To all new employees, except for those in construction who are provided training through an OSHA approved construction industry occupational safety and health training program.
- To all employees given new job assignments for which training has not been previously provided.
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.
- Whenever the employer is made aware of a new or previously unrecognized hazard.

- To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed.
- To all employees with respect to hazards specific to each employee's job assignment.

Workplace safety and health training practices for our industry includes, but is not limited to the following:

- Explanation of the Company IIPP, emergency action plan and fire prevention plan, and measures for reporting any unsafe conditions, work practices, and injuries.
- Use of appropriate clothing, including gloves, footwear, and personal protective equipment.
- Information about chemical hazards to which employees could be exposed, storage of such substances, and other hazard communication program information.
- Availability of sanitary and drinking water facilities.
- Provisions for medical services and first aid including emergency procedures.

In addition, we provide specific instructions to all employees regarding hazards unique to their job assignment.

RECORDKEEPING

Management has taken the following steps to implement and maintain our Injury and Illness Prevention Program.

1. Records of hazard assessment inspections, including the person conducting the inspection, the unsafe condition/work practices identified, and action taken to correct the identified unsafe condition/work practice, are recorded on a hazard assessment and correction form.
1. Documentation of safety and health training for each employee, including the employee's name or other identifier, training dates, type of training, and training providers, are recorded on a training and instruction form. Records are also kept

for employee training provided by a construction industry occupational safety and health training program approved by OSHA.

1. Inspection records and training documentation are maintained for three years, except for training records of employees who have worked for less than one year.

POSTING REQUIREMENTS

- Industrial Welfare Commission's Order Regulating Wages, Hours, and Working Conditions.
- Pay Day Notice: Post letter on company letterhead at each jobsite, stating the job name, address, and the day of the week when employees are paid. (DLSE 8)
- "Harassment or Discrimination in Employment is Prohibited by Law". ((DFEH 162)
- "Equal Employment Opportunity is the Law".
- Cal-OSHA "Safety and Health Protection on the Job".
- Notice of Workers Compensation Carrier.
- Contractors Insurance Carrier (Unless self-insured
- Notice to Employees – Unemployment Insurance and Disability Insurance. (DE 1857A) Paid Family Leave
- Emergency Telephone Numbers – Fill out placard and post.
- Fire Prevention Program Evacuation Plan. (when applicable)
- Notice – Employee Polygraph Protection Act. (New poster, must displayed where employees and job applicants can readily see it.
- Notice of Employees of Possible Exposure to Toxic Substance (if applicable).
- Protection for Employee Whistleblowers
- Time off for Voting

OFFICE SAFETY PROGRAM

1. Regular Office Safety Meetings shall be held. The Safety Committee will review, evaluate, and correct hazards.
2. At the end of each day the following will be checked:
 - Night lights on
 - Doors and windows securely fastened
 - Fans and machinery off
 - Safe and file cabinets locked
 - No cash left lying out
 - Unplug/turn off coffee pot
 - When in doubt - Recheck
 - Lights turned off
3. There will be a person trained in First Aid and CPR in the office at all times. A fully-equipped, approved, first aid kit will be maintained at all times in the office in a location known to all employees.
4. Telephone numbers of the local fire department, police, ambulance and hospital will be posted at each telephone.
5. All employees will be instructed in emergency procedures in the event of fire, earthquakes or other emergency situations with drills on a regular basis.

SAFETY SUGGESTIONS FOR OFFICE WORKERS

Adjust your chair so that you sit with your feet flat on the floor. Keep your back straight and your buttocks against the back of the chair. Your knees should be slightly above or even with your hips.

Hold reading materials at eye level, supporting your elbows on a desk or chair arms. Use a vertical stand for typing notes to prevent bending your neck.

Avoid holding the phone receiver between your head and shoulder. Use a speakerphone or headset if you need your hands free while you talk on the phone.

When lifting heavy items, keep your back straight; bend from the knees rather than the waist. Use your leg muscles - not your back - to help you return to a standing position. Carry items close to your body.

Assess your work area and work habits. Keep frequently needed materials in drawers or on bookshelves that can be reached without stooping down or reaching overhead. Arrange desk items so that you do not need to twist to reach them.

Take occasional breaks to stand up and walk around to relieve pressure on the lower back from sitting.

Take a few minutes every hour to do some simple exercises and stretches to release tension.

Shoulder shrugs - Raise shoulders, tighten, drop shoulders, tighten and relax.

Neck rotations - Tuck chin into chest; turn head side to side, aligning chin with each shoulder, tilt head to each side, bringing the ear over each shoulder (do not roll head back).

Hand clenches - Make a tight fist with each hand, squeeze, and release. Rotate wrists in circles. Gently shake out fingers; stretch fingertips back toward wrist.

OFFICE CODE OF SAFE PRACTICES

All employees shall follow the Company's Code of Safe Practices, Company Policies and Procedures, and report unsafe conditions or practices to their supervisor or Program Administrator. Injuries and near miss incidents shall be reported immediately.

- Workplaces shall be kept free of debris and improper floor storage. Worktables, desks, and other work surfaces shall be kept clean, orderly and dry.
- Combustible waste shall be stored and properly disposed of daily.
- Adequate aisle space shall be maintained for proper access and egress.
- Be alert and aware of all possible hazards.
- Horseplay, scuffling, or physical aggressive contact is prohibited.
- Improper use of office equipment that may cause harm to you, others, or the equipment, is prohibited.
- Electrical cords shall be in good condition. Frayed or worn cords shall be replaced. The proper grounding shall be used.
- An appropriate, well maintained First Aid Kit shall be located in every office. The same shall be secured in all Company vehicles.
- Use of alcohol and/or illegal drugs is prohibited. Employees under the influence while on the job will be dismissed immediately and shall be subject to disciplinary action up to and including termination.
- No employee shall knowingly be permitted or required to work when impaired by illness, fatigue, etc.
- Employees shall work only in areas with proper lighting to minimize glare and eyestrain. Rest periods shall be used to relax eyes and reduce eye fatigue.
- File cabinet drawers shall be opened one at a time, and closed when the task is completed. Caution shall be used to avoid pinched fingers.
- Exit doors shall be clearly marked and free of obstructions. Exit doors shall remain unlocked from the inside during work hours.
- Stairways shall meet regulatory code, be clearly marked, have skid resistant tread, and be kept clear of obstructions.

- When needed, sturdy step stools shall be used. Standing on chairs, tables, or unsafe objects is permitted.
- Employees shall know the location of fire extinguishers, and know the proper use.
- Employees shall be instructed in Emergency Evacuation Procedures.
- Employees shall use the proper lifting techniques. Handcarts shall be used to move heavy objects.
- Violent acts, intimidation and harassment of employees will not be tolerated.
- Use of tools shall be by personnel knowledgeable in the use of such tools.
- Administrative and Professional Personnel visiting field job sites shall be instructed in the hazards of construction. They shall be instructed in the field Code of Safe Practices and abide by the following safety guidelines:
 - Company Vehicle Policies and Procedures shall be followed.
 - The appropriate clothing, such as heavy fabric to reduce the risk of abrasion and contact with hazardous substances and environmental hazards, shall be worn.
 - Hard hats and the appropriate Personal Protective Equipment (outlined in the field IIPP) shall be used on all construction sites.
 - Walkman type radio/tape/CD players with earphones are not permitted while at the job site.
 - Safety vests shall be worn when working in traffic and on all construction sites.

FIRE PREVENTION PLAN

All potential fire hazards will be identified at each work site and facility.

The proper method of handling and storing these potential hazardous ignition sources (such as welding, smoking, etc.), control procedures, type of fire protection equipment and/or systems which can control a fire involving them will be explained to all employees.

The job superintendent, foreman and/or supervisor shall be responsible for the maintenance of equipment and systems used to prevent or control ignition or fires. They shall also be responsible for the control of accumulation of flammable or combustible waste materials.

The job superintendent, foreman and/or crew leader shall control accumulations of flammable and combustible waste materials and residues so they do not contribute to a fire emergency.

Each employee, upon initial assignment, shall be instructed those sections of the fire prevention plan which pertains to their assignment.

This plan shall be kept on the job site and made available for employee review as requested. Project specific requirements are outlined in the Site Specific Safety Plan for each project.

All equipment and systems installed at the work place to prevent unintentional ignition of combustible materials, shall be regularly and properly maintained, according to established procedures.

This section applies to all fire prevention plans. The fire prevention plan shall be in writing, except as provided in the last paragraph of this section.

The following elements, at a minimum, shall be included in the fire prevention plan:

Potential fire hazards and their proper handling and storage procedures, potential ignition sources (such as welding, smoking and others) and their control procedures, and the type of fire protection equipment or systems which can control a fire involving them.

Names or regular job titles of those responsible for maintenance of equipment and systems installed to prevent or control ignitions or fires.

Names or regular job titles of those responsible for the control of accumulation of flammable or combustible waste materials.

HOUSEKEEPING

Cabrillo Hoist shall control accumulations of flammable and combustible waste materials and residues so that they do not contribute to a fire emergency. The housekeeping procedures shall be included in the written fire prevention plan.

TRAINING

Cabrillo Hoist shall inform employees of the fire hazards of the materials and processes to which they are exposed.

Cabrillo Hoist shall review with each employee upon initial assignment those parts of the fire prevention plan, which the employee must know to protect the employee in the event of an emergency. The written plan shall be kept in the workplace and made available for employee review.

MAINTENANCE

Cabrillo Hoist shall regularly and properly maintain, according to established procedures, equipment and systems installed in the workplace to prevent accident ignition of combustible materials.