



# SAFETY MANUAL

WYNN SITE DEVELOPMENT, INC

165 Sommerville Park Rd.  
Raleigh, NC 27603  
(919) 651-0009

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## Policy Statement

It is the belief of **Wynn Site Development, Inc.** that our people are our most important asset, and the preservation of Safety and Health must remain a constant consideration in every phase of our business. We will provide the resources necessary to manage, control, or eliminate safety and health hazards.

Management is accountable for preventing workplace incidents, injuries, and illnesses. Management will provide top-level support of safety program initiatives and will consider all employee suggestions for achieving a safer, healthier workplace. Management also will keep informed about workplace safety and health hazards, and it will regularly review the company safety and health program.

Supervisors are responsible for supervising and training workers in safe work practices. Supervisors must enforce company safety rules, work to eliminate hazardous conditions, and lead safety efforts by example.

All employees are responsible for working safely and productively, as well as recognition and awareness of hazards in their work areas. Employees are also responsible for following safe work practices, including the use of Personal Protective Equipment (PPE) where necessary.

It is our belief that any safety and health program must have total employee involvement. Therefore, this program has management's highest priority, support, and participation.

Production is not so urgent that we cannot take time to do our work safely.

*Jerry Leon*

Director of HR and Safety

## Employee Participation

Each employee is responsible for:

1. Following all the safety and health rules and practices of the Safety Manual and Safety Health Programs.
2. Monitoring and reporting to their supervisor any unsafe conditions for prompt correction.
3. Correcting any hazard that they have the ability to correct and report that event to their supervisor.
4. Providing feedback to their supervisor regarding the need for additional controls to ensure safety and health standards are met.
5. Avoiding exposure to any recognized uncontrolled hazard
6. Participating meaningfully in safety training, accident investigations, and safety committees.
7. Wearing suitable work clothes as determined by the Foreman.
8. Performing tasks as required by the Foreman.
9. Reporting all injuries, no matter how slight, to their foreman immediately, and seeking proper treatment when necessary.
10. Knowing the location to first aid supplies, fire fighting equipment, and other safety devices.
11. Stopping and asking questions if ever in doubt about the safety of any operation.

All employees shall be provided access to training materials, safety data sheets, and results of accident investigations and evaluations except for portions deemed confidential for personnel or medical reasons.

The prevention of accidents is everyone's responsibility, regardless of the position he/she occupies. Every employee is considered a member of the **Wynn Site Development, Inc.** safety program and must be constantly alert in reporting and correcting unsafe conditions and acts.

Listed below are six important points to remember:

1. Accidents can be prevented.
2. Safety is a mark of skill.
3. Safety is a personal responsibility.
4. No job is so important or urgent that time cannot be taken to perform the work safely.
5. We owe it to each other to do everything possible to prevent accidents.
6. The best safety device is a careful worker.

The management of **Wynn Site Development, Inc.** is committed to the company's safety policy, and to provide direction and motivation by:

1. Appointing **Jerry Leon** as our safety director.
2. Establishing company safety goals and objectives.

3. Developing and implementing a written safety and health program.
4. Ensuring total commitment to the Safety and Health program.
5. Facilitating employees' safety training.
6. Establishing responsibilities for management and employees to follow.
7. Ensuring that management and employees are held accountable for performance of their safety responsibilities.
8. Establishing and enforcing disciplinary procedures for employees.
9. Renewing the Safety and Health Program annually and revising and updating as necessary.

### **Assignment of Responsibility**

#### **Safety Director**

Wynn Site Development, Inc. has designated Jerry Leon as our Safety Director.

The cell phone and office phone numbers are:

Office: (919) 651-0009

Cell: (919) 667-5447

It is the duty of the Safety Director to assist the Foreman and all other levels of Management in the initiation, education, and execution of an effective safety program including the following:

1. Reviewing the safety program with new employees.
2. Following up on recommendations, suggestions, etc., made at Safety Meetings
3. Assisting employees in the execution of safety policies
4. Conducting safety inspections on a periodic basis
5. Addressing existing or potential hazards as needed.
6. Preparing accident reports and investigations.
7. Maintaining an adequate stock of first aid supplies and other safety equipment to ensure their immediate availability
8. Becoming familiar with OSHA regulations and local and state safety codes
9. Emphasizing to employees that accidents create unnecessary personal and financial losses.

#### **Field Managers**

It is the responsibility of the Project Managers and Foreman to establish a work environment that ensures that safety and health is managed in the same manner and with the same degree of emphasis as production, cost, and quality control by:

1. Regularly emphasizing that accident and health hazard exposure prevention are not only moral responsibilities, but also a condition of employment.
2. Identifying procedures that could contribute to accidents which can result in injuries and property damage.

3. Participating in safety and health related activities, including routinely attending safety meetings, reviews of the facility, and correcting employee behavior that can result in accidents and injuries.
4. Spending time with each person hired explaining the safety policies and the hazards of his/her particular work.
5. Ensuring that the initial orientation of “new hires” is carried out by Safety Director
6. Making sure that if a “competent person” is required, that one is present to oversee and instruct employees when necessary
7. Not short-cutting safety for expediency or allowing workers to do so
8. Enforcing safety rules consistently and following the company’s discipline and enforcement procedures
9. Conducting periodic job-site safety inspections and correcting noted safety violations

### **Goals of the Safety Manual**

The **Wynn Site Development, Inc’s** Safety and Loss Control Program will:

1. Reduce the job-related injuries and accidents of employees.
2. Minimize the property, revenue, and personnel losses.
3. Initiate an incentive program designed to reward employees that show an exemplary safety record.
4. Improve the health and wellness of all **Wynn Site Development, Inc.** employees.

## Covid-19 Workplace Safety

### **Purpose and Scope**

**Wynn Site Development, Inc.** is committed to providing a safe and healthy workplace for all our employees. **Wynn Site Development, Inc.** has developed the following COVID-19 plan, which includes policies and procedures to minimize the risk of transmission of COVID-19, in accordance with OSHA's COVID-19 Emergency Temporary Standard (ETS).

### **Roles and Responsibilities**

**Wynn Site Development, Inc's** goal is to prevent the transmission of COVID-19 in the workplace(s). Managers as well as non-managerial employees and their representatives are all responsible for supporting, complying with, and providing recommendations to further improve this COVID-19 plan.

**Wynn Site Development, Inc.** will work cooperatively with non-managerial employees and their representatives to conduct a workplace-specific hazard assessment and in the development, implementation, and updating of this COVID-19 plan.

Employee suggestions will be solicited or requested, all employee concerns will be addressed, and suggestions will be integrated into developing, implementing, monitoring, and updating the plan.

**Wynn Site Development, Inc.** will conduct a workplace-specific hazard assessment of its workplace(s) to determine potential workplace hazards related to COVID-19. A hazard assessment will be conducted initially and whenever changes at the workplace create a new potential risk of employee exposure to COVID-19 (e.g., new work activities at the workplace).

**Wynn Site Development, Inc.** will address the hazards identified by the assessment and include policies and procedures to minimize the risk of transmission of COVID-19 for each employee.

**Wynn Site Development, Inc.** will not prevent any employee from voluntarily wearing their own facemask and/or face shield in situations when they are not required unless doing so would create a hazard of serious injury or death, such as interfering with the safe operation of equipment.

**Wynn Site Development, Inc.** will work collaboratively with non-managerial employees or representatives to assess and address COVID-19 hazards, including when there is employee exposure to people with suspected or confirmed COVID-19.

OSHA and the CDC have provided the following control and preventative guidance for all workers, regardless of exposure risk:

1. Frequently wash your hands with soap and water for at least 20 seconds. When soap and water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
2. Avoid touching your eyes, nose, and mouth with unwashed hands.
3. Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
4. Avoid close contact with people who are sick.

## **Job Site Protective Measures**

The company has instituted the following protective measures at all jobsites:

1. General Safety Policies and Rules
2. Any employee or visitor showing symptoms of COVID-19 will be asked to leave the jobsite and return home.
3. Safety meetings will be by telephone, if possible. If safety meetings are conducted in person, attendance will be collected verbally, and the superintendent/foreman will sign-in each attendee. Attendance will not be tracked through passed-around sign-in sheets or mobile devices. During any in-person safety meetings, avoid gathering in groups of more than 10 people and participants will remain at least six (6) feet apart.
4. Employees must avoid physical contact with others and shall direct others (co-workers, visitors, etc.) to increase personal space to at least six (6) feet, where possible. Where work trailers are used, only necessary employees should enter the trailers and all employees should maintain social distancing while inside the trailers.
5. The company understands that due to the nature of our work, access to running water for hand washing may be impractical. In these situations, the company will provide, if available, alcohol-based hand sanitizers and/or wipes.
6. Employees should limit the use of co-workers' tools and equipment. To the extent that tools must be shared, **Wynn Site Development, Inc.** will provide alcohol-based wipes to clean tools before and after use. When cleaning tools and equipment, consult manufacturing recommendations for proper cleaning techniques and restrictions.
7. Employees are encouraged to limit the need for N95 respirator use by using engineering and work practice controls to minimize dust. Such controls include the use of water delivery and dust collection systems, as well as limiting exposure time.

## **Workers Entering Occupied Buildings and Homes**

Construction and maintenance activities within occupied homes, office buildings, and other establishments, present unique hazards with regards to COVID-19 exposures. Everyone working within such establishments should evaluate the specific hazards when determining best practices related to COVID-19.

1. During this work, employees must sanitize the work areas upon arrival, throughout the workday and immediately before departure. The company will provide alcohol-based wipes for this purpose.
2. Employees should ask other occupants to keep a personal distance of six (6) feet at a minimum.
3. Workers should wash or sanitize their hands immediately before starting and after completing the work.

## **Job Site Visitors**

The number of visitors to the job site, including the trailer or office, will be limited to only those necessary for the work. All visitors will be screened in advance of arriving on the job site. If the visitor says “yes” to any of the following questions, he/she should not be permitted to access the jobsite.

1. Have you been confirmed positive for COVID-19?
2. Are you currently experiencing, or recently experienced, any acute respiratory illness symptoms such as fever, cough, or shortness of breath?
3. Have you been in close contact with any persons who has been confirmed positive for COVID-19?
4. Have you been in close contact with any persons who have traveled and are also exhibiting acute respiratory illness symptoms?

## **Job Exposure Situations**

### **Employee Exhibits COVID-19 Symptoms**

If an employee exhibits COVID-19 symptoms, the employee must remain at home until he/she is symptom free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). The company will similarly require an employee who reports to work with symptoms to return home until he or she is symptom free for 72 hours (3 full days). To the extent practical, employees are required to obtain a doctor’s note clearing them to return to work.

### **Employee Tests Positive for COVID-19 Symptoms**

An employee who tests positive for COVID-19, he/she will be directed to self-quarantine away from work. Employees that test positive and are symptom free may return to work when at least 7 days have passed since the date of his/her first positive test and have not had a subsequent illness. Employees who test positive and are directed to care for themselves at home may return to work when:

1. At least 72 hours (3 full days) have passed since recovery.

2. At least 7 days have passed since symptoms first appeared. Employees who test positive and have been hospitalized may return to work when directed to do so by their medical care providers.

The company will require an employee to provide documentation clearing his/her return to work.

### **Employee has close contact with someone who has tested positive for COVID-19**

Employees who have come into close contact with an individual who has tested positive for COVID-19 (coworker or otherwise) will be instructed to get tested for COVID-19 before returning to work. **Wynn Site Development, Inc.** will require employees take a rapid test to insure employee will get a quick result and be out of work for a limited time, when possible. Employees should monitor their symptoms and take immediate action if symptoms of COVID-19 display.

### **OSHA Recordkeeping**

For purposes of COVID-19, OSHA requires employers to report to OSHA any work-related illness that:

1. Results in a fatality
2. Results in the in-patient hospitalization of one or more employees. “In-patient” hospitalization is defined as a formal admission to the in-patient service of a hospital or clinic for care or treatment.

OSHA has decided that COVID-19 should not be excluded from coverage of the rule- like the common cold or the seasonal flu- and thus, OSHA is considering it an “illness.” However, OSHA has stated that only confirmed cases of COVID-19 should be considered an illness under the rule. Thus, if an employee simply comes to work with symptoms consistent with COVID-19 but it is not a confirmed diagnosis, the recordable analysis is not necessarily triggered at that time.

If an employee has confirmed case of COVID-19, the company will assess any workplace exposures to determine the case is work-related. Work-relatedness is presumed for illnesses that result from events or exposures in the work environment unless it meets certain exceptions. One of those exceptions is that the illness involves signs or symptoms that surface at work but result solely from a non-work-related event or exposure that occurs outside of the work environment. Thus, if an employee develops COVID-19 solely from exposure outside of the work environment, it should not be work-related, and thus not recordable.

**Wynn Site Development, Inc's** assessment will consider the work environment itself, the type of work performed, the risk of person-to-person transmission given the work environment, and other factors such as community spread.

If an employee has a confirmed case of COVID-19 that is considered work-related, **Wynn Site Development, Inc.** will report the case to OSHA if it results in a fatality within 30-days or an in-patient hospitalization within 24-hours of the exposure incident.

## **Confidentiality and Privacy**

Except for circumstances in which the **Wynn Site Development, Inc.** is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances.

When it is required, the number of people who will be informed that an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others.

**Wynn Site Development, Inc.** reserves the right to inform other employees that an unnamed co-worker has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health.

**Wynn Site Development, Inc.** also reserves the right to inform sub-contractors, vendors/suppliers, or visitors that an unnamed employee has been diagnosed with COVID-19 if they might have been exposed to the disease so those individuals may take measures to protect their own health.

## Bloodborne Pathogens

### **Purpose**

**Wynn Site Development, Inc.** is committed to providing a safe and healthy work environment for our entire staff. In pursuit of this goal, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens."

The ECP is a key document to assist our organization in implementing and ensuring compliance with the standard, thereby protecting our employees.

This ECP includes:

1. Determination of employee exposure
2. Implementation of various methods of exposure control, including:
  - a. Universal precautions
  - b. Engineering and work practice controls
  - c. Personal protective equipment
  - d. Housekeeping
3. Post-exposure evaluation and follow-up
4. Communication of hazards to employees and training
5. Recordkeeping
6. Procedures for evaluating circumstances surrounding exposure incidents
7. Implementation methods for these elements of the standard are discussed in the subsequent pages of this ECP.

### **Responsibilities**

1. Provide all **Wynn Site Development, Inc.** employees with bloodborne pathogen training and information via healthcare and/or site orientation, pre-construction meetings, etc.
2. Coordinate with applicable staff to ensure that existing areas under construction have been thoroughly cleaned.
3. Report any bloodborne related incidents to **Wynn Site Development, Inc.**'s insurance department as soon as reasonable possible.
4. Complete the required incident reporting documentation and forward this information to the insurance department.
5. Coordinate post-exposure procedures with the affected parties, relevant staff, and/or safety department and management.
6. Direct any bloodborne pathogen related questions or concerns to management.

## Exposure Determination

The following employees and/or duties at risk of exposure to bloodborne pathogens will be required to follow all procedures set forth in this policy:

1. Designated First Aid Employees
  - a. All **Wynn Site Development, Inc.** employees who have received formal first aid and/or bloodborne pathogen training and who have been designated to render first aid treatment to injured employees at their location.
  - b. The tasks or duties of these employees, which could result in direct exposure include:
    - i. Treatment of an open or bleeding wound.
    - ii. Retrieval, handling, and transporting detached limbs or tissue to a medical facility during an emergency.
    - iii. Interim first aid treatment of employees who are vomiting, coughing mucous, or discharging other bodily fluids.
    - iv. Administering artificial respiration to a victim.
    - v. Any other first aid treatment, which presents any exposure from possible contact with bodily fluids.
2. Healthcare and Occupied Space
  - a. All employees whose job duties involve work in a healthcare facility or occupied space.
  - b. The tasks or duties of these employees, which could result in direct exposure include:
    - i. Contact with a contaminated object because of construction work such as demolition, wiring, etc. that results in an exposure incident.
    - ii. Contact with blood or bodily fluid from an infected healthcare patient.
3. All employees in the workplace could have occasional exposure to blood or other bodily fluids resulting from medical emergencies involving fellow workers, whether through assisting the injured employee or from blood or body fluids which are released onto items or surfaces in their respective work areas. These will be treated as exposure incidents.

## Methods of Implementation and Control

1. **Universal Precautions:** All employees will utilize universal precautions.
2. **Exposure Control Plan:** Employees covered by the bloodborne pathogens' standard receive an explanation of this ECP during their initial training session. It will also be reviewed in their annual refresher training. All employees can review this plan at any time during their work shifts by contacting **Safety Director**.
3. **Engineering and Work Practice Controls:** Engineering controls and work practice controls will be used to prevent or minimize exposure to bloodborne pathogens.
  - a. Sharps disposal containers are inspected and maintained or replaced by management every month or whenever necessary to prevent overfilling.

- b. We evaluate new procedures and new products regularly to identify the need for changes in engineering controls and work practices.
4. **Personal Protective Equipment (PPE):** PPE is provided to our employees at no cost to them.
- a. Training in the use of the appropriate PPE for specific tasks or procedures is provided by management.
  - b. The types of PPE available to employees are gloves, eye protection, etc.
  - c. PPE is located at **LOCATION** and may be obtained through management.
  - d. All employees using PPE must observe the following precautions:
    - i. Wash hands immediately or as soon as feasible after removing gloves or other PPE.
    - ii. Remove PPE after it becomes contaminated and before leaving the work area.
    - iii. Used PPE may be disposed of in appropriate, labeled containers specified for disposal.
    - iv. Wear appropriate gloves when it is reasonably anticipated that there may be hand contact with blood or OPIM and when handling or touching contaminated items or surfaces; replace gloves when torn, punctured or contaminated, or if their ability to function as a barrier is compromised.
    - v. Utility gloves may be decontaminated for reuse if their integrity is not compromised; discard utility gloves if they show signs of cracking, peeling, tearing, puncturing, or deterioration.
    - vi. Never wash or decontaminate disposable gloves for reuse.
    - vii. Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth.
    - viii. Remove immediately or as soon as feasible any garment contaminated by blood or OPIM, in such a way as to avoid contact with the outer surface.
5. **Housekeeping:**
- a. Regulated waste is placed in containers which are closable, constructed to contain all contents, prevent leakage, appropriately labeled, or color-coded and closed prior to removal to prevent spillage or protrusion of contents during handling.
  - b. Contaminated sharps are discarded immediately or as soon as possible in containers that are closable, puncture resistant, leak proof on sides and bottoms, and appropriately labeled.
  - c. Bins and pails (e.g., wash or emesis basins) are cleaned and decontaminated as soon as feasible after visible contamination.
  - d. Broken glassware that may be contaminated is only picked up using mechanical means, such as brush or dustpan.
  - e. Management will ensure that warning labels are affixed, or red bags are used, as required if regulated waste or contaminated equipment is brought into the facility. Employees are to notify their supervisor if they discover regulated waste containers, refrigerators containing blood or OPIM, contaminated equipment, etc. without proper labels.

## **Post-Exposure Evaluation and Follow-Up**

Should an exposure incident occur, contact **Safety Department** at **(919) 667-5447**

Following initial first aid (clean the wound, flush eyes, or other mucous membrane, etc.) the following activities will be performed:

1. Document the routes of exposure and how the exposure can be controlled.
2. Identify and document the source individual (unless the employer can establish that identification is infeasible or prohibited by state/local law.)
3. Obtain consent and arrange to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity. Document that the source individual's test results were conveyed to the employee's health provider. If the source individual is already known to be HIV, HCV, or HBV positive, new testing need not be performed.
4. Assure that the exposed employee is provided with the source individual's test results and with information applicable disclosure laws and regulations concerning the identity and infectious status of the source individual (e.g., laws protecting confidentiality.)
5. After obtaining consent, collect exposed employee's blood as soon as feasible after exposure incident and test blood for HBV and HIV serological status.
6. If the employee does not give consent for HIV serological testing during collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days; if the exposed employee elects to have the baseline sample tested during this waiting period, perform testing as soon as feasible.

### **Administration of Post-Exposure and Follow-Up are as follows:**

Management ensures that health care professional(s) responsible for employee's hepatitis B vaccination and post-exposure evaluation and follow-up are given a copy of OSHA's bloodborne pathogens standard.

Management ensures that the health care professional evaluating an employee after an exposure incident receives the following:

1. A description of the employee's job duties relevant to the exposure incident
2. Route(s) of exposure
3. Circumstances of exposure
4. Results of the source individual's blood test (when possible)
5. Relevant employee medical records, including vaccination status

Management provides the employee with a copy of the evaluating health care professional's written opinion within 15 days after completion of the evaluation.

### **Procedures surrounding the circumstances surrounding an exposure incident:**

Management will review the circumstances of all exposure incidents to determine:

1. Engineering controls in use at the time
2. Work practices followed
3. A description of the device being used (including type and brand)
4. Protective equipment or clothing that was used at the time of the exposure incident (gloves, eye shields, etc.)
5. Location of the incident
6. Procedure being performed when the incident occurred
7. Employee's training

## **Communication of Hazards and Employee Training**

All employees who have occupational exposure to bloodborne pathogens receive initial and annual training.

All employees who have occupational exposure to bloodborne pathogens receive training on the epidemiology, symptoms, and transmission of bloodborne pathogen diseases. In addition, the training program covers, at a minimum, the following elements:

1. Copy and explanation of the OSHA bloodborne pathogen standard
2. Explanation of our ECP and how to obtain a copy
3. Explanation of methods to recognize tasks and other activities that may involve exposure to blood and OPIM, including what constitutes an exposure incident
4. An explanation of the use and limitations of engineering controls, work practices, and PPE
5. An explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE
6. An explanation of the basis for PPE selection
7. An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available
8. Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident.
9. An opportunity for interactive questions and answers with the person conducting the training session.

## **Recordkeeping**

Training Records Training records are completed for each employee upon completion of training. These documents will be kept for at least three years.

The training records include:

1. The dates of the training sessions
2. The contents or a summary of the training sessions
3. The names and qualifications of persons conducting the training
4. The names and job titles of all persons attending the training sessions

An exposure incident is evaluated to determine if the case meets OSHA's Recordkeeping Requirements (29 CFR 1904). This determination and the recording activities are done by management.

# Hazard Communication Program

## Scope and Application

This plan must be used in conjunction with the following:

1. Spill Response Plan
2. Emergency Action Plan

This written Hazard Communication Program applies to all locations or projects where chemicals are used.

## Objective

**Wynn Site Development, Inc.** is committed to providing a safe workplace for employees and contractors, who have the right to know and understand all potential chemical hazards they may be exposed to in the workplace.

The goals of this program are to assure that employees are fully educated on the hazard communication process and the specific chemical products which they work with or around. The hazard communication process includes:

1. Chemical labeling, including pictograms
2. Reading Safety Data Sheets (SDSs)
3. Obtaining SDSs in the event of a chemical exposure incident.

Employees must be trained in control measures that prevent or mitigate exposures. This information can be found in SDSs.

This document serves as the written Hazard Communication Program for **Wynn Site Development, Inc.** fulfilling the requirement of a written hazard communication program under 29 CFR 1910.1200. It is compliant with the Hazard Communication Standard and the Globally Harmonized System of Classification and Labeling of Chemicals (GHS).

## Roles and Responsibilities

**Administrator:** It is the responsibility of management to administer this program. In addition, the administrator must:

1. Conduct an annual audit of the program to ensure full compliance.
2. Monitor the effectiveness of the program.
3. Maintain an effective hazard communication training program. Monitor employee training to ensure its effectiveness.
4. Maintain and update the chemical inventory and SDSs as chemical products change.

5. Assure that this written program and all SDSs are available to employees.
6. Assure that the SDS for each of these materials is available to the applicable department.
7. Assure that SDSs are readily accessible for all employees on all shifts.
8. Assure that SDSs are readily accessible for emergency medical personnel when treating exposed employees as well as being taken with the injured worker to the hospital or medical clinic when they are involved with a chemical exposure incident.
9. Assure that corrective actions are taken in a timely fashion to address any deficiencies identified.
10. Monitor facility for proper use, storage, and labeling of chemicals.
11. Assure that an effective and compliant system of container labeling for both primary and secondary containers is present at each location.
12. Provide specific chemical safety training for assigned employees.
13. Assure that only the minimum amount of chemicals necessary are kept at workstations in properly labeled small containers.
14. Assure that contracted employers are provided with SDSs for materials used in the areas where they will be working.

**Purchasing Staff:** Must approve all purchases of chemical products.

Purchasing staff must:

1. Serve as “gatekeepers” to control all incoming and outgoing chemical products utilized on-site.
2. Assure that all received containers are properly labeled per GHS and that these labels are not removed or defaced.
3. Assure that all shipped containers are properly labeled.
4. Assure that received SDSs are properly obtained and distributed.
5. Obtain the SDSs from the supplier or manufacturer for all chemicals purchased from retail and all other sources before these chemicals are allowed on site.

**Contractor Management:**

1. Comply with all aspects of this program.
2. Coordinate information with the administrator.
3. Assure that contracted employees are properly trained.
4. Notify the location safety representative and purchasing department before bringing any chemicals into any facilities.
5. Monitor and assure proper storage and use of chemicals by contracted employees.

**Department Supervisors:**

1. Conduct weekly departmental inspections
2. Train their employees

**Employees and Contracted Employees:**

1. Comply with the requirements of this program
2. Report any problems with the storage or use of chemicals
3. Immediately report spills or suspected spills of chemicals

4. Use only those chemicals for which they have been trained
5. Use chemicals only for specific assigned tasks in the proper manner.
6. Know the SDSs for the chemicals you work with, be familiar with the Chemical Inventory and how to read labels.

## **The Chemical Inventory**

The chemical inventory allows employees to quickly locate individual SDSs, which is particularly important in the event of a chemical exposure accident.

**Supervisor** is responsible to obtain SDS, review, and update the chemical inventory on an ongoing basis.

### **Inventory Qualifications:**

The inventory must:

1. Be comprehensive and include all materials used in operations.
2. Be organized alphabetically.
3. Have a product identifier for each chemical that corresponds to the SDS and the product label.

## **GHS Compliant Container Labeling**

Each container will have an appropriate GHS-compliant label prominently displayed that includes:

1. A product identifier
2. A signal word
3. The applicable hazard statements
4. Pictograms
5. Precautionary statements
6. The contact information of the responsible party, including name, address, and telephone number

Secondary containers, which contain chemicals distributed from primary containers, must also be properly labeled unless they are used immediately during that shift and remain with the employee using the product at all times.

All warning labels, tags, etc. must be maintained in legible condition and not defaced.

Department supervisors must conduct facility weekly inspections to check for correct labeling.

**Supervisor** must check incoming chemicals for proper labeling.

## Safety Data Sheets (SDS)

SDSs are supplied by the chemical manufacturer to provide additional information concerning the safe use of the product. SDSs are required for all hazardous materials used on site.

**Safety Department** will maintain SDSs. This includes the following tasks:

1. For each chemical product, assure that the SDS is obtained, and employees are trained on it BEFORE work begins with or around the product.
2. Review each SDS when it is received to assure it is complete. Determine whether the organization's existing protective measures are accurate.
3. Replace SDSs when updated sheets are received.
4. Communicate any significant changes to those who work with the chemical.

### SDS Availability:

1. The SDSs will be kept in **LOCATION**.
2. SDSs must be readily accessible to all employees on all shifts.
3. SDSs may be maintained physically or electronically.
  - a. If SDSs are maintained physically, SDS binders must be organized by department and continually updated to reflect new chemical products and others that are no longer being used. These binders must be in locations accessible to all employees during all working hours.
  - b. If SDSs are maintained electronically, computer and printer access must be available to employees at all times.
4. SDSs must be in English; however, other languages are allowed in addition to an English version.

### SDS Elements:

1. SDSs must have a unique product identifier that corresponds to the product label.
2. Each SDS includes these sixteen sections in the following order:
  - a. Section 1. Identification
  - b. Section 2. Hazard identification
  - c. Section 3. Composition information on ingredients
  - d. Section 4. First aid measures
  - e. Section 5. Firefighting measures
  - f. Section 6. Accidental release measures
  - g. Section 7. Handling and storage
  - h. Section 8. Exposure controls/personal protection
  - i. Section 9. Physical and chemical properties
  - j. Section 10. Stability and reactivity

- k. Section 11. Toxicological information
- l. Section 12. Ecological information
- m. Section 13. Disposal considerations
- n. Section 14. Transport information
- o. Section 15. Regulatory information
- p. Section 16. Other information

## Training Requirements

**Safety Director** will oversee the training program. See appendix B for a training checklist.

### Training on the Written Hazard Communication Plan:

1. Must occur at orientation, annually as a refresher training, and additionally as needed if the plan changes, a new chemical is introduced to an employee's work area or if an employee requests additional information or exhibits a lack of understanding of the plan.
2. **Safety Director** will give all employees training covering the elements of the Hazard Communication Plan. This training will include:
  - a. The location and availability of the written Hazard Communication Program.
  - b. The location and availability of the chemical inventory listing and SDSs by department (or electronic equivalent).
  - c. The methods and observation techniques used to detect the presence or release of a hazardous chemical in the workplace.
  - d. The specific physical and health hazards of all chemicals in the workplace as outlined by GHS.
  - e. Specific control measures for protection from chemical hazards.
  - f. An explanation of the chemical labeling system.

### Job Specific Training:

**Supervisor** is responsible for this training. In addition to the written Hazard Communication Program, employees will receive job-specific training on the chemical products they work with and around.

This training must also occur for new employees, annually as refresher training, and additionally as needed if a new chemical product is introduced, if information changes, or if an employee requests additional information or exhibits a lack of understanding of the chemical safety requirements.

This training will include:

1. The details of your job hazard analysis (JHA).
2. The specific hazards you may encounter as part of your job.

3. How to detect the presence or release of the specific chemicals you will be working around.
4. The contents of the specific SDSs you will need to be familiar with.
5. Control methods for the hazards you may encounter, including engineering controls (such as ventilation), administrative controls (such as warning signs), and personal protective equipment (PPE).
6. Proper work practices, such as how to handle and store each chemical.

**Additional Training:** Employees must also complete training on associated programs, including the Emergency Action Plan.

## Contractor Requirements

All outside contractors working inside our facilities are required to follow the requirements of this program.

**Safety Department** will provide contractors information on:

1. Hazards the contractors may be exposed to in the workplace, including chemicals used in or stored in areas where they will be working.
2. Controls and safe working practices to protect against hazards, including recommended PPE.
3. The written Hazard Communication Program, including the location and availability of SDSs and the labeling system for chemicals.

## Non-Routine Tasks

1. Hazard communication on chemicals associated with non-routine tasks will be conducted by **Safety Department**.
2. Non-routine tasks are defined as:
  - a. Tasks which are done on an infrequent basis (e.g., preventive maintenance or activities performed during plant shutdowns).
  - b. Working on, near, or with unlabeled piping.
  - c. Working with unlabeled containers of an unknown substance.
  - d. Confined space entry where a hazardous substance may be present.
  - e. A one-time task using a hazardous substance differently than intended, i.e., using a solvent to remove stains from tile floors.
  - f. Off-site use or transportation of chemicals.
3. Non-routine tasks require a detailed hazard assessment:
  - a. Conduct a hazard assessment by conducting a Job Hazard Analysis (JHA).
  - b. Determine precautions.
  - c. Implement specific training and documentation.

4. All non-routine tasks will be evaluated by the **Safety Director** before the task commences to determine all hazards present.
5. Hazard determination will be conducted with quantitative/qualitative analysis, air sampling, substance identification/analysis, etc., as applicable.
6. Once the hazard determination is made, **Safety Department** will determine the necessary exposure controls.
7. In addition, the Department Supervisor or Administrator will provide safety training for affected employees and will document the training using the Chemical Safety Training Document (Appendix B of this document), marking it as "Non-Routine Task Training."

## **Documentation**

File the following records in the Safety Filing System:

1. Chemical Inventory
2. Location of the SDS Inventory
3. Training Records
4. Contractor/Subcontractor notifications



## Appendix B: Chemical Safety Training Document

Hazard Communication & Chemical Safety Training is an annual re-training requirement for all employees.

**Employee:** \_\_\_\_\_

**Training Type:**

**Trainer:** \_\_\_\_\_

Routine

**Training Date:** \_\_\_\_\_

Non-Routine

On the above date, Hazard Communication & Chemical Safety Training was provided. Training consisted of the following topics:

1. Hazard communication requirements
  - a) Written product information
  - b) Labeling of containers
  - c) Understanding and use of SDS
  - d) Safe handling and storage of chemical products
2. How to identify potentially harmful chemicals
3. Location of the written Hazard Communication Program
4. Actions to take on a spill or fire involving chemical products
5. Location and contents of SDSs
6. Uses of PPE:
  - a) When PPE is required
  - b) What PPE is required
  - c) How to don and remove PPE
  - d) Limitations of specific PPE
  - e) Proper care, maintenance, and useful life
  - f) Disposal
7. Walk-through of emergency procedures
8. Specific workplace chemicals and their individual SDSs
9. Specific responsibilities of employee

### Employee Certification:

*I have received the above training on chemical product safety and am aware of my responsibilities for safe chemical use, storage, handling and emergency procedures.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Trainer Signature:** \_\_\_\_\_

## Emergency Action Plan

### Policy

It is the policy of this company to take every possible action to comply with all emergency regulations and protect employees in emergency situations.

### Emergency Plan Coordinator

**Wynn Site Development, Inc.** is responsible for making sure this emergency action plan is kept up to date, practiced, and reviewed periodically.

The Emergency Plan Coordinator can be reached at \_\_\_\_\_.

### Reporting Procedures

List the types of emergencies that could occur at your workplace and how employees should report them. Options include internal telephone numbers, intercom, public address systems, etc. Employees must also notify external emergency responders if the company uses them for help in emergencies.

Type of emergency	How to report
Fire	
Explosion	
Weather	
Bomb threat	
Chemical spill/leak	
Violence	
Medical	
Other (list)	

Reporting procedures are posted at the following locations: \_\_\_\_\_.

### Evacuation Procedures

#### Emergency Escape Procedures and Routes

Emergency escape procedures and route assignments have been posted in each work area, and all employees have been trained by supervision in the correct procedures to follow. New employees are trained when assigned to a work area. A sample escape procedure and escape route sheet of the type posted in work areas is included with this plan.

## **Procedure for Employees Who Remain to Operate Critical Operations Before They Evacuate**

During some emergency situations, it will be necessary for some specifically assigned and properly trained employees to remain in work areas that are being evacuated long enough to perform critical operations. These assignments are necessary to ensure proper emergency control.

The following lists these employees and their duties:

<b>Name</b>	<b>Title</b>	<b>Work area</b>	<b>Special assignment</b>

The preceding individuals have received special instructions and training by their immediate supervisors to ensure their safety in carrying out the designated assignments. A training record describing the instructions provided and the detailed procedures to be followed is maintained in the Emergency Plan Coordinator's office.

## **Employee Accountability Procedures after Evacuations**

Each supervisor is responsible for accounting for all assigned employees, personally or through a designee, by having all such employees report to a predetermined designated rally point and conducting a head count. Each assigned employee must be accounted for by name. All supervisors are required to report their head count (by name) to the Emergency Evacuation Coordinator. A summary of the evacuation rally points, together with the identities of supervisors and assigned employees who must report to each, is included with this plan.

## **Alarm System**

Describe the alarm system to be used to notify employees (including disabled employees) to evacuate and/or take other actions. The alarms used for different actions should be distinctive and might include horn blasts, sirens, or even public address systems.

Alarm systems for notifying all employees in case of an emergency are:

Action to be taken	Alarm system

(OSHA Standard 29 CFR 1910.165, Employee Alarm Systems, provides guidance on emergency alarms.)

### **Sheltering in Place**

Certain emergencies require employees not to evacuate, but to move to an interior, windowless room.

The following are situations that would require sheltering in place:

1. Active Shooter
2. Chemical Hazard
3. Earthquake
4. Flooding or Flash Flooding (if told not to evacuate or if it's too late to evacuate.)
5. Hurricane- High Wind, Flooding, and Storm Surge (if told not to evacuate or it's too late to evacuate.)
6. Nuclear Detonation
7. Pandemic
8. Thunderstorm
9. Tornado
10. Winter Storm

Please refer to the below for guidance on how to respond to each emergency.

## Shelter-in-Place for Active Shooter

When disaster strikes, it may be safer to stay in your home, place of employment, or other location. Learn where to go, what to do, and how long you should shelter-in-place for the hazards in your area.

An active shooter is an individual engaged in attempting to kill people in a confined space or populated area. Active shooters typically use firearms and have no pattern to their selection of victims.

### Take Additional Safety Measures

If you see suspicious activity, let an authority know right away.

When you enter buildings, take the time to identify two exits and look for places where you could hide. Get in the habit of doing this. It will help you to act quickly if you ever need to.

Map out places to hide. In rooms without windows, behind solid doors with

locks, under desks, or behind heavy furniture.

Ask about plans for places you spend a lot of time, including workplaces, houses of worship, and schools.

If you participate in an active shooter drill, talk with your family about what you learned and how to apply it to other locations.

Visit <https://community.fema.gov/ProtectiveActions/s/> for more information.

### Run. Hide. Fight.



**First Officers on scene will not stop to help the injured.** Their priority is to end the incident as fast as possible. Rescue teams will move in after the first officers and will treat and move the injured to safety.

#### Run



- Get away That is your top priority!
- Leave behind any belongings.
- Help others if you can, but you must escape.
- Warn others to stay away from the area.
- Call 9-1-1 when you are safe.

#### Hide



- Stay out of the shooter's view.
- Lock and block entrances and turn off lights.
- Groups of people should spread out when hiding.
- Text 9-1-1 and text message others to silently communicate.
- Stay in place until given the all-clear signal.

**Silence electronic devices and make sure they don't vibrate.** Devices that buzz or ring will bring attention to places of hiding.

If you are in a **Manufactured or Mobile Home**

If you are in a **1- or 2-Story Building** May have an attic and/or basement

If you are in a **Multistory Building** Includes schools, apartments, and offices



#### For all structures

- stay inside
- lock and block the doors
- close blinds
- turn off all the lights

#### Fight as a last resort!



- Commit to your actions. Fight. Do not hesitate.
- Be prepared to inflict severe injury to shooter.
- Throw objects or improvise weapons (staplers, scissors, chairs).

### How long to shelter-in-place?



Stay in place until law enforcement gives you notice that the danger is over.



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## Shelter-in-Place for Chemical Hazard

If told not to evacuate or it is too late to evacuate

When disaster strikes, it may be safer to stay in your home, place of employment, or other location. Learn where to go, what to do, and how long you should shelter-in-place for the hazards in your area.

Chemical agents are poisonous vapors, aerosols, liquids and solids that have toxic effects on people, animals or plants.

### Take Additional Safety Measures

Go inside as quickly as possible. Bring any pets indoors.

Lock all doors and windows for a better seal.

Turn off the air conditioner or furnace, all fans, close the fireplace damper and any other place that air can come in from outside.

Use duct tape and plastic to seal around doors and windows in the room where you take shelter.

Listen for current emergency information and instructions from authorities.

Do not drink water from the tap. Stored water will be safer.

If you are in a **Manufactured or Mobile Home**

If you are in a **1- or 2-Story Building** May have an attic and/or basement

If you are in a **Multistory Building** Includes schools, apartments, and offices



For all locations, stay inside and minimize air flow by turning off all furnaces, air conditioners, fans, and heaters.

If possible, further reduce exposure to the chemical hazard by using duct tape and plastic sheeting to:

- tape the gaps around doors and windows
- cover any vents or recessed fans
- tape over electrical outlets

Going to an interior room without windows will make it easier to seal the room.

Turn off all fans, furnace or air conditioner.



Use duct tape and plastic sheeting to seal around the windows and doors. This will reduce contaminated air coming into the room.

Going to an interior room without windows will give you fewer locations to seal.

### How long to shelter-in-place?



Sheltering-in-place for a chemical hazard should not last longer than a few hours. Listen to authorities to know when it is safe to leave.



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Visit <https://community.fema.gov/ProtectiveActions/s/> for more information.

## Shelter-in-Place for Earthquake

When disaster strikes, it may be safer to stay in your home, place of employment, or other location. Learn where to go, what to do, and how long you should shelter-in-place for the hazards in your area.

Earthquakes are the sudden, rapid shaking of the earth, caused by the breaking and shifting of underground rock. Earthquakes can collapse buildings and cause heavy items to fall, resulting in injuries and property damage.

### Take Additional Safety Measures

#### Drop, Cover, and Hold On.

- **Drop** to your hands and knees so you don't fall.
- Take **Cover** under sturdy furniture. If not available, tuck and cover your neck and head with a coat, blanket, cushion, or your arms.
- **Hold On** to the furniture so you stay covered.
- Crawl only if you can reach better cover without going through an area with more debris.

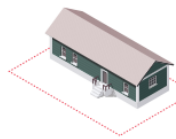
**Expect aftershocks.** When they happen, **Drop, Cover,** and **Hold On** again.

**If you are in a high-rise building,** expect fire alarms and sprinklers to go off. **DO NOT** use elevators.

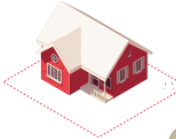
**Act now to secure** TVs, shelves and other heavy furniture.



If you are in a **Manufactured or Mobile Home**



If you are in a **1- or 2-Story Building**  
May have an attic and/or basement



If you are in a **Multistory Building**  
Includes schools, apartments, and offices



- ❗ **Do not run** outside.
- ❗ **Do not stand** in doorframes.
- ❗ **Do not use** elevators.

➡ If you are outside, move away from buildings, **drop,** tuck your body, and **cover** your head.

For all structures, stay where you are and **Drop, Cover, and Hold On.**



In bed, turn face down and cover your neck and head with a pillow or your arms.

**Drop,** take cover under a sturdy table, **hold on** and cover your neck and head.

### How long to shelter-in-place?



Stay in the **Drop, Cover, and Hold On** position until shaking stops.

After the shaking stops:

- If in a damaged building, go outside and move away from the building.
- If trapped, send a text or bang on a pipe or wall instead of shouting.
- If in an area at risk of tsunami, move inland.



Visit <https://community.fema.gov/ProtectiveActions/s/> for more information.

## Shelter-in-Place for Flooding/Flash Flooding

If told not to evacuate or it is too late to evacuate

When disaster strikes, it may be safer to stay in your home, place of employment, or other location. Learn where to go, what to do, and how long you should shelter-in-place for the hazards in your area.

Flooding is the most common natural disaster in the United States. Floods may develop slowly or quickly without warning. Flash flooding is due to an extreme volume of water in a short period caused by heavy rainfall, a levee or dam failure, or a sudden release of water by a debris or ice jam.

### Take Additional Safety Measures

**Go inside** as quickly as possible. Bring any pets indoors.

inside. If water is rising inside the vehicle, get on the roof and call 911.

**If told to evacuate, do so immediately.**

- Do not drive around barricades.
- Stay off bridges over fast moving water. Turn around. Don't drown!
- If your vehicle is trapped in rapidly moving water, stay

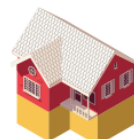
**Use** a generator or other gasoline-powered machinery **ONLY** outdoors and 20 feet from the house and away from windows.

**Listen** for current emergency information and instructions.

If you are in a **Manufactured or Mobile Home**



If you are in a **1- or 2-Story Building**  
May have an attic and/or basement



If you are in a **Multistory Building**  
Includes schools, apartments, and offices



For all structures:

- ❗ **If the floodwaters rise to a dangerous level:**
  - ❑ Go to the highest level of the building or onto the roof if necessary.
  - ❑ Do not climb into a closed attic—you may become trapped by rising flood water.
  - ❑ Call 911.



Take your **go-bag** and critical documents with you.

### How long to shelter-in-place?



If you are safe, stay inside until local authorities provide other instructions.

If you are in danger call 911.



Visit <https://community.fema.gov/ProtectiveActions/s/> for more information.

## Shelter-in-Place for Hurricane (High Wind, Flooding and Storm Surge)

If told not to evacuate or it is too late to evacuate

When disaster strikes, it may be safer to stay in your home, place of employment, or other location. Learn where to go, what to do, and how long you should shelter-in-place for the hazards in your area.

Hurricanes are massive storm systems that form over warm ocean waters and move toward land. Threats from hurricanes include powerful winds, heavy rainfall, storm surges, coastal and inland flooding, rip currents, tornadoes, and landslides.

### Take Additional Safety Measures

If floodwaters rise to a dangerous level, go to the highest level of the building. Do not climb into a closed attic—you may become trapped by rising flood water.

Go inside as quickly as possible. Bring any pets indoors.

Use a generator or other gasoline-powered machinery

ONLY outdoors and 20 feet from the house and away from windows.

Save phone calls for emergencies. Use text messages or social media to communicate.

Listen for current emergency information and instructions.

Visit <https://community.fema.gov/ProtectiveActions/s/> for more information.

### If you are in a Manufactured or Mobile Home



**Get out!** Go to the nearest shelter. Manufactured structures such as mobile homes are unsafe during a hurricane.

**Do not** walk, swim, or drive through flood waters.



Take your **go-bag** and critical documents with you.

### Do not shelter-in-place



Leave immediately. Go to the nearest shelter location.

### How long to shelter-in-place?



Stay inside until local authorities provide other instructions.

If told to evacuate, do so immediately.

**Do not** drive around barricades. Stay off bridges over fast-moving water. Turn Around, Don't Drown\*



### If you are in a 1- or 2-Story Building

May have an attic and/or basement

### If you are in a Multistory Building

Includes schools, apartments, and offices

For both structures



Take your **go-bag** and critical documents with you.



**For flood or storm surge danger:**  
 Go to the highest level of the building or onto the roof if necessary.  
 Do not climb into a closed attic—you may become trapped by rising flood water.  
 Call 911.

**For high wind:** Go to a small, interior, windowless room in a sturdy building on the lowest level.



## Shelter-in-Place for Nuclear Detonation

When disaster strikes, it may be safer to stay in your home, place of employment, or other location. Learn where to go, what to do, and how long you should shelter-in-place for the hazards in your area.

Nuclear explosions include an intensely bright flash, a blast wave, and radioactive fallout (the dirt mixed with radioactive material that falls to the earth after the explosion). Radioactive fallout generally begins to collect about 10 minutes after the explosion. This gives you time to find adequate shelter.

### Get In. Stay In. Tune In.

**Get inside** the nearest building to protect yourself from radiation. Brick or concrete are best. Bring any pets indoors.

**Go to** the basement or middle of the building. Stay away from the outer walls and roof because radioactive material will collect there.

**Close** windows and doors, if possible, turn off units that bring in air from the outside.

**Stay inside** for 24 hours unless local authorities provide other instructions. It is important to wait for the radiation to decay.

**Listen** for instructions from authorities.

### Take Additional Safety Measures

If you were outside after the fallout arrived, **remove your outer layer** of clothing and put it away from people and pets. **Brush off** any fallout and, if possible, **wash** exposed skin and hair.

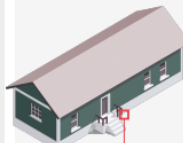
Family members and caregivers **should not leave** to get their children. Schools/Day cares have plans and are caring for your children. Reunite later to avoid exposure to dangerous radiation.

Visit <https://community.fema.gov/ProtectiveActions/s/> for more information.

### Get In. Stay In. Tune In.



### If you are in a Manufactured or Mobile Home



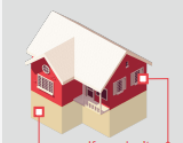
If you cannot make it to a brick or concrete structure, shelter in the middle of the structure.



Stay away from the outer walls, windows and roof.

### If you are in a 1- or 2-Story Building

May have an attic and/or basement



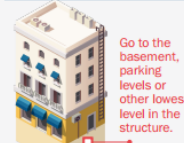
Go to the basement or lowest level in the structure. If you don't have a basement, take shelter on the first or middle floor.



Stay away from the outer walls, windows and roof.

### If you are in a Multistory Building

Includes schools, apartments, and offices



Go to the basement, parking levels or other lowest level in the structure.



Stay away from the outer walls, windows and roof.

### How long to shelter-in-place?



Stay inside for 24 hours unless authorities provide other instructions, or your building is threatened by fire or collapse. This will protect you from radioactive fallout.

Tune into any communication channel or media available for official information on when it is safe to exit and where you should go, when it is safe to exit and where you should go.



## Shelter-in-Place for Pandemic

When disaster strikes, it may be safer to stay in your home, place of employment, or other location. Learn where to go, what to do, and how long you should shelter-in-place for the hazards in your area.

A pandemic is a disease outbreak that spans several countries and affects a large number of people. Pandemics are most often caused by viruses that can spread easily from person to person. Most people will not be immune and a vaccine may not exist right away.

### Take Additional Safety Measures

**Stay at home** as much as possible and stay away from others that are sick.

**Wash hands** frequently with soap and water for 20 seconds. Hand sanitizer with 60% alcohol may be used if soap and water is not available.

**Wear a mask** when you are out of the home, caring for someone who is sick, or if you are around others when you are sick.

**Practice good health habits.** Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids, and eat nutritious food.

**Keep physical distance from others.** Practice keeping at least 6 feet apart. Limit close, face-to-face contact with others.

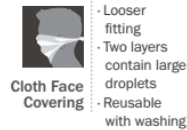
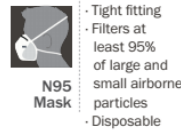
**Listen** for current emergency information and instructions.

Visit <https://community.fema.gov/ProtectiveActions/s/> for more information.

### Cover your mouth and nose with a mask when in public.

Follow CDC Guidelines.

Face masks protect the wearer and others by reducing the spread of a virus.



If you are in a **Manufactured or Mobile Home**

If you are in a **1- or 2-Story Building**  
May have an attic and/or basement

If you are in a **Multistory Building**  
Includes schools, apartments, and offices



For all structures, **stay at home** as much as possible to reduce exposure to the virus..

### What to do

**Minimize trips** outside to only essential requirements, e.g. buy two weeks of food at a time.

**Create** an emergency plan so that you and your family know what to do and what you will need in case an outbreak happens. Consider how a pandemic may affect your plans for other emergencies.

**Gather supplies** in case you need to stay home for several days or weeks. Supplies may include cleaning supplies, non-perishable foods, prescriptions, and bottled water. Buy supplies slowly to ensure that everyone has the opportunity to buy what they need. Remember that not everyone can afford to stock up immediately. Consider avoiding WIC-labeled products so that those who rely on these products can access them.

### Quarantine vs. Isolation

**All people** should shelter in place as much as possible.

**Quarantine** separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

**Isolation** separates sick people with a contagious disease from people who are not sick.

### How long to shelter-in-place?



If you believe you've been exposed to the disease, contact your doctor, follow the quarantine instructions from medical providers, and monitor your symptoms.

If you're experiencing a medical emergency, call 9-1-1 and shelter in place with a mask, if possible, until help arrives.



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## Shelter-in-Place for Thunderstorm

When disaster strikes, it may be safer to stay in your home, place of employment, or other location. Learn where to go, what to do, and how long you should shelter-in-place for the hazards in your area.

Lightning is a leading cause of injury and death from weather-related hazards. Thunderstorms are dangerous storms that include lightning.

### Take Additional Safety Measures

**When thunder roars, go indoors.** A sturdy building is the safest place to be during a thunderstorm.

**Go inside** as quickly as possible. Bring any pets indoors.

**If necessary, take shelter in a car** with a metal top and sides. Do not touch anything metal.

**Get to land if boating or swimming.** Find a sturdy, grounded shelter or vehicle immediately.

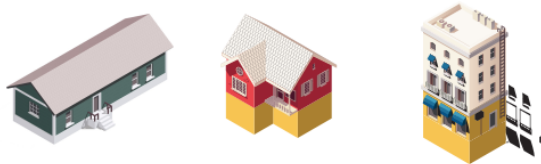
**Pay attention** to weather reports and warnings of thunderstorms. Be ready to change plans, if necessary, to be near shelter.

**Listen** for current emergency information and instructions.

If you are in a **Manufactured or Mobile Home**

If you are in a **1- or 2-Story Building**  
May have an attic and/or basement

If you are in a **Multistory Building**  
Includes schools, apartments, and offices



For all structures, **stay inside.**



**Avoid** running water or using landlines phones as electricity can travel through plumbing and phone lines.

### What to do

**Unplug appliances** and other electric devices to avoid surges.

### How long to shelter-in-place?



Listen to authorities and weather forecasts for information on whether it is safe to go outside and instructions regarding potential flash flooding.



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## Shelter-in-Place for Tornado

When disaster strikes, it may be safer to stay in your home, place of employment, or other location. Learn where to go, what to do, and how long you should shelter-in-place for the hazards in your area.

Tornadoes are violently rotating columns of air that extend from a thunderstorm to the ground. Tornadoes can destroy buildings, flip cars, and create deadly flying debris.

### Take Additional Safety Measures

Take additional cover by shielding your head and neck with your arms and putting materials such as furniture and blankets around you.

Go inside as quickly as possible. Bring any pets indoors.

Do not enter damaged buildings until you are told that they are safe.

If you are trapped, cover your mouth with a cloth or mask to avoid breathing dust. Try to send a text, bang on a pipe or wall, or use a whistle instead of shouting.

Take your go-bag and critical documents with you.

Listen for current emergency information and instructions from authorities.

Visit <https://community.fema.gov/ProtectiveActions/s/> for more information.

If you are in a **Manufactured or Mobile Home**



**Get out!** Go to a safe room, storm shelter, or sturdy building as soon as possible. Manufactured structures such as mobile homes are unsafe during a tornado.



**Take your go-bag** and critical documents with you.

**Do not shelter-in-place**



Leave immediately. Do not stay inside.

If you are in a **1- or 2-Story Building** May have an attic and/or basement



If you don't have basement, take shelter on the first floor.

Basement or lowest level in the structure

Go to a small, interior, windowless room in a sturdy building on the lowest level.



**Take your go-bag** and critical documents with you.

**How long to shelter-in-place?**



Stay inside until weather forecasts and local authorities indicate it is safe to leave.

Use extreme care when leaving a building as there may be dangerous debris.

If you are in a **Multistory Building** Includes schools, apartments, and offices



Basement, parking levels or other lowest level in the structure

Go to a small, interior, windowless room in a sturdy building on the lowest level.



**Take your go-bag** and critical documents with you.



## Shelter-in-Place for Winter Storm

When disaster strikes, it may be safer to stay in your home, place of employment, or other location. Learn where to go, what to do, and how long you should shelter-in-place for the hazards in your area.

Winter storms create a higher risk of car accidents, hypothermia, frostbite, carbon monoxide poisoning, and heart attacks from overexertion.

### Take Additional Safety Measures

Limit your time outside. If you need to go outside wear layers of warm clothing and avoid overexertion. Watch for signs of frostbite and hypothermia.

Bring any pets indoors.

If trapped in your car, stay inside.

Check on neighbors. Older adults and young children are more at risk in extreme cold.

Avoid carbon monoxide poisoning. Use a generator and other gasoline-powered machinery ONLY outdoors, 20 feet from the house and away from windows. Never heat your home with a gas stove top or oven.

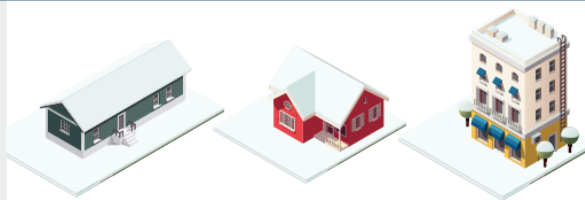
Listen for current emergency information and instructions.

Visit <https://community.fema.gov/ProtectiveActions/s/> for more information.

If you are in a **Manufactured or Mobile Home**

If you are in a **1- or 2-Story Building** May have an attic and/or basement

If you are in a **Multistory Building** Includes schools, apartments, and offices



For all structures, **stay inside** and limit your time outside.



**Avoid carbon monoxide poisoning** by using generators and grills ONLY outdoors, 20 feet from the house and away from windows.

**How long to shelter-in-place?**



Stay inside until local authorities provide other instructions.

### What to do if power goes out

If power goes out keep freezers and refrigerators closed.

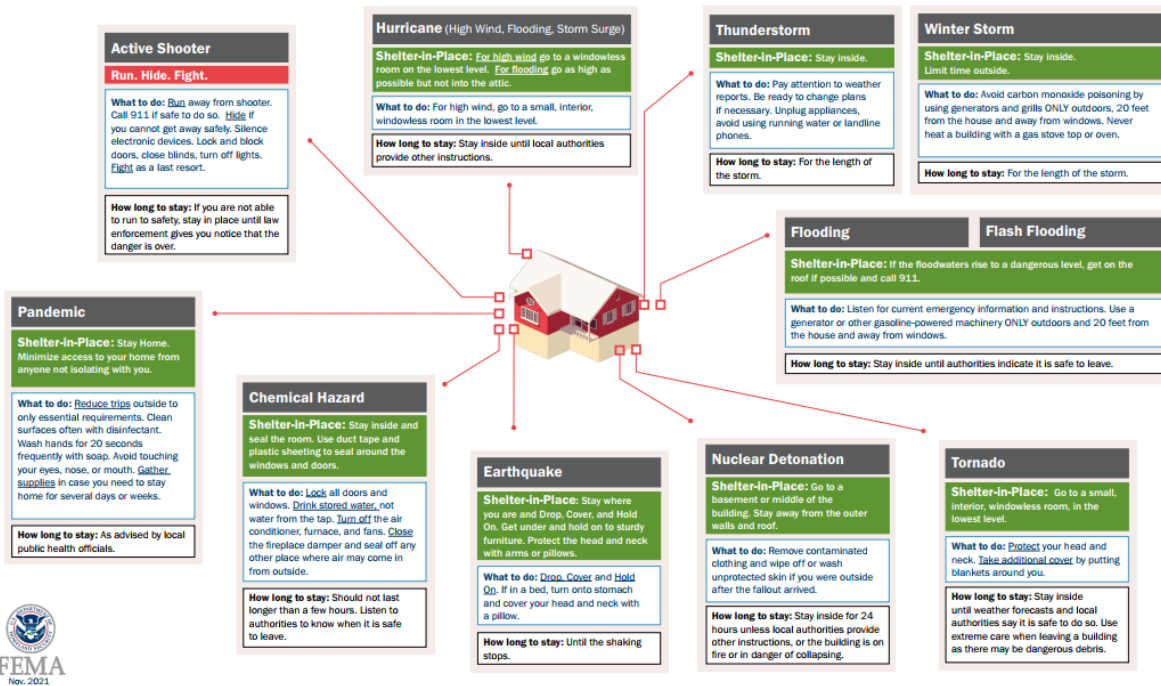
**Monitor temperatures** with a thermometer.

**Monitor medication** that requires refrigeration.

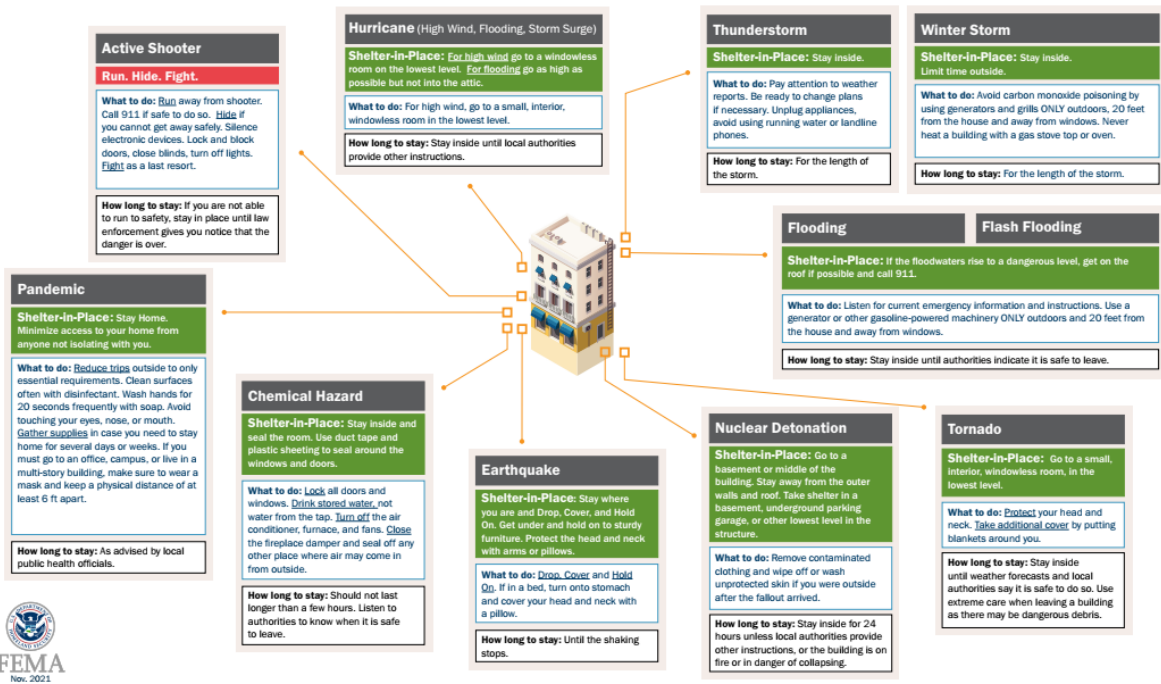
**Turn off or disconnect** appliances, equipment or electronics to avoid spikes that can cause damage.



## Shelter-in-Place for 1- or 2-Story Building May have an attic and/or basement



## Shelter-in-Place for Multistory Buildings Includes condos, apartments, offices, and schools



## Training

The following personnel have been trained to assist in the safe and orderly emergency evacuation of other employees.

Name	Title	Work area	Special assignment

Training is provided for employees:

1. When the plan is initiated
2. When responsibilities change
3. When new employees are hired or transferred
4. At least annually

## Fire Extinguishers

In most cases employees are at less risk if they do not use fire extinguishers.

Employees are not expected to use fire extinguishers prior to evacuating.

## Employee Accountability Procedures Following an Emergency Evacuation

Each supervisor is responsible for accounting for each assigned employee following an emergency evacuation. The following apply:

5. Rally points have been established for all evacuation routes and procedures. These points are designated on each posted work area escape route.
6. All work area supervisors and employees must report to their designated rally points immediately following an evacuation.
7. Each employee is responsible for reporting to his or her supervisor so that an accurate head count can be made. Supervisors will check off the names of all those reporting and will report those not checked off as missing to the Emergency Evacuation Coordinator.
8. The Emergency Evacuation Coordinator will be located at one of the following locations:
  - a. Primary location: \_\_\_\_\_
  - b. Secondary location: \_\_\_\_\_
9. The Emergency Evacuation Coordinator will determine the method to locate missing personnel in each situation.

## Rescue and Medical Duties

It may become necessary in an emergency to rescue personnel and perform some specified medical duties, including first-aid treatment. All employees assigned to perform such duties will have been properly trained and equipped to carry out their assigned responsibilities properly and safely.

Most small businesses rely on local resources such as hospitals or fire departments to provide rescue and medical services. Where that is the case, list those resources. If employees have such duties, include a list of these individuals and the training they have received.

Name	Location assignment	Special assignment	Training provided

## Special Instructions and Procedures

All personnel performing emergency rescue and medical duties must follow these instructions:

- 1.
- 2.
- 3.
- 4.
- 5.

## Employee Training

Employees will be trained on the content of this policy at-hire and annually.

## Contacts

For more information about this plan, contact the Emergency Action Coordinator.

The following people should be contacted during off-hours emergencies (names and phone numbers):

- 1.
- 2.
- 3.

# Spill Prevention and Response Plan

## Introduction

### Objective

This spill prevention and response plan is designed to prevent spills and to allow for the proper responses to chemical spills and other emergency releases involving hazardous materials. For the purposes of this plan, “spill” refers to a release of hazardous materials, not simple liquid cleanup and potential slip hazards. Hazardous materials include chemicals, which present a physical hazard or a health hazard, and biological and other disease-causing agents.

These releases constitute unforeseen and low-probability circumstances, but these hazards still must be prepared for. In addition to the hazards to personnel, spills may also lead to environmental damage.

This plan must be updated to reflect when the hazardous material inventory changes or storage locations of these materials change.

### Scope

This plan covers both chemical spills and other emergency releases. It must be used in conjunction with several other programs:

- **Comprehensive safety and health program:** This includes hazard analyses and ongoing hazard controls.
- **Hazard Communication Plan:** This includes safety data sheets (SDSs), which are integral to the success of the Spill Prevention Plan, as they provide guidance for spill cleanup and emergency response procedures. SDSs also tie into the comprehensive safety program, as they inform what safety controls are necessary. SDSs must be readily available in each area where products are used or stored or where byproducts or chemical waste is present.
- **Incident Response Plan, including an Emergency Evacuation Plan:** This addresses the appropriate response to fire, explosion, and other possible emergency situations like natural disasters.

### Outline of topics

1. Roles and Responsibilities.....	2
2. Spill Prevention .....	4
3. Spill Containment and Response Plan .....	6
4. Audits and Training .....	8
5. Appendix A: Hazardous Chemicals Inventory .....	10
6. Appendix B: Facility Site Map .....	11
7. Appendix C: Visual Inspection Checklist .....	12
8. Appendix D: Visual Inspection Log .....	14
9. Appendix E: Spill Log .....	15
10. Appendix F: Spill Report.....	16

11. Appendix G: Training Log .....	17
12. Appendix H: Hazardous Response Procedures .....	18

## Roles and Responsibilities

The **plan administrator** is in charge of administering this plan and updating it as needed.

Name: **Jerry Leon** Phone: **(919) 667-5447**

**Chain of command for spill response:** The chain of command for managing spill responses is listed here in order of command and contact priority.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

This chain of command will be maintained 24/7, 365 days a year.  
 Alternates or changes to the chain of command will only be made by the CEO.

### Emergency responders

There are five levels of responders, in order of the responsibility they have:

1. **First responders** are any employees who witness or discover a hazardous substance release and initiate the emergency response. Anyone who could become a first responder must have awareness-level training, so they will recognize emergencies and know who to contact.
2. **“Operations-level” first responders** perform initial containment to prevent the spread and further release of hazardous materials as well as controlling exposures. Operations-level first responders include:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Name: \_\_\_\_\_ Phone: \_\_\_\_\_

3. **Hazardous materials technicians** work to clean up the spill. Hazardous materials technicians include:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Name: \_\_\_\_\_ Phone: \_\_\_\_\_

4. **Hazardous materials specialists** use their specific knowledge of the substances to be contained to guide the response. Hazardous materials specialists include:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_

5. **Incident commanders** have control of the scene, coordinate the cleanup, and work with outside responders as necessary. Incident commanders include:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Trainers** shall oversee training for spill prevention and response.

### **Contractors**

In an emergency, **Wynn Site Development, Inc.** will use the services of **Contractor Name** to assist with the spill cleaning.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

### **Agency contact information**

If a release enters the environment, the following agencies will be contacted.

- |   |   |                                  |
|---|---|----------------------------------|
| 1 | <b>North Carolina</b> Environmental Agency                            | Contact #: <b>(800) 858-0368</b> |
| 2 | <b>Raleigh</b> Environmental Services/<br>Public Utilities Department | Contact #: <b>(919) 791-4200</b> |
| 3 | <b>North Carolina</b> Emergency Management Division                   | Contact #: <b>(336) 329-1302</b> |
| 4 | The National Response Center  | Contact #: <b>(800) 424-8802</b> |

### **Spill Prevention**

An effective spill prevention program includes inspections, proper labeling, storage, and precautions for containers.

### **Inspections**

Daily visual inspections will be conducted to check for the indication of spills or leaks associated with hazardous substance containers, storage tanks both under- and above-ground, and the surrounding areas.

These visual inspections will be conducted by **Site Supervisor**.

Full-site inspections will be conducted by **Safety Department** on at least a monthly basis.

See Appendix C and D for inspection checklist and log templates.

### **Labeling and hazard communication**

- Chemical containers (including secondary containers, storage tanks, and containers of chemical waste) must be properly labeled according to the Hazard Communication Standard and GHS.
- Corresponding SDSs must be readily available.
- Empty containers must be marked as empty.
- Use signage to identify hazardous substance storage or waste collection areas.

### **Storage**

- All hazardous substance containers must be in good condition and compatible with the materials they store.
- Stored containers must be spaced to allow access.
- Keep all storage areas clean and in good condition.
- All hazardous substances must be stored inside buildings or under cover. Follow OSHA guidelines for segregating stored flammable or combustible materials.
- Store all bulk chemical containers (equal or greater than 55 gallons) with appropriate secondary containment.

### **Other precautions for containers**

- Flammable materials stored or dispensed from drums must be properly grounded.
- Do not overfill waste drums (allow four inches of headspace to allow expansion).
- All hazardous substance containers must be closed while not in use.
- Both during use and when in storage, use drip pans or other collection devices to contain drips or leaks which may exit containers at the point where the material is dispensed.

## **Spill Containment and Response Plan**

Every spill must be cleaned up as soon as possible. However, the size, nature, and location of the spill determines the procedure for containment and cleanup.

All spills, whether large or small, will be tracked by **Safety Department** using Appendix E and F.

### **For awareness-level first responders**

- Call for help using chain of command and alert others of the release.
- Call 911 if appropriate; for example, if the spill is especially large or poses hazards to employees.
- Do not attempt to contain or clean up the spill. After notifying the proper authorities, leave the scene.

### **Authorization for spill containing or cleaning**

You are authorized to stop, contain, or clean up a chemical spill if:

- You have the proper training for the task. For example, hazardous materials technicians are authorized to clean up the spill, but operations-level first responders are only authorized to perform initial containment.
- You are aware of the chemical's hazardous properties.
- You will not risk injury to yourself in doing so.
- The spill is small and easily contained.

### **Small spill procedures**

- Notify onsite emergency contacts using the chain of command.
- Use appropriate PPE to protect yourself from the spill.
- Attempt to shut off the source of the release.
- Eliminate sources of ignition (if it is safe to do so).
- Protect drains by the use of adsorbent, booms, or drain covers (if it is safe to do so).
- Contain any spilled material.
- Clean the spill up in a timely manner to prevent accidental injury or other damage.

### **Large spill procedures**

In the event that the spill/release is large, or any amount has been released to soil, surface water, or storm drains or cannot be safely dealt with in-house personnel, the following procedures apply:

- Call for help using the chain of command or 911, if appropriate. Alert others of the release.
- Evacuate the immediate area and provide care to the injured.
- Incident commanders must coordinate response with local emergency personnel.
- Contact spill cleanup contractor to properly assist with the cleanup
- Incident commanders should also notify the appropriate agency if the release has entered the environment. See contact information in Section 1.

### **Fire, explosion, and human health hazard procedures**

In the event of a hazardous substance release that has the potential for fire, explosion, or other human health hazards, the following procedures will be implemented by the chain of command:

- **Facility staff will be notified of evacuation by one or more of the following methods:**
- 
- Emergency services will be notified by calling 911.
  - Facility staff will follow predetermined evacuation routes and assemble at designated assembly areas. See the Emergency Action Plan for evacuation routes.
  - Some particularly hazardous materials may require specific response procedures. See Appendix H for these specific response procedures.

### **Spill kits**

Spill kits should enable the user to manage any anticipated spill or release. They must be maintained and located in areas where spills are likely to occur. See Appendix B for the locations of spill kits.

Spill kits must be specific to the hazardous materials, quantities, and locations involved. For example:

<u>Location</u>	<u>Spill Kit Description and Contents</u>
Loading Dock	40-gallon spill kit including 65-gallon overpack drum, universal absorbent socks, pillows and pads, personal protective equipment (specified by the hazard assessment), non-sparking shovel, disposable bags/ties, and Emergency Response Guidebook

**Safety Department** will assure that the following is done:

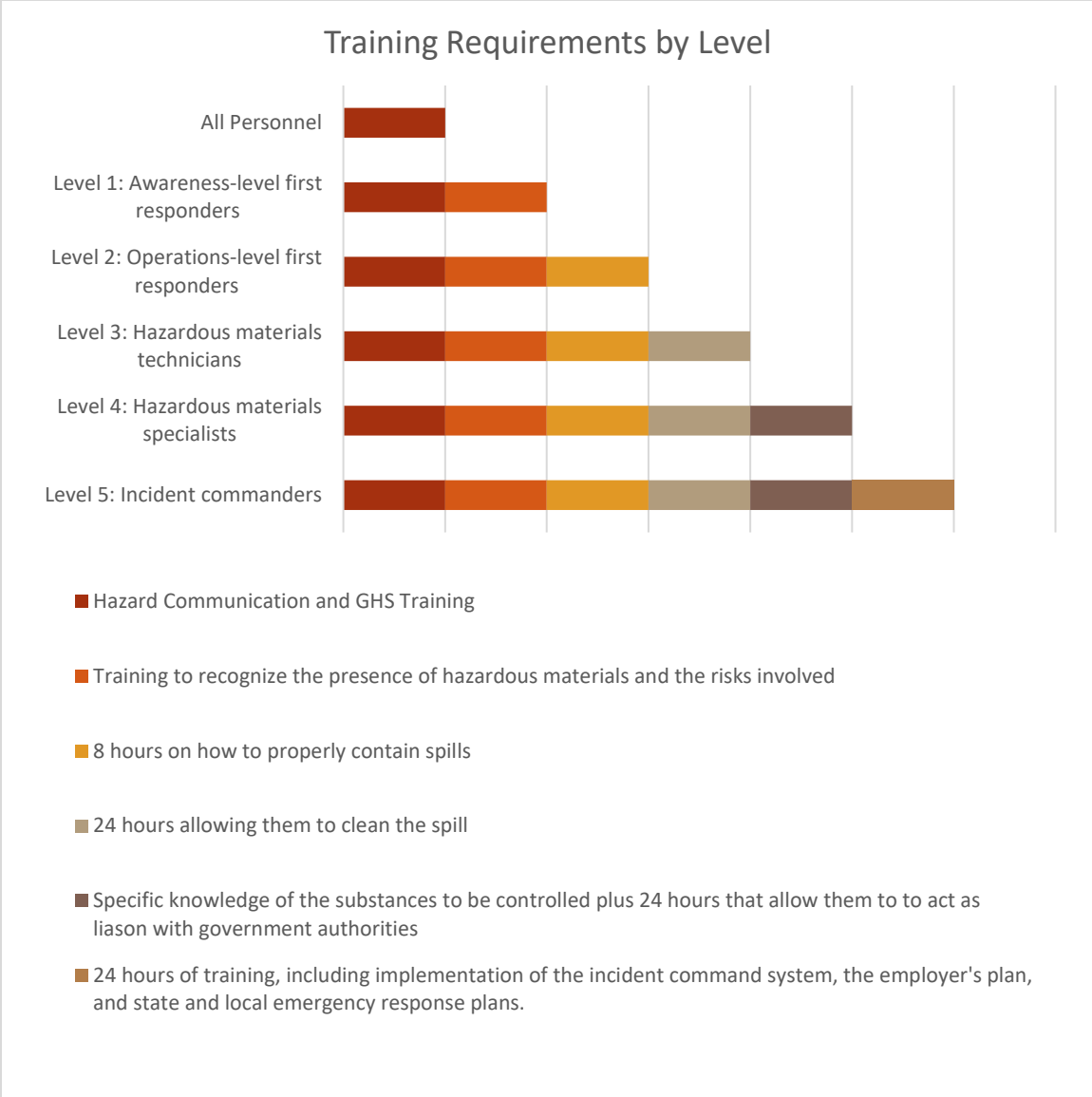
- Spill kits are compatible with hazardous substances stored on site.
- Spill kits are in areas where spills are likely to occur, such as loading docks, chemical storage areas, or locations where hazardous substances are being transferred.
- Spill kits are sized to manage an anticipated release. (The spill is equal to the largest chemical container.)
- Emergency response equipment is inspected periodically as part of the monthly inspection to assure that each kit is complete.

## **Training and Audits**

### **Training**

Training will be tracked using the following method: \_\_\_\_\_

The amount of training required varies by level. Annual refresher training is required for each of the five levels.



**Emergency drills**

This success of this plan requires that emergency responders be competent in their response to emergencies. Accordingly, emergency drills and responses shall be conducted periodically to replicate actual potential spills. Reviews following each drill will discuss improvements.

**Safety Director** will schedule and oversee emergency drills.  
**Wynn Site Development, Inc.** will partner with **[External Agency]** in these drills.

**Program audits**

As is true with any effective program, the Spill Prevention and Response Plan must be audited on an ongoing basis to assure that it is fully up to date and compliant.

**Safety Department** will oversee audits.

**Audit frequency:** \_\_\_\_\_



# **SPILL PREVENTION AND RESPONSE PLAN**

## **Appendix B: Facility Site Map**

**Instructions:** Create a facility site map which indicates the locations of the following:

- Stored hazardous substances
- Floor, sewer, and storm drains
- Spill kits and other containment or cleanup materials
- Emergency exit routes
- Evacuation meeting places
- Fire alarms
- Fire extinguishers
- Eyewash stations/showers
- First aid stations

# SPILL PREVENTION AND RESPONSE PLAN

## Appendix C: Visual Inspection Checklist

Inspection Month: \_\_\_\_\_ Year: \_\_\_\_ Site/Building: \_\_\_\_\_

Inspector: \_\_\_\_\_ Inspector's Signature: \_\_\_\_\_

Area:			
<b>HOUSEKEEPING</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Is the area free of spills?			
2. If spills were found: Was the spill cleaned up properly?			
Was the spill log and report completed?			
3. Is the area free of other housekeeping issues?			
<b>SPILL KITS INSPECTION</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
4. Are the spill kits in this area complete?			
5. Are the spill kits in this area stored in the appropriate locations?			
<b>HAZARDOUS SUBSTANCES INSPECTION</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
6. Are lids secure on all chemical containers in the area?			
7. Are labels present on all chemical containers in the area?			
<b>OTHER SAFETY CONCERNS IN THE AREA</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
8. Are storm drain traps free from buildup?			
9. Are drains free from evidence of clogging?			
10. Are filters in good condition? (Choose "no" if they need to be replaced.)			
11. For tanks with alarm systems: Are alarms/sensors operating properly?			
Have alarms/sensors been serviced according to schedule?			
<b>NEW HAZARDOUS SUBSTANCES</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
12. If any hazardous substances have been introduced to the area: Have they been added to the hazardous materials inventory?			
Do SDSs exist for all new hazardous substances?			
Have the new containers been properly labeled?			
Are cleanup supplies sufficient for these substances?			

## **SPILL PREVENTION AND RESPONSE PLAN**

### **NOTES PAGE**

**For every “NO answer” above, give a description of the deficiencies:**

**Describe any other concerns:**

**Describe corrective actions:**

**SPILL PREVENTION AND RESPONSE PLAN**

**Appendix D: Visual Inspection Log**

Building or Location: \_\_\_\_\_

Date: \_\_\_\_\_ Inspection Conducted by: \_\_\_\_\_

Area		Inspection complete	Area is free from spills or defects? (Yes/No)	Notes
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				

I certify that the above inspection was performed to the best of my knowledge and ability, based on the conditions present on

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## SPILL PREVENTION AND RESPONSE PLAN

### Appendix E: Spill Log

Date of spill	Location of spill	Spill size (gallons)	Preventive Measures taken	Spill kit materials reordered	Was spill kit adequate? List deficiencies/missing items

## Appendix F: Spill Report

Site Name: \_\_\_\_\_ Date of Spill: \_\_\_\_\_

Spill started at (time): \_\_\_\_\_  AM  PM Spill ended at (time): \_\_\_\_\_  AM  PM

This report is filled out by: \_\_\_\_\_

SPILL TYPE	
Spilled substance (common name):	
Quantity spilled:	
Material concentration:	

SPILL LOCATION			
Describe location:			
Describe damage:			
<input type="checkbox"/> Outdoors <input type="checkbox"/> Indoors	If outdoors, describe weather:		
Did the spill reach water?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, describe:	

RESPONDERS	
Spill discovered by:	
Name of additional responders	Type of responder (operations-level, hazardous material technician, contractor, etc.)

ACTIONS TAKEN	
Communicating/evacuating	
Containment of spill	
Cleanup of spill	
Reporting and documentation	
Analysis and preventive measures	

## Appendix G: Training Log

**Class Name:** \_\_\_\_\_ **Class Date:** \_\_\_\_\_

**Trainer:** \_\_\_\_\_ **Trainer's Signature:** \_\_\_\_\_

This form documents that the training specified above was presented to the listed participants. By signing below, each participant acknowledges receiving this training.

**Class Participants:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

## Appendix H: Hazardous Response Procedures

Hazardous Material		Specific Response Procedures in the Event of a Spill
1.		<ol style="list-style-type: none"><li>1.</li><li>2.</li><li>3.</li><li>4.</li><li>5.</li><li>6.</li></ol>
2.		<ol style="list-style-type: none"><li>1.</li><li>2.</li><li>3.</li><li>4.</li><li>5.</li><li>6.</li></ol>
3.		<ol style="list-style-type: none"><li>1.</li><li>2.</li><li>3.</li><li>4.</li><li>5.</li><li>6.</li></ol>
4.		<ol style="list-style-type: none"><li>1.</li><li>2.</li><li>3.</li><li>4.</li><li>5.</li><li>6.</li></ol>

# Lockout Tagout Policy

## Objective

To prevent the unexpected startup or release of hazardous energy from machines and equipment during servicing or maintenance

## Introduction

This procedure applies to facilities and projects where employees are engaged in the cleaning, repairing, servicing, setting up, or adjusting of machinery, equipment, or processes that could start up unexpectedly or release stored energy.

**Wynn Site Development, Inc.** understands that employees face severe injuries, such as amputations, fractures, or even death, if this energy and start-up are not controlled.

**Wynn Site Development, Inc.** is committed to taking every precaution to protect employees, including establishing procedures for removing the energy supply from machines and equipment, for applying the appropriate lockout or tagout devices on the energy-isolating devices, for addressing stored or potentially accumulated energy, and for training and program review.

**Wynn Site Development, Inc.** complies with local, state, and federal regulations and follows best practices.

## Definitions

1. **Energy-isolating device:** A mechanical device that physically prevents the transmission or release of energy
2. **Hardware:** A device that connects directly to the energy-isolating device
3. **Zero energy state:** The point at which all sources of energy are removed
4. **Authorized employees:** Employees who lockout or tagout machines or equipment to perform servicing or maintenance
5. **Affected employees:** Employees whose jobs require them to operate or use machines or equipment that need servicing or maintenance and are in the lockout/tagout program
6. **Qualified person** means person who is familiar with the construction and operation of the equipment and the hazards involved

## Responsibilities

### Management

Management is responsible for supporting the lockout/tagout plan.

### **Plan administrator**

**Safety Department** shall administrate the Lockout/Tagout Plan for **Wynn Site Development, Inc.**

The plan administrator has the following responsibilities:

1. Assure that a specific procedure for controlling the energy and locking out each machine and piece of equipment exists
2. Assuring that authorized and affected employees complete the correct training
3. Assuring that qualified persons are assigned to supervise lockout/tagout procedures
4. Coordinating the continuation of lock/tagout protection through shift or personnel changes
5. Requiring that all locks are keyed differently and that only one key exists for each lock and remains in the possession of the authorized employee to whom it has been assigned
6. Coordinating all lockout and energy control activities with client, owner, contractor, and subcontractor practices and programs
7. Assuring that both the organization's energy control plan and the control plan of a contractor or subcontractor are understood and followed by employees
8. Assuring that locks and tags are in good condition and are replaced if needed
9. Maintaining appropriate documentation

### **Supervisors of lockout/tagout**

**Qualified persons** shall act as front-line supervisors of lockout/tagout procedures.

They have the following responsibilities:

1. Observe de-energizing and the entire lockout/tagout process
2. Enforcing appropriate procedures
3. Verifying that the equipment cannot be restarted after being locked out
4. Conducting tests and visual inspections prior to re-energizing to assure safety
5. If applicable, overseeing group lockout

### **Authorized employees are responsible for:**

1. Completing the appropriate level of training on lockout/tagout
2. Following all procedures when locking and tagging out machines

### **Affected employees are responsible for:**

1. Completing the appropriate level of training on lockout/tagout
2. Never working on a machine that is locked out and never tampering with a lock or tag

### **Contractors or outside servicing personal are responsible for:**

1. Following the lockout/tagout standard and complying with **WYNN SITE DEVELOPMENT, INC.** program

2. Exchanging information with the employer about their energy control program

## **Hazard Assessment**

**Safety Department** shall conduct the hazard assessment to determine all the sources of hazardous energy to be controlled. This will facilitate creating specific procedures of energy control.

1. Hazardous energy types include the following: electrical, mechanical, chemical, hydraulic, and pneumatic
2. In addition, the assessment will consider the following: stored or potential energy, thermal sources, and human factors

## **Training**

**Safety Department** shall administrate the training program for **Wynn Site Development, Inc.** and keep training records. Written certification will be required to ensure employees have been trained.

### **For affected employees:**

1. Purpose and use of energy control procedures
2. How to recognize when a procedure is being used
3. Who is authorized to perform work
4. That restarting locked or tagged-out equipment is prohibited

### **For authorized employees:**

In addition to the awareness-level training, authorized employees must know:

1. Policies and procedures of the energy control program
2. Type and magnitude of hazardous energy sources
3. The methods and means necessary for energy isolation and control

### **Employees will be retrained in lockout procedures:**

1. When there is a change in their job assignment
2. When changes in machines, equipment or processes that present a new hazard
3. Where there is a change in the actual energy control (lockout) procedures
4. At least on an annual basis to ensure that all are aware of the procedures.

## **Lock and Tag Requirements**

**All devices** must be:

1. Durable.
2. Standard in color, shape, and appearance.

3. Substantial enough to prevent accidental removal. (Tags must have a minimum unlocking strength of 50 lbs.)
4. Labeled with the authorized employee's name.

**Tags** must contain instructions not to operate or energize equipment and the names of employees working on the equipment. The tags must also be:

1. Readable and understandable by all employees.
2. Single use.
3. Self-locking.
4. Non-releasable.
5. Applied by hand.

## **Energy Control Procedures**

Employees shall not work on or in equipment, vessels, etc., which are **not** in a zero-energy state. Only authorized employees may perform lockout/tagout.

### **Preparing for shutdown**

1. Identify and locate all sources of energy that could affect individuals involved.
2. Notify affected employees of activities.
3. This can be done verbally, visually, or by hanging a warning tag on the control panel.
4. Identify shutdown procedures.
5. Identify energy isolation devices needed.
6. Determine quantity and type of lockout/tagout devices required.

### **Shutdown**

Shut equipment down by its normal start/stop method.

### **Isolating energy sources**

1. Use energy-isolating devices appropriate for the energy source, such as:
  - a. Manually operated circuit breakers or electrical disconnects for electrical energy.
  - b. Valves for pneumatic energy.
  - c. Blocking or bars for mechanical energy.
2. All devices must be equipped with a place to attach a hasp or a lock or have a built-in locking mechanism.

### **Applying locks and tags**

1. Locks are attached so that the device cannot be operated until locks are removed.
2. Devices must be in the off position.
3. Tags indicate that the device and equipment may not be operated and include the name of employees working on the equipment.
4. Locks, tags, signs, and seals must be securely attached.
5. The name of the authorized employee must be included.

### **Control residual energy**

1. Release, restrain, or dissipate energy.
2. Prevent the re-accumulation of energy.
3. Isolate the space:
  - a. Blind the lines.
  - b. Disconnect and misalign the lines.
  - c. Double block the valves and bleed the residual materials.

### **Verify energy control methods**

1. Assure that switches, valves, and other mechanisms cannot be turned on.
2. Activate equipment control switches and levers and depress start buttons to assure the power is isolated.
3. Return switches, levers, and buttons to the off position.
4. Use a meter to ensure that electrical energy is not present.

### **Appropriate start-up procedures**

1. Inspect area and remove all tools, rags, and other materials.
2. Assure that equipment is operationally intact.
3. All guards and other safety devices are replaced, if applicable.
4. Notify affected employees that equipment will be restarting.
5. Check the work area to assure all employees are safely positioned.
6. Verify all controls are in the neutral or off position.
7. Remove lockout/tagout devices.
8. Notify affected employees that lockout/tagout devices have been removed and the equipment or machinery is ready for use.

### **Group lockout**

1. When a crew or other group performs service or maintenance on equipment, a single authorized employee must assume the overall responsibility for the control of hazardous energy for all members of the group while the servicing or maintenance work is in progress and implement the group lockout energy control procedure.

2. Each person who enters the danger zone will be required to verify that the hazardous energy sources have been locked out and the keys to these locks have been secured in a group lockout box.
3. Then they will affix their personal devices to the group lockout box or equivalent.
4. For example, multiple valves and breakers require lockout by three people who will be working on the same piece of equipment. A lock and tag is placed on each lockout location and the keys are stored in a group lockout box. Each employee then places their personal locks on the group lockout box.
5. Group lockout procedure must provide all employees **with the same level of protection** provided by an individual lockout or tagout device.

### **Lockout/tagout occurring over multiple shifts**

1. Protection must extend between shifts.
2. If work extends through the initial shift:
  - a. The incoming staff that will be working on the process or equipment must add their own lockout controls in accordance with standard lockout procedures.
  - b. The outgoing shift staff must review all work done and the status of lockouts and transfer the responsibility of lockout to the incoming shift.

### **Temporary operation of locked out source**

Temporary operation may be required for certain tasks, such as tests. These steps must be done by authorized employees only.

1. Make sure everyone is clear of the system.
2. Make sure tools are clear.
3. Remove locks and tags.
4. Energize the system and conduct the test if applicable.
5. Immediately de-energize the system and replace locks.

### **When employee is not available**

Unauthorized removal of lock and tag is prohibited. Use the following procedure for a **qualified person** to remove locks and tags.

1. Verify that the authorized employee is not on site and available to remove the lock and tag. Attempt to contact the authorized employee. If they could not be contacted, continue.
2. Verify equipment is safe to operate, tools have been removed, and guards have been replaced.
3. Notify affected employees that equipment will be restarting, and check the work area to assure all employees are safely positioned.
4. Verify all controls are in the neutral or off position.
5. Remove lock/tag and energize equipment.

6. Notify affected employees that lockout/tagout devices have been removed and the equipment or machinery is ready for use.
7. Before the authorized employee who could not be contacted earlier resumes work, he or she **must be informed** that the lockout device has been removed.

## **Audit**

The purpose of the audit is to make continuous improvements and needed corrections.

1. The audit is conducted:
  - a. At least annually.
  - b. If a weakness or issue is noted.
2. Audits are performed by authorized employees.
3. Audits review the following:
  - a. Adherence to energy isolation procedures
  - b. Effectiveness of lockout/tagout procedures
  - c. Employee training
  - d. Assigned roles and responsibilities
  - e. The authorized person's responsibilities

## **Audit process**

An authorized employee who is not involved in the lockout procedure for the equipment being inspected will conduct the review and inspection.

1. Review equipment to ensure that lockout is effective and safe.
2. Authorized employees will be subject to an oral review of machine-specific lockout procedures for equipment that they are authorized to service. This review will address the employee's responsibilities under the lockout procedure for each piece of machinery that he/she is authorized to work on.
3. Authorized employees will also be subject to an observed evaluation of their proficiency in controlling hazardous energy on selected equipment that they are authorized to service.
4. Any deficiencies must be corrected.

## **Documentation**

Audits must be documented, and the records maintained.

Each audit needs to be certified by the employer. The certificate must include the following information: the equipment being controlled, the date of review, the names of employees involved, and the name of the auditor.

Records should also include information about the pieces of equipment, problems observed, and recommendations to correct those problems.

## Violations

The consequences of violating this policy can be severe in terms of human suffering and loss. Violations of this policy will be handled aggressively, with a goal of determining how to improve the employee behaviors and procedures so that no similar violation will occur.

### Appendix A: Lockout/Tagout Program Audit Report

	OK	Improvement Needed
1. The written program is developed and accessible.	<input type="checkbox"/>	<input type="checkbox"/>
2. Awareness-level training is provided to affected employees.	<input type="checkbox"/>	<input type="checkbox"/>
3. Full lockout/tagout training with lockout procedures for specific machinery and equipment is provided to authorized employees.	<input type="checkbox"/>	<input type="checkbox"/>
4. Skills evaluations are done as part of training.	<input type="checkbox"/>	<input type="checkbox"/>
5. Lockout/tagout supplies are readily available and good quality.	<input type="checkbox"/>	<input type="checkbox"/>
6. Locks are individually keyed.	<input type="checkbox"/>	<input type="checkbox"/>
7. Tags are readable and understandable, identify who is performing lockout, and contain instructions not to operate or energize equipment.	<input type="checkbox"/>	<input type="checkbox"/>
8. Lockout/tagout is performed for de-jamming activities.	<input type="checkbox"/>	<input type="checkbox"/>
9. Lockout/tagout is effective in that no employee can reach in or come into contact with areas where injury could occur.	<input type="checkbox"/>	<input type="checkbox"/>
10. The program addresses all applicable stored energies.	<input type="checkbox"/>	<input type="checkbox"/>
11. Specific lockout/tagout procedures are developed for each piece of machinery and posted on each piece of machinery.	<input type="checkbox"/>	<input type="checkbox"/>
12. Lockout/tagout procedures are included for vehicles and mobile equipment.	<input type="checkbox"/>	<input type="checkbox"/>
13. Front-line supervisory staff observe employee behavior and enforce the lockout/tagout procedures.	<input type="checkbox"/>	<input type="checkbox"/>
14. Audits take place annually or more frequently.	<input type="checkbox"/>	<input type="checkbox"/>

<b>Date</b>	<b>Audit by</b>
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#### Corrective Actions Needed

<b>Actions and Responsible Persons</b>
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### Appendix B: Lockout/Tagout Information Placard

This equipment must be serviced by Authorized Personnel ONLY!

<b>Equipment/Machine:</b>	<b>Name</b>	<b>ID Number</b>
<b>Authorized Personnel:</b>	<b>Name/Phone</b>	
<b>Location of Lockout Device:</b>	<b>Detailed Info</b>	

Electrical Energy Sources:

<b>Primary Electrical Source:</b>	<b>Panel #</b>	<b>Breaker #</b>
<b>Additional Electrical Source:</b>	<b>Panel #</b>	<b>Breaker #</b>
<b>Additional Electrical Source:</b>	<b>Panel #</b>	<b>Breaker #</b>
<b>Additional Electrical Source:</b>	<b>Panel #</b>	<b>Breaker #</b>

Other Hazardous Energy Sources (Active or Stored Energy):

Common Types: Chemical, Hydraulic, Mechanical, Pneumatic, Potential, Other

<b>Type/Description</b>	<b>Location</b>
<b>Type/Description</b>	<b>Location</b>
<b>Type/Description</b>	<b>Location</b>
<b>Type/Description</b>	<b>Location</b>
<b>Type/Description</b>	<b>Location</b>

Notes/Diagram:

**DO NOT REMOVE THIS TAG FROM ANY MACHINE!**

## **Hearing Conservation**

The program administrator for **Wynn Site Development, Inc.** will be **Safety Director**.

Administrative responsibilities include:

1. Coordination of and supervision of noise exposure monitoring.
2. Identification of employees to be included in the HCP.
3. Coordination and supervision of audiometric testing program.
4. Supervision of hearing protector selection.
5. Development of policies relating to the use of hearing protectors.
6. Supervision of employee training.
7. Coordination and supervision of record keeping.
8. Evaluation of overall program.

While noise control systems are being evaluated and installed or where it is not feasible to decrease exposure to acceptable levels, it is required to establish a hearing conservation program.

## **Monitoring**

Noise exposure levels must be measured wherever they may reasonably be expected to be above an eight-hour time weighted average of 85dBA.

**For our company, the following operations are known to be loud and until measured, assume levels are more than 85dBA:**

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Monitoring will be conducted by **Safety Department**. Where possible, check with the main office to determine if historic data (previous similar monitoring) was conducted and can be used for specific operations.

Employees will have the opportunity to observe the monitoring in a manner that does not disrupt the workflow.

## **Noise Controls**

Noise controls must be evaluated and implemented wherever employee exposures are at or above an eight-hour time weighted average of 90dBA.

For our company, the following need to be utilized to reduce noise levels to the greatest extent possible:

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Remember: We expect superintendents and foreman to utilize controls where possible.

1. Block the noise by building temporary barriers of plywood or other noise reducing material to block or absorb the noise from reaching the workers.
2. Move equipment further away with the use of proper extension cords, additional welding leads, and air hoses.
3. Reduce the noise by buying/renting/leasing equipment which is quieter and using appropriate hearing protection devices. Call supplier for alternatives.

## **Audiometric Testing Program**

All employees with an eight-hour time weighted exposure of 85 dBA or above must be included in an audiometric testing program. A baseline audiogram must be established within the first six months of exposure and annual testing and evaluation must be done.

The Program Administrator will ensure that all affected employees participate in the company Audiogram Program which includes baseline testing as soon after orientation as possible but within 6 months of first exposure. Annual audiograms will be taken to compare baselines and assess whether employee(s) have experienced measurable hearing loss. Exposure to noise will be minimized for 14 hours prior to obtaining this baseline exam and subsequent annual tests.

Annual Audiograms will be performed by **Safety Department** who will review all audiograms and refer employees with questionable audiograms to **Safety Department**. Testing will be conducted per ANSI S3.6-1969 and in accordance with 1010.95.

If a standard threshold shift (an average shift in either ear of 10 dB or more in 2000, 3000, or 4000 Hz) is identified:

1. The employee will be notified of the threshold shift within 21 days of this determination.
2. The employee will be informed of the need for further evaluation if a medical problem is suspected.

3. The use of hearing protection will continue to be enforced.
4. The employee will be refitted and retrained in the use of hearing protection.

## **Hearing Protection**

The employer must provide hearing protection for all employees that have an eight-hour time weighted exposure of 85 dBA or above, who have any continuous exposure at or above 115 dBA, or who have an exposure to any impulse noise levels above 140 dBA.

Our Company will provide the following types on Hearing Protection:

1. Earplugs
2. Earmuffs
3. Semi-Insert Earplugs

If hearing protection has been identified by **Wynn Site Development, Inc.** to be worn, employees are required to wear that hearing protection during operations where noise levels are in excess.

## **Training**

Employers must provide annual training to all employees exposed to noise at or above an eight-hour time weighted average of 85 dBA.

Training must include the following items:

1. The effects of noise on hearing
2. Information on hearing protectors and their use.
3. Information on audiometric testing and its purpose
4. The employee's right to access records.

The employer must maintain a written description of the training program.

## **Recordkeeping**

Audiometric test records need to contain the following information:

1. Name and job classification of employee
2. Date of audiogram
3. Examiner's name
4. Date of last calibration of the audiometer
5. Employee's most recent noise exposure assesment
6. Employer shall maintain records of the measurements of the background sound pressure levels in the audiometric test rooms.

## **Records Retention**

1. Audiometric test records will be retained for the duration of the affected worker's employment.
2. Noise exposure monitoring records are required to be kept for at least two (2) years.
3. All records will be provided to employees upon their request.

Date: \_\_\_\_\_

Revised on: \_\_\_\_\_





## **Hearing Conservation Program Evaluation Checklist**

### **Training and Education**

Failures or deficiencies in hearing conservation programs (hearing loss prevention programs) can often be traced to inadequacies in the training and education of noise-exposed employees and those who conduct elements of the program.

1. Has training been conducted at least once per year?
2. Was the training provided by a qualified instructor?
3. Was the success of each training program evaluated?
4. Is the content revised periodically?
5. Are managers and supervisors directly involved?
6. Are posters, regulations, handouts, and employee newsletters used as supplements?
7. Are personal counseling sessions conducted for employees having problems with hearing protection devices or showing hearing threshold shifts?

### **Supervisor Involvement**

Data indicate that employees who refuse to wear hearing protection or who fail to show up for hearing tests frequently work for supervisors who are not committed to the hearing loss prevention program.

1. Have supervisors been provided with the knowledge required to supervise the use and care of hearing protection by subordinates?
2. Do supervisors wear hearing protection in appropriate areas?
3. Have supervisors been counseled when employees resist wearing protection or fail to show up for hearing tests?
4. Are disciplinary actions enforced when employees repeatedly refuse to wear hearing protection?

### **Noise Measurement**

For noise measurements to be useful, they need to be related to noise exposure risks or the prioritization of noise control efforts, rather than merely filed away. In addition, the results need to be communicated to the appropriate personnel, especially when follow-up actions are required.

1. Were the essential/critical noise studies performed?
2. Was the purpose of each noise study clearly stated?
3. Have noise-exposed employees been notified of their exposure and appraised of auditory risks?

4. Are the results routinely transmitted to supervisors and other key individuals?
5. Are results entered into health/medical records of noise exposed employees?
6. Are results entered in shop folders?
7. If noise maps exist, are they used by the proper staff?
8. Are noise measurement results considered when contemplating procurement of new equipment? Modifying the facility? Relocating employees?
9. Have there been changes in areas, equipment, or processes that have altered noise exposure? Have follow-up measures been conducted?
10. Are appropriate steps taken to include (or exclude) employees in the hearing loss prevention programs whose exposures have changed significantly?

### **Engineering and Administrative Controls**

Controlling noise by engineering and administrative methods is often the most effective means of reducing or eliminating the hazard. In some cases, engineering controls will remove requirements for other components of the program, such as audiometric testing and the use of hearing protectors.

1. Have noise control needs been prioritized?
2. Has the cost-effectiveness of various options been addressed?
3. Are employees and supervisors apprised of plans for noise control measures?
4. Are employees and supervisors consulted on various approaches for noise control measures?
5. Will in-house resources or outside consultants perform the work?
6. Have employees and supervisors been counseled on the operation and maintenance of noise control devices?
7. Are noise control projects monitored to ensure timely completion?
8. Has the full potential for administrative controls been evaluated?
9. Are noisy processes conducted during shifts with fewer employees?
10. Do employees have sound-treated lunch or break areas?

### **Monitoring Audiometry and Recordkeeping**

The skills of audiometric technicians, the status of the audiometer, and the quality of audiometric test records are crucial to hearing loss prevention program success. Useful information may be ascertained from the audiometric records as well as from those who administer the tests.

1. Has the audiometric technician been adequately trained, certified, and recertified as necessary?
2. Do on-the-job observations of the technicians indicate that they perform a thorough and valid audiometric test, instruct and consult the employee effectively, and keep appropriate records?
3. Are records complete?
4. Are follow-up actions documented?

5. Are hearing threshold levels reasonably consistent from test to test? If not, are the reasons for inconsistencies investigated promptly?
6. Are the annual test results compared to baseline to identify the presence of an OSHA standard threshold shift?
7. Is the annual incidence of standard threshold shift greater than a few percent? If so, are problem areas pinpointed and remedial steps taken?
8. Are audiometric trends (deteriorations) being identified, both in individuals and in groups of employees? (NIOSH recommends no more than 5% of workers showing 15 dB Significant Threshold Shift, same ear, same frequency.)
9. Do records show that appropriate audiometer calibration procedures have been followed?
10. Is there documentation showing that the background sound levels in the audiometer room were low enough to permit valid testing?
11. Are the results of audiometric tests being communicated to supervisors and managers as well as to employees?
12. Has corrective action been taken if the rate of no-shows for audiometric test appointments is more than about 5%?
13. Are employees incurring STS notified in writing within at least 21 days? (NIOSH recommends immediate notification if retest shows 15 dB Significant Threshold Shift, same ear, same frequency.)

### **Referrals**

Referrals to outside sources for consultation or treatment are sometimes in order, but they can be an expensive element of the hearing loss prevention program and should not be undertaken unnecessarily.

1. Are referral procedures clearly specified?
2. Have letters of agreement between the company and consulting physicians or audiologists been executed?
3. Have mechanisms been established to ensure that employees needing evaluation or treatment receive the service (i.e., transportation, scheduling, reminders)?
4. Are records properly transmitted to the physician or audiologist, and back to the company?
5. If medical treatment is recommended, does the employee understand the condition requiring treatment, the recommendation, and methods of obtaining such treatment?
6. Are employees being referred unnecessarily?

### **Hearing Protection Devices**

When noise control measures are infeasible, or until such time as they are Referrals to outside sources for consultation or treatment are sometimes in order, but they can be an expensive element of the hearing loss prevention program and should not be undertaken unnecessarily.

Hearing protection devices are the only way to prevent hazardous levels of noise from damaging the inner ear. Making sure that these devices are worn effectively requires continuous attention on the part of supervisors and program implementors as well as noise-exposed employees.

1. Have hearing protectors been made available to all employees whose daily average noise exposures are 85 dBA or above? (NIOSH recommends requiring HPD use if noises equal or exceed 85 dBA regardless of exposure time.)
2. Are employees given the opportunity to select from a variety of appropriate protectors?
3. Are employees fitted carefully with special attention to comfort?
4. Are employees thoroughly trained, not only initially but at least once a year?
5. Are the protectors checked regularly for wear or defects, and replaced immediately if necessary?
6. If employees use disposable hearing protectors, are replacements readily available?
7. Do employees understand the appropriate hygiene requirements?
8. Have any employees developed ear infections or irritations associated with the use of hearing protectors? Are there any employees who are unable to wear these devices because of medical conditions? Have these conditions been treated promptly and successfully?
9. Have alternative types of hearing protectors been considered when problems with current devices are experienced?
10. Do employees who incur noise-induced hearing loss receive intensive counseling?
11. Are those who fit and supervise the wearing of hearing protectors competent to deal with the many problems that can occur?
12. Do workers complain that protectors interfere with their ability to do their jobs? Do they interfere with spoken instructions or warning signals? Are these complaints followed promptly with counseling, noise control, or other measures?
13. Are employees encouraged to take their hearing protectors home if they engage in noisy non-occupational activities?
14. Are new types of or potentially more effective protectors considered as they become available?
15. Is the effectiveness of the hearing protector program evaluated regularly?
16. Have at-the-ear protection levels been evaluated to ensure that either over or under protection has been adequately balanced according to the anticipated ambient noise levels?
17. Is each hearing protector user required to demonstrate that he or she understands how to use and care for the protector? Are the results documented?

### **Administrative**

Keeping organized and current on administrative matters will help the program run smoothly.

1. Have there been any changes in federal or state regulations? Have hearing loss prevention programs' policies been modified to reflect these changes?
2. Are copies of company policies and guidelines regarding the hearing loss prevention program available in the offices that support the various program elements? Are those who implement the program elements aware of these policies? Do they comply?
3. Are necessary materials and supplies being ordered with a minimum of delay?
4. Are procurement officers overriding the hearing loss prevention program implementor's requests for specific hearing protectors or other hearing loss prevention equipment? If so, have corrective steps been taken?
5. Is the performance of key personnel evaluated periodically? If such a performance is found to be less than acceptable, are steps taken to correct the situation?

6. Safety: Has the failure to hear warning shouts or alarms been tied to any accidents or injuries? If so, have remedial steps been taken?

### Common Noise Levels

Normal Conversation	55-65	Gas Compactor	90-95
Ringling Telephone	75-85	Portable Drill	88-96
Belt Sander	90-95	Paint Sprayer	95-105
Man Lift	84-101	Bulldozer	90-103
Hammer	85-95	Crane	82-102
Concrete Saw	98-102	Skill Saw	88-102
Backhoe	85-102	Air Compressor	90-98
Portable Welder	84-96	Jack Hammer	102-111
Pneumatic Chipper	103-113	Air Gun	108-112

# **Respiratory Protection Program**

## **Applicability**

This program defines responsibilities and procedures and is applicable to operations that may require the use of respiratory protection including routine, Immediately Dangerous to Life and Health (IDLH) and emergency conditions. This program also addresses the voluntary use of respirators.

## **Purpose and Scope**

The purpose of this procedure is to protect employees performing operations for which exposures cannot be controlled by use of conventional engineering or administrative controls and prior to establishing a negative air exposure assessment, and to require that respiratory protective equipment is selected, used, maintained, and stored in accordance with acceptable practices.

## **Implementation**

Implementation of this program is the responsibility of the Area Manager. The Health and Safety Manager will have the responsibility of Program Administrator and is responsible to ensure that the program is reviewed annually.

## **Requirements**

1. Determine if respirators are needed or are going to be used for hazardous jobs before assigning that job to an employee.
  - a. Refer to Appendix A regarding activities requiring the use of respiratory protection.
  - b. Assign respirators accordingly.
  - c. Follow all the requirements of this procedure for employees who wish to voluntarily use tight-fitting (e.g., air purifying, respirators)
2. Require employees who will use respirators to be medically qualified prior to assigning them a respirator and fit testing.
3. Require respirator users to receive appropriate training.
  - a. All respirator users must be trained:
    - i. Before they are assigned a respirator
    - ii. Annually thereafter
    - iii. Whenever a new hazard or job is introduced
    - iv. Whenever employees fail to demonstrate proper use or knowledge
  - b. Training must address, at a minimum, the following:
    - i. Why the respirator is necessary and what conditions make the respirator ineffective

- ii. What the limitations and capabilities of the respirators are
  - iii. How to use respirators effectively in emergency situations
  - iv. How to inspect, put on and remove, and check the seals of the respirator
  - v. What the respirator maintenance and storage procedures are
  - vi. How to recognize medical signs and symptoms that may limit or prevent effective use of the respirator
- 4. Require respirator users to be fit tested.
  - a. Any employee who has been assigned a reusable respirator must be fit tested either on an annual basis (no more than one year may elapse between fit tests,) or when an employee is assigned a respirator of a different make, type, or size from that previously tested.
  - b. Fit testing can be performed by contract or in-house personnel.
  - c. Obtain a signed written copy of the fit test results. They should include:
    - i. Employee name and social security number
    - ii. Respirator brand, model, and size fitted for
    - iii. Date fit tested
    - iv. Method of fit testing used
    - v. Name and signature of fit tester
    - vi. Statement that fit test protocol met the applicable requirements
    - vii. Manufacturer and serial number of fit testing apparatus (for quantitative fit test)
- 5. Provide qualified employees with respirator(s) and adequate amounts of parts and cartridges.
  - a. Assign employees whose duties require respirators their own respirator for which they have been fit tested.
  - b. Provide special eyeglass inserts designed for the respirator if an employee must wear eyeglasses with a full facepiece respirator. Contact lenses may be worn when wearing a full-face respirator.
- 6. Require respirators be used properly.
  - a. Prohibit facial hair where the respirator-sealing surface meets the wearers face.
  - b. Require employees to thoroughly inspect the respirator prior to each use.
  - c. Employees are to perform a positive and negative fit check every time the respirator is put on.
  - d. Employees will leave the area where respirators are being used:
    - i. Before removing the facepiece for any reason
    - ii. To change cartridges
    - iii. If any of the following is detected:
      - 1. Vapor or gas breakthrough
      - 2. Leakage around the facepiece
      - 3. Changes in breathing resistance
        - e. Use cartridges with end of service life indicators or determine the respirator cartridge change out schedule. (Appendix C)
- 7. Require respirators to be cleaned and stored properly
  - a. Clean and disinfect respirators after each use.
  - b. Store respirators in a plastic bag or case and in a clean location
  - c. Inspect respirators before use and after each cleaning.

8. Address issues associated with special use respirators (self-contained breathing apparatus, air supply respirators, emergency use respirators.)
  - a. Self-Contained Breathing Apparatus
    - i. Inspect self-contained breathing apparatus and other emergency use respirators monthly and after each use in accordance with the manufacturer's instructions.
  - b. Air Supplied Respirators
    - i. Air used for atmosphere-supplying respirators must meet or exceed the requirements for Type 1- Grade D breathing air.
    - ii. Never use pure oxygen.
1. A certificate of analysis must accompany bottled air.
2. Compressors used to supply breathing air must:
  - a. Prevent entry of contaminated air into the air supply
  - b. Minimize moisture content
  - c. Have suitable in-line sorbent beds and filter to provide appropriate air quality
  - d. Have a high carbon monoxide alarm that sounds after 10ppm
3. Couplings on air hose lines must be incompatible with other air and gas systems
9. Require follow-up training and medical surveillance to be provided as directed.
  - a. Provide follow-up physicals as directed by the Occupational Health Physician
  - b. Provide annual refresher training
  - c. Provide annual fit testing

## Documentation

1. File these records in the Safety Filing System:
  - a. Employee medical clearances for respirator use
  - b. Employee fit test records
  - c. Employee Respirator Training Records
  - d. Completed "Voluntary Use of Respirators" form (Appendix B)
2. All of the following information should be documented: **OAKBRIDGE RECOMMENDS DOCUMENTING ON SUCCEED MANAGEMENT, OUR RISK MANAGEMENT PORTAL.**
  - a. Training documentation to include: **(Training Track: SUCCEED)**
    - i. Classroom training and training course completed
    - ii. Sign-in sheets
    - iii. Quizzes
    - iv. Skills Evaluations
    - v. Operator Certificates
  - b. Pre-Shift Inspection Checklists **(My Content: SUCCEED)**
  - c. Safety Observations **(Safety Observation Tool: SUCCEED)**
  - d. Near Misses **(Incident Track: SUCCEED)**
  - e. Accidents and Claims **(Incident Track: SUCCEED)**

- f. Supplier and Manufacturer Certificates of Insurance (COI Track: SUCCEED)
- g. Safety Data Sheets (SDS Track: SUCCEED)

## Appendix A: Tasks for Which Respiratory Protection is Required

The following table designates the requirements for the use of respiratory protection.

Tasks	Type of Respirator Required
<p><b>Abrasive Blasting</b></p> <ul style="list-style-type: none"> <li>• Outdoors</li> <li>• Indoors</li> <li>• Confined spaces</li> </ul>	<ul style="list-style-type: none"> <li>○ Full face air purifying respirator with HEPA cartridges</li> <li>○ Supplied air with abrasive blasting hood</li> <li>○ Supplied air respirator with pressure demand full face piece and adequate escape air supply as needed</li> </ul>
<p><b>Acids</b> (<i>Liquid or powder acids used in a situation where acid vapors, mists or dust may be breathed.</i>)</p> <ul style="list-style-type: none"> <li>• Outdoors</li> <li>• Indoors</li> <li>• Confined spaces</li> </ul>	<ul style="list-style-type: none"> <li>○ Full face air purifying respirator with combination acid gas/HEPA cartridges</li> <li>○ Supplied air with pressure demand full face piece</li> <li>○ Supplied air respirator with pressure demand full face piece and adequate escape air supply as needed</li> </ul>
<p><b>Adhesives</b></p> <ul style="list-style-type: none"> <li>• Aerosol-propelled adhesives used outdoors</li> <li>• Two-part or any use of adhesives in confined spaces</li> </ul>	<ul style="list-style-type: none"> <li>○ Half face air purifying respirator with combination Organic Vapor/HEPA cartridges</li> <li>○ Supplied air respirator with pressure demand full face piece and adequate escape air supply as needed</li> </ul>
<p><b>Alkalis/Bases/Caustics</b></p> <ul style="list-style-type: none"> <li>• Powdered alkalis used in a situation where an airborne dust may be breathed</li> </ul>	<ul style="list-style-type: none"> <li>○ Half face air purifying respirators with HEPA cartridge</li> </ul>
<p><b>Cleaning Compounds</b></p> <ul style="list-style-type: none"> <li>• Organic degreasers or carbon removers used in areas where local exhaust ventilation is not provided</li> <li>• Aerosol propelled cleaning compounds will be used in areas where there is no local exhaust ventilation</li> <li>• Degreasers or carbon removers will be used in voids, tanks, or other confined spaces</li> </ul>	<ul style="list-style-type: none"> <li>○ Half face air purifying respirator with organic vapor cartridge</li> <li>○ Half face air purifying respirator with organic vapor cartridges</li> <li>○ Supplied air respirator with pressure demand full face piece and adequate escape air supply</li> </ul>
<p><b>Chlorine</b></p> <ul style="list-style-type: none"> <li>○ Work in Paper Mills or other facilities where chlorine releases are possible and emergency protection is required</li> </ul>	<ul style="list-style-type: none"> <li>○ Bite type chlorine escape respirators unless client has a more stringent requirement</li> </ul>

## Appendix A: Tasks for Which Respiratory Protection is Required (Continued)

Tasks	Type of Respirator Required
<p><b>Fuels</b> <i>(including regular or unleaded gasoline, kerosene, diesel fuel, JP-5)</i></p> <ul style="list-style-type: none"> <li>• Employees inside unventilated fuel cells or other confined spaces containing fuels</li> </ul>	<ol style="list-style-type: none"> <li>1. Supplied air respirator with pressure demand full face piece and adequate escape air supply</li> </ol>
<p><b>Grinding, Cutting, Sanding</b></p> <ul style="list-style-type: none"> <li>• Cutting, grinding, or sanding surfaces that have coatings containing lead, cadmium, chromium, zinc, or beryllium</li> <li>• Cutting, grinding, or sanding surfaces that are concrete or glass without use of ventilation or water</li> </ul>	<ol style="list-style-type: none"> <li>2. Requires initial exposure assessment (see SMS for Lead in Construction). Full face air purifying respirator with HEPA cartridges required until air monitoring deems otherwise.</li> <li>3. Full face air purifying respirator with HEPA cartridges</li> </ol>
<p><b>Paint Materials</b> <i>(including paints, primers, thinners, enamels, lacquers, strippers, coatings and varnishes)</i></p> <ul style="list-style-type: none"> <li>• Paint materials spray applied outside of spray finishing booth</li> <li>• Two-part (mix Part A with Part B; let set; then apply) polyurethane or epoxy polyamide paints will be brush or spray applied</li> <li>• Paints containing lead, chromium, cadmium, beryllium, and zinc (refer to the SDS)</li> <li>• Paint materials will be applied in confined spaces</li> </ul>	<ul style="list-style-type: none"> <li>○ Half face air purifying respirator with combination organic vapor/HEPA cartridges</li> <li>○ Full face supplied air respirator</li> <li>○ Requires initial exposure assessment (see SMS for Lead in Construction).</li> <li>○ Full face supplied air respirator with adequate escape air supply</li> </ul>
<p><b>Solvents</b></p>	<ul style="list-style-type: none"> <li>• See Fuels above</li> </ul>
<p><b>Welding/Brazing/Torch Cutting</b></p> <ul style="list-style-type: none"> <li>• Welding will be performed in confined spaces</li> <li>• Welding galvanized metal or stainless steel</li> <li>• Brazing or silver soldering with cadmium or lead</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum 2000 cfm exhaust ventilation as per confined space standard for each welder/hot operation</li> <li>• Half face air purifying respirator with HEPA cartridge unless otherwise determined by air monitoring.</li> <li>• Half face air purifying respirator with HEPA cartridge unless otherwise determined by air monitoring.</li> <li>• Requires initial exposure assessment (see SMS for Lead in Construction). Full face air purifying respirator with HEPA cartridges required until air monitoring deems otherwise.</li> </ul>

In addition, respiratory protection will be required for any of the above listed activities where any of the following applies:

1. An employee will be in the immediate area (i.e., within 10 feet of the job or operation)
2. The employee will be inside a confined space where activities are taking place
3. The employee will be inside the “controlled area” such as found in asbestos abatement, lead abatement, radiation control area, or hazardous waste site.

Respirators will also be required whenever required by:

1. A material Safety Data Sheet
2. A product label
3. A product use instruction
4. A Standard Operating Procedure

## Appendix B: Voluntary Use of Respirators

*Instructions: Have the employee that is opting to use a respirator for non-overexposure conditions read this page, and then sign on the bottom of the page. Forward a copy of the signed form to the Division Training Records Administrator and maintain a copy in the employee's personnel file.*

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for employees. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the employee.

Sometimes employees may wear respirators to avoid exposure to hazards, even if the amount of the hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your own voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not pose a hazard.

You should do the following:

1. Read and follow all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirator's limitations.
2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety & Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how it will protect you.
3. Do not wear your respirator in atmospheres containing contaminants which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, fumes, smoke, or very small solid particles.
4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.
5. If you have any health conditions (e.g., asthma, high blood pressure, emphysema, heart disease) that could be aggravated by using a respirator, you should check with your doctor before using one.

I have read and understand this information on: \_\_\_\_\_ (date)

Employee's Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

## Appendix C: Respirator Cartridge Change Schedule

### Cartridge Change Schedule

A cartridge change schedule must be developed for cartridges or canisters used with air purifying respirators that do not have an End of Service Life Indicator (ESLI). The purpose of this is to prevent contaminants from breaking through the respirator's sorbent cartridge(s) and thereby over-exposing employees.

NIOSH has approved ESLIs for only four cartridges or canisters:

1. Mercury Vapor
2. Carbon monoxide
3. Ethylene oxide
4. Hydrogen sulfide

Historically we have relied on warning properties such as odor or irritation of a contaminant to dictate cartridge change (OSHA no longer allows this as the sole basis for changing respirator cartridges.)

In developing a change schedule, the following factors should be considered:

1. Contaminants
2. Concentration
3. Frequency of use (continuously or intermittently throughout the shift)
4. Temperature and humidity
5. Work rate
6. The presence of potentially interfering chemicals
7. Multiple chemical exposures

The worst-case conditions should be assumed to avoid early breakthrough; this must be documented in the project health and safety plan or, in the cases of office or labs, in the site-specific Respiratory Protection Program.

### Sources of Help

#### Manufacturers

1. 3M has an interactive "Cartridge Service Life" program that can be downloaded for free at <http://www.mmm.com/market/safety/ohes2/index.html>
2. This program will estimate cartridge service life only for 3M products against many contaminants.
3. The program does not evaluate the service life against mixtures (multiple contaminants.)
4. Other respirator manufacturers have similar tools for their cartridges.

Because of the complexity in evaluating mixtures, OSHA offers the following guidance:

1. When the individual compounds in the mixture have similar breakthrough times (i.e., within one order of magnitude,) service life of the cartridge should be established assuming the mixture stream behaves

as a pure system of the most rapidly migrating component with the shortest breakthrough time (i.e., sum of the concentration of the components.)

2. Where the individual compounds in the mixture vary by 2 orders of magnitude or greater, the service life may be based on the contaminant with the shortest breakthrough time.

### **Rule of Thumb**

1. The Occupational Environment: Evaluation and Control
  - a. If the chemical's boiling point is  $> 70$  degrees Celsius and the concentration is less than 200 ppm you can expect a service life of 8 hours at a normal work rate.
  - b. Service life is inversely proportional to work rate.
  - c. Reducing concentration by a factor of 10 will increase service life by a factor of 5.
  - d. Humidity above 85% will reduce service life by 50%.
2. OSHA Interpretation
  - a. The OSHA inspection procedures for the respiratory protection standard specify that: Where contaminant migration is possible, respirator cartridges/canisters should be changed after each work shift where exposure occurs unless there is objective data to the contrary (desorption studies) showing the performance in the conditions and schedule of use/non-use found in the workplace.

## Appendix D: Respiratory Protection

Employee name: \_\_\_\_\_  
 Office location: \_\_\_\_\_  
 Last medical exam: \_\_\_\_\_

Employee Number: \_\_\_\_\_  
 SSN: \_\_\_\_\_  
 Corrective lenses? \_\_\_\_\_

INFORMATION	RESPIRATOR 1	RESPIRATOR 2	RESPIRATOR 3
Equipment type			
Manufacturer			
Model			
Size			
Material			

TEST RESULTS	RESPIRATOR 1	RESPIRATOR 2	RESPIRATOR 3
Negative pressure check	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>
Positive pressure check	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>
<b>Qualitative Fit Test</b>			
Isoamyl acetate	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>
Saccharin mist	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>
Irritant smoke	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>
<b>Quantitative Fit Test</b>			
Overall fit factor achieved			
Printout/strip chart attached (Include mfg. and serial no. of unit)			
<b>Was the Employee:</b>			
<ul style="list-style-type: none"> <li>▪ Briefed on fundamental principles of respiratory protection, use, inspection, cleaning, maintenance, and storage of equipment?</li> </ul>			Yes <input type="checkbox"/> No <input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Briefed on the procedure for obtaining a lens kit for use with a full-face respirator?</li> </ul>			Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

I hereby certify that the subject employee has been FIT tested according to procedures specified in SMS 25, "Respiratory Protection" and in accordance with 29 CFR 1910.134, App. A. The results of the test indicate that the subject employee attains a satisfactory fit on the above respiratory protective equipment.

\_\_\_\_\_  
 Examiner's Name (print)

\_\_\_\_\_  
 Examiner's Signature

\_\_\_\_\_  
 Date

Employee's Name (print)

Employee's Signature

Date

Distribution: (1) Employee (2) Project/Shop Health and Safety File

## **Accident Investigation Policy**

### **Objective**

To guide the investigation group through the process of investigating incidents, including gathering information about the incident, identifying root causes, and determining corrective actions to prevent the incident from recurring

### **Introduction**

The practice of investigating and analyzing all incidents and near misses, no matter how minor, is vital for the safety and well-being of everyone in the organization.

#### **The benefits include**

1. Identifying unsafe conditions and behaviors that need to be corrected.
2. Identifying needed organizational changes.
3. Reducing the likelihood of future incidents, saving lives and money.

The goal of an incident investigation is **not to place blame**, but rather to determine the **root causes** of the incident and make changes that prevent similar incidents from recurring.

### **Key terms**

1. Incident: An event that causes injury or death to people or damage to property
2. Near miss: An event that almost results in injury, death, or damage and is a warning sign that an incident is likely to occur
3. Direct cause: The most obvious reason that an incident occurred when the circumstances of the incident are considered
4. Root cause: A factor that underlies the other contributing causes and could eliminate recurrence of the problem if it is addressed
5. Unsafe acts: Activities that create or increase the risk of injury or property damage, such as the bypassing or disabling of safety devices
6. Unsafe conditions: When features of the worksite create or increase the risk of injury or property damage, such as slick walking surfaces or heights

### **Responsibilities**

#### **Plan Administrator**

**Safety Department** shall administrate the Incident Investigation Plan for **Wynn Site Development, Inc.** The Plan Administrator is responsible for the following tasks:

1. Assuring that all incidents and near misses are properly documented and reported

2. Communicating with OSHA as needed
3. Assembling the incident investigation team
  - a. Include both management and employees.
  - b. The team should include or have access to technical expertise in safety, engineering, operations, or any other subjects that might be helpful.
  - c. Assign roles to each member in writing (such as who conducts interviews).
  - d. Some members may be permanent team members who can immediately respond when an incident occurs. However, members may need to be added or changed based on the nature of the incident after it occurs.
4. Assuring that management, supervisors, and incident investigation team members are trained in this policy and training is documented
5. Reviewing this policy at least once a year and updating it as needed

### **Incident investigation team**

The incident investigation team are responsible for the following:

1. Following this policy while conducting investigations
2. Documenting investigations and reporting to the Plan Administrator

### **Supervisors**

Supervisors are responsible for cooperating with the investigation as needed, notifying the Plan Administrator of an incident or near miss, and assuring that corrective actions are put into place.

### **Employees**

Employees are responsible for cooperating with the investigation as needed, and immediately notifying supervisors of unsafe work conditions, potential hazards, incidents, or near misses.

## **Overview of Steps**

All incidents and near misses will be investigated, no matter how minor.

While the scale of the investigation varies according to the circumstances of the incident or near miss, the following basic stages will always occur:

1. Control hazards and address any safety and health concerns.
2. Start preserving evidence as soon as possible.
3. Gather information.
4. Conduct interviews.
5. Analyze the data.
6. Suggest corrective actions.

## **Safety and Health Concerns**

### **Immediately following an incident**

1. Check the scene for hazards to yourself and others.
2. If you can do so safely and if necessary, control hazards or remove people from hazards.

3. Respond to medical needs: if necessary, summon help by calling emergency medical services (EMS) and/or provide first aid to the level you are trained.
4. Secure the area if necessary to prevent further injury or disruption of evidence.
5. Contact the appropriate personnel, such as supervisors, management, or appropriate agencies, after injured parties are medically stable.
6. Do not disturb the scene unless a hazard exists.

**Note:** If this is a reportable incident, the scene must be left as is, not only for the internal investigation but also for OSHA's investigation. OSHA notification is not required for property damage or minor injuries.

## **Preserving Evidence**

1. Inspect the incident site as soon as possible before any changes occur.
2. Photograph details of the scene before removing any evidence.
3. Take measures to isolate any evidence that may not be removed from the scene (e.g., damaged heavy machinery).
4. Label evidence carefully and keep accurate records.
5. Make sketches of the incident scene.

## **Gathering Information**

### **Sources**

1. Collect as much data as possible by interviewing personnel involved in the incident (covered in the next section) and documenting the entire incident site. The more information you have, the easier it will be to see the big picture.
2. In addition, gather the following information if relevant (and make copies of documents):
  - a. Company policies and normal operating procedures
  - b. Flow diagrams or maintenance charts
  - c. Pertinent maps
  - d. Any photographs or video of the scene
  - e. Reports, especially reports of difficulties or abnormalities

### **Questions to answer**

1. What happened? How? Where was the incident located? When did it occur?
2. Who was involved and who was the witness? (Get a full witness list.)
3. What events immediately preceded the incident?
4. Was there anything out of the ordinary right before the incident? If yes, how so, when, and where?
5. Were normal operating procedures being followed? (What are normal operating procedures?)
6. What is the estimated damage?

### **Documentation**

1. Keep complete and accurate notes in a bound notebook.
2. Record pre-incident conditions, the incident sequence, and post-incident conditions.
3. Document the location of victims, witnesses, machinery, energy sources and hazardous materials.

4. In some investigations, a particular physical or chemical law, principle, or property may explain a sequence of events. Include this information in the notes taken during the investigation or in the later analysis of data. In addition, gather data during the investigation that may lend itself to analysis by these laws, principles, or properties. An appendix in the final report can include an extended discussion.

**Note:** Protect the victim's identity, privacy, and rights as appropriate and required.

## Conducting Interviews

### The interviewers

**Safety Department** shall appoint a person or persons in the incident investigation team to conduct interviews. They should be experienced.

As needed, the team assigned to this task may include an individual who is from a governmental jurisdiction, who is with the organization's insurance company, or who has a legal background.

### Who should be interviewed?

1. Everyone involved in the incident, including victims
2. Witnesses of the incident
3. People who were present before the incident
4. People who arrived at the site shortly after the incident

### Working with witnesses

Interviewers are responsible for the following:

1. Arrange for a convenient time and place to talk to each witness, but conduct interviews as soon as is possible.
2. If possible, conduct interviews close to the scene of the incident.
3. Conduct interviews in private.
4. Plan the questions ahead of time but allow the subject's answers to guide what is asked next.
5. Explain the purpose of the investigation and put the witness at ease. (Assure the witness that the goal is not casting blame but preventing future incidents.)
6. Ask open-ended questions, allowing the witness to tell the story in their own words. Do not ask leading questions.
7. Be sure the witness understands the question.
8. Do not interrupt, argue, or try to assist with an answer. Listen courteously and let each witness speak freely.
9. Do not make assumptions about what you expect the answers to be: keep an open mind and do not jump to conclusions.
10. **After you have gotten unassisted answers** from the witness, you can show them sketches and diagrams and get their feedback on these documents.

### Recordkeeping

Interviewers are responsible to do the following:

1. Get preliminary statements as soon as possible from all witnesses.
2. Identify the qualifications of each witness (name, address, occupation, years of experience, etc.)
3. Record the exact words used by the witness to describe each observation.
  - a. Use a recording device, but only with the consent of the witness.

- b. Take notes without distracting the witness.
4. Keep accurate records of each interview.
5. Note what information was directly observed and what is hearsay.

### **After the interview**

1. Ask witnesses to sign their statements for the record.
2. Supply each witness with a copy of his or her statement.
3. Locate the position of each witness on a master chart (including the direction of view).

### **After interviewing all witnesses**

1. The team will analyze all statements. (Analysis is covered further in the next section.)
2. They may wish to re-interview one or more witnesses to confirm or clarify key points.
3. While there may be inconsistencies in witnesses' statements, the team should assemble the available testimony into a logical order.

### **Considering inconsistencies**

There are many potential reasons for inconsistencies.

1. Witnesses may remember different information due to how they perceive:
  - a. A witness may omit entire sequences because of a failure to observe them or because their importance was not realized.
  - b. A witness who has had a traumatic experience may not be able to recall certain details.
  - c. A witness within proximity to the incident may have a different perspective from one who saw it at a distance.
  - d. Physical traits such as eyesight, hearing, and reaction time can affect the powers of observation.
2. Some witnesses may also change their stories after they have discussed it with others. This is one reason why immediate interviews are so important and why questions should be as impartial as possible.
3. A witness who has a vested interest in the results of the investigation may offer biased testimony.

**Note:** While inconsistencies are not always important, they could potentially give clues about areas that require further investigation.

### **The Analysis**

1. Piece together a likely sequence of events.
2. Determine the various causes.
3. Then, look for root causes. A root cause is a factor that underlies other contributing causes and could eliminate recurrence of the problem if it is addressed.
4. Rather than just focusing on the actions of the people involved in the incident, try to consider the organization as a whole and whether there are any weaknesses in the current procedures that may have contributed to the incident.
5. Using multiple methods of data analysis can help uncover root causes that may have been missed using only one.
  - a. **Ishikawa (fishbone) diagrams** help to identify potential factors that may have contributed to the incident.
  - b. **The Why method** allows you to drill down to more specific root causes by continuing to ask why each contributing factor has occurred.

### **Avoid making these assumptions**

1. There can only be one true cause and solution for the accident.
2. Incidents only occur when rules are broken.
3. Someone must be held accountable.
4. Given the same set of facts, everyone will come to the same conclusion.

### **Corrective Actions**

Once all root causes of the incident have been determined, recommend corrective actions that can help minimize or eliminate the chances of reoccurrence.

1. Be specific in your instructions for what each action entails and how it should be implemented.
2. Keep your recommendations constructive and objective.
3. Clearly point out instances where human error is a cause, but avoid recommending disciplinary actions, which should be handled by Human Resources.
4. Consider whether the Job Safety Analyses (JSAs), training for staff, and safety observations need to be updated due to new controls or concerns that have surfaced during the investigation.

Next, outline a follow-up plan to assure that actions are implemented correctly, and work as planned.

1. Specify the responsible parties for implementation and for assuring the effectiveness of the corrections.
2. Include due dates for the actions to be implemented.
3. All corrective actions are to be tracked and documented until implemented.
4. Set up an audit process. If hazards or risks are not corrected, review the prescribed corrective actions to assure that everything has been implemented as planned and revise the actions as necessary to address any remaining issues.
5. Once the issues have been verified as adequately resolved, share your results with other departments that may be subject to similar issues.

### **Reporting Requirements**

1. Conduct a post-investigation briefing.
2. Prepare a summary report, including the recommended actions to prevent a recurrence. Distribute the report.
3. An incident investigation is not complete until a report is prepared and submitted to proper management, reviewed with applicable staff, and as necessary, authorities.

### **Reporting to OSHA**

1. OSHA notification is not required for property damage or minor injuries.
2. Accidents and incidents must be reported to the appropriate State or Federal OSHA office in a timely manner. Your location determines the appropriate office to contact.
3. Work-related fatalities (if death occurs within 30 days of the incident) must be reported within 8 hours of being notified of the fatality.
4. Work-related incidents resulting in any inpatient hospitalization, amputation, or eye loss (if occurring within 24 hours of the incident) must be reported within 24 hours of being notified of the incident.

5. Inpatient hospitalization for diagnostic testing or observation only is not reportable.
6. You must investigate or initiate an investigation into every lost-time injury that workers incur.

### **OSHA investigations**

1. If someone is injured or there is significant property damage or loss, it may be required to notify and involve a governmental jurisdiction and/or your insurance company.
2. The agency with jurisdiction over the location determines the administrative procedures.
3. Responsible officials will often appoint an individual to oversee the investigation.
4. Do not move the equipment until a representative of OSHA investigates the incident and releases the equipment unless directed by a recognized law enforcement agency or if moving the equipment is necessary to remove victims or prevent further incidents and injuries.

## Appendix A: Accident Investigation Form

*Conforms with OSHA Form 301 Reporting Requirements*

Report Prepared By: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date of Report: \_\_\_\_\_  Safety Manager contacted

Case # from OSHA 300 Log \_\_\_\_\_  President contacted

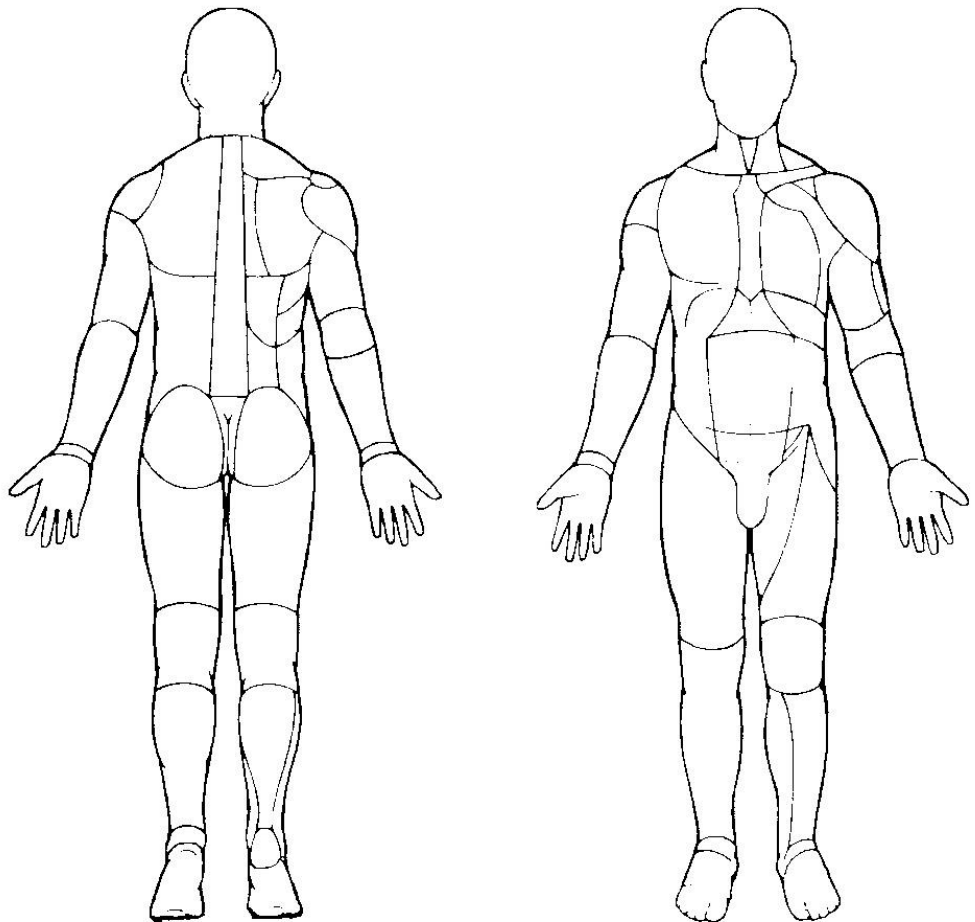
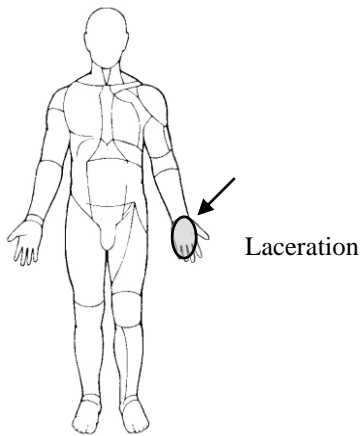
<b>#1 Project Information</b>	
Jobsite Name: _____	
Address: _____	Job Number: _____
	Supervisor: _____
	Account Manager: _____
	Safety Manager: _____

<b>#2 Employee and Incident Information</b>		
Employee Name: _____	SS#: _____	DOB: _____
Address: _____	Phone Number: _____	
Date of Hire: _____	Job Title: _____	Crew #: _____
Years in Occupation: _____	Shift Start Time: _____	End Time: _____
Male <input type="checkbox"/>	Female <input type="checkbox"/>	
Exact location of incident (Bldg./Level/Area)		
Specific activity at time of incident (i.e., Lifting Child):		




Please indicate the location of all incurred injuries and describe the type of injury. For example, for a laceration to the left palm – shade the left-hand palm and write laceration next to it, connected by a line.

Example:



<b>#6 Additional Information</b>
Name of witnesses and others working with injured worker (attach witness statements):

Object, substance, equipment involved in incident (description):		
List PPE worn at time of incident:		
Safety equipment and training required for job:		
Does employee normally operate this equipment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Was employee instructed in the safe use of this equipment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
When/How? Describe in detail and attach copies of equipment certifications.		
Was any defect with the equipment noted or reported prior to accident/incident?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, when/what? Describe in detail and attach copies of invoices/work orders.		
Were standard work procedures followed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no, why not? Describe in detail, attach additional sheets if necessary and attach a copy of the standard site procedures.		
Was a safety rule or specific instruction violated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, what? Describe in detail, attach additional sheets if necessary and attach a copy of the rule/regulation.		

When/how was the rule, regulation or specific instruction communicated to the injured worker(s)?

**#7 Signatures**

Foreman:

\_\_\_\_\_

*Print Name*

*Signature*

Safety Manager:

\_\_\_\_\_

*Print Name*

*Signature*

Project Manager:

\_\_\_\_\_

*Print Name*

*Signature*

## Injured Worker's Statement

I, \_\_\_\_\_ am submitting this statement made on \_\_\_\_\_  
*(Employee Name)* *(Date)*

to \_\_\_\_\_ for the Company. I am submitting this statement of my own free  
*(Name)*

will. I have not been coerced or threatened in any way to submit this statement.

*Consider in your statement and write in the area provided below:*

- What happened? Tell a story
- Where were you when the incident took place?
- What activity was being performed prior to the event?
- What do you believe happened?
- Any other information or details.

**Statement:**

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If you were injured in the incident, have you ever injured this body part before?       Yes     No

I, \_\_\_\_\_, permit the Company and its agents to perform investigations, interviews and any other activities necessary to process my claim. This authorization includes, but is not limited to reviewing, requesting and copying past and present medical and employment records to process my current Worker's Compensation claim.

Employee Signature:		
Today's Date:	Employer:	
Home Address:		
Home Phone:	Cell:	Pager:

## Employee Witness Statement

I, \_\_\_\_\_ am submitting this statement made on \_\_\_\_\_  
*(Employee/Witness Name)* *(Date)*

to \_\_\_\_\_ for the Company. I am submitting this statement of my own free  
*(Name)*

will. I have not been coerced or threatened in any way to submit this statement.

*Consider in your statement and write in the area provided below:*

- What happened? Tell a story
- Where were you when the incident took place?
- What activity was being performed prior to the event?
- What did you see?
- Any other information or details.

**Statement:**

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Employee/Witness Signature:	Today's Date:
Employer:	
Home Address:	

## Accident Investigation: Causative Factors (Root Cause)

List the primary and other factors that contributed to the accident/incident.

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# **Personal Protective Equipment (PPE)**

## **Scope and Application**

This policy outlines the required personal protective equipment (PPE) that must be worn at all facilities. It applies to all locations and all jobs requiring PPE. This policy also provides procedures for determining the correct PPE and training employees, visitors, and contractors on the required PPE and its proper use. PPE is selected based on a hazard assessment conducted by management.

The following job titles are covered under this policy:

Insert applicable job titles.

## **Implementation**

### **Management: Responsible Person**

1. Management implements this program.
2. Management assures us that a hazard assessment is conducted for all job tasks.
3. Management assures that PPE for each job as outlined in the hazard assessment.
4. Training will be provided by the safety manager.
5. Management provides PPE for each job task to visitors, contractors, and employees.
6. Management makes sure that worn or disposable PPE is replaced as soon as possible.
7. Management assures that PPE is used properly.

### **Location Safety Representative: Responsible Person**

1. Responsible for conducting hazard assessments to determine exposure controls and PPE selection.
2. For certain chemical hazards, the representative will be assisted by a safety professional with hazard assessments and exposure measurements.
3. The representative trains and retrains employees on PPE requirements and proper use.
4. The representative trains contractors and visitors on PPE requirements and proper use while in the facility.
5. The representative performs other duties as assigned by management.

### **Supervisors**

1. Supervisors are responsible for training employees on hazards and the proper use of each piece of PPE.
2. Supervisors update employees if hazards change or additional PPE is required.
3. They inspect PPE prior to each use for tears, holes, any other signs of wear, and quality of fit.
4. They enforce proper PPE use and retrain employees as necessary.
5. They replace PPE when it is worn, tears, cracks, or is at the end of its life.
6. They perform other duties to assure proper PPE use.

### **Employees**

1. Employees must wear PPE:
  - a. As outlined in the hazard assessment.
  - b. In all required areas.
  - c. As instructed in training.
  - d. According to the manufacturer's instructions.

2. Employees must inspect PPE on a regular basis for wear, tear, holes or other issues that may impact effectiveness.
3. Employees clean and dispose of PPE following the manufacturer's instructions.
4. They report any issues with PPE directly to their supervisor.

### **Contractors and Visitors**

1. Contractors and visitors will be trained in PPE requirements and proper use prior to entering the facility.
2. They must wear PPE as required by the PPE policy.
3. They will be provided with PPE at no cost to themselves.
4. If contractors and visitors provide their own PPE, it must be inspected by the employer to assure that it is appropriate for the hazards and that the contractor understands the limitations of the equipment.

## **Procedure**

### **Hazard Assessments**

Hazard assessments are conducted by the location safety representative.

They are conducted for each job task.

The hazard assessment is based on the PPE Hazard Assessment document and potential hazards in the workplace.

The written record is maintained in **Location**.

Safe and appropriate PPE is selected for each job task, based on the hazards discovered in the assessment.

Hazard assessments for each job task will be conducted annually thereafter, and employees will be notified of any changes in PPE selection.

### **Training**

1. Training will include the following topics:
  - a. What PPE is required
  - b. When to wear the PPE
  - c. Proper donning and doffing of the required PPE
  - d. PPE limitations
  - e. How to inspect PPE
  - f. How to clean PPE
  - g. When and how to dispose of PPE
  - h. Any additional information on PPE requirements and use
2. Training will be conducted by Safety Manager.
3. Re-training will occur in the following circumstances:
  - a. When the required PPE changes
  - b. If the hazards change
  - c. If PPE is not being worn properly

### **The Provision of PPE**

1. The following items will be provided by the employer at no cost to the employee:
  - a. Body protection, not including general work attire
  - b. Respiratory protection
  - c. Hearing protection
  - d. Hand protection, including selected gloves
  - e. Eye and face protection
  - f. Fall protection
2. The following items will be the responsibility of the employee:

- a. Proper footwear, such as non-slip soles, closed-toe shoes, and steel toe shoes
- b. General work attire, such as long sleeve shirts and long pants
- c. Weather-related clothing such as jackets, gloves, and water-resistant clothing
3. All PPE must be inspected and approved by the employer and supervisor prior to use, including hearing protection or respiratory protection that is provided and worn voluntarily by the employee.

### **Specific PPE Considerations**

1. Body protection
  - a. All required body protection must be worn during hazardous activities.
  - b. Body protection includes aprons, lab coats, full body suits, and front- or rear-closing gowns.
  - c. Clothing alone is not a substitute for protective body attire.
2. Foot protection
  - a. Footwear must protect against falling objects, electrical hazards, and hazardous liquid spills.
  - b. Where required by hazard assessments, the footwear must have metatarsal support.
  - c. Footwear must have puncture- and slip-resistant soles.
  - d. Steel toe shoes must be worn where indicated by the hazard assessment.
3. Respiratory protection
  - a. If exposure measurements determine that respiratory protection is required, a separate respiratory program must be developed.
  - b. Employees voluntarily using respirators must:
  - c. Have the respirator inspected by a supervisor prior to use.
  - d. Understand the limitations of the respirator.
  - e. Only use respirators that are NIOSH-approved for the work being conducted.
  - f. Only wear respirators in approved environments.
  - g. Maintain and label their individual respirator.
4. Hearing protection
  - a. If exposure measurements determine that hearing protection is required, a separate program will be developed.
  - b. Employees voluntarily using hearing protection must:
    - i. Have the hearing protection device inspected by a supervisor prior to use.
    - ii. Understand the limitations of the hearing protection devices.
    - iii. Only use approved hearing protection devices.
5. Hand protection and glove selection
  - a. Hand protection, including glove type, is determined based on the hazard assessment.
  - b. Disposable gloves are discarded if there are any tears or holes or if liquid penetrates the glove.
  - c. Any gloves brought into the workplace by employees must be inspected by a supervisor prior to use.
  - d. Gloves must be inspected regularly by employees and supervisors for holes, tears, and additional signs of wear.
  - e. Gloves must be replaced when worn or no longer protective.
  - f. Disposable gloves may not be reused.
  - g. Employees must wash their hands after removing gloves.
6. Eye and face protection
  - a. Eye protection must meet the consensus standard or demonstrate that it meets the same requirements.

- b. The manufacturer name must be visible on the eye protection.
  - c. Safety glasses or goggles must accommodate prescription lenses without interfering with the lenses or with the protective glasses.
  - d. Safety glasses or goggles must be worn with face shields.
  - e. Goggles must be worn if there is a potential for a splash hazard.
7. Head protection
- a. Head protection is provided by the employer based on the hazard assessment.
  - b. Hard hats must be selected based on the potential for falling objects as well as exposure to electricity.
  - c. Hard hats must be stored in a clean location, away from sunlight and temperature extremes.
  - d. Hard hats will be replaced if an object strikes the hat, even if there are no visible signs of damage.
8. Fall protection
- a. If exposure measurements determine that fall protection is required, a separate program will be developed.
  - b. Harnesses used for fall protection must meet all the requirements for a personal fall arrest system (PFAS).
  - c. Harnesses must be made from synthetic material.
  - d. Harnesses must be inspected prior to each use.
  - e. Harnesses showing any fraying or other wear must be replaced.
  - f. Harnesses must be full body harnesses; body belts are not approved for fall protection.

### **Care and Maintenance**

All disposable PPE must be disposed of after each use.

Reusable PPE must be cleaned with soap and water or with a cleaning solution suggested by the manufacturer.

Store PPE in a clean area, away from heat and sunlight.

PPE that is worn, torn, or otherwise damaged must be replaced.

## **Chain Saw Safety**

Operating a chain saw is inherently hazardous. Potential injuries can be minimized by using proper PPE and safe operating procedures.

### **Before Starting a Chainsaw**

1. Check controls, chain tension, and all bolts and handles to ensure that they are functioning properly and that they are adjusted according to the manufacturer's instructions.
2. Make sure that the chain is always sharp, and the lubrication reservoir is full.
3. Start the saw on the ground or on another firm support. Drop starting is never allowed.
4. Start the saw at least 10 feet from the fueling area, with the chain's brake engaged.

### **Fueling a Chain Saw**

1. Use approved containers for transporting fuel to the saw.
2. Dispense fuel at least 10 feet away from any sources of ignition when performing construction activities.
3. No smoking during fueling.
4. Use a funnel or a flexible hose when pouring fuel into the saw.
5. Never attempt to fuel a running or HOT saw.

### **Chain Saw Safety**

1. Clear away dirt, debris, small tree limbs and rocks from the chain saw's path.
2. Look for nails, spikes, or other metal in the tree before cutting.
3. Shut off the saw or engage its chain brake when carrying the saw on rough or uneven terrain.
4. Keep your hands on the saw's handles and maintain secure footing while operating the saw.
5. Proper personal protective equipment must be worn when operating the saw, which includes hand, foot, leg, eye, face, hearing and head protection. Gloves, steel toe boots, chaps, safety glasses, face shield, ear plugs or muffs, and a hard hat must be worn when operating a chain saw.
6. Do not wear loose fitting clothing.
7. Be careful that the trunk or tree limbs will not bind against the saw.
8. Watch for branches under tension, they may spring out when cut.
9. Gasoline powered chain saws must be equipped with a protective device that minimizes chain saw kickback.
10. Be cautious of saw kick back. To avoid kick back, do not saw with the tip. If equipped, keep tip guard in place.
11. Never operate a chain saw without guards.

## Always Remember Chainsaw Safety!

Figure 1



Figure 2



In figure 1, Rich is fully outfitted in Personal Protection Equipment he is missing in figure 2.

This Personal Protection equipment includes:

1. a Helmet for head protection along with eye, ear, and face protection
2. Gloves for hand protection
3. O.S.H.A approved chaps for leg protection. Most chainsaw injuries are in the leg region.
4. Steel toed boots for foot protection.
5. In figure 1, Rich is also holding the chainsaw in the correct direction, right handed. Chainsaws have a chain brake which stops the chain if it were to break.

In figure 2 he is holding the chainsaw left handed, which is a very unsafe way to operate a chainsaw because in this direction the chain brake does not protect the operator.

Below is an example of a loose and unsafe chain tension (6), and the correct tension (7).



Below are examples of safe vs unsafe ways of starting a chainsaw. A safe starting position is braced against your legs or braced on the ground (8). Drop starting a chainsaw (9) in the air is unsafe.



## Trenching and Shoring

### Purpose

To assure that proper safety procedures are followed during preparation and occupation of trench excavations.

### Application

Please check the items below where you observe that improvement is possible and indicate a corrective approach to address the risk factor.

NEEDS FOCUS	PROCEDURE	CORRECTIVE APPROACH				
		1	2	3	4	5
	Have necessary supplies					
	Soil properly classified					
	Pre-inspection completed and documented					
	Protective system selected (slope/bench/trench box/shoring)					
	Standing or running water in trench					
	Weather conditions monitored					
	Vibration sources adequately controlled					
	Protective system is correct type for application					

	Installation in accordance with manufacturer instructions or design specifications					
	Shoring/shielding extends above trench wall					
	Safe egress/access provided a minimum every 25 feet					
	People are out of fall crush zones					
	Sloping/benching/shielding/shoring adequate					
	Spoils pile adequate distance from trench					
	Workers protected from fall hazards					
	Workers protected from falling objects					
	Proper bracing and shoring of other items, e.g. sidewalk					
	Atmospheric monitoring					
	Confined space issues addressed/permit developed					
	Other (specify):					
	Other (specify):					

**1** = Retraining

**2** = Assignment to work with safety mentor

**3** = Increased frequency of safety observations

**4** = Unsafe condition or “non-enabled task” that needs to be addressed

**5** = Presentation at team meeting

**Indicate who is responsible and the corrective action date:**

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## Trenching and Shoring: Site Assessment

### Purpose

To conduct a thorough assessment of safety conditions on your excavation work site.

### Application

When conducting initial and subsequent excavation site inspections, answer the following questions. Use the comments field to address any special instructions or conditions as necessary. Use this document as a record of your inspection.

Yes / No	Condition	Comments
<b>General</b>		
	Is a competent person in charge of the operation?	
	Is the cut, cavity, or depression more than 4 ft. (1.2 m) in depth?	
	Is the cut, cavity, or depression 20 ft. (6.1 m) or more in depth?	
	Is there documentation of the minimum daily excavation inspection?	
	Does a competent person determine soil type?	
	Was a soil testing device used to determine soil type?	
	Are there any surface encumbrances?	
	Is the spoil placed 2 ft. (0.6 m) or more from the edge of the cut, cavity, or depression?	
	Is there exposure to vehicular traffic?	
<b>Cave-In Hazard Controls</b>		
	Does the procedure require benching or multiple benching? Shoring? Shielding?	
	If provided, do shields extend at least 18 in (0.5 m) above the surrounding area if it is sloped toward the excavation?	
	If shields are used, is the depth of the cut more than 2 ft. (0.6 m) below the bottom of the shield?	
	Has a registered professional engineer approved the hazard control if the depth is more than 20 ft. (6.1 m)?	

	Are adjacent structures stabilized?	
<b>Egress and Crossings</b>		
	Are there adequate means of access and egress?	
	Are means of egress from the cut, cavity, or depression no more than 25 ft. (7.6m) from the work?	
	Are any required surface crossings of the cut, cavity, or depression the proper width and fitted with handrails?	
<b>Special Considerations</b>		
	Does mobile equipment have a warning system?	
	Is equipment operating in or around the cut, cavity, or depression?	
	Are procedures required to monitor, test, and control hazardous atmospheres?	
	Is there water in the cut, cavity, or depression?	
	Is emergency rescue equipment required?	

**Additional comments or concerns:**

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## Confined Space Entry

### **Introduction**

Confined spaces in the workplace pose a significant risk of injury and death. Hazards in confined spaces can result in fire, explosion, unconsciousness, asphyxiation, or drowning. Confined space incidents can happen suddenly, often without any warning that something is wrong.

### **Confined Space Entry**

#### **Definition**

A confined space is an enclosed or partially enclosed area that is big enough for a worker to enter. The space may be enclosed on all sides (for example, a bin or tank), or as few as two sides (for example, an enclosed conveyor).

Confined spaces are not designed for someone to work in regularly. They are places where entry may be needed from time to time for inspection, cleaning, maintenance, or repair.

#### **Common Confined Spaces Include:**

- Crawl Spaces
- Valve Boxes
- Wells
- Excavations
- Sumps
- Waters Cisterns and Tanks
- Tanks

#### **The Risks**

Incidents in confined spaces are not common, but when they do occur the consequences can be devastating. Confined space incidents can happen suddenly, often without any warning that something is wrong. Incidents involving atmospheric hazards (for example, toxic gases or a lack of oxygen) in confined spaces often cause serious injury or death to more than one person.

Typically, confined space incidents happen when:

- A confined space is being prepared for entry
- Workers or others are entering a confined space
- Work is happening in a confined space.

#### **Prerequisites**

Before entering a confined space, one must complete the following:

- Inspect the work area
- Plan the work activity, including potential emergency rescue, if required.
- Perform a risk assessment
- Document a procedure for the tasks

## Confined Space Requirements and Responsibilities

### Management Requirements

Management/Supervisor is responsible for ensuring the following precautions are in place prior to a confined space entry:

- Define the locations and/or circumstances where a Confined Space Entry Permit is required.
- Ensure Hazard/Risk Assessment is conducted and signed off by a **qualified person**.
- Verify personnel working the space are properly trained for the task and work environment.
- Test the atmosphere in the confined space for oxygen content and the presence of hazardous chemicals. If the space cannot be properly ventilated, supplied-air breathing apparatus must be used.
- Ensure potentially hazardous materials (including toxics, flammables, wastes, and cleaning materials) are removed, as possible, prior to entry.
- Isolate sources of energy (electrical, mechanical, etc.) from the space.
- Ensure workers inside the space wear appropriate PPE.
- Provide a stand-by person at the entry to the confined space.
- Install barriers or warning signs near the work location to restrict pedestrian traffic in the area.
- Isolate process flows from the space. Piping or ducts opening into the space must be isolated, using blinds or blanks, or using a double block and bleed valve configuration where acceptable.
- Provide continuous communication and emergency notification with workers in the confined space.
- Verify emergency rescue personnel are trained and capable of responding quickly to the confined space location.

### Entrant Responsibilities

Personnel working inside a confined space **must** understand the potential hazards within the space and be trained in the required skills for the task to be performed inside the confined space.

In addition, entrants are responsible for:

- Wearing appropriate PPE and/or protective clothing.
- Using equipment properly and for the intended purpose.
- Communicating regularly with the Standby Person.
- Alerting the Standby Person if problems are encountered within the space.
- Exiting the confined space if:
  - Ordered to do so.
  - The evacuation alarms sounds.
  - The worker feels ill or recognizes symptoms of exposure to hazardous materials.
  - Prohibited conditions arise.

### Entry Supervisor

An Entry Supervisor directly oversees the confined space entry process. This person verifies that

proper precautions have been taken to ensure that safety of personnel working in the confined space. Responsibilities include:

- Review the Work Permit to verify documentation of the necessary information and approvals.
- Ensure the work area is properly prepared and the task is properly planned.
- Ensure equipment is appropriate and safe for use in the task.
- Verify task procedures and safeguards are available and in place.
- Confirm emergency rescue personnel are trained, available, and are aware of the entry.
- Conduct a pre-task safety meeting and job briefing with affected workers.
- Verify energy isolation is complete and the space has been gas- freed.
- Provide final authorization for an approved entry.
- Periodically monitor the status of the entry.

### **Attendant/Standby Person**

Each confined space entry requiring a Work Permit **should** also include an Attendant/Standby Person positioned at the entrance to the confined space to oversee entry operations.

The responsibilities of this person include:

- Knowing the hazards and consequences people may face during entry including mode, signs, or symptoms of any hazardous exposure.
- Determining if conditions are acceptable for entry to the confined space.
- Verifying the availability of emergency or rescue services, and the means for summoning assistance is operable.
- Verifying the tests specified on the work permit have been completed prior to endorsing the permit.
- Verifying the procedures and equipment, including PPE, specified on the permit are in place prior to endorsing the permit.
- Overseeing confined space entry and exit, including logging personnel going in/out of the confined space.
- Ensuring the entrance is barricaded and appropriate signs are posted.
- Preventing unauthorized entry.
- Verifying the work in the confined space is consistent with the scope of the associated work permit(s).
- Preventing unauthorized access into the confined space.
- Maintaining communications with person inside the confined space.
- Monitoring ventilation and/or other factors that could create a hazard.
- Closing out the work permit(s) at the conclusion of the job.

### **Rescue Personnel**

Confined space rescue personnel **must** be properly qualified for performing rescues, preferable including participation in periodic rescue drills.

Rescuers **should** also be competent in applying cardiopulmonary resuscitation (CPR) and basic first aid techniques.

## **Sample Confined Space Entry Procedure**

### **Example Procedure**

The following is an example procedure for managing the typical steps associated with a confined space entry. A site-specific procedure **should be** developed for each entry activity

1. Request a Confined Space Entry Work Permit
2. Identify the size and configuration of the confined space, including potential hazards to be considered prior to and during entry.
3. Prepare and end Execute an Energy Isolation Plan (lock-out/tag-out) to isolate potentially hazardous energy sources inside the confined space. Energy sources **must** be secured, relieved, disconnected and/or retrained.
4. Prepare emergency and safety equipment for personnel working inside the space. Items include:
  - a. PPE and Atmospheric testing equipment
  - b. Forced-air ventilation if natural ventilation is not available or reliable
  - c. Rescue equipment

Rescue personnel **must** be available at the location and be made aware of the confined space entry, including the rescue plan. The rescue team **should** be notified each time a work team enters and exits the confined space.

5. Perform gas testing at the entry of the space to assess the initial condition of the internal atmosphere. The initial testing **should** be performed by a qualified person, wearing the associated PPE, and following precautions for the worst expected conditions.
6. As needed, take additional steps to reduce the hazards in the confined space. Steps may include:
  - a. Additional ventilation
  - b. Additional drainage of fluids
  - c. Steam cleaning of interior
7. Obtain an approved Work Permit and safety precautions. Standby Person **must** sign the Work Permit.
8. Implement necessary safeguards (PPE etc.) based on the identified hazards in the confined space. Ensure that guards/barricades and signs are placed near the entry point, to restrict access of unauthorized personnel to the area.
9. While working in confined space, test the atmosphere regularly (or continuously) and use automatic alarms to warn of low oxygen or the presence of flammables or toxins.
10. A Standby Person **must** be present while people are inside the confined space. This person monitors the potential hazards associated with multiple tasks being performed in the confined space, and the potential impacts of external activities with the tasks inside the space

## Confined Space Entry Hazards

### Types of Hazards

A hazard assessment for each confined space must:

- Consider conditions that may exist before workers enter (such as location, configuration, or use of space).
- Consider conditions that may be present while work is being conducted in the space.

Hazard assessments are required for all confined spaces. These must be prepared by a qualified person with training and experience in recognizing, assessing, and controlling confined space hazards.

Some of the most common hazards in confined spaces are:

<b>Hazard</b>	<b>Risks</b>	<b>Potential source(s)</b>
Oxygen – too little or too much	Too little can cause brain damage Too much increases risk of fire or explosion	Rusting metal can use oxygen Biological activity (molds and bacteria) can use oxygen
Toxic gases and vapors	Dizziness, loss of consciousness, permanent damage to health, death	Work activities (painting, welding)
Explosions	Fires or explosions	Fuel aerosol products Inadequate ventilation Dust accumulations
Biological hazards	Mild reactions (coughing, sneezing) to severe immune reactions	Moldy materials
Entrapment and engulfment	Buried or trapped by materials	Bins hoppers, excavations
Moving parts of equipment and machinery	Physical injuries	Accidental start-up of equipment Unexpected movement of equipment that has not been locked-out
Electrical shock	Electrocution Explosion	Defective extension cords, in wet conditions
Substance entering through pipe	Drowning from liquids Being trapped, crushed	Piping or lines connected to a confined space
Temperature extremes	Heat stress Cold stress	Working in very hot or cold confined spaces
Noise	Hearing loss	Noisy equipment
Drowning		Flooding, existing liquids

## Driving Safety

### Scope and Application

This policy ensures that all drivers of motor vehicles used on official business are qualified and drive safely. This policy applies to both **Wynn Site Development, Inc.** -owned and privately owned motor vehicles. Its purpose is to ensure that drivers have sufficient knowledge about vehicle handling, as portrayed through a safe driving record, in order to protect employees, **Wynn Site Development, Inc.** customers and the general public from unsafe vehicle operations. This policy does not apply to commercial motor vehicle drivers as specified in CFR Chapter 49.

This policy applies to all locations or projects where vehicles are used by **Wynn Site Development, Inc.** employees while on the job. **Wynn Site Development, Inc.** jobs will be evaluated to decide whether driving is a condition of employment. When driving is a condition of employment, an employment offer will be made contingent upon obtaining satisfactory proof of an acceptable driving history report. The [enter designated manager] will review these documents. Recruitment announcements for these positions will include a statement informing applicants of this requirement. Applicants who do not provide required documents will not be considered for employment or promotion for positions that involve driving.

No vehicle, while on **Wynn Site Development, Inc.** business, shall be operated by an improperly licensed driver or by a driver with an unacceptable driving record as defined within this policy.

### Implementation

The **Safety Department** is responsible for managing and directing the policies for driver authorization and qualification.

It is the responsibility of **Safety Department** to administer this policy. It is the responsibility of all employees and managers involved to adhere fully to this policy. Individual responsibilities for implementing this plan are indicated below.

### Management

1. Ensure compliance with this program.
2. Conduct immediate corrective action for deficiencies found in the program.
3. Maintain an effective driving safety policy.
4. Ensure the availability of the policy and written documents associated with the program for employees or their designated representatives.

### Responsible Person

- Maintain a list of jobs that requires the operation of non-commercial vehicles for **Wynn Site Development, Inc.** business and a list of the individual employees that are holding those jobs and/or authorized to operate the vehicles.
- Ensure that each driver has met the requirements of the Driving Safety Policy. This information may be maintained electronically as long as it is available at all times.
- Monitor the effectiveness of the program.

- Conduct an annual audit of the program.
- Monitor employee training to ensure it is effective.
- Keep management informed of necessary changes.

Monitor records to ensure that insurance coverage on employee-owned vehicles is current.

Ensure that Motor Vehicle Records (MVRs) are up to date for driver-employees.

Provide information to supervisors proactively, and as requested, regarding items of concern in MVRs that make employees non-compliant with the Driving Safety Policy.

Provide specific driving safety training for assigned employees.

Verify driving records for all newly hired employees who are required to drive on **Wynn Site Development, Inc.** business.

Obtain a release from new employees prior to a MVR check and ensure that it complies with applicable state and federal laws, and/or oversee a contract with a reputable external agency to gather and report this information.

At the time of an annual performance evaluation, discuss driving records with employees whose work duties require operating a motor vehicle. This includes verifying the current status and validity of the employee's driver's license.

Ensure that employee-conducted vehicle inspections and records are maintained.

## **Employees**

- Comply with the requirements of this program.
- Immediately report to their supervisor any suspensions, restrictions, limitations, revocations or restrictions of the driver's license or any other changes in their driving status, regardless of the actions that brought about the changes.
- Immediately report vehicle incidents and accidents to their supervisor.
- Use only those vehicles or types of vehicles for which they have been trained and that they are authorized to operate.
- Within 30 days of employment and annually thereafter, provide copies of their driver's licenses and other needed information, to enable **Wynn Site Development, Inc.** to obtain their motor vehicle records.
- Within 30 days of employment and annually thereafter, provide proof of insurance allowing for the operation of their personal motor vehicles for organization business.
- Visually inspect vehicles being used on a daily basis, and complete and provide weekly inspection reports to their immediate supervisors.

## **Procedures**

### **General Program Information**

- The written Driving Safety Policy (DSP) consists of:

- The DSP.
- An inventory of jobs that require driving as a critical element.
- Employee training.
- A list of authorized drivers.
- Incident and violation reporting procedures.
- Procedures for inspecting and maintaining vehicles.
- Procedures for tracking COIs
- Driver motor vehicle records.

### **Driving Position Inventory**

- An inventory of driving jobs will be created, reviewed and updated annually by **Safety Department**.
- The inventory will be in **LOCATION**

### **Employee Training**

- Initial orientation training
  - All new employees shall receive driver safety orientation training by **Safety Department** covering the elements of the DSP.
  - This general training will cover:
    - i. Driving preparation
    - ii. Defensive driving
    - iii. Driver readiness
    - iv. Sharing the road
    - v. Emergencies and adverse conditions
- Job-specific training
  - Employees will receive on-the-job training from their immediate supervisor or **Safety Department**.
  - Training will include:
    - a) Hazards unique to their driving situations or assigned vehicles.
    - b) Defensive driving techniques to reduce the hazards.
    - c) Proper use of vehicle-specific equipment.
    - d) Emergency procedures, including actions to take in the event of an accident.
    - e) Accident reporting procedures.
- Annual refresher training
  - Annual refresher training will be conducted as part of continuing safety training by **Safety Director**.
- Immediate on-the-spot training
  - This training will be conducted by supervisors, the Location Safety Representative and/or **Safety Director** when:
    - i. A new vehicle type is assigned to the driver.
    - ii. Any employee requests additional information or exhibits a lack of understanding of safe driving requirements.

### **Standards for Operating Vehicles**

- All persons operating a motor vehicle on behalf of **Wynn Site Development, Inc.** must have a valid driver's license.

- No authorized driver shall relinquish to another individual the operation of a **Wynn Site Development, Inc.** vehicle unless approved by the immediate supervisor.
- Drivers will receive proper instruction regarding **Wynn Site Development, Inc.** vehicles and equipment before being authorized to operate them. This includes the review of this policy, specific driving responsibilities of the driver, a driving performance evaluation conducted by the immediate supervisor and attending the driving safety program.
- When private vehicles are used for **Wynn Site Development, Inc.** business, owners of the private vehicles will provide to their supervisor:
  1. Documentation that the vehicle is operable and in sound mechanical condition by completing the vehicle inspection checklist with their supervisor. There must not be any discrepancies noted on the checklist.
  2. Documentation that the vehicle is insured as required under local law and as specified by **Wynn Site Development, Inc.** Evidence of insurance must be provided to the **Safety Department** prior to using the vehicle for conducting business and at least annually thereafter.
  - A clean driving record for the preceding 12-month period must be provided. An unacceptable driving record is defined as either of the following:
    3. Being convicted of a major traffic offense, including driving while under the influence of intoxicants, hit-and-run, reckless driving, fleeing or trying to elude a police officer or driving with a suspended or revoked license.
    4. Three moving violations.

### **Driver Safety**

- All authorized drivers of vehicles on **Wynn Site Development, Inc.** business will exercise reasonable care while operating a vehicle. Drivers are expected to obey all traffic laws and registration and licensing requirements applicable to the vehicle being operated.
- All drivers and passengers of vehicles equipped with safety belts are required to wear safety belts. It is the responsibility of the driver to ensure that all occupants use seat belts while riding in the vehicle.
- Possession, use or being under the influence of alcohol, any narcotic, hallucinogen, stimulant, sedative or other controlled substance while operating a **Wynn Site Development, Inc.** vehicle, or a private vehicle while on **Wynn Site Development, Inc.** business, is prohibited.
  - A driver will be deemed to be ‘under the influence’ for purposes of this policy if they operate a vehicle within four hours of having consumed alcoholic beverages, when mental faculties are impaired to any perceptible degree or when the driver’s blood alcohol content exceeds .02 percent.
  - If the use of legally prescribed controlled substances (or withdrawal symptoms from them) adversely affect a driver’s physical or mental faculties to any perceptible degree or if the driver tests positive for controlled substances by screening and confirmation tests, the driver will be deemed to be ‘under the influence’ for the purpose of this policy.
  - Employees using any prescription medication which limits or affects their ability to operate a motor vehicle while on **Wynn Site Development, Inc.** business must report the use of the medication to their supervisor prior to the operation of a vehicle. The supervisor, in collaboration with **Safety Department** will determine whether the

driver can safely operate the vehicle based upon a written recommendation of the driver's physician.

- **Wynn Site Development, Inc.** vehicles are not to be used to transport controlled substances or alcoholic beverages, including open containers of alcoholic beverages, under any circumstances.
- Eating while operating **Wynn Site Development, Inc.** vehicles is prohibited. Non-alcoholic beverages may be consumed while driving; however, drivers must exercise caution in these situations.
- The following applies to cell phone use by an employee operating a vehicle as part of their job duties or while operating a personal vehicle on **Wynn Site Development, Inc.** business:
  - **Wynn Site Development, Inc.** employees may not use a hand-held cell phone while operating a vehicle, whether the vehicle is in motion or stopped at a traffic light. This includes, but is not limited to, answering, or making phone calls, engaging in phone conversations and reading or responding to emails, instant messages or text messages.
  - If **Wynn Site Development, Inc.** employees need to use their phones, they must pull over safely to the side of the road or another safe location.
  - Additionally, employees are required to:
    - i. Turn cell phones off or put them in silent mode before starting the vehicle.
    - ii. Modify voicemail greetings to indicate that they are unavailable to answer calls or return messages while driving.
    - iii. Inform customers, associates, and business partners of this policy as an explanation of why calls may not be returned immediately.

### **Traffic Violations or Accidents**

- Notify your immediate supervisor and **Safety Department** as soon as possible if you have obtained a traffic violation in the course of your duties or are involved in any vehicular accident.
- Follow State laws pertaining to filing an accident report should an accident occur while operating a **Wynn Site Development, Inc.** vehicle.
- All vehicle accidents will be reviewed to determine whether they are chargeable or non-chargeable. A chargeable accident is defined as:
  1. An accident which results from the driver's negligence, in which the driver failed to do everything he or she reasonably could have done to prevent it.
  2. An accident that is cited as the driver's fault by a law enforcement officer.
- If the accident is non-chargeable and it is the first involvement while on **Wynn Site Development, Inc.** business, a record will be made in the employee's personnel file and the employee will receive a copy.
- If the accident is non-chargeable, but the employee had been involved in another **Wynn Site Development, Inc.** vehicle accident within the past 12 months, the supervisor will review the circumstances of the accidents and take appropriate corrective action.
- If the accident is chargeable, the supervisor in collaboration with **Safety Department** will determine appropriate corrective action. Documentation of the action taken will be provided to the employee and be placed in the employee's personnel file.

### **Corrective Action**

- The safety manager will be consulted prior to any disciplinary or corrective action.

- The safety manager may obtain a driving history from the Department of Motor Vehicles on each operator involved in a chargeable accident. This information will be reviewed and considered in making recommendations regarding the continuation of driving privileges while on **Wynn Site Development, Inc.** business.
- The following are violation types with suggested corrective actions. Nothing in this policy precludes termination on the first offense where the circumstances warrant it.
  - Citations: Any driver conducting **Wynn Site Development, Inc.** business who is convicted of a moving violation may be disciplined. Any driver who receives three moving violations in any 1-year period will be reviewed by the safety manager who may recommend appropriate action including a suspension of driving privileges for **Wynn Site Development, Inc.** business. In cases where driving is a job requirement, this may result in an inability to do assigned work and, therefore, termination.
  - Accidents: Any operator involved in a chargeable accident while on **Wynn Site Development, Inc.** business should be appropriately disciplined.
  - Driving under the influence: Any driver convicted of driving under the influence of an intoxicating substance shall not operate a vehicle on behalf of **Wynn Site Development, Inc.** until the individual is in possession of a valid license of the appropriate class, the case has been reviewed and driving duties are approved and authorized by safety manager.

### **Vehicle Inspections**

- Each vehicle type will have a specific inspection form that will be completed weekly at a minimum.
- Completed inspection reports will be provided to the immediate supervisor.
- Visual inspections will occur daily. These will follow the format outlined in the daily inspection checklist stored in each vehicle.

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

- MVRs are supplied by individual states where employees reside or by private firms that provide such records as a service. An MVR provides details on the following items: driver's license status or license suspension; license points and violation codes; traffic tickets, violations and fines; auto accidents; license classification and endorsements (if applicable).
- **Once obtained, MVRs will be kept in [insert location of MVRs, either physical or electronic].**
  - Prior to beginning work, and annually thereafter, the MVR must be obtained and accepted by the safety manager.
  - Supervisors must ensure that an MVR is obtained and then discussed with employees during the personnel evaluation process.

### **Accident Reporting and Emergencies**

- In case of an emergency, follow the driver emergency actions covered in the training.
- If involved in a vehicular accident, drivers are to follow the procedures outlined below and those contained in the accident report kit stored in the vehicle glove compartment.
  - Render aid or assistance to the injured.

- Do not admit fault and do not discuss the accident with anyone except **Wynn Site Development, Inc.** managers and supervisors, safety manager, or law enforcement authorities.
- Notify the nearest law enforcement agency immediately if an accident involves a fatality, injury, or property damage.
- If the accident involves another party, please use the information contained in the accident report kit.
- During normal working hours, immediately notify your supervisor.
- Complete the **North Carolina** Accident Report.

#### **Insurance Coverage for Employee-Owned Vehicles**

- **Safety Department** will maintain records to ensure that insurance coverage on employee-owned vehicles is current.
- Employees will provide proof of insurance annually to allow for the operation of their personal motor vehicle for organization business.

## Vehicle Usage Policy

### **Introduction**

Whenever a person drives a company-provided vehicle or a privately owned or rented vehicle on company business, he/she has important responsibilities and must meet safety standards. This vehicle policy provides guidance on these responsibilities and standards.

For the purposes of this policy, employees who drive company-provided vehicles and employees who drive privately-owned or rented vehicles on company business will be referred to as “Company Drivers”.

This policy defines the safety responsibilities of authorized company drivers, and these drivers are required to read and comply with it. Any questions concerning the policy, or your responsibilities should be referred to Human Resources.

### **Goals**

In addition to providing information regarding drivers’ responsibilities, this policy is intended to prevent and minimize automobile accidents and related injuries and property damage while controlling costs resulting from these accidents. Driving a company-provided vehicle or a privately owned vehicle on company business is granted only to drivers who drive safely and maintain an acceptable driving history, and who follow the provisions of this policy.

Violations of the policy may result in disciplinary action, up to and including revocation of driving privileges and termination of employment. Drivers must comply with all applicable local, state and federal motor vehicle regulations, laws and ordinances. Any authorized driver is subject to a review of their driving record through the state agency responsible for motor vehicles.

### **Company Provided Vehicles**

1. Use of company provided vehicles by unauthorized persons is strictly prohibited.
2. Unauthorized carrying of passengers/persons other than employees of **Wynn Site Development, Inc.** is strictly prohibited.
3. Unauthorized non-business use of company vehicles is strictly prohibited.
4. Drivers must report all ticket violations received during the operation of a company-owned vehicle within 72 hours of ticketing.
5. Smoking is not allowed in company-owned vehicles

### **Privately Owned Vehicles Used for Business**

Responsibilities include:

1. Have a current state vehicle inspection (if the state requires one)
2. Have a current registration issued by the state of legal residence
3. Carrying current liability insurance for Bodily Injury to Others, and Property Damage of Others, with limits that equal the greater of the minimum required by state or \$300,000

4. A copy must be provided of current Declaration page listing employee as a named insured or covered driver, or a Certificate of Liability Insurance form naming **Wynn Site Development, Inc.** as the Certificate Holder
5. Maintain the vehicle in safe operating condition
6. Not operating a motorcycle while on company business

## **Driver Licensing Requirements and Driver Responsibilities**

Managers will not assign or allow the use of a Company Vehicle or the use of a personal vehicle on company business if the driver does not have a current and valid driver's license issued by the state of Georgia.

Drivers are required to notify their manager/supervisor and Human Resources immediately if any of the following occur:

1. Any illness, injury, physical condition, or use of medication which may impair or affect the ability to safely drive a company vehicle or personal vehicle while on company business
2. Any accident involving a company vehicle or personal vehicle being used on company business.
3. Any moving violation or conviction.
4. The suspension, revocation, or administrative restriction of the driver's license. If this occurs the driver must discontinue use of any company vehicle or private vehicle used on company business.

All accidents involving a company provided vehicle or privately owned vehicle used on company business must be reported within 72 hours to Human Resources.

This report must contain a complete description of the event, as well as names, addresses, registration numbers and license numbers of all parties involved. If possible, names, addresses and phone numbers of witnesses should also be included. A copy of any motor vehicle incident report filed in connection with the incident shall be provided to the Company within 72 hours of its filing.

Minimum standards for acceptable Motor Vehicle Records have been established for use in evaluating driving records for employees who drive company-provided vehicles or employees who drive privately owned or rented vehicles on company business.

MVRs are reviewed annually, and the most recent three-year period is examined. Drivers of company provided vehicles or private vehicles used on company business must sign an authorization/ disclosure form that gives our insurance carrier authorization to use a consumer-reporting agency to conduct appropriate MVR verification. Failure or refusal to sign the form will result in revocation of driving privileges.

## **Safety Principles**

1. Drivers and all passengers are required to wear safety belts while occupying company vehicles or private vehicles used for company business. The driver is responsible to ensure all people in the vehicle follow these safety rules. Air bags do not replace safety belts – you still need to buckle up.

2. You may not drive when your ability to do so is impaired in any way (defined as being affected, impaired or influenced by alcohol, illicit drugs, medication, illness, fatigue or injury). If you have any doubt about your ability to drive safely, do not drive.
3. Safe driving is a top priority and requires caution, courtesy, common sense and constant alertness under all conditions. Keep your speed within limits. Be aware of road and weather conditions, and slow down when necessary. Leave enough time to drive to your destination safely. Use a proper following distance and watch for other drivers and pedestrians.
4. For safety reasons, drivers are not permitted to offer rides to hitchhikers. Passengers not employed by the company are not permitted unless authorized by the manager.
5. If your vehicle breaks down, drive slowly to a safe place well off the roadway. Your safety is more important than a tire. Pull the vehicle off the road as much as possible and call for help if you have any mechanical problem. Turn on your flashers and do not leave the car. Lock the doors and windows and wait for police or vehicle repair assistance.
6. If an accident occurs, take immediate action to prevent further damage or injury. Activate hazard lights, call the police and, if someone is injured, request medical assistance. Exchange identifying information with the other driver and make no comments about assuming responsibility. Report any accident immediately to your supervisor/manager and Human Resources (see Driver Responsibilities).
7. Cell phone usage is not permitted while driving. Attention to the road and safety should always take precedence over conducting business on the phone.

**ACKNOWLEDGMENT OF RECEIPT OF COMPANY VEHICLE POLICY**

I acknowledge receipt of this Vehicle Policy from the Company, and I have read its contents. I expressly grant permission to the **Wynn Site Development, Inc.** and its authorized employees, servants, agents and subsidiary and affiliated corporations, and their authorized employees, servants, and agents to secure information regarding my driving history in accordance with this policy.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
License #

**EVIDENCE OF PERSONAL AUTOMOBILE LIABILITY INSURANCE**  
**Employee**

Please make sure to provide a copy of this document to your insurance agent and, if applicable, request he/she complete the information below, then sign, date, and return to your immediate supervisor or Human Resources Department.

**Insurance Agent**

Our company policy for employees driving their personal vehicles during employment requires they must provide the following:

1. Current liability insurance for bodily Injury to others, and property damage liability to others, with limits that are equal to the greater of either \$300,000, or the minimum limits required by the state; and
2. Proof of coverage, either by providing a copy of his/her current insurance declaration page listing employee as a named insured or insured driver on the policy; or a certificate of liability insurance form naming **WYNN SITE DEVELOPMENT, INC.** as the certificate holder; or in the absence of both, the completion of each section below, and signed by an authorized representative of the company.

<b>DATE (MM/DD/YYYY)</b>			
<b>EMPLOYEE NAME</b>	<b>PHONE</b>	<b>ADDRESS</b>	
<b>AGENCY NAME</b>	<b>AGENCY PHONE</b>	<b>COMPANY</b>	
<b>AGENCY ADDRESS</b>		<b>POLICY NUMBER</b>	
<b>EMAIL</b>		<b>EFFECTIVE DATE</b>	<b>EXPIRATION DATE</b>
<b>NAMED INSURED AND ADDRESS (AS IT APPEARS ON AUTO INSURANCE POLICY)</b>			
<b>DESCRIPTION OF COVERED VEHICLE (YR, MAKE, MODEL, VEHICLE ID #)</b>			
<b>SPECIAL REMARKS</b>			
THE POLICIES OF INSURANCE LISTED ABOVE HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. THIS EVIDENCE OF INSURANCE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE ADDITIONAL INTEREST OR EMPLOYER OF RECORD. THIS EVIDENCE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER, AUTHORIZED REPRESENTATIVE, AND THE ADDITIONAL INTEREST.			
<b>AUTHORIZED REPRESENTATIVE NAME</b>		<b>AUTHORIZED REPRESENTATIVE SIGNATURE</b>	

**Towing and Trailer Policy**

Common sense is your best friend when it comes to safe trailering, and overconfidence is your worst enemy. The fact is, with modern equipment and a well-prepared trailer and tow vehicle, towing can feel almost as natural as single vehicle driving, but you should never drive a trailering rig like a single car. When towing a trailer, always keep these guidelines in mind:

1. Load your trailer right. Make sure your trailer's load is balanced with about 60% of the total weight in front (but not too far in front) of the axle. Also make sure the load is centered and secured and that the center of gravity is kept as low as possible.
2. Hook up right. Make sure you have followed the procedure for hooking up your trailer and double-check all your connections. Make sure your safety chains are crossed under the trailer tongue and securely connected.
3. Allow plenty of stopping and following distance. You need to allow much more following distance when trailering. Basic physics dictates that even with the best brakes, it takes longer to stop a big heavy truck and trailer than a small car.
4. Be extra careful changing lanes. Changing lanes is a challenge, especially if traffic in the new lane is moving much faster or slower than you. You simply cannot accelerate quickly to match traffic, and no one likes to be cut off. Make sure you've got wide trailer mirrors installed to give you a clear view of the lane next to your tow vehicle and the full length of your trailer. Unthinking drivers will often "park" next to your trailer and hang there for miles.
5. Be patient with slower vehicles. Passing a slower car should be a rare occurrence when you're towing. You must allow many times the distance normally required to pass another vehicle. Passing on a two-lane road should almost never happen. You should be passing only vehicles that cannot maintain at least 50% of the posted speed limit. Better to wait for a turnout and hope the slower traffic uses it.
6. Be gracious with faster drivers. The best way to get down the road safely is to be extra courteous to faster traffic. Use turnouts whenever possible, and when a passing lane comes along, don't speed up to race passing traffic, but rather slow down just a bit to help people get past you in an efficient manner. Your stress level will be reduced and you'll contribute to a courteous culture on the road. Above all, be solid and predictable when someone is passing you. Avoid sudden acceleration, braking, and maneuvers.
7. Don't pull in where you can't see out. It's easy to get stuck with a trailer. You might pull into a small parking lot and have to perform a complicated backup maneuver to get out. Better to park across the street or on the road where you can see your way through.
8. Be safe with a trailer lock. Trailer theft is a serious problem. Travel trailers and enclosed car and equipment trailers are often stolen and pillaged for their contents. Use a coupler lock when towing, as it also helps prevent your coupler from coming loose. Use a pintle lock when parked so that no one can hook your trailer up to their vehicle and drive away.

### **Pintle Ring Trailer Lock**

How to anticipate problems? The thing that separates truly good drivers from most others is the ability to see into the future. Luckily, this is something that almost anyone can learn how to do. To see the future, just use more of the same skills you should always use when driving.

1. Take the long view. Since it takes longer to go, stop, change lanes, and turn with a trailer, keep your eyes up and look ahead farther than you normally do. You can see many

- problems developing a long way away. Look through the windshield of the car ahead of you.
2. Watch traffic flow. You can frequently identify the drivers who may cause problems long before they can make trouble for you. Look for the driver who is weaving through traffic or who pulls in right in front of a faster car. Keep an eye out for the driver who can't stay in a lane because he's too busy with his cell phone, or the 18-wheeler that's about to lose a smoking tire. Give all potential problems plenty of room, and you can usually do that with just a small speed adjustment.
  3. Keep an eye out for sway. If an 18-wheeler blows by you like you're chained to a bridge, especially on a downhill grade, your trailer is likely to be blown around a bit. If you're not careful, your trailer can start swinging like a pendulum. The answer is to simply ride the brakes gently. If that doesn't work, input a little trailer brake with the brake controller. Just press the button and your trailer will snap right back in behind your tow vehicle.

### **Handling Tire Blowouts**

Even if you buy quality tires, you can experience a flat. By far, the most dangerous flat is on the rear axle of your tow vehicles. A flat front tire will make your steering feel heavy and unresponsive, but you can slow down and pull it off. A flat on your trailer will pull your car around a little, but you can still slow down and pull off easily. A flat on the rear of your tow vehicle can make your tow truck difficult to steer predictably and getting off the gas abruptly can make the situation worse. If you get a blowout in your back tires, gently ease off the gas and apply some trailer brake with the controller and find a place to brake gently and pull off. Smoothness and gentle pedal work will get you to the shoulder safely.

### **Towing in Bad Weather**

Safe towing in bad weather requires the same common sense for dry daytime towing, and even more of it. High winds will blow your trailer around- I've experienced gusts that pushed my trailer halfway into the next lane! Of course, rain and snow further reduce your traction and greatly increase your stopping time and distance. The key to good foul-weather towing is patience and smooth, gentle driving. Be on extra guard for the fellow in the passenger car who should have no trouble, but always seems to lose focus right in front of you.

### **When you must Stop**

Part of smooth towing is smooth stopping. Keep your vehicle and trailer brakes adjusted and your brake controller working properly- at least 70% of a good stop is in the equipment. Your good sense makes up the balance. Don't ask your vehicle for a full force stop every time! The more you can baby your brakes, the longer they'll last and the better they'll stop you when you really do need everything you've got.

Specifically, if you're coming down a long grade, drop your tow vehicle to a lower gear and take it slow. Use your brakes in brief, firm, presses, pausing between them to let the components cool. If you smell burning brakes on a downgrade, it's almost never your own vehicle you're smelling- it's the people in front of you. Still if you sense a change in your pedal response on a downgrade, ease off the brakes and let your gears help slow you down.

### **Backing up a Trailer**

Backing up a trailer at any time is tricky. Backing up a dinghy car is the most difficult and can be done only for very short distances. But there are a few basic rules to live by:

1. The shorter the distance from your hitch to the trailer wheels, the harder it is to back up in a straight and predictable way. Short trailers swing around with the slightest steering input. Long trailers are comparatively easy to back up.
2. Put your hand at the 6 o'clock position on the steering wheel, and the back end of the trailer will go in the direction you move your hand. Use tiny steering inputs- once the back of the trailer starts turning, it will come around fast.
3. If at all possible, ask someone to stand behind the trailer to give you directions and be a second set of eyes.

#### Dos and Don'ts of Safe Trailering

1. Do pause after 50-100 miles of towing and check your hitch connections and adjustments.
2. Do observe all speed limits when towing.
3. Do use lower gears and intermittent braking when descending a grade.
4. Do allow much greater following and stopping distances.
5. Don't become complacent about towing on the highway.
6. Don't decide to tow without necessary safety gear, even for short distances.
7. Don't forget to use turnouts to let other traffic pass by safely.

## **Lowboy Trailer Safety**

A lowboy or double-drop trailer refers to a type of flatbed trailer that has a well or middle section that is of lower height.

### **Flatbed Trailers**

One of the features that differentiates flatbed trailers from one another is the trailer bed height. Unlike a standard flatbed, whose height is uniform throughout at 60-62 inches, a lowboy has two higher sections along a lower middle area.

### **Taller Shipments**

The middle section of a lowboy may only be 22 to 24 inches in height. This type of trailer can carry shipments as tall as 11.5 feet and is more suitable for heavy, over-sized loads. Using a standard flatbed for taller loads may require special permits, resulting in delays and requiring additional safety precautions.

### **Disadvantages**

Lowboys are a less common type of trailer and cost more to use. For smaller, lighter loads, a standard flatbed is more cost-effective. But lowboys make more sense for larger cargo. Loads can be driven directly onto a lowboy.

Lowboy trailers should be used with safety in mind at all times. Accidents have occurred when misuse of the equipment resulted in injury. Actions that might seem logical are not always safe to perform with a lowboy trailer.

### **Steps for Safe Operation**

Read well the operations manual for the lowboy trailer. You should start the load in low gear, wear a seat belt and drive defensively.

### **Loading and Storage Tips**

When the lowboy is parked, keep the body of the trailer and the truck aligned one behind the other. Park the trailer and truck on flat ground when loading or unloading the trailer. Do not let your feet go under the deck of the lowboy trailer when loading or unloading your equipment.

### **Safely Securing the Load**

Lower any equipment that is raised before loading on the trailer. Chain the load on the trailer in all four directions. Make sure all equipment has its parking brake on. High tensile chain is the best type of chain to use when securing the load on a lowboy trailer.

1. Never load a trailer beyond its recommended capacity.
2. Make sure cargo is properly loaded, centered and secured using only approved chain and load binders. Use no less than 2 chains. Hauled vehicles shall be secured with chains pulling from opposite directions.
3. Safety chains are to be used on any attachment in tow. Ensure that chains are of the proper strength for the load and are properly secured to both the vehicle, equipment, and attachment points of the trailer.

4. Be aware of crushing and pinching hazards when installing, adjusting, or removing chains and binders used to secure loads.
5. Be aware of the height and width of load.
6. Make sure trailer bed and ramps are clear of any debris.
7. Hook, unhook, and unload on stable ground with trailer secure.

## **Progressive Discipline Policy**

### **Purpose**

**Wynn Site Development, Inc.**'s progressive discipline policy and procedures are designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable employee behavior and performance issues.

Outlined below are the steps of **Wynn Site Development, Inc.**'s progressive discipline policy and procedures. **Wynn Site Development, Inc.** reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling or training; the employee's work record; and the impact the conduct and performance issues have on the organization.

Nothing in this policy provides any contractual rights regarding employee discipline or counseling, nor should anything in this policy be read or construed as modifying or altering the employment-at-will relationship between **Wynn Site Development, Inc.** and its employees.

### **Procedure**

#### ***Step 1: Counseling and verbal warning***

Step 1 creates an opportunity for the immediate supervisor to bring attention to the existing performance, conduct or attendance issue. The supervisor should discuss with the employee the nature of the problem or the violation of company policies and procedures. The supervisor is expected to clearly describe expectations and steps the employee must take to improve his or her performance or resolve the problem.

Within five business days, the supervisor will prepare written documentation of the verbal counseling. The employee will be asked to sign this document to demonstrate his or her understanding of the issues and the corrective action.

#### ***Step 2: Written warning***

The Step 2 written warning involves more-formal documentation of the performance, conduct or attendance issues and consequences.

During Step 2, the immediate supervisor and a division manager or director will meet with the employee to review any additional incidents or information about the performance, conduct or attendance issues as well as any prior relevant corrective action plans. Management will outline the consequences for the employee of his or her continued failure to meet performance or conduct expectations.

A formal performance improvement plan (PIP) requiring the employee's immediate and sustained corrective action will be issued within five business days of a Step 2 meeting. The written warning may also include a statement indicating that the employee may be subject to additional discipline, up to and including termination, if immediate and sustained corrective action is not taken.

### ***Step 3: Suspension and final written warning***

Some performance, conduct or safety incidents are so problematic and harmful that the most effective action may be the temporary removal of the employee from the workplace. When immediate action is necessary to ensure the safety of the employee or others, the immediate supervisor may suspend the employee pending the results of an investigation.

Suspensions that are recommended as part of the normal sequence of the progressive discipline policy and procedures are subject to approval from a next-level manager and HR.

Depending on the seriousness of the infraction, the employee may be suspended without pay in full day increments consistent with federal, state and local wage and hour employment laws. Nonexempt/hourly employees may not substitute or use an accrued paid vacation or sick day in lieu of the unpaid suspension. In compliance with the Fair Labor Standards Act (FLSA), unpaid suspension of salaried/exempt employees is reserved for serious workplace safety or conduct issues. HR will provide guidance to ensure that the discipline is administered without jeopardizing the FLSA exemption status.

Pay may be restored to the employee if an investigation of the incident or infraction absolves the employee of wrongdoing.

### ***Step 4: Recommendation for termination of employment***

The last and most serious step in the progressive discipline process is a recommendation to terminate employment. Generally, **Wynn Site Development, Inc.** will try to exercise the progressive nature of this policy by first providing warnings, issuing a final written warning, or suspending the employee from the workplace before proceeding to a recommendation to terminate employment. However, **Wynn Site Development, Inc.** reserves the right to combine and skip steps depending on the circumstances of each situation and the nature of the offense. Furthermore, employees may be terminated without prior notice or disciplinary action.

Management's recommendation to terminate employment must be approved by human resources (HR) and the division director or designate. Final approval may be required from the CEO.

## **Appeals Process**

Employees will have the opportunity to present information to dispute information management has used to issue disciplinary action. The purpose of this process is to provide insight into extenuating circumstances that may have contributed to the employee's performance or conduct issues while allowing for an equitable solution.

If the employee does not present this information during any of the step meetings, he or she will have five business days after each of those meetings to present such information.

## **Performance and Conduct Issues Not Subject to Progressive Discipline**

Behavior that is illegal is not subject to progressive discipline and may result in immediate termination. Such behavior may be reported to local law enforcement authorities.

Similarly, theft, substance abuse, intoxication, fighting and other acts of violence at work are also not subject to progressive discipline and may be grounds for immediate termination.

### **Documentation**

The employee will be provided with copies of all progressive discipline documentation, including all PIPs. The employee will be asked to sign copies of this documentation attesting to his or her receipt and understanding of the corrective action outlined in these documents.

Copies of these documents will be placed in the employee's official personnel file.

## **Silica Exposure Control Plan**

**Wynn Site Development, Inc.** written Crystalline Silica Exposure Control Plan is designed to prevent health effects from respirable crystalline silica exposures. This plan follows the requirements of both the OSHA General Industry Rule (29 CFR 1910.1053) and the OSHA Construction Rule (29 CFR 1926.1153) as **Wynn Site Development, Inc.** employees may be involved in activities that are covered under either rule relative to potential crystalline silica exposures.

The requirements in this plan apply to all **Wynn Site Development, Inc.** employees who are exposed to respirable crystalline silica at or above the action level or permissible exposure limit or perform construction-related tasks which are identified in Table 1 of the standard.

This written exposure control plan will be readily available for examination and copying, upon request, to each employee covered by this section, their designated representatives, the Assistant Secretary, and the Director. This plan will be reviewed and evaluated for effectiveness at least annually and updated as needed.

### **Introduction**

Silica is the compound formed from the elements silicon (Si) and oxygen (O) and has a molecular form of SiO<sub>2</sub>. Silica is the second most common mineral on earth, found in the common form as “sand” and “rock.” The three main forms or ‘polymorphs’ of silica are alpha quartz, cristobalite, and tridymite. The polymer most abundant and most hazardous to human health is alpha quartz and is commonly referred to as crystalline silica. Crystalline silica is a common mineral that is found in materials that we see every day in roads, buildings, and sidewalks. It is a common component of sand, stone, rock, concrete, brick, block and mortar.

### **Health Hazards Associated with Silica Exposure**

The health hazards of silica come from breathing in the dust. If crystalline silica becomes airborne through industrial activities, exposures to fine crystalline silica dust (specifically exposure to the size fraction that is considered to be respirable) can lead to disabling, sometimes fatal disease called silicosis and other non-malignant respiratory diseases, such as chronic bronchitis, Lung Cancer, kidney disease including nephritis & end-stage renal disease (kidneys) and may be associated with auto-immune disorders & cardiovascular disease.

### **Responsibilities**

Due to the risk posed by respirable silica, personnel involved in activities that could potentially create silica dust take specific actions to ensure that, as much as practicable, a hazard is not created. In recognition of this, the following Silica related responsibilities have been established.

*Competent Person* - [*Competent Persons Name*] will serve as the silica competent person and be responsible for the implementation of this written control plan.

**Wynn Site Development, Inc.** management (*EH&S Manager or Manager(s)*) is responsible for:

- Providing program oversight and consultation to **Wynn Site Development, Inc.** employees regarding potential risks, exposure prevention, and training relating to potential crystalline silica dust exposures.
- Implementing a suitable respirable crystalline silica exposure monitoring program, or otherwise ensuring representative exposure monitoring results are available.
- Designating a “competent person” and defining/assigning appropriate responsibilities.
- Ensuring project and/or task specific Exposure Control Plans (ECPs) are developed,

- communicated, and effectively implemented as appropriate.
- Ensuring that all affected employees and their managers or supervisors receive the necessary training related to this plan, as well as task specific ECPs.
  - Maintaining applicable records, i.e., exposure sampling, respirator fit tests, training, etc. in accordance OSHA regulations.
  - Notifying the Employee Health Office of any employee/job category that meets any of the criteria for inclusion in this plan.
  - Conducting a review of this plan annually and updating it as necessary.
  - Conducting medical surveillance in accordance with 1910.1053 and 1926.1153.
  - Maintaining records of physical examinations, x-rays, and tests.
  - Providing the Employee and Employer with the PHLCP's Written Medical Opinion, as required under the standard.
  - Inspecting job sites, materials, and equipment on a regular and frequent basis.
  - Identifying existing and foreseeable respirable crystalline silica hazards and taking prompt corrective action to minimize or eliminate these hazards.
  - Being familiar with the Silica Exposure Control Plan.
  - Notifying employees when problems arise, there is a change in engineering controls and work practices, or in situations of uncontrolled releases of visible dust in occupied buildings.
  - Providing affected new employees with informal on-the-job training about this plan.
  - Making information and training materials available to potentially affected employees.
  - Supplying appropriate equipment and personal protective equipment (PPE) to affected employees free-of-charge.
  - Requiring affected employees to wear personal protective equipment as outlined in the plan.
  - Ensuring that affected employees receive medical surveillance and attend required training.

**Wynn Site Development, Inc.** *Employees are responsible for:*

- Observing the procedures and requirements outlined in this plan.
- Knowing the hazards of silica dust exposure.
- Reporting immediately to their supervisor, any hazards (i.e., unsafe conditions, unsafe acts, improperly operating equipment, PPE issues/needs etc.).
- Attending training sessions.
- Complying with medical surveillance requirements.
- Wearing respiratory protection, and other PPE, as required.
- Notifying supervisors of changes in the workplace that could cause an increase in exposures to respirable crystalline silica.

**Specified Exposure Control Methods**

Potential silica-containing substrates and materials encountered at this facility include *[Examples: brick, cement, concrete, concrete block, drywall, grout, mortar, paints containing silica, plasters, roof tile, and various types of tiles. Activities impacting these materials also vary, including cutting/sawing, demolishing/disturbing, drilling/coring, grinding, jackhammering, milling, mixing/pouring, sanding, scraping, and even clean-up activities such as sweeping and vacuuming.]*

The tasks that **Wynn Site Development, Inc.** staff may perform on silica-containing materials that are not represented in the Table 1 list include *[Examples if any: scraping of painted drywall and plasters, light demolition activities involving handheld tools and reciprocating saws, mixing and pouring, and cleanup methods.]* Engineering and work practice controls will be used, employee exposure monitoring will be conducted, and respiratory protection will be employed, as necessary. In addition to **Wynn Site Development, Inc.** staff, there may be other company(s) staff who have the potential to be exposed to respirable crystalline silica above the action limit while performing various tasks. If these tasks fall outside the scope of Table 1, **Wynn Site Development, Inc.** will perform an exposure assessment using either the “Performance Option” or the “Scheduled Monitoring Option”, both of which are described below. If these operations exceed the AL or PEL, they will be identified in the plan along with the controls used to ensure employees are protected.

## **Risk Control**

**Control Methods:** When determining measures to reduce or eliminate worker exposure to silica dust, **Wynn Site Development, Inc.** will generally select a combination of controls, listed in order of preference:

- Elimination and Substitution
- Engineering
- Administrative
- Personnel Protection Equipment (PPE)

*Substitution and Elimination:* Whenever possible, **Wynn Site Development, Inc.** will substitute products containing silica with products that do not contain (or contain a lower percentage of) crystalline silica. When substitution is not feasible, during the planning process, **Wynn Site Development, Inc.** will make efforts to reduce the need and/or duration of activities that produce exposures to respirable silica.

*Engineering Controls:* Engineering controls are those controls which aim to control or otherwise minimize the release of crystalline silica. Two “common” engineering control options available are Local Exhaust Ventilation (LEV) and Wet Dust Suppression (WDS) systems.

*Administrative Controls:* Administrative controls are those that aim to control or otherwise minimize the release of silica using work procedure and work methods, rather than by affecting the actual physical work. Common examples of administrative controls include, but are not limited to:

- Rescheduling of work to avoid the activities of others.
- Relocating unprotected workers away from dusty areas.
- Avoid using compressed air to clean and dry sweeping of silica containing material. Wet sweep whenever feasible.
- When administrative controls are used, **Wynn Site Development, Inc.** will employ the following systems and safe work practices:
- As able, work activities will be scheduled to minimize the silica related effect on, and from, others.
- Suitable housekeeping, restricted work area, hygiene practices, training and supervision procedures/standards will be determined and implemented.

*Personal Protective Equipment Controls:* When engineering and administrative controls are not effective in reducing exposures below the PEL, use of respiratory protective equipment will be

required.

## **Exposure Limits**

Exposure Limits/Considerations: The OSHA silica regulation (1926.1153 Respirable Crystalline Silica) lists a Permissible Exposure Limit (PEL) for respirable crystalline silica (including quartz) of 50 micrograms per cubic meter of air ( $\mu\text{g}/\text{m}^3$ ) and an Action Level of 25  $\mu\text{g}/\text{m}^3$ . This is a concentration to which nearly all workers could be exposed for eight hours a day, five days a week, without adverse health effects.

## **Exposure Assessment**

**Wynn Site Development, Inc.** will assess the exposure of each employee who is or may reasonably be expected to be exposed to respirable crystalline silica at or above the action level in accordance with either the [performance option](#) or the [scheduled monitoring option](#). (Choose an exposure assessment option.)

### **Performance Option**

*Wynn Site Development, Inc.* will assess the 8-hour TWA exposure for each employee on the basis of any combination of air monitoring data or objective data sufficient to accurately characterize employee exposures to respirable crystalline silica.

### **Scheduled Monitoring Option**

*Wynn Site Development, Inc.* will perform initial monitoring to assess the 8-hour TWA exposure for each employee on the basis of one or more personal breathing zone air samples that reflect the exposures of employees on each shift, for each job classification, in each work area. Where several employees perform the same tasks on the same shift and in the same work area, the employer may sample a representative fraction of these employees in order to meet this requirement. In representative sampling, the employer shall sample the employee(s) who are expected to have the highest exposure to respirable crystalline silica.

- If initial monitoring indicates that employee exposures are below the action level, the employer may discontinue monitoring for those employees whose exposures are represented by such monitoring.
- Where the most recent exposure monitoring indicates that employee exposures are at or above the action level but at or below the PEL, the employer shall repeat such monitoring within six months of the most recent monitoring.
- Where the most recent exposure monitoring indicates that employee exposures are above the PEL, the employer shall repeat such monitoring within three months of the most recent monitoring.
- Where the most recent (non-initial) exposure monitoring indicates that employee exposures are below the action level, the employer shall repeat such monitoring within six months of the most recent monitoring until two consecutive measurements, taken 7 or more days apart, are below the action level, at which time the employer may discontinue monitoring for those employees whose exposures are represented by such monitoring.

## **Housekeeping**

- Dry sweeping or dry brushing of dust containing respirable crystalline silica is prohibited. Use of a HEPA filtered vacuum cleaner, followed by wet mopping or wet sweeping as

necessary. Wet sweeping compounds can be an acceptable dust suppression housekeeping method provided that the compounds are non-grit, oil, or wax based. If HEPA vacuuming or wet mopping/sweeping is not feasible because doing so may cause damage to equipment or create a greater hazard, then management or competent person must be contacted to discuss alternative cleaning methods.

- Do not use compressed air to clean an employee’s clothes that have become soiled with dust containing respirable crystalline silica or use compressed air to clean skin and clothing at any time. A HEPA filtered vacuum should be used to remove dust followed by laundering. Coveralls can be used to minimize the transfer of dust to other areas such as an office, break room, vehicle, or home environment. Vacuum the coveralls with a HEPA filtered vacuum before removing them to launder or, if disposable, place in the normal trash. Vacuum filters can also be placed in the normal trash.

### Regulated and Restricted Areas

A regulated area will be established where work exposures at a fixed location are known to be at or above the PEL. A regulated area must be separated from other areas in a way that will minimize the number of employees exposed. The following sign will be posted at each entrance to the regulated area:

***DANGER, RESPIRABLE CRYSTALLINE SILICA, MAY CAUSE CANCER, CAUSES DAMAGE TO LUNGS, WEAR RESPIRATORY PROTECTION IN THIS AREA  
AUTHORIZED PERSONNEL ONLY***

Only employees who have work to perform are allowed to enter a regulated area. All employees entering the regulated area must wear a respirator, regardless of the amount of time spent in the area.

### Respiratory Protection

Respiratory protection is required during certain activities identified in Table 1 of this plan. It may also be required if other tasks are identified where employee exposures exceed the PEL and work practice or engineering controls are not feasible or effective enough to reduce exposures. All respirator use will comply with MIOSHA Part 451. Respiratory Protection standard and **Wynn Site Development, Inc.** Respiratory Protection Program.

The following table provides recommended respiratory protection levels based on the measured or anticipated exposure levels:

<b>Respirator</b>	<b>Protection Factor</b>	<b>Typical Silica Activity</b>
N95	Less than 50 µg/m <sup>3</sup>	- Used on voluntary basis to control low exposures
Half-face with HEPA filters	50 – 500 µg/m <sup>3</sup>	- Housekeeping (wet method) - Saw cutting (wet method) - Drilling (wet method) - Power tools with dust collection
Full-face with HEPA filters	500 – 5,000 µg/m <sup>3</sup>	- Mixing grout in bulk - Vacuum abrasive blasting
SCBA / CABA	Above 5,000 µg/m <sup>3</sup>	- Abrasive Blasting

### **Medical Surveillance**

Medical surveillance will be required for any employee who meets any of the following criteria:

- Exposure to respirable crystalline silica is above the permissible exposure limit.
- Exposure to respirable crystalline silica at/above the action level for 30 or more days per year.
- Required to wear a respirator for 30 or more days a year (per Table 1).
- Work with crystalline silica and develop signs/symptoms of excessive exposure to respirable crystalline silica.

### **Training**

Training is required upon initial assignment to a job where silica-containing materials will be impacted and may result in exposures above the AL or where tasks in Table 1 are performed. This training will cover the following topics:

- Health hazards associated with respirable crystalline silica,
- Specific tasks in the workplace that could result in exposure to respirable crystalline silica,
- Specific measures the employer has implemented to protect employees from exposure, including engineering and work practice controls as well as respiratory protection,
- The contents and availability of the Construction and General Industry OSHA Silica Standards, as applicable,
- The identity of the competent person (for the construction related activities),
- The purpose and description of the medical surveillance program.

### **Record Keeping**

**Wynn Site Development, Inc.** will maintain employee exposure information for at least 30 years. Medical Surveillance records will be kept by the management for the duration of the employee's employment, plus 30 years.

### **Education and Training**

Prior to performing activities or working on project sites where personnel could be exposed to silica dust, **Wynn Site Development, Inc.** will ensure that personnel receive suitable education and training. While not necessarily an exhaustive list, education and training may include:

- The health hazards and risks associated with exposure to silica dust.
- The specific tasks that could result in silica exposure
- General and specific silica exposure reduction methods/strategies (i.e., as detailed in the general/specific exposure control plans).
- The use of specific pieces of equipment and control systems (i.e., LEV and WDS systems).
- The use and care of respiratory (and other) personal protective equipment.
- The general provisions of the OSHA silica standard.
- The employee identified as the competent person for the Silica Exposure Control Plan.

The education and training detailed will be delivered to **Wynn Site Development, Inc.** employees through a variety of forums, including but not necessarily limited to:

- New Employee Orientations.
- Project/Site Orientations.
- Equipment/task specific training.
- Start of shift “Pre-Task Planning”.
- Toolbox Talks
- Notifications and Bulletins (those developed in house and those acquired from other reputable sources)

**COMPANY-SPECIFIC AND TASK-SPECIFIC EXPOSURES AND CONTROLS**

Location	Task	Control Methods	Personal Protective Equipment	Work Practices/Comments

**Site Safety and Health Plan**

This Safety and Health Plan is to be used in conjunction with the **Wynn Site Development, Inc.** safety and health manual, all applicable OSHA regulations, and for purposes of providing the information required in completion of the Environmental, Health, and Safety Requirements. All employees are expected to review and be familiar with the SHP and sign the acknowledgement form at the end of this document prior to starting work.

**Qualified/Competent Persons**

Some job tasks require involvement from specially qualified and designated personnel. An OSHA "qualified person" is defined as “one who, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training, and experience, has successfully demonstrated his ability to solve or resolve problems relating to the subject matter, the work, or the project.” An OSHA "competent person" is defined as "one who is capable of identifying existing

and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them". By way of training and/or experience, a competent person is knowledgeable of applicable standards, can identify workplace hazards relating to the specific operation and has the authority to correct them. Some standards add additional specific requirements, which must be met by the competent person. The table below identifies some of the job tasks that require a competent person, qualified person, or a registered engineer.

<b>Job Type</b>	<b>Qualification Type</b>	<b>Employee Name</b>
Supervise Safety on the Job Site	Competent	
Supervise Demolition Activities	Competent	
First Aid/CPR Trained Personnel	Trained	
Fall Protection Supervision/Inspection of Fall Protection Equipment	Competent	
Fall Protection Plan Development/Anchors	Qualified	
Ladder Inspections	Qualified	
Supervise Scaffold Erection/Dismantlement	Competent	
Scaffold Inspection	Competent	
Supervise Trench/Excavation Activities	Competent	
Approval of Sloping and Benching Systems	Qualified	
Protective Systems for Excavations > 20 ft.	Registered Engineer	
Heavy Equipment Operation	Qualified	
Electrical Workers (working near/on energized parts)	Qualified	
Crane Safety	Competent	
Rigging Safety	Competent	
Powder Actuated Tool Use	Qualified/ Licensed	
Steel Erection Design	Qualified	
Steel Erection Oversight	Competent	
Falsework Design	Registered Engineer	
Evaluate Potential Employee Exposures to Silica and Implement required Exposure Control Plan	Competent	

**Minimum Personal Protective Equipment that will be used:**

<input type="checkbox"/> Hard Hat	<input type="checkbox"/> Safety Vest	<input type="checkbox"/> Safety Glasses	<input type="checkbox"/> Steel Toe Shoes
<input type="checkbox"/> Leather Gloves	<input type="checkbox"/> Nitrile Gloves	<input type="checkbox"/> Ear Plugs	<input type="checkbox"/> Earmuffs
<input type="checkbox"/> Face Shield	<input type="checkbox"/> Respirator (Type: _____)	<input type="checkbox"/> Dust Mask	<input type="checkbox"/> Other:

\*Additional required PPE should be identified in the control column of the task hazard analysis

### Task: Elevated Work Platform Use (e.g., scissor lifts, boom lifts, JLG's, etc.)

HAZARDS	CONTROLS
Lift failure/tip over	<ul style="list-style-type: none"> <li>• All elevated work platforms must be used in accordance with OSHA and manufacturers use instructions.</li> <li>• Personnel must be trained, qualified, and approved to operate all elevated platforms and boom lifts.</li> <li>• Inspect lift before use.</li> <li>• Do not use left on unstable ground or on angles over the lifts cap. Look for Drop-offs, holes, or unstable surfaces such as loose/soft dirt.</li> </ul>
Falls	<ul style="list-style-type: none"> <li>• Fall protection must be used in accordance with the manufacturers' recommendations on all elevated platforms and boom lifts.</li> </ul>
Damaged/broken equipment	<ul style="list-style-type: none"> <li>• Elevated work platforms must be used and inspected in accordance with the manufacturer's instruction for each specific model and type of elevated work platform being used.</li> <li>• All elevated work platforms (e.g., scissors lifts, aerial platforms, etc.) and the assigned qualified /competent person must inspect boom lifts prior to acceptance for use at the laboratory.</li> <li>• A trained and qualified operator prior to each use must inspect elevated work platforms and boom lifts.</li> <li>• Document the inspection on the work platform inspection tag.</li> <li>• If the elevated work platform or boom lift, does not pass inspection, remove the inspection tag, and replace it with a red "Do Not Use" tag and remove from service.</li> </ul>

### Task: Hand Operated Power Tool Use

HAZARDS	CONTROLS
Shock	<ul style="list-style-type: none"> <li>• Ensure tool casing is free from cracks and is properly grounded.</li> <li>• Use tool connected to GFCI if cord powered.</li> <li>• Wear insulated gloves.</li> <li>• Ensure tool is unplugged before changing any part of the tool.</li> </ul>
Hand lacerations	<ul style="list-style-type: none"> <li>• Wear appropriate gloves (e.g., leather gloves) when changing out/handling blades, where applicable.</li> <li>• Ensure tool is unplugged before changing any part of the tool.</li> <li>• Check that the guard is in working condition and in the proper position, if applicable.</li> </ul>
Eye and other physical injuries	<ul style="list-style-type: none"> <li>• Always wear safety goggles, wear hearing protection where applicable.</li> <li>• Do not wear loose clothing.</li> <li>• Ensure that material being operated on is secured.</li> </ul>

	<ul style="list-style-type: none"> <li>• Make sure the blade or bit is not binding as it goes into the work. If blade or bit is binding, cease operation of the tool and evaluate reasons for binding.</li> </ul>
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### Task: Ladder Use

HAZARDS	CONTROLS
Falls from ladders	<ul style="list-style-type: none"> <li>• Select proper ladder.</li> <li>• Do not use light household ladder for a heavy construction job.</li> <li>• Do not exceed ladder duty rating.</li> <li>• Inspect ladder before use. Ensure ladder is clean and free of defects before use.</li> <li>• Maintain 4:1 slope ratio with straight ladders.</li> <li>• Use 3-point contact while climbing.</li> <li>• Extend ladder 36" if climbing onto another surface.</li> <li>• Do not use top step of stepladder and top 3 rungs of a straight ladder.</li> <li>• Secure all extension ladders from movement.</li> <li>• Ensure ladder is not placed on a loose object or on uneven footing.</li> <li>• To prevent slipping, equip the ladder with non-slip points or safety shoes, if practical. If not, secure the ladder firmly by lashing it with rope or by other means.</li> <li>• Do not lean ladders against a moveable objects or window sashes.</li> <li>• Fasten a board securely across the top of the ladder to give a bearing on each side of the window.</li> <li>• See that a helper stands guard in dangerous circumstances, as when a ladder is in front of a door. If there is a danger of a person or vehicle bumping into the ladder, have a helper stand guard or rope off the space with caution tape around the ladder.</li> <li>• Remove any oil or grease from the soles of your shoes before use.</li> <li>• Do not overreach and do not push or pull if it will cause the ladder to move. If you are far away from something, you must reach, take time to move the ladder closer.</li> <li>• Do not straddle the space between the ladder and another object.</li> </ul>

### Task: Scaffold Use

HAZARDS	CONTROLS
Falls	<ul style="list-style-type: none"> <li>• All scaffolds must be erected and used in accordance with OSHA and manufacturer's requirements.</li> <li>• When working off scaffolds that are 6 ft. or more above a walking/working surface, fall protection or OSHA compliant handrails are required.</li> </ul>

<p>Damaged/broken equipment</p> <p>Improper assembly</p> <p>Improper use</p>	<ul style="list-style-type: none"> <li>• Scaffolds must be designed by a qualified person (a person who, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training, and experience, has successfully demonstrated his/her ability to solve or resolve problems related to the subject matter, the work, or the project.</li> <li>• All subcontractor-erected scaffolds must be erected under the supervision of a scaffold competent person.</li> <li>• The subcontractor’s scaffold competent person prior to use must inspect newly erected or modified scaffolds.</li> <li>• The subcontractor’s competent person must conduct daily pre-use inspections and the scaffold competent person must sign the scaffold tag.</li> <li>• Scaffolds must be used and inspected in accordance with the manufacturer’s instruction for each specific model and type of scaffold being used.</li> <li>• All wheels equipped with locking devices must be locked prior to climbing, all bolts and nuts must be tight, and all cotter pins must be in place and secured before use.</li> </ul>
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### Task: Working in Roads and Parking Lots

HAZARDS	CONTROLS
Possible pedestrian or vehicle traffic in work area	<ul style="list-style-type: none"> <li>• Secure work area to keep unauthorized personnel out of work area.</li> <li>• Schedule work in such a manner to limit exposure to people and property.</li> </ul>
Struck by Vehicles	<ul style="list-style-type: none"> <li>• Signs shall be used to slow/control vehicular traffic.</li> <li>• Signal/traffic/flagman personnel will wear reflective vests.</li> <li>• Flaggers will be trained and comply with OSHA Title 8 Section 1599, in the fundamentals of flagging moving traffic before being assigned as flaggers.</li> <li>• Only trained and authorized employees will work in the roadway.</li> </ul>

### Task: Pipe Cutting (Using a Pipe Threader)

HAZARDS	CONTROLS
Skin or eye injury from adding/replacing cutting oil	<ul style="list-style-type: none"> <li>• Review Safety Data Sheets (SDS) prior to performing the task.</li> <li>• Wear nitrile gloves, and safety glasses.</li> </ul>
Muscle strain while handling pipe	<ul style="list-style-type: none"> <li>• Use buddy system and/or safe lifting techniques.</li> </ul>
Foot or leg injuries from dropping the cut piece of pipe	<ul style="list-style-type: none"> <li>• Wear safety shoes.</li> </ul>
Hand injury setting the cutter; clamping the pipe	<ul style="list-style-type: none"> <li>• Wear leather gloves or similar protection.</li> </ul>
Hand injury/muscle strain while sliding pipe through pipe threader	<ul style="list-style-type: none"> <li>• Wear leather gloves or similar protection.</li> <li>• Position pipe without reaching over the threader.</li> </ul>
Injuries due to catching the clothing	<ul style="list-style-type: none"> <li>• Do not wear loose clothing while operating the threader/cutter.</li> <li>• Keep your gloved hands away from the pipe.</li> </ul>
Skin or eye injury from the cutting oil being delivered to the pipe	<ul style="list-style-type: none"> <li>• Review Safety Data Sheets (SDS) prior to performing the task.</li> <li>• Wear nitrile gloves, safety glasses, and face shield.</li> </ul>
Hand injuries from removing pipe from the threader	<ul style="list-style-type: none"> <li>• Remove foot from the safety switch, flip the switch off, and ensure the pipe has stopped rotating.</li> <li>• Remove foot from the safety switch, flip the switch off, and ensure the pipe has stopped rotating.</li> <li>• Wear leather gloves or similar protection.</li> </ul>

**Task: Use of Scissor Lift or Aerial lift to Access Work and Install Conduit/Equipment/Material and Wire**

HAZARDS	CONTROLS
Slips, trips and falls on tools and material	<ul style="list-style-type: none"> <li>• Maintain active housekeeping.</li> <li>• Keep tools and material out of travel path.</li> </ul>
Lift failure/tip over	<ul style="list-style-type: none"> <li>• Employees must be trained and certified to use lift.</li> <li>• Inspect lift before use</li> <li>• Do not use left on unstable ground or on angles over the lifts cap. Look for Drop-offs, holes, or unstable surfaces such as loose/soft dirt.</li> </ul>
Tool drop from lift	<ul style="list-style-type: none"> <li>• Keep area under bucket clear.</li> <li>• Set cones/barricades to prevent pedestrian traffic. Use ground man/flag to direct traffic when it is present.</li> </ul>
Pinch points to hands and body while moving lift	<ul style="list-style-type: none"> <li>• Keep hands inside lift when moving; use ground man to assist in checking clearances.</li> </ul>
Pedestrian and Vehicle traffic entering work area	<ul style="list-style-type: none"> <li>• Set cones/barricades to prevent pedestrian traffic. Use ground man/flag to direct traffic when it is present.</li> </ul>
Flying debris from use of cordless drill to modify/ mount material	<ul style="list-style-type: none"> <li>• Wear safety glasses and gloves. Wear sealed eye wear/face shield when drilling above eye level (or when required).</li> </ul>
Noise when drilling	<ul style="list-style-type: none"> <li>• Wear ear plus or equivalent hearing protection.</li> </ul>
Bumps, cuts, scrapes to hands from tool use	<ul style="list-style-type: none"> <li>• Wear general work gloves.</li> <li>• Keep hands clear of pinch points.</li> </ul>
Pinch points between conduit/objects	<ul style="list-style-type: none"> <li>• Wear general work gloves.</li> <li>• Keep hands clear of pinch points.</li> </ul>
Bumps, cuts and scrapes to hands, when pulling wire; from pinch points	<ul style="list-style-type: none"> <li>• Wear general work gloves.</li> <li>• Keep hands clear of between wire and conduit to avoid hands being pulled in when feeding wire.</li> </ul>
Strain when pulling wire	<ul style="list-style-type: none"> <li>• Do not overexert and get help if wire is too hard to pull.</li> <li>• Use pulling soap as needed to lubricate wire.</li> <li>• Review Safety Data Sheets (SDS) prior to first use</li> <li>• Wear required PPE and safety glasses.</li> </ul>

### Task: Electrical Cutovers and Work on Electrical Equipment

HAZARDS	CONTROLS
Contact with energized parts	<ul style="list-style-type: none"> <li>• All workers working on energized equipment will Arc-Flash protective clothing in accordance with NFPA 70E. The PPE will consist of flame-retardant clothing or flash suits, eye, face, hand, head, and foot protection as necessary. A flash boundary will be established, and only trained and authorized individuals will be allowed in the flash boundary.</li> <li>• Keep all covers and barriers guarding live parts in place except when required to be removed for testing.</li> <li>• Place grounding jumpers adequate to clear fault currents on equipment where practical.</li> </ul>
Inadvertent start-up of electrical equipment	<ul style="list-style-type: none"> <li>• Review Lockout/Tag out (LOTO) procedures with workers and <b>Wynn Site Development, Inc.</b> prior to starting work.</li> <li>• De-energize electrical equipment and apply <b>Wynn Site Development, Inc.</b> approved red locks and tags per <b>Wynn Site Development, Inc.</b> form 2885 and company Lockout/Tag out procedure.</li> <li>• All employees are instructed to verify lockouts are in place and equipment is de-energized prior to beginning any work.</li> </ul>

### Task: Underground Duct Bank and Conduit Installation, Including Excavation, Encasement, and Backfill

HAZARDS	CONTROLS
Contact with active utility lines	<ul style="list-style-type: none"> <li>• Review all area underground utility drawings with <b>Wynn Site Development, Inc.</b> construction administrator.</li> <li>• Have the area of excavation surveyed with a ground penetrating radar and Electro-magnetic RF instrument prior to the commencement of digging.</li> <li>• Obtain an Excavation Permit from <b>Wynn Site Development, Inc.</b> prior to the commencement of any digging activities (exception hand digging, &lt;12”).</li> <li>• Use hand excavation techniques around all known utilities.</li> </ul>
Possible pedestrian or vehicular traffic in work area and falls into open trenches	<ul style="list-style-type: none"> <li>• Provide barricades or fencing around site as necessary to protect personnel and equipment.</li> <li>• Provide pedestrian walkway over trenches where emergency egress from building is required.</li> <li>• Provide traffic rated steel plates at traffic crossings and ensure plates are secure from displacement.</li> </ul>
Collapse of trenches	<ul style="list-style-type: none"> <li>• A competent person in trenching, excavations, and protective systems will inspect soil.</li> <li>• Protective systems will be used for any trench or excavation 5 feet or deeper or made in unstable soil.</li> </ul>

Excavation equipment striking worker	<ul style="list-style-type: none"><li>• Workers will make every attempt to stay clear of moving equipment.</li><li>• Workers will wear high visibility clothing when working near moving equipment.</li></ul>
Materials falling into trench	<ul style="list-style-type: none"><li>• Keep all spoils and materials at least 2 feet away from the edge of trench.</li></ul>

**Task: Installation of Electrical Conduit, Switches, Receptacles, and other Electrical Current Devices**

HAZARDS	CONTROLS
Potential electric shock	<ul style="list-style-type: none"> <li>• Use proper tools, testing techniques, and proper test equipment.</li> <li>• De-energize load center while making final connection.</li> <li>• Check continuity of wires for shorts before energizing.</li> <li>• Check for proper voltage and amp draw.</li> <li>• Energize under no load situation.</li> <li>• Wear nonconductive gloves.</li> </ul>
Slips, trips, falls	<ul style="list-style-type: none"> <li>• Ensure proper illumination is present.</li> <li>• Keep housekeeping clean.</li> <li>• Wear lace up safety shoes at all times.</li> <li>• Ensure shoelaces are properly tied.</li> <li>• Watch where you are walking.</li> <li>• Do not run or rush.</li> <li>• Ensure pits are covered.</li> </ul>
Falls from ladders	<ul style="list-style-type: none"> <li>• Choose the right ladder type and the appropriate duty-rating ladder for the task.</li> <li>• Do not use Type III (Light Duty) ladders.</li> <li>• Do not exceed ladder duty rating.</li> <li>• Inspect ladder before use.</li> <li>• Ensure ladder is clean and free of defects before use.</li> <li>• Maintain 4:1 slope ratio with straight ladders.</li> <li>• Remove any oil or grease from the soles of your shoes before using the ladder.</li> <li>• Use 3-point contact while climbing.</li> <li>• Extend ladder 36” if climbing onto another elevated surface.</li> <li>• Do not use top step of stepladder and top three rungs of straight ladder.</li> <li>• Secure all extension ladders from movement.</li> <li>• Ensure ladder is not placed on a loose object or on uneven footing.</li> <li>• To prevent slipping, equip the ladder with non-slip points or safety shoes, if practical. If not, secure the ladder firmly by lashing it with rope or by other means.</li> <li>• Do not lean ladders against a moveable object or against window sashes.</li> <li>• Fasten a board securely across the top of the ladder to give a bearing on each side of the window.</li> <li>• See that a helper stands guard in dangerous circumstances, as when a ladder is in front of a door. If there is a danger of a person or vehicle bumping into the ladder, have a helper stand guard or rope off the space with caution tape around the ladder.</li> </ul>

	<ul style="list-style-type: none"> <li>• Do not overreach and do not push or pull if it will cause the ladder to move. If you are far away from something, you must reach, take time to move the ladder closer.</li> <li>• Do not straddle the space between the ladder and another object.</li> </ul>
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### **Task: Install Conduit/Equipment/Material and Wire**

<b>HAZARDS</b>	<b>CONTROLS</b>
Slips/trips/falls due to poor housekeeping	<ul style="list-style-type: none"> <li>• Maintain active housekeeping; keep tools and material out of travel path. Perform post job clean up.</li> </ul>
Lifting/moving material/ strain from improper lifting	<ul style="list-style-type: none"> <li>• Lift with legs and not back, bend at the knees; get help to lift material as needed.</li> </ul>
Bumps, cuts and scrapes to hands from tool use	<ul style="list-style-type: none"> <li>• Wear general work gloves.</li> </ul>
Fall from ladder used to access elevated work	<ul style="list-style-type: none"> <li>• Choose the right ladder type and the appropriate duty-rating ladder for the task.</li> <li>• Do not use Type III (Light Duty) ladders.</li> <li>• Do not exceed ladder duty rating.</li> <li>• Inspect ladder before use.</li> <li>• Insure ladder is clean and free of defects before use.</li> <li>• Maintain 4:1 slope ratio with straight ladders.</li> <li>• Remove any oil or grease from the soles of your shoes before using the ladder.</li> <li>• Use 3-point contact while climbing.</li> <li>• Extend ladder 36” if climbing onto another elevated surface.</li> <li>• Do not use top step of stepladder and top 3 rungs of a straight ladder.</li> <li>• Secure all extension ladders from movement.</li> <li>• Ensure ladder is not placed on a loose object or on uneven footing.</li> <li>• To prevent slipping, equip the ladder with non-slip points or safety shoes, if practical. If not, secure the ladder firmly by lashing it with rope or by other means.</li> <li>• Do not lean ladders against a moveable object or against window sashes.</li> <li>• Fasten a board securely across the top of the ladder to give a bearing on each side of the window.</li> <li>• See that a helper stands guard in dangerous circumstances, as when a ladder is in front of a door. If there is a danger of a person or vehicle bumping into the ladder, have a helper stand guard or rope off the space with caution tape around the ladder.</li> </ul>

	<ul style="list-style-type: none"> <li>• Do not overreach and do not push or pull if it will cause the ladder to move. If you are far away from something, you have to reach, take time to move the ladder closer.</li> <li>• Do not straddle the space between the ladder and another object.</li> </ul>
Physical hazards from use of cordless drill to modify/ and or mount hardware/material	<ul style="list-style-type: none"> <li>• Inspect tools before use.</li> <li>• Wear safety glasses and gloves.</li> <li>• Wear sealed eye wear/face shield when drilling above eye level.</li> <li>• Wear hearing protection when operating.</li> <li>• Keep hands and body clear of line of fire.</li> </ul>
Injury to hands while pulling/installing wire	<ul style="list-style-type: none"> <li>• Wear general work gloves.</li> <li>• Keep hands clear of between wire and conduit to avoid hands being pulled in when feeding.</li> <li>• Use pulling soap as needed to lubricate wire.</li> </ul>

### **Task: Install Lamps and/or Ballasts**

<b>HAZARDS</b>	<b>CONTROLS</b>
Slips, trips and falls on tools and material.	<ul style="list-style-type: none"> <li>• Maintain active housekeeping.</li> <li>• Keep tools and material out of travel path.</li> </ul>
Electrical shock	<ul style="list-style-type: none"> <li>• De-energize fixture if replacing ballast.</li> <li>• Follow Lockout/Tag out procedure and JHA.</li> </ul>
Fall from ladder	<ul style="list-style-type: none"> <li>• Choose the right ladder with the appropriate duty rating for the task.</li> <li>• Do not use Type III (Light Duty) ladders.</li> <li>• Do not exceed ladder duty rating.</li> <li>• Inspect ladder before use.</li> <li>• Ensure ladder is clean and free of defects before use.</li> <li>• Maintain 4:1 slope ratio with straight ladders.</li> <li>• Remove any oil or grease from the soles of your shoes before using the ladder.</li> <li>• Use 3-point contact while climbing.</li> <li>• Extend ladder 36" if climbing onto another elevated surface.</li> <li>• Do not use top step of stepladder and top 3 rungs of straight ladder.</li> <li>• Secure all extension ladders from movement.</li> <li>• Ensure ladder is not placed on a loose object or on uneven footing.</li> <li>• To prevent slipping, equip the ladder with non-slip points or safety shoes, if practical. If not, secure the ladder firmly by lashing it with rope or by other means.</li> <li>• Do not lean ladders against a moveable object or against window sashes.</li> <li>• Fasten a board securely across the top of the ladder to give a bearing on each side of the window.</li> <li>• See that a helper stands guard in dangerous circumstances, as when a ladder is in front of a door. If there is a danger of a person or</li> </ul>

	<p>vehicle bumping into the ladder, have a helper stand guard or rope off the space with caution tape around the ladder.</p> <ul style="list-style-type: none"> <li>• Do not overreach and do not push or pull if it will cause the ladder to move. If you are far away from something, you have to reach, take time to move the ladder closer.</li> <li>• Do not straddle the space between the ladder and another object.</li> </ul>
Bumps, cuts and scrapes to hands	<ul style="list-style-type: none"> <li>• Keep hands clear of pinch points.</li> <li>• Wear gloves.</li> </ul>
Physical hazards from dropping tools	<ul style="list-style-type: none"> <li>• Wear hardhat.</li> <li>• Keep area under work clear.</li> </ul>
Flying parts to face/eye from cordless drill use	<ul style="list-style-type: none"> <li>• Wear sealed eye wear/face shield when drilling above eye level (or when required).</li> </ul>
Noise from cordless drill	<ul style="list-style-type: none"> <li>• Wear earplugs or equivalent hearing protection.</li> </ul>

## Task: Arc Welding

HAZARDS	CONTROLS
Flashing, sparks, slag splatter to Passerby's, and welder	<ul style="list-style-type: none"> <li>• Close welding curtain to shield outsiders from flashing.</li> </ul>
Radiant heat	<ul style="list-style-type: none"> <li>• Wear welding jacket, apron, gloves, work shoes.</li> </ul>
Inhalation of fumes	<ul style="list-style-type: none"> <li>• Use exhaust fan (where applicable), weld in a well-ventilated area.</li> <li>• Wear welding hood.</li> </ul>
Flashing, sparks, slag splatter to welder	<ul style="list-style-type: none"> <li>• Wear welding jacket, apron, gloves, work shoes.</li> <li>• Wear clear polycarbonate safety glasses with side shields and face shields.</li> </ul>
Eye damage to welder	<ul style="list-style-type: none"> <li>• Wear clear polycarbonate safety glasses with side shields and face shields.</li> <li>• Wear ANSI-compliant welding helmet with auto darkening lenses which allow welders to keep their helmets down at all times, preventing the neck strain that can come from trying to flip down a face shield when striking the arc. Helmets also can reduce the need for wearing secondary safety lenses under the shield.</li> </ul>
Pinch to fingers	<ul style="list-style-type: none"> <li>• Keep fingers away from pinch points.</li> </ul>
Burn to hands or fingers	<ul style="list-style-type: none"> <li>• Wear leather gloves.</li> <li>• Chalk mark welded area "Hot".</li> </ul>
Eye damage by flying debris from hammer strikes	<ul style="list-style-type: none"> <li>• Wear clear polycarbonate safety glasses with side shields.</li> </ul>
Injuring fingers with hammer	<ul style="list-style-type: none"> <li>• Use caution to avoid striking fingers or hands with hammer.</li> </ul>
Electrical hazards	<ul style="list-style-type: none"> <li>• Inspect the arc welder before starting any operation.</li> <li>• Look for frayed welding leads and any damage to the welder.</li> <li>• Ground the welder case so that if a problem develops inside the welder a fuse will blow, disconnecting the power and letting you know that repair is required.</li> <li>• Use mats of plywood, rubber or some other dry insulation to stand or lie upon.</li> <li>• Insulate your body from the metal you are welding.</li> <li>• Do not rest your body, arms, or legs on the work piece (the metal being welded); especially if your clothing is wet or bare skin is exposed.</li> <li>• Do not touch the electrode or metal parts of the electrode holder with skin or wet clothing.</li> <li>• Wear dry gloves in good condition when welding.</li> </ul>
Tripping	<ul style="list-style-type: none"> <li>• Take care to keep wire untangled and free from under feet.</li> </ul>



## Task: Brazing/Welding/Cutting

HAZARDS	CONTROLS
Flashing, sparks, slag splatter to passerby's, and welder	<ul style="list-style-type: none"> <li>• Close welding curtain to shield outsiders from flashing</li> </ul>
Fire	<ul style="list-style-type: none"> <li>• Remove all combustible materials from the work area.</li> <li>• Request and receive a <b>Wynn Site Development, Inc.</b> issued hot work permit and follow requirements listed. A Fire Watch as required by the Permit.</li> <li>• All personnel engaged in welding or cutting job tasks shall wear all industry recognized PPE to protect from burns either to the skin or the eyes. All workers assigned to the job will review the hot work permit.</li> <li>• A 20-pound Type ABC fire extinguisher shall be readily accessible and immediately available when any open flame work is performed.</li> <li>• Combustibles and flammables must be kept clear of the open flame work area.</li> <li>• Fire watches shall be trained and competent in the use of fire suppression equipment. Fire extinguishers must be checked monthly. Fire watches must have the means and know to call the <b>Wynn Site Development, Inc.</b> Fire Department in case of an emergency. Fire watches are to remain 30 minutes after completion of open flame work is stopped.</li> <li>• Store oxygen and acetylene cylinders in a secured in an upright position with caps in place with a minimum of 20 feet separation or separated by a noncombustible barrier at least 5 feet high having a fire resistance rating of one-half hour except when in an approved cart ready for use. Proper signage regarding “No Smoking” or “Ignition Sources” must be posted.</li> <li>• Smoking is only allowed in designated smoking areas.</li> <li>• Butane (e.g., Bic) lighters are not allowed to be carried by contractor employees engaged in welding or torch cutting/brazing or soldering operations.</li> <li>• All torches set cylinders must have the valves closed and the system de-pressured before going to breaks or lunch.</li> </ul>
Flashing, sparks, slag splatter welder	<ul style="list-style-type: none"> <li>• Wear welding jacket, apron, gloves, work shoes.</li> <li>• Wear clear polycarbonate safety glasses with side shields and face shields.</li> </ul>
Burn to hands or fingers	<ul style="list-style-type: none"> <li>• Wear leather gloves.</li> <li>• All oxygen/acetylene set-ups must be equipped with flash back arrestors or check valves.</li> </ul>
Slag splatter	<ul style="list-style-type: none"> <li>• Wear welding jacket, apron, gloves, work shoes.</li> </ul>
Tripping	<ul style="list-style-type: none"> <li>• Take care to keep wire untangled and free from under feet.</li> </ul>

Pinch to fingers	<ul style="list-style-type: none"> <li>• Keep fingers away from pinch points.</li> </ul>
Inhalation of fumes	<ul style="list-style-type: none"> <li>• Use exhaust fan (where applicable); weld in a well-ventilated area.</li> <li>• Wear welding hood.</li> </ul>

**Task: Excavation Activities**

HAZARDS	CONTROLS
Risk of Injury to bystanders	<ul style="list-style-type: none"> <li>• Work area should be delineated off from Un-Authorized personnel &amp; signs posted.</li> <li>• All personnel must use caution when working around excavation equipment and open excavations.</li> <li>• Assigned PPE (e.g., safety eyewear, earplugs, etc.) shall be worn by adjacent personnel, as required by their proximity to the work task.</li> </ul>
Risk of hitting underground utilities	<ul style="list-style-type: none"> <li>• Review all area underground utility drawings with <b>Wynn Site Development, Inc.</b> construction administrator.</li> <li>• Have the area of excavation surveyed with a ground penetrating radar and Electro-magnetic RF instrument prior to the commencement of digging.</li> <li>• Obtain an Excavation Permit from <b>Wynn Site Development, Inc.</b> prior to the commencement of any digging activities (exception hand digging, &lt;12”).</li> <li>• Use hand excavation techniques around all known utilities.</li> <li>• Ensure all areas to be excavated has been cleared of potential utilities.</li> </ul>
Inhalation hazards from dust from excavation activities	<ul style="list-style-type: none"> <li>• Wear appropriate PPE to protect from dust. This is usually a half-face air-purifying respirator with dust cartridges.</li> </ul>
Risk of exposure to physical hazards from moving machinery	<ul style="list-style-type: none"> <li>• Personnel on the ground should keep away from the work area and backhoe unless they are required for the task.</li> <li>• Do not approach heavy equipment without eye contact/acknowledgement from backhoe operator.</li> <li>• Use standard hand signals when noise levels inhibit auditory communication.</li> <li>• Ensure that all heavy machinery have audible back-up signals.</li> <li>• NEVER work alone when operating heavy machinery.</li> <li>• Avoid moving parts of machinery. Keep fingers, hands, and arms away from backhoe bucket and other pinch points.</li> <li>• Wear leather gloves when using hands for activities other than sampling, hardhat, safety glasses, and steel-toed boots.</li> </ul>
Noise	<ul style="list-style-type: none"> <li>• Wear ANSI approved safety ear plugs or muffs when working close enough to backhoe that you have to speak louder than your normal voice to someone standing next to you.</li> </ul>

Cave in	<ul style="list-style-type: none"><li>• Ensure a trained and appointed competent person supervises all activities.</li><li>• Ensure excavation is properly sloped or shoring is used if employees are to enter.</li></ul>
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## Task: Masonry Work

HAZARDS	CONTROLS
Tripping on scraps and debris	<ul style="list-style-type: none"> <li>• Properly store all materials in work area.</li> <li>• Perform clean up and housekeeping duties a minimum of once per day to remove all scraps and debris for the work area.</li> <li>• Remove all nails from formwork immediately after stripping forms.</li> </ul>
Exposure to particulates, concrete, and grout.	<ul style="list-style-type: none"> <li>• Review Safety Data Sheets (SDS's) for all chemicals being used and use the following PPE: _____</li> </ul>
Exposure to silica	<ul style="list-style-type: none"> <li>• Employees shall wear hard hats, high impact safety glasses, heavy-duty gloves, and earplugs. If any visible dust is present, an appropriate respirator as determined by an exposure analysis will be required.</li> <li>• Use watering to keep down the dust and have dust masks available for workers who might request them.</li> <li>• Develop written exposure control plan per OSHA <a href="#">Title 8 section 1532.3</a> that contains the following elements:               <ul style="list-style-type: none"> <li>- A description of the tasks in the workplace that involve exposure to respirable crystalline silica.</li> <li>- A description of the engineering controls, work, practices, and respiratory protection used to limit employee exposure to respirable crystalline silica for each task.</li> <li>- A description of the housekeeping measures used to limit employee exposure.</li> <li>- A description of the procedures used to restrict access to work areas, when necessary, to minimize the number of employees exposed to respirable crystalline silica and their level of exposure, including exposures generated by others.</li> <li>- Designate a competent person.</li> </ul> </li> <li>• Follow Table 1 - Specified Exposure Control Methods When Working With Materials Containing Crystalline Silica as listed in OSHA <a href="#">Title 8 section 1532.3</a></li> <li>• Train all employees with potential exposure to silica, in the exposure control plan contents, and in the following topics: Health hazards associated with exposure to respirable silica; Specific tasks that could result in exposure; Specific control measures including engineering, work practices and respirators and; contents of the standard. Use watering to keep down the dust, and have dust masks available for workers who might request them.</li> <li>• Alert other trades working downwind from the operation and, if possible, try to complete your operation when it will affect as few workers as possible.</li> <li>• Half face respirators are required.</li> </ul>

	<ul style="list-style-type: none"> <li>Respirator Program with medical evaluation &amp; fit test shall be in place for all personnel performing this operation and assigned a respirator to use.</li> </ul>
Pedestrian or vehicular traffic in work area.	<ul style="list-style-type: none"> <li>Provide spotters and signal persons where necessary to control traffic and back-up concrete trucks during pours.</li> </ul>

**Task: HVAC Work**

HAZARDS	CONTROLS
Trip or fall hazards	<ul style="list-style-type: none"> <li>Employ daily housekeeping activities.</li> </ul>
Possible back injury	<ul style="list-style-type: none"> <li>Use proper body mechanics in lifting and moving objects to avoid injury. Ask for assistance when needed.</li> </ul>
Lifting strain	<ul style="list-style-type: none"> <li>Use proper lifting techniques; Ergonomic training; use dolly/cart.</li> </ul>
Passersby struck by falling objects	<ul style="list-style-type: none"> <li>Be aware of people in and around work site and proceed cautiously.</li> <li>Rope off area with caution tape.</li> <li>Use second person to keep work area clear of people.</li> </ul>
Potential electric shock	<ul style="list-style-type: none"> <li>Ensure all tools are properly grounded.</li> <li>Avoid working around electrical equipment or outlets.</li> <li>Ensure insulation on electrical cord is unbroken.</li> <li>Shut-off and lockout-tag out electricity if possible; call in electrician for electrical repair/connection.</li> </ul>
Cuts, crush, pinch, etc. during operation and/or maintenance of powered equipment (electrical, pneumatic, hydraulic, etc.)	<ul style="list-style-type: none"> <li>Keep protective guards in place</li> <li>Disconnect from power source before servicing</li> <li>Use lockout-tag out; use appropriate PPE (e.g., gloves).</li> </ul>
Burns and other injuries from welding/propane torch/steam/hot water pipes	<ul style="list-style-type: none"> <li>Complete <b>Wynn Site Development, Inc.</b> Hot Work Permit before starting work.</li> <li>Only use trained employees to weld, braze.</li> <li>Wear assigned PPE (e.g., leather gloves, apron, long sleeves, safety glasses and appropriately shaded mask where applicable).</li> <li>Cut/weld only in well-ventilated areas.</li> </ul>
Falls from ladders	<ul style="list-style-type: none"> <li>Select proper ladder for the job.</li> <li>Do not use light household ladder for a heavy construction job.</li> <li>Inspect ladder before use.</li> <li>Do not exceed the duty rating of the ladder.</li> <li>Do not lean a ladder against a moveable object or against windows.</li> <li>See that a helper stands guard in dangerous circumstances, as when a ladder is in front of a door. If there is a danger of a person or vehicle bumping into the ladder, have a helper stand guard or rope off the space with caution tape around the ladder.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure ladder is not placed on a loose object or on uneven footing.</li> <li>• To prevent slipping, equip the ladder with non-slip points or safety shoes. If not, secure by lashing it with rope or by other means.</li> <li>• Maintain 4:1 slope ratio with straight ladders.</li> <li>• Use 3-point contact while climbing and descending</li> <li>• Secure all extension ladders from movement.</li> <li>• Do not use top step of stepladder and top 3 rungs of straight ladder.</li> <li>• Remove any oil or grease from shoes before using the ladder.</li> <li>• Do not overreach and do not push or pull if it will cause the ladder to move. If you are far away from something, you have to reach, take time to move the ladder closer.</li> <li>• Do not straddle the space between the ladder and another object.</li> <li>• Extend ladder 36" if climbing onto another surface.</li> </ul>
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**Task: Working in a Confined Space**

HAZARDS	CONTROLS
Slips, trips, falls	<ul style="list-style-type: none"> <li>• Ensure adequate illumination.</li> <li>• Keep housekeeping clean.</li> <li>• Wear lace up safety shoes at all times.</li> <li>• Watch where you are walking.</li> <li>• Do not run or rush.</li> <li>• Fall protection will be provided as necessary.</li> </ul>
Confined space, entrapment, oxygen deficiency, toxic & explosive atmospheres, and asphyxiation uncontrolled energized equipment	<ul style="list-style-type: none"> <li>• Prepare written operating procedures &amp; train employees.</li> <li>• Use Confined Space Entry Permit.</li> <li>• Follow <b>Wynn Site Development, Inc.</b> procedures for entering confined spaces per <b>Wynn Site Development, Inc.</b> Form 2885.</li> <li>• Lines containing hazardous substances must be disconnected, blinded, or blocked. Apply lockout/tag out controls as appropriate.</li> <li>• Utilities that may discharge into the area will be locked out/ blocked out.</li> <li>• The air must be tested for dangerous contamination or oxygen deficiency. The test will be for Carbon Monoxide, Lower Explosive Limit, Hydrogen Sulfide and Oxygen Level.</li> <li>• Ventilation is required if testing reveals any hazard.</li> <li>• Confined spaces where dangerous air contamination exists require Half mask respirator with chemical filter required (SCBA as needed); Provision made for feasible entry and exit; One standby employee (with respirator) trained in first aid and CPR, plus one additional employee within sight or call; and an effective means of communication between the employee in the confined space and the standby employee.</li> <li>• Ongoing surveillance of the surrounding area to avoid hazards such as vapors drifting from nearby tanks, piping and sewers shall also be required.</li> </ul>

	<ul style="list-style-type: none"> <li>• A rescue/retrieval system will be used ingress/ egress is not easily available.</li> </ul>
Fire	<ul style="list-style-type: none"> <li>• A fire extinguisher will be available if flammable materials are present.</li> </ul>

**Task: Painting**

HAZARDS	CONTROLS
Inhalation of paint, lung damage	<ul style="list-style-type: none"> <li>• Paint in well-ventilated areas.</li> <li>• Wear a respirator when in areas with limited ventilation.</li> <li>• Review Safety Data Sheet (SDS).</li> </ul>
Skin irritation	<ul style="list-style-type: none"> <li>• Wear long-sleeved, loose-fitting clothing covering exposed skin.</li> <li>• Wear gloves that are impervious to paint and thinners.</li> <li>• Wash exposed areas thoroughly with soap and water after handling.</li> <li>• Do not wash skin with paint thinner or lacquer thinner, use hand cleaner.</li> </ul>
Eye irritation	<ul style="list-style-type: none"> <li>• Wear goggles that seal eyes from paint.</li> </ul>
Fall from ladder or scaffold	<ul style="list-style-type: none"> <li>• Receive ladder and mobile scaffold user training prior to use.</li> <li>• Inspect ladders and scaffolds for defects prior to use.</li> <li>• Following manufacturer's instructions for ladder and scaffold use.</li> <li>• Do not overreach when working off a ladder or scaffold.</li> </ul>

**Task: Lifting / Crane Use**

HAZARDS	CONTROLS
Possible pedestrian or vehicle traffic in work area	<ul style="list-style-type: none"> <li>• Secure work area as appropriate to keep unauthorized personnel out of the lifting zone.</li> <li>• Position crane and delivery truck in such a manner to limit exposure to people and property.</li> </ul>
Crane or rigging failure	<ul style="list-style-type: none"> <li>• Submit <b>Wynn Site Development, Inc.</b> lift plan with crane ratings, load charts, rigging diagrams, crane certifications, and operator certification.</li> <li>• Review all crane and rigging safety requirements prior to lift.</li> <li>• Verify weight of items to be lifted and distance from center pin of crane.</li> <li>• Daily inspections of the crane will be performed and documented.</li> </ul>
Workers struck by load	<ul style="list-style-type: none"> <li>• Only workers trained and authorized to perform rigging and signal activities will be involved in the lift.</li> <li>• Signal people wear a high visibility vest and remain in visual or radio contact with crane operator at all times.</li> <li>• Wear hardhat.</li> </ul>

### Task: Roof Replacement

HAZARDS	CONTROLS
Falls from rooftop	<ul style="list-style-type: none"> <li>• Wear hardhat and fall protection as required.</li> <li>• Develop site-specific fall protection plan, per <b>Wynn Site Development, Inc.</b> Form 2885.</li> <li>• All employees have been training in the use, limitations, and inspections of personal fall arrest equipment, fall restraint techniques, and the use of warning line systems.</li> </ul>

### Task: Demolition

HAZARDS	CONTROLS
Asbestos and Lead	<ul style="list-style-type: none"> <li>• Asbestos and lead reports will be reviewed, and all hazardous materials will be identified prior to the start of any demolition work.</li> <li>• Asbestos and lead work plans will be submitted detailing work procedures, controls, and PPE for all work, which may disturb asbestos and lead containing materials.</li> </ul>
Fire	<ul style="list-style-type: none"> <li>• All utilities shall be located, shut off, capped, or otherwise controlled.</li> <li>• Fire extinguishers shall be available on site and Emergency Services numbers shall be posted.</li> </ul>
Contact with energized utilities	<ul style="list-style-type: none"> <li>• Review demo plan with <b>Wynn Site Development, Inc.</b> and verify all utilities have been de-energized prior to any demolition work.</li> <li>• Follow Lockout/Tag out (LOTO) procedures as described in <b>Wynn Site Development, Inc.</b> Form 2885 and company LOTO program (include as an Attachment).</li> </ul>
Cutting/Welding Operations	<ul style="list-style-type: none"> <li>• A <b>Wynn Site Development, Inc.</b> Hot Work Permit will be completed prior to starting any hot work.</li> <li>• During welding/cutting operations, proper welding gloves and a full-face, and UV-ray protective shield shall be worn to prevent injuries to the operator.</li> <li>• When practical, the object to be welded, cut, or heated will be moved to a designated safe location away from flammable liquids and other combustibles. If the object cannot be moved, positive means will be taken to confine the heat, sparks, and slag.</li> <li>• A 20 lb., ABC dry chemical extinguisher (or equivalent) will be immediately available in the work area and must be maintained in a state of readiness for instant use.</li> <li>• Garbage and trash shall not be allowed to accumulate on the premises, as it may be ignited by the sparks or slag.</li> <li>• When welding is being performed on a higher level where there is an exposure to workers below, the area directly below the welding</li> </ul>

	<p>shall be cleared and marked as a "Do Not Enter Zone", to protect any workers passing underneath from being hit by sparks or slag.</p> <ul style="list-style-type: none"> <li>• A fire watch shall be maintained at least 30 minutes after the hot work is completed.</li> <li>• Trained, certified workers shall perform welding/cutting operations.</li> </ul>
Eye injury from projectiles	<ul style="list-style-type: none"> <li>• All workers performing demolition activities will wear safety glasses and face shield as required.</li> </ul>
Cuts, scraps, and punctures	<ul style="list-style-type: none"> <li>• All workers will wear leather glove protection and appropriate clothing during demolition activities.</li> </ul>
Inhalation of dust.	<ul style="list-style-type: none"> <li>• Water will be used to minimize dust generation.</li> <li>• All workers will wear an air-purifying respirator (list type) or dust mask as necessary during demolition.</li> </ul>
Exposure to silica dust	<ul style="list-style-type: none"> <li>• Employees shall wear hard hats, high impact safety glasses, heavy-duty gloves, and earplugs. If any visible dust is present, an appropriate respirator as determined by an exposure analysis will be required.</li> <li>• Where respirators are required, employees will complete a medical evaluation &amp; be fit tested to the specific respirator assigned.</li> <li>• Use watering to keep down the dust, and have dust masks available for workers who might request them.</li> <li>• Develop written exposure control plan per OSHA <a href="#">Title 8 section 1532.3</a> that contains the following elements: <ul style="list-style-type: none"> <li>- A description of the tasks in the workplace that involve exposure to respirable crystalline silica.</li> <li>- A description of the engineering controls, work, practices, and respiratory protection used to limit employee exposure to respirable crystalline silica for each task.</li> <li>- A description of the housekeeping measures used to limit employee exposure.</li> <li>- A description of the procedures used to restrict access to work areas, when necessary, to minimize the number of employees exposed to respirable crystalline silica and their level of exposure, including exposures generated by others.</li> <li>- Designate a competent person.</li> </ul> </li> <li>• Follow Table 1 - Specified Exposure Control Methods When Working With Materials Containing Crystalline Silica as listed in OSHA <a href="#">Title 8 section 1532.3</a></li> <li>• Train all employees with potential exposure to silica, in the exposure control plan contents, and in the following topics: Health hazards associated with exposure to respirable silica; Specific tasks that could result in exposure; Specific control measures including engineering, work practices and respirators and; contents of the standard. Use watering to keep down the dust, and have dust masks available for workers who might request them.</li> </ul>

	<ul style="list-style-type: none"> <li>• Use watering to keep down the dust, and have dust masks available for workers who might request them.</li> <li>• Alert other trades working downwind from the operation and, if possible, try to complete your operation when it will affect as few workers as possible.</li> </ul>
Collapse of structure	<ul style="list-style-type: none"> <li>• The Competent Person shall survey the integrity of the structure prior to the start of demolition operations.</li> <li>• All required permits shall be obtained.</li> <li>• Prior to the start of the demolition, abatement of all asbestos or lead, by a licensed removal company, will be completed.</li> <li>• Proceed with demolition in a systematic manner, working from the top of the structure downwards.</li> <li>• Any worker signaling the operator shall be in plain sight of the operator at all times.</li> <li>• All workers shall remain at least 8-10 feet from the equipment used to perform the demolition. Only workers necessary to the operation shall be permitted in the work zone during this operation.</li> <li>• Barrels and caution tape will be used to demarcate the demolition zone.</li> <li>• Debris removal will not begin until the removal can be safely performed without exposure to structural collapse or falling debris.</li> <li>• Structural framing members shall not be removed until all stories above them have been demolished and removed.</li> <li>• Workers shall be instructed to possess heightened awareness of their surroundings during the demolition and removal of debris.</li> </ul>

**Task: Paving**

HAZARDS	CONTROLS
Slips, trips, falls	<ul style="list-style-type: none"> <li>• Keep housekeeping clean.</li> <li>• Wear lace up safety shoes at all times.</li> <li>• Watch where you are walking. Do not run or rush.</li> <li>• Ensure pits are covered.</li> </ul>
Heat stress	<ul style="list-style-type: none"> <li>• Train employees in company heat stress procedures.</li> <li>• Keep supplies of clean cool water within work area.</li> <li>• Drink at least two glasses of water every hour particularly in hot weather.</li> <li>• Rotate staff if able or ensure adequate breaks.</li> <li>• Take preventative cool-down rest in the shade to protect from overheating.</li> <li>• Take adequate breaks per OSHA Title 8 §3395. Heat Illness Prevention.</li> </ul>
Working with hot mix/asphalt	<ul style="list-style-type: none"> <li>• Long sleeved clothing, protective footwear.</li> <li>• Handle hot mix with shovel or mechanical aid.</li> </ul>

	<ul style="list-style-type: none"> <li>• No direct contact. If need to touch hot mix, wear protective gloves.</li> <li>• Wear thermal protective gloves as required.</li> </ul>
Manual handling asphalt	<ul style="list-style-type: none"> <li>• Use skid steer loader to pick up and spread asphalt when possible.</li> <li>• Ensure shovels and rakes are in good condition before use.</li> <li>• Warm up and stretch muscles prior to work.</li> <li>• Place feet apart and assure adequate footing.</li> <li>• Use legs to drive shovel into mix.</li> <li>• Bend your legs, keep your back straight.</li> <li>• Hold shovel close to body.</li> <li>• Shift feet with load, do not twist body.</li> <li>• Do not overload the shovel beyond your physical capacity.</li> <li>• Keep shovel and rake lubricated with release agent.</li> <li>• Use shovel to spread large amounts of asphalt prior to raking; do not push large amounts of asphalt with rake.</li> </ul>
Fumes	<ul style="list-style-type: none"> <li>• Ensure mix is at the specified temperature to avoid excessive fuming.</li> <li>• Do not use excessive release agent in hopper or in truck bodies.</li> <li>• Wear supplied P2 N95 respirators as required.</li> </ul>
Moving parts / entanglement – paver	<ul style="list-style-type: none"> <li>• Do not clear hopper with shovel while slat conveyor is operational.</li> <li>• Do not raise or lower hopper wings without first checking for the presence of workers.</li> <li>• Stay clear of augers.</li> <li>• Spotter required to watch for vehicle movement whilst crewmember cleans front of paver.</li> <li>• Wear thermal protective gloves as required.</li> </ul>
Roller traffic (when heating joints)	<ul style="list-style-type: none"> <li>• Carry out with two people wherever possible.</li> <li>• Wear reflective vest.</li> <li>• Heat from side of roller wherever possible.</li> <li>• Roller to maintain a min 1.5 m clearance.</li> <li>• Roller to travel no quicker than ground personnel.</li> <li>• Roller to stop when directed or if contact lost with ground personnel.</li> </ul>
Burns from hot tools, paver or other hot surfaces	<ul style="list-style-type: none"> <li>• Do not touch any part of the paver, which may be hot.</li> <li>• Wear thermal protective gloves if contact with hot tools or paver surface is necessary.</li> </ul>
Burns, fire from gas torch (used to heat joints)	<ul style="list-style-type: none"> <li>• Complete <b>Wynn Site Development, Inc.</b> Hot Work Permit.</li> <li>• Ensure regulator and hose connections are sound and well maintained.</li> <li>• Point gas torch away from personnel when lighting and when alight.</li> <li>• Do not leave torch unattended when gas torch is alight.</li> <li>• Have a monthly inspected and annually serviced fully charged fire extinguisher in the immediate work area.</li> <li>• Crewmembers must be familiar with location of nearest extinguishers and trained in its use.</li> </ul>

	<ul style="list-style-type: none"> <li>• Maintain fire watch for 30 minutes after torch activities.</li> </ul>
Struck by machinery	<ul style="list-style-type: none"> <li>• Wear high visibility vest.</li> <li>• Check for oncoming vehicles or plant prior to moving.</li> <li>• Remain alert to vehicle and plant movements around you.</li> <li>• Do not walk behind reversing plant.</li> <li>• Remain clear of paver and trucks if your presence is not required.</li> <li>• Do not walk between reversing trucks and the paver.</li> <li>• Remain in operator's view.</li> <li>• Do not rely on operators to see you, remain vigilant.</li> <li>• Do not use mobile phone.</li> </ul>

**Task: Concrete / Form Work**

<b>HAZARDS</b>	<b>CONTROLS</b>
Pedestrian or vehicular traffic in work area	<ul style="list-style-type: none"> <li>• Provide spotters and signal persons where necessary to control traffic and back-up concrete trucks during pours.</li> </ul>
Worker impalement on rebar	<ul style="list-style-type: none"> <li>• Steel plated rebar caps will be placed on all vertical and horizontal rebar.</li> </ul>
Strains, sprains, cuts and lacerations from installing rebar and forms	<ul style="list-style-type: none"> <li>• Use leather gloves when handling rebar and tie-wire.</li> <li>• Use legs to lift, do not bend at the waist, team lift if needed</li> <li>• Use proper hand placement on rebar to avoid pinching when installing rebar.</li> </ul>
Struck-by/Crushed by Forms being placed	<ul style="list-style-type: none"> <li>• Maintain eye contact with crane operator.</li> <li>• Use tag lines to control form movement and placement.</li> </ul>
Struck-by/Crushed by concrete truck	<ul style="list-style-type: none"> <li>• Setup safe access and barricade for concrete trucks.</li> <li>• Use a spotter for concrete trucks.</li> <li>• Wear high visibility reflective vests.</li> <li>• Use chute man to swing concrete chute back &amp; forth &amp; signal concrete truck driver. Chute man needs to commute with rest of crew when moving chutes or repositioning truck.</li> </ul>
Slips, trips, falls when placing concrete	<ul style="list-style-type: none"> <li>• Inspect work area, move material that may cause trips.</li> <li>• Use mesh over rebar to cover holes produced by rebar. Exposed mesh will be trip hazards until concrete placed. Keep mesh ends tied down.</li> </ul>
Tripping on scraps and debris	<ul style="list-style-type: none"> <li>• Inspect work area, move material that may cause trips prior to working.</li> <li>• Properly store all materials in work area.</li> <li>• Perform clean up and housekeeping duties a minimum of once per day to remove all scraps and debris for the work area.</li> <li>• Remove all nails from formwork immediately after stripping forms.</li> </ul>
Chemical burns from concrete	<ul style="list-style-type: none"> <li>• Use rubber gloves, safety glasses/face shields and wash off splattered concrete ASAP with fresh water or neutralizing solution.</li> </ul>

Exposure to Silica (if applicable)	<ul style="list-style-type: none"> <li>• Employees shall wear hard hats, safety glasses, heavy-duty gloves, and earplugs. If any visible dust is present, an appropriate respirator as determined by an exposure analysis will be required.</li> <li>• Use watering to keep down the dust, and have dust masks available for workers who might request them.</li> <li>• Develop written exposure control plan per OSHA <a href="#">Title 8 section 1532.3</a> that contains the following elements: <ul style="list-style-type: none"> <li>- A description of the tasks in the workplace that involve exposure to respirable crystalline silica.</li> <li>- A description of the engineering controls, work, practices, and respiratory protection used to limit employee exposure to respirable crystalline silica for each task.</li> <li>- A description of the housekeeping measures used to limit employee exposure.</li> <li>- A description of the procedures used to restrict access to work areas, when necessary, to minimize the number of employees exposed to respirable crystalline silica and their level of exposure, including exposures generated by others.</li> <li>- Designate a competent person.</li> </ul> </li> <li>• Follow Table 1 - Specified Exposure Control Methods When Working With Materials Containing Crystalline Silica as listed in OSHA <a href="#">Title 8 section 1532.3</a></li> <li>• Train all employees with potential exposure to silica, in the exposure control plan contents, and in the following topics: Health hazards associated with exposure to respirable silica; Specific tasks that could result in exposure; Specific control measures including engineering, work practices and respirators and; contents of the standard. Use watering to keep down the dust, and have dust masks available for workers who might request them.</li> <li>• Alert other trades working downwind from your operation and, if possible, try to complete your operation when it will affect as few workers as possible.</li> </ul>
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**Task: Concrete Cutting/Coring**

HAZARDS	CONTROLS
Risk of Injury to bystanders	<ul style="list-style-type: none"> <li>• Work area should be delineated off from un-authorized personnel &amp; signs posted.</li> <li>• All personnel must use caution when in or around saw cutting areas</li> <li>• Assigned PPE (e.g., safety eyewear, earplugs, etc.) shall be worn by adjacent personnel, as required by their proximity to the work task.</li> </ul>
Risk of hitting underground utilities	<ul style="list-style-type: none"> <li>• Complete a <b>Wynn Site Development, Inc.</b> Excavation Permit.</li> <li>• Ensure all areas to be cut, cored or drilled have been scanned.</li> </ul>

<p>Risks of injury from improper set up or operation</p>	<ul style="list-style-type: none"> <li>• All operators of this equipment shall be trained on that piece of equipment.</li> <li>• All connections, mountings, guards &amp; controls on the equipment must be inspected prior to use.</li> <li>• All required guards shall be in place.</li> <li>• Inspect and test saw prior to use.</li> <li>• Make sure all manufacturer's protective devices (guards) are in place and operational.</li> <li>• Electric saws should be approved, double insulated. If not, they should be properly grounded and plugged into a GFCI-protected outlet.</li> <li>• Blade shall be inspected for damage.</li> <li>• Ensure there has been an approved <b>Wynn Site Development, Inc.</b> Excavation/Penetration Permit briefing &amp; permit is signed &amp; on site.</li> <li>• The saw operator should use any auxiliary handles that are on the saw to maintain control.</li> <li>• Operator must wear proper PPE. (Face shield, safety glasses &amp; hearing protection minimum).</li> </ul>
<p>Risk of exposure to noise and other physical hazards</p>	<ul style="list-style-type: none"> <li>• User shall wear safety glasses, a face shield, heavy-duty gloves, and earplugs.</li> </ul>
<p>Risk of exposure to silica based products</p>	<ul style="list-style-type: none"> <li>• Employees shall wear hard hats, high impact safety glasses, heavy-duty gloves, and earplugs. If any visible dust is present, an appropriate respirator as determined by an exposure analysis will be required.</li> <li>• Use watering to keep down the dust, and have dust masks available for workers who might request them.</li> <li>• Develop written exposure control plan per OSHA <a href="#">Title 8 section 1532.3</a> that contains the following elements: <ul style="list-style-type: none"> <li>- A description of the tasks in the workplace that involve exposure to respirable crystalline silica.</li> <li>- A description of the engineering controls, work, practices, and respiratory protection used to limit employee exposure to respirable crystalline silica for each task.</li> <li>- A description of the housekeeping measures used to limit employee exposure.</li> <li>- A description of the procedures used to restrict access to work areas, when necessary, to minimize the number of employees exposed to respirable crystalline silica and their level of exposure, including exposures generated by others.</li> <li>- Designate a competent person.</li> </ul> </li> <li>• Follow Table 1 - Specified Exposure Control Methods When Working With Materials Containing Crystalline Silica per OSHA <a href="#">Title 8 section 1532.3</a></li> <li>• Train all employees with potential exposure to silica, in the exposure control plan contents, and in the following topics: Health hazards</li> </ul>

	<p>associated with exposure to respirable silica; Specific tasks that could result in exposure; Specific control measures including engineering, work practices and respirators and; contents of the standard. Use watering to keep down the dust, and have dust masks available for workers who might request them.</p> <ul style="list-style-type: none"><li>• Alert other trades working downwind from your operation and, if possible, try to complete your operation when it will affect as few workers as possible.</li><li>• Use dust-free power tools that are equipped with a vacuum.</li><li>• Use watering to keep down the dust, and have dust masks available for workers who might request them.</li><li>• Alert other trades working downwind from your operation and, if possible, try to complete your operation when it will affect as few workers as possible.</li><li>• Half face respirators are required for cutting and/or core drilling into concrete.</li><li>• Respirator Program with medical evaluation &amp; fit test shall be in place for all personnel performing this operation and assigned a respirator to use.</li></ul>
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# **Hand and Portable Power Tool Safety Program**

## **Purpose**

The purpose of this Plan is to protect employees from the hazards of hand and power tools.

## **Scope**

This Plan covers site-specific practices and requirements for safe hand and portable power tool operation and maintenance.

The Plan applies to (list non-exhaustive):

- Hand-held tools and portable equipment with point-of-operation hazards or physical defects such as broken handles, mushroomed heads, or dull edges that may cause an injury to the user.
- Knives, axes, shovels, hammers, chisels, and paper cutters.
- Portable power tools supplied by energy (e.g., electric, pneumatic, hydraulic, powder-actuated, explosive-actuated, and compressed air).
- Lawnmowers and jacks.

## **Responsibilities**

**WYNN SITE DEVELOPMENT, INC.** will protect its employees from hazards related to hand and portable power tools and equipment through engineering controls, tool safeguards, communication of hazards and solutions, employee training, and personal protective equipment (PPE).

### **Administrator**

The Administrator is responsible for:

- Assisting supervisors in identifying hazardous conditions in regard to hand/power tools
- Inspecting areas to ensure that this policy is being adhered to
- Providing safety awareness training, as needed

### **Supervisor**

Department supervisors are responsible for:

- Anticipating work hazards
- Ensuring employees are trained to use tools properly and in accordance with the manufacturer's instructions.
- Providing authorized employee training in the proper inspection, use, and maintenance of each tool.
- Maintaining training records, maintenance documentation, and inspection records of hand and portable power tools.
- Providing additional on-the-job (OJT) training if the employee is not familiar with the equipment.
- Providing safe hand and portable power tool equipment to employees.
- Removing defective hand or portable power tools from service.

*Note: Supervisors may designate other employees to implement and enforce the provisions of this Plan.*

## **Employees**

All employees who use hand and portable power tools will:

- Anticipate work hazards.
- Understand and follow the hand and power tool safety procedures in this Plan.
- Follow safety guidelines for the use of hand/power tools and according to manufacturer's instructions.
- Inspect hand and portable powers tool before use.
- Refrain from using damaged hand or portable power tools.
- Use the right tool for the job.
- Immediately pull damaged tools from use and report them to a supervisor.
- Not tamper with or remove safety guards.

## **Definitions**

- Hand Tool
  - A tool that is non-powered or operates only through physical exertion by hand (e.g., axes, screwdrivers, wrenches, pliers, tin snips, and paper-cutting boards in offices) (list non-exhaustive).
- Point of Operation
  - The area of a tool where the work is performed, which may expose the employee to injury if defective or not properly guarded.
- Portable Power Tool
  - A portable tool that requires a power source to operate, such as electric, pneumatic, liquid fuel, hydraulic, explosive-actuated, and powder-actuated device, or power supply. Examples of regulated portable power tools are portable abrasive wheels and grinders, lawn mowers, powered drills, portable circular saws, portable belt sanding machines, explosive-actuated fastening tools, jacks, and abrasive blast cleaning nozzles.

## **Hazard Assessments**

The Supervisor will ensure that a hazard assessment is conducted in each work area where hand and portable power tools may be used.

The assessment will identify hazards that could expose employees to:

- Flying objects
- Electric shock
- Sparks
- Punctures or lacerations
- Crushing forces

For example, sparks produced by iron and steel hand tools can be a dangerous ignition source around flammable substance.

Once hazards are identified, the Supervisor will recommend appropriate control measures (elimination, substitution, engineering, and/or administrative) and provide guidance on appropriate PPE selections when a hazard control is not feasible or satisfactory.

Supervisors may use the attached *Job Hazard Analysis Worksheet* and *PPE Hazard Assessment Certificate* for guidance when conducting assessments.

## General Safety Requirements

### Personal Protective Equipment (PPE)

Employees using hand and power tools may be exposed to falling, flying, abrasive and splashing objects, flying dusts, fumes or mists, vapors or gases, and should be fitted with the appropriate PPE necessary to protect them from hazards.

*Note: Safety eyewear, hard hats, gloves, and appropriate safety shoes are required on all construction sites.*

### Hearing Protection

Hearing protection is recommended when using power tools.

### Tool Maintenance

All hand tool and portable power tools and similar equipment, whether furnished by Caltech or by or the employee, will be maintained regularly and kept in a safe working condition.

### Housekeeping

- Floors will be kept as clean and dry as possible to prevent slips and falls.
- Extension cords will be used as needed for temporary power only and must be stored properly when not in use.
- Waste will be disposed of in the appropriate receptacles.
- All work areas and walkways will be well lit.

## Procedure

### Hand Tools

Hand tools are non-powered or operate only through physical exertion by hand. The greatest hazards posed by hand tools result from misuse and improper maintenance.

Hand tool precautions include the following:

- Use the right tool for the job.
- Saw blades, knives, and other sharp tools will be directed away from aisle areas and other employees working in close proximity.
- Knives and scissors will be kept sharp; dull tools can be more hazardous than sharp ones.
- Only spark-resistant tools made from brass, plastic, aluminum, or wood will be used around flammable substances.
- Wrenches, including adjustable, pipe, box-end, and socket-style wrenches, will not be used when the jaws or socket are stripped or sprung in such a way that slippage occurs.
- Impact tools such as drill pins or punches, wedges, and chisels will be kept free of mushroomed heads.
- Wooden-handled tools will be kept free of cracks and splinters and will be kept tightly attached to the working end of the tool.

- Tools will be stored in appropriate storage areas when not in use.

### **Portable Power Tools**

A portable tool is one that requires a power source to operate, such as electric, pneumatic, liquid fuel, hydraulic, explosive-actuated, and powder-actuated device or power supply. Power tools can be hazardous if used improperly.

Examples of regulated portable power tools include:

- Portable abrasive wheels and grinders
- Lawn mowers
- Powered drills
- Portable circular saws
- Portable belt sanding machines
- Explosive-actuated fastening tools
- Jacks
- Abrasive blast cleaning nozzles

Power tool general precautions include the following:

- Read the owner's manual to understand the tool's proper applications, limitations, operation, and hazards
- Use the right tool for the job.
- Inspect tools prior to each use. Inspection will include the power cord and plug.
- Wear proper eye and face protection while operating power tools.
- Never carry a tool by the cord or hose.
- Never yank the cord or the hose to disconnect it from the receptacle.
- Never stand in or near water when operating tools.
- Keep cords and hoses away from heat, oil, and sharp edges.
- Electric power tools will be either three-wire grounded or double-insulated and must be listed by Underwriters' Laboratories or another recognized listing agency.
- Disconnect tools and ensure a zero-energy state when not in use, prior to servicing and cleaning, and when changing accessories such as blades, bits, and cutters.
- Keep unauthorized persons away from the work area by using signage, barricades, stanchions, keyed access, etc.
- Avoid accidental starting; do not hold fingers on the switch button while carrying a plugged-in tool.
- Maintain tools with care; keep them sharp and clean for best performance.
- Never leave tools unattended with parts still moving; even after the machine is turned off, some parts may still be capable of moving.
- Maintain good housekeeping practices by keeping the work area free of debris or other items that can get caught in tools or power equipment.
- Follow instructions in the user's manual for the tool when lubricating and changing accessories.
- Maintain good footing and balance when operating power tools.
- Do not wear loose clothing, ties, or jewelry when operating portable power tools; such

items can become caught in moving parts.

- Remove all damaged or defective portable electric tools from use and tag them: “Do Not Use.” If not repairable, cut off power cord and discard/recycle.
- Always plug cord-connected, hand-held electric tools into ground-fault circuit interrupter (GFCI)-protected receptacles or in compliance with the facility’s assured electrical grounding conductor program.
- Cup wheels (Types 6 and 11) will be protected by safety guards or special “revolving cup guards” which mount behind the wheel and turn with it. They will be made of steel or other material with adequate strength and will enclose the wheel sides upward from the back for one-third of the wheel thickness.
- The maximum angular exposure of the portable grinding wheel periphery and sides for safety guards used on other portable grinding machines will not exceed 180° and the top half of the wheel will be enclosed at all times.
- Belt sanding machines will be provided with guards at each nip point where the sanding belt runs onto a pulley.
- Never clamp a hand-held grinder in a vise.
- When operating a riding-rotary mower, never make sharp turns at high speeds, especially on a hill. Never put hands or feet under a running mower.
- Always shut off the mower and disconnect the spark plug before servicing or reaching under the mower deck.

## **Guards**

Hazardous moving parts of a power tool need to be safeguarded. For example, belts, gears, shafts, pulleys, sprockets, spindles, drums, fly wheels, chains, or other reciprocating, rotating, or moving parts of equipment shall be guarded if such parts are exposed to contact by employees.

Guards, as necessary, shall be provided to protect the operator and others from the following:

- Point of operation
- Nip points
- Rotating parts
- Flying chips and sparks

Power tool guarding precautions include the following:

- Always consult supervisor when the manufacturer recommendations for guarding a specific power tool are not available or cannot be implemented.
- Guards must not be removed or bypassed unless the power tool is unplugged or locked out from the power source and is in a zero-energy state.
- Notify a supervisor immediately when any unguarded moving parts or dangerous points of operation are observed. Stop work and shut down the tool until the condition is corrected.
- Do not use unauthorized or damaged guards.
- Operate power tools only when all guards are in place and properly attached according to the manufacturer's recommendations and are functioning properly.
- If a guard is damaged, bypassed, or missing, the tool will be removed from service and tagged with "Do Not Use" until repairs can be made.

## **Safety Switches**

All hand-held power tools will be fitted with any one of the following safety switch methods as appropriate for the particular tool:

- A momentary contact "on-off" control.
- A lock-on control provided that turnoff can be accomplished by a single motion of the same finger or fingers that turn it on.
- A pressure switch which requires constant pressure to run and will shut off when the pressure is released, such as required for hand-held gasoline-powered chain saws.

## **Electric Tools**

Portable electric tools will be of the approved double-insulated type and used with an approved grounding device such as a GFI (Ground Fault Indicator) to prevent the unlikely event of an electrical shock.

Electric-power operated tool precautions include the following:

- Never use electrical cords for hoisting or lowering tools.
- Unplug the power cord by pulling on the plug rather than pulling on the cord.
- Keep cords and hoses away from heat, oil, and sharp edges.

- Operate electrical tools only within their design limitations.
- Wear gloves and safety footwear as appropriate during use of electric tools.
- When not in use, store electrical tools in a dry place.
- Do not use electrical tools in damp or wet locations without authorization and proper precautions taken to prevent electrical shock.

### **Pneumatic Tools**

Pneumatic tools are powered by compressed air and include chippers, drills, hammers, and sanders.

Pneumatic tool precautions include the following:

- Pneumatic power tools will be secured to the hose or whip by some positive means such as a tool retainer to prevent the tool from becoming accidentally disconnected.
- Safety clips or retainers will be securely installed and maintained on pneumatic impact (percussion) tools to prevent attachments from being accidentally expelled.
- Eye protection is required, and face protection is recommended for employees working with pneumatic tools.
- Use appropriate hearing protection when working with noisy tools such as jackhammers.
- Screens must be set up to protect nearby workers from being struck by flying fragments around chippers, riveting guns, staplers, or air drills.
- The safe operating pressure stated by the manufacturer will not be exceeded.
- Pneumatic powered tools will be secured to the hose or connection by a positive means to prevent them from being accidentally expelled.
- Hoses will not be used for hoisting or lowering.
- All hoses exceeding ½ inch inside diameter must have a safety device to reduce pressure should the hose fail.
- All pneumatically-driven nailers, staplers, and other similar tools provided with automatic fastener feeds which operate at more than 100 psi pressure to the tool will have a safety device on the muzzle end to prevent the tool from ejecting fasteners unless the muzzle is in contact with the work surface.
- A safety clip or retainer must be installed to prevent attachments, such as chisels on a chipping hammer, from being unintentionally shot from the barrel.
- Compressed air guns must never be pointed toward anyone. Users must never “dead-end” the gun against themselves or anyone else.
- Eye protection must be worn when operating a compressed air gun.
- Supplied compressed air will not be used for cleaning purposes except when reduced to 30 pounds per square inch (psi) and then only with effective chip guarding and with proper PPE.
- Airless spray guns which atomize paints and fluids and operate at pressure of 1,000 psi or more will be equipped with an automatic or visible manual safety device which prevents the accidental pulling of the trigger to prevent the release of paint or fluid until the device is manually released.
- Instead of the safety device, the gun may be equipped with a diffuser nut which will

prevent high pressure and high velocity release while the nozzle tip is removed, plus a nozzle tip guard, or other equivalent protection, which will prevent the tip from coming into contact with the operator.

- Abrasive blasting nozzles will be equipped with a valve which must be activated manually for operation and a holding rack for non-operation. The nozzle will be mounted on a support when it is not in use.

### **Hydraulic Power Tools**

The fluid used in hydraulic powered tools will be fire-resistant and must retain its operating characteristics at the most extreme temperatures to which it will be exposed. The manufacturer's safe operating pressures for hoses, valves, pipes, filters, and other fittings will not be exceeded.

### **Jacks**

- A jack is an appliance for lifting and lowering or moving horizontally a load by application of a pushing force. Jacks may be lever and ratchet, screw, and hydraulic.
- The manufacturer's rated capacity for the jack will be legibly marked on all jacks and will not be exceeded. All jacks will have a positive stop to prevent and stop over-travel.
- When providing a firm foundation, the jack base, as well as the cap, will be blocked or cribbed to prevent slippage.
- Where there is a possibility of slippage of the metal cap of the jack, a wood block shall be placed between the cap and the load.
- Jacks will be maintained according to the manufacturer's recommendations and inspected at least every 6 months and prior to use.
- For jacks subjected to abusive conditions such as freezing, load shock, or extreme heat, the jack will be examined for possible defects.
- Any jack found damaged or defective will be removed from service immediately and tagged with a "Do Not Use" tag. It is not being used until repaired by a person qualified to perform such repairs.

### **Fuel-Powered Tools**

- All fuel-powered tools will be stopped during refueling, servicing, or maintenance.
- Fuel will be transported, handled, and stored in accordance with USEPA and USDOT rules and procedures.
- When fuel-powered tools are used in enclosed spaces, the applicable requirements for toxic gas monitoring and use of PPE will be applied.

### **Powder-Actuated Tools**

Powder-actuated tools are also known as "explosive-actuated." Such tools are actuated by explosives or any similar means, and propel a stud, pin, fastener, or other object for the purpose of affixing it by penetration to any other object.

Only employees who have been trained in the safe operation of the particular powder-actuated tool in use will be allowed to operate a powder-actuated tool.

Powder-actuated tool precautions include the following:

- Inspect the tool prior to use.
- Any tool found not in proper working order, or which develops a defect during use, will be immediately removed from service, tagged “Do Not Use”, and not used until properly repaired by an authorized provider.
- Tools will not be loaded until just prior to the intended firing time. At no time, loaded or unloaded, are the tools to be pointed at any employees.
- Hands will be kept clear of the open barrel.
- Loaded tools will not be left unattended or be accessible to unauthorized persons.
- Tools will not be used in an explosive or flammable environment.
- In case of a misfire, the operator will hold the tool in the operating position for at least 30 seconds and then try to operate the tool a second time. The operator will wait another 30 seconds, holding the tool in the operating position, then proceed to remove the explosive load in strict accordance with the manufacturer's instructions.
- Fasteners will not be driven into very hard or brittle materials including, but not limited to, cast iron, glazed tile, surface-hardened steel, glass block, live rock, face brick, or hollow tile.
- Driving into materials easily penetrated will be avoided unless such materials are backed by a substance that will prevent the pin or fastener from passing completely through and creating a flying-missile hazard on the other side.
- Fasteners will not be driven directly into materials such as brick or concrete closer than 3 inches from the unsupported edge or corner or into steel surfaces closer than ½ inches from the unsupported edge or corner, unless a special guard, fixture, or jig is used. (Exception: Low-velocity tools may drive no closer than 2 inches from an edge in concrete or ¼ inches in steel).
- When fastening other materials, such as a 2- by 4-inches wood section to a concrete surface, it is permissible to drive a fastener of no greater than 7/32-inch shank diameter not closer than 2 inches from the unsupported edge or corner of the work surface.
- Fasteners will not be driven through existing holes unless a positive guide is used to secure accurate alignment.
- No fastener will be driven into a spalled area caused by an unsatisfactory fastening.
- Driving into materials easily penetrated will be avoided unless such materials are backed by a substance that will prevent the pin or fastener from passing completely through and creating a flying missile hazard on the other side.

## Machine Guarding

### Scope and Objective

All machines and machine guarding must conform to the standards set forth by OSHA, ANSI, and industry groups. Any machine part, function, or process that may cause injury must be safeguarded. Guarding should protect the operator and other employees in the machine area from hazards such as those created by point of operation, ingoing nip points, rotating parts, flying chips, and sparks.

### General Requirements for Guarding

1. Machine guards must prevent any part of an operator's or mechanic's body from coming in contact with moving parts and must prevent chips or pieces of material from flying off of the machine.
2. Guards should be affixed to the machine whenever possible.
3. Guards should not be an impediment that would encourage employees to bypass the system.
4. Employees should be able to perform minor maintenance tasks, such as lubricating, without removing the guards.
5. Overhead belts, pulleys, or fans 7 feet or less above ground must be guarded.
6. Pressure sensing device initiation (PSDI) must be certified and validated according to OSHA regulations.

### General Requirements for Machines

1. All electrical machinery must be properly grounded.
2. Machinery should be bolted to the floor, if possible, to prevent movement.
3. Power controls and operating controls should be located within easy reach of the operator.
4. Foot pedals, levers, and other start-up controls must be protected to prevent unintentional start-up of the machine.

### Requirements

1. New Equipment—Before any new equipment is purchased, the **Safety Manager** and representatives from the **[Engineering Dept., the Maintenance Dept., and the Purchasing Dept.]** will review all specifications to ensure that the guards are suitable and do not interfere with the work and that there are no unguarded moving parts. They will also determine whether the equipment meets all regulatory requirements. When they are satisfied, they will sign off on the **purchase order**.
2. Existing Equipment—The **[Maintenance Dept.]** will keep all specifications and designs for each machine in their files. If a machine needs to be modified or retrofitted with new guards, the manufacturer should be contacted for guidance on correct procedures. If the changes are to be made in-house, the safety manager and the **[Engineering Dept.]** must make sure the changes meet regulatory requirements before approving the work.

3. Supervisors must ensure that their employees never remove or bypass any machine guards.
4. If a machine guard is damaged, bypassed, or missing, the supervisor must shut down the machine until the problem is corrected.
5. Supervisors should ensure that all employees wear proper PPE while operating the machines.
6. Supervisors must provide initial training to employees on the machine operations and additional training when there are any changes or as needed.
7. Employees should never bypass or remove machine guards.
8. Employees are not permitted to wear loose clothing or jewelry while operating the machines. Long hair must be covered or contained in manufacturing areas.
9. Hair covering or protection must be worn in all manufacturing areas.
10. Employees should immediately notify their supervisors if they notice any unguarded moving parts or dangerous points of operation. Work must stop and the machine shut down until the condition is corrected.

### **Checklist**

- ( ) All machinery and guards are thoroughly reviewed to determine compliance with regulations.
- ( ) No new machinery is purchased without a safety review.
- ( ) Any hazardous, unguarded moving parts are immediately brought to the attention of the **Safety Department** and the machine is shut down.
- ( ) Supervisors strictly enforce the proper use of guards and do not permit employees to bypass these systems.
- ( ) Guards are designed with safety and ease of use features.
- ( ) Employees are trained on the proper operation of the equipment and how to handle minor servicing tasks, such as oiling or clearing a jam, without endangering themselves and others.
- ( ) Machines and guards are examined during the **[monthly]** safety audit.
- ( ) Supervisors strictly enforce the dress code and wearing of proper PPE during machine operations.

# **Ladder Safety**

## **Purpose**

Ladders are an essential part of production and maintenance within this facility. This program has been developed to establish guidelines for safe and proper use of ladders.

## **Responsibility**

### **Management**

Management is responsible to obtain ladders that are properly designed for the intended use.

### **The Program Administrator**

- The Program Administrator will monitor all activities related to this program.
- The Program Administrator is responsible to identify suppliers of ladders from which this company will make purchases.
- The Program Administrator is responsible to periodically inspect ladders to ensure safety requirements are being met.
- The Program Administrator is responsible to review this program annually and make changes as needed.
- The Program Administrator is responsible to ensure all employee training applicable to this program is completed.

### **Supervisors**

- Supervisors are responsible to implement this program in their departments.
- Supervisors are responsible to monitor employee activities as related to this program and correct actions that are unsafe or in violation of this program.
- Supervisors are responsible to replace defective ladders that have been removed from service and not allow defective tools to be used.

### **Employees**

- Employees are responsible to inspect ladders before each use.
- Employees are responsible to remove defective ladders from service and turn them in to their supervisors.

## **Procedures**

- At no time will an employee ascend or descend a ladder unless both hands are available to grasp the ladder.
- Employees will not be permitted to carry objects on ladders in their hands.
- Employees will ascend or descend ladders facing the ladder. At no time will employees ascend or descend a ladder with their back to the ladder.

- At no time when on a ladder will the load capacity be exceeded.
- Employees using ladders must read the warning labels to learn the load capacities, and they must take into account their body weight plus the weight of any equipment they have with them on the ladder.
- When employees perform work from a ladder that prevents them from maintaining three points of contact and are positioned higher than 4 feet from the walking or working surface, the employees will wear appropriate fall arrest equipment, making certain the object to which they are connected will support them should they fall from the ladder. The employee will need to verify the fall arrest lanyard is short enough to stop their fall before striking the walking or working surface.
- When working from a ladder, employees will not reach beyond a simple, unassisted extension of arm's length. They will not lean to extend their reach. They will not reposition their body to extend their reach.
- When roof access is necessary using a ladder during cold months, the employee will ensure no ice is present on the roof before stepping from the ladder onto the roof.

## **Inspections**

Ladders will be inspected before each use by the employees using them. The inspection will consist of a visual inspection of:

### **Straight ladders**

- Rungs/steps, rungs/steps connections to side rails, side rails, braces, feet and warning labels present and legible

### **Extension ladders**

- Rungs/steps, rungs/steps connections to side rails, side rails, braces, extension locks, ladder stops, rope, feet and warning labels present and legible

### **Step ladders**

- Rungs/steps, rungs/steps connections to side rails, joints, side rails, braces, spreaders and spreader locks, feet and warning labels present and legible
- If any of these components are found to be defective or damaged in any way, missing or inoperable, the ladder will not be used and these defects or damage will be reported to a supervisor.
- If defects are found, the ladder will be removed from service by the supervisor. The ladder will be cut into pieces in a safe manner by a maintenance employee and disposed of.
- At no time will defective ladders be kept on the premises for any reason.

## **Portable Ladders**

- Portable ladders include those ladders that are not built into or attached permanently to the building.
- These include straight, extension and step ladders built of metal or fiberglass construction.
- Portable ladders used on the premises will be constructed of metal or fiberglass.
- Portable ladders with jointed side rails will not be permitted on the premises.
- Placement of portable ladders will be in accordance with the following:
  - Straight and Extension Ladders
    - Place against the wall or secure object at an angle of the base of the ladder 1 foot away from the wall or secure object for every 4 feet in elevation.
    - The employee can also stand with their toes touching the base/feet and extend their arms straight and toward the ladder. When they can touch the ladder rails with their fingertips, they have achieved a good ratio.
    - Placed so the ladder extends at least three feet above the wall or secure object on which the ladder is placed.
    - Straight and extension ladders will be tied off or secured at the top when the ladder is to be in place for an extended period.
    - Extension ladders will be tied off at the top and at the base when the ladder is more than halfway extended and is to be in place for an extended period.
  - Step Ladders
    - Step ladders will be completely opened, and spreaders will be locked.
    - Employees will not stand at any time above the top two rungs. If the work requires the employee climb higher, the employee will use a taller ladder.
    - Step ladders will not be used as straight ladders.
    - Step ladders will only be climbed on the side with the rungs. The back sides of step ladders will not be climbed.

### **Portable Fiberglass Ladders**

Employees performing electrical work of any kind, or maintenance work near live or disconnected electrical, will use only portable ladders constructed of fiberglass. Metal ladders will not be used.

### **Portable Wooden Ladders**

Portable wooden ladders are very susceptible to ageing and becoming unstable and unsafe for use. Because of this, portable wooden ladders will not be used on these premises at any time.

## **Fixed Ladders**

- Fixed ladders are those ladders permanently attached to the building. Fixed ladders on these premises will be designed, constructed and installed by an outside, qualified contractor.
- Fixed ladders will be designed, constructed, and installed so as to meet the requirements of OSHA 1910.27.
- Fixed ladders are often thought of as not requiring inspections. Fixed ladders, especially those located outdoors, are exposed to environmental conditions that cause wear and deterioration. Fixed ladders will be visually inspected before and during the initial climb by employees.
- If during the climb a defect or damage is found, the employee will stop the climb, descend the ladder, and report the defect or damage to his supervisor. The defective or damaged, fixed ladder will be blocked off to prevent access until a qualified contractor completes the needed repair.

## **Site Built Ladders**

Site-built ladders are those ladders that are built on-site by employees. They can be of metal or wood construction. Site-built ladders will not be used at any time.

## Portable Ladder Inspection Checklist

Employee:	Company:
Ladder ID:	Facility:
Type:	Material: <input type="checkbox"/> Fiberglass <input type="checkbox"/> Aluminum <input type="checkbox"/> Wood

General (All Ladders)	Needs Repair	OK	Date Repaired
Loose steps or rungs (considered loose if they can be moved at all with the hand)?			
Missing rungs?			
Paint, oil, or chemical residue?			
Loose nails, screws, bolts, or other metal parts?			
Cracked, spilt, or broken uprights, braces, or rungs?			
Slivers on uprights, rungs, or steps?			
Damaged or worn non-slip bases?			
Bowed or twisted rails or rungs?			
Dents, cracks, corrosion, or decay?			
Foot treads and end caps are whole and in place?			
Labels and duty rating clearly marked?			
Treads or rungs are slip resistant?			

Step Ladders	Needs Repair	OK	Date Repaired
Wobbly (from side strain)?			
Loose or bent hinge spreaders?			
Stop on hinge spreaders broken?			
Loose hinges?			
Broken, split, or worn steps?			

Extension Ladders	Needs Repair	OK	Date Repaired
Loose, broken, or missing extension locks?			

Defective locks that do not seat properly while extended?			
Worn or rotted rope?			

Mobile Ladder Stands	Needs Repair	OK	Date Repaired
Casters are able lock stand in place?			
Stand structure solid with no rust or corrosion?			
Handrails are at least 29 inches high?			
Toe boards on stands 10 feet or higher?			
Uniformly spaced steps?			

Ladders that are identified as needing repair should be removed from service and discarded unless they can be repaired with manufacturer approved methods and materials.

## Ladder Usage- Observation Checklist

SUBJECT: LADDER USE						
<i>NEEDS FOCUS</i>	<i>RISK FACTOR IDENTIFIED</i>	<i>CORRECTIVE ACTION APPROACH</i>				
		1	2	3	4	5
	Determine if a safer method for accessing the elevated work surface is available as opposed to using a ladder					
	Inspects ladder prior to use; deadlines equipment					
	Stable base of ladder					
	Proper incline of ladder					
	Proper ladder for application					
	Ladder extension above access point					
	Ladder not used for work platform					
	Not standing on top few steps					
	Affixed at base and top to prevent tip over					
	Caging (tall, fixed ladders)					
	Guardrails (work platform)					
	Fall protection system for ladders in excess of 24 feet					
	Other (specify):					
	Other (specify):					
	Other (specify):					

**1=** Retraining

**2=** Assignment to work with safety mentor

**3=** Increased frequency of safety observations

**4=** Unsafe condition or “non-enabled task” that needs to be addressed

**5=** Present at team meeting

Corrective action to be completed (indicate who is responsible and corrective action date):

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## Cell Phone Policy

**Cell phones** are a distraction whether you're walking, standing, driving a car, or operating a piece of heavy machinery. To prevent unsafe working conditions and jobsite accidents **WYNN SITE DEVELOPMENT, INC.** will implement the below policies immediately.

### Please read below changes in company policy that will be effective immediately.

1. Cell phones are not to be used during business hours unless you are contacting your supervisor or the office. Using a cell phone on a construction site is dangerous to you and anyone around you.
2. If you have an emergency, please let your supervisor know and go outside to make a call. You should be clear of any construction area when making a call.
3. You should never use your cell phone while working.
4. There is no texting or playing on your phone during work hours.
5. There is no texting and claiming it's an "emergency" please reference note #2.
6. Cell phones may be used during your lunch break.
7. You may use your cellphone for communication on the jobsite with your supervisor's permission. This is only if walkie-talkies are not available.

**First Violation:** Warning and a write up

**Second Violation:** Sent home without pay and write up

**Third Violation:** Employment with **WYNN SITE DEVELOPMENT, INC.** terminated

I \_\_\_\_\_ agree to **WYNN SITE DEVELOPMENT, INC.**'s new cell phone policy and hold myself accountable for all the above.

\_\_\_\_\_  
Employee Signature and Date

\_\_\_\_\_  
Supervisor Signature