Valley Construction
Safety and Health Policies

Every employee is entitled to work under the safest possible conditions in the construction industry. The following safety and health policies have been formulated, to make sure that you have safe and healthy working conditions, and to eliminate hazards that can cause injury. Any employee who does not meet safety standards or other applicable safety and health regulations shall be subject to disciplinary action or discharge.

1. Wear approved hard hats when required on the jobsite.
2. Wear AHSI Class 2 High Reflective Apparel at all times
3. As a minimum, sturdy work boots or shoes will be required for foot protection. Long pants as well as a shirt with short sleeves shall be required as minimum protection.
4. Wear approved safety glasses at all times
5. When welding, burning or grinding, use correct eye protection as indicated in this manual. Fire extinguishers must be present when welding or burning.
6. Wear hearing protection when required or whenever a hazard of loud sound over 85dba is identified.
7. Fall protection is required to be used at all times when working on surfaces which would expose you to a fall of 6 feet or more.
8. All injuries no matter how slight must be reported to your supervisor immediately. If you are injured on the job and do not report the occurrence to your supervisor, the company will not be responsible for any medical expense incurred by you.
9. Fighting, gambling, horseplay and other misconduct are not permitted, nor shall threatening another employee whether in writing, verbally or physically.
10. The use or possession of intoxicants or drugs on the job is prohibited. Any employee reporting to work intoxicated or under the influence of liquor or drugs will not be allowed to work, and will be subject to the drug/alcohol testing policy and procedures.
11. Keep clear of all equipment. Avoid pinch points and blind areas. Be alert to avoid swinging or suspended loads.
12. Jumping on or off equipment or vehicles, either moving or stationary is prohibited.
13. Ride only in vehicles designated for transporting personnel. Do not ride on bumpers, in equipment buckets, on crane booms or ball, or stand on equipment in motion.
14. Keep all machinery guards, guardrails, and other protective devices in place.
15. Obey all warning signs, caution indicators, safety instructions, operation manuals and all information pertaining to the correct and safe operation of equipment and machinery.
16. Misuse of tools and equipment or circumventing safety devices can result in injury. Do not use makeshift or jury-rigged tools or equipment to perform your job.
17. Store and use oxygen and acetylene bottles in a divided, secure and upright position. A fire extinguisher must be within the immediate area of oxy-fuel operations.
18. When working near electric wires or hot rails, current should be cut off and switches

locked, tagged and tried out before performing any work.

19. Maintain good housekeeping at all times. Keep waste and debris from accumulating in working areas. Discard all oily rags, waste and similar combustible materials in metal containers designed for that purpose.
20. Report all unsafe practices and conditions to your supervisor at once.
21. Adhere to all customer and client safety policies.

Reporting of Accidents

- Call the Safety Manager as soon as possible
  309-314-6515
- If the Safety Manager is not available call Greg or Bill Hass
- No matter the extent of the accident or damage
- In case of emergency call 911, do not hesitate

Safety Responsibilities

It is the desire of Management to protect employees from injury and accidents while working for our company. This will be accomplished by having all levels of company management committed to providing the safest working conditions for our employees. Safety is not only a condition of employment; it is the functional responsibility of each supervisor to demand that all employees work in the safest manner.

The duties and responsibilities of our safety team are as follows:

The Safety Manger

1. Provides all levels of management the services and technical advice for the proper administration of the Safety Program.
2. Develops technical guidance and programs to identify and remove physical hazards from the construction sites.
3. Formulates, recommends and administers approved changes to the Accident Prevention Program.
4. Prepares and distributes to all department heads regular reports on the status of safety.
5. Advises all levels of management on matters pertaining safety, to include establishing a chain of command and a network to communicate safety matters within the organization.
6. Maintains an adequate accident report system, personally investigating serious accidents and taking corrective action to eliminate accident causes.
7. Cooperates with project management personnel in the safety training of employees.
8. Conducts personal inspections to observe unsafe conditions or work practices.
9. Maintains contacts with outside safety and health professionals.
10. Insures there is full compliance with applicable Federal, State, and Local regulations.
11. Recommends programs and activities that will develop and maintain incentives for, and motivation of, employees in safety.
12. Issues disciplinary action for repeated violators of safety policies, procedures, or rules.

The Project Manager/Superintendent

1. Is familiar with safety regulations related to his area of responsibility.
2. Directs and coordinates safety activities within area of responsibility.
3. Requires all employees under his supervision to utilize the proper individual protective equipment and job safety devices.
4. Assures that safety equipment is available for employees at all times.
5. Conducts safety inspections of work area, directs corrective action for unsafe conditions noted and informs the Safety Manger of inspection results.
6. Assures that first line supervisors are aware of and comply with the requirements for safe practices and conditions to be maintained on job sites.
7. Reviews all subcontractors and subcontract personnel as to their compliance with applicable safety regulations.
8. Provides information and recommendations (feedback) to the Safety Manager concerning safety matters.

First Line Supervision

1. Is familiar with and enforces safety regulations applicable to company operations within area of responsibility.
2. Corrects and coordinates safety activities within his area of responsibility, to include motivation of employees for safe work practices.
3. Assures that persons under his supervision use safety devices and proper individual protective equipment.
4. Instructs all persons within the area of responsibility in job safety and health requirements and insists on compliance.
5. Assures that injuries are treated promptly and reported properly to the Safety Manager immediately upon occurrence.
6. Investigates all accidents, obtains all pertinent data, files a complete report with Project Management/Superintendent, and initiates corrective action.
7. Assures that no unsafe conditions exist in the area of responsibility and reports to the Project Manger/Superintendent on any corrective actions needed which are beyond his control.

All Employees

1. Be familiar with and comply with proper safety rules/regulations and health practices.
2. Check with your supervisor(s) regarding any aspects of the job you do not understand.
3. Be responsible for knowing the safety rules, you will be responsible for your own safety and the safety of others on the jobsite.
4. Use the required safety devices and proper personal protective equipment.
5. Notify supervisor immediately of unsafe conditions and acts.
6. Report all accidents to supervisor immediately.

Subcontractors

1. Are solely responsible for the safety of their workforce.
2. Are considered the controlling party in identifying, preventing, and correcting any and all hazards that may exist on the jobsite to which employees are exposed.
3. Must comply with all Federal, State, and Local regulations regarding safety, health and environmental issues. It shall be the responsibility of the subcontractor to obtain and comply with the regulations.

Company Safety Rules

Personal Protection

All levels of supervision should be responsible for ensuring that workers wear and use protective equipment for every hazard identified that cannot be abated by engineering or administrative controls.

Hard Hats

- The company will provide hard hats to employees for use on the jobsite.
- Hard hats must be worn, when required, at all times on the jobsite. All flaggers shall wear a hard hat, as well as every employee who works on an underground utility crew. Any employee exposed to an overhead or horizontal hazard shall wear a hard hat at all times the hazard exists.
- Hard hats shall not be altered by drilling holes, painting, or changing the suspension to one other than by the same manufacturer.
- When required by customers or clients, employees shall where hard hats when requested at all times on the jobsite.

Eye and Face Protection

- The company will provide safety glasses, face shields, and goggles for the employees use while employed.
- Prescription safety glasses shall be purchased by the employee with side shields.
- Eye and face protection shall be worn at all times.
- All equipment shall meet the requirements of ANSI Z 87. 11979.
- Welders and laser operators shall wear eye protection with the required lens shading applicable to their operation.
- Face shields shall be used to guard against spraying liquids, corrosives, flying particles, and similar hazards.

Gloves

- Gloves shall be worn when handling rough, sharp, hot or caustic materials, which are likely to cause hand injury.
- Chrome-tanned leather gloves, because of their resistance to abrasion, sparks, or molten metal, are recommended for general use and material handling jobs.
- Neoprene gloves should be worn for use with detergents or plastics. Neoprene or rubber gloves should be worn for protection against acids or chemicals.
- Qualified personnel should use electrically insulated gloves for work on or near electrical equipment.

Shoes

- Sturdy work boots with non-slip soles and a tread pattern shall be worn by all employees actively involved with labor and equipment operation on the jobsite.
- Employees will furnish the footwear required. Concrete boots will be provided by the company.

Ear Protection

- The company will provide ear protection.
- Employees will wear ear protection devices when exposed to loud or sustained noise, over 85 dba. Using equipment such as a jackhammer, blow wand for joints, powered hand saw, powered cart saw and operating heavy equipment are just some examples of where ear protection is required.

Respiratory Protection

- When employees are subject to exposure of a dust, fume, or vapor management should attempt to control or abate the hazard by use of engineering or work practice controls.
- When the hazard cannot be abated then the Safety Manager shall be contacted to determine if a Respiratory Protection Plan should be established for the particular hazard.
- Employees are free to use a filtering face piece (dust mask) for personal comfort at their discretion. The mask shall be approved by NIOSH and should be labeled as such.
- Any employee who must use a respirator for their general work duties must complete a medical evaluation form and submit to fit testing. The employee must also be trained in the proper use of the equipment as well as emergency procedures, cleaning, disinfecting, storage and respiratory hazards.

Fall Protection

- Employees whose work exposes them to a fall of 6 feet or more shall be protected from such a fall by the use of a guardrail system, safety net system, fall restraint or fall arrest system, hole covers, warning line or monitor (for roofing).
- Employees who are working over dangerous equipment must be protected from a fall at all times, and at all heights. The 6-foot rule does not apply.
- When using a fall protection harness, you must anchor the system to a point that is capable of handling a load of 5000 pounds. The anchor point must be positioned high enough to include the height of the employee + length of the lanyard when opened + the distance of the fall which is to be no more than 6 feet of free fall. You must calculate this to prevent the employee from striking the ground after a short fall.
- When guardrails are used they must have a top rail 39-42 inches above the walking/working surface. They must be able to withstand 200 pound force applied in a downward or outward direction without deflecting below 39 inches. A mid-rail must be installed halfway between the top rail and the walking/working surface. A toe board must be used if there is a hazard of anything falling onto a lower level.

Housekeeping

Procedure

- A well planned materials storage area on each jobsite will minimize hazards.
- One or more employees should be assigned to clean up the jobsite or shop area on a regular basis.
- Housekeeping should be part of the daily routine and clean up should be a regular procedure.

Basic Rules

- Maintain all materials in neat stockpiles for easy access. Keep aisles, stairways and walkways clear of loose materials, tools, and waste.
- Tools and equipment should be replaced to designated storage locations immediately after use.
- Clean up spills of oil, grease, or other liquids immediately with an absorbent material.
- **Remove nails and screws from all material**.
- Waste and scrap should be placed into designated receptacles without delay. Combustible waste shall be placed into metal containers labeled for such items.
- If you make a mess, clean it up.

Sanitation

- Toilet facilities will be provided on all jobsite for use by employees. The facilities shall be kept clean and free of debris.
- Drinking water and disposable cups will be provided on all jobsites.
- Hazardous material spills including bodily fluids shall be cleaned up by a trained hazardous materials specialist.

Lifting

Load Limit

- Employees are not allowed to lift a load greater than 50 pounds by themselves.
- Loads greater than 50 pounds shall require one additional employee for every 50 pounds of increasing weight.
- Heavy loads or loads of unusual shape or size shall be lifted by mechanical means.
- Employees shall inspect all material handling equipment for defects before lifting loads.

Ergonomics:

- Place your feet close to the load and 8 to 12 inches apart for good balance.
- Bend knees to the degree comfortable and get a good handhold.
- Lift straight up using both leg and back muscles.
- When pushing loads, push with your legs while keeping loads close to your body.

Ladders and Scaffolds

Ladders

- Do not use a ladder that has a broken or missing step, side rails, or damaged hardware.
- Place ladders on a firm footing to avoid settlement or possible tipping. All extension ladders must be tied off at the top to prevent shifting.
- Stepladders shall be used only in the fully open and locked position.
- Ladder shall be used at a pitch no greater than 1 to 4.
- Ladders shall extend at least 36 inches above landings.
- Maintain 3-point contact when using a ladder and do not reach or over extend outside the ladder to reach your work.

Scaffolding

- Competent person to erect, move, dismantle, or alter scaffold.
- Scaffolding must be placed on a firm footing and anchored to support intended load. The frames must be plumb, braced and secured.
- Standard guardrails are required at 4 or 6 feet depending on the type of scaffold.
- Persons working under or around the bottom must be protected from falling objects by screens or mesh.
- The scaffold must be able to support 4 times the intended load and any damaged parts must be repaired or replaced immediately.
- All planking must be marked scaffold grade and overlapped 12 inches. It must be secured and overlap the end sections by at least 6 inches but no more than 12 inches. There cannot be more than 1/2 inch gap between planks used for decking.
- Safe access must be provided by a ladder.
- The decking must be kept free of slippery conditions and hazardous accumulation of materials. Overhead protection must be provided for employees if there is a hazard of being struck by objects from above.
- Tube and frame scaffolds must be securely tied into the structure every 26 feet vertically, and every 30 feet horizontally.

Barricades and Hole Covers

Barricades

- Excavations must be barricaded to prevent non-employees from entering.
- Any time a traffic pattern is changed on a roadway, barricades and signs shall be used as indicated in the Manual of Uniform Traffic Control Devices.
- Damaged barricades or signs shall be repaired or replaced immediately.
- Equipment or hazards that are created within the Right of Way on a roadway will require signage and/or barricading to warn the public.

Hole Covers

- All holes of any size on a walking or driving surface must be covered with a material that is capable of handling without failure two times the maximum possible load. The cover shall be clearly and permanently marked "Hole, Do Not Remove".
- All holes that are in a wall opening that would subject an employee to a fall greater than 4 feet, shall be guarded by a standard guardrail system including top, mid, and toe rails. The top rail shall be able to withstand a downward or outward force of at least 200 pounds.

Excavations, Trenching, Shoring

Utility Locations

- Before any excavation begins a utility locate must be called in at least 48 hours before the intended start date, not including holidays or weekends. A joint meet (which is recommended) takes an additional 48 hours to process on top of the required 48 hours advance notice. An emergency request will be processed immediately.
- All utility requests must be called in through the main office so they can be logged into the computer and maintained for future reference. This includes all joint meet requests; regular locate requests, re-fresh requests, and emergency requests.
- Illinois and Iowa State Law prohibits excavation from beginning until 48 hours after a regular locate request has been filed with JULIE or Iowa One Call. Excavation can begin after the 48-hour window only after all the utilities have been marked. In the case of some utility companies not showing up then a call must be made to JULIE or One Call and a "no show" request logged. Only after a "reasonable" amount of time can excavation begin without having all the utilities marked.
- Utility companies have 18 inches on both sides of their markings as a tolerance zone where the buried utility might be located. Hand digging and probing is a must when excavating within this tolerance zone. When excavating after a "no show" you must probe and hand dig "In a reasonable and prudent manner, taking all necessary and required measures to avoid damaging underground facilities".

Excavation

- Excavations over 5 feet deep require the use of a protective system which includes sloping the sides, bench cutting the sides, trench box or shoring system. Excavations less than 5 feet in hazardous soil conditions require the use of a protective system.
- Excavations that are 19 feet or deeper require a qualified engineer to design the protective system.
- The spoil pile of excavated material, tools and equipment, shall be kept back at least 2 feet from the edge of the trench.
- Employees working in an excavation or standing topside within the fully extended swing radius of equipment shall wear a hard hat at all times.
- A ladder shall be provided inside a trench that is 4 feet or deeper and placed every 25 feet of lateral travel.
- The excavation shall be inspected daily by a competent person, and whenever conditions change.
- Excavations that contain any amount of water will be considered class C soil and will be protected as such.
- Any excavation that is left open after employees have left the jobsite for any reason shall be securely barricaded and fenced to prevent unauthorized entry into the excavation. All excavations shall be backfilled as soon as possible.

Electrical

- Employees using jackhammers, Johnson bars, probes, or other hand tools which may contact a power line, shall wear insulated protective gloves in work areas where the exact location of underground electrical power lines are unknown.
- Portable tools and equipment protected by an approved system of double insulation need not be grounded. Such equipment that is double insulated shall be clearly marked with the manufacturers designated symbol.
- Extension cords used with portable electric tools and equipment shall be of the 3-wire type with the ground prong attached.
- Extension cords must be protected against accidental damage that may be caused by traffic, sharp corners, projections and pinching.
- Check electrical cables, extension cords, and electrical power tool cords for damage or excessive wear due to broken, cut or frayed insulation. Check for broken or exposed wire, damaged plugs, and missing ground terminals. Damaged or otherwise unsafe electrical cables, cords and plugs must be repaired or replaced.
- Ground Fault Circuit Interrupters will be used at all times on the jobsite when power is needed for tools and equipment.

Compressed Gas

Transportation

- Cylinders must be firmly secured on a cradle, pallet, sling board, or specialized cart in an upright position with the regulators removed and the valve protection caps in place.
- A chain or other securing device such as a strap shall be used when transporting cylinders in trucks or vehicles to prevent them from shifting or falling during transportation.

Use

- Keep cylinders in an upright position at all times and away from the actual welding or cutting operation so that sparks, hot slag or flame will not reach them.
- Before connecting a pressure regulator to a cylinder valve, "crack" the valve open and close immediately. This will blow out any debris that may have accumulated around the opening.
- Make sure that you stand to one side and do not open the valve around hot work or any source of ignition.
- Open the cylinder valve only when work is being performed. Close the valve when the cylinder is not in use, and at the end of the work shift.
- Do not place cylinders where they can become part of an electrical circuit.
- Separate stored oxygen cylinders from stored fuel cylinders by a minimum of 20 feet.
- Make sure that fuel gas hoses and oxygen hoses can be easily distinguishable from each other.
- When parallel sections of oxygen and fuel hoses are taped together, not more than 4 inches of every 12 inches of hose can be covered by tape.
- All equipment must be inspected before use, and damaged or defective equipment must be replaced before use.
- Make sure that hoses do not prevent a tripping hazard, and coil them up after each use.
- Light torches by friction lighters only and not by matches or from hot work or cigarettes.
- Do not clean fittings with oily or greasy rags as this could cause explosion.

Welding, Cutting, Burning

Arc Welding and Cutting

- Use only manual electrode holders specifically designed for arc welding and cutting. Do not place electrodes against a cylinder to strike an arc.
- Be sure that all current carrying parts are fully insulated against the maximum voltage encountered to ground.
- Be sure that all arc welding and cutting cables are capable of handling the maximum current requirements of the work in progress.
- Use only cables with standard insulated connectors of a capacity at least equivalent to that of the cable.

Grounding

- A ground return cable shall have a safe current carrying capacity equal to or exceeding the specified maximum capacity of the welding unit that it serves.
- The frames of all arc welding machines shall be grounded either through a third wire in the cable containing the circuit conductor or through a separate wire that is grounded at the source of the current.
- All ground connections shall be inspected to be sure that they are mechanically strong and electrically adequate for the required current.
- Shield all arc welding and cutting operations with noncombustible or flameproof screens at all times.

Fire Prevention

- Must have a fire extinguisher near the hot work, if not cooled, have to have a fire watch of 30 minutes after heating is complete.
- Move objects to be welded, cut, or heated to a designated safe location when practical. If the object(s) cannot be moved, all fire hazards in the vicinity must be taken to a safe place or otherwise protected.
- Do not perform welding, cutting, or heating operations where the application of flammable compounds or heavy dust concentrations creates a hazard.
- In enclosed or confined spaces, shut off the gas supply to the torch at a point outside the space. Remove the torch and hose from the confined space overnight. These actions are to eliminate possible fire/explosion hazards resulting from improperly closed or leaking torch valves.
- Provide a vent or opening to a drum container or hollow structure before any heat is applied. The atmosphere must be tested first with a confined space meter before any hot work can begin.
- When performing any hot work inside a confined space. The confined space protocol must be followed.

Fire Protection and Prevention

General

- Obey the "No Smoking" and "No Open Flame" signs. Know the location of fire exits and fire alarms.
- Remove trash and debris from your work area on a regular basis.
- Dispose of oily, greasy or paint soaked rags and towels in covered metal containers.
- Keep solvents and other flammable/combustible materials in approved properly labeled containers, and stored in proper location-not in stairways or passageways.
- Keep sparks, flames and excessive heat away from solvents and other combustible materials. When welding or cutting do not let hot metal or slag drop on combustible materials.

- Do not use flammable liquids or solvents such as carbon tetrachloride, benzene or paint thinner for cleaning purposes unless methods (approved by a supervisor) are employed for their safe use.
- Keep firefighting equipment and fire exits and passageways clear and ready for immediate use.
- Maintain metallic contact between the two containers when pouring gasoline or other flammable materials from one container to another. Do not fill fuel cans while sitting in the bed of a truck.
- Shut off all engines of vehicles and equipment before adding fuel.
- Report all fire hazards to your supervisor immediately.

Fire Extinguishers

- Know the location of the fire extinguisher nearest your work area. Know how to operate each kind. Know the type of fire on which each kind should be used. Use of improper types of extinguishers can cause fires to spread.

Actions for Fire

- Warn others on the job or in the building and call for emergency assistance.
- Attempt to put out a fire with the proper extinguisher.
    - **P** pull pin
    - **A** aim at base of fire
    - **S** squeeze handle
    - **S** sweep nozzle back and forth till fire is extinguished or bottle is empty
- If a fire is too large for you to control, after reporting it, turn on any fire alarm system and evacuate the area. Designate someone to direct emergency services to the area.
- Know where the emergency numbers are posted on the job site.

Hand Tools

General

- Wear proper eye protection.
- Do not attempt to bypass manufacturer installed safety devices. They are put there for a purpose, your safety.
- Maintain all hand and power tools and similar equipment, whether furnished by Valley Construction Company or the employee, in a safe working condition. Keep all tools and accessories clean, sharp, and correctly oiled.
- Do not grease, oil, clean or adjust machinery or equipment while it is in motion. Never put belt dressings on belt drives while they are in motion.
- Use the proper tool for every job. Make sure that the tool is the correct size and type for the particular task.

- Keep impact tools such as drift pins, wedges, and chisels free of mushroom heads.
- Worn and damaged tools are dangerous — turn them in for repair or replacement. Do not use tools with cracked, broken, or loose handles.
- Do not operate tools beyond their rated capacity or try and increase their rated capacity by modification or add on tools and pipes.

Power Operated Hand Tools

- Personal protection equipment shall be worn when there is a hazard of injury.
- The manufacturers operation and safety manual shall be read and understood before using the tool.
- Be sure that safety guards are in place and in working order before operating the tool.
- All electric tools shall be grounded. Make sure the switch is off before plugging in the electric service cord.
- Pull the plug when changing attachments, making minor repairs or adjustments.
- Clamp and secure small or light materials before drilling, tapping, or performing similar operations.
- Keep moving parts of a power tool away from your body.
- Repair or replace worn or damaged equipment immediately. All tools shall be cleaned, inspected, and oiled if necessary before and after each use.
- Never use fuel operated tools or equipment in an unventilated area.

Portable Power Saws

- Ear and eye protection shall be worn while sawing.
- Use only power saws with a fixed guard over the upper half of the blade.
- Inspect saw blades before and after each use for cracks, missing teeth, or other damage.
- Use the proper blade for the material being cut.
- Do not jam or crowd the saw into the work. Cut green or wet material slowly and with caution.
- Employees sawing concrete shall attempt to saw it wet to reduce the hazards associated with the concrete dust (silica exposure). If the wet method cannot be used then all persons exposed to the dust hazard shall wear a N95 Particulate Respirator, or the current NIOSH approved variant.
- When using a saw in a confined space, such as a manhole, you must ensure that there is adequate ventilation due to the deadly fumes produced by the saw. A blower/ventilator is available for you use. A permit must be obtained before entering any confined space.

*A permit must e obtained before entering any confined space.

Pneumatic Tools

- Safety glasses face shields, and ear protection shall be worn when operating tools, which pose a hazard for eyes, face and ears.
- Air supply lines shall be properly connected and secured from coming apart with cotter pins or other suitable material capable of handling the maximum amount of pressure possible.
- Air hoses greater than 0.5 inch diameter shall have a safety device attached at the source to reduce pressure if a hose fails.
- Air supply lines shall be protected from damage by vehicles, inspected daily, and maintained in good condition.
- Tools shall be inspected before and after use, and shall be oiled as directed by the manufacturers operating manual.
- Damaged or worn equipment shall be repaired or replaced immediately.

Powder Actuated Tools

- Only properly trained and qualified operators should use powder actuated tools. Users should possess an operator's card issued by the manufacturer's authorized dealer or distributor.
- Operators and assistants should wear eye and face protection.
- A loaded tool should never be carried away from the worksite. The tool should remain unloaded until ready for use.
- Powder actuated tools should never be pointed at anyone, and hands should be kept clear of the open muzzle.
- Never store a tool or cartridges near flammable materials.
- Before use, the operator should determine the right fastener and load to be used, and if the projectile chosen could pass through the material.
- In the event of a malfunction or misfire the tool should not be moved from the working surface for 30 seconds. The manufacturer's instructions on misfires and malfunctions shall be followed.
- Tools shall be inspected before each use to ensure that safety devices are in proper working condition, that the tool is clean, that all moving parts operate freely, and that the barrel is free from obstruction. Any defective tool should immediately be removed from service and not used again until repairs have been made.

Cranes and Hoists

General

- The manufacturers name and specifications applicable to the operation of all cranes and hoists shall be posted or attached to the equipment. The owner's manual shall be in the cab of all cranes and vehicles with cranes attached.
- Rated load capacities and recommended rules of operation shall be conspicuously posted on all equipment at the operator's station.

- Know and use the proper hand signals. Hand signals for crane operators shall be posted at the jobsite.
- A competent person shall inspect all machinery and equipment prior to each use and during use to make sure it is in safe operating condition.
- Only an employee, who has the experience and training necessary to safely operate lifting equipment, shall be allowed to operate any lifting device.

Mobile Cranes

- No load shall be lifted that exceeds the maximum capacity of the crane at the operating boom angle.
- Outriggers on rubber-tire cranes shall be utilized for all picks.
- The manufacturers operating manual should be read and clearly understood by the operator before beginning a pick of any size.
- A pre-lift inspection checklist should be completed before any lift.
- Slings selected should be adequate for the load being lifted and maintained in good condition.
- Taglines or guide ropes should be used on all loads and insulated to prevent shock.
- The hook should be directly overhead of the material being lifted, and the safety latch should be in working order to prevent a sling from shifting off the hook.
- Employees are not permitted to ride any load, and should be a minimum of 10 feet away from the load and its path at all times.
- The crane operator is the only person allowed on the crane when a load is being picked.
- The minimum distance from any part of the crane and a power line is 10 feet. For power lines rated over 50Kv, minimum clearance between the lines and any part of the crane or load should be 10 feet plus 3 feet for every Kv. Over 50Kv.
- If a crane boom or load contacts a power line, the operator should stay inside the cab until the boom is cleared. At no time should another person be allowed closer than 10 feet from the crane as the electrical charge could be passed through the crane to anyone standing in the immediate vicinity.
- Barricades should be set up around the base of the crane and swing area to prevent contact with the unit. The operator has very limited view to the sides and rear of the crane, employees should stay a minimum of 10 feet away from the crane at all times.
- The master clutch should be disengaged and all controls locked before the operator leaves the cab.
- The operator should never leave the machine with the load suspended.
- Cranes should never be set-up or left near the edge of excavations or in an area that might become unstable.

Overhead Hoists

- The safe working load of the hoist as determined by the manufacturer shall be indicated on the overhead hoist. This safe working load shall not be exceeded.

- The supporting structure to which a hoist is attached shall have a safe working load equal to or greater than that of the hoist.
- Make sure that the right type of sling is used for the load and that it is rated to handle the maximum weight of the load.
- Do not ride the load or allow anyone to ride the load.
- Do not walk or position yourself under a load at anytime. Do not allow another person to do the same.
- Use taglines on all loads that may swing or spin.
- Make sure that the safety latch on the hook is in good working order.

Rigging

Slings

- Slings should be inspected before each use.
- All defective rigging should be tagged and removed from service. Fraying, cuts, exposure to chemicals or any other damage noted is reason to remove a sling from service.
- Rigging equipment should not be loaded in excess of its recommended capacity.

Wire Rope Slings

- Wire rope with clips cannot be used for lifting loads.
- Eyes in wire clips should not be formed with knots or wire rope clips.

Wire rope should be removed from service if any of the following is observed:

- Crushing, kinking, bird caging or other damage resulting in distortion of the rope.
- Evidence of heat damage from any cause.
- Three or more broken wires in one strand of a lay, or six randomly broken wires in a lay, or more than one broken wire adjacent to an end fitting.

Synthetic Slings

- Synthetic web slings should be marked to show the name of the manufacturer, the rated capacity for the type of hitch, and the type of material used.
- Synthetic slings should be removed from service if damage or defects are visible.

Chains

- Sand casted hooks cannot be used.
- Drop forged hooks are to be used for lifting loads.
- Chains shall be inspected before and after use for defects, such as crushed, worn, distorted, or stretched links. Chains shall be immediately taken out of service if damage is found.

Safety at Specialized Work Sites

General

- Learn and follow all plant safety procedures and rules, particularly those for special hazards before starting work on the plant site.
- All employees should obtain and wear any personal protective equipment required.
- Obtain all required work permits, such as Hot Work Permits, Cold Work Permits, Confined Space Permits, and ect. From the plant construction representative before work.
- Locate eye and body wash stations, fire extinguishers, fire alarms, emergency exit routes, SCBA's and any other safety equipment in the work area.
- Learn what chemicals you might be exposed to in the work area and the location of the Material Safety Data Sheets (MSDS).
- Locate all process lines both overhead and underground that might be damaged, or in conflict with construction operations.
- Work clothing should consist of work boots (steel toe if required), long jeans, short or long sleeve shirts, gloves, hard-hat, safety glasses, and earplugs.
- Avoid leaking pipelines, puddles of liquid and similar conditions. They may contain acids or other harmful chemicals. Inform your supervisor if you discover any of these or other types of hazards.
- Be aware of plant traffic patterns. Some plants have a high level of forklift and parts train traffic. Certain areas may be designated for pedestrians or vehicles only.
- Remember that you are a guest in the plant and your conduct should reflect the best interests of our company.
- Storage areas should be kept clean and organized at all times. Tools and equipment should not be left lying around where they could become a hazard.

Confined Spaces

- A confined space is a space that is large enough for a person to enter and perform work; and has limited or restricted means for entry and exit; and is not designed for continuous employee occupancy.
- Obtain the necessary Confined Space Work Permit from the Safety Manager or plant representative before entering into a confined space.
- The Safety Manager or plant rep. will evaluate and test the space for hazards and atmospheres prior to entry. The space should also be monitored continuously for changing conditions while employees are engaged in work activities.
- Pipelines should be valve-off, locked, tagged, and tried out before entering a confined space.
- For confined spaces with power driven internal equipment, the power source should be disconnected, locked, tagged and tried out before attempting entry.

- Be sure that adequate ventilation is provided when working inside a confined space, particularly for burning or welding operations. Valley Construction Company has a confined space blower/ventilator available for this purpose.
- Be sure that access is provided to the work area inside a confined space including emergency entry and exit.
- While work is being performed inside a confined space, at least one monitor shall be available outside the space to provide emergency assistance if necessary.
- If the conditions warrant, employees will be required to wear rescue harnesses and be attached to a retrieval winch and tripod. This equipment is available for your use.
- Remember that confined spaces are silent and odorless killers, and will take your life if not properly tested.

Aerial Man Lifts

- Only trained and authorized personnel may operate an aerial lift.
- Read and obey operating instructions, warnings, and cautions for the lift.
- Test lift controls daily prior to lift operation to ensure controls are in a safe operating condition.
- Wear a full body harness with a lanyard attached to the anchor point inside the basket when working from the lift.
- Keep oil, grease, and other substances cleaned from the platform deck and the bottom of your work boots.
- Always extend the outriggers when you have reached your work site and begin work duties. Never move a lift with the outriggers extended.
- Never operate a lift closer than 15 feet from electrical facilities.
- Always enter the basket from the ground level, and always keep your feet on the platform floor.
- Never use a ladder or material in the basket to extend your reaching height.

Hazardous Materials

Flammable and Combustible Materials

- Know where the Material Safety Sheets (MSDS) are kept in your work area.
- Locate where the fire extinguishers, fire alarms, emergency exits, shut off valves and safety showers are.
- Store supplies of flammable and combustible liquids in approved fire-resistant safety containers equipped with self-closing lids and flash arrestors. Keep flammable liquids in closed-labeled containers when not in use.
- Clean up all spills of flammable or combustible liquids promptly.
- Containers must be effectively bonded and grounded when flammable or combustible liquids are transferred from one container to another.
- Store combustible waste materials, such as oily shop rags or paint rags, in covered metal containers; dispose of daily.

- Do not use flammable liquids within 50 feet of open flames or other sources of ignition.
- All containers of hazardous substances will be clearly marked at all times as to what is inside the container. You will be responsible for making sure that all containers on the jobsite are identified

Inside Storage

- Flammable and combustible liquids cannot be stored in areas used for exits, stairways or hallways.
- Storage cabinets containing flammable materials must be distinctly labeled "FLAMMABLE-KEEP FIRE AWAY" and must meet National Fire Protection test requirements.
- Flammable storage areas must be posted "No Smoking" and openings to other rooms or buildings must have a 4 inch raised liquid tight non-combustible sill or ramp.
- Ventilation which provides for a complete change of air within a room at least six times each hour is required for each inside storage room.
- No more than 24 gallons of flammable or combustible liquids can be stored inside a building unless it is inside a storage cabinet and labeled as described above.
- No more than 60 gallons of flammable liquids or 120 gallons of combustible liquids shall be stored inside a cabinet. No more than 3 cabinets can be located within a single storage area.
- A 10B fire extinguisher shall be located within 50 feet from where more than 5 gallons of flammable or combustible liquids or materials are located.

Outdoor Storage

- Portable outdoor storage tanks of flammable or combustible liquids shall be placed at least 20 feet away from any building or structure.
- A storage area for combustible/flammable liquids must be graded or diked in a manner to divert spills away from buildings or other structures. Such areas must be free of weeds, debris, and other combustible materials not necessary for proper storage.
- A driveway must be maintained around the storage area and be at least 15 feet wide for access of emergency vehicles.
- At least one portable fire extinguisher rate 20B shall be placed 25-75 feet from the storage area.

LP Storage

- Liquefied Petroleum Gas shall not be stored inside a building or structure. When operational requirements make the use of containers necessary, then they must be in compliance with the 10 rules for their use as listed in OSHA 1926.153 book of construction standards.
- Areas used for LP storage must be labeled "No Smoking" and be protected from damage by vehicular traffic.
- When portable heaters are used such as salamanders, there must be an automatic shut-off device to shut off the flow of gas to the burner.
- All LP tanks shall be clearly labeled and secured from shifting during transportation in company vehicles.

Refueling Equipment

- Shut off the engine of every internal combustion engine before refueling, and comply with the no smoking or open flame rule.
- Avoid spillage by remaining at the nozzle until refueling has been completed.
- Never completely fill a fuel tank or container. Allow for expansion of the fuel.
- Use only appropriate dispensing pumps, hoses, and nozzles.
- All refueling operations shall be done in the open air with a portable fire extinguisher in the vicinity.

Proper Use of Flammable Liquids and Gases

- Use only solvents that are specifically formulated for cleaning purposes. Never use gasoline.
- Never use containers that do not identify what the contents are.
- Never apply heat to flammable liquids or solvents.
- All containers of flammable liquids should be returned to designated storage areas after each use.
- Many flammable gases and liquids are asphyxiates. Do not enter any confined space that has contained liquids without following confined space entry procedures.
- Consult the MSDS sheet for each material used for specific information.

Toxic Chemicals

General

- Toxic substances have a potential of injury to body systems through direct corrosive action, or more subtle chemical reaction, resulting in disturbed biological processes. The effect of the substances depends on the concentration, duration of exposure, and mode of entry.
- Mode of entry can be any or a combination of the following:
    - Inhalation represents a dangerous mode of entry, because of the surface area of the lungs, thus offering a large absorption area. There is a rapid absorption of the toxicants into the blood stream.
    - Absorption through the skin is the most common. Entry can be through hair follicles, sweat glands or open wounds. Contamination can be increased significantly by wearing contaminated clothing where the toxic concentration is localized or by dilution with a substance that is rapidly absorbed into the circulatory system.
    - Contacting the eyes is usually most critical. The sensitivity of the eye is such that local effects such as irritation, pain impairment of vision, and even loss of vision may result. Eyes should always be protected. Caustic substances can represent a more serious hazard than acidic substances.
    - Ingestion is the least likely mode of entry. It usually occurs through accidental consumption of toxic materials. By smoking contaminated cigarettes or eating/smoking with contaminated hands.

Handling of Toxic Chemicals

- Unless definitely known that a substance is not toxic, treat it as though it is.
- Protect exposed areas of the skin and the eyes when working with toxicants with gloves, goggles, aprons, and caps, ECT.
- Wear a respirator, gas mask, or self-contained breathing apparatus.
- Change protective garments frequently to reduce risk of contamination.
- Don't eat food or smoke cigarettes in an area where toxic substances are present. Use assigned and designated eating areas. Wash before eating and smoking.
- All employees routinely exposed to hazardous materials through use, handling, transportation, or other exposure shall be trained for proper precautions to such exposures of the hazardous chemicals and / or materials.
- Orientation training for all employees who are newly hired assigned or transferred to another jobsite or location where there will be exposure on a routine basis shall be trained for protection from improper use or exposure to hazardous materials.
- Original labels on containers of hazardous materials must not be removed.
- Employees who might handle hazardous or toxic materials shall be trained to recognize and interpret labels, warning signs, color-coding, and affixed signs in order to avoid and/or make less severe potential hazards.
- Employees shall inform their supervisor immediately if there is an accidental spill or mishap with a hazardous substance.

Storage of Toxic Materials

- Toxic chemicals may fall into other hazard classes (flammable, corrosive, ECT.). Therefore, it is often difficult to decide on proper storage conditions. Toxic chemicals should be:
    - Isolated from acids, which might react with container materials.
    - Stored away from any potential fire hazard.
    - Stored in a cool, dry, well ventilated area.
    - Stored away from direct sunlight or temperature extremes.
    - Stored with containers tightly sealed.
    - Periodically inspected for container and storage facility condition.
    - Stored in a storage facility that will maintain its integrity in the event of a disaster.

Right to Know Law

- Hazard Communication Laws require that all employees "Have the Right to Know" what chemical products they may be exposed to during their course of work.
- Material Safety Data Sheets (MSDS) are required for all hazardous chemicals which employees will encounter during the workday. They will be available in the jobsite trailer or in the main office if trailers are not set up on smaller jobs.
- A list of all hazardous chemicals used, transported or stored at the jobsite or on company property will be made available, maintained, updated in a timely manner to reflect the hazardous chemicals actually in use at a particular jobsite.

- MSDS sheets, which inform you about hazardous substances on our jobsite, are available. If an employee has any questions concerning any hazardous substance they should refer to the MSDS or ask a supervisor.

Responsibility

- The Safety Manger is responsible for updating MSDS sheets, coordinating training and revising those standards to assure compliance with the "Right to Know" laws.
- Foreman, superintendents, and project managers will be held accountable for enforcing the established work rules for employees to ensure chemicals are being handled and used properly to eliminate or reduce exposures.
- Every employee shall accept the responsibility for safely performing their work in line with established work practices outlined on hazardous material labels.

Motorized Vehicles and Mechanized Equipment

General Requirements

- All equipment left unattended at night adjacent to highways or construction areas shall have lights, reflectors and/or barricades to clearly identify its location.
- Heavy machinery, equipment or parts of such equipment, which are suspended or held aloft, must be lowered, blocked or cribbed to prevent falling or shifting before employees are allowed to work under them.
- Parking brakes must be set when vehicles and mobile equipment are stopped or parked. Equipment on inclines must have wheels chocked as well as having parking brakes set.
- Warning/Hazard lights shall be maintained in working order, and activated when the equipment is in use. All equipment operated on or near a roadway or hazardous area, which is equipped with warning/hazard lights, shall have the warning lights activated.
- Shut off all motors before refueling.
- Supervisory and operating personnel shall inspect all machinery and equipment prior to each use, and during use to make sure it is in safe operating condition.

Operator Requirements

- The driver is responsible for the safety of all passengers and the stability of materials being hauled by his equipment.
- All speed limits and other regulatory signs will be observed. Violations of federal, state and local traffic laws and regulations are the driver's responsibilities.
- Only qualified employees who have a valid license or permit for the equipment used shall operate company vehicles and equipment.
- Employees who demonstrate an inability to operate motor vehicles or equipment safely, regardless of whether they are "on the clock" or not, may be prohibited from operating company vehicles or equipment.
- Valley Construction Company employees are prohibited from operating a company

vehicle after consuming any alcoholic beverages or controlled substances.

- The Driver/Operator shall determine that brakes are in a safe operating condition before operating equipment.
- The Driver/Operator shall report all defects to supervisor. Any item that makes equipment or vehicle unsafe shall be repaired prior to operation.
- Personnel may not ride in the bed of a truck until the stability of the equipment; material and personal have been checked. Under no circumstance shall the employee be permitted to sit on the side of the bed, fender, or the rear with legs overhanging. No employee will be allowed to stand on the tailgate or rear bumper of company equipment while it is in motion.
- No one shall be allowed to ride on or in trailers.
- Seat belts shall be used by drivers and authorized passengers in all moving vehicles. Shoulder straps shall be worn where provided.
- A vehicle or piece of equipment shall not be left unattended with the motor running. Keys shall be removed if left parked in a public place.
- Any driver involved in any type of accident where damage is sustained to the vehicle or other property shall report the accident to the Safety Manager immediately.
- Motor equipment having an obstructed rear view shall not be used unless:
    - Vehicle has an audible reverse alarm.
    - Vehicle is backed up only when an observer says it is safe to do so.
- The operator must look to the rear and sound the horn before backing.
- A flagger will be used to direct a backing vehicle in congested areas.
- Employees are not allowed to sleep in company equipment.
- Driving a company vehicle is a privilege that can be revoked at any time.

<u>Heavy Equipment</u>

- Operators and drivers will read and understand the manufacturers operating manual before using any piece of equipment.
- Employees, who have not operated a piece of equipment previously, shall not do so until they are trained and approved by their supervisor.
- A maintenance and safety check shall be performed on all equipment prior to use. All deficiencies shall be reported to the supervisor and written on the daily report for action. Any deficiency that would interfere with the safe operation of the equipment shall be corrected before using such equipment.
- Operators and drivers are solely responsible for maintaining adequate fluid levels.
- Equipment that is designed with a Roll Over Protective Structure (ROPS) must have a seat belt that shall be used by the operator at all times.
- Employees must wear personal protective equipment when conditions warrant. Ear protection, eye protection, and respirators will be provided upon request.
- Employees are not allowed to jump on or off equipment, unless emergency circumstances warrant it.

- NO RIDERS on any equipment.
- The operator should never leave equipment on an inclined surface or on loose material with the engine idling. Vibration could start the equipment in motion.
- Operators and drivers should make sure that the equipment has a working back up alarm that is loud enough for the conditions.

Bulldozers and Tractors

- The equipment shall be checked before operation. This check should include brakes, clutches, steering mechanisms, hydraulics, and electrical systems. All fluid levels must be checked before and after use. All deficiencies shall be reported to a supervisor.
- All equipment with Roll Over Protective Structures shall require the operator to wear a fastened and tightened seat belt.
- Dozer Blades should never be used as a brake on downgrades as this will cause the machine to flip over.
- During filling operations material should be pushed over the edge only as far as necessary.
- When coupling equipment together, employees should stand clear of the space in between the units. The equipment should be stopped with the transmission placed in neutral, with the brakes set before coupling begins.
- At the end of the work shifts, or when leaving the machine, the power should be shut off, the brakes set, the blade landed, and the shift lever placed in neutral.

Scrapers

- Avoid sharp downhill turns.
- Do not turn the scraper while the apron is elevated.
- Do not take the transmission out of gear when going downhill, increased downhill speed will make the equipment unstable and increase emergency stopping distance.
- The machine should be left in gear at all times and the retarders used to control the speed.
- When making an emergency stop, the bowl should be dropped or dragged for shorter stopping distances.
- Operators shall wear a secured seatbelt at all times.
- The scraper bowls or dozer blades should always be blocked when the cutting edge blades are being repaired. After the scraper is lifted to the desired height, blocking should be placed under the bottom near the ground plates. Apron arms should be raised high enough to wedge each block in place when the apron is dropped.

Motor Graders

- Graders should not be used for back sloping on steep high embankments.
- When operating a grader along the highway a yellow warning light should be used in addition to a slow moving vehicle emblem affixed to the rear of the unit.

- The operator is required to read and understand the manufacturers operating manual before using the equipment.
- A seat belt should be used and secured at all times.

Loaders, Excavators, and Backhoes

- All employees shall stay clear of the bucket swing and cab rotation. Operators should never swing a bucket or load over another person.
- When soil is soft, make sure the equipment is on a solid foundation, such as mats or heavy planking, and that outriggers are fully extended before starting operations.
- Operators involved in trenching operations for utility installations and repair are to be familiar with OSHA's standards on excavation.
- Never operate closer than 10 feet from overhead lines.
- No riders are permitted on the equipment.
- The operator shall read and understand the manufacturers operating manual before using the equipment.
- Never leave the equipment with the master clutch engaged. Use the parking brake and chock the wheels.
- If possible, equipment shall be removed from the roadway at night. When any part of the equipment projects onto the shoulder or roadway it shall be protected by barricades with working lights on the front, rear, and sides facing the roadway.
- The operator is responsible for determining the locations of underground utilities, and should verify with a supervisor that all utilities are clearly marked before excavating.

Hauling Trucks

- No person should be permitted to remain in or on a truck being loaded by equipment, unless the cab is adequately protected against heavy impact.
- Material loaded should be within safe limits of the truck and should not project beyond the truck body if it presents a hazard.
- Never carry a load in excess of the rated capacity of the vehicle. Do not exceed the legal gross weight when traveling on public roads. Make sure that any hauling permits are current and in the cab. All oversized loads must be signed.
- Drivers shall inspect their vehicles and loads before each trip for hazards.
- Concrete truck drivers are responsible for cleaning the truck after each load to remove debris from the chute and rear fenders. Washouts will be as directed by the supervisor. All trucks will be washed and cleaned at the end of each day.
- Drivers hauling loose material shall cover and inspect the load prior to departing.
- Drivers must wear a properly adjusted and secured seat belt at all times.
- Employees are not allowed to ride outside the cab.
- All equipment shall be chained down with a sufficient number of chains, which would prevent

the load from shifting or coming loose during extreme driving conditions.

- Before using trailers, drivers shall verify that all lights and connections are in working order.

First Aid

General Directions

- The telephone numbers of a doctor, hospital, and ambulance service are posted at each jobsite. Know where these numbers are posted in the event of an emergency.
- Obtain first aid for every injury, no matter how slight. Every injury must be reported to your supervisor immediately.
- After acting quickly to give emergency first aid for severe bleeding, non-breathing or poisoning, these general directions should be followed:
    - Send or direct someone else to contact emergency services.
    - Keep the victim lying down; never move if badly injured unless necessary to reach fresh air or to protect the victim from further injury.
    - Cover the victim with a blanket to help prevent shock.
    - Maintain an open airway and keep the victim calm.

Severe Bleeding

Symptoms: Blood spurting or flowing in a steady stream. Loss of two pints of blood could be fatal.

- First Aid:
    - Apply direct hand pressure to the wound at once by using a sterile or clean cloth. Firmly bandage in place and raise the wound (if possible) to a level higher than the heart.
    - If the above fails, apply firm hand pressure to blood vessels against bone at pressure points located at inner, upper arm or groin against pelvic bone.
    - As a last resort, and only if you have the proper medical training, you may consider applying a tourniquet on the limb between the wound and the heart.

Non-Breathing

Symptoms: No breathing movements or blue color of lips, tongue and fingernails when in doubt begin CPR immediately! **Call 911**

- First Aid:
    - Tilt head back as far as possible.
    - Lift or pull lower jaw forward into a jutting out position.
    - Pinch nose shut.
    - Place your mouth over victim's mouth. Make airtight contact. Give 2 breaths, make sure chest rises. If no sign of air movement, check nose and throat for obstructions.
    - Repeat 12 times per minute for adults – twenty for children (shall shallow breaths for children, small puffs for infants)

Heart Attack

Symptoms: may be shortness of breath, chest pains, bluish lips and fingernails, cough, swelling ankles.

- First Aid:
  - Send someone for medical help.
  - Lying down position best for shortness of breath raise head and chest. For faintness raise feet.
  - Only assist in administering any prescribed medication for the condition.
  - Use encouraging words. Be tactful; many heart cases feel sense of impending death.
  - Move only after medical advice is sought and with no unnecessary effort placed on the victim.
  - Give artificial respiration if breathing stops. For cardiac arrest, restore circulation by external cardiac compression (CPR).

Unconsciousness

- First Aid:
  - Have someone call for medical assistance.
  - Give artificial respiration in non-breathing cases.
  - For cardiac arrest, restore circulation by external cardiac compression (CPR).
  - If breathing, maintain clear airway so head can be turned to side to prevent aspiration of any vomit.
  - Do not disturb the victim, any personal belongings, or evidence of a crime.

Heat Cramps

Symptoms: painful spasms in voluntary muscles, pupils with each spasm, possible heavy sweating.

- First Aid:
  - Apply firm pressure on cramping muscles with warm wet towel.
  - Administer three or four doses of salty water at fifteen-minute intervals, if diet does not prohibit.

Heat Exhaustion

Symptoms: profuse sweating, weakness, vertigo, skin cold and pale, clammy with sweat, pulse is weak, blood pressure low, temperature normal or subnormal, possible vomiting.

- First Aid:
  - Move the victim to a cooler environment immediately.
  - Bed Rest.
  - Administer salty water.
  - Seek medical help for severe cases.

Heat Stroke

Symptoms: weakness, vertigo, nausea, headache, heat cramps, mild heat exhaustion, excessive sweating, sweating stops just before heat stroke, temperature rises sharply, pulse is bounding and full, blood pressure elevated, delirium or coma common, skin flushed at first, later ashen or purplish.

- First Aid:
  - Summon medical attention immediately, delay can be fatal.
  - Move victim into cooler environment.
  - Reduce body temperature with iced bath or sponging.
  - Use extreme caution.

Frostbite

Symptoms: lack of feeling in the affected area, skin that appears waxy, skin that is cold to the touch, skin that is discolored (flushed, white, yellow, blue)

- First Aid:
  - Handle the area gently.
  - Never rub an affected area.
  - Warm the affected area by soaking it in water no warmer than 105 degrees F. (Luke warm).
  - Keep the affected part in the water until it looks red and feels warm.
  - Loosely bandage the area with a dry, sterile dressing.

Hypothermia

Symptoms: the whole body cools because its ability to keep warm fails. Shivering, numbness, glassy stares, apathy, and loss of consciousness before death.

- First Aid:
  - Call emergency medical assistance immediately.
  - Make the victim comfortable.
  - Remove any wet clothing and dry the victim.
  - Warm the body gradually by wrapping the victim in blankets or putting on dry clothing and moving them to a warm place.
  - If a heat source is available, place them near it but avoid rapid warming or burning.
  - If the victim is alert you can give them warm fluids to drink.
  - Do not place the victim in a tub of warm water; rapid re-warming can be dangerous to the heart.

Disciplinary Action:

The purpose of the safety program is to set standards by which employees must follow to prevent accidents and injuries while employed by our company. Employees, who cannot or will not follow any safety standard, policy, procedure, Federal, State, or Local law whether in writing or verbal, will be removed from employment.

The safety rules and regulations will be enforced and the disciplinary actions issued by management personnel, superintendents, project managers, foreman, and the safety manager. Failure to follow any safety rule or regulation will result in the following, based on severity.

- First offense may result in a written warning.
- Second offense may result in suspension or termination based on the frequency and severity of the violation.
- Third offense will result in termination
- Termination can occur on the first offense if the violation is considered imminently dangerous to life, health, or safety. Violations, which result in monetary property damage, can result in immediate termination.